

UBC IDEAS Mentorship

Structure & Activities



1) Regular Meetings with your Mentor/Mentee

Remember to touch base with your mentor about the following:

- Meeting frequency
- Meeting venue (i.e., in-person or virtual)



Given the rapidly evolving public health advisories in response to the Omicron variant of COVID-19, please be respectful of your mentor or mentee's comfort levels around meeting up or attending events together. As the selection of virtual meetings is much more likely for the first few months of the program, be honest and clear about your capacity regarding the frequency of your meetings. A Zoom chat for an hour every 3~4 weeks may turn out to be more productive than weekly email exchanges, but these results will vary depending on your personal questions and needs.

2) What are we supposed to do together?

A Note for Mentees.

It is important for mentees to remember that it is not up to mentors to devise programming for the duration of your partnership. Once you have settled on meeting preferences (both frequency and platform), ensure that you are coming prepared with questions and ideas about how your mentor can advise you on your professional journey.

You may find it helpful to come up with a “theme” before each meeting with your mentor and to discuss what this theme will be beforehand so that you both come into the meeting prepared for a useful conversation. Themes may be related to your research interests, or may be oriented more towards professional development.



Here is a list of themes for you to consider and reflect on with your mentor over the next few months:

- Job search and interview tips
- Resume/CV workshop
- Tools of the trade, for example:
 - Overview of software/programs frequently used
 - In-depth exploration of and tutorial for one type of software
 - Standards and regulations
 - Physical tools (e.g., for dry brushing, for assessing temperature or relative humidity, etc.)
- Learning on the job vs. in the classroom
- Navigating the workplace as a racialized individual*
 - *Recognizing that conversations of this nature can be quite difficult, ensure that you and your mentor are taking care, checking in regularly, and only sharing to the extent that you both are comfortable
- Overview of the mentor's professional journey
- Professional development recommendations, for example:
 - Workshop venues
 - Associations to join
- Overview of a typical work day
- Complex workplace scenarios, for example:
 - Experiences with difficult patrons
 - Discussions of EDI or accessibility among coworkers or within upper management
 - Disaster/Emergency management
- Discussion of relevant research, for example:
 - Come prepared to a session both having read the same article and discuss its impact on your work and/or the field
 - Ask for research/article recommendations from your mentor and bring questions about them to a subsequent session

This list is not exhaustive and is meant to help you generate ideas about where to touch base with your mentor. The more open you are with your questions and concerns throughout the partnership, the easier it will be for your mentor to offer guidance on your career path.

Professional Development Fund Information

In addition to monthly activities and any activities put on by IDEAS, we are offering an opportunity for mentorship pairs to attend a major professional development event such as a conference or workshop that relates to their areas of interest/work.

PLEASE NOTE: If this funding is something that you are interested in taking advantage of, you must inform the IDEAS organizers which event you are interested in attending by February 15th. Any requests for major event attendance funding

Why take advantage of this opportunity?

Learning how to approach a professional development opportunity such as a conference or workshop and get the most out of it can be a little daunting the first few times you do it. We wanted to create an opportunity for mentorship pairs to attend together not only to offer the chance for you to learn together, but also so that the mentee can benefit from someone they know being there to help them feel comfortable in what can be a pretty alienating space, especially if you're suffering from impostor syndrome and feeling like "the one" in a sea of white faces.

We hope that making it possible for mentorship pairs to attend together will be an enriching experience that makes your first or one of your first times at a professional development event an enjoyable one.

What events can we go to?

Events eligible for this funding include any of the conferences or workshops suggested by the IDEAS organizers ([Conferences and Long-term Courses](#)), but you are also welcome to propose another option. The event must occur before September 2022.

How much will actually be covered?

Costs that IDEAS can cover depends on the total number of pairs interested in this opportunity. In order for us to be able to let you know with ample time to register, we ask that you inform us if you are interested in taking advantage of this funding and which event you are interested in using it for by February 15th.

In an ideal world, we hope to be able to fully cover registration fees of the mentee and to be able to offset at least some amount their travel costs (if applicable). Mentors will receive an honorarium of \$100.

