

## Letter of Understanding

This letter of understanding concerns a mentoring relationship between the mentor and the student undersigned below.

It is understood that:

- The mentor is a certified member in good standing of the Association of Translators and Interpreters of Alberta (ATIA).
- The mentor works as a translator at least in a part-time setting.
- The mentor will advise the student in the language combination(s), in which she/he is certified.
- The student is an associate member of ATIA
- The mentor and the student will abide by the Code of Ethics of ATIA and ATIA's By-laws, including, but not restricted to, the clauses on confidentiality of the translator-client relationship.
- The mentor and the student decide on the parameters of the mentoring relationship and preferably record these in writing. This should include, but is not restricted to:
  - the number of translations submitted for marking within a certain time frame.
  - the mode of communication between mentor and student.
- The student will self-generate a certain number of translations by translating suitable text and submitting them for marking in an acceptable format.
- The mentor may assign certain texts to the student.
- The mentor will mark the translations and discuss errors with the student in a constructive manner.
- The mentor may ask the student to generate glossaries, do research on certain topics and possibly provide first drafts on "real-life" translations, if there are no confidentiality issues.
- The mentor will endeavour to provide the student with an insight into the praxis of translation, which may include invoicing and other issues.
- The mentor may make an arrangement with the student, by which the mentor acts as proofreader to translations the student provides for her/his own clients. Should such an arrangement be made, the mentor would act in the professional capacity of proofreader.
- This is a private agreement between the mentor and the student. ATIA's role is restricted to providing the names of potential mentors to students. ATIA is not a party to the possibly ensuing contractual relationship between mentor and student. ATIA is furthermore not liable should a dispute arise between mentor and student.
- ATIA is not obligated to find a mentor for a student, or to replace a mentor in case of dispute.
- ATIA will be provided with a copy of this signed letter.

Read and approved:

Mentor: \_\_\_\_\_  
Please print

Student: \_\_\_\_\_  
Please print

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

\_\_\_\_\_  
Mentor's Signature

\_\_\_\_\_  
Student's Signature