The Johns Hopkins Teaching Academy

Mentoring Memorandum of Understanding

**Purpose:** (1) To specify a set of activities that the mentor and mentee will engage in during the academic year; (2) to establish a record of scheduled activities; and (3) to clarify expectations and responsibilities of both the mentor and the mentee.

**Procedure:** (1) The Teaching Academy mentor and mentee should decide upon a mutually agreeable schedule of meeting times and activities; (2) after the agreement is filled out and signed, the original should be electronically submitted to the program manager; (3) the mentor and mentee should each retain copies of the signed agreement.

☐ Over the course of the academic year, we commit to a mutually agreed upon schedule to discuss pedagogical and teaching issues and/or to participate in teaching observation opportunities.

**Description of Activities/Sample Work Plan**

1. ___________________________________________________ date scheduled __________
2. ___________________________________________________ date scheduled __________
3. ___________________________________________________ date scheduled __________
4. ___________________________________________________ date scheduled __________
5. ___________________________________________________ date scheduled __________
6. ___________________________________________________ date scheduled __________
7. ___________________________________________________ date scheduled __________
8. ___________________________________________________ date scheduled __________

Faculty Mentor   (Print and Sign)   Date

Student Mentee   (Print and Sign)   Date

Please return the signed, original form to Teaching Academy Program Manager, teachingacademy@jhu.edu.