In order to ensure that we are able to offer as many of these bursaries as possible, our priority is to cover the expenses of the mentee. However, if you are a mentor, do not have access to professional development funding from your institution, and would need monetary support in order to be able to attend the selected event, please reach out to us and we will work to create a partial funding package for you.

Reimbursement Guide

IDEAS is able to cover the costs of your mentorship activities through reimbursement. **Please read the following guide thoroughly** as it contains important information to ensure that you are able to be reimbursed.

Monthly activities - \$30/pair

We encourage mentorship pairs to meet (virtually or in person) monthly while the program is running (January to April).

- IDEAS is able to sponsor up to \$30 per pair per month for these meetings. You can use this money to make purchases that relate to your getting together such as buying coffee or a meal or paying for admission to an exhibit or event.
 - Please note: If you spend over this amount, we will not be able to reimburse you for the full amount of your purchase, only for the maximum of \$30/pair/month.
 - If you would like to bundle your funds into making a larger purchase (for example if you attend free events or just do a Zoom call for two of the months but wish to attend a one day workshop together that costs \$75), that is okay.
 - Essentially the number to keep in mind is that as a pair you are able to be reimbursed for a total of \$120 dollars for your monthly activities.

Professional development funding

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PLEASE NOTE: If this funding is something that you are interested in taking advantage of, you must inform the IDEAS organizers which event you are interested in attending by [DATE]. Any requests for major event attendance funding

- Costs that we will cover either partially or in full (depending on the total number of pairs interested in this opportunity) include registration fees, travel costs, and some amount of per diem costs.
 - In order to ensure that we are able to offer as many of these bursaries as possible, our priority is to cover the expenses of the mentee. However, if you are a mentor, do not have access to professional development funding from your institution, and would need monetary support in order to be able to attend the selected event, please reach out to us and we will work to create a partial funding package for you.
- Events eligible for this funding include any of the conferences or workshops suggested by the IDEAS organizers ([Conferences and Long-term Courses](#)), but you are also welcome to propose another option. The event must occur before September 2022.

Spending

Monthly activities

All monthly activity funds will be distributed to you through reimbursement.

In order to facilitate the simplest reimbursement process, it is our preference that the mentor/mentee pair make collective purchases rather than paying individually. As the costs will be reimbursed, we hope this will not be a burden. If, however, it is a serious issue or it is not possible (for example if you are meeting virtually), it is okay to pay separately and submit separate receipts for reimbursement. If you have further questions, please contact Mya at the IDEAS email account.

Please see the section on reimbursement below for information about how you can be reimbursed.

Professional development funding

If IDEAS is able to cover all costs for your professional development event, you will not need to make your own purchase as we will work with the iSchool to make the reservations/registration/etc.

If we are not able to cover the full costs, we will need to perform a partial reimbursement using the process described below.

Reimbursement

All materials for an expense must be submitted **within 30 days** of the purchase being made in order to be considered for reimbursement.

In order to be reimbursed for your out-of-pocket expenses associated with the mentorship program, we need to submit several documents to the university. The following documents and information are your responsibility to provide to the IDEAS organizing team:

1. Documentation of your meeting with your mentee/mentor. This can be something like a zoom screenshot or a confirmation email of when you are going to meet and where
2. A scan or photograph of the original receipt of the purchase
 1. Please make sure that this is an **itemized** receipt
 2. If you also received a separate **debit/credit receipt**, please also make and send a scan or photograph of it
3. The email address to which an eTransfer can be sent

Once you have received an eTransfer for the reimbursement amount from Mya, you **must** also send an email to the IDEAS gmail account (ideas.ubc@gmail.com) with the following details:

- Confirmation that the eTransfer was received
- The date when the eTransfer was received
- The sender
- The amount

You will not be eligible for additional reimbursements until you have sent this confirmation email to the IDEAS gmail account.

Thank you!

Once again, we would like to thank you for participating in the mentorship program and we wish you the best of luck on your journey together.

- The UBC IDEAS Team

IDEAS@UBC is a student group that seeks to provide a safe and productive community for IBPOC (Indigenous, Black, and People of Colour) students in departments and fields of study related to information, cultural, and memory work at the University of British Columbia's School of Information.

To learn more, visit our website at <https://ubcideas.wordpress.com/>. Send any questions you might have to our email at ideas.ubc@gmail.com.

Thank you!

