

## PROJECT INFORMATION

Candidate: \_\_\_\_\_

Mentor: \_\_\_\_\_

Project Title: \_\_\_\_\_

Credits: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

The Mentor fee per credit on current projects is \$300.00/credit. The fee will be paid in two installments, the first upon receipt of the Mentor's mid-term evaluation and the second upon receipt of the Mentor's final evaluation of the project.

Mentors are considered and paid as Independent Contractors and as such are not covered under Maine Media's worker's compensation or liability policies.

Either party may cancel this agreement upon written notice, with four weeks' notice to both the Candidate and MFA Administrator. This agreement is automatically canceled upon the termination of the Candidate's enrollment or active status in the program.

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## MENTOR PAYMENT (this portion for Administrative use only)

### Mid-Term Payment

Candidate Mid Term Eval \_\_\_\_\_

Mentor Mid Term Eval \_\_\_\_\_

Mentor Payment Requested \_\_\_\_\_ MFA Administrator Initials \_\_\_\_\_

Mentor Payment Issued \_\_\_\_\_ Financial Dept. Initials \_\_\_\_\_

Amount Due \_\_\_\_\_ Check #: \_\_\_\_\_

### End of Term Payment

Candidate Final Eval \_\_\_\_\_

Mentor Final Eval \_\_\_\_\_

Mentor Payment Requested \_\_\_\_\_ MFA Administrator Initials \_\_\_\_\_

Mentor Payment Issued \_\_\_\_\_ Financial Dept. Initials \_\_\_\_\_

Amount Due \_\_\_\_\_ Check #: \_\_\_\_\_

## MENTOR AGREEMENT

Maine Media Workshops + College educates and inspires visual artists and storytellers to achieve their creative potential. We provide learning opportunities for those pursuing the fine arts and media related professions. We are committed to fostering a diverse community that values creativity, respects culture, and seeks to deepen human understanding and expand communication in the world. Maine Media Workshops + College expects all members of the campus community to contribute to creating an atmosphere that fosters learning and to abide by our general policies.

Both mentor and MFA candidate are held to the policies and duties as described in the MFA Student and Faculty Handbooks. Please review the following and other policies at [mainemedia.edu/policies](http://mainemedia.edu/policies)

[Mission, Purposes, & Objectives](#)   [Sexual Harassment & Sexual Violence Policy](#)   [Mandatory Reporting](#)  
[Core Values](#)   [Anti-Bullying Policy](#)  
[Non-Discrimination Policy](#)   [Emergency Information \(Campus Oversight Team\)](#)

Faculty has a duty to report harassment or other types of misconduct to:

President Michael Mansfield 207-236-8581 x350 <a href="mailto:mmansfield@mainemedia.edu">mmansfield@mainemedia.edu</a>	Provost Elizabeth Greenberg 207-236-8581 x353 <a href="mailto:egreenberg@mainemedia.edu">egreenberg@mainemedia.edu</a>
Director of Student Services Kerry Curren 207-236-8581 x303 <a href="mailto:kcurren@mainemedia.edu">kcurren@mainemedia.edu</a>	Title IX Coordinator Jane Richardson Office: 207-236-8581 x308 Cell: 207-691-3320 <a href="mailto:jrichardson@mainemedia.edu">jrichardson@mainemedia.edu</a>

You may also report via the MMW+C hotline (802-962-1465) or the incident report form on our website. [mainemedia.edu/incidentreport](http://mainemedia.edu/incidentreport)

For emergencies, please call 911  
24 Hour National Sexual Assault Hotline: 1-800-656-4673

This signature confirms that the Mentor has read and agrees to abide by Maine Media's General Policies and agrees to fulfill the Mentor responsibilities as described in the MFA Faculty Handbook for this MFA project.

Project Mentor Signature

Date

MFA Chair Signature

Date