

PUBLIC HEALTH MENTORSHIP PROGRAM

January-June 2020



Program Guide

Northwestern | Global Health Studies

Micki Burton

847-467-4914

micki.burton@northwestern.edu
globalhealthstudies.northwestern.edu

Table of Contents

WELCOME	1
MENTORSHIP PROGRAM OVERVIEW	2
CONTACT INFORMATION.....	2
PROGRAM OUTLINE: WINTER & SPRING 2020	3
MONTHLY THEMES	4
ALUMNI MENTOR ROLE.....	5
UNDERGRADUATE MENTEE ROLE.....	6
CAREER RESOURCES	7

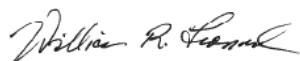
Welcome

Dear Current Students and Alumni,

Welcome to Northwestern’s Public Health Mentorship Program! We have prepared this handbook for you as an orientation guide to the mentorship program. Inside, you will find tips for mentors and mentees, the program agenda, additional resources, and contact information for Global Health Studies.

The purpose of this program is to foster dialogue about the continually changing professional landscape of public health. As such, this program will last two quarters; every month will have a particular focal topic of discussion. Most mentorship pairs will contain one alumnus and one undergraduate student. We hope that these relationships will advance real-world understanding, promote alumni engagement, and enhance student discourse about global health. In just a few hours per month, you will create lasting relationships that will enrich your academic and professional life, even after the program ends. Thank you for participation and contribution to our community.

Warm regards,



William R. Leonard
Abraham Harris Professor of Anthropology
Director of Global Health Studies

Mentorship Program Overview

Description

The purpose of the Public Health Mentorship Program is to facilitate active relationships between current students and alumni across the various disciplines that encompass Global Health Studies at Northwestern. The program will emphasize personal and career development.



Our hope is that students will complete the Mentorship Program with a clear understanding of how to successfully achieve their goals.

Application Process

Potential alumni mentors complete a survey about personal interests, geographic location, professional industry, educational background, and more. Students also complete a survey covering personal interests, geographic location, professional interests, educational background, and extracurricular activities.

Matching Process

Students will be presented with information on each participating mentor. Based on professional interests, geographic preferences, and experience, students will submit their top mentor preferences. Based on this, Global Health Studies will assign mentors to mentees. Mentors are each assigned to one or two undergraduate student(s) for the winter and spring quarters.

Contact Information

Micki Burton
Global Health Studies Program Assistant
(p) 847.467.4914 | micki.burton@northwestern.edu
The Program in Global Health Studies
Northwestern University
1800 Sherman Ave., Suite 1-200 | Evanston, IL 60208

<https://www.globalhealthstudies.northwestern.edu/student-resources/mentorship.html>
<http://globalhealthportal.northwestern.edu/>

Program Outline: Winter & Spring 2020

The program will run from January to June 2020. At the beginning of each month, a newsletter containing a new focal topic will be sent to students and alumni.

Students are responsible for reviewing the material each month and scheduling time to discuss the topic with their mentor. Below is an outline of each month and the respective module that will be reviewed.



MONTH	MODULE
January	Orientation and Goal Setting
February	Job Search Process and Resume Building
March	Crafting Your Elevator Speech and Leveraging Your Student Leadership Experiences
April	Networking and Interview Skills
May	Public Health Careers
June	Action Planning and Next Steps

Features:

MONTHLY NEWSLETTERS An email newsletter will be sent out to inform students about the topic, events, and discussion points for each month.

ONGOING EVENTS Throughout the program, several events will be highlighted that mentees can choose (but are not required) to attend.

Monthly Themes

JANUARY | Orientation and Goal Setting

Goal: To orient alumni and students to the Mentorship Program and establish mutual goals. Students and mentors will discuss the Mentor's experiences, students' professional goals, and sign the Mentorship Agreement.

FEBRUARY | Job Search Process and Resume Writing

Goal: To initiate students' internship/job search process and to work on one's own health-oriented resume. Mentors will review students' resumes and provide feedback in addition to discussing how to best look for jobs/internships in the students' desired fields.

MARCH | Crafting Your Elevator Speech and Leveraging Your Student Leadership Experience

Goal: To provide students with the opportunity to develop an individualized "elevator speech," both for oral and written purposes. Students will receive direct feedback from mentors on drafted elevator speeches to create an engaging, short, and cohesive personal introduction to market themselves. Students and mentors will also discuss their respective experiences in Northwestern student groups. Students will learn how mentors utilized their student group experiences in their post-grad lives, and learn best practices for serving as a peer leader.

APRIL | Networking and Interview Skills

Goal: Students will learn the basics of networking and are challenged to test their skills at an event on campus. Mentors will conduct informal interviews (informational, practical, or behavioral) based on the students' relevant field of interest. Additionally, students will receive feedback and external resources on best practices.

MAY | Public Health Careers

Goal: Students should have an intimate conversation with mentors about their academic decisions and the key opportunities/experiences they pursued to get where they are today. Does the alumni have post-undergraduate education, and was this a valuable choice? What career moves were the most beneficial? Which were the least? What does the alumni wish he or she had known as an undergraduate or recent graduate?

JUNE | Action Planning and Next Steps

Goal: To synthesize tools, tips, and lessons learned from previous weeks and to begin developing a comprehensive guide to achieving career/professional goals. Mentors will work with students to develop an Academic and Professional Action Plan based on discussion from previous weeks.

