Mentorship Program

Mission:

Hope for Tomorrow and VNMAP are committed to provide guidance and supports for young college students to further their professional development and career opportunities.

Goal and Purpose:

The Mentorship Program is designed to match a mentee with a respected mentor who will provide guidance on a specific subject and help the mentee to reach his/her professional goal. In return, the mentees are committed to uphold high professional standards and give back to the community through volunteer activities and services.

Core Values of the Mentorship Program

1. Respect

2. Professionalism

3. Volunteerism

4. Commitment

5. Empowerment

Benefits:

The Mentorship Program offers several long-term benefits for program participants:

1. **Mentees** – The benefits for mentees include but are not limited to self-discovery, networking, career insight, communication and relationship-building skills, as well as academic counseling.

2. **Mentors** – Mentors will have a chance to create meaningful impact on a member's life through helping their mentees achieve their personal and professional goals. The benefits for mentors include communication, leadership and relationship-building skills.

About the Program:

Program Coordinators: Hung Nguyen, Loc T. Le MD, Huy Do DO, Nguyen K. Nguyen PhD, and Thang Do.

Program Requirements

Mentees –

1. College or High School students

2. Must be 18 year of age

3. Willing to commit in the program for at least 12 months (2 hours/month)

4. A good record of community service and/or leadership in school

Mentors –

Mentors must be working at least one year in the area of their mentoring and abide by a high code of professional conduct. Experience in mentoring and coaching is strongly preferred, but not required.

Please refer to the Recruitment Criteria for more details.

Potential Subjects for Mentoring

1. Professional conducts and etiquettes

2. Personal and professional growth

3. Leadership and Management skills

4. Career Discovery

Potential Technical Areas of Expertise:

- Medicine or dentistry including nursing, dental assistance, and PA/Nurse Practitioner

- Pharmacy

- Engineering/Physics

- Public Health

- Computer Science/IT

- Public Administration/NGO

- Law

- Accounting/Finance

Material Needed

1. On-line application

2. Curriculum Vitae

3. Short personal statement - Optional

Application Review Process For Mentees:

1. Prospective mentees apply for program application through before the prescribed deadline. Two program cycles will be offer a year (in January and July).

2. All submitted applications will be collected and reviewed by the program team

3. Each application will be assigned a numerical value by each review program member

4. Program team will meet and discuss individual rating and reconcile numerical score

5. Top six or 10 applications that have the highest numerical value will be considered for admitting to the 12 - 18 months program

6. All chosen applicants will be notified by the program coordinators via telephone

7. A formal program letter will be sent to accepted applicants to confirm program acceptance

8. Program coordinators will provide a list of available mentors to all applicants for possible pairing

9. Mentor availability is on the first come, first serve basis, unless a mentor is available to accept more than one mentees

10. Once paired, the mentee is to discuss/prepare and individual development plan with his/her mentee.

11. Mentors will monitor mentees progress professional/academically throughout the program.

Application Review Process For Mentors:

1. Candidates interested in becoming a mentor must complete and submit an application either online and e-mail your CV to: Mentorship@VNMAP.org.

2. Candidates will be reviewed and selected according the set criteria

3. A panel of reviewers will be identified, vetted, and integrated into the Mentorship Program. If selected, the program coordinator will inform the candidate.

4. Each mentor will define their availability for accepting mentees

5. The Program Coordinator(s) matches an individual mentee with an individual mentor based on their respective skills, interests, and goals.

6. Once a match is determined, the Program Coordinator will connect mentor and mentee either through email or joint conference call.

7. Mentor and mentee will create an action plan (see *below*) outlining their communication methods and scheduled meetings, which should be sent to the Program Coordinator to be kept on file. The mentee must be prepared with relevant questions pertaining to their personal or professional development, while the mentor must provider relevant guidance, insight, and/or feedback.

8. The first meeting should be scheduled within one week of being connected. Mentor should provide guidance for students.

9. Mentors/mentees are required to correspond (e.g. e-mail, phone, teleconference, in-person, etc…) at least one time per month.

10. The Program Coordinator will follow-up with mentors and mentees every 3 months.

11. The Mentorship Program is intended to prepare mentor and mentees for a long-lasting relationship. As such, we recommend a commitment of at least two years into the program. At any time a mentor and/or mentee wants to withdraw then he/she must communicate with each other and contact the program coordinator.

Minimum Expectations

To participate in the program, both mentors and mentees are expected to work together in a period of **12 months**. In order to ensure the program maintains success, members must meet the following minimum expectations:

Mentors:
1. Dedicate at least 2 hour per month to interact with mentee (e.g. e-mail, phone, teleconference, in-person meeting, etc…)
2. Must have at least one and no more than three mentees at a time
3. Answer any mentee inquiries within a week from the date of receipt
4. Provide timely feedback of any encountered problem(s)
5. Participate for at least two years
6. Update yearly profiles
7. Keep program coordinator posted upon request

Mentees:
8. Dedicate at least 1 hour per month to interact with mentor
9. Demonstrate a good track record of community service
10. Display appreciation, consideration, and respect towards mentor
11. Remain abreast of mentors time and feedback
12. Keep program coordinator posted upon request
13. Develop a development action plan with achievable goals

Mentorship Guide

The mentorship program aims to build to personal and professional growth of all individuals. In doing so, mentors/mentees can use the following guide as a reference.

1. **Counseling:** Mentees/Mentors should discuss interest in different careers or different fields within an area

1. If the mentee is interested in attending medical school, mentors suggest best practices to achieve that goal such as conducting thorough research on the schools the mentee is interested in applying)

2. **Advocating for success:** Mentees/Mentors should define goals for the mentoring relationship and identify steps to achieving success.
3. **Networking opportunities:** Mentee/Mentors can discuss various events, activities, and webinars/seminars to attend in order to advance networking opportunities.
4. **Academic support:** Mentees/Mentors review academic trajectory consistent with mentee's career goals.
5. **Action Plan:** Upon match, Mentors/Mentees will receive each individuals corresponding mentorship profile outlining general information, education, work experience, resume, goals and interests. The first meeting should be scheduled within one week of match. The first meeting should establish an action plan that covers the following:

1. Review general background, interests, and goals
2. Communication Preference
1. E-mail, phone, teleconference, in-person, etc…

3. Frequency of correspondence
2. 1x/week, 1x/month
   1. Schedule of next correspondence