



AMIA MENTORSHIP HANDBOOK
ADIFP FELLOWSHIP
2020

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WELCOME

Welcome to AMIA's Mentorship Program!

AMIA seeks to build a mentorship program to help guide professionals in navigating the complexities of career advancement, intentionality in choices of career path, professional development, professional profile, and skills in communication and connection. We aspire to make AMIA mentorship an inspiring experience for both parties and believe that the mentor/mentee relationship is mutually enriching.

AMIA's Mentorship Program is in its pilot year in conjunction with AMIA's Diversity and Inclusion Fellowship Program (ADIFP). In this pilot, the formal AMIA mentor relationship lasts for four months from August 5th - December 5th 2020, but we envision that mentorship relationships could last much longer!

AMIA mentees are a cohort of fellows from AMIA's ADIFP program - seeking to enter the AMIA community and audiovisual archiving field. Mentees are seeking guidance on projects, career advice and networking opportunities with AMIA and related professional communities.

AMIA mentors are members of the AMIA Community committed to fostering diversity and inclusion and investing in the next generation of professionals to ensure a diversity of thought, experience, ideas, and best practices in our field

In a good mentorship, information flows two ways and leads to mutual learning.

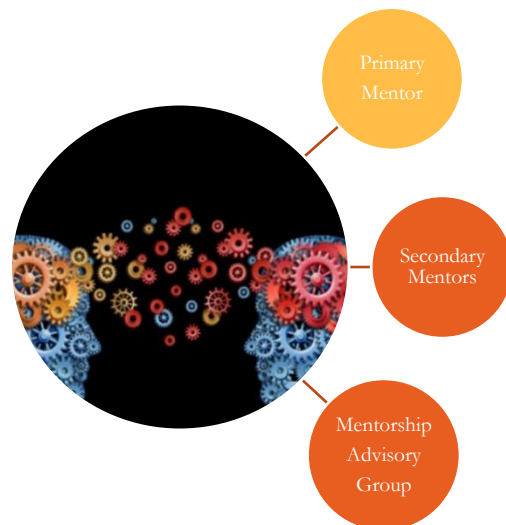
For our program, AMIA defines mentorship as a relationship between two people with the goal of two-way professional and personal development. A successful mentor supports the growth and the goals of the mentee - sharing knowledge, experience, resources, and providing guidance, without necessarily prescribing a set course of action. A successful mentee communicates proactively and effectively, shares goals and concerns, and gives feedback to their mentor.

ADIFP MENTORSHIP PROGRAM

The ADIFP is overseen by the Diversity and Inclusion Fellowship Task Force and Project Manager as appointed by the AMIA Board. The Mentorship Working Group is a subgroup of the ADIFP Task Force and oversees the mentorship aspect of the Fellowship.

For this program:

- Fellows meet with two ADIFP Task Force members in Mentorship Advisory Groups to discuss mentorship and define areas of interest so that the task force can pair them up with a small circle of formal and informal mentors.
- The individual Mentorship Advisory Groups reach out - through personal outreach or public call - for mentors best suited for each mentee based on the interests identified in the individual meetings.
- Each mentee has a formal/primary mentor paired with them based on the interests identified in the meeting.
- The Mentor Advisory Groups will provide guidance and coordinate introductions for mentees who request a secondary/informal mentor(s).
- In addition, each mentee will be introduced to 1-3 additional AMIA members in areas of particular interest who will meet with them during the mentorship program.
- Mentors commit to a formal mentorship relationship through the ADIFP program for a five-month period of time ending in December 2020, though our hope is that the professional relationships formed through the program will extend well beyond that timeline.
- All mentors matched by the Mentor Advisory Group will receive copies of the Mentor Handbook and must acknowledge receipt and agreement with the principles stated therein.

