

Telfer Entrepreneurship Mentorship Agreement

Background

- The Telfer Entrepreneurship Mentorship program provides University of Ottawa student and alumni entrepreneurs with business advice, linkages into the community and general mentorship to aid in the successful launch and growth of new ventures.
- Program mentors consist of business professionals, seasoned entrepreneurs and subject matter experts who volunteer to share their wisdom and expertise. Mentor volunteers have agreed to provide their valuable time and energy in an effort to give back to the University and community.
- Mentees consist of student and recent alumni who are looking to start and grow business ventures. These businesses can range in size, scope and industry. Mentees agree to enter the program with a willingness to listen, learn and receive feedback on their business ideas and strategy. They also commit to being prepared to ask specific questions and contribute back to the pool of mentees, current and future.

Scope of Program

- The formal part of the program is 5 months in duration with facilitated monthly meetings where all mentors and mentees work together to share challenges and insights. Two cohorts will run annually with October and January start dates. In addition, it is expected that participants attend, where possible, the Entrepreneurship Bridges Lecture Series. All participants are encouraged to be in contact with the mentor pool on an as needed basis through telephone and email.

	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	Mrch.	Apr.	May	Jun	July	Aug
Cohort 1		—				→						
Cohort 2					—				→			

Requirements of Mentors

- Mentors in the program volunteer their time to support students of the School and their respective ventures. Mentors are not compensated for their involvement in the program.
- Due to the nature of the mentor/mentee relationship, mentors are required to not enter into, and/or suspend any commercial or contractual activity with mentee companies for the duration of the program plus 1 month, unless approval has been granted by the School.
- Mentors and participating mentees should be aware that they may be exposed to intellectual property during the course of the relationship and program. Information related to the students, their business matters and other proprietary information shared with experts and other program participants during the course of the program are shared with the understanding that mentors and participants will maintain confidentiality and respect the intellectual property of program participants.
- Mentors also agree to:
 - attend 6 monthly mentoring meetings with the mentor-mentee pool of participants;

- receive (via email or phone) and answer questions from program participants within a reasonable time;
- provide current and accurate bios for review by student participants;
- be personally committed to the success of the program and the mentorship relationship by setting goals, keeping commitments, provide their best advice and feedback;
- provide linkages/referrals into their network as they deem appropriate;
- attend, when possible, the Entrepreneurship Bridges Lecture Series to network with students; and,
- provide TSoM with feedback on the program and student interactions.

Requirements of Mentees (Student Entrepreneurs)

- Mentees assume responsibility and ownership of business decisions and the resulting success or failure of their ventures. Mentees understand that mentor advice is only advice to be considered and the student entrepreneur is ultimately responsible for the decision making and strategic direction of their ventures.
- Mentees should be aware that they may be exposed to intellectual property during the course of the relationship and program. Information related to the students, their business matters and other proprietary information shared with experts and other program participants during the course of the program are shared with the understanding that mentors and participants will maintain confidentiality and respect the intellectual property of program participants.
- Mentees also agree to:
 - provide program administrators with all required information and documentation for the qualification process (application, resume and signed Telfer Entrepreneurship Mentorship Agreement);
 - attend all monthly mentoring meetings with the mentor-mentee pool of participants;
 - attend the Entrepreneurship Bridges Lecture Series to network with other student entrepreneurs and mentors;
 - be personally committed to the success of the program and the mentorship relationship by keeping commitments and appointments and respecting the mentors time and assistance;
 - participate in the program as is defined (i.e. attend meetings; meet with program coordinator to receive instructions and feedback on utilizing the mentorship program, etc.) or risk being removed from the program;
 - provide TSoM with feedback on the program and respond to requests for information about your activities and future successes.

Name of Participant: _____

Participant type (please circle one): Mentor Mentee

Signature: _____

Date: _____