**Mentoring Agreement**

Tulsa ASSE Student Mentoring Program

To get the most out of your mentoring experience, Mentors and Mentees should talk about the expectations and goals that each have for the mentoring relationship.

1. *Agree on Expectations: How will the relationship work?*
   1. Meeting together: What works best? Will we meet:
      1. In person
      2. Skype
      3. Phone
      4. E-mail
      5. Other:
   2. In general, how often would we like to meet/interact (e.g. every other week, once a month, every other month, etc.)? Renegotiate as needed.
   3. If an email/voice mail is received, we will get back to our partner within:
      1. 24 hours
      2. 1-2 days
      3. 3 days
      4. Other:
   4. If we can’t make an expected meeting/interaction, how will we get in touch?
   5. When will we meet or talk next?
2. *Agree on Goals: What do you hope to gain from the relationship?*
   1. What are the Mentee’s goals for this mentoring relationship? (See Appendix 6. Suggested Mentoring Activities, for examples.) Is there any clarification needed?
   2. What are the Mentor’s goals for this mentoring relationship?
   3. What actions can we take to achieve these goals?
      1. Actions by the Mentor:
      2. Actions by the Mentee:
   4. Does the Mentor’s employer require the signing of a company confidentiality agreement?

Date:

Mentor’s signature:

Mentee’s signature:

Date for next review of this agreement:

Please submit this completed form to the Tulsa ASSE Student Affairs Representative, as follows:

*By e-mail:* Mitch Ricketts [ricketts@nsuok.edu](mailto:ricketts@nsuok.edu)

*By mail:*

Mitch Ricketts

BABT 112

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