iSTAMP Agreement Form 2024–25

This form is intended to be filled out by both the mentor and mentee simultaneously. A copy of this completed form will be sent to the email provided below. Whoever receives the form should forward a copy to their mentorship partner for their records. **This form is due by November 2, 2024**. If this form is not completed, you will not be considered as officially signed up for the 2024–25 program and will not receive email updates or information for the duration of the program.

Email\*

iSTAMP Overview

**Background**

iSTAMP was created to facilitate connections between alumni and students through non-monetary means; these connections give space for LIS alumni to share their expertise and advice with current students. Alumni involvement will be beneficial for the retention of current MLIS students and provides opportunities for further professional development of alumni. Furthermore, access to like-minded and like-experienced individuals through self-identification is essential to creating community for underrepresented minorities (URM) within academia and the field of Library and Information Sciences, which impacts the diversification of the field.

**Program Structure**

Mentors and mentees have been matched based on the professional and personal priorities selected in the application for participation. The program will run for the duration of seven months, after which participants will be asked to provide feedback on the program and process.

**Program Timeline**

* **August 2024**: Applications opened for students and alumni
* **September 2024**: Applications closed for students and alumni
* **October 2024**: All applicants notified of status and/or matches; training packets sent out via email; agreement forms sent out for completion by end of October
* **November 2024**: First meeting scheduled and/or completed
* **December 2024**: Second meeting scheduled and/or completed
* **January 2025**: Third meeting scheduled and/or completed; mid-point assessment sent out for completion by end of January
* **February 2025**: Fourth meeting scheduled and/or completed
* **March 2025**: Fifth meeting scheduled and/or completed
* **April 2025**: Sixth meeting scheduled and/or completed; final assessment sent out for completion by end of May
* **May 2025**: Final meeting scheduled and/or completed; program officially ends at the end of May

Role Overviews

**Mentor**

The iSchool MLIS Mentorship Program is a mentee-driven initiative, but mentoring requires time and effort from both individuals in the relationship. If you are committed to being a great mentor, you should be invested in the success of your mentee. This means that in addition to providing guidance or career advice, you should offer motivation and inspiration to help your mentee. Draw from your own experiences to share insight, wisdom, and knowledge. iSTAMP mentors are expected to meet with mentees at least once per month for seven months, arriving to each meeting prepared to discuss the mentee's prepared topics or questions. Mentors are expected to independently complete the mid-program assessment and end-program assessment.

**Mentee**

Having a mentor can help you to learn how to operate in the world of work. Your mentor can connect you with people and perspectives that may open various opportunities for personal and professional development. They may provide advice on how to handle situations and people. A mentor will draw from their own set of experiences to share insight, wisdom, and knowledge. iSTAMP mentees are expected to meet with mentors at least once per month for seven months, arriving to each meeting with a prepared list of discussion topics or questions. When time and resources are available, mentees are encouraged to send their mentors their discussion topics or questions before the meeting so mentors have time to prepare. Mentees are expected to independently complete the mid-program assessment and end-program assessment.

**Coordinators**

The iSTAMP coordinators, Christin Dornback and Joseph Saultz, work with faculty advisor Helene Williams to facilitate the iSTAMP program. The role of the coordinators is to send monthly emails with discussion prompts and mentorship tips, send reminders about upcoming deadlines and iSTAMP-related activities, and to mediate between potential disagreements or communication struggles within mentorship pairs through the duration of the program.

Agreement\*

Both the mentor and the mentee should start by discussing their expectations for the mentoring relationship. This should be clarified as soon as possible, because not understanding each other’s expectations for the relationship can lead to disappointment and frustration. Communicating clearly can help prevent misunderstandings and ensure that everyone is on the same page. Both mentors and mentees should be proactive and respectful. Mentors should ask their mentee about what the mentee’s goals are and what they are looking for from the relationship. Mentees should be clear about what they hope to get out of the mentoring relationship, particularly with respect to goals, which will form the foundation of their work with the mentor. Issues like frequency of meetings, availability, and modes of contact should be agreed upon from the start.

Mentors and mentees are expected to be in contact at least once per month throughout the duration of the mentorship program. However, contact can be more frequent or extend past the conclusion of the program if this is mutually agreed upon. If either a mentor or mentee needs to reschedule a meeting, we encourage the pair to find a new time within one week of the original meeting time to ensure they are able to adhere to the monthly meeting expectation. Be sure to be responsive! If your mentor/mentee reaches out to you, be sure to respond in a timely manner. Even if you do not have an immediate answer, acknowledging the message can go a long way in maintaining a positive relationship.

Should either party have any concerns regarding the mentorship relationship, they will contact Helene Williams (helenew@uw.edu) and/or the iSTAMP Coordinators (istamp@uw.edu) to determine the appropriate next steps.

The following form facilitates the objectives, expectations, and preferred communication throughout the next six months. Completion and submission of this form also signifies your agreement to complete the expectations of iSTAMP.

Below, type out your names in the following format:

**First Last (Mentor) and First Last (Mentee)**

Example: Jane Doe (Mentor) and John Doe (Mentee)

Contact and Meetings

The mentor and mentee should establish together which mode(s) they prefer to use to keep in contact:

* Phone
* Email
* Web conferencing (Zoom, Teams, or Google Hangouts are recommended)
* In-Person (Only if **both** parties are comfortable)

Mentor Contact Information\*

Below, list out your preferred methods of communication in the following format:

**Contact Information (Method),** ...

Example:

123-456-7890 (Cell), janedoe@gmail.com (Email), ...

Mentee Contact Information\*

Below, list out your preferred methods of communication in the following format:

**Contact Information (Method),** ...

Example:

123-456-7890 (Cell), johndoe@uw.edu (Email), ...

Objectives of Mentorship\*

Briefly describe the objectives of your mentorship meetings.

We have discussed how we will work together and collaborate to achieve the intended objectives. To help make our relationship a mutually rewarding experience, we agree to:

1. Meet regularly (once per month minimum). Our schedule of contact and meetings is:\*

If your schedule changes, reach out to the other party to ensure you are both still on the same page.

2. Reschedule all meetings within a reasonable timeframe given the needs of both parties. To ensure that we both understand how to best communicate in the event of a rescheduling, we will adhere to the following:\*

Suggested outline:

* If we are unable to make a meeting and must cancel, we will reach out via [communication mode] within [time frame] of scheduled meeting.
* In case of emergency cancellation, mentor can be reached via [communication mode].
* In case of emergency cancellation, mentee can be reached via [communication mode].

3. Support one another’s access needs. To ensure that we both understand and meet one another’s' needs, we will adhere to the following:\*

You do not have to disclose the reasoning for your access needs. If your access needs change, reach out to the other party to ensure you are both still on the same page.

Examples:

* We will meet over [platform] so we have access to the closed captioning software.
* We will conduct our meetings entirely via email.
* We will give each other grace when rescheduling meetings.
* We will find an ASL translator to assist us during meetings.

4. Maintain confidentiality of our relationship. Confidentiality for us means...\*

5. Honor the ground rules we have developed for the relationship. Our ground rules will be...\*

6. Provide regular feedback to each other and evaluate progress. We will accomplish this by...\*

By signing below, we agree to follow the above objectives and outcomes of our mentorship relationship as self-determined. At minimum this will include the pre-designated requirements of meeting at least once per month and fulfilling any assessment needs on the part of the program coordinators.

Mentor Signature\*

Mentee Signature\*

Date of Signatures\*