



## ASCE Orange County Mentorship Program Memorandum of Understanding

This Memorandum of Understanding (MOU) is between the Mentor and Protégé participating in the American Society of Civil Engineers (ASCE) Orange County (OC) Mentorship Program. The purpose is to set the guidelines for which we want our mentoring relationship to function.

Mentor Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Best times to meet: \_\_\_\_\_

Protégé Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Best times to meet: \_\_\_\_\_

**The participants will make their best effort to accomplish the following:**

- Meet at least once per month between \_\_\_\_\_ 20\_\_ and \_\_\_\_\_ 20\_\_. Preferably face to face, but a phone call or email can be an occasional substitution.
- Be prepared for meetings by completing any mutually agreed upon tasks or assignments.
- Contact each other with at least \_\_\_\_\_ (hours/days) notice if the meeting needs to be rescheduled.
- At each meeting identify opportunities to meet desired goals and facilitate ways to meet individual objectives.

**The following preliminary goals are selected jointly by the Mentor and Protégé to be accomplished during this mentorship program.** These goals can be broad and include both career and personal aspirations (technical, managerial, business development, work/life balance, etc.).

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

\_\_\_\_\_  
Mentor

\_\_\_\_\_  
Protégé

\_\_\_\_\_  
Date