

MENTEE CODE OF CONDUCT

As mentoring partners, it is important that we have a shared understanding of the commitment we are making to our mentoring relationship and that we share responsibility for ensuring that it works for both of us. We understand that a successful relationship will require us to:

- Abide by the Georgia Institute of Technology student policies and procedures.
- Commit to the relationship for one full academic term.
- Respect the confidential nature of all information discussed during mentoring meetings.
- Report any problems that we are not able to solve ourselves to the mentoring program manager.
- Recognize that this mentoring relationship is dedicated to building relationships and sharing information.

CODE OF CONDUCT GUIDELINES FOR MENTORING RELATIONSHIP

The following guidelines have been prepared to provide important guidance to both mentors and mentees regarding their mentoring relationships. Experience in other programs has demonstrated the value of establishing boundaries around mentoring relationships that protect all participants.

1. Trust and confidentiality of the information shared in mentoring meetings are critical components of a successful mentoring relationship and will be maintained at all times.
2. The Code of Student Conduct of the Georgia Institute of Technology, including policies on discrimination and harassment, will be strictly adhered to.
3. Active participation in mentoring program meetings and events is a requirement of participation.
4. Professional conduct and manner will be maintained at all times, particularly while participating in any mentoring activities. Phone calls and emails will be returned in a respectful and timely manner. All appointments must be honored unless otherwise communicated.
5. Commitment to the mentoring relationship is an important part of the mentoring program. Those unable to fulfill their responsibilities or who are having difficulty in their mentoring relationship are encouraged to contact the mentoring program manager to discuss the appropriate course of action.

Failure to comply with any of the above can lead to the termination of the mentoring relationship and individual participation by either the mentee or mentor.

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Mentor Name (Please Print)

Signature

Date

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Mentee Name (Please Print)

Signature

Date

I grant permission for my mentor to view my academic records during the semester in which we are working together.

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Mentee Name (Please Print)

Signature

Date