

Mentorship Program Handbook

2021-2022

IOWA

**College of
Public Health**

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Overview

The Mentorship Program seeks to connect University of Iowa College of Public Health (CPH) graduate students and graduate 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 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. Based on feedback, we will prioritize matching in the following order by: industry, department, and degree program.

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.
- Respond in a timely fashion.
- Commit to open dialog and extend their knowledge whenever possible.
- Communicate with the Mentorship Office if they no longer wish to participate in the program or their mentor relationship is not going well.

A mentor will not...

- Be expected to provide their mentee with a job.
- Be expected to provide more time than what they are comfortable.
- Stop communicating with their mentee when life gets busy. Rather, they will reach out and let the mentee know what's going on and set up a future time to connect.

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 have an open dialog about expectations and goals.
- Be open-minded and appreciative when receiving advice and feedback.
- Communicate with the Mentorship Office if they no longer wish to participate in the program or their mentor relationship is not going well.

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.

Mentorship Benefits

For Mentors:

- Share your talents, real-world experiences, and professional wisdom with the next generation of public health leaders.
- Grow your network and develop collaboration opportunities.
- 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).
- Make an impact and influence aspiring public health professionals.

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.

Mentor Expectations

- Work with mentee to develop a meeting schedule that works for both of you (i.e. twice a month via email, once a month via Zoom, etc.).
- Communicate with mentee at least once per semester between October 2021 to May 2022. More frequent communication is encouraged.
- Be open to answering all types of professional questions.
- Adapt to mentee needs based on their time in the program and when their degree conferral will take place.
- Help mentee reach their goals for the program.

Mentee Expectations

- Mentees will reach out to mentors via email for first point of contact by October 30, 2020.
- Work with mentor to develop a meeting schedule that works for both of you (i.e. twice a month via email, once a month via Skype, etc.).
- Communicate with mentor at least once per semester between October 2020 to May 2021. More frequent communication is encouraged.
- Be prepared to talk about your goals for the program and have a plan of what you would like to discuss in each meeting.
- Be open to feedback and suggestions.

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

- Communicate with each other.
- Establish the best way to communicate and establish frequency of communications. Discuss potential busy periods in which frequency might have to decrease.
- Be respectful of each other's time and make sure they are both on time for virtual or in-person meetings. Communicate when this is going to be a problem.
- Communicate to the Mentorship Office if there are questions or if things are not going well.

Suggested Mentorship Activities

Mentees should come prepared with topics to discuss with their mentor at each meeting and 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.

Getting to know each other:

- Initial email from mentee to mentor will be sent within 1 week of match announcement.
- Introduction and sharing of backgrounds, goals, and interests.
- Mentor should share their career path after graduation.
- Set expectations for each other including communication goals and preferences.

Professional Development and Preparing for the Workforce:

- Watch the same webinar on a common interest and discuss afterwards.
- Attend a lecture together.
- 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.
- Review one another's resumes and cover letters and discuss.
- Conduct a mock interview (in-person, video call, phone).
- Have mentee job shadow the mentor.
- Discuss books to read to prepare for the real world.
- 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.
- How to choose where to work.
- How to navigate difficult conversations or situations in the workplace.

Current Student Needs:

- Discuss potential courses that would be useful in the area of employment mentee is seeking.
- Research interests and future dissertation plans.
- Discuss internship opportunities.
- Mentor may provide professional network contacts if applicable.
- Discuss pros and cons of next stages of life (ex. continuing education or going into workforce).

Mentorship Program Timeline

August 31, 2021	Mentor applications are due
October 1, 2021	Mentee applications are due
October 18, 2021	Match notifications, mentorship program begins
October 30, 2021	Deadline for Mentees to send first email to their mentor
Late April 2022	Mentors and Mentees will submit a Program Assessment (emailed by the Mentorship Office)
May 1, 2022	Mentorship Program ends

Notes:

- Mentorship Office will hold an introduction to the mentorship program meeting for mentees at a date to be determined early in the program.
- Mentorship Office will check in with mentees and mentors twice per year.

Frequently Asked Questions

1. How will I be placed with a mentor/mentee?

The Mentoring Committee will review applications and pair individuals together. It is possible (if they choose) 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.

Interests and goals will be taken into consideration when matching, though the program will be limited based on mentor participation. Based on feedback, we will prioritize matching in the following order by: industry, department, and degree program.

2. Who can participate in the Mentorship Program?

All graduate 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.

3. What do I do if I do not hear from my mentor or mentee?

Please contact the Mentorship Office right away.

4. What if I feel like my mentor is not a good fit?

Concentrate on the skill building areas that mentors can provide generally. If you are still unsatisfied with your match, please contact the Mentorship Office.

5. Can I be matched again with my mentor/mentee next year?

To participate the following year, Mentors and Mentees will need to submit a new application. 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.

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:

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