e-Mentor Program (EMP) Contract

This Mentoring Contact is designed to ensure mentees and mentors develop a mutual understanding of expectations from the beginning of their relationship. Additionally, it creates a series of identifiable benchmarks and goals to work towards and evaluate progress.

This contract will help each mentee/mentor pair:

● Establish communication expectations
● Identify goals for this mentoring relationship
● Outline skill areas to be enhanced or developed through this partnership

As a e-Mentee, I agree to do the following:

● I will attend the mandatory mentee orientation on Thursday, September 17, 2020 from 12:00 - 12:30pm.
● Meet at least four times with my mentor and maintain timely communication.
● Proactively look for multiple opportunities and experiences to enhance self-directed learning.
● Review my progress and adjust my approach as I work towards my identified goals.
● I will complete the mentee survey at the end of the program.

As a e-Mentor, I agree to do the following:

● Serve as a mentor to provide guidance, oversight, and encouragement.
● Provide feedback regarding their mentorship contract, progress, and experience.
● Communicate at least four times with my mentee to review their progress and help them work toward identified goals.
● I will complete the mentor survey at the end of the program.
Mentoring Plan - Please fill out all sections.

<table>
<thead>
<tr>
<th>SESSIONS</th>
<th>DATE</th>
<th>TIME</th>
<th>MEETING LINK</th>
<th>ACTIVITY (Please pick an activity from the “Suggested Activities” on p. 3 or co-create on your own.)</th>
<th>LEARNING GOALS (ex. Mentee will learn/understand/evaluate/analyze/create/complete)</th>
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Suggested Activities

1. Case/Article/Resources for Professional Development
2. Contacts/Referrals for Networking
3. How to Start and Navigate Careers
4. Industry/Company Information and Insights
5. Job Application Materials & Online Profile
6. Practice Interviews

Name of Mentor: _______________________________________________________________

Mentor’s Signature: _____________________________ Date: ______________

Name of Mentee: ____________________________________________________________

Mentee’s Signature: _____________________________ Date: ______________

All Mentees MUST return the signed contract to Onika Richards at or2237@columbia.edu with the subject line, “Mentee Last Name_Mentee First Name_EMP Contract” by Friday, September 18, 2020.