Mentor Guidelines and Information
Graduate 12-Month Program-2027

The Center for Excellence in Public Health Leadership Programs at Kennedy Krieger Institute include the Dr. James A. Ferguson Emerging Infectious Diseases RISE Fellowship for graduate scholars and the Maternal and Child Health Careers/Research Initiatives for Student Enhancement (MCHC/RISE-UP) for undergraduates. The goal of these programs is to **support public health careers with special emphasis on scholars interested in population health promotion.**

Ferguson RISE fellows work with research mentors on projects related to infectious diseases treatment and prevention, health promotion, advanced molecular detection, wastewater surveillance, mental health, developmental disabilities, and epidemiology. Fellows may also rotate through clinical experiences related to infectious diseases and public health and attend clinical rounds. Ferguson RISE fellows may receive training in the conduct of community-based participatory research. Fellows will also have access to biostatistics consultation.

It is important to note that the Ferguson Fellowship is a training and mentorship program NOT a contracting organization. While fellows may have a variety of pre-existing skills and experiences, it is important to remember that they are first and foremost trainees. Mentors *must* be prepared to provide additional training, guidance, and support.

*To be a mentor it is essential that you have strong mentorship skills and **time**.*

Click QR code for Mentor Agreement:

Mentorship Model

The M^3 (Multi-Modality Mentoring) model will be used for Ferguson RISE Fellows.[1]

- Research Site Mentoring
- Collaborative development of an Individual Development Plan, including setting SMART (Specific, Measurable, Action-oriented, Realistic/Relevant, and Time-Bound) goals for the research project, fellowship program, and professional development.
- One-on-one coaching by a member of the program team
- Research Accountability Groups (structured meetings to present research progress to peers)

Mentor responsibilities

- Completion of **the Ferguson RISE Mentor Agreement** which outlines the proposed project that the fellow will be involved in and the desired skills and competencies the fellow should possess.
- Support fellow's completion of the **Public Health and Social Science-Individual Development Plan** [PHaSS-IDP] (***https://www.careersinpublichealth.org/***)
    - Self-assessment of research skills
    - SMART goals
    - Completion date is on or before the second Friday of June.
- Review fellow's academic and career goals.
- Work closely with your fellow - communicating, teaching, and demonstrating activities to ensure their understanding of the core activities for the fellowship.
- Virtual bimonthly meetings will be offered for mentors to receive announcements and provide updates on fellows' research progress.
- Complete midterm and final evaluations for participating fellows.
- Informational materials for mentors is located in this **informational video**

Schedule of activities for fellows

Dates	**Activities**
Early to mid-April	• Mentor-fellow match notification
May 31st-June 11th, 2027	• In-person orientation at the Kennedy Krieger Institute • Mentors will receive a Save the Date to attend a breakfast and/or lunch meet and greet
Jun – Jul 2027	• Weekly Research Accountability Groups • Weekly one-on-one coaching • Weekly public health seminars and workshop • Fellows focus on literature review and data collection
Sep – Dec 2027	• Monthly Research Accountability Groups • Monthly programming to support data collection/analysis • Monthly public health seminars • Coaching as needed
Jan – May 2028	• Monthly Research Accountability Groups • Monthly programming to support writing/presentation • One section of manuscript due each month • Coaching as needed
End of May 2028	• Final Research Symposium • Mentors will receive a Save the Date

Deliverables

Peer-reviewed publication

- From February to May, fellows will submit a draft of one manuscript section (Introduction, Methods, Results, Discussion) each month to help set the pace to complete this deliverable.
- Fellows usually continue to work toward their publication on a volunteer basis after completion of the program.

