



PROFESSIONAL MENTOR PROGRAM

Mentor Agreement

I wish to participate as a Mentor in the Xavier University Mentor Program and therefore agree to the following:

1. Review and use the [Mentor Program Handbook](#) as a reference guide.
2. Connect with my student Mentee at least once a month – I understand it is my Mentee's responsibility to initiate contact, but I may reach out if desired.
3. I understand it is recommended to meet in-person at least twice during the fall & spring semesters.
4. Notify my Mentee if I cannot meet/connect with them for any reason and reschedule any cancelled meetings.
5. Be a resource to my Mentee.
6. Communicate in a timely manner with the [mentoring team](#) if I have questions and/or concerns during my participation in the Xavier University Mentor Program.
7. Adhere to the [Statement on Personal Respect and Harassment](#).
8. Facilitate and/or assist my Mentee with identifying short-term career exploration experiences in the form of informational interviews and/or shadowing experiences as my situation permits. I am aware the [Career Development](#) has [services](#) for my student Mentee to use for additional assistance with career development.
9. I understand the mentoring relationship is expected to last until my student Mentee graduates Xavier University, unless either my Mentee or I wish to leave the Program sooner. If I cannot continue my mentoring relationship for any reason, I will notify the [mentoring team](#).