**UAB CENTER FOR CLINICAL AND TRANSLATIONAL SCIENCE**

**MENTORING CONTRACT**

This contract is intended to serve as a guideline to facilitate communications between a trainee (mentee) and his/her mentors. It is suggested that the document be thoroughly reviewed and completed by the mentee and his/her mentor individually, and then jointly review and discuss each person’s answers in order to reach an agreement. The mentee should re-write the agreed upon answers before the contract is signed and dated by him/her and each mentor. The mentee is responsible for keeping the contract and reviewing/updating it as necessary.

1. What type of assistance does the mentee want from the mentor in achieving their career goals over the next 1-3 years? Where does the mentee hope their career will have taken them in five years?

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1. What expectations do the mentor(s) have of the mentee?

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1. What expectations does the mentee have of the mentors?

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1. How often will you meet?

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1. When and where will you meet?

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1. For how long?

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1. Who will be responsible for scheduling the meetings?

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1. What will meeting topics include?

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1. What will be the ground rules for discussions? (E.g., confidentiality, openness, candor, truthfulness, etc.)

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1. If problems arise, how will they be resolved?

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1. Any concerns the mentee wants discussed and resolved?

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1. Any concerns the mentors want discussed and resolved?

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1. How will you know when the mentoring relationship has served its purpose and needs to be terminated?

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1. We have agreed that our initial meetings will focus on these three topics:
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   2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
   3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Any additional areas/issues you want to discuss and agree to?

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Mentee Signature Date

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Mentor Signature Date

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