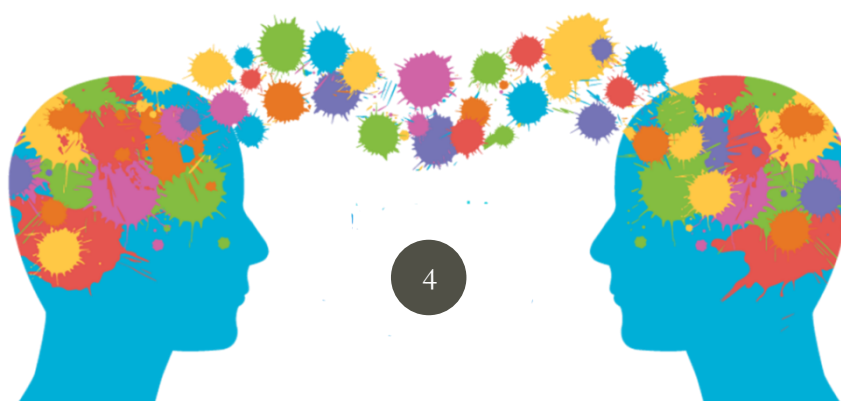


PROGRAM GOALS

- To build a mentorship program that enriches the life and career of mentorship participants
- To match AMIA fellows and incoming members with mentors who are committed to advancing the mentees' goals, objectives and professional growth in audiovisual specializations and related fields
- To build communication, connection, and joy in our professional community
- To assist those who may not come into the field via a particular or established network with a clear entry into the audiovisual archive community
- To ensure that ongoing guidance for career advancement and achievement of personal and professional goals is attainable
- To have a sustainable program that enhances and further connects our community
- To prepare AMIA mentees to serve as future AMIA leaders and mentors
- To enrich personal, professional and field-wide cultural competency development
- To encourage intergenerational knowledge transfer and wisdom sharing

WHO BENEFITS

Everyone benefits from a mentoring program — especially in times such as our current crisis. The AMIA Mentorship Program matches a mentee, a student or emerging professional with a mentor, a mid-career or seasoned moving image specialist. We encourage two-way mentor-mentee relationships in which mentees can ask their mentors for advice about problem solving, job hunting, networking and more. In addition, we encourage mentors learning from mentees about burgeoning aspects of the field - new best practices or new tools or technologies that they might not be aware of. Additionally, AMIA overall will benefit from having more channels of feedback about the program, and additional opportunities for mentees to impact the evolving culture of the organization.



COMMUNICATION TIMELINE

August 5

The mentorship program officially begins on **August 5th** with a Mentor/Mentee Orientation, which will be held from 12-1pm PDT. During this time, mentors will have the opportunity to meet all participants in the mentorship program, including mentees and other mentors.

August 19

Subsequently, the mentee will reach out to the mentor to schedule the first meeting, during which the mentor and mentee will establish how often to meet and through what method (see options below). If the mentee has not reached out to schedule a meeting by **August 19th**, mentors are expected to email program staff.

During the first meeting, mentors and mentees should also discuss preferred communication methods and the best ways to get in touch with each other and share information and feedback in between check-ins.

August 19 – December 5

For this 2020 iteration of the program, the expectation is that meetings will be conducted online through a program such as Zoom, Skype or Google Hangouts because of physical distancing safety protocols due to the COVID-19 pandemic. As a guideline, we recommend that mentors and mentees plan to meet at least every two weeks. Mentors are especially encouraged to check in with mentees in and around the annual AMIA conference, which will be held virtually in November 2020.

Mentor Advisory Groups will also work throughout the period of the mentorship to schedule check-ins with the mentor cohort and provide opportunities for mentors to communicate with each other.

