



## IAI Mentoring Program Initial Mentoring Agreement

Mentor: \_\_\_\_\_  
Protégé(s): \_\_\_\_\_

This agreement outlines the goals and expectations that have been agreed upon for the mentoring partnership between the above mentoring pair. This form is not a requirement for participation in the Mentoring Program, but can be a helpful guideline in setting goals and boundaries.

Preferred form of interaction (select 1 or more):

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Phone Calls | <input type="checkbox"/> Meeting at or near Workplace            |
| <input type="checkbox"/> Emails      | <input type="checkbox"/> Meeting at Conferences and Local Events |

Frequency of meetings/calls:

- |                                  |                                     |
|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Weekly  | <input type="checkbox"/> Bi-Monthly |
| <input type="checkbox"/> Monthly | <input type="checkbox"/> Quarterly  |

Are there specific days or hours that you will not be available?: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mentoring hours per month:

- |                              |                                     |
|------------------------------|-------------------------------------|
| <input type="checkbox"/> 1-2 | <input type="checkbox"/> 5-10       |
| <input type="checkbox"/> 2-4 | <input type="checkbox"/> 10 or more |

Meeting arrangements (chat, email, face-to-face meetings):

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

Expected outcomes:

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

Expected activities (mentor and protégé (s)):

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

Signatures:

Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

Protégé: \_\_\_\_\_ Date: \_\_\_\_\_

## **IA/UXD MENTORING / CHECKLIST (REQUIRED ITEMS)**

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**STEP 1:** Please fill out this survey to participate in the IA Institute Mentoring Program. Follow the instructions and include all the required items requested.

**STEP 2:** If you are interested in both having a mentor and being a mentor, you will need to fill out separate surveys.

### **Protégé Registration Survey (Online Form)**

[http://www.surveymonkey.com/s.aspx?sm=IUqTOtr2\\_2bEV3FEdaKtEdiA\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=IUqTOtr2_2bEV3FEdaKtEdiA_3d_3d)

**STEP 3:** Please send LinkedIn invitation to me and request connection.

**STEP 4:** Please send me the form filled out and in PDF format (print, fill out form, scan). Clearly define your objectives and goals—how you would like to work with me. Also, include the IA MENTORING / PROJECTS / TO DO form (date and sign; attached with IA Mentoring Form; use MS Word).

### **IA Mentoring Form (Download and Fill Out)**

[http://www.stevenheitman-ia.com/pdfs/pdfs2/SHeitman\\_IA\\_TO\\_DO.pdf](http://www.stevenheitman-ia.com/pdfs/pdfs2/SHeitman_IA_TO_DO.pdf)

**STEP 5:** Please send me a current cover letter, résumé, and 1-2 pp. written essay (include name and title of essay; use MS Word; take some time to consider why you are asking me to mentor you).

Please review these informative questionnaires and essays about being an Information Architect (print, read, include remarks in essay):

### **Am I An IA? (Download and Read)**

### **What Is Information Architecture? (Download and Read)**

Please tell me why you desire me to mentor you—explain what benefits you might get out of the experience—and how do you desire to grow, learning more about a specific industry.

How will you become prepared to move forward in your job development, etc.? Feel free to include any other things you think I need to know about you, like special interests or other skills. Thank you.

### **Contact for Mentor**

Steven Heitman, Sr. Information Architect, User Experience Designer  
[mailto@stevenheitman-ia.com](mailto:mailto@stevenheitman-ia.com)

# IA/UXD MENTORING / PROJECTS / TO DO

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\_\_\_\_\_  
Name

\_\_\_\_\_  
URL Portfolio Website

\_\_\_\_\_  
Date

1. \_\_\_\_\_
2. \_\_\_\_\_
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18. \_\_\_\_\_
19. \_\_\_\_\_
20. \_\_\_\_\_

For each task, decide on an approximate date when project or task would be completed.

\_\_\_\_\_  
Signature