

MD/PhD Longitudinal Alumni Mentorship Program Guidelines

Program Overview

The MD/PhD Longitudinal Alumni Mentorship Program is a fantastic way for MD/PhD students to connect with alumni in one-on-one conversations. For students, this is an opportunity to receive advice and insight into the field of medicine and grow a professional network. For alumni, this is an opportunity to support student success.

Above and beyond specializations, the mentorship program helps students build a meaningful professional relationship with an experienced professional.

The MD/PhD Longitudinal Alumni Mentorship program runs through the academic year (September to May). Mentors and mentees can decide to meet virtually or in person.

Program Commitment

Once matched, alumni mentors and student mentees **must meet at least 2-3 times** during the academic year. If schedules allow, additional meetings are encouraged.

Mentor-mentee meetings should be held virtually, ideally via video call (Zoom, Skype, FaceTime, etc.) or in person.

Participating in the Program

MD/PhD students complete this online [Mentee Application Form](#).

MD/PhD alumni complete this online [Mentor Application Form](#).

An email confirmation will acknowledge an application has been received.

Student Mentees Responsibilities

The MD/PhD Mentorship Program is **student-driven**. Student mentee responsibilities include:

- Being responsible to initiate and maintain all communications with your mentor
- Taking the lead in scheduling the virtual meetings (sending calendar invites to your mentor with exact details on times and online meeting platforms)
- Making the most out of your time with your mentor and preparing an agenda with discussion topics and/or questions for each of your meetings (make sure to share this in advance of the meeting to help your mentor come prepared)
- Being on time for meetings and respond to emails/phone calls quickly (this will show that you are respectful of your mentor's time)

Mentor Responsibilities

- Creating a safe and trusting environment
- Being timely and respectful
- Being a good listener who is empathetic, approachable and non-judgmental
- Providing valuable and constructive feedback
- Establishing personal boundaries, expectations and communication methods early on

Mentorship Meeting Topics

Below is a list of suggested topics to guide your mentorship conversations. Feel free to discuss only those which are most relevant to you.

- CV critique and/or interview preparation
- Job search strategies and career planning
- Building professional networks and conducting informational interviews
- Work/life balance and clinic/research balance
- Resources for further professional development (associations, conferences, courses, online tools etc.)

Check-Ins

Staff from the Office of Advancement and student leads will be checking in with both mentors and mentees twice during the course of the program. The first time will be early November/December to ensure that all matches are going smoothly and the second will be in the New Year (approximately in March). In addition to this, students may be contacted more frequently by their program representatives to encourage an active mentor-mentee relationship.

Mentorship Closure

The official part of this mentoring relationship ends at the completion of the academic year (April). Please take some time to fill out the evaluation survey for the program which will be sent to you electronically.

If you have any questions about your match or the mentorship program, please contact **Katrina Heisz**, Manager of Alumni Programs at katrina.heisz@utoronto.ca