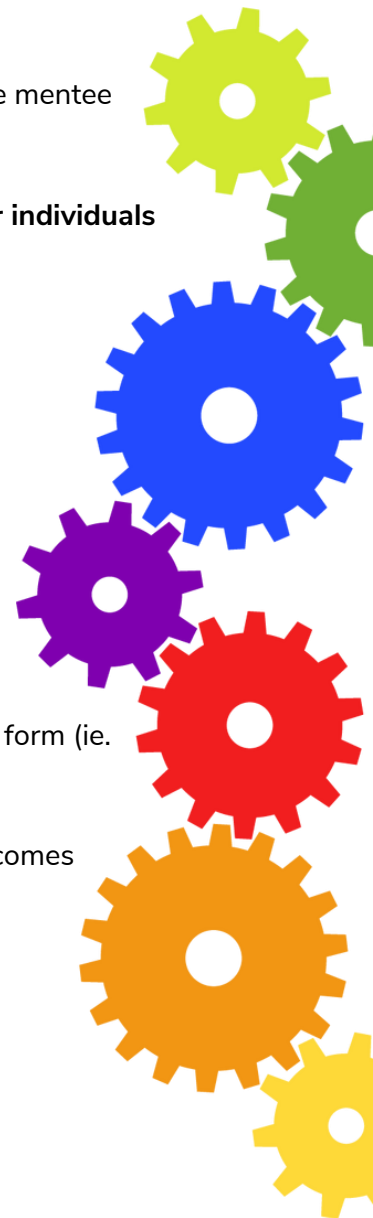
December 5

The formal mentorship program will conclude on **December 5th**. However, mentors and mentees are welcome and encouraged to continue the mentorship relationship outside the formal duration of the program. After the conclusion of the formal mentorship program, mentors will be invited to participate in a debrief and discussion with program admins and the advisory committee to provide feedback on the program and offer suggestions for future iterations.

FOR MENTORS

As a mentor, you have committed to the following responsibilities -

- Participate in **AMIA's Mentorship Orientation session** (via Zoom) before mentorship begins
- Hold weekly or bi-weekly (every two weeks) virtual meetings with the mentee, between **August 5th-December 5th 2020**
- **Be accessible via email, phone, or other agreed-upon communication mode** (such as Zoom) with your mentee.
- **Outline an action plan** to meet the mentee's goals for mentorship and independent work achievements during the mentorship
- **Offer career advice, resume feedback, and professional support** to the mentee throughout the mentorship as needed
- **Support mentees in networking and fostering connections with other individuals** who may have knowledge or experience in a mentee's area of interest
- **Notify mentee of potential job postings, educational webinars and professional development opportunities**
- **Meet in person or virtually one-on-one with mentees at professional conferences** and events when both are present
- **Provide guidance and ongoing feedback on the mentee's deliverables** for projects at their host institutions or Fellowship cohort projects, if requested
- **Encourage and prepare the mentee to present at AMIA 2020** in some form (ie. lightning talk, poster, etc).
- **Contribute to an evaluation of the mentorship process**, goals and outcomes at the conclusion of the Fellowship with recommendations for considerations for future iterations of a mentorship program



WHAT DO I TALK ABOUT WITH MY MENTEE?

As a mentor, your priorities are to provide guidance and support your mentee in navigating the requirements of the AMIA Fellowship Program and in developing a strong foundation for a thriving career in the audiovisual archiving community.

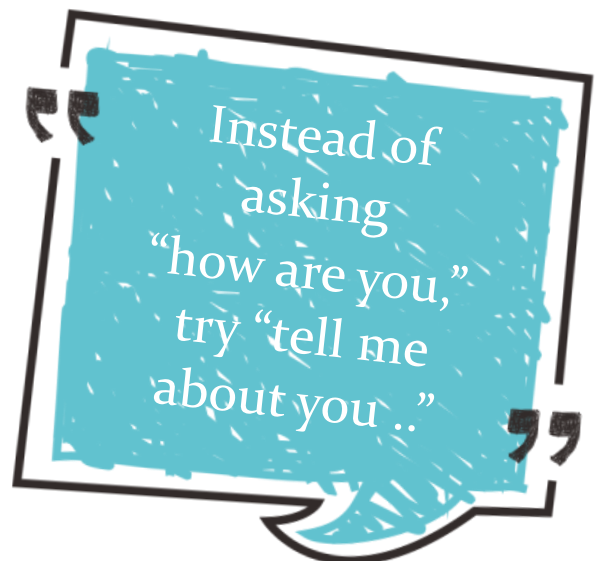
Be prepared to both offer assistance and advice from your experience when needed, and to listen when the mentee talks about their own experiences or offers a new perspective. Don't be afraid to admit your own challenges or things that you don't know — the mentorship should be a learning experience for both parties.

