UBC IDEAS Mentorship

Newsletter

UBC School of Information

Reaching out to your Mentor/Mentee

Now that you have been paired up, remember to touch base with your mentor about (1) Meeting Frequency and (2) Meeting Venue (i.e., in-person, virtual or hybrid) and (3) establishing boundaries.

Please be respectful and mindful of your mentor or mentee's comfort levels around meeting up or attending events together with regard to COVID-19. Be honest and clear about your capacity regarding the frequency of your meetings, especially for meetings over Zoom calls. 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.

What are we supposed to do together?

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(s)), 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.

Keep an eye out for the upcoming newsletters as well where we will be sharing upcoming events and ideas that you may partake with your mentor.

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.

Setting Boundaries

While it may feel awkward, it is important to discuss and agree on the appropriate boundaries of the mentoring relationship early on. When boundaries are too loose, they may be misinterpreted, and when they are too rigid, they can also incapacitate the relationship.

Everyone has different boundaries, from the degree to which one is comfortable with physical proximity, to talking about confidential or sensitive issues, to the amount of time one wants to spend with a mentor or mentee and to even the types of activities you will share. Do take the time to talk frankly about what each of you expect to **give and take**.
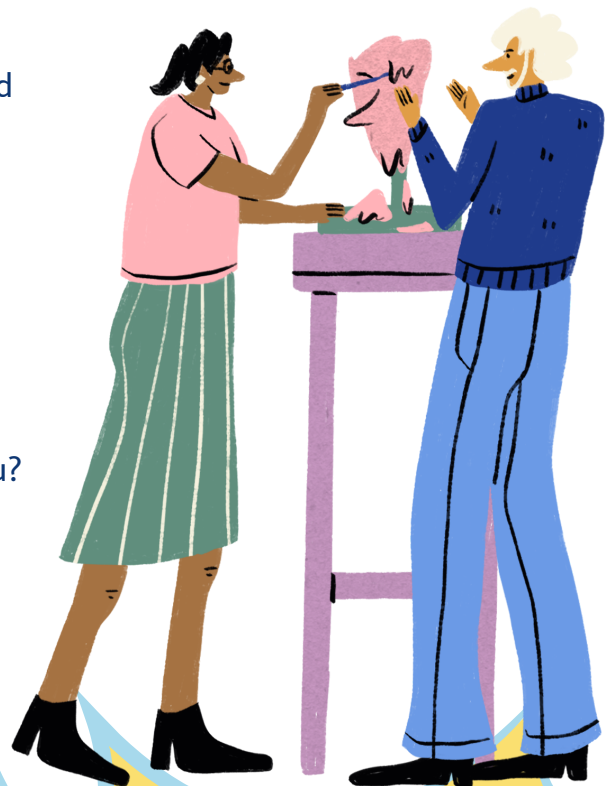
Both:
- Talk about your responsibilities, what you can and can't do.
- Agree on frequency, duration, and intervals of meetings and how this will occur.
- Discuss what confidentiality actually means to each of you in various scenarios.

Mentors:
- What kind of access does the mentee have to you? What is the limit?
- Does being a mentor mean the mentee has unlimited access to you for the duration of the relationship?
- Does communicating require an appointment?

Mentees:
- Prioritize how you wish to best utilize your mentor's time and expertise.
- Know there are additional resources out there for you with regards to personal issues.

Join the IDEAS Discord!
https://discord.gg/RGcUrHJ7mS

Mentorship Fund

Time Commitment: February 2023 to April 30, 2023
IDEAS can sponsor up to **$150 total for each mentorship pair.** This stipend is for activities such as lunch/coffee meetings, professional development events, online webinars, and conferences.

We are still finalizing the reimbursement process, but in the meantime, if you are using your fund, please provide the following documents and information to the IDEAS organizing team:

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

More details will be sent in next week's newsletter along with a list of upcoming conferences. Keep your receipts in the meantime!

Save the Date!

Keep an eye out for an Upcoming Mixer for Mentors and Students during the first week of March! More details coming your way in next week's newsletter!

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!