

Mentor Agreement

I wish to participate as a mentor in the University of Science and Arts of Oklahoma's Alumni Mentoring Program and therefore agree to the following:

- Attend the Opening Kickoff in October and end of year celebration, unless distance or schedule prohibits.
- Review and use the Program Handbook as a reference guide.
- Connect with my mentee at least once a month during the academic year beginning in October and ending in April. Connect at least one time, if not more, in person.
- Understand that it is the responsibility of the mentee to initiate communication with me as a mentor at least once a month and I will make sure I am responsive and communication with my mentee in a timely manner based on the plan to which we both agreed.
- Notify my mentee if I cannot meet/connect with them for any reason and reschedule any cancelled meetings. Timely notification of inability to meet in person is 48 hours prior to meeting (emergencies excepted).
- Communicate in a timely manner with program coordinator, Dawn Brockman, if I feel uncomfortable or have any issues/problems while participating in the program.
- Consistently reply to the monthly surveys, providing feedback on my experience.
- Actively support my mentees career development, working to establish mentoring goals that align with their career interests.
- Adhere to the USAO Standards of Behavior and Code of Conduct.

Printed Name _____

Signature _____ Date _____