15-minute PowerPoint research presentation

- Delivered at the Final Research Symposium at the end of May 2028
- Fellows present draft slides at Research Accountability Groups Jan – May 2028

Mission statement and biosketch

- Mission statement is submitted in June and revised as needed
- Biosketch is submitted in January and revised as needed
- Feedback from mentor is encouraged

- Feedback also provided by coaches and program staff

Research abstract submitted to national scientific conference

- Conference typically attended during the calendar year of fellowship completion (2027)
- The Ferguson RISE program provides funding for registration, flights, accommodation, and per diem (food and transportation) for each fellow to attend one conference.
- Abstract submission is required to receive funding.
- Abstract acceptance is NOT required to receive funding.
- Ferguson RISE program usually has a large presence at the American Public Health Association (APHA) annual meeting, but attendance at other conferences is welcome based on the interests and goals of fellows and mentors.
- REMINDER: Mentors ***must*** review and approve abstracts *prior* to submission.
    - Fellows should also ensure that the Ferguson team is informed via email about intent to attend a conference *prior* to registration to ensure that registration fees and travel are covered. Failure to notify the Ferguson team may risk delays or prevent reimbursement for these expenses.

Program evaluations

- Speaker evaluations
- Course evaluations
- Symposium evaluations
- Baseline, post-summer, and final core competencies
- Mid-term and final program evaluations
- Mid-term and final mentor evaluations
- Post-orientation and final focus groups
- Alumni questionnaire

Research Benchmarks

	Jun '27	Jul '27	Aug '27	Sep '27	Oct '27	Nov '27	Dec '27	Jan '28	Feb '28	Mar '28	Apr '28	May '28
Research questions & hypotheses												
Literature review												
Study design												
Data collection & analysis												
Tables & figures												
Manuscript preparation												
Oral presentation preparation												

Timesheets and Time Off

All fellows have time sheets and vacation sheets that require approval and signature by their site mentors(s).

Mentor-Fellow Conversation Suggestions

- Share your story and hear the fellow's story the first time you meet; set preliminary goals for their personal development while helping them focus on a self-assessment – Who they are? What are their assets? Their passion?
- Assess fellow's career goals, talk about their passion, and distill some objectives:
    - That can be done during the academic year and summer.
    - Some that are long term.
- Each week: Assess progress toward these goals and discuss barriers and facilitators.
- Informational Interview: Recommend that fellow identifies people who are doing the career activities that interest the fellow; encourage them to request an "informational interview" with one of these individuals. Request that fellow learn about the interviewee and prepare questions. The purpose of this is to assess if their work aligns with fellow's expectations, and identify skills, experiences, and networking that would help them pursue this career path.
- Overall, continue to stress the benefit of having a mission-oriented approach to work and career development as it will allow fellow to feel that their work is meaningful and fulfills a purpose.
- Discuss fellows' placement(s) and experiences – continuously incorporate and connect them to:
    - Fellow's PHaSS-IDP
    - Public Health Services Wheel (see Figure 1 in the worksheet below)