As you begin the mentorship relationship, consider asking your mentees to discuss the following topics during the first session:

- What are your career goals?
- What do you hope to achieve through mentorship?
- What are the areas in which you need to develop skills?
- What are the skills you already have that you feel you could improve via mentorship?

During a regular mentorship check-in, consider also asking the following questions:

- What about the Fellowship are you most enjoying?
- What about the Fellowship is most frustrating or challenging to you?
- What kind of support would be useful to you?
- Do you feel like you're doing too much? Too little? How is the balance of work for the Fellowship and your other activities?
- What are your goals between now and our next check-in?



FOR MENTEES

As an emerging professional in the field of audiovisual archiving, your unique insights and experiences are invaluable in the development of a thriving and inclusive community.



We hope that the support of an established AMIA Mentor through the Mentorship Program will help you find a path forward in your career. A mentor can offer advice on developing strengths and overcoming weaknesses, guidance based on their own professional development and advancement, and an opportunity to expand your network within the field.

MENTEE COMMITMENT

- Participate in **AMIA's Mentorship Orientation session** (via Zoom) before mentorship begins
- **Establish and maintain communication with your mentor.** You are responsible for sending an introductory email to your mentor after the August 5th orientation session – below is a sample letter you can adapt to your own mentor if you want
- **Develop a communication timeline with your mentor at your first meeting** and determine the best way to meet (i.e. via phone, Google Meet, Zoom, etc). If you would like to schedule your meeting(s) as Zoom calls, you can use your own account or contact the AMIA office to schedule.
- Hold weekly or bi-weekly (every two weeks) virtual meetings with your mentor, between **August 5th-December 5th 2020**
- **Be accessible via email, phone, or other agreed-upon communication mode** (such as Zoom) with your mentor.
- **Seek and be open to feedback**
- **Come up with clear goals for your mentorship.** Think about how best your mentor can help you achieve your goals and what the timeline would be.



Dear [Mentor Name]:

Thank you for volunteering your time to get to know me and for accepting me as your mentee; I feel very fortunate to have you as a mentor! The opportunity to work with a mentor was a key reason I applied to be an AMIA Fellow and I hope to make the most of our mentoring relationship.

My name is _____. I am currently a ___ and I am actively involved in ___ and am interested in _____. However, I am most passionate about _____. Outside of my academic and community pursuits, I enjoy _____. I am very excited to get to know more about you and learn about your work. It is my hope that this relationship will provide a positive, professional, educational and personal support system as I progress through _____. Any advice you have about preparing for my professional career and continuing my work in _____ would be amazing. Thank you again for agreeing to be my mentor!

Here are three areas that would like support or assistance over the course of the four months:

1. [e.g. Career guidance and support in choosing the best job fit for your goals]
2. [e.g. Support for a project you are creating and implementing]
3. [e.g. General mentoring on a life in audio-visual archives, research and personal-professional life balance]

WHAT DO I TALK ABOUT WITH MY MENTOR?

Before your first meeting, research your mentors' work and look at their resume. Use your first meeting to get a sense of how they can best help you with professional development. Ask questions! Your mentor might not know all of the answers, but may be able to connect you with someone who can supplement their knowledge. This relationship is all about skill building and personal and professional development. Think about how your mentor can help you in all areas of your life, not just professionally. Don't be afraid to raise concerns or ask candid questions about the field.

Conversing with your mentor may seem unnatural or uncomfortable at first, but your mentor is there to support and guide you in any way that they can.

Consider discussing the following topics with your mentor during the first session:

- Communication styles and expectations for how you will communicate
- How structured or informal you would prefer your mentorship to be
- Why you were interested in having them as a mentor -- shared goals, interests, and experiences
- What you are hoping to achieve or improve over the course of the mentorship period
- What your long-term vision is for your career

As the mentorship relationship develops, you can bring questions and challenges that you encounter on your projects during your check-ins. Requests might include:

- Advice about a technical challenge
- Insight on how to navigate a professional situation
- Help with networking or connecting with resources
- Support in developing or strengthening a new skill
- Questions about their own journeys in the profession and how their experience might echo or support yours

Conversation Starters

For most people, that first professional conversation you have with someone can be intimidating. – here are a few tips from experts ...

