

## **e-Mentor Program (EMP) Contract**

This Mentoring Contract 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 Friday, January 8, 2021 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.

SESSIONS	DATE	TIME	MEETING LINK	ACTIVITY (Please pick an activity from the "Suggested Activities" on p. 3 or co-create on your own.)	LEARNING GOALS (ex. Mentee will learn/understand/evaluate/analyze/create/complete)
Session 1					
Session 2					
Session 3					
Session 4					

### 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](mailto:or2237@columbia.edu) with the subject line, "**Mentee Last Name\_Mentee First Name\_EMP Contract**" by Friday, January 15, 2021.