

MENTORING IN SWE
HELPING MENTEES THRIVE AS SWE LEADERS

Sample Contract/Agreement

Personal Commitments

We, (Mentor's and Mentee's name), agree to participate in a SWE mentoring partnership.

Mutual Commitments

We are entering into this partnership for the following purposes(s):

Mentor Goals	Mentee Goals
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Scheduling

The proposed duration of this agreement is (number) months from (date of initial meeting). Either party may end the relationship at an earlier date for any reason by notifying the partner. These parties may also extend the duration of the partnership by mutual agreement.

We ordinarily will meet__ times per _____. Meeting location will be mutually determined at the end of each meeting for the upcoming meeting. This schedule may be amended at any time by agreement of both partners.

Each of our meetings will not exceed (30, 45, or 60) number of minutes except by mutual agreement.

Our meetings ordinarily may be scheduled only within the following parameters:

- { } Weekdays during regular business hours
- { } Weekdays after regular business hours
- { } Weekends at agreed time of day

If in an urgent circumstance it seems necessary to request a meeting other than as regularly scheduled, notice must be given to the partner as soon as possible in advance by_____. Such notice should explain the basis of the urgency for meeting. The partners should evaluate the appropriateness of holding the unscheduled meeting as soon as practical following resolution of the urgent matter and no later than at the partners' next regularly scheduled meeting.

In extraordinary circumstances, a partner may need to cancel an already scheduled meeting. Notice of cancellation should be made as soon as practicable.

For the initial contact and first formal meeting, the mentor will be responsible for setting a meeting date and time, location and the agenda. Subsequently, the Mentee will be responsible for setting up meetings and agendas.

Contacting

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We agree to meet with each other at the following SWE venues:

- Region Business meeting, Name of Meeting: _____ Date: _____
- WE Conference, Date: _____
- Region Conference, Date: _____

Contact with each other shall be made primarily through the following media: (Number each in order)

- telephone/ text
- e-mail
- in person

Discussion Ground Rules

Both parties agree to **openness, candor, and truthfulness** in their discussion. All communication occurring during the mentoring partnership will remain confidential unless mutually agreed otherwise in advance of its disclosure. To avoid potential misunderstandings, both partners should be vigilant to identify as sensitive and confidential information pertaining to the proprietary interests of either party's employer or either party's personal and professional identify.

Assessment

We agree to evaluate the effectiveness of our partnership using the following approach or approaches. Mentoring partners should address all three assessment dimensions below.

Formal vs. Informal Assessment (Check One)

- informal approach based on discussions
- formal approach based on written evaluation

Nature of Assessments We agree to evaluate the effectiveness of our partnership using (Check one)

- self-assessments
- mutual assessments

Frequency of Assessments We agree to evaluate the effectiveness of our partnership (Check one)

- at the conclusion of our meetings
- to start a meeting by reviewing the last meeting
- on a (monthly, quarterly) basis

We agree to meet as often as detailed above to work on the purposes according to the terms and ground rules identified above.

Mentor Signature _____

Mentee Signature _____

Date _____

Date _____