Information Literacy Mentor Program
Mentor Contract

Name: ________________________________

Email: ______________________________ Phone: ______________________________

Academic Term: ______________________________

**Description:** In partnership with the University of the District of Columbia, the iDiversity Information Literacy Mentor Program is designed to provide University of Maryland College of Information Studies students, alumni, and affiliates with practical, hands-on information literacy instruction experience.

**Benefits:** Information Literacy Mentors will gain practical, professional experience by learning to visually assess information literacy and digital literacy skills; coach mentees through a progressive information literacy curriculum; guide mentees throughout a comprehensive research process; and provide culturally competent and respectful tutoring and instruction services.

**Expectations of Mentors:** Mentors will be representing the University of Maryland, the College of Information Studies, and iDiversity. As such, mentors are expected to serve in a professional capacity and treat this opportunity as a professional experience. Mentors will also be expected to provide culturally competent and sensitive assistance, and commit to serve for the full academic term. Personal responsibility is paramount in the program for both the mentor and mentee in order to create a successful and meaningful relationship. Creativity and initiative are encouraged to enhance the mentorship process.
**Obligations:** Mentors are required to meet the following program guidelines:

1) Mentors must attend the Mentor Training Session, either in-person or virtually, before they are assigned a mentee.

2) Mentors must meet with their assigned mentee a **minimum** of two hours per month, specifically one hour per two-week period. Additional meeting time beyond the required two hours is at the discretion of the student and mentor, and is encouraged.

3) Mentors are required to complete a Mentor/Mentee contract with their assigned mentee and submit the contract to the Project Manager. Mentor/Mentee contracts must be submitted within two weeks of the initial mentor/mentee meeting.

4) Mentors must be available and responsive to their assigned mentee via agreed upon communication channels.

5) Mentors must submit a monthly qualitative assessment to the Project Manager. Assessments must be submitted by the last day of the month.

6) Mentors must agree to serve as a mentor for a **minimum** of the duration of the academic term.

By signing this document you agree to the terms outlined in the Mentor Contract.

Name: ___________________________ Date: ___________________________

Signature: ___________________________ ___________________________

Project Manager: ___________________________ Date: ___________________________

Signature: ___________________________ ___________________________

Please submit completed contracts to Kimberly White at kwhite1184@gmail.com.