

## Mentor/Mentee Agreement Form

This mentorship program has been developed by the University of Manitoba History Graduate Students Association (HGSA) upon reflecting about our own experiences of graduate school. The goal is simple—match experienced graduate students with new graduate students<sup>1</sup> to help provide guidance, alleviate uncertainty, and promote the strengthening of our graduate student cohort.

This mentorship agreement, entered into between \_\_\_\_\_ (mentor) and \_\_\_\_\_ (mentee), is meant to ensure that both parties are on the same page when it comes to the nature of their working relationship. This mentorship agreement is a guiding document but can be modified as needed with the consent of both parties. Minor changes can be added to this document provided both parties initial and date the changes. Major changes require the submission of a new form, which can be downloaded from the HGSA website ([www.umhgsa.ca](http://www.umhgsa.ca)).

The HGSA requires physical copies of all agreement forms to be submitted within one week of the date on the form.

## Mentor and Mentee Commitments

I, \_\_\_\_\_ (mentor), commit to the following:

### General

- I am committed to mentoring (mentee).
- I am committed to attending all scheduled meetings and, if I cannot attend a scheduled meeting, providing sufficient notice. If I need to cancel or reschedule a meeting, I will suggest an alternate date and time in my cancelation/rescheduling email.
- I will, to the best of my ability, be knowledgeable of the requirements and deadlines of (mentee's) program.
- I will, to the best of my ability, be knowledgeable of major awards/funding information and deadlines relevant to (mentee).<sup>2</sup>
- I will, to the best of my ability, look for opportunities that would be beneficial to (mentee)—such as events, lectures, and conferences—and encourage them to attend. In some cases, and as my schedule permits, I may attend such events with them, particularly if attending alone is a barrier to (mentee's) attendance. *Attending extra events does not count towards our monthly meeting expectations.*

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<sup>1</sup> Although our program has been developed with graduate students in mind, undergraduate students in the history honours program or with a history major are welcome to participate.

<sup>2</sup> The HGSA will keep a list of awards and award deadlines on their website to assist with this.

**Communication**

- My “working hours” are \_\_\_\_\_ (days), between \_\_\_\_\_ (times). I am committed to responding to emails from (mentee) within \_\_\_\_\_ hours, within the scope of my “working hours.” I may at times respond to emails outside my “working hours,” but this is not an obligation or expectation.
- I will ensure that I answer questions promptly, and that if I don’t have the answer to a question, I will find someone who does and connect them with (mentee).

**Working Relationship**

- I will clearly establish boundaries and maintain them.
- I will be supportive, equitable, accessible, encouraging, and respectful.
- I will be mindful of the scope of my role—academic/program support—and will provide (mentee) with information about resources that can assist them outside that scope. I will not attempt to provide advice on issues outside this scope but will ensure that they have access to information about resources available to them.

**Reporting**

- I am responsible for keeping the physical record of my meetings with (mentee) and ensuring that both I and (mentee) sign the record at each meeting. I am also responsible for submitting meeting logs to the HGSA promptly at the end of the semester.
- I will submit mid-year and end of year reports within one week of the end of the semester.

**Other**

- I have completed the University of Manitoba’s Sexual Violence Awareness course on UM Learn. (Course code SVA\_202090\_CO) I have provided proof of completion to the HGSA. I am committed to creating a safe space for myself and (mentee) to work.
- I will ensure that I am taking care of my own mental health, to the best of my ability, and will utilize the resources available to me as a graduate student at the University of Manitoba/University of Winnipeg.

**Additional commitments, if applicable, as determined by both (mentor) and (mentee).**

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- \_\_\_\_\_  
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***I, \_\_\_\_\_ (mentee), commit to the following:***

**General**

- I acknowledge that ultimately, while (Mentor) is available to me as a resource, my success or failure in my program is my own responsibility.
- I am committed to attending all scheduled meetings and, if I cannot attend a scheduled meeting, providing sufficient notice. When I need to cancel or reschedule a meeting, I will suggest an alternate date at that time.

**Communication**

- My “working hours” are \_\_\_\_\_ (days), between \_\_\_\_\_ (times). I am committed to responding to emails from (mentor) within \_\_\_\_\_ hours, within the scope of my “working hours.” I may at times respond to emails outside my “working hours,” but this is not an obligation or expectation.

**Working Relationship**

- I will respect the boundaries set by (mentor).
- I will be mindful of the scope of (mentor’s) role—academic/program support. I acknowledge that (mentor) is not a therapist, financial advisor, lawyer, etc. However, I recognize that (mentor) is here to help me, and that I can ask them to help me find resources for problems outside the scope of their role.
- I will communicate with my mentor in a kind and respectful manner.

**Reporting**

- I will sign the meeting log, which is kept by (mentor). Although it is (mentor’s) responsibility to keep the physical log, I will do my best to be mindful of the log and help ensure that it is being completed at each meeting.
- I will submit mid-year and end of year reports within one week of the end of the semester.

**Other**

- While I will be respectful of (mentor’s) time, I understand that they have signed up to be a mentor because they genuinely want to assist me, and thus I will ask for help or guidance when I need it.

***Additional commitments, if applicable, as determined by both (mentor) and (mentee).***

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***Together, we commit to the following:***

- We will meet \_\_\_\_\_ time weekly/biweekly/monthly on \_\_\_\_\_, at \_\_\_\_\_. The date, time and location of our meetings may be changed with the agreement of both mentor and mentee, as needed.
- We will meet at \_\_\_\_\_, unless otherwise agreed upon.
- We will express any concerns to one another in a timely and constructive way, and promptly seek external guidance or assistance if necessary.
- We will follow all University of Manitoba and University of Winnipeg guidelines, especially those pertaining to safe and respectful work and learning.

***Additional commitments, if applicable, as determined by both (mentor) and (mentee).***

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***Signatures***

Mentor's Name:

Signature:

Mentee's Name:

Signature:

Date: