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.
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

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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.
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 LinkedIn
- 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
- SPH Career Services: sph.umn.edu/careers/
- SPH Events and News: sph.umn.edu/
- SPH Alumni & Friends events: sphalumni.umn.edu/

Suggested Activities/Topics

SPH, facebook.com/umnsph
@publichealthumn
University of Minnesota School of Public Health (Private group - please request access)
MHA, 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: __________________________________
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: __________________________________