Don't ask "how are you" – instead ask "tell me about you."

Use your common ground – you both are part of AMIA, ask "how did you get involved with the program?"

As "what keeps you busy outside of work or school?" as a way of launching a conversation.

FOR EVERYONE

Mentors and mentees are welcome to contact the Mentorship Working Group with questions, concerns, and suggestions at any time. Contact information for the group, as well as the ADIFP Task Force, is provided in the Directory and available through Basecamp.

BASECAMP FOR MENTORS AND MENTEES

Basecamp provides an easy way to access documents related to mentor/mentee relationships such as the AMIA Mentorship Handbook and provides a platform for communication between mentors, mentees, and the Mentorship Working Group. Key dates, resources, and the handbook will be available in Basecamp and will always be updated there.

MENTOR ADVISORY GROUP CHECK-INS

Throughout the mentorship, mentors and mentees will check in bi-monthly with their Mentor Advisory Group to discuss how they think the mentorship is progressing, relay any concerns or questions and offer suggestions on the further development of the mentorship program.

MENTOR TOWN HALL MEETINGS

Mentors are invited to check in with each other to share resources, networking contacts and discuss career opportunities for the mentees. The first will be September 2nd with another scheduled on October 28th before the conference. Should mentors wish to schedule additional Town Hall meetings, please contact the ADIFP Task Force.

SOCIAL HOURS

Every third Wednesday of the month, from 12pm-1pm PST, mentors are invited to a social hour with mentees to socialize and get to know each other in an informal setting.

WHATSAPP AND/OR GCHAT GROUP

A WhatsApp and/or GChat group will be created for the mentors and mentees within which the mentees can connect with their mentors and fellow mentees. We encourage the use of either app to have informal chats, schedule meetings, share contacts and raise questions. If any serious questions or concerns are raised the ADIFP Task Force welcomes feedback and is available to provide assistance and guidance.



AFFINITY GROUPS

As alumni, we encourage mentees and mentors to join an identity-based affinity group. More information about affinity groups will be available as the mentorship period comes to a close in November.

RESOURCES

Resources for both mentors and mentees will be provided through basecamp for both parties to reference to get the most of the partnership. These resources will include suggestions for both mentors and mentees in fostering a healthy, positive mentorship relationship, understanding goals and providing guidance for the mentor/mentee relationship.

MENTORSHIP CODE OF CONDUCT

AMIA CODE OF CONDUCT

All mentors and mentees are bound by the [AMIA Code of Conduct](#). Because of the variety of experiences and perspectives in our community, the Code of Conduct outlines a potential, but by no means exhaustive, list of factors for which harassment can commonly occur; this list is provided in hopes of facilitating greater awareness and in pursuit of facilitating a more productive and comfortable environment.

CONFIDENTIALITY

- Mentors and mentees have a responsibility to treat each other with dignity and respect and to behave in an ethical manner.
- The more trust there is between a mentor and mentee, the more truthful the discussions will be and the better a mentor will be able to help.
- Confidentiality is not unbending and never absolute. A mentor or a mentee may at some point find themselves in a position where maintaining confidentiality doesn't reflect ethical behavior, does nothing to foster a sense of trust and is itself a roadblock.
- In cases like the above please contact the mentorship working group at mentorship@weareamia.org

MENTOR SCREENING PROCESS

Each AMIA mentor must undergo a comprehensive screening process. The screening process includes completion of an application, personal interview, and reference checks.

EXPLOITATIVE RELATIONSHIPS

- Mentors should not ask mentees to work on projects, on behalf of themselves or their organizations, during the time of the mentorship.
- No mentor shall have any, or pursue in any way, any sexual/romantic relationship or encounter with any AMIA mentees.

