

# Mentee's Guidebook

SfGH UCL Mentorship Scheme 2022-23



STUDENTS  
FOR  
**GLOBAL  
HEALTH**

UCL

# TABLE OF CONTENTS

<b>OVERVIEW OF PROGRAMME</b>	<b>3</b>
Programme Objectives	3
Programme Schedule Overview	3
<b>PREPARING FOR YOUR MEETINGS</b>	<b>5</b>
Format and Frequency of Mentorship Sessions	5
Content of Mentorship Sessions	5
Documenting Mentorship Sessions	6
Stages of Mentoring	6
<b>MENTEE CODE OF CONDUCT</b>	<b>7</b>
Benefits of Being a Mentee	7
Responsibilities of Being a Mentee	7
Elements to Consider	8
<b>FREQUENTLY ASKED QUESTIONS (FAQ)</b>	<b>9</b>
<b>COMMITTEE INFORMATION AND CONTACTS</b>	<b>10</b>

# OVERVIEW OF PROGRAMME

Our mentorship scheme is designed to mentor and cultivate passionate UCL students and provide them with a unique opportunity to gain valuable professional experience, advice, and guidance from experts in their respective professional fields. By building on various skills and forming a solid mentee-to-mentor bond, SfGH UCL hopes to inspire tomorrow's global health leaders and support our most outstanding students in reaching their full potential. Each mentee would be paired with their mentor based on similar career/research paths. The scheme will consist of a series of online or in-person meetings over the school year at the convenience of both mentors and mentees.

## Programme Objectives

1. Mentees will be able to utilise this platform to understand the field of global health better and expand their professional network.
2. Mentors will be able to tailor their mentorship according to their research experience and inspire and guide their mentees.
3. Build and foster a long-lasting and mutually beneficial network of relationships between mentors and mentees.

## Programme Schedule Overview

After being paired with your mentor, both parties will be required to attend an Introductory Meet-n-Greet Session prior to your sessions. The official date will be sent to you via email. If either party is unable to attend this meeting, we encourage you to reach out to your mentor to set up another time for you two to meet.

Next, mentees can meet with their mentor to discuss their career-related concerns or work on designated tasks. Our suggestions include:

- Providing professional and career-related advice
- Assigning biweekly tasks or readings.

The timing, format, and regularity of meetings will be at the discretion of both the mentee and mentor. This is something both parties should discuss and agree upon during the initial meeting. Generally, we recommend a minimum monthly contact time of 1-2 hours for both parties to get the most out of this collaboration. However, we understand that commitments may vary for every individual so we expect mentors and mentees to meet for at least 3 sessions over the course of the programme.

We will hold events and seminars run by the UCL SfGH Committees and mentors throughout the Mentorship Scheme. More details will be sent out when these events have been confirmed.

In Term 3 (May-July), all mentors and mentees will be invited to celebrate the end of the scheme with an in-person Wrap-Up event. In addition, mentees will be given the optional opportunity to present any research projects they've been assigned through this platform. If you are interested in sharing your research or any work you've completed with your mentor, please get in touch with our team [here](#).

# PREPARING FOR YOUR MEETINGS

Mentorships have been found to positively influence students' and trainees' views of a career in Global Health and play a vital role in ensuring aspiring mentees receive the support and encouragement they need to discover a suitable specialisation. We hope that your mentor can instill an accurate, informed, and positive view of Global Health and help you, as a mentee, to pursue a career within the field.

## Format and Frequency of Mentorship Sessions

The mentor and mentee should discuss **how often they would like to meet**. Please note that the timing and frequency of meetings are at the discretion of each pairing, but we expect a minimum of 3 sessions over the course of the 5-month programme.

The mentor and mentee should also come to an agreement over **online versus in-person sessions** during their initial meeting.

- Whether the sessions are held virtually or in person is at the discretion of both the mentor and mentee.
- You may choose a mixture of both if that is at your convenience.
- For online sessions, the mentor and mentee should choose an online medium that suits them. Some examples include:
  - Zoom, Microsoft Teams, Skype...

## Content of Mentorship Sessions

**Before each meeting, mentees should prepare** by planning a rough outline of what they wish to discuss or accomplish during the session with their mentor.

To start off, some topics to consider in the initial meeting may include...

- Getting to know the mentee
  - Discuss your education, work experiences, and career aspirations
  - What do you wish to get out of this mentorship?
- Getting to know the mentor
  - What type of mentorship do they wish to provide?
  - What do they wish to get out of this mentorship?
- Next steps and goals
  - The length and frequency of the mentoring sessions should be agreed upon
  - Set regular dates and times for meetings
  - Set potential assignments and pre-meeting readings

Having a plan is very important as it will allow each meeting to be a valuable and effective exchange between mentor and mentee.

## Documenting Mentorship Sessions

Mentees will be provided with a **Mentee Logbook** to document their progress and meetings. The purpose of this logbook is to assist you in organising, tracking, and reflecting on your progress over the course of the scheme.

Importantly, the logbook will be **submitted to your mentor and the programme coordinators** at the end of the scheme for review of evidence of participation. If you have been deemed to have met the minimum expectations of the programme, you will be issued an **official certificate of participation**.

