



## 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