NYU SCHOOL OF MEDICINE CONCENTRATIONS PROGRAM
MENTOR-MENTEE AGREEMENT

A key component of the NYU School of Medicine Concentrations Program is the mentoring relationship between our students and faculty. Medical students have the opportunity to learn from experienced faculty in their field of interest, and faculty mentors have the opportunity to engage medical students in scholarly work that can enhance their educational experience. The mentor-mentee relationship should be an active process at the very least for the duration of the Concentration.

This Mentor-Mentee Agreement serves as a guide to forming the mentor-mentee relationship, and it outlines the expectations of each party. Equal and active participation from both mentor and mentee should include communicating, questioning, discussing, reading, and sharing. Mutual trust and respect should underpin the relationship.

Details of relationship duration and frequency should be outlined and agreed upon by the mentor and mentee. Together the mentor and mentee should develop a plan for successful completion of the Concentration, including coursework, scholarly project, and final scholarly product. Documentation of a successful mentor-mentee relationship may be included in the student’s portfolio as evidence of teaching, learning, and scholarship.

Responsibilities of mentors and mentees are listed below. Both mentor and mentee must sign this agreement before beginning the Concentration.

MENTOR RESPONSIBILITIES
- Provide information to mentee about field of work, own career, and current initiatives.
- Guide research proposal design and approve proposal electronically.
- Guide design of scholarly product and evaluate scholarly product electronically.
- Meet regularly with mentee and monitor progress of research and scholarly work.
- Provide on-going constructive feedback to mentee on progress and performance and dedicate a one-on-one in-person meeting to give and receive feedback.
- Introduce mentee to key people and groups.

MENTEE RESPONSIBILITIES
- Provide information about self and goals to mentor.
- Design a hypothesis-based research proposal that is feasible and specific in consultation with the mentor.
- Submit proposal electronically to the mentor and/or Concentration Leader and upload as directed.
- Schedule regular meetings with mentor at mutually determined time, location, and duration.
- Update mentor on progress regularly, including timely notification of unexpected delays or complications.
- Work on scholarly project consistently throughout the time allotted and inform mentor of any interruptions or absences.
- Demonstrate professionalism while working on scholarly project by participating in the intellectual life of the lab, department, or discipline (such as attending lab meetings and seminars), being respectful of and helpful to others, and being ethical in decision-making.
- Submit final scholarly product electronically to the mentor and/or Concentration Leader.

<table>
<thead>
<tr>
<th>Mentor Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mentee Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>