



Center for Excellence in Public Health Leadership

MCHC/RISE-UP Mentor Guidelines and Resources

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Project Mentor Guidelines

Review [Undergraduate Mentor's Video](#) for more information.

Click [HERE for the Mentor Agreement Link!](#)



Mentorship Description

MCHC/RISE-UP is designed to provide undergraduate scholars with three types of public health leadership experience. (1) Clinical, (2) Research, and (3) Community Engagement and Advocacy. Scholars may participate in up to two of the three during summer.

The primary responsibility of the Project Mentor is to provide a public health leadership experience that supports the scholars' academic, career, and professional development. By the end of the summer, each scholar is expected to produce a poster presentation based on their summer public health experience.

The Project Mentor will meet **weekly for a minimum of 20-30 minutes** with the scholar. Meetings will begin in the first week of June and conclude the third week of July. Additional resources are included after the description of mentorship activities.

*Please note that the CDC and HRSA strongly encourage mentors to integrate discussions of the public health core competencies in their work with scholars. *

Mentorship Model

The M³ (Multi-Modality Mentoring) model will be used for MCHC/RISE-UP.

- Research Site Mentoring
- Collaborative development of an Individual Development Plan, including setting SMARTIE (Specific, Measurable, Action-Oriented, Realistic/Relevant, Time-Bound, Innovative/Intentional, Evidence-Based) goals for the research project, fellowship program, and professional development.
- One-on-one coaching by a member of the Center for Excellence in Public Health Leadership (C4EPHL) program team

Public Health Leadership Experiences

Mentors will assist scholars with the following based on areas of interest.

Clinical Experience

- 1) Patient care and observation
 - a) Shadowing physicians, nurses etc. during rounds
 - b) Observe diagnostic procedures and surgeries
- 2) Documentation and record-keeping
 - a) Learn how to write progress notes and patient histories – document experiences in their C4EPHL journal
 - b) Review lab results etc.
- 3) Team meeting and conferences
 - a) Participate in interdisciplinary team meetings
 - b) Attend clinical conferences or grand rounds
- 4) Research and Quality Improvement
 - a) Assisting with clinical research or data collection
 - b) Reviewing literature for evidence-based practice

Research Experience

- 1) Project Supervision
 - a) Provide scholars with tools to conduct research, specifically data collection and analysis
 - b) Have or provide a data set
 - c) Review and approve drafts of reports, posters, abstracts, etc.
 - d) Offer support with data analysis as needed
- 2) Professional development
 - a) Offer advice on academic pathways, graduate school, and career options
 - b) Encourage participation in conferences, seminars, or journal clubs
- 3) Networking
 - a) Introduce students to other researchers

Community Engagement and Advocacy Experience

- 1) Guidance
 - a) Introduce scholars to the advocacy initiative and mission and goals of the organization
 - b) Assist scholars in understanding community advocacy, challenges and opportunities
- 2) Skill Development
 - a) Provide training or resources on tools that support advocacy
 - b) Coach scholars on leadership, and cultural humility
- 3) Project supervision
 - a) Assign task that align with interest of scholars such as organizing events, conducting outreach and creating educational materials for the community
 - b) Provide meaningful feedback and help navigate challenges
- 4) Professional Development
 - a) Offer advice on career paths in related fields
 - b) Connect scholars with community leaders, policymakers, and other advocates
 - c) Encourage attendance and participation in meetings, forums and other events

Deliverables for Scholars

- Research Poster/Presentation
 - MCHC/RISE-UP end of summer research symposium
 - JHU CARES- July
 - ABRCMS- November
- Research abstract submitted to national scientific conference
 - Abstract submission to ABRCMS
 - Abstract acceptance is not required to attend

Mentor Responsibilities

- Review and approve poster presentation if the presentation is related to MCHC/RISE-UP scholar's work in your program
- Mid-term and final mentor evaluations

Suggested steps for presentation

1. Assist in project title selection
2. Identify data or presentation topic that will be used and point person at the mentorship placement who will provide assistance as necessary. Provide guidance on literature review/background information. Start with rough draft of the poster early in the process. Share the "Poster Design Hints and Tips" (Poster Design Hints and Tips) with scholar to aid in constructing the poster.
3. Encourage submission of an early rough draft. *Start practicing at least two weeks in advance of the deadline – mid July.* Please work with scholar to stay on time with deliverables (We understand that this is sometimes not possible.)
4. Review and provide feedback as promptly as possible given the short amount of time we have for the program

Resources

Mentor Self-Reflection

How are you doing? Self-reflection is an important practice to improve our performance and efficiency.

1. Review Summary Activities and self-reflect on how to actively engage these areas
 - a. in your mentorship approach
 - b. in understanding your scholar's aspirations and needs
2. What is the quality of your rapport with your scholar?
3. What resources or approaches might help strength your mentorship and scholar rapport?
4. These are changing times! As you reflect on your mentorship, what influences are affecting your reactions, availability, and approach to working with scholar?

