



# SPH Mentor Program 2015-16

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*The SPH mentor program connects students with alumni and other professionals to provide students with the opportunities to explore career possibilities, network and enhance their professional skills.*

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## PROGRAM GUIDELINES

- Mentor & mentee will have one quality interaction per month for at least an hour (subject to pair's scheduling needs).
- Mentor program participants will be invited and encouraged to attend the kick-off breakfast in early October.
- Mentor program participants will receive a program email once per month with information on upcoming events.
- Mentor program participants will be invited and encouraged to attend the Mentor Appreciation dinner in early April.

## CONTACT INFORMATION

### *MENTOR PROGRAM STAFF*

- MEGHAN LAFFEN  
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Mentor Program Coordinator  
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Director of Alumni Relations  
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## EXPECTATIONS

### Mentor

- Mentors who participate in the Mentor Program should be committed to engaging with their match and developing a professional mentor/mentee relationship.
- Listen to the needs and expectations of your mentee.
- Work with the student to help him/her develop and establish realistic and obtainable goals.
- Offer suggestions and feedback, and communicate input respectfully.
- Be committed to serve as a resource to your mentee.
- Contact the mentee if you are unable to attend scheduled meetings.
- **Contact Mentor Program staff if there is a concern with the mentoring relationship.**

### Student/Mentee

- **Discuss your needs and expectations with your mentor; think about what you want out of the program prior to each meeting.**
- **Students who participate in the Mentor Program should be committed to engaging with their mentor and developing a professional mentor/mentee relationship.**
- Be committed to carrying out your agreed-upon goals.
- Be receptive to suggestions and feedback.
- Keep mentor informed of progress.
- Contact mentor in a timely manner if unable to attend scheduled meetings.
- Realize that having a mentor is a privilege and work hard to take advantage of the opportunity.
- **Contact Mentor Program staff if there is a concern with the mentoring relationship.**

# Suggested Activities/Topics

## First Meeting: Getting acquainted

- Discuss your backgrounds, interests, and the student's career goals
- Discuss your goals and expectations
- Establish a schedule for future meetings and discuss preferences for communication in-between (phone? email? Skype?)

## Conversation Topics

- Talk about the student's skills and talents and how these can be applied in the industry
- Explore the needs and current trends of the industry and discuss qualifications for different types of positions in the field
- Talk about how your values have impacted your academic and career choices
- Discuss work/life balance
- Talk about the training and skill development that would be helpful
- Explore professional associations and relevant organizations
- Discuss employers and work environments
- Talk about the transition from school to work
- Discuss professional standards and workplace etiquette

## Networking Opportunities

- Attend a conference or professional association meeting together
- Mentor helps arrange meetings/coffee/lunch with mentor's colleagues, either informally or as informational interviews
- Connect with fellow students, alumni, and friends via Linked In
- Attend a lecture or event on-campus
- Invite mentor to attend a class

## Professional Skill-Building

- Conduct an informational interview and/or a practice interview
- Critique resumes/cover letters
- Practice proper professional etiquette for an interview, business lunch, or networking opportunity
- Participate in a webinar
- Search the internet together for job resources and other information related to your field
- Review a class project or assignment and talk about applying the content or skills to the workplace
- Practice for a class presentation

## Resources:

- SPH Mentor Program: [z.umn.edu/sphmentorprogram](http://z.umn.edu/sphmentorprogram)
- SPH Career Services: [sph.umn.edu/careers/](http://sph.umn.edu/careers/)
- SPH Events and News: [sph.umn.edu/](http://sph.umn.edu/)
- SPH Alumni & Friends events: [sphalumni.umn.edu/](http://sphalumni.umn.edu/)



SPH, [facebook.com/umnsph](https://facebook.com/umnsph)



@publichealthumn



University of Minnesota School of Public Health  
(Private group - please request access)



MHA, [facebook.com/umnmhaalum](https://facebook.com/umnmhaalum)



University of Minnesota MHA Alumni  
Association (Private group - please request access)

# Goals

## What are the student's goals this year?

For example:

- Learn about a variety of jobs in the field.
- Improve my networking skills.
- Learn about using my degree internationally.

1. \_\_\_\_\_  
\_\_\_\_\_
2. \_\_\_\_\_  
\_\_\_\_\_
3. \_\_\_\_\_  
\_\_\_\_\_
4. \_\_\_\_\_  
\_\_\_\_\_

## Plan your next two meetings:

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_



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# Goals

## What resources can the mentor provide to assist in reaching these goals?

For example:

- ▶ Introduce student to colleagues in different career areas.
- ▶ Review application materials and conduct practice interviews.
- ▶ Attend professional association meetings or industry events to practice networking skills.
- ▶ Provide constructive feedback on academic project.

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

### Plan your next two meetings:

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_

Date/Time: \_\_\_\_\_

Location: \_\_\_\_\_



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