

## 2011 IIDA NY MENTORSHIP PROGRAM GUIDELINES

IIDA NY's Mentorship Program matches NY design students with leading industry professionals. Approximately 50 volunteer mentors and 50 volunteer students participate in the program each year. Participation in the Speed Mentoring event guarantees you a match based on your completed rating form submitted at the close of the event. As an applicant and participant in the program, you agree to the understanding that your designated design interest serves as a guideline and does not guarantee a match with a partner who works / studies in your specific area of interest. The goal of the Mentorship Program, and specifically the Speed Mentoring event, is to find a close match based on the participants' assessments in order to foster more favorable relationships. IIDA NY cannot guarantee participants' first choice(s) and cannot reassign partners once matches have been notified. Should either participant no longer wish to participate in the program they must contact their program team member immediately so that the other participant can be notified and assigned another partner.

The Mentorship Program is extremely flexible and the nature of the mentorship experience varies from one relationship to the next. The time and effort expended by each participant differs, as does the type of activity in which participants engage. However, IIDA NY expects participants to be actively involved, to whatever extent is mutually agreed upon by each pair, and to engage responsibly in the program.

The Mentorship Program affords students an opportunity to learn from experienced design professionals in the following ways: clarity and guidance in career paths, professional skill development, goal setting, and an introduction to a professional network. Mentors are not expected to provide internships or jobs for their student mentee and students are not to ask for such opportunities. However, students who get to know their Mentors well may ask them to serve as professional references in their job searches. Mentors have the opportunity to meet young professionals in their fields and assist them in their career growth.

Students are expected to initiate contact with Mentors. Upon initial conversation partners should establish their expectations for future contact such as means of contact, amount of communication, anticipated frequency of contact and/or meetings, duration of mentorship, etc. Students may not directly contact mentors other than their own for assistance. The possibility of infringing on other student-mentor relationships could interfere with the success of the program. Acceptable means of contacting mentors other than your own include: asking your mentor to provide an initial introduction if they know one another, asking a fellow student to introduce you to his or her mentor, or speaking to a mentor at an IIDA NY function. If a participant becomes either intrusive or unresponsive to communication, their mentorship partner should request assistance from their program team member.

### **IIDA NY expects all participants to fulfill the following requirements:**

- Register AND participate in the Speed Mentoring event and submit a rating form at the close of the event. Rating forms are essential to the matching process.
- Confirm your mentorship partner introductions (by email) from your assigned program team member to initiate your mentorship program.
- Initiate contact and define mentorship goals within two weeks of your match introduction.
- Respond to any progress report, survey or other requests from your assigned program team member through the duration of your mentorship relationship.
- Complete a formal, closing communication with your mentorship partner (including your team member) to conclude the mentoring relationship.

We hope all participants find the IIDA NY Mentorship Program a rewarding opportunity!



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