Mentor Name: ____________________________________
Date: __________________________________________

Directions: Use this worksheet to help you develop an understanding of what you expect to gain from your mentoring relationship. Add your own items whenever you do not find them listed.

The reasons I want to be a mentor are to:

- Encourage and support less senior faculty
- Establish close professional relationships
- Challenge myself to achieve new goal and explore alternatives
- Pass on knowledge
- Create a network of talented faculty
- Other: ____________________________

I want my mentee and I to:

- Tour my labs/facilities, learn about my projects/activities
- Go to formal mentoring events
- Meet over coffee, lunch, dinner
- Go to educational events such as lectures, talks, documentaries
- Go to local professional meetings
- Other: ____________________________

I hope my mentee and I will discuss:

- Academic activities that will most benefit my mentee’s future career
- Promotion preparation
- My work
- How to network
- How to manage work and home life
- Writing for publication
- Developing and funding research
- Getting resources to support professional development
- Preparing teaching presentations
- Handling evaluations of teaching
- Learning contract renewal and tenure strategies
- Working with senior faculty in the department
- Working with the department chair
- Balancing and using time effectively
- Other ____________________________

The things I feel are off limits in my mentoring relationship include:

- Going to restaurants to meet
- Using non-public places for meetings
- Sharing private aspects of our lives
- Meeting behind closed doors
- Other: ____________________________

As a mentor I will assist my mentee with professional advancement by:

- Opening doors for my mentee for advancement possibilities
- Introducing my mentee to people who might be helpful to his/her advancement
- Helping my mentee prepare for promotions
- Suggesting potential professional contacts for my mentee
- Critiquing my mentee’s proposals
- Other: ____________________________

The amount of time, on average, I can spend with my mentee will be:

_____ Hours each week
_____ Hours every other week
_____ Hours each month

Adapted from New Mexico State University’s ADVANCE Mentoring Program. Original source: A Curriculum for Training Mentors and Mentees by Brainard, Harkus, and St. George.

Mizzou ADVANCE will treat responses to this form in a confidential manner.