

## Mentoring Partnership Agreement

### Goals/Objectives:

1. To expand the mentee's ASL vocabulary knowledge in the areas of:
  - a. *medical settings, specifically OBGYN, and vocational rehabilitation.*
2. To increase the mentee's awareness about:
  - a. *ethical decision-making, including understanding thinking processes and factors that influence decisions in challenging situations.*
3. Increasing the mentee's *receptive and expressive fingerspelling skills.*

### Protocols:

1. Meet regularly
  - a. We will meet every Tuesday; times will vary depending on the individuals' schedules.
    - i. Before 11 am EST/10 am CST
    - ii. After 12 pm EST/11 am CST
  - b. Meetings will be held on Microsoft TEAMS
2. Meeting agenda
  - a. At the beginning of each mentoring session, we will discuss the mentee's reflections about the previous session and their thoughts throughout the week.
  - b. At the end of each mentoring session, we will bring up potential topics for discussion in the next session.
3. Ground Rules
  - a. Confidentiality
    - i. Mentor and mentee will be allowed to disclose topics, activities, and personal mentoring experiences with colleagues and peers, but each agree not to disclose personal identifiable information (PII), including names.
  - b. Boundaries
    - i. Certain topics are not to be discussed during the partnership. These topics include:
      1. Personal life
      2. Family
      3. Politics
      4. Religion
    - ii. If a topic is broached relating to the interpreting field that discusses any sensitive topics, each party agrees to discuss them respectfully and objectively.
    - iii. Both parties agree to be respectful in all communications or discussions and to approach each other directly if there are any issues.
  - c. Communication

- i. Email will be used for TEAMS meeting invites, and for the mentor to send session summary information and activities.
    - ii. Text messaging and Marco Polo will be used for all other communications.
- 4. Contingency Plan
  - a. Both parties agree to let the other party know via text message as soon as possible about any cancellations.
    - i. Cancellations can be regarding any personal or family emergency, schedule conflict, etc. but should be avoided at all costs.
- 5. Expectations
  - a. For Mentee
    - i. Mentee will be responsible for accepting or declining TEAMS invite
    - ii. Mentee will be responsible for documenting their reflections, feelings, thoughts, and experiences from the mentoring sessions or from observations in a journal to see their individual progress.
    - iii. At each mentoring session, mentee will bring their journal and discuss reflections or experiences with the mentor.
    - iv. Mentee will be responsible for steering the meetings, including bringing pertinent questions, list of topics to discuss, etc.
    - v. Mentee will add mentoring hours and brief reflection into OspreyImpact each week and add the mentor as the verifier.
    - vi. Mentee will be responsible for uploading videos, sending assignments, or submitting homework one day before the mentoring session to allow appropriate time for the mentor to view them.
  - b. For Mentor
    - i. Mentor will be responsible for sending out TEAMS invite
    - ii. Within 24 hours of each session, mentor will send an email summarizing the session.
    - iii. Mentor will be responsible for finding appropriate activities, videos, or assignments for the mentee to complete during and after the sessions and sending these within 24 hours of each session.
    - iv. Mentor will provide prompt and appropriate feedback.
    - v. Mentor will verify hours in OspreyImpact each week.
    - vi. Mentor will view the mentee's completed activities or assignments before each session and make appropriate notes.
  - c. For Feedback
    - i. Feedback for either party should be presented in the 'sandwich' format.
      - 1. Positive feedback, constructive criticism, positive feedback.
    - ii. If there are serious problems that need to be addressed immediately, either party will provide direct and blunt feedback for improvement.
- 6. Dissolvement of Mentoring Partnership

- a. The mentoring partnership will be dissolved if any of these requirements are satisfied:
  - i. At the conclusion of 8 sessions.
  - ii. Either party fails to follow the above agreement.
    - 1. 3 warnings will be given by either party
    - 2. If after 3 warnings, the agreement is still not followed or either feels they are disrespected, either party has the right to immediately dissolve the relationship.

*By signing below, I hereby agree to the terms therein and agree to abide by them.*

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Print Name

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Print Name

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Signature

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Signature

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Date

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Date