Mentor Self-Reflection

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

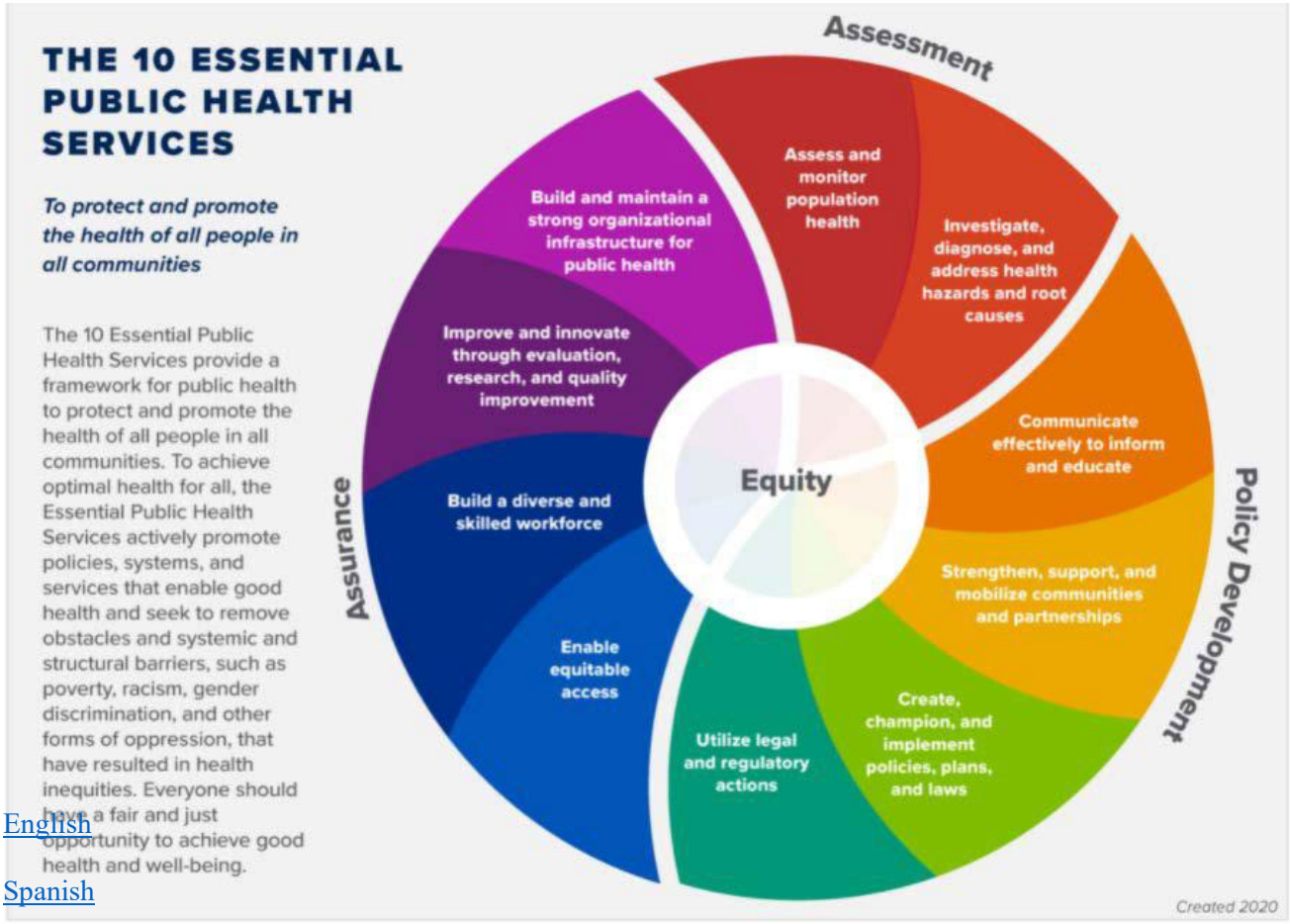
- Review the Mentor's Wheel: Foundation for Mentoring (see Summary and Figure 2 below) and self-reflect on how actively each area appears
    - in your mentorship approach
    - in understanding of your fellow
- What is the quality of your rapport with your fellow?
- What resources or approaches might help strengthen your mentorship and fellow rapport?
- These are stressful times! As you reflect on your mentorship, what influences are affecting your reactions, availability, and approach to working with the fellow?

We are grateful for your contribution to our fellows' learning and growth! We hope that these guidelines clearly describe how to conduct these professional mentorship meetings. If you have any questions or concerns, we encourage you to reach out to us. If there are specific resources that would aid your mentorship activities, please let us know. We will do our best to support you! You can reach us at Ferguson_Fellowship@kennedykrieger.org

We thank you in advance for your time and effort on behalf of the fellows. We hope your participation as a mentor will be mutually beneficial to you and the fellow!

