



GEMS

Geoscience Education
& Mentorship Support

Mentorship Agreement Form

This form does not need to be returned to GEMS. Its purpose is to ensure that the original and mutually-agreed upon goals of the match are being met, and we suggest revisiting this agreement form frequently to keep on track. Finally, though this is a professional experience, it should also be a joyful one. Mentor-mentee relationships can be beneficial for both parties and create strong future academic friendships.

Logistics

1. This mentoring partnership will last for one academic year and any extension must be mutually agreed upon.
2. We agree to meet _____ (recommended once weekly or every other week). We can renegotiate as needed and once meeting times are agreed to they should not be cancelled unless strictly unavoidable.
3. Each meeting will be scheduled to last _____ (recommended 30-60 mins).
4. Virtual platform that the meetings will take place is _____(ex., Zoom /Microsoft Teams).
5. If an email is received, we will get back to our partner within _____hrs/days.
6. We will communicate through _____(email/Slack/etc).

Expectations and Goals

7. The aim of the partnership is to discuss the following goals:

8. What expectations does the mentor have of the mentee?

9. What expectations does the mentee have of the mentor?



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10. We have agreed that our initial meetings will focus on these three topics:

- a. _____
- b. _____
- c. _____

11. Any additional areas/issues you want to discuss and agree to?

Upon accepting this match, the mentor agrees to be honest and provide constructive feedback to the mentee, and the mentee agrees to be open to the feedback. This mentorship program is based on the idea that discussions are **confidential**. Finally, if you ever feel uncomfortable or encounter problems as a mentor or mentee, please let GEMS know immediately.

Date: _____

Mentor's signature (typed): _____

Mentee's signature (typed): _____