

TUFTS UNIVERSITY MENTORING PROGRAM

PARTNERSHIP PLAN AND AGREEMENT *(page 1 of 2)*

Following are questions to address and discuss in your initial meeting. We suggest that you complete it individually, discuss it, then draft a summary document at the end of your first meeting. Each of you should keep a copy so you can periodically revisit, and possibly renegotiate, your plan and agreement.

Expectations

1. What are the specific outcomes that I would like?

2. At the end of this mentoring time, how will I know if it has been successful?

Guidelines and Boundaries

3. What are the norms and guidelines I would like for us to will follow?

4. How do I protect confidentiality between us?

5. How will I communicate/coordinate with the mentee's Lab Director or Department Head to ensure that that individual is included in the process?

Introductions/Benefits to the Community

6. What are the benefits of introducing your mentee or mentor to others in the organization?

7. How and to whom would you make those introductions?

8. What do you see as the benefits to Tufts and your School/HNRCA of this mentoring relationship? How will you talk about it to others?

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Time Management

9. Can I agree to a one-year commitment for this process?

10. How will I allocate sufficient time to meet our needs?

11. How do I protect this time when other demands encroach upon it?

Communications

12. How often will we meet?

13. How will we schedule our meetings (all at once, after each one, etc.)?

14. What are my communication strengths and weaknesses?

15. Based on our individual communication styles, how do I plan on starting this relationship?

16. Besides face-to-face meetings, how will I use other forms of communication (e.g., email, memos, telephone)?

Strategies for Addressing Stumbling Blocks

17. What stumbling blocks might we encounter?

18. What process should we have in place to deal with them as they occur?