



EDITORS RÉVISEURS CANADA

John Eerkes-Medrano* Mentorship Program Guide

Welcome to the Mentorship Program

Mentorship is a professional development opportunity that builds on a “community of sharing.” Mentors help other members of their profession to enhance their knowledge, skills, attitudes and values in a flexible, responsive and transformational environment.

Features of this Program

- Mentorship is **one-on-one**—it does not include mentorship of more than one mentee or mentorship by more than one mentor.
- It can be carried out **in person or by distance** (phone calls, email or video chat); the best mentor for the most suitable mentee may not be geographically close to each other.
- **A free 30-minute info chat is recommended** as the first mentorship experience; this brief session is meant to connect a mentee with a potential mentor to determine fit before committing to the match.
- **A Level 1 mentorship** includes 4–5 hours of meeting time over one month.
- **A Level 2 mentorship** includes 10–15 hours of meeting time over two months, renewable to a maximum of six months.
- **Mentees pay a fee and mentors receive an honorarium** for both levels of mentorship.
- The mentor and mentee set the **meeting schedule**.
- The **mentorship is learner-driven** and responsive to the mentee’s specific needs and preferences.

* About John Eerkes-Medrano

Long-time Editors Canada member John Eerkes-Medrano, who died in June 2015 at the age of 64, won the respect and loyalty of the authors he worked with. He was a two-time recipient of the Tom Fairley Award for Editorial Excellence, and was also a teacher and a mentor.

Participation in the Program

Mentors

- Are members of Editors Canada
- Are willing to share their knowledge and experience
- Have expertise in a particular aspect of editing
- Want to give back to their community

Mentees

- Are members or student affiliates of Editors Canada
- Have a minimum level of editing experience (have completed/are in the process of completing an editing course or workshop or have worked for three months as an editor, either for an employer or as a freelancer)
- Can demonstrate to the selection committee that they are committed to the process and sincerely interested in completing a mentorship

How It Works

1. A committee matches a mentee with a mentor.
2. The mentee meets with their appointed mentor for a free 30-minute session before establishing a mentoring relationship.
3. Mentoring can take place either face to face or by distance using video conferencing (Zoom, Google Meet, etc.), phone or email.
4. The mentor and mentee negotiate their meeting schedule, total hours and the preferred communication method for meetings and for smaller questions that may come up between meetings.

Mentorship Topic Examples

- Is editing right for me?
- Should I take on this job even though I'm not a subject matter expert?
- What skills do I need to edit specific genres or types of material (e.g., fiction, non-fiction, educational or scientific material, website content, etc.)?
- How do I establish a career as a freelance editor (e.g., finding work, estimating, invoicing, running a business, etc.)?
- How do I know when to stop editing a project?
- How do I deal with challenging clients?
- How do I find an in-house editing job?
- How can I use social media to boost my career?
- How do I build a website for my business?
- How do I prepare for an accreditation or certification exam?
- How do I prepare a project style sheet?
- How do I get Word to do what I want it to do?

Subcontracting of work is permitted but not expected; any subcontracting must be arranged between mentor, mentee and client. It must be treated as paid work, with reasonable fees paid for the work. This program is not intended to provide mentees with work.

Mentors may not sell their services privately to mentees for a fee (e.g., personal coaching, editing training); mentees are, however, free to register in courses, seminars or webinars taught by their mentor—for example, courses at a university or Editors Canada seminars or webinars.

If mentors or mentees discuss samples of actual work, they should keep copyright and client confidentiality issues in mind (see the Mentoring Agreement).

If mentors or mentees have concerns or questions at any point in the mentorship, they can contact the selection committee for advice, support or resolution of issues.

Responsibilities of Mentors and Mentees

Mentors

- Ensure you are familiar with Editors Canada’s structure, organization, services, etc. Read through the website so that you can accurately and constructively suggest other Editors Canada services and resources to your mentee. Recommend that your mentee read the information on the website as well.
- During the first interaction with your mentee, clarify roles and responsibilities (e.g., goals and work plans, feedback, confidentiality).
- Foster networks:
 - Suggest other editors who might be resources or have similar interests.
 - Introduce your mentee to others if the opportunity arises (e.g., at Editors Canada events).
- Don’t take responsibility for your mentee’s duties or allow the mentee to become dependent on you.
- Encourage your mentee to take advantage of Editors Canada seminar and webinar opportunities, and avoid duplicating training provided elsewhere.

Mentees

- The onus is on you to contact your mentor. If you have not established firm communication with your mentor within two weeks of being matched, your mentor may be reassigned.
- The mentorship program is not a course in learning specific editing skills and does not take the place of formal training, although it can be used to improve skills.
- Projects you are working on may form the basis of discussions.
- Respect your mentor’s time and be willing to make adjustments according to their schedule.
- Be forthright and bring problems, concerns, or questions to your mentor.
- Don’t rely on your mentor as your only source of information. Familiarize yourself with the contents of the Editors Canada website.
- Don’t expect your mentor to find work for you or to offer you work.

The First Meeting

Before the first meeting (such as the info chat or your first official session), mentees should think about their objectives for the program. What do you want to learn or achieve? Mentors should think about what they have to offer. Which skills or topics do you feel comfortable covering? Which would be outside of your core competence or comfort zone?

The aim of the first meeting should be to become acquainted and to establish what the mentee is looking for and how the mentor can help.

As well, expectations should be clearly defined, both in terms of content and format. How often can the mentor and mentee meet? What is a good day and time? What is the scope of the mentorship?

The Mentoring Agreement will be helpful in setting the objectives for the mentorship.

The Agreement

The mentor and mentee should draft the Mentoring Agreement together (either following the 30-minute info chat or ahead of the first mentoring session) and use the drafted discussion to learn about the mentee's needs and the mentor's skills. It should be consulted at the beginning of each mentorship meeting in order to keep on track to achieve the agreed objectives. The agreement should be considered a living document; objectives may change during the mentorship.

At the conclusion of a mentorship relationship, the mentor and mentee should take at least 15 minutes to reflect on what was accomplished through the mentorship. **When the program is complete, the mentee must email their committee contact to inform them of the conclusion of the mentorship (cc'ing the mentor).** Mentors and mentees will be asked to complete an evaluation of their mentorship experience to help Editors Canada improve the program.

Online mentoring resources

University of Washington mentoring resources: <http://grad.uw.edu/?s=mentoring>

University of New Hampshire Mentoring Handbook:
https://extension.unh.edu/resources/files/Resource002355_Rep3452.pdf

Nature guide for mentors:
<http://www.nature.com/nature/journal/v447/n7146/full/447791a.html>

Editors Canada is not responsible for inappropriate or incorrect advice or information provided by mentors.