**Clemson GCTM Example Mentoring Agreement**

*[Please tailor this to your specific needs/interests/goals. Not all sections will fit your mentoring style, and that is ok. Take what you like, delete what you do not.]*

This mentoring agreement describes my expectations for my mentees, and what my mentees can expect from me. This document is intended to be reviewed annually in a joint meeting between you and I.

**What I expect from my mentees:**

Academic Milestones

* You will take 3 classes per semester, approved by me, until you advance to candidacy.
* You will take the required courses, found here [insert link] for the program. Additional courses will be chosen in conversation prior to registration each semester.
* You will follow the Graduate School’s guidelines as described in the current Graduate School Policy and Procedures.
* You will familiarize yourself with the Department/College’s graduate student handbook.

Professional Development

* You will complete an IDP with Grad 360° within your first semester. This IDP should address each of the [Tiger 9](https://grad360.sites.clemson.edu/t9.php). You will have me sign the IDP when it is completed.
* You will update your IDP yearly.
* You and I will meet about your IDP every year.
* I will provide support for you to network with experts and scholars in our field.
* I will not be offended if you choose another advisor. Further, often it is very helpful to have multiple mentors to support you during your graduate students.

Scholarship

* I will provide access to the resources needed to conduct research in my lab.
* I will read and comment on your work in a timely fashion.
* I require at least 48 [business] hours to review written work.
* You will present your work [at seminar, at conferences]. You and I will work together to agree that it is ready for presentation.
* You will write a 3-article dissertation.

Communication

* You and I will most frequently communicate via email.
* We will meet in person every month. At these meetings, I expect that you will bring an agenda that describes the topics for the meeting, what you need my review or support on, and an update on your research.
* Unless I am traveling or on vacation, I will respond to your emails within one business day.
* You will respond to my emails within 24 hours.
* I am not Facebook friends with my students.
* I comment on and edit manuscripts extensively, usually with track changes in Word. Do not be overwhelmed or surprised when I have a lot to say about your writing in addition to the substantive and methodological aspects of your papers. It’s all part of the process.

**What you can expect from me:**

Academic Milestones

* I will support your efforts towards your academic milestones. This includes course advising, lab research, and support with your dissertation. However, it is my job to make sure that you do work within your timeframe and scope, so this support may also feel critical. No one was created understanding how to conduct research or write academically, so understand this is a process we all have to learn.
* I will help you navigate through the doctoral program.

Professional Development

* I will support you in working with other mentors as well. I recognize that we all have strengths that we bring to the table, and your work is multi-dimensional.
* I will support your path. I do not feel that you must do the exact work that I do or that you must enter academia. I will support your interests and help you find resources to support you.

Scholarship

* I will provide access to the resources needed to conduct research in my lab.
* I will read and comment on your work in a timely fashion.
* I require at least 48 [business] hours to review written work.

Communication

* Email is my preferred form of communication.
* I do not like to text or call about work except in special/extreme circumstances.
* I will be honest about the strengths and weaknesses of your work. I am straightforward and direct with my feedback.

By signing below, I agree to these expectations.

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Mentee Signature Date

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Primary Mentor Signature Date