

**NYACK COLLEGE NEW YORK CITY**  
**PMN 321: Leadership Development & Mentoring**  
**Dr. Carlos Velez**

**Mentoring Agreement Form**

Mentoring is an experience whereby both the mentor & mentee provide a rich and rewarding experience for both partners. Both partners must be respectful of each other's time and commitments. The following form will assist you in developing a schedule for your meetings. Please print the information & sign below. Each partner is to keep a copy and one is to be submitted to the class instructor.

Mentor: \_\_\_\_\_

Mentee: \_\_\_\_\_

Meeting time: (i.e. 10am, 2:30pm, etc) \_\_\_\_\_

Preferred Meeting day: \_\_\_\_\_

Frequency of meetings: (i.e., once a week, every other week) \_\_\_\_\_

We will generally meet for: \_\_\_\_\_ minutes \_\_\_\_\_

The best way to contact \_\_\_\_\_, (the Mentor) is

By: \_\_\_\_\_

The best way to contact \_\_\_\_\_, (the Mentee) is

By: \_\_\_\_\_

If unforeseen events arise and meeting time/day must be changed we will give our mentoring partner at least a \_\_\_\_\_ hour notice if possible.

\_\_\_\_\_  
Mentor signature & date

\_\_\_\_\_  
Mentee signature & date