

UCSF PROPEL



# **MENTORSHIP** **GUIDEBOOK** **GUIDEBOOK** **GUIDEBOOK** **GUIDEBOOK**

FOR SCHOLARS & CLINICAL MENTORS

# TABLE OF CONTENTS

## 01

Mentorship: A Pillar of PROPEL

## 02

Benefits of a Clinical Mentor

## 03

Expectations

## 04

Where to Begin

## 05

Tips for Successful Mentorships

## 06

Troubleshooting

## 07

UCSF Resources

# MENTORSHIP: A PILLAR OF PROPEL



One of PROPEL's core tenets is strong mentorship. It is an important part of any career development, but especially at the post baccalaureate stage. Scholars at this stage are at a cross-roads; hoping to navigate career decisions while advancing in the field of science. Mentors serve as a guide to help scholar navigate these complicated and personal journeys, normalize struggles, identify and remove career roadblocks, and act as sources of inspiration.

## THE ROLE OF CLINICAL MENTORS

All PROPEL scholars are already paired with a primary research mentor, but, if they are pursuing an MD/PhD they have the option of pairing with a clinical faculty mentor as well. Clinical mentors can offer a wide variety of support, including career navigation, access to clinical opportunities, and networking that would otherwise be difficult for the scholar to access.

Our clinical mentors serve as a vital resource for our scholars and ensure the success of the entire PROPEL program.



# BENEFITS

## OF A CLINICAL MENTOR



**HAVING A CLINICAL MENTOR IN THE FIELD CAN PROVIDE NUMEROUS BENEFITS.**

### **01 Career Guidance**

A clinical mentor may offer additional career guidance, sharing experiences and advice on navigating toward a career as a physician scientist. A clinical mentor is particularly valuable at this early-career stage. It may help you develop a well-rounded perspective on your career path.

### **02 Expanded Network**

Working with a clinical mentor can expose you to a broader professional network, including others that can provide access to clinical opportunities and perspectives on medicine. This additional networking opportunities can contribute to your career development and open additional doors.

### **03 Access to Clinical Shadowing**

Working with a clinical mentor can provide potential shadowing opportunities. Shadowing allows scholars to observe professionals in their field of interest, giving them hands-on exposure.

### **04 Volunteer Opportunities**

A clinical mentor may have connections to various volunteer opportunities. Volunteering provides practical, hands-on experience that enhances your knowledge and skill set.

### **05 MD/PhD Application Prep**

If the clinical mentor has expertise in the MD/PhD application process, it would be beneficial to the scholar to have the clinical mentor review their application.

### **06 Work-Life Balance**

The secondary mentor can offer guidance on work-life balance, stress management, and personal development. This type of support is essential for maintaining your well-being and overall satisfaction in their scientific journey.

# EXPECTATIONS

## CLINICAL MENTOR EXPECTATIONS

- Provide active listening, guidance, and encouragement to the scholar.
- Connect the scholar with resources to help them achieve their goals.
- Provide feedback on essays and grant application drafts, if requested.

## SCHOLAR EXPECTATIONS

- Schedule meetings with the clinical mentor at least twice a year.
- Be open to receiving feedback and sharing your goals and challenges
- Prepare for the meeting using the Clinical Mentor Pre-Meeting Survey (below).



## NUMBER OF MEETINGS

01.

PROPEL scholars are encouraged to meet with their clinical mentor *twice per year*. Additional meetings are at the discretion of both the scholar and clinical mentor.

## DELIVERABLES

02.

Scholars are required to fill out a [Clinical Mentor Pre-Meeting Survey](#) before each meeting. A copy will be emailed to both mentor and scholar. In the survey, scholars record their research project, grad application progress, and career goals. After the meeting, scholars complete a [Post-Meeting Survey](#), reflecting on the meeting.

## RESOURCES

03.

As young scientists, PROPEL scholars are new to the scientific professional space and need resources to navigate this part of their career.

Clinical mentors are encouraged to act as a resource by sharing lessons learned on their own career journey, connecting scholars to colleagues and campus resources (page 7), as necessary.

Clinical mentors are also a resource for the PROPEL program, as you'll have insight into the scholars career development. If at any time you need more help, please don't hesitate to reach out to our program administrator at: [propel@ucsf.edu](mailto:propel@ucsf.edu).

# WHERE TO BEGIN

## SETTING UP THE FIRST MEETING

Finding a time to meet can be challenging. Start by deciding what kind of meeting is most appropriate (zoom or in-person).

Offer several meeting options via email that work for you. Tip: checking [Outlook's Scheduling Assistant](#) is a great way to check someone else's calendar to find possible meeting times that match. Or create a [doodle poll 1-on-1](#) with suggested times to find a match.

