University of Iowa
College of Public Health

Pilot Mentorship Program

Mentorship Handbook
2018-2019
Mentorship Handbook

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Overview

The pilot Alumni-Graduate Student Mentorship Program seeks to connect University of Iowa College of Public Health (CPH) graduate students and alumni. This connection will provide students with opportunities to interact with public health professionals, enhance their career readiness skills, including networking, resume and cover letter development, and gain insight into the field of public health. Mentors and Mentees will apply to be a part of the pilot program and will be matched by a CPH committee. Interests and goals will be taken into consideration when matching, though the program will be limited based on mentor participation.

A mentor will...

- Be an employed professional in the field of public health (in areas such as academia, government, public health department, non-profit organization, etc.)
- Serve as a resource for career readiness questions, i.e. resume, cover letter, interviewing, how to search for a career. Offer suggestions and feedback.
- Provide answers in a timely fashion, realizing that it is ok not to know answers to specific questions.
- Commit to open dialog and extend their knowledge whenever possible.

A mentor will not...

- Be expected to provide their mentee with a job.
- Be expected to provide more time than what they are comfortable.

A mentee will...

- Be expected to initiate contact with their mentor and be responsible for continuing to engage with their mentor.
- Be courteous of their mentor’s time and will have open dialog about expectations, needs and goals.
- Be open-minded and appreciative when receiving advice and feedback.

A mentee will not...

- Ask your mentor for a job.
- Stop communicating with their mentor when life gets busy. Rather, they will reach out and let the mentor know what’s going on and set up a future time to connect.
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Mentorship Benefits

For Mentors:

- Share your real-world experiences and professional wisdom with the next generation of public health leaders.
- Broaden your leadership and mentoring skills.
- Add to your resume or CV.
- Make a critical, non-financial contribution to your alma mater (even if you live far from Iowa City).
- Develop new networking and collaboration opportunities.

For Mentees:

- Connect with public health professionals about career tools (resume, cover letter, job search process, interviewing).
- Practice professional communication.
- Learn about public health careers, organizations, and various opportunities.
- Connect with someone who has “been there, done that.”
- Develop new networking and collaboration opportunities.
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Mentor and Mentee Expectations

1. Mentees will reach out to their mentor via email for first point of contact. Mentees, your mentors are waiting to hear from you, reach out shortly after receiving your match.
2. Mentors and Mentees will develop a meeting schedule that works for both of them. (i.e. twice a month via email, once a month via Skype, etc.)
3. Mentors and Mentees agree to communicate with each other at least once per month between October 2018 to May 2019.
4. Mentors and Mentees will submit a new application to participate the following year. If the mentee has not graduated and the mentee and mentor would like to continue with their mentorship the following year, they must both email the Mentorship Office with this request.
5. Mentors should be open to answering all types of professional questions and mentees should be open to feedback and suggestions.
6. Mentees should be prepared to talk about their goals for the program, and mentors are expected to help their mentee reach those goals.

For a successful mentorship both the mentee and mentor must...

1. Communicate with each other.
2. Establish the best way to communicate and establish frequency of communications. Discuss potential busy periods in which frequency might have to decrease.
3. Show up. Whether it is via email, via Skype, or an in-person meeting. Mentors and Mentees must be committed to making the program work.
4. Be respectful of each other’s time and make sure they are both on time for Skype or in-person meetings. Communicate when this is going to be a problem.
5. Communicate to the Mentorship Office if there are questions or if things are not going well.

Mentorship Office Contact Information

The University of Iowa College of Public Health Mentorship Office will be your primary point of contact. All questions, concerns and feedback can be communicated to:

Tara McKee, CPH Alumni Coordinator:
tara-mckee@uiowa.edu, 319-384-4277.

Lexie Just, CPH Coordinator for Graduate Student Development, Admissions & Recruitment:
lexie-just@uiowa.edu
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Suggested Mentorship Activities

The following can be used as a guide. There are examples for mentor/mentees whom live in close proximity to one another and also for those who live far apart.

Please contact the Mentorship Office if you have a suggestion to add to this list.

Getting to know each other:

- Introduction and sharing of backgrounds, goals, and interests.
- Set expectations for each other including communication goals and preferences.

Skill building:

- Watch the same webinar on a common interest and discuss afterwards.
- Review one another’s resumes and cover letters and discuss.
- Attend a lecture together.
- Conduct a mock interview (in-person, Skype, phone)
- Meet at a national or state meeting (e.g. APHA, Iowa Governor’s Conference) or another professional development conference.
- Create a list of potential professional organizations to join. Discuss the pros and cons of joining.
- Have mentee job shadow the mentor.
- Discuss potential courses that would be useful in the area of employment mentee is seeking.
- Discuss skills needed in the workplace and handling difficult situations in the workplace.
- Explore job seeking search engines together and discuss potential job possibilities and the skills needed for each. Talk about how mentee can seek out additional skills while in degree program.
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Mentorship Steps and Timeline

- Mentor applications are due by August 31, 2018.
- Mentee applications are due by October 1, 2018.
- Match notifications will be made by October 22, 2018.
- The Mentorship Program runs October 22, 2018 - May 15, 2019. Mentees will initiate contact, and mentors and mentees will plan their meeting schedule.
- Mentors and Mentees will submit a Program Assessment (emailed by the Mentorship Office) in early May.
1. **How will I be placed with a mentor/mentee?**

   The Mentoring Committee will review applications and pair individuals together. It is possible that mentors will have two mentees assigned to them.

   The Mentoring Committee will try to ensure a good match, however if there are problems you should communicate them to the Mentorship Office.

2. **Who can participate in the Mentorship Program?**

   All alumni who are currently working in a public health position may apply to be a mentor.
   All Graduate Students in the College of Public Health are invited to participate as a mentee.