



MMUF Mentor-Mentee Virtual Communication AGREEMENT

This Agreement, effective from _____, 20__ to _____, 20__, is between _____, a MMUF Fellow (referred to as “Mentee”) and _____, the MMUF Mentor (referred to as “Mentor”).

The parties agree as follows:

Scope of Agreement – The Mentor agrees to regularly meet with the student virtually during his/her absence from the UT Campus (ex. Sabbatical, residence at another institution, or serving as the head of a study abroad program.)

Term of Agreement – This Agreement shall become effective as of the date written above, and shall remain in full force and effect until the date noted in the agreement.

Mentors are required to virtually meet with the Mentee at least every two weeks via Skype or telephone. Both the Mentee and Mentor should use regular email communication to supplement these scheduled virtual meetings. The Mentee is expected to submit his/her writing, documents and any other forms of work to the Mentor prior to the virtual meetings. Similarly, the Mentor is to set deadlines for student work and advise about reading and other pertinent materials for that stage of the Mentee’s career in the MMUF program.

Termination of Agreement – The Mentor’s participation in virtual mentoring is mandatory for the MMUF program. If the Mentor is unable to continue the virtual mentoring program while in absentia, they must notify the MMUF program, the Mentee, and remain the Mentor until the Mentee has found a new Mentor. If the Mentee misses one or more of these meetings without prior notice, please contact the MMUF Director so that the situation may be resolved.

Book Stipends, Conference Travel and other Benefits – Mentor book stipends, funds for conference travel with the Mentee, and other benefits will not change because of involvement in the virtual communication program.

Evaluation – The Mentor and Mentee agree to participate in all studies, inquiries, reports and analyses relating to this virtual communication program.

The Mentor and Mentee remain obligated to comply with all of the MMUF Program’s rules, practices, instructions and this Agreement.

I HAVE READ AND UNDERSTAND THIS AGREEMENT AND ACCEPT ITS CONDITIONS.

MMUF Mentor Signature

Date

MMUF Mentee Signature

Date