## WHAT TO ASK AT YOUR FIRST MEETING

Here some topics to discuss at your first meeting:

- For scholars: Clarify the role you'd like your mentor to have
- For mentors: clarify the role you can provide (eg: encourager, advisor, professional development coach, etc.)
- Go over the [Clinical Mentor Pre-Meeting Survey](#) (emailed before the meeting).
- Schedule your next meeting

## WHAT TO EXPECT AT YOUR FIRST MEETING

The first meeting between clinical mentor and scholar is all about getting to know one another. Mentors and Scholars: introduce yourself, a bit about your personal/professional life, why you decided to participate in PROPEL, etc.

At this meeting, be sure to discuss how often you'd like to meet (PROPEL encourages 2 meetings per year).

## INSTRUCTIONS FOR MENTORS

Remember that you are resource for the scholar, both for career development and for navigating their existing career in science. A great way to start? Asking questions like: "How can I help?"

Need help yourself? If you'd like help (i.e. finding a requested resource your not sure about or with requested advice you feel is outside of your purview). contact us: [propel@ucsf.edu](mailto:propel@ucsf.edu). We're here to support you!

# TIPS FOR SUCCESSFUL MENTORSHIPS



## For Mentors

- Use active listening.
- Share your successes and failures. This will help your scholar feel comfortable sharing about their own experiences.
- Don't assume anything about your scholar or their life experiences.
- Be clear about your availability. Mentoring is volunteer work, and we want to be respectful of your donated time, so be clear about what you are able to do.

## For Scholars

- Prepare for meeting with the [Clinical Mentor Pre-Meeting Survey](#) and be prepared to explain your responses at the meeting.
- Be open to sharing challenges as well as successes. Secondary mentors can be a great place to get help navigating your professional career or guidance on difficult topics.
- Be clear about what you want from your mentor and what you find helpful.
- You don't always have to take your mentor's advice, but be sure to listen fully before making a decision.



# TROUBLESHOOTING

**Mentorships many not always work out and that's ok. Here's what to do if you're having trouble.**



## Meetings difficult to schedule/email response slow

Make sure to check in about communication preferences. Sometimes a slack message or a phone call is preferred to email. Many faculty have assistants that manage their calendars. Be sure to discuss if this is the case.

We all get busy, so sending a follow-up meeting after one week with a short reminder can keep meeting requests from getting lost.



## Shifting career paths/availability

Scholars are at the very beginning of their career path. Therefore their career goals can and do shift, and that OK. Sometimes its a change in interest in a particular field of study, or about graduate school, or which degree to pursue (PhD vs MD/PhD). It can mean that what once was a good clinical mentor match no longer fits. If there is a shift in career goals, it's OK to ask to rematch with someone that shares these new interests and aspirations.

Similarly, faculty commitments and time availability can change. If a clinical mentor's schedule becomes too tight to offer adequate support, it's OK to ask for a rematch to someone who has more time.

## WHAT TO DO IF IT'S NOT WORKING...

Discussing early how to check-in on the status of your mentor/scholar relationship will help facilitate those conversations later if something isn't working. If the match doesn't seem quite right, we can help! Contact us at [propel@ucsf.edu](mailto:propel@ucsf.edu) for help, or to find another match.



# UCSF Resources

## **Student Success Center**

[success.ucsf.edu](https://success.ucsf.edu)

## **Student Financial Services**

[finaaid.ucsf.edu](https://finaaid.ucsf.edu)

## **Student Life**

[studentlife.ucsf.edu](https://studentlife.ucsf.edu)

## **Campus Life Services**

(Housing, Transportation,  
Fitness & Rec,  
Family Services)

## **Basic Needs**

[basicneeds.ucsf.edu](https://basicneeds.ucsf.edu)

[campuslifeservices.ucsf.edu](https://campuslifeservices.ucsf.edu)

## **Student Disability Services**

[sds.ucsf.edu](https://sds.ucsf.edu)

## **Undocumented Student**

### **Support Services**

[undocu.ucsf.edu](https://undocu.ucsf.edu)

## **Student Health & Counseling**

[studenthealth.ucsf.edu](https://studenthealth.ucsf.edu)

## **Office of Career & Professional Development**

[career.ucsf.edu](https://career.ucsf.edu)

## **Learning Resource Service**

[learn.ucsf.edu](https://learn.ucsf.edu)

## **Multicultural Resource Center**

[mrc.ucsf.edu](https://mrc.ucsf.edu)

## **Student Veteran & Military Support Services**

[veterans.ucsf.edu](https://veterans.ucsf.edu)

## **LGBT Center**

[lgbt.ucsf.edu](https://lgbt.ucsf.edu)

## **CARE Advocacy Resources & Education**

[careadvocate.ucsf.edu](https://careadvocate.ucsf.edu)