

**Mentoring Academic-Research Careers (MARC)
Mentoring Agreement**

Mentor: _____

Date: _____

Protégé: _____

Complete the tables on pages 2–3 of this agreement to establish two to three goals and create a communication plan for the mentoring relationship. Please refer to the sample goal and communication plan provided below for ideas. The samples are meant to serve as rough guides, and protégé–mentoring pairs are encouraged to change or adapt the plans to fit their needs.

Sample Goal 1

Task	Check-In Date	Check-In Date
Mentoring Topic <i>Guidance on managing a research program</i>	Interim	Final
What Specific Areas Do I Need Help With? <i>I know what testing materials I'll need and can get information about the cost, but I need help with buying the materials. I have no idea how my university works with research assistants, so I'll need help with the basics—who to contact, what information I need, etc.</i>		
Long-Term Goal <i>Protégé will set up research program with a budget for materials and a plan for supervising research assistants.</i>	<i>1/31/19</i>	<i>5/31/19</i>
Short-Term Objective 1 <i>Protégé will identify needed materials, determine cost of materials, and identify possible funding sources.</i>		<i>11/30/18</i>
Short-Term Objective 2 <i>Protégé will obtain information from the university about how research assistants are hired and paid and will set up a schedule for training research assistants.</i>	<i>1/15/19</i>	<i>5/31/19</i>

Sample Communication Plan

Communication Type (email, phone call, Skype, etc.)	Communication Frequency	Person Responsible and Date of Next Contact
<i>Email or phone call</i>	<i>2x/month</i>	<i>Protégé will contact mentor by 10/31/18</i>

Goal 1

Task	Check-In Date	Check-In Date
Mentoring Topic	Interim	Final
What Specific Areas Do I Need Help With?		
Long-Term Goal		
Short-Term Objective 1		
Short-Term Objective 2		

Goal 2

Task	Check-In Date	Check-In Date
Mentoring Topic	Interim	Final
What Specific Areas Do I Need Help With?		
Long-Term Goal		
Short-Term Objective 1		
Short-Term Objective 2		

Goal 3

Task	Check-In Date	Check-In Date
Mentoring Topic	Interim	Final
What Specific Areas Do I Need Help With?		
Long-Term Goal		
Short-Term Objective 1		
Short-Term Objective 2		

Communication Plan

Communication Type (email, phone call, Skype, etc.)	Communication Frequency	Person Responsible and Date of Next Contact