

## Mentoring Guidelines and Commitment

The Mentoring Guidelines are designed to promote a positive mentoring relationship. Please review the *First Meeting Checklist* on the Mentoring website at [www.mcgill.ca/mentoring](http://www.mcgill.ca/mentoring) for related information.

The Mentoring website includes a link to the *Handbook on Student Rights and Responsibilities* and information about student services, resources that mentors and mentees may find useful.

1. It's hard to build a relationship if you can't figure out the logistical details. I will agree on the frequency, duration, and location of future meetings with my mentor/mentee. We will also discuss the best way(s) to contact each other.
2. Everyone's life can get hectic, so I will respect my mentor's/mentee's time. I will show up for meetings on time and cancel ahead of time if I can't make it. I will also communicate with my mentor/mentee in a timely manner.
3. I understand that as with any other university activity, the *Handbook on Student Rights and Responsibilities* and other university policies apply to the mentoring program. I will review the *Handbook* with my mentor/mentee to ensure we are both familiar with its contents.
4. **Mentee:** I know that McGill has a variety of services for students, including academic advising, tutoring, career advising, counselling, healthcare, and assistance with University dispute resolution. I know that although I can definitely discuss these topics with my mentor, I do not expect my mentor to replace any of these services. For example, I do not expect my mentor to proofread my essays, write medical notes, or intervene in any disputes on my behalf.

**Mentor:** I know that McGill has a variety of services for students, including academic advising, tutoring, career advising, counselling, healthcare, and assistance with University dispute resolution. I know that although discussions of these topics can be part of the mentoring relationship, I am not expected to replace any of these services (e.g. proofread essays, write medical notes, or intervene in disputes).

5. **Mentee:** (Optional) It can be easier to start talking if you know what to talk about. Here are some topics I would like to discuss with my mentor (e.g. adjusting to university life, exploring my academic interests, planning my goals this semester/year).

- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_

This is my commitment to mentoring.

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Mentee: Signature

Date

Mentor: Signature