Enhancing Mentoring Summary Activities						
Discuss strategies to promote professional development	List strategies to promote/advocate health and wellbeing	Maintain effective communication between mentors and scholars	Align expectations between mentors and scholars	Assess understanding of scholar	Foster Independence of scholar	Address Engagement

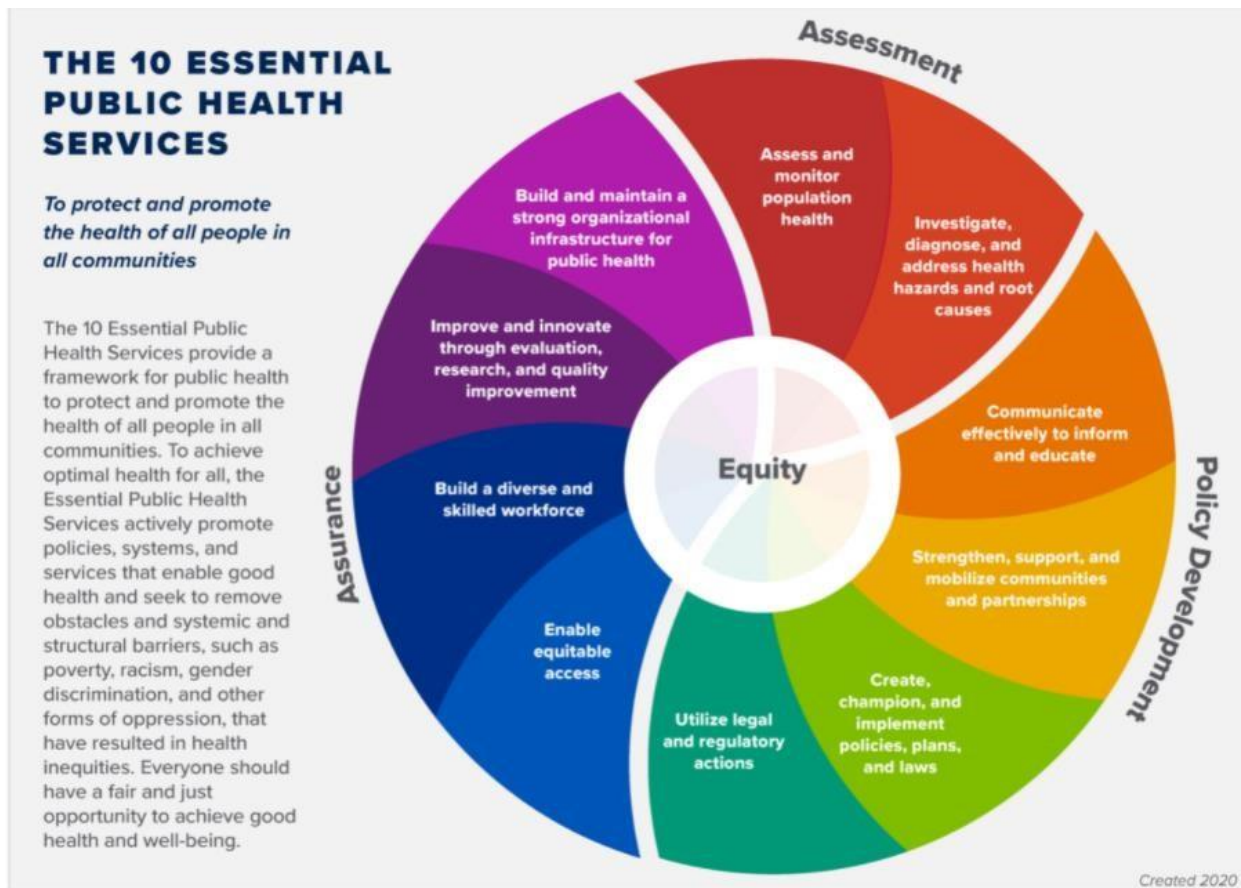
CDC Public Health Competencies

Table 1	
DOMAIN 1	
1.1	Define public health and related roles and responsibilities of government, non-government agencies, and private organizations
1.4	List the leading causes of mortality, morbidity, and health disparities among local, regional, and global populations
DOMAIN 2	
2.1	Describe how the methods of epidemiology and surveillance are used to safeguard the population's health
2.2	Identify scientific data, including tools of informatics, and other information for assessing the well-being of a community
2.3	Discuss interconnectedness among physical, social, and environmental aspects of community health
2.4	Communicate health information to a wide range of audiences through an array of media
2.5	Conduct a literature search on a health issue using a variety of academic and public resources
2.6	Engage in collaborative and interdisciplinary approaches and teamwork for improving population health

2.8	Assess the source and quality of health information and data related to individual and community health
2.9	Appreciate the multiple determinants of health
DOMAIN 3	
3.1	Identify stakeholders who influence health programs and interventions
3.2	Discuss the role of community engagement in promoting population health and social justice

The Public Health Wheel

Figure 1.



Poster Design Hints and Tips

PowerPoint Poster Template

[UpdatedAcademicPPTPosterTemplate.pptx](#)

Page Setup

- Use Microsoft PowerPoint to layout your poster
- Set up your page size at 50% of the final size you want to be printed
- For final poster size of 48"x72", make the page size 24"x36"

Backgrounds

- Use Light-colored background with a dark-colored font
- Another option is a dark-colored background with a light-colored font

Fonts

- Recommended font (Aptos)
- Use at least 22-point font size
- Use bold, italics, and varying font sizes to highlight important items
- Avoid underlined text and text effects

Photos

- Digital image should be at least 72 dpi at actual size (final output).
- Use 144 dpi for digital image for page size at 50% (if you are scanning a 4"x 6" photo that you want to be 6"x 9" at actual size, then scan it at 108 dpi or higher)
- Make changes to digital images before importing the image into PowerPoint

Charts / Graphs

- Add Charts/Graphs
- Create charts and graphs in Microsoft Excel or through another source

Proofing

- Review font size, colors, clarity, logical flow, wordiness, and spelling

DISCLAIMERS for Posters and Power Point Presentations

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