

Revised 12/19/2017

## **FUTURE INSTITUTE ROAD-TO-SUCCESS MENTORSHIP – FIRM**

### **TERMS & CONDITIONS FOR FIRM MENTORS**

- Mentor must meet on the agreed-upon dates and times with their mentee or give their mentee advance notice if their meeting(s) need to be rescheduled.
- Appropriate professional business attire is required at all times.
- Mentor can terminate participation in FIRM at any time. (Mentee can also terminate participation in FIRM at any time.)
- All program areas required steps must be submitted online to the FIRM portal.
- Job shadowing must take place in a professional work environment.
- Mentor must conduct oneself in a respectful way at all times.
- The FIRM mentor-mentee relationship is entered into on a voluntary basis and does not involve any monetary benefit to either party, except the scholarship granted to the mentee by Future Institute.
- Mentor will be asked to evaluate the program areas via FIRM online portal.
- Depending on the ratings and reflections on the mentor-mentee experiences, the FIRM administration may choose to terminate the mentor's or mentee's participation in the program.
- FIRM lasts over the course of mentee's college career.

#### **Program Areas**

1. Personal development
  - a. Character Developing Reading
  - b. Service Project
2. Job Shadowing
3. Project completion

I agree to comply with my assignments as stated above. I understand the FIRM Rules and agree to comply with the rules. I know that if I fail to comply with any of the FIRM rules, my participation may be terminated by FIRM administration.