

# MENTORSHIP CODE OF ETHICS & RESPONSIBILITIES

IN ORDER TO PARTICIPATE IN THE LPWA MENTORSHIP PROGRAM, ALL MENTORS MUST AGREE TO THE GUIDELINES OUTLINED BELOW. PLEASE READ THIS MENTORING CONTRACT CAREFULLY AND INITIAL NEXT TO EACH LINE ITEM. THEN, PLEASE SIGN AND DATE.

Mentor Name: \_\_\_\_\_ Company: LA Professional Women's Association

## I. Mentor Code of Ethics:

\_\_\_\_\_ I agree to foster a professional mentoring relationship with my students by encouraging them to pursue higher learning and vocational goals while providing access to varying points of view. I agree to present information carefully, without distortion, and give every point of view a fair hearing.

\_\_\_\_\_ I agree to foster a professional mentoring relationship by respecting the uniqueness of my students' background. I agree to honor the integrity of the students and influence them through encouragement, constructive criticism, and positive feedback. I agree to empower my students to make "right" decisions without actually deciding for them.

\_\_\_\_\_ I agree to foster a professional mentoring relationship with my students by protecting the health and safety of my students at all times. I will seek advice from the program coordinator if ever in doubt about the appropriateness of an event or activity. I will inform the program coordinator immediately about any persons, activities, or situations which could affect the safety or health of any of my students.

\_\_\_\_\_ I agree to foster a professional mentoring relationship with my students which shall not be used for private advantage or involve the students in schemes for commercial gain.

## II. Mentor Responsibilities:

\_\_\_\_\_ I commit to mentoring my students for the full duration of this academic school year. I also commit to attending all seven mentor meetings (see Mentor Meeting Schedule). In the event that a schedule conflict arises which cannot be rearranged, I agree to notify the program coordinator and my students at least five days prior to the scheduled meeting. I further agree to reschedule the missed meeting with my students during school hours either on a day before the original meeting date or no later than one week after the original meeting date.

\_\_\_\_\_ I commit to arriving prepared and on time for every meeting. I agree to contact the program coordinator by phone if a situation arises which may cause me to arrive later than the scheduled meeting time.

\_\_\_\_\_ I commit to communicating with my students via e-mail to confirm meetings and follow up on meetings. I agree to reply to e-mails from my students in a timely manner, and encourage my students to reply using professional e-mail etiquette. I further agree to notify the program coordinator if my student does not respond to my e-mails in a timely manner.

Mentor Signature: \_\_\_\_\_ Date: \_\_\_\_\_