## Stages of Mentoring

We expect that over time, the focus of the mentoring sessions will progress through the following stages:

1. Exploration:
  - Exploring issues and current ideas identified by the mentee
  - Identifying the mentee's goals
2. New understanding/mini research project:
  - Gaining a greater understanding of these issues and goals
  - Exploring challenges and strengths
  - Establishing priorities and methods to proceed with accomplishing
3. Goals:
  - Future goals and aspirations, review of learned skills
  - Offering support and encouragement
  - Encouraging creative approaches and facilitating an action plan

# MENTEE CODE OF CONDUCT

The following guidelines and suggestions will help navigate you and your mentor throughout our programme. By recognising the benefits and responsibilities of being a mentee, we hope that you can then receive the best experience possible from your involvement with Students for Global Health UCL.

## Benefits of Being a Mentee

- Receive personalised mentorship and advice catered to your aspirations
- Build your future career path and establish goals
- Gain valuable advice and experience from experts
- Cultivate skills and characteristics essential for the Global Health field
- Develop a good work ethic, interpersonal skills, as well as build on your confidence
- Opportunities to develop and receive feedback for your long-term goals
- Broaden your horizons, learn new perspectives and approaches
- Refine your visibility and perspective within or outside an organisation
- Explore the vast variety of careers and arising issues within Global Health
- New networking and research opportunities
- Increase and confirm your motivations for your postgraduate interests
- Join a community passionate about academic research and expand your network

## Responsibilities of Being a Mentee

- Agree upon professional boundaries with your mentor at the start of the programme.
  - Recognise the importance of being courteous, punctual, respecting your mentor's time, and being adequately prepared for your meeting.
- Come up with an aim and purpose for the mentoring relationship with your mentor.
- Organise regular meetings with your mentor.
  - Make time for the meetings and any preparation beforehand, follow through with appointments made; avoid sending too many requests in a short space of time, try to make progress independently between meetings.
  - We generally recommend a minimum monthly contact time of 1-2 hours for both parties to get the most out of this collaboration. Ultimately, time commitments vary from project to project, and you can discuss this with your mentor during your first meeting.
- To receive a certificate for involvement in the scheme, there must have been a minimum of 3 meetings with your mentor during the programme.
  - This will be shown to us in the Mentee Logbook which will be submitted at the end of the programme and verified by your mentor.
- Reach out to your mentor to arrange meetings, and stay committed as a mentee.
- Work alongside your mentor to set and attain goals for the year.

- o Mentees should listen actively, be respectful, and provide evidence of successes as well as your problems.
- Have the ability to discern when boundaries are being approached/crossed, e.g. personal issues, departmental politics, conflict of interest regarding job applications.

## Elements to Consider

We realise that not all mentoring will run as planned and that issues may arise. Please get in touch with us at [ucl@studentsforglobalhealth.org](mailto:ucl@studentsforglobalhealth.org) if you have any questions or concerns about mentoring, and we will aim to get back to you as quickly as possible.

- If you feel that you are incompatible with your mentor/mentee: Although we aim to match students and mentors as closely as possible, it is possible that there may be some incompatibilities, or you may feel you are not well suited to your mentor/mentee. If need be, we will consider reallocating mentor-mentee pairs, but please be aware that this may take some time, depending on availability.
- Please let us know if you have any issues with contacting your mentor/mentee. Generally, it is the mentee's responsibility to reach out to their mentors. The mentor is then expected to respond in a timely manner. We will ensure that you have the correct contact details, and we will try to contact your mentor/mentee for you. If there is a lack of response after a week, do let us know, and we will intervene further.



# FREQUENTLY ASKED QUESTIONS (FAQ)

## **How will I be matched with my mentor/s?**

We match our mentee/s to their mentor based on their future occupational goals, interests, and objectives. There may be more than one mentee allocated to each mentor, depending on the mentor's preference. Should there be any issues or concerns, be sure to contact our team as soon as possible.

## **My mentor has more than one mentee. Should I meet them individually or as a group?**

Although we encourage 1 to 1 meetings, this is not required if it differentiates from what mentors want to bring forth in this mentorship. Based on your and your mentor's availabilities and goals in what everyone wishes to gain from this programme, you are free to organise your meeting schedule however you desire.

## **What guidance is provided for mentors and mentees?**

Mentors and mentees are provided with their respective Mentorship Guidebooks, including program guidelines, instructions, and responsibilities. Mentees will also be required to attend an induction session to prepare them for the programme.

## **What if my mentor cannot meet my objectives or assist me in my career goals?**

It is not a failure on their part, nor yours, if what your mentor offers does not fit your needs. If this occurs, you should honestly discuss this with your mentor and either work together to set different objectives or agree to end the mentoring relationship. If you wish to be allocated to another mentor, please contact our team. However, please note that we may be unable to pair you with a new mentor due to limited availability.

## **Can I continue my mentorship relationship at the end of the programme?**

At the end of the 5-month mentorship programme, if you and your mentor/mentee wish to continue your mentoring relationship, we encourage you to do so. Mentorship is rewarding in any setting and at any time. Mentorship relationships are not tracked beyond the duration of the scheme, but our office is available to provide support if needed.

## **Should my meetings with my mentors be online or in person?**

We encourage you to discuss with your mentor whether they prefer to have online or in-person meetings. As such, both online and in-person meetings are encouraged.

# COMMITTEE INFORMATION AND CONTACTS

Should you have any additional queries or concerns. Please reach out to our team with the information listed below, and we will be more than happy to help.

**UCL STUDENTS FOR GLOBAL HEALTH / General Contact**

Website: <https://www.studentsforglobalhealthucl.org/>

LinkTree: <https://linktr.ee/sfghucl>

Email: [ucl@studentsforglobalhealth.org](mailto:ucl@studentsforglobalhealth.org)

**THOMAS RHYS JENKINS / Social & Welfare Officer, Mentorship Coordinator**

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