

AMERICAN SOCIETY OF CIVIL ENGINEERS HOUSTON BRANCH – TEXAS SECTION

Mentor/Mentee Agreement

This Agreement is between the mentor and mentee participating in the ASCE Houston Branch Mentorship Program. The purpose is to set clear guidelines and expectations for the mentoring relationship.

Mentor Name: _____
Phone Number: _____
Email Address: _____
Best times to meet: _____

Mentee Name: _____
Phone Number: _____
Email Address: _____
Best times to meet: _____

The participants will make their best effort to accomplish the following:

- Meet or communicate 6 times between October and April
- Be prepared for meetings by completing any mutually agreed-upon tasks.
- Contact each other with at least _____ (hours/days) notice if the meeting needs to be rescheduled.
- At each meeting, identify opportunities to meet the desired goals listed below.

The following preliminary goals are selected jointly by the mentor and mentee.

Consider goals that can be accomplished within the span of the mentorship program and longer-term goals that may take years to accomplish, but quantifiable progress can be made during the program. These goals can be broad and include both career and personal aspirations (technical, managerial, business development, work/life balance, etc.).

1. _____

2. _____

3. _____
