

The iDreamCollege Mentor Guide

How It Works: the two edit system

Each “editing session” is comprised of an initial edit and a final, follow-up edit.

Suggested time per session: 1-2 hours

Clients choose their desired mentor (essay editor) and book an editing session via iDreamCollege’s website.

Mentors will have access to the folder in which client’s uploaded files are automatically shared.

Mentor receives client’s essay via Google Documents along with:

- Traits that client wishes to exhibit via essay
- Resume /college activities list (if client chooses to provide this information)

Mentor reaches out to client via email

- say hi!
- tell them when you will have their first edit done by
- ask for additional information that you think would be helpful to you

Initial edit: edit client’s essay *within three days of receiving document*

- use “suggesting” mode for grammar revisions/word choice/sentence structure
- add comments throughout essay
- put longer feedback/analysis of essay at the bottom of the document

Send essay edits and feedback to client - wait for client to revise essay

Final edit: provide additional edits and feedback for direction of essay

- Question to consider: did the client understand and follow your feedback from the initial edit?

Mentors are, at a minimum, required to complete four (4) editing sessions per month, provided that they are booked at least four times by clients.

Essay editors will be promoted on the website’s “Meet the Team” page on the basis of merit (positive feedback from clients, etc.).

Services

Essay Editing

- In addition to editing grammar, sentence construction, and word choice, your role is to suggest how the client can best frame their story and communicate their desired personality traits precisely and authentically.
- Use your insight into what your particular school looks for (e.g. Stanford’s emphasis on “intellectual vitality”) in helping the client shape the essay

The iDreamCollege Mentor Guide

Brainstorming

- *Prepare for this Google Hangouts call beforehand!* Make sure you are familiar with the client's activities and the personality traits they would like to emphasize
- Your role is to suggest how the client can best frame their story and communicate their desired personality traits precisely and authentically
- Use your insight into what your particular school looks for (e.g. Stanford's emphasis on "intellectual vitality") in helping the client shape the essay

Resume / Common App Activities List

- Order activities in terms of priority/impact
- Focus on impact of the activity and concision
- Think about the most effective way to group activities

Client Communication

Once a client books an editing session with you via iDreamCollege's website, ***you are expected to reach out to the client via email. The client pays for the session upfront, so a prompt response is required.***

Unless otherwise specified by the client, your initial edit has a **maximum three-day turnaround** e.g. if you receive the Google Document on August 1st, the client should receive his/her edited copy by August 4th at the latest.

Unless otherwise specified by the client, your final edit has a maximum three-day turnaround upon receiving the revised copy of the essay from the client e.g. if you receive the Google Document on August 1st, the client should receive his/her edited copy by August 4th at the latest.

Carbon Copy (cc) idreamcollegeinfo@gmail.com on all email communication with clients and share essays via Google Documents with idreamcollegeinfo@gmail.com.

Scheduling

Mentors can choose when they are available to speak or email back a client by informing iDreamCollege of their availabilities.

Please complete this form with your standard available times:

<https://goo.gl/forms/9GeBsYAcPceAldI2>.

Your mentor appointment calendar will be connected to your Google Calendar (based on your provided email) so that:

The iDreamCollege Mentor Guide

- appointments automatically populate your calendar with reminders
- you can mark “vacation days”

If you have any changes or comments regarding your availability, fill out the google form again and we will update accordingly.

For essay edits and resume review, you have flexibility to edit on your own time. However, **these must be completed and you must respond to the client by the appointment date and time.**

For brainstorming sessions, you will be discussing with the client over google hangouts during the designated appointment time and day.

Payment

Mentors will receive compensation on the 25th of each month (*August 2018 - January 2019*) via Paypal according to the type and number of services they have provided clients that month.

Compensation is broken down as follows:

Service Type	Compensation (\$/ session)
Common App Essay	40
Supplement (150 - 350 words)	34
University of California Application (four 350-word essays)	114
Long Essay (650 words)	40
Short Answer (30 - 100 words)	22
Brainstorming	30
Common App Activities Section + Resume Editing	22

Compensation amounts are subject to change. Mentors **will** be informed prior to compensation changes.

iDreamCollege reserves the right to terminate employment for reasons including, but not limited to, repeated negative client feedback and/or failure to comply with the above policies.

Essay Editor (“Mentor”) Signed Name:  _____

Essay Editor (“Mentor”) Printed Name: James Wang