GHP | Global Health Program

# **Global Short-Term Training Program 2021**

**Mentor 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: **Click or tap here to enter text.**

[ ]  Goal 2: **Click or tap here to enter text.**

[ ]  Goal 3: **Click or tap here to enter text.**

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

[ ]  Potential outputs include: **Click or tap here to enter text.**

[ ]  Potential manuscript, including realistic expectations on authorship: **Click or tap here to enter text.**

[ ]  Potential presentation topics/venues/dates: **Click or tap here to enter text.**

[ ]  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 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 in-country bioethics committee approval
* Submitting the abstract due for Josiah Brown Poster Fair: July 12,2021
* Presenting the poster at the Josiah Brown Poster Fair: July 16, 2021
* Scheduling and presenting at a Work-in-Progress meeting in Fall 2020
* Presentation at a conference, if applicable
* Submission of a manuscript, if applicable

[ ]  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): **Click or tap here to enter text.**

[ ]  The process for scheduling conference calls with all members of the mentoring team, including those abroad, will be **Click or tap here to enter text.**

[ ]  We have discussed communication preferences between meetings:

* Ideal frequency \_ **Click or tap here to enter text.**:
* Ideal mode(s) (e.g., Zoom, text, phone): **Click or tap here to enter text.**
* Ideal content (e.g., updates, pointed questions): **Click or tap here to enter text.**

[ ]  We have discussed expected turnaround time 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: **Click or tap here to enter text.**

[ ]  We have discussed how the mentor should respond if the mentee is slow to respond.

* Mentor has mentee’s instruction to: **Click or tap here to enter text.**

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

* “Do you need more help figuring out what you want or more help with 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 of sharing feedback with each other.

* That process will be **Click or tap here to enter text.**
	+ We have identified the frequency of feedback, which will be: **Click or tap here to enter text.**

[ ]  In addition to reaching out to Global Health Program 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: **Click or tap here to enter text.**

[ ]  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**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Click or tap to enter a date.**

**Mentee Signature**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Click or tap to enter a date.**

**UCLA Faculty Mentor Signature (1)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Click or tap to enter a date.**

**UCLA Faculty Mentor Signature (2)**