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)**