PUBLIC HEALTH MENTORSHIP PROGRAM
January-June 2017

Program Guide

Northwestern Global Health Studies

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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**
The Program in Global Health Studies processes the survey information and matches students and mentors based on professional interests, geographic preferences, and experience level. Mentors are each assigned to one or two undergraduate student(s) for the Winter and Spring quarters.

**Contact Information**

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[http://www.northwestern.edu/globalhealthstudies/Student-Resources/mentorship.html](http://www.northwestern.edu/globalhealthstudies/Student-Resources/mentorship.html)  
[http://globalhealthportal.northwestern.edu/](http://globalhealthportal.northwestern.edu/)
Program Outline: Winter & Spring 2017

The program will run from January to June 2017. At the beginning of each month, a newsletter containing a new focal topic will be sent to students and alumni. Students will then be responsible for reviewing the material and scheduling time to discuss the topic with their mentor, as needed. Below is an outline of each month and the respective module that will be reviewed.

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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.

END OF YEAR CELEBRATION At the end of the Spring quarter, there will be a celebration for all mentees and mentors (that can be in the area) to connect in a social setting.
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. Alumni will be invited to connect with each other as well as with other students, if they so choose. 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 Rebecca 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 (hopefully 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!
4. Plan ahead for meetings 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. Try something new. Take action!
5. If you’re not on LinkedIn yet – join! We have a Global Health Students and Alumni group: https://www.linkedin.com/groups/3075642
6. Feel free to maintain relationships with your mentor or other mentors/mentees you meet during this program after it ends.
Career Resources

The Weinberg College of Arts & Sciences offers:

- **Career Panels/Industry Nights**—intended to provide information about a range of career opportunities within a specific field, e.g., Finance, Government, International Development, Consulting, Education, The Arts, etc.
- **Industry Specific Workshops**—e.g., How To Prepare for A Case Study Interview, A Life in Pursuit of Global Health, etc.
- **Alumni Friends of Weinberg**—Alumni “Friends” meet with a group of up to 12 students at least twice during the academic year to offer advice about career options and opportunities related to a field of study.
- **Summer Intern Gatherings**—host a gathering of students working in your city for the summer. Introduce them to other NU area Alumni to share advice on career planning.

**Northwestern Alumni Association Networking & Mentoring**
The NAA has a complete package of career guidance tools, online services and networking resources to help you achieve your career goals.

**The Northwestern LinkedIn Group**
Join today and network with thousands of fellow Wildcats!

**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.