



Department of Health and Human Services
Aging and Disability Services Division
Communication Access Services Program



Mentorship Program - Agreement

Mentorship Program

The CAS Mentorship Program takes a holistic approach to mentorship. The holistic approach recognizes the real-life complexities and ethical considerations that impact the interpreting process and product. The [CAS Mentorship Program Curriculum](#) focuses on developing self-analysis skills. Self-analysis skills give interpreters the ability to assess their work product before, during, and after an interpretation. Learning and practicing self-analysis helps the interpreter realize their agency and self-determination to take responsibility for their own professional learning. In addition to the curriculum, the mentorship will include areas of need for each mentee. This may include, but is not limited to, ethics, professionalism, business practices, general content knowledge, and the like.

Participants should expect to spend 2 to 3 hours per week on mentoring activities, in addition to regular meetings with their mentor. The mentee may continue in the mentorship program for up to 2 years. The timeframe will depend on the individual needs of the mentee. Mentorship can be conducted in-person or virtually, depending on the location of the mentee and the mentor.

Role of the Mentor

The mentor will provide stimulus videos in English and ASL. Once the mentee has completed the self-analysis tasks as described in the CAS Mentorship Program Curriculum, the mentor will provide feedback on the analysis. Additionally, mentors may provide supplemental resources for the mentee to improve their knowledge, skill development, and/or ethical decision-making. The mentor will present feedback in a way that is non-threatening or judgmental to foster the mentor-mentee relationship and create a safe space for effective learning and development. The mentor will set due dates for mentorship assignments. The mentor may use their discretion to adjust due dates, as appropriate or necessary. Due dates may be adjusted at the discretion of the mentor, when appropriate or necessary.

Mentor Responsibilities

- Provide appropriate feedback and guidance to the mentee in a way that is conducive to learning.
- Provide resources supplemental to the curriculum to address needs for growth in specific areas. These resources may include books, articles, or online media.
- Keep the mentee's skill level, feedback, and progress in the mentorship program confidential.

Role of the Mentee

Mentees are required to record and upload videos of their interpreting work using an online platform. The mentee will complete all activities no less than two business days in advance of scheduled meetings. The

mentee will work cooperatively with their mentor and be receptive to feedback and suggestions. In cases of disagreement, the mentee will inform the mentor of their perspective and engage in a positive, mutually beneficial dialogue.

Repeated instances of late submissions of activities, missed or rescheduled meetings, inconsistency in availability to meet, and/or lack of communication with the will result in a scheduling discussion with the mentor. If the behavior continues, the mentorship may be terminated.

Mentee Responsibilities

- Have access to high-speed internet with the ability to stream and upload video. The mentee is expected to have the technological skills necessary to navigate internet-based activities and resources.
- Complete assignments by the deadlines set by the mentor.
- Commit to a consistent schedule that is conducive to learning, as agreed to with the mentor.
- Maintain a log of mentorship hours (For a mentorship log template, please contact InterpreterRegistry@adsd.nv.gov or 775-515-5452 voice/text).

Mentorship Hours

Mentees must participate in all aspects of the mentorship program as outlined in this agreement in order to earn the mentorship contact hours as required by [NRS 656A.100](#).

Evaluation

Mentees will be asked to evaluate the mentor and the mentorship program during and at the end of their mentorship experience. Evaluation is not a requirement of the mentorship program but is encouraged so that we may improve the experience for future mentees.

Termination

This agreement can be terminated at any time by the mentor or the mentee for any reason, including failure to meet the terms and requirements of the mentorship program, especially regarding meeting attendance, timely assignment completion, and regular communication with the mentor. Termination of the mentorship program does not necessarily disqualify a mentee from future participation in the mentorship program.

By signing this document, I agree to follow the terms and requirements of the CAS Mentorship Program as described in this document.

_____ Mentor signature	_____ Date	_____ Printed name
_____ Mentee signature	_____ Date	_____ Printed name