UNIVERSITY OF CALGARY
CUMMING SCHOOL OF MEDICINE
Bachelor of Health Sciences

Mentorship Program: Student Guidelines

Overview

The purpose of the Mentorship Program is to establish a supportive relationship between volunteer mentors and interested BHSc students at the University of Calgary. By providing students with a professional contact, the program gives them the opportunity to interact with experienced professionals in order to gain insight into their career path of interest, and access to learning opportunities that they may not have during the regular course of their academic career.

Having a mentor is a great opportunity that all BHSc students should consider! A mentor relationship can explore and involved discussion about many topics.

- **Benefit from networking opportunities within the Cumming School of Medicine,**
- **Gain research perspectives,**
- **Build self-confidence and gain experience interacting in professional setting,**
- **Acquire information, advice, and guidance from a faculty member with professional experience,**
- **Obtain new contacts and perhaps insight into volunteer postings, and student funding opportunities,**
- **Gain career insights, and so much more!**

The mentorship program not only provides students with valuable information, but also assures that, as graduates, you will be more prepared to deal with the realities of your profession.

Always remember that a mentor's time, wisdom, and experience are invaluable to this program. The mentors within the Mentorship Program are volunteer faculty members who have generously offered their time and support to help and guide you.

Student Guidelines

- Participation in the Mentorship Program is a voluntary resource for all interested BHSc students.
- **You are responsible for making the initial contact with your mentor - please do so in a timely manner so that you are able to meet in-person or virtually.**
- We strongly recommend that you meet with your mentor at least 1-2 times per semester in-person or virtually. Meetings can be for only 15-20 minutes. Once you have set up your first initial meeting, schedule your next meeting with your mentor.
- **After every meeting with your mentor, you will be required to fill out the *BHSc Mentorship Program – Follow-up* form via Qualtrics. A link to the form will be emailed**

to you so please bookmark it as you will use the same form throughout the 2025-2026 academic year.

- We promote and emphasis professional behavior in the BHSc program – if you receive an email from your mentor, please respond back in a timely fashion, normally within 24 hours.
- While the mentor can offer guidance about professional areas that the student may be considering, the program is not designed to help the mentor recruit students, nor to help the student secure a position in a research program or lab.
- Students are urged to recognize that the mentors are taking time away from their own work and other commitments to serve in this role. Although it can be challenging to accommodate schedules, it is the quality of the mentoring relationship which should make the effort worthwhile. If your mentor does not reply to your email or phone call, please try again and remember they are not ignoring you, they are busy.
- You will be asked to complete a Student Survey at the end of the year in order to evaluate and make improvements to the program.

TIPS for a Successful Mentoring Relationship

- Prepare to meet with your mentor by learning as much as possible about your mentor prior to your initial meeting.
- If possible, prepare a list of questions or topics that you would like to discuss with your mentor.
- Use a "catchy" title such as ***"New Mentee Requesting a Meeting with Mentor"*** or ***"Meeting Request with Your New Mentee"*** in your emails to your mentor. Faculty members receive hundreds of emails a day and tend to scan their emails to prioritize which emails require their immediate attention.
- Keep the tone of your email light and friendly. If you would like assistance with drafting an email to your mentor, please email Tharwat Skeik (tharwat.skeik@ucalgary.ca).
- Return phone calls/emails and keep appointments with your mentor. Remember the mentor is serving as a volunteer!
- Arrange your next meeting with your mentor after each meeting you have. That way you can plan around this set meeting date and time.
- Always approach the relationship in a professional manner, keeping in mind that you represent the BHSc program as well as yourself.
- Recognize that the mentoring relationship is a unique opportunity to learn and gain insight from a Faculty member.
- Respect the limits of your mentor's time and attention. Your mentor may also be assigned to more than one student.
- If you have not received a response back from your mentor after three attempts, please email Tharwat (tharwat.skeik@ucalgary.ca).

If you feel the match-up is not what you expected or you no longer have time to meet with your mentor going forward please inform Tharwat as soon as possible!