

**College of Liberal Arts and Sciences**

**Mentoring Agreement**

This Agreement is a tool to support mentoring relationships with graduate students who have reached the portfolio/dissertation stage of their program.

The Agreement should:

- Be part of an extended and ongoing conversation between the student and his or her advisor(s). It should be discussed and agreed upon by all parties to that conversation.
- Clearly outline expectations for the student’s performance. At a minimum, it should address the following questions:
  - What will be considered good academic progress toward the portfolio/dissertation for this student? What are the key milestones and timeline for completion?
  - What is expected of the student in terms of professional practice (e.g., what should the student do to prepare for meetings with the advisor(s) and/or committee; what is the appropriate way to submit draft materials)?
  - What happens if the student doesn’t meet these expectations as discussed and agreed upon with the advisor? That is, what are the consequences?
- Clearly outline expectations for the advisor(s). It should make clear to the student what the advisor(s) agree(s) to do (e.g., turnaround time on feedback, frequency of meetings, nature and extent of comments/suggestions for revision).
- Establish a realistic timeline for completion that takes into account past performance, the work that remains, the amount of time the student can reasonably dedicate to portfolio/dissertation work, and any extenuating circumstances that might impact progress.
- Be flexible. The student and advisor entirely determine the terms and conditions.
- Be revisited on a regular basis (each semester or annually) and adjusted as appropriate.

**NOTE: This Mentoring Agreement should not be confused with the Graduate Degree Completion Agreement. While similar in content, the latter is a more extensive document required of all those seeking an extension on the time permitted to complete a graduate degree at KU.**

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1. **Student Name:** \_\_\_\_\_

2. **Advisor(s) Name(s):** \_\_\_\_\_

3. **Progress to Date:** Please outline in detail any research, writing, or other work toward the portfolio or dissertation that has been completed to date.

4. **Milestones and Timeline:** Please provide detailed information on the expected steps toward completion, including the various stages of research, drafts, revisions, and final submissions.

Tasks to be completed by the student	Due Date

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**5. Feedback and Revisions:** Please explain who will provide feedback to the student and with what frequency. If a committee will provide feedback and review of student progress, please explain what the student should expect of this process.

**6. Professional Practice:** What is expected of the student in terms of professional practice? How should he or she communicate with the advisor and with what frequency? How should he or she prepare for meetings with the advisor and/or committee? What else should the student know about expectations (sometimes implicit) of a student at the portfolio or dissertation stage?

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**7. Consequences:** If the student does not complete the portfolio or dissertation by the expected completion date, the followings steps will be taken:

By signing below, all parties acknowledge that they understand and agree to adhere to the expectations outlined in this Agreement.

Student Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Advisor(s) Name(s): \_\_\_\_\_

Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

A COPY OF THE SIGNED AGREEMENT TO BE FILED  
WITH THE GRADUATE STUDIES COMMITTEE.