

## Student Mentee Agreement

This agreement outlines \_\_\_\_\_'s accountability, duty, and performance as a student Mentee in the CALS Mentorship Program, as well as his/her conduct and obligation to their mentor.

### Items of Responsibility:

1. Upon receiving an email from the Mentorship Program Coordinator, I will reach out to my Mentor within two weeks to schedule a meeting via their preferred method of communication.
2. It is my responsibility to initiate communication with my Mentor on a bi-weekly basis via email, phone, in-person, and/or video chat and it is strongly recommended to meet face-to-face at least twice each semester.
3. It is my responsibility to reply to my Mentor's communication within 2-3 days and my communications will be answered by him/her in a timely manner with consideration for her/his professional commitments.
4. The Kick-Off Mentorship Program Luncheon will be held in late January and my attendance is strongly encouraged.
5. I will read the Mentorship Program Handbook and Code of Conduct.
6. Should I believe I have been subject to harassing or inappropriate behavior by my Mentor, I am to promptly contact the program coordinator, to report and discuss what took place.
7. If my Mentor has not been responsive after multiple attempts to contact have been made, I will notify the program coordinator.
8. If at any time I am unable to comply with items 1 through 7, I will contact the program coordinator.

I have read and understand the above eight "items of responsibility" outlining my obligations to the CALS Mentorship Program. I am aware that if I cannot/do not abide by the above eight items, my mentoring relationship will be dissolved and I may no longer be eligible to participate in the Program.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

*Please read, sign and send back to the program coordinator:*

*Dustin Winston*

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*(208) 550-5698*



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