

## **Mentor and Mentee Guidelines & Agreement Form**

The following guidelines outline the responsibilities and expectations for mentors and mentees in the MPH Alumni-Student Mentorship Program. Both are asked to review, sign, and return this agreement to the program director, Dr. Michelle Burbage [burbagml@ucmail.uc.edu](mailto:burbagml@ucmail.uc.edu), before the start of their participation in the program.

**As a mentor and mentee, I agree to:**

**1. Mentor Support and Guidance**

- Share knowledge and experiences to help the mentee understand and navigate the MPH program and public health field.
- Encourage open communication and provide guidance on professional and personal development, including career advice, academic performance, and networking opportunities.
- Encourage my mentee to reflect on their career path, challenges, and goals.

**2. Mentee Commitment**

- Meet with my mentor at least once per month and actively participate in all scheduled meetings.
- Be prepared for meetings with clear goals, questions, or topics for discussion.
- Accept feedback with an open mind.
- Accept this is not intended to provide a job opportunity, volunteer hours, APE/ILE experiences, or work experience. While there might be opportunity to work on projects or for employment, this is not guaranteed. Instead, this program is designed to provide students with mentorship regarding academic and professional goals.
- Take initiative to explore the resources, opportunities, and networks shared by my mentor.
- Be a current and active MPH student that will graduate at the end or after the Alumni-Student Mentorship program ends.

**3. Communication**

- Agree to engage in **at least one conversation per month** with your mentee/mentor. This can take place in-person, virtually (via Zoom, Skype, etc.), or by phone. Each conversation should last at least **one hour** to allow for meaningful exchange and discussion.

**4. Attend Program Meetings**

- Attend a **mandatory Reception Induction (meet and greet)** at the start of the program. This is a valuable opportunity to meet the other students and mentors as well as program coordinators. Mentors living outside of Cincinnati can attend virtually.
- Agree to **attend a mandatory end-of-year reception** at the conclusion of the program. During this reception, mentors and mentees will reflect on the mentorship experience and discuss their experiences, accomplishments, and share feedback. Mentors living outside of Cincinnati can attend virtually.
- Both program meetings will be hybrid. Local mentors are strongly encouraged to attend in person. Mentees must attend in person.

**5. Respect Confidentiality**

- Maintain confidentiality and discretion regarding any personal or professional information shared by the mentee/mentor. The relationship should foster trust and respect for boundaries.
- Conduct all interactions with respect and professionalism.

#### **6. Use of Photos & Media**

- **Permission to Use Photos:** By participating in the program, you agree to allow the University of Cincinnati and the MPH program to take photographs or videos during program-related events.
- Photos and videos may be used for promotional materials, the University website, social media, newsletters, or other media platforms.
- If you have concerns about this or would prefer not to be featured, please notify the program director in writing ahead of time.

**Both parties agree to maintain regular communication, demonstrate mutual respect, and engage in a mentorship relationship that fosters growth, learning, and professional development. I understand and agree to uphold the above guidelines during my participation in the mentorship program.**

**Mentor (Alumni) Name:** \_\_\_\_\_

**Mentor (Alumni) Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Mentee (Student) Name:** \_\_\_\_\_

**Mentee (Student) Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_