**Mentoring and Advisement Agreement Plan**

**Review**

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| 1. *The date of this committee’s* ***last*** *formal meeting was:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (day/mo/yr) 2. *Progress made toward accomplishing goals set in last mentoring plan or, if this is the very first committee meeting, toward meeting degree requirements since beginning the program (i.e., courses completed, written exam [i.e., field statement, comprehensive exam] preparation/writing, oral examination [proposal defense], research, chapters written/revised, conference presentations, publications, etc.). Expand as necessary:* 3. *What are the potential setbacks or limitations to achieving your goals? If the reasons are confidential (e.g., medical, family, etc.) please indicate the appropriate student advocate who can help you access not only the best resources for your needs but also the appropriate paperwork – (e.g., time extensions, absence justification, etc.). Expand as necessary:* |

**Goals**

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| 1. *Specific goals for the next year/ period/ term. Expand as necessary:* |

**Actions**

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| 1. *To achieve these goals, the student mentee, by mutual agreement with their committee, commit to these Research & Dissertation Oriented actions (expand as necessary):* 2. *To achieve these goals, the chair and members of the mentoring committee, by mutual agreement with the student, commit to these Research & Dissertation Oriented actions (expand as necessary):* |

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| 1. *To achieve these goals, the student mentee, by mutual agreement with their committee, commit to these Career Development Oriented actions (expand as necessary):* 2. *To achieve these goals, the chair and members of the mentoring committee, by mutual agreement with the student, commit to these Career Development Oriented actions (expand as necessary):* |

**Looking forward**

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| 1. *How do you think you are performing now? How can we help you perform better?* 2. *What are your skills or strengths?* 3. *What are your weaknesses or stressors? How do you respond to failure? How can we support you?* 4. *What motivates you? How do you want us to celebrate your success?* |

**Agreements**

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| 1. *Agreements related to interpersonal interactions:*   Because successful mentoring relationships involve a degree of self-disclosure and trust, we agree to the following expectations regarding openness, honestly, confidentiality, boundaries,  etc. (add additional lines as necessary):  1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

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| 1. *Anticipated date for the completion of the PhD degree/ program requirements*:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (mo/yr) |

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| *Comments (e.g., reasons why planned goals may deviate from expected for a student in a given stage in their program):* |

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| DATE of ***this*** Supervisory Committee Meeting (please write out the month): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   |  |  |  | | --- | --- | --- | | ***Role*** | ***Name***  ***(If the student, please add your ID # too)*** | ***Signature*** | | ***Student*** |  |  | | ***Chair*** |  |  | | ***Co-Chair*** |  |  | | ***Member*** |  |  | | ***Member*** |  |  | |

What is a mentoring plan?

A mentoring plan is a way to clarify and formalize a relationship between a mentor and mentee. It is a reference document where mentor and mentee agree on their mutual commitments during the period they work together. A mentoring agreement can enrich the mentor-mentee relationship by providing clear expectations, honest communication, goals and deadlines, and professional boundaries. It gives both (though often the least empowered person especially -commonly the student) a widely accepted practice to point to in showing that their agreements and expectations are not unreasonable or unusual and they should expect certain standards and respect.