**Mentorship Relationship – Professionalism and Expectations**

Mentors and Mentees! Welcome to our mentorship program!! We are super excited to have you in our program! We are also thrilled to witness new mentoring relationships being built, flourish and benefit both mentors and mentees.

To maximize the potential of this mentorship experience for both parties, we would like to emphasize a few points of professionalism and expectations.

1. Be respectful of each other’s time
	1. Be punctual with meetings and let the other person know if you will be late as soon as possible.
	2. Dedicate the time for mentorship meetings/meet-ups. Try not to be rushed during the meeting or getting distracted by other tasks.
	3. Inform each other in advance if meetings need to be canceled or re-scheduled.
2. Be prepared for meetings
	1. Mentees – reflect and summarize your mentorship goals before each meeting. Prepare some questions that you would like to ask or topics that you would like to discuss (e.g. learn about a specific program/career). If possible, send these goals/discussion points to your mentor before the meeting, so that mentors can gather useful resources (tailored to your goals) and share with you at the meeting.
	2. Mentors – if you know of your mentees’ overall mentorship goals, prepare some useful resources and information before each meeting to address mentees’ needs.
3. Establish boundaries
	1. Our mentorship program is meant for mentors to provide guidance to mentees and to help mentees grow (e.g. sharing their insights/expertise/experience about a career path, provide suggestions and resources on skills development, workshop opportunities, etc). Mentors are NOT responsible for tasks, such as editing written work (e.g. applications, grants and essays) and job hunting.
	2. Be clear about each other’s preferred time and method(s) of communication.
4. Be mindful of privacy concerns
	1. Please be mindful of privacy concerns regarding personal experiences shared between mentors and mentees during mentorship meetings.

All in all, please be respectful and understanding of each other’s schedule. While we recognize that everyone has a busy study/research/work life, we encourage both mentors and mentees to be responsive and dedicate as much time as possible (or needed) during the mentorship relationship.

If concerns or issues arise during the mentorship relationship, please do not hesitate to reach out to the LMP Mentorship Committee (at lmpmc@utoronto.ca). We hope everyone can have a pleasant experience and establish meaningful relationships within our program!

LMP Mentorship Committee