

E- MENTORING AGREEMENT

Mentor

First and last name:

Rotary Club/District/Country:

Pupil

First and last name:

Rotaract Club/District/Country:

Date

of E-Mentorship development start-up:

A Mentoring development is "a high potential relationship of professional and personal development with the objective of maintaining the growth of one or both sides" (Clawson, J.G., Mentoring in the Information Age, in Leadership & Organizations Journal). In the scope of this initiative, Mentoring has to be understood as a great opportunity to reflect about our own professional and learning project.

To this respect:

the **Mentor** undertakes to:

- show goodwill in the process of E-Mentorship;
- set clear the objectives of E-Mentorship development;
- provide pupil with necessary direction and counsel to go through de E-Mentorship;
- correspond regularly with the Pupil via e-mail, chat, Skype, etc.;
- request contact with Pupil in case communication becomes un-frequent;
- respond to any of the Pupil's communications within 2 working days;
- respond to Coordinators with the quarterly report;
- exercise most discretion with the information, content and data related to the whole procedure.

The **Pupil** undertakes to:

- be very active in the development of studies;
- be directly responsible of the learning process and results obtained in relation to her/his participation in E-Mentoring;
- respect interview and time commitments;
- complete evaluation forms and questionnaires submitted by Coordinators for monitoring of the process of Mentorship information;
- participate in an open and honest discussions with his/her Mentor.

Mentor will under no circumstances:

- directly employ the Pupil (unless a special exemption is obtained from Coordinators);
- offer his/her professional or educational capacity to the Pupil in exchange of a compensation or any sort of present;
- accept from Pupil any kind of economical compensation or present, except that negligible value.

Mentor and **Pupil** recognize and accept, in case of any controversy, the decisions of the Control Committee, with no appeal.

Inappropriate use of e-mail is prohibited.

Mentors and **Pupils** must:

- be reciprocally courteous and respectful in the course of the interaction;
- respect cultural, religious and economical differences;
- respect differences in ideas and values.

Mentors and **Pupils** must not engage in any kind of communication including, and not limited to:

- verbal abuse;
- insults;
- references to racial or sexual content;
- sexual discrimination;
- etc..

Interruption of E-Mentorship: the Mentor and the Pupil may at any time before the E-Mentorship ends, for whatever reason, decide to terminate their participation with the E-Mentorship. Notice of such a decision should be communicated as soon as possible to the Coordinators. No reason need be given, but it would help the Coordinators evaluate the effectiveness of the E-Mentorship, if Mentor or Pupil could outline the reason/s.

Place _____ Date _____

Pupil signature

Place _____ Date _____

Mentor signature
