



2026-2027 Mentorship Yearly Meeting Schedule Agreement

Scholar will submit by August 31

This agreement outlines a framework for fostering a constructive working relationship between Mentors and Scholars. To facilitate the success of this Mentorship, it is essential that Mentors and Scholars communicate at least once per month, starting in August and continuing through April. This agreement is intended to assist in establishing a communication plan for this academic year.

Date of Agreement

This agreement is between:

Mentor	
Scholar	

ANNUAL MENTORSHIP MEETING

First-time mentorships are required to hold an *Introductory Mentorship Meeting*, preferably in person at the Scholar's institution, along with relevant institutional representatives, such as the assigned advisor (if already assigned), the dean/director of PhD studies, and any necessary faculty. This meeting must take place **no later than November 15**.

Continuing mentorships are required to hold a *Goal Setting Meeting*. This meeting should include the Mentor and the Scholar to determine the academic goals for the year. This meeting must take place **no later than November 15**.

Choice	In Person or Virtual	Date
First		
Second		
Third		

COMMUNICATION SCHEDULE (check all that apply)

Frequency	☐ Weekly	☐ Every two weeks	☐ Monthly
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Day of the Week	☐ Mon	☐ Tue	☐ Wed	☐ Thu	☐ Fri
Time Zone	☐ Eastern	☐ Central	☐ Mountain	☐ Pacific	
Time of Day	☐ Morning	☐ Afternoon	☐ Evening		

Mentor and Scholar agree to:

- Inform each other in advance if unable to attend a scheduled meeting.
- Provide updated contact information as soon as possible to each other and HTI staff.

Mentor information

Full name	
Address	
Email	
Phone number	

Scholar information

Full name	
Address	
Email	
Phone number	

Agreement

I hereby consent to the terms outlined above, expecting it to yield mutual benefits. Our objective is to foster a rich and rewarding experience while minimizing the potential for misunderstandings.

Mentor Name

Signature

Scholar Name

Signature