

The purpose of this agreement is to set guidelines and goals for mutual effort and benefit. By setting your expectations of each other ahead of time, you can work to make the most out of this relationship with little to no conflict. This agreement serves to aid you as you begin to lay down the foundations of your mentorship. Please fill out both the Expectations and Goal Setting portions during your first meeting.

# Mentor Name: Mentee Name:

**Expectations**

1. Outside of the predetermined meeting times, how often should we contact one another? What is the best way to contact one another?
2. If we receive contact from the mentor or another mentee, we agree to get back to that person within:

 24 hours

 1-2 days

 2-5 days

1. Modality (if applicable to group based on location of mentor/mentee):

 In-Person

 In-Person Socially Distanced

 In-Person Socially Distanced and Masked

 Only Virtual

1. How will we proceed should one individual need to withdraw from the mentorship program?
2. If we cannot attend one of the preplanned meetings, how will we communicate that with the group? How much notice will we agree to give?
3. Review and agree to the Wildcat Mentor Society Community Standards, agreement is mandatory for participants in the program in order to provide a safe, inclusive, and positive experience for all:

 I confirm I have read and agree to the [Wildcat Mentor Society Community Standards](https://wms.arizona.edu/wildcat-mentor-society-community-standards)



# Goal Setting

**Setting SMART Goals**: Setting clear goals ahead of time will help you direct conversations and pick topics to discuss in your monthly meetings. SMART goals are Specific, Measurable, Achievable, Relevant and Timely. For more information on SMART goals, click [here](https://www.mindtools.com/pages/article/smart-goals.htm).

Goals for the Group

3. Goals for the Individual (Mentor or Mentee)

Write suggested topics + activities you would like to cover in your monthly meetings to help achieve the above goals. Bring these suggestions to your cohort and decide what plan works best for the group. *Mentors* will compile these topics and create the schedule for the year.

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| **Topic** | **Action Items** |
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You can also use the Wildcat Mentor Society [Optional Mentorship Plan](https://wms.arizona.edu/optional-mentorship-plan) as a template for your meetings.