

Jasmine Marin, NIC Advanced

Professional Mentoring for Interpreters

Mentorship Agreement

Mentee Name: _____

Contact Info: _____

As a mentor, I will:

- Act as a resource and support
- Utilize all my skill and experience in working with a mentee
- Be willing to give time, energy and attention
- Listen with discernment and without assumptions or authority in order to guide the mentee in exploring and discovering their own internal states and processes
- Ask questions or make reflections that enable the mentee to more clearly see and understand their own dilemmas or concerns
- Provide honest and direct feedback only when it is relevant and pertinent to the mentee's self-identified processes
- Assist in goal setting and clarification
- Suggest activities for improvement where appropriate
- Challenge the mentee to take risks
- Provide this service in a professional and unobtrusive manner

As a mentee, I will:

- Communicate with my mentor about goals, needs and feelings
- Take the lead in the conversation and the topics discussed
- Be receptive to the mentee-centered process and practice my problem-solving skills at every opportunity
- Be willing to step outside my comfort zone
- Be committed to the mentoring agreement and participation
- Follow through with work outside of meetings that is agreed upon
- Make arrangements, when necessary, with clients for on-site recordings of my work, explaining in advance the role and responsibilities of the mentor and the use of the recordings
- Be prepared for mentoring sessions – have specific issues identified to discuss, or work completed from previous sessions
- Keep an open mind about the process and participate in a professional manner
- Make every effort to keep scheduled meetings

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Terms

- Either party may terminate the relationship at any time in writing.
- From the date of signing, mentor and mentee agree to hold at least three meetings within three months. If the mentee determines three meetings are not needed or otherwise decides to cancel or not attend meetings, the entire up-front fee for these meetings is forfeit and will not be refunded. This term can be extended by mutual agreement in writing at any time. Contacts with mentee may be via email, web conferencing, or telephone; however, web conferencing is the preferred method for regular meetings. Mentee/mentor should allow enough time during a meeting for discussion of goals, as well as questions from the mentee concerning their professional and/or personal development. A minimum of one hour per meeting will likely be necessary.
- Mentee and mentor agree to meet at least once every _____ for the duration of the program.
- For every meeting, mentee commits to approximately 2-3 additional hours of individual work outside the meeting for preparation, follow up, and skill building activities.
- All content of the mentoring relationship will be kept confidential. This extends to both the mentor and mentee.
- Every effort should be made to uphold scheduled meeting times. It is understandable that occasionally either the mentee or mentor may need to reschedule a meeting. If meetings are regularly rescheduled and/or canceled with less than 48 hours notice, the mentor reserves the right to charge the full meeting fee for any scheduled appointment.

Liability

- The Mentee shall not at any time be obliged to act on any information, suggestion, advice or guidance given by the Mentor as part of the services, but if and to the extent that it does so, it shall do so at its own risk. The Mentee hereby unconditionally and irrevocably waives any rights of action it may have as against the Mentor in relation to any such information, suggestions, advice or guidance.
- The Mentee is advised to take independent financial, legal or other appropriate professional advice before acting on any information, suggestion, advice or guidance given by the Mentor.
- The Mentee acknowledges that any services provided by the Mentor pursuant to this agreement are provided free of charge and in good faith. The Mentor will not be liable to the Mentee or to any third party for any loss, damage, costs or liabilities suffered as a result of this agreement, the existence of the relationships between the parties or the services provided. Nothing in this clause shall limit or exclude any liability for death or personal injury, or which results from fraud.

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Fees

- Initial up-front payment is required for the first three meetings. This amount is:_____
- The subsequent per meeting rate is _____. This rate is a flat fee that includes meeting time and any work performed outside of the meeting by the mentor. No additional charges apply. The length of any meeting is not considered in this fee.
- As additional meetings are scheduled, payments are due within 30 days of the scheduled meeting.
- Payments not made within 30 days will be considered late and will be assessed a 10% late fee per month until payment is received. The mentee is responsible for providing payment in a timely manner based on when meetings occur. If an invoice is required, please notify the mentor in writing in advance.
- Payments can be made by check, PayPal (email address jasmine.marin@gmail.com) or direct bank transfers such as Chase Easy Pay.

Mentor and Mentee read the following and sign below:

The terms of this agreement as stated above are acceptable.

Jasmine Marin _____

Date _____

Mentee _____

Date _____