
Appendix 1

Example of portfolio coaching contract **Oregon Health & Science University**

Portfolio coach program

The Colleges program was begun in 2012 with the core mission of inspiring and supporting students in defining and reaching their full potential. Portfolio Coaches listen to students' reflections upon their educational experiences in order to improve performance. They assist students in creating and meeting academic goals.

Coach and student relationship

The coaching relationship requires active participation and commitment of both coach and student. As such, it is important to note the following:

- The relationship will change and develop over time, with ongoing discussion of coaching relationship and roles.
- Continuity of coaching pairs and meetings over the course of medical school is important.
- Trust is a core element of the relationship.
- Confidentiality is essential. The coach will not be involved in student grading or evaluation, including clinical rotations. Coaches cannot be made to reveal any information shared in a coaching session unless the student is in danger.

Academic coaching agreement and expectations

Student expectations

- Be open and honest with coach, including strengths, limitations, and challenges
- Be open to feedback
- Come to scheduled meetings on time and contact coach in advance with any potential schedule conflicts
- Come to meeting with an agenda: academics, wellness, academic and career goals, outside concerns, expectations
- Help coach define optimal ways to assist you
- Respond to coach communications in a timely manner
- Inform coach of any relevant problems or challenges (academic, personal or other) in a timely manner
- Support other members of cohort - in same class and other classes
- Follow through with mutually agreed upon plans/action items

Coach expectations

- Respond to student concerns in a timely manner
- Clarify desired methods of communication with student: email, text, etc.
- Review student evaluations and grades prior to meetings and identify areas of concern
- Follow up with prior concerns and action items
- Effectively document coaching sessions to assist with student growth, while maintaining appropriate confidentiality
- As needed, refer student to appropriate resources

Student

Coach

Date