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GSTTP Mentorship Checklist*

Project Elements

☐ Both the UCLA mentor(s) and mentee have signed the Mentorship Compact.

☐ We have established clear goals for the mentee during this summer research experience, and beyond. They are:

    ☐ Goal 1: _____

    ☐ Goal 2: _____

    ☐ Goal 3: _____

☐ We have discussed possible outputs from the project (publications, presentations, etc.) and discussed a plan to allocate authorship and presentation opportunities.

    ☐ Potential outputs include: _____

    ☐ Potential manuscript, including realistic expectations on authorship: _____
    ☐ Potential presentation topics/venues/dates: _____

☐ We have established a clear timeline for reaching our goals and possible outputs, including steps along the way.

    ☐ The timeline discussed should take into account the vacation and travel schedules of both the mentor and the mentee, in order to provide adequate time for feedback on any written materials.

    ☐ The timeline is attached to this document, which also includes a plan for the following:
- Obtaining IRB approval at UCLA
- Obtaining IRB approval abroad
- Attending the GSTTP pre-departure orientation, if available: March 13, 2020
- Submitting the abstract due for Josiah Brown Poster Fair: July 20, 2020
- Presenting the poster at the Josiah Brown Poster Fair: July 24, 2020
- Scheduling and presenting at a Work-in-Progress meeting in Fall 2020
- Presentation at a conference, if applicable
- Submission of a manuscript, if applicable

☐ A budget has been created and reviewed by the UCLA faculty mentor.

    ☐ The budget is attached to this document.

    ☐ The UCLA mentor will provide guidance to the mentee regarding any program fees or expenses connected to this project, which should also include fees for transportation, translation, research assistants, etc.

☐ There is a clear delineation of tasks, both for the planning phases of the project and for the implementation of the project.

*This checklist was adapted from the UCGHI GloCal Mentoring Compact.

Mentorship Elements

☐ We have agreed on a schedule of meetings from now through July 2020, and beyond, if continuing to work on the project.

> ☐ We will connect with the following frequency (at least twice a month) and in the following ways (i.e. in person, over the phone, over email):
>
> _____
>
> ☐ The process for scheduling conference calls with all members of the mentoring team, including those abroad, will be: _____
>
> ☐ The process for the mentee to communicate with the UCLA faculty mentor while abroad will be: _____

☐ We have discussed communication preferences between meetings.

> ☐ Ideal frequency: _____
>
> ☐ Ideal mode(s) (e.g., email, Skype, text, phone): _____
>
> ☐ Ideal content (e.g., updates, pointed questions, etc.): _____

☐ We have discussed expected turn-around times on tasks and document reviews.
> ☐ We will provide feedback to one another on specific documents within _____ days.

☐ We have discussed how the mentee should respond if the mentor is slow to respond.
> ☐ Mentee has mentor's instruction to: _____

☐ We have discussed how the mentor should respond if the mentee is slow to respond.
> ☐ Mentor has mentee's instruction to: _____

☐ We have discussed the primary role that the mentor will fill (e.g., research vs career mentoring), and how this may change over the course of the training period.

> ☐ "Do you need more help figuring out what you want or more help trying to figure out how to get what you want?"
> ☐ "Are you looking for exploration, critique, direction, or affirmation?"

☐ In addition to the evaluations carried out by the Global Health Program of both mentors and mentees, we have identified a process for sharing feedback with each other.
That process will be: _____
> ☐ We have identified the frequency of feedback, which will be: _____

☐ In addition to reaching out to global health faculty, we have identified a process for both the mentor and mentee to express concerns with the relationship, if any should arise.

> ☐ That process will be: _____

☐ We have discussed how much time will be dedicated to project tasks versus overall career guidance and learning processes.

This checklist serves as a pledge and as a reminder to mentors and mentees that their conduct in fulfilling their commitments to one another should reflect the highest professional standards and mutual respect.

Signatures

_____   **_____**
             Mentee Signature   **Date**

_____   **_____**
   UCLA Faculty Mentor Signature (1)   **Date**

_____   **_____**
   UCLA Faculty Mentor Signature (2)   **Date**