ALCOHOL CONSUMPTION AND ILLEGAL DRUGS

- Mentors and mentees should not meet at any location whose primary purpose is to serve alcohol (i.e. a bar or club etc).
- Drinking alcoholic beverages by individuals younger than 21 years of age is strictly prohibited, regardless of whether such drinking occurs during a formal AMIA or mentoring event or during unstructured time between any affiliated members of AMIA.
- The use of illegal drugs is prohibited by any mentor or mentee during or in connection with any activity undertaken by any mentor and any mentee at any time.

MONETARY GIFTS

Monetary gifts of any kind are prohibited between mentors and mentees.

OVERNIGHTS STAYS

Mentor/Mentee overnight stays are highly discouraged.

COMMUNICATION

- Mentors and mentees should always be responsive to each other's emails, phone calls, and other attempts at contact. Consistent communication and follow-through is expected of each mentor and mentee.
- AMIA expects mentees and mentors to respond within three (3) business days to all written and verbal requests and other communications from staff, board members, directors, and participants in the mentorship program.

THE MENTORSHIP RELATIONSHIP

Just like any relationship evolves over time—so does the mentoring partnership. And just like any other relationship, it takes work to maintain a successful relationship.

Sometimes, despite everyone's best efforts, a mentoring partnership comes to an early conclusion. Common reasons for this may include major life changes (health concerns, major school or career shifts) that make continuing impossible or unreasonable. If either of you truly feel it would be best to end the relationship, please contact AMIA Mentorship Program Working Group at mentorship@weareamia.org so we can ensure the partnership ends on a positive note for everyone.

MENTOR-MENTEE PAIRS

Any mentor-mentee pair can be discontinued at any time at the request of either the mentor or the mentee, in order to preserve the voluntary nature of the relationship. AMIA Mentorship Program Working Group will conduct periodic separate check-ins with each mentee and mentor on the development of the pairing. During the check-in calls, mentees and mentors will be asked whether they wish to continue their respective mentor pairing.

GRIEVANCE PROCESS

- It is the general policy of AMIA to provide an open door and receptive/positive attitude for discussion. Please contact the AMIA Mentorship Program Working Group at mentorship@weareamia.org to discuss any mentee or mentor concerns.
- If you believe a crime has been or is being committed or if you are in immediate danger contact local law enforcement or emergency services.
- If you believe a **Code of Conduct violation** has occurred, you may report it to any AMIA staff or AMIA Board Member. Reports should be directed to the [online form](#). Online reporting and in-person information relayed to your first point of contact may be shared with careful respect to confidentiality with other AMIA Board of Directors and AMIA staff members. This sharing is for the sole purpose of facilitating next steps for follow-up.

DIRECTORY

AMIA Mentorship Program Working Group: mentorship@weareamia.org

ADIFP Task Force: amia.difpp@gmail.com

AMIA Office: amia@amianet.org

TASK FORCE MEMBERS

*Candace Ming, Chair

*Ashley Franks-McGill, Secretary, co-Chair Mentorship Working Advisory Group

*Rebecca Fraimow, co-Chair Mentorship Advisory Working Group

*Teague Schneiter, Board Liaison

*Laura Rooney, AMIA Office

May Haduong

Snowden Becker

Lorena Ramirez-Lopez

Andy Uhrich

Casey Davis-Kaufman

Moriah Ulinskas

*Mentorship Working Group

AMIA BOARD

Dennis Doros, President

Andrea Leigh, Vice President

Randal Luckow, Treasurer

Taylor McBride, Secretary

Snowden Becker

Melissa Dollman

Regina Longo

John Polito

Teague Schneiter

AMIA OFFICE

Laura Rooney, Managing Director

Kristina Kersels, Events & Operations Manager

Beverly Graham, Membership Manager

SIGNATURE PAGE

Mentor/Mentee Acknowledgement

The goal of the AMIA mentorship program is to be an inspiring experience for both mentors and mentees in the belief that a professional mentorship relationship is mutually enriching.

By signing, I acknowledge receipt of the AMIA Mentorship Handbook and the Mentorship Code of Conduct included therein.

Name _____

Signed _____

Date _____