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