



*Faculty Mentor–Scholar
Mentorship Agreement*

Guidelines to Build A
Successful Mentoring Relationship

Version 1 • July 2021

This agreement is intended to serve as a guideline to facilitate communications between Faculty Mentors and their Scholar. This document is to be thoroughly reviewed and completed by the Scholar, their CSU Mentor and UC Mentor. Completed Agreements should be [submitted as a signed PDF electronically here](#). Submitted Agreements will only be reviewed by Cal-Bridge Directors, Staff, the Mentorship Committee and Steering Committee. The Scholar is responsible for keeping the agreement, reviewing it and updating it as necessary. It is recommended that this agreement be initially completed at the first meeting between both Faculty Mentors and their Scholar.

The UC Mentor, CSU Mentor, and Scholar acknowledge the expectation that all three members of the mentorship triad will meet together at least twice a month during the academic year. While it is everyone’s responsibility to make sure these meetings happen, it may make sense to give one person responsibility for scheduling them. In the event that that person does not do so, others should step in to make sure they do happen.

Who will be responsible for scheduling the meetings?

The Scholar acknowledges that they will update both Mentors with progress in all courses, focusing on computer science, computer engineering, physics, math, and astronomy courses, as appropriate. Any academic struggles will be brought forward and discussed in a timely manner.

The Scholar acknowledges that the biweekly meetings are an opportunity to ask questions related to your coursework and other aspects of your academic career, and to get ahead of any issues you may have.

What will be the ground rules for discussions? (e.g., confidentiality, openness, candor, truthfulness)

If problems arise, how will they be resolved?

The Scholar acknowledges that they are expected to attend all Cal-Bridge workshops — they are mandatory. *Caveat: Cal-Bridge Peer Mentoring workshops and events are not mandatory but attendance is highly encouraged.* If there is a reason the Scholar thinks they need to miss a mandatory workshop, they should discuss the reason with both Mentors first.

The Faculty Mentors acknowledge that if they agree that the Scholar should miss the workshop, then either the Scholar or a Mentor will complete the Exception Form located in the Resource section of our [Cal-Bridge Website](#) to request permission for the Scholar to miss the workshop. Program leadership will make the final decision about whether the Scholar has permission to miss the workshop.

Scholar, where do you hope your career will have taken you post graduate school? It is totally fine if you are not yet sure about this. Also, if you are not 100% certain you want to get a PhD yet, it is OK to talk about other paths you might take.

What expectations does the CSU Mentor have of the Scholar?

What expectations does the UC Mentor have of the Scholar?

What expectations does the Scholar have of the CSU Mentor?

What expectations does the Scholar have of the UC Mentor?

What expectations does the CSU Mentor have of the UC Mentor?

What expectations does the UC Mentor have of the CSU Mentor?

All three parties acknowledge that these mentorship meetings ideally should go beyond academic and professional development conversations to break down barriers between students and faculty.

All three parties acknowledge that they will individually review the Best Practices section of the [Mentorship Handbook](#).

Mentors, you commit to reading the section in the [Mentorship Handbook](#) on The Role of Compassion in Mentoring, and to strive to use compassion in all your interactions with your Scholar.

Mentors, you acknowledge that if you notice that your Scholar has become uncharacteristically reticent but is not forthcoming about what might be troubling them, you will ask some probing questions, while respecting your Scholar's right to privacy. If a problem seems to rise to the level of a mental health issue, the Mentors/Steering Committee will help the Scholar identify counseling services on their home campus. If you, the Mentor, have doubts about how to handle such a situation, you are encouraged to reach out to the Cal-Bridge co-Directors or program staff. An excellent resource for mental health resources at various campuses has been created by the Mental Health Action Group and can be found [here](#).

Mentors, you acknowledge your roles and responsibilities to your Scholar as discussed in the [Mentorship Handbook](#). Completion of this agreement (i.e., your signature) confirms you will do your utmost to uphold this crucial role in your Scholar's academic career.

Scholars, you acknowledge your role in this relationship and the responsibilities not only to your Faculty Mentors but within Cal-Bridge as a whole. These roles and responsibilities are discussed in detail in the [Mentorship Handbook, Scholar Acceptance Contract and Grad School Handbook](#). Completion of this agreement (i.e., your signature) confirms you will do your utmost to uphold these responsibilities.

Scholar's Name: _____

Scholar's Signature: _____

CSU Mentor's Name: _____

CSU Mentor's Signature: _____

UC Mentor's Name: _____

UC Mentor's Signature: _____

Date: _____