HHMI Pathways to Success Mentoring Program Memorandum of Understanding (MOU)

This is an MOU between <u>Josie Bruin (mentee)</u> and <u>Joe Bruin (mentor)</u>, for the HHMI Pathways to Success Program for the **2018-2019 academic year**.

1. Purpose and Goals

- **a.** To learn and develop skills including but not limited to:
 - i. Time management
 - ii. Healthy study habits
 - iii. Leadership
- **b.** Gain an understanding of how relationships are created and maintained.
- **c.** Understand major requirements.
- **d.** Gain exposure to other professionals in the field of biology.
- e. Learn more about opportunities to get involved on campus.

2. Mentor and Mentee Responsibility and Authority

- a. Communicate goals, expectations, problems and progress together.
- b. Both Mentee and Mentor will follow the guidelines for establishing and maintaining an effective mentoring relationship laid out in the "Follow the Leader: Mentoring" article, such as:
 - i. Refining and operationalizing goals
 - ii. Sharing successes and failures
 - iii. Being accessible and responsive
 - iv. Have fun

3. Communication and Supervision

- **a.** Primary form of communication between mentee and mentor will be email.
- **b.** Mentee and Mentor both give permission to share phone numbers. J
- **c.** In-person meetings will occur once per quarter, for a minimum of 1 hour.
 - i. If unable to meet in-person, meetings will be re-scheduled and held via Zoom or Google Hangouts upon the agreement of both parties.

4. Mentor and Mentee Expectations

- Mentee and mentor will be on-time for all scheduled meetings.
- b. If mentee or mentor is unable to attend a scheduled meeting, both parties need to be notified at least 24 hours in advance.
- Mentee will respect and listen to mentors and their suggestions, but also understand that mentors are not perfect and may not have the answer to everything
- d. Mentors will be open and willing to help their mentee, but also learn and listen to their mentee.

List 3-5 qualities of a good mer	ıtee
----------------------------------	------

- 1) Open and eager to listen.
- 2) Respects the time and effort put in by the mentor.
- 3) Takes initiative.
- 4) Knowledgeable of the benefits gained from a mentoring relationship.
- 5) Passes on the gift of mentoring to other in the future.

List 3-5 qualities of a good mentor

- 1) Shares knowledge and expertise
- 2) Creates supportive learning environments
- 3) Comfortable with own limitations, but is willing to learn

In 2-3 sentences, please answer the following questions below:

	• •	• .	
1.	What does leadership mea	n to you?	
2.	Why is leadership importan	nt?	
3.	How do you plan to utilize y	your mentor to become a better lea	ader?
Ment	ee Name (Print)	Signature	Date
Ment	or Name (Print)	Signature	Date