

Mentor Mentee Partnership Agreement

Name of Mentee: Kim Harrison

Name of Mentor: Dave Ragsdale

	We have agreed on the following goals as the focus of this relationship:	Our measures for successful accomplishment of each of these objectives will be:
1.	Develop technology leadership	<p>Success will be measured through the application of knowledge gained through the mentor/mentee relationship and the CTO content and applied in other technology leadership areas beyond the CTO program.</p> <p>Technology leadership growth will be measured by the number of projects, professional growth workshops, and leadership responsibilities the mentor and mentee engage in outside of the CTO Mentor program.</p>
2.	Collaborate around the completion course requirements of the CTO program	<p>Success will be measured through the documented communications (email, comments, notes from weekly phone meeting, etc.) that correspond with each artifact, reflection, and curriculum summary.</p> <p>The collaboration will occur both synchronously (weekly phone call) and asynchronously (Google docs) and will be specific to assessing the course content based upon the provided rubric.</p> <p>The successful completion of the CTO program will be the final measurement of the success of this collaboration.</p>
3.	Gain new perspectives on educational technology leadership	<p>Success will be measured through the inclusion of different perspectives and application of new learning as evidenced in the reflections.</p> <p>New learning will be measured by the inclusion and discussion of at least one new perspective for each reflection that includes its impact on daily work.</p>

TO ENSURE THAT OUR RELATIONSHIP IS A MUTUALLY REWARDING AND SATISFYING EXPERIENCE, WE AGREE TO:

1. Meet regularly.

Our specific schedule of contact will be a phone call every Friday at 12:30.

2. Maintain regular communication.

Our primary method of communication will be by phone; however, we will also be in constant contact through email, shared Google docs and files, and Google Hangouts, as needed.

3. Take steps to promote the mentee's successful completion of program requirements.

The mentee will take the following steps:

1. Calendar and schedule time to complete the drafts of each of the artifacts.
2. Submit artifacts (draft and final) to mentor with adequate time before deadline for feedback.
3. Review feedback and make adjustments to assignments and/or discuss with mentor.
4. Attend all sessions and "be present" while in the sessions (no working on work related emails, projects, or side conversations that are not directly aligned to session content).
5. Stay in communication with mentor.

The mentor will take the following steps:

1. Keep mentee on track with due dates and deadlines.
2. Provide timely constructive feedback on class assignments.

4. Look for multiple opportunities and experiences to: 1) enhance the mentee's learning, 2) help the mentee accomplish the goals identified in this agreement, and 3) help the mentee apply what he/she is learning to the work environment.

We have identified the following opportunities for learning (e.g., projects, task forces, client teams, conferences) and application of that learning in the work environment:

- Mentee will attend and present at the CUE Conference in March 2016. Presentations include New to CUE Orientation, "But I'm not a Blogger!," and "Creating Transformative Professional Learning with Technology." Through these presentations, mentee will incorporate strategies and skills for effective leadership into the development and presentation of these sessions.
- Mentee manages informational technology department which includes overseeing infrastructure projects. Through the collaboration with mentor, instructors, and colleagues in the program, mentee will develop the necessary technical understanding to better solve work related problems, enhance the working environment, and lead the department.

5. Work together to overcome obstacles/challenges.

We will use the following techniques to overcome obstacles/challenges:

- Communication channels identified in part 1 and 2.
- Commitment from both mentee and mentor for open and honest conversation.
- Adherence to established due dates and norms.

6. Maintain confidentiality of our relationship.

Confidentiality for us means using established communications channels to work through mentee challenges before escalating to CTO Mentor Program leadership and refraining from discussing mentee progress/challenges with others.

7. Honor the ground rules we develop for the relationship, including how the mentee will ensure the mentor has time to review all course assignments and reflections prior to their due date and how the mentor will provide timely feedback to the mentee.

Our ground rules are:

- Mentee will submit assignments on time or early, when possible.
- Mentor will be available at negotiated meeting times.
- Mentor will provide timely feedback on artifacts and reflections.

8. Provide regular feedback to each other and evaluate our progress.

We will do this by:

- Weekly phone calls and ongoing communication through email, shared Google docs and files, and Google Hangouts, as needed, as well as a shared calendar with due dates for assignments and internal team due dates.
- Rubric for assignments - constructive feedback tied directly to the rubric.

At least once during the course of the program, and again at the conclusion of the mentoring cycle, we agree to review this agreement and evaluate our progress and our learning.

Mentor's signature	Date
Mentee's signature	Date

Adapted from Lois J. Zachary, *The Mentor's Guide: Facilitating Effective Learning Relationships*. San Francisco: Jossey-Bass, 2000.