

Mentor Agreement and Expectations

Haskayne Peer Network

Following the submission of your mentee application, you will be contacted by CCAL Program Advisor Frances Donohue, and be **required to complete a small selection of brief assessments and surveys** that will be used in determining your Mentee match. Following the completion of these surveys, prospective mentors will be provided dates for **Mentor Training Workshop** sessions being held in September and October 2017, where they will be **required to attend two sessions**.

Matching Process

There are a number of factors considered during the matching process, including:

- Availability of appropriate mentees who have expressed interest in your concentration
- Matching points between you and the appropriate mentee
- Your completion of all mandatory assessments
- Your attendance to the mandatory Training Workshops

Based on the above factors, we will endeavor to match all students starting in late September, pending a mentee in your chosen concentration is available. If there is not a match found in September, you can be placed on a wait list until the next best match comes into the program.

Mentee Responsibilities

1. You are required to meet with your mentee in person a minimum of 6 times between September 2017 to April 2018 (this can include the Kick-Off and Year-End Celebration). Additionally, we encourage you to touch-base on a bi-weekly basis via text message or phone call.
2. Respect each other's schedules and be on time for your meetings and activities.
3. Organize a meeting schedule that works for both parties – be flexible and willing to make necessary accommodations.
4. If you must cancel a meeting or activity:
 - a. Give your mentee minimum 24-hours' notice by phone call/text message and or email.
 - b. Suggest an alternative time to reschedule the meeting right away.

5. If your mentee is not responding to you after two communication attempts (e.g. phone call/text message or email), contact Frances Donohue, Program Advisor.
6. Complete the mid-point and final surveys by the requested due date (the results are used to continuously improve the mentorship program).

Mentor Agreements & Understandings

Each mentee has a different experience with the adjustment to University life. It is important to show patience, provide support where needed, encourage their growth and frequently check-in to ensure this transition is going smoothly.

1. If you are having difficulty connecting with your mentee or are feeling uncertain about a situation, do not hesitate to contact Frances Donohue, Program Advisor.
2. The relationship between mentor and mentee is privileged. Due to the nature of mentorship relationships, students are asked to keep all communications confidential.
3. If the relationship ends before April 2018, you agree to contact the Program Advisor prior to ending the relationship.

Agreements:

- I agree to keep all communications confidential, unless I have explicit agreement from my mentee to share knowledge or information obtained with relevant people, groups or organizations.
- I have read the attached Code of Conduct and agree to abide by them.
- I declare I am a registered, current Haskayne School of Business student from September 2017 to April 2018.

Frances Donohue, Program Advisor can be contacted at mentorship@haskayne.ucalgary.ca or 403.220.3909.