

# Knowlton School Mentor Program Pledge

***Both the Mentor and Mentee must read, agree to, and sign this pledge.  
Please return signed pledges to Louisa Morris or scan and email to [morris.1597@osu.edu](mailto:morris.1597@osu.edu).***

The mission of the Knowlton School Mentor Program is twofold:

1. to create an environment of guidance, growth, and development for Knowlton students as they pursue their career aspirations.
2. to foster strong and trusting professional relationships between experienced practitioners (mentors) and future leaders (mentees).

Mentors and Mentees are expected to meet face-to-face at least five times throughout the school year. Expectations beyond the five required meetings will be agreed upon by the mentor and mentee.

It is important that both parties have a clear understanding of the expectations of this partnership. Each participant must be committed to the program in order to create the type of relationship necessary for success. Mentors and Mentees will complete a Mentor Program Goal Worksheet to define their individual expectations and agreements. Both Mentors and Mentees will work to fulfill the goals and expectations outlined on their Goal Worksheet.

Mentors serve as a link between career aspirations and the realities faced by young professionals entering the field. Mentors are experienced and trusted advisors who invest time and energy in developing the skills and professional growth of their Mentee. Note that the Knowlton School Mentor Program is NOT a job placement program. Mentors will not be expected to open doors to specific jobs (or any job) for their Mentees.

Mentees should understand that each meeting with their Mentor is a professional networking opportunity. Mentees should have a clear idea of what they want to achieve through the Mentor Program and will openly discuss these goals with their Mentor. Mentees will be receptive to the advice and feedback provided by their Mentor.

Both Mentors and Mentees are expected to treat this relationship with professionalism and respect. If you are unable to meet an expectation (miss a meeting, phone call, activity, etc.), you must let your partner know as soon as possible. Phone calls and emails should always be responded to within a 48 hour window.

Mentors and Mentees understand that discrimination against any individual based upon protected status, which is defined as age, color, disability, gender identity or expression, national origin, race, religion, sex, sexual orientation, or veteran status, is prohibited. This commitment is both a moral imperative consistent with an intellectual community that celebrates individual differences and diversity, as well as a matter of the law.

Attendance and participation for the full academic year is required. Mentee and Mentor contact information is not to be shared with other parties unless mutually agreed upon by both Mentee and Mentor. If at any point your availability changes or you are otherwise unable to fulfill the expectations established at the beginning of the program, you must communicate clearly and thoroughly with your mentor/mentee and with Alumni Relations and Events Coordinator Louisa Morris (614.247.5409 or email [morris.1597@osu.edu](mailto:morris.1597@osu.edu)).

By signing this pledge you indicate that you understand and agree to the expectations of the Knowlton School Mentor Program stated above.

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MENTOR NAME (please print)

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MENTOR SIGNATURE AND DATE

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MENTEE NAME (please print)

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MENTEE SIGNATURE AND DATE