# ProZ.com mentoring program



## Overview

The ProZ.com mentoring program is an initiative intended to provide a means for full members to meet other members who are well-established enough to take on an apprentice.

The program is particularly useful for members who, for example, have completed formal training in translation or who have acquired translation knowledge, but have a lack of practical experience. Site members seeking advice on translation business-related topics are also welcomed.

For mentors, the program represents a useful means not only of sharing their experience, but also of finding new partners for growing translation teams (the program may prove similar to the "internship" programs that often lead to full-time employment in other industries).

Participation in this program is open to ProZ.com members, with members of the Certified PRO Network fulfilling the role of mentors.

## Mentor responsibilities

ProZ.com mentors are expected to:

- <u>When possible</u>, provide commercial work to the apprentice (in a volume and at a rate to be agreed upon mutually, taking full responsibility for timely payment to the apprentice).
- Check every word of the apprentice's work, editing as necessary, and providing an explanation of the edits to the apprentice.
- Advise and assist the apprentice as necessary in the use of required tools, marketing, site usage, etc.
- Don't take more than two (2) apprentices at a time.
- Exclusively use the private forum created for the pairing to work with their apprentice. Email can be used for the exchange of files, but feedback and comments on projects must be exchanged through the private forum.
- Be non-judgmental, supportive and respectful.
- Behave ethically and safely.
- Register the relationship at the start of the defined mentoring period ([via the support center](#)).
- Report on the apprentice's performance at the close of the defined mentoring period. ([via the support center](#)).

# Mentor rights

ProZ.com mentor benefits and rights include:

- The possibility to distinguish themselves as experts while possibly finding new partners for growing their translation team.
- Name and business promotion throughout the site (in the future, there will be a designated page for all mentors with a brief bio-section).
- A special "Professional mentor" tag in the "About me" section of their profile (this tag will eventually show under mentors' profile names as well).
- The possibility to enter projects they work on with apprentices into their Project history and to display corroboration feedback posted by the apprentice.
- Two months of membership (to be activated once they complete the defined mentoring period with each apprentice).
- The right to terminate the mentor-apprentice relationship at any time, provided the apprentice and site staff are notified.

# Apprentice responsibilities

ProZ.com apprentices are expected to:

- Complete agreed upon work on time and to a high standard of quality.
- Familiarize themselves with required tools.
- Don't take more than two (2) mentors at a time.
- Exclusively use the private forum created for the pairing to work with their mentor. Email can be used for the exchange of files, but questions and comments on projects must be exchanged through the private forum.
- Be non-judgmental, supportive and respectful.
- Behave ethically and safely.
- Register the relationship at the start of the defined mentoring period (via the support center).
- Report on the mentor's performance at the close of the defined mentoring period (via the support center).

# Apprentice rights

ProZ.com apprentice benefits and rights include:

- The possibility to acquire practical translation experience.
- The opportunity to receive WWA feedback from mentors (as well as project feedback in the Project history section).
- The chance to add mentors as referrals.
- The right to terminate the mentor-apprentice relationship at any time, provided the mentor and site staff are notified.

By entering into the ProZ.com mentoring program, both mentors and apprentices acknowledge that ProZ.com's role is simply to provide a venue that connects members. ProZ.com does not perform

any background check on mentors nor apprentices. In addition, ProZ.com makes no warranty that any particular level of professional apprenticing shall be provided.

Mentors or apprentices who do not fulfill their role or who do not act in accordance with site rules and professional guidelines may be automatically removed from the program.