

HHMI Pathways to Success Mentoring Program
Memorandum of Understanding (MOU)

This is an MOU between Josie Bruin (mentee) and Joe Bruin (mentor), for the HHMI Pathways to Success Program for the **2018-2019 academic year**.

1. Purpose and Goals

- a. To learn and develop skills including but not limited to:
 - i. Time management
 - ii. Healthy study habits
 - iii. Leadership
- b. Gain an understanding of how relationships are created and maintained.
- c. Understand major requirements.
- d. Gain exposure to other professionals in the field of biology.
- e. Learn more about opportunities to get involved on campus.

2. Mentor and Mentee Responsibility and Authority

- a. Communicate goals, expectations, problems and progress together.
- b. Both Mentee and Mentor will follow the guidelines for establishing and maintaining an effective mentoring relationship laid out in the “Follow the Leader: Mentoring” article, such as:
 - i. Refining and operationalizing goals
 - ii. Sharing successes and failures
 - iii. Being accessible and responsive
 - iv. Have fun

3. Communication and Supervision

- a. Primary form of communication between mentee and mentor will be email.
- b. Mentee and Mentor both give permission to share phone numbers. J
- c. In-person meetings will occur once per quarter, for a minimum of 1 hour.
 - i. If unable to meet in-person, meetings will be re-scheduled and held via Zoom or Google Hangouts upon the agreement of both parties.

4. Mentor and Mentee Expectations

- a. Mentee and mentor will be on-time for all scheduled meetings.
- b. If mentee or mentor is unable to attend a scheduled meeting, both parties need to be notified at least 24 hours in advance.
- c. Mentee will respect and listen to mentors and their suggestions, but also understand that mentors are not perfect and may not have the answer to everything
- d. Mentors will be open and willing to help their mentee, but also learn and listen to their mentee.

