

## Mentorship Program 2016: Mentor Application

Name: \_\_\_\_\_  
First Middle Last

Address: \_\_\_\_\_  
Street Apt #

City State Zip

Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Primary

Place of employment, or, if retired, previous employment \_\_\_\_\_

Title \_\_\_\_\_ Nature of Work \_\_\_\_\_  
List 1-3 main tasks ex: Hiring & Management of a Creative Staff...

\_\_\_\_\_ Years of Experience \_\_\_\_\_

AIGA Membership Status:  Contributing  Supporting  Sustaining  Leader  Trustee

Membership in organizations, other affiliations outside of AIGA, special hobbies, interests, etc:

\_\_\_\_\_  
\_\_\_\_\_

### Mentorship Information

Please note all areas in which you would feel comfortable mentoring. Add comments in the space provided if you feel them relevant to your qualifications.

- |   |  |
|---|--|
| <input type="checkbox"/> Print/Advertising Design _____ | <input type="checkbox"/> Photography _____                       |
| <input type="checkbox"/> Illustration _____             | <input type="checkbox"/> Marketing/Advertising/Copywriting _____ |
| <input type="checkbox"/> Animation _____                | <input type="checkbox"/> Interactive Media/Video _____           |
| <input type="checkbox"/> Web Design _____               | <input type="checkbox"/> Other _____                             |

What areas can you easily commute to? (i.e. Decatur, Alpharetta, Roswell, Marietta, etc.)

\_\_\_\_\_

### Agreement

If selected, I \_\_\_\_\_ agree to remain an active mentorship program participant through the duration of the program and abide by all guidelines and responsibilities (on pg. 3) until the completion date.

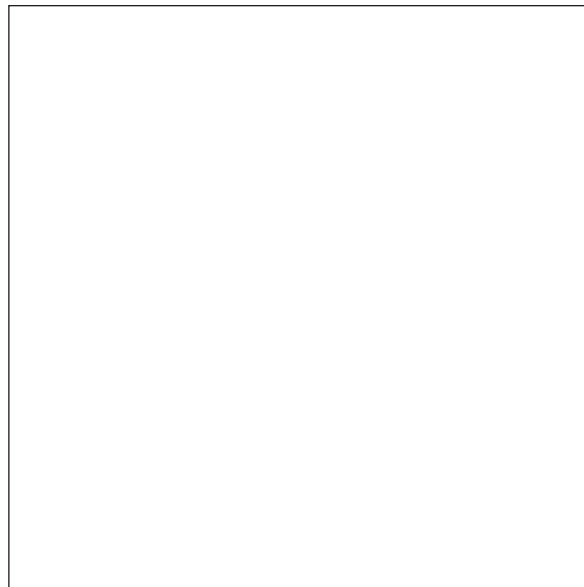
Signed \_\_\_\_\_ Date \_\_\_\_\_

### Application Checklist

- |   |  |
|---|--|
| <input type="checkbox"/> Read Guidelines & Responsibilities<br>Make sure to read <a href="#">Mentor Guidelines &amp; Responsibilities</a> (pg. 3) before signing. | <input type="checkbox"/> Quick Illustration<br>Draw a quick sketch of your favorite letter in the box provided on pg. 2. |
|   | <input type="checkbox"/> Email<br>Email to <a href="mailto:riseup@aiga-atl.org">riseup@aiga-atl.org</a> when complete.   |

## Illustration

Draw a quick sketch of your favorite letter in the box provided. If you don't have the option to print & scan this portion, or your scanner is just too far away, no worries, photos taken with your phone and pasted below are also acceptable. Just make sure you keep the letter in a square composition if you are drawing it separately.



## Mentorship Program 2016: Guidelines & Responsibilities: Mentor

### MENTORS: DO'S

- Get to know your participant. Try to really understand their situation.
- Discuss your experiences from when you were at the participant's age/career level.
- Encourage individualization and experimentation.
- Demonstrate confidence and faith in your participant.
- Have your participant assume responsibilities and be held accountable (but remember they're learning standard business practices from you).
- Encourage your participant to attend all individual and group sessions.
- Inform your participant as soon as possible if you know you need to miss an upcoming session.
- Develop projects you can work on together with your participant.
- Introduce design thinking and the decision making process in your sessions.
- Suggest small steps in new or difficult tasks.
- Set reasonable expectations and make sure you're clear about these with your participant.
- Identify your participant's talents, strengths and assets.
- Help your participants use mistakes as learning experiences.
- Make sure the participant knows how to contact you outside of sessions and advise them on when it is and isn't appropriate to contact.
- Set and know your own limits—make sure your participant knows how much you can commit yourself and your time to the program.
- Establish a regular time and place for meeting.
- Be open to what your participant can teach or share with you.
- Emphasize long-term relationships with participants – if all goes well, consider being available for professional advice and resources after the program ends.
- Encourage participants to get involved more deeply in the chapter or design community.
- Be comfortable providing critique on participants' work and professionalism.
- Be honest and forthright about the challenges and successes of being a professional designer.

### MENTOR QUALIFICATIONS

- The mentor position is open to AIGA members who are young professionals (3-5+ years experience) and seasoned design professionals with (10+) years experience in a design-related field.
- Mentor position is open to AIGA members at the contributing level and above.

### MENTORS: DONT'S

- Sign up without fully making a commitment to being a mentor.
- Expect to have instant rapport with your participant.
- Attempt to become a surrogate parent to your participant.
- Lend money to or spend money lavishly on your participant.
- Be convinced that what the student says is always what they mean.
- Give advice of a personal or controversial nature.
- Give your participant the impression that he or she is not wanted.
- Lecture, moralize or preach.
- Be serious all of the time.
- Treat your participant as an hourly employee.
- Pose questions to your participant in a prying or interrogating way.
- Be afraid to admit that you don't know an answer or that you have made a mistake. Find the correct answer and learn together. It helps your participant to see that you're learning too.
- Make any promises that you can't fulfill.
- Expect immediate visible results from your participant. It almost always takes time to see improvement.
- Interpret a participant's lack of enthusiasm as a personal rejection or reaction to you.
- Forget your own experiences at the participant's age/career level. What do you wish you knew at that time of your life?

### SPECIFIC TO RISE UP PROGRAM, ROUND 2:

- Mentors and mentees agree to a 3-month commitment.
- During this 3-month period, the minimum requirements are to meet one-on-one, once a month and e-mail once a week. This can be as flexible as both sides are comfortable with.
- Life happens, and sometimes obligations need to be rearranged. Please give your partner the respect of at least 24 hours cancellation notice prior to your scheduled meeting.
- This is not considered an internship, nor guarantee of employment.
- AIGA Mentorship Committee will hand select the pairs based on the application, geographic proximity, professional interests and outside interests.
- The program is only open to AIGA members at the contributing level and above.
- There is an application fee of \$25 for all mentees which will be deducted only after acceptance into the program. Participation is free for mentors, but the application process is still a requirement.
- There will be a mandatory launch party on January 23rd where mentees and mentors will meet "officially" for the first time.
- There will be a survey at the end of the 3-month process in order to optimize the experience.
- There will be a closing party on Saturday, April 23rd at the end of the 3-month process with mandatory attendance.
- If using social media to detail this experience, use hashtag **#AIGARiseup**.