**Mentoring Partnership Agreement**

As a mentor and mentee participant in Moraine Valley’s New Staff Mentorship Program, we agree to abide by the following guidelines:

1. Maintain confidentiality
2. Mentor will initiate the creation of the meeting/communication schedule
3. Communicate face-to-face, by telephone or via email at least 2 to 4 times a month during the 3 month mentoring partnership
4. Determine who will be responsible for rescheduling missed meetings
5. Contact Laurie Reese, Center for Teaching and Learning or Lynn Harrington, Office of Human Resources if you have any questions or need assistance in scheduling meetings
6. Other:

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