

**Mentorship Program**

***Mentoring Partnership Agreement***

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***Agreements are due to Project Coordinator, Peyton Purcell, by October 5, 2011***

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| --- | --- | --- |
|  | **Name** | **Organization Contact Info (address, phone, email, etc.)** |
| **Mentee** | Kiameesha Evans | The Cancer Institute of New Jersey  Office of Community Outreach  335 George Street, LP 3725  New Brunswick, NJ 08901  732.235.9884  evanskr@umdnj.edu |
| **Mentor** | Evelyn Gonzalez | Fox Chase Cancer Center  Office of Health Communications and Health Disparities  215.284.2308  Evelyn.Gonzalez@fccc.edu |

The purpose of this agreement is to document your mentoring partnership. This partnership is entered into voluntarily with the understanding that it will be mutually beneficial. Participants agree to the following terms and conditions:

1. **Goals for the partnership (measurable targets)**

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| **Goals and Objectives for Partnership:** | **Measurable By:** |
| **Mentor to provide guidance to mentee in development of community nutrition and physical activity program.** | **Process evaluation measures** |
| **Mentor to provide guidance to mentee in evaluation of community nutrition and physical activity program.** | **Development of evaluation plan** |
| **Mentor to provide guidance to mentee in the identification of outlets for dissemination of program progress, lessons learned, etc.** | **Development of abstracts, manuscripts, etc. for journals and/or professional conferences** |

1. **Duration of Formal Relationship [NCI Requirement]**
2. The formal mentoring partnership is for one-year. However, there is an additional sixth-month period for completion of deliverables and evaluation, in which the partnership will continue, as needed. Mentorship relationship may be modified as needed for this additional six-month period.
3. **Communication – Frequency and Types**

As a participant in the Research to Reality Mentorship Program, NCI has set expectations that, on average, mentees will contribute 8 hours per week, and mentors will allot 1-2 hours per week, including regular communications. Please indicate how your mentorship pair intends to communicate with one another.

1. The preferred modes of primary communication are **email and Skype**.
2. It may be useful to set a bi-weekly/monthly call for discussion. Our call will occur: **initially bi-weekly on Wednesdays or Thursdays, moving to a monthly schedule for the duration of the program as per agreement of mentee and mentor.**
3. Mentee will share meeting goals and agenda with the mentor in preparation for each call.
4. Emails/Calls are best done during the **afternoon**.
5. Both parties should be expected to respond within **2** days during the work week unless advance notice is given that they will be out of the office and unable to respond.
6. **Program Commitments and Expectations [NCI Requirement]**

This is a professional program. NCI expects all participants to act in an appropriate and professional manner.

1. Participants will respect each other’s time and effort.
2. Participants will come prepared to each meeting and focus on the established goals.
3. Participants will follow-up on any agreed upon action items.
4. Mentor will identify opportunities to enhance learning, development, and assist the mentee in reaching his/her full potential.
5. Mentor will conduct a site visit to the mentee’s organization within the first three months of the Program.
6. If there is a conflict or issue between the mentee and mentor, the pair will contact the NCI Program Coordinator as soon as possible and participate in a facilitated discussion as needed to resolve the issue.

Ending the Mentoring Relationship

This program is intended to, in part, build relationships and the capacity for partnerships. As such, NCI expects the participants will try to resolve any conflicts professionally, with the help of the NCI Program Coordinator. However, NCI acknowledges that there are situations in which the relationship may need to be ended. If that is the case, participants agree to contact the NCI Program Coordinator prior to terminating the partnership. Such a decision shall be communicated and received in a professional and courteous manner. Mentees will still be responsible for program deliverables as a participant in this program.

I have read and agreed to the above Mentorship Agreement Form:

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          Mentor Date

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Mentee Date

*Note: This agreement will be shared with the program coordinator for the sole purpose of ensuring compliance.*