MMBA Mentoring Program Contract

Mentee Responsibilities:

The mentee is responsible for:

Assignments:
- Completing all assignments before the specified deadlines
  - Submit a list of topics to be discussed during the meeting to the mentor; due the day before the meeting by midnight
  - Complete a brief evaluation form after each meeting; due the day of the meeting by midnight
  - Complete any assignment given by the mentor by the deadline that the mentor specifies

Communication:
- Clarifying goals he/she aims to achieve during the mentoring relationship
- Contacting the mentor and clearly communicating meeting times
- Developing a relationship with the mentor
- Being respectful of the time of his/her mentor and executive board members and acting professionally throughout the program

Attendance:
- Attending three mandatory MMBA events which include:
  - Mentoring Program Kick-off (February)
  - Personal Branding (March)
  - Mentoring Program End-off (May)
- Attending meetings with mentor; must inform mentor and executive board if he/she will miss a meeting and must specify a time at which he/she will make up the missed meeting
- Attending meetings with an executive member; must inform executive board if he/she will miss a meeting and must specify a time at which he/she will make up the missed meeting
- Attending each meeting with a positive attitude and an open mind

Presentation:
- Presenting a brief summary of progress at the Mentoring Program End-off
  - Presentation will cover how the mentoring program has assisted him/her in their internship/research search as well as how he/she will contribute to the MIT and local community in the future.
Mentor Responsibilities:

The mentor is responsible for:

Assignments:
- Researching and presenting mentee with career opportunities and events that will assist mentee in developing professional skills and finding internship opportunities

Communication:
- Communicating with the MMBA executive board about the progress of the mentee by completing a brief evaluation form after each meeting; due the day of the meeting by midnight
- Periodically checking in with mentee through email on mentee’s progress between face-to-face meeting time frames
  - Required to send at least one email between face-to-face meeting time frames
- Responding to emails from mentee in a timely fashion
- Developing a relationship with the mentee

Attendance:
- Attending meetings with mentee; must inform mentee and executive board if he/she will miss a meeting and must specify a time at which he/she will make up the missed meeting
- Attending two mandatory MMBA events which include:
  - Mentoring Program Kick-off (February)
  - Mentoring Program End-off (May)

Coaching:
- Providing coaching and counseling to mentee
- Helping the mentee set goals and develop strategies to reach them

By signing this contract, I am indicating that I fully understand the terms specified above and will abide by all responsibilities outlined.

______________________________  ______________________________
Mentor Name  Mentor Signature

______________________________  ______________________________
Mentee Name  Mentee Signature

_____/_____/_____
Date