Alumni Mentor Role

Incentives

Alumni will be able to reconnect with Northwestern students seeking a role model in the public health field. Additionally, the Mentorship Program is an opportunity for alumni to make professional contacts. Furthermore, alumni can potentially recruit promising students to their respective fields of work and increase the presence of their business or institution on campus.



Responsibilities

1. Commit to regular communication with your mentee and maintain your commitment throughout both quarters.
2. Set goals and expectations using the Mentoring Agreement.
3. Use the provided Mentorship Program Guide as a structure for mentorship.

Other Guidelines and Tips

1. It is not your responsibility to provide job opportunities at your institution. This is not a job placement program.
2. Be realistic with your mentee about when, how often, and how you are available.
3. Please contact Micki if you are not able to make contact with your mentee, or if any problems or concerns arise during the program.
4. Provide career guidance, encouragement during the academic program, and advice on important courses and fieldwork.
5. Support students' goals and provide encouraging advice. Offer thoughts on how to make goals practical and achievable.
6. Provide relevant feedback based on personal experiences. Tell the student how to get involved during his or her undergraduate studies to prepare for the real world. There are generally large gaps in knowledge about this transition and many students find themselves overwhelmed and discouraged when their expectations are not met.
7. Follow up with students on any professional, academic, or extracurricular opportunities they have started during the program.
8. Avoid discouragement if the student does not heed your advice. Offer options and not solutions.
9. Feel free to maintain relationships with your mentee or other mentors/mentees you meet during this program after it ends.

Undergraduate Mentee Role

Incentives

Students will be encouraged to act as leaders and take initiative in their academic pursuits with enthusiasm, dedication, and confidence in their abilities. Through understanding the “big picture” of a Northwestern education, they will see the connection between academic and professional life while planning ahead for post-graduate opportunities. In addition, students have the opportunity to ask questions, understand the modern workplace, learn about a specific company or field, determine the relevant skills necessary to a job in their desired field, and receive honest feedback regarding the practicality of their goals.



Responsibilities

1. Commit to regular (at *least* monthly) communication with your mentor and maintain your commitment throughout both quarters of the program. Aim for 1-2 hours per month as a combination of speaking with your mentor, prepping for conversations, setting goals, researching, etc.
2. Set goals and expectations for the relationship using the Mentoring Agreement - be thoughtful in goal setting and reflect on what you truly desire out of your undergraduate experience and what you want professionally.
3. **It is your responsibility to drive this program forward!** Do not be afraid to reach out to your mentor – this communication is the purpose of the program. Keep in mind that mentors are volunteering their time to participate, and *want* to hear from you.
4. Plan ahead for conversations with your mentor. Determine what questions you have for the mentor with regards to that month’s topic, or anything else you’d like to discuss.

Other Guidelines and Tips

1. Find out what opportunities your mentor was involved with at Northwestern. Many students graduate thinking “if only I had known about X activity, that would have made my experience so much better!”
2. Be open to feedback and discussion about your current pursuits at Northwestern.
3. Network! Your mentor might know people that are doing your dream job.
4. If you’re not on LinkedIn yet – join! We have a Global Health Students and Alumni group: <https://www.linkedin.com/groups/3075642>
5. Feel free to maintain relationships with your mentor even after the official end of the program.

Career Resources

Weinberg's Waldron Student-Alumni Connections Program offers:

- **Career Panels and Roundtables**—discussions, informal fireside-type chats, and “lunch and learn” programs to help students learn about different careers and how their liberal arts education prepares them for a life after undergrad.
- **Skills Coaching**—participate in workshops that help demystify and articulate essential skills in networking, job interviewing, and resume preparation.
- **Career Treks**—each reading week, a small group of students experience a Chicago business firsthand, meet alumni who work in a particular industry, and learn more about a certain field.

Northwestern Career Advancement offers:

- **Dinner with Twelve**—connect with alumni who work or have worked within a certain field over a small dinner at an alum's home or a restaurant, free of cost.
- **NEXT (Northwestern Externship Program)**—helps prepare students for their future careers by providing an invaluable opportunity to explore a variety of career paths before graduation. Externships last a day during the annual externship period.
- **'Cats Connect**—a series of summer networking receptions in select cities through the U.S. where students can connect with local alumni.

Northwestern Network Mentorship

The Network provides online mentorship opportunities to connect students and alumni.

Our Northwestern

Students can search for alumni in an industry of interest, and alumni can indicate their interest in mentoring or connecting with current students.

Northwestern University's Global Health Alumni & Students LinkedIn Group

Once you join the Northwestern network on LinkedIn, make sure to stop by the Global Health Studies LinkedIn Group. With regular updates regarding internship, fellowship, and job opportunities, this group will connect you to the entire network of Northwestern Global Health alumni.

Northwestern CareerNet

This is a great source for alumni contacts, advice, and support. It is designed to match career seekers with volunteer alumni who have achieved success in various fields and who are willing to help you.

The Council of 100 Mentoring Program

This program encourages and supports the development of one-to-one relationships between Council members (as mentors) and female undergraduates, graduate students, and young alumnae of Northwestern University. Access requires a free Northwestern Online Tools username and password.

NEXT (Northwestern Externship Program)

The NEXT Program helps prepare undergraduate students for their future careers by providing an invaluable opportunity to explore a variety of career paths before graduation. Alumni share all aspects of their career fields while on-the-job with current students. Externships last a day during the annual externship period.