



PROTOCOL FOR APPROPRIATE CLOSURE

Sometimes a mentor may need to leave a program prematurely. Here are some steps you can take to reduce the potential for negative impact on mentees.

- It is always good to know why a mentor is leaving
 - Work
 - Family obligations
 - School

- Coordinators and mentors should create a termination plan together
 - Time line of events before departure
 - When and how termination will be discussed with mentee(s)
 - Selecting a symbolic gesture or event to honor the time spent together

- Termination should be looked upon as a teaching moment

- Mentors acknowledge the positives aspects of the relationship(s) reflecting positive qualities of the mentee(s)

- Encourage mentees to speak about the experience but expect that adults will need to role model this for them

- In group mentoring make an effort to replace the mentor as soon as possible