Ferguson RISE Team and Johns Hopkins Administration and Faculty

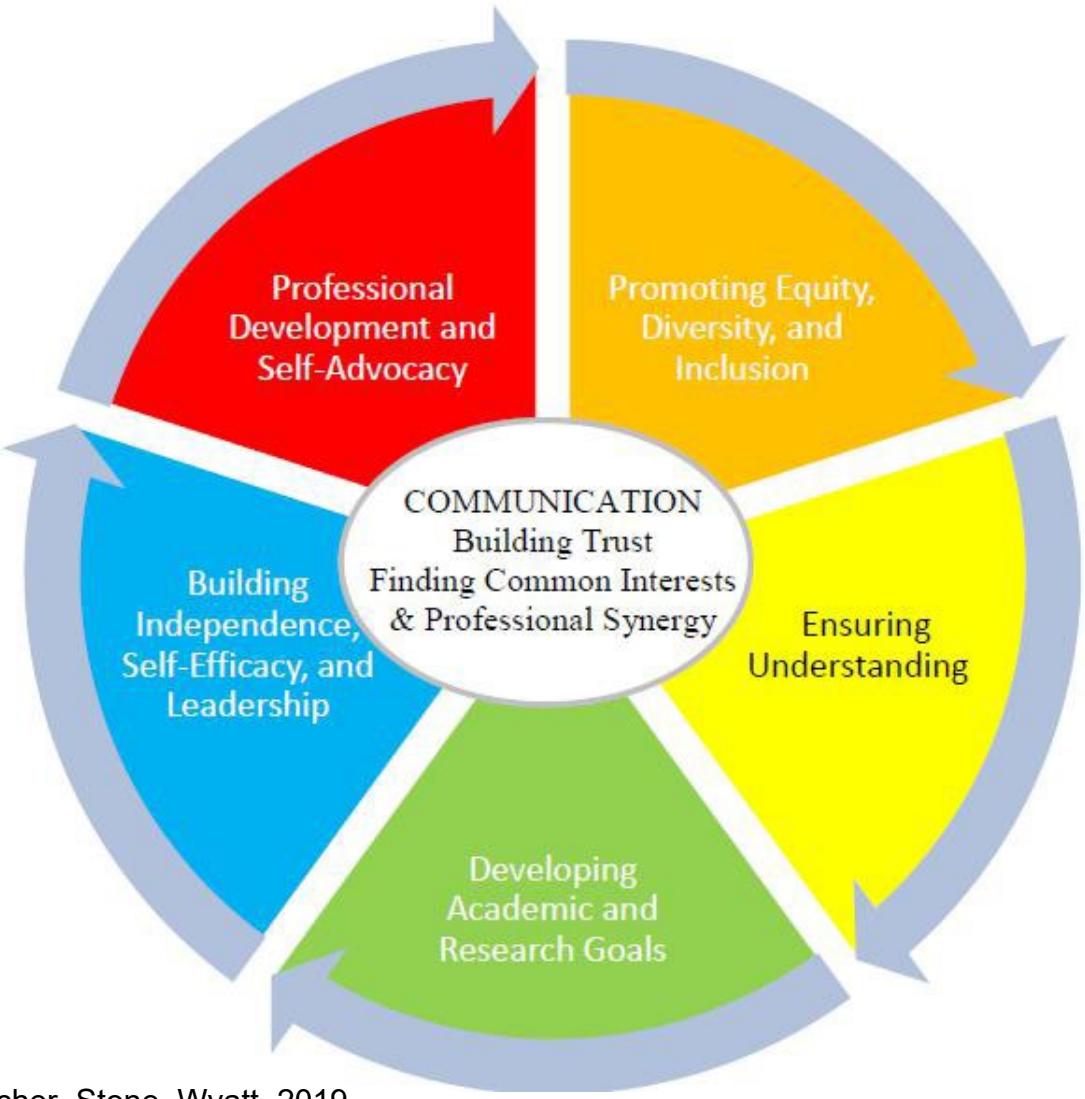
Figure 1. [The Public Health Wheel]



English

Spanish

Figure 2. Mentor's Wheel: Foundation for Mentoring



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Enhancing Mentoring Summary Activities

Discuss strategies to promote professional development	**List strategies to promote/advocate health and well-being**	**Maintain effective communication between mentors and fellows**	**Align expectations between mentors and fellows**	**Assess understanding of fellow**	**Foster independence of fellow**	**Increase engagement**

References

1. Belcher HM, Piggott DA, Sanders R, Trent M. Research Accountability Groups and Mentoring Minutes: The M3 Approach to Promote Public Health Infectious Diseases Research for Diverse Graduate Students. *American Journal of Orthopsychiatry* 2019; **89**: 390-9.