

# Marshall Mentoring Program Guide



Program implementation: January 1, 2013  
Revised: December 2014  
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The Marshall Mentor Program is a combined program that provides every undergraduate medical student with the opportunity for early clinical experiences and academic-career advising with a practicing clinical physician. The primary objective is to create collaborative relationships with students that will foster an atmosphere of connection, support and guidance.

The program includes two components depending on the academic year the student is experiencing. First and second year students are required to complete early clinical experiences and academic advising while third and fourth year student will focus on academic and career advising.

Guidelines for the Marshall Mentoring Program are based upon the AAMC Careers in Medicine® (CiM) program which is designed to assist medical students:

- Identify career goals
- Explore specialty and practice options
- Choose a specialty
- Select and apply to residency programs
- Make solid career decisions

In addition to the above, mentors are a good resource on academic advising. By developing a rapport and engaging in productive conversations with students, mentors will be able to identify true issues that medical students are facing and maximize resources that are available.

All currently enrolled medical students will request mentors or departments on an annual basis, typically in the summer prior to the academic year. The student has the option to keep their current assignment or request a change. This process is completed by logging in online at <http://somwebapps.marshall.edu/students/advising/request/>.

Any questions or concerns regarding the assignment of mentors should be discussed with the Assistant Director of Academic and Career Support Services at [christopherl@marshall.edu](mailto:christopherl@marshall.edu).

### **Early Clinical Experience Component: All MS1 and MS2 Students:**

#### **Note: MS-1 Students will begin the mentoring experience in the spring semester.**

In order to provide preclinical students an opportunity to work with clinicians, all students must complete 9 hours for the Fall semester and 12 for the Spring semester with their mentor in a clinical setting (in the clinic, office, hospital rounds, etc.).

All hours must be documented in the student's clinical experience log and signed off by the mentor. Completion of semester hours and submission of clinical experience log must be submitted to the Office of Student Affairs at [christopherl@marshall.edu](mailto:christopherl@marshall.edu) by the following dates:

Fall Semester:            December 31 (MS1 exempt)

Spring Semester:        May 31

**PERSONAL REFLECTION:** At the end of every academic year, the student is to successfully write and submit a personal reflection on their experiences. Reflections must be based upon experienced in the clinical area and reflect an appropriate degree of thoughtfulness and effort. Guidelines for the reflection: One page and 12 font. Please be sure to include your name and class year. Reflection papers are NOT to include patient identification or information, HIPAA should be recognized at all times.

Completed personal reflections should be submitted before midnight, June 1 to the Office of Student Affairs at [christopherl@marshall.edu](mailto:christopherl@marshall.edu).

Students who fail to complete the hours, submit a clinical experience log or a personal reflection by the due dates listed above are at risk of receiving a critical incident form noting unprofessionalism and not be promoted to the next academic year per Academic Standards guidelines.

### **CLINICAL MENTORS GUIDELINES:**

- The ultimate goal of being a clinical mentor is to:
- Develop a collaborative relationship with the mentee.
- Assist in the development of skills necessary to select a medical specialty and to find a desirable residency.
- Assist students in utilizing appropriate resources as needed: counseling, academic support, etc.

Responsibilities include:

- Maintain clinical or volunteer faculty appointment with JCESOM. Please contact Office of Student Affairs if assistance is needed at [christopherl@marshall.edu](mailto:christopherl@marshall.edu).
- Respond to any communications (email or phone messages) from the assigned student.
- Ensure confidentiality of all sessions.
- Document all sessions. Meetings with students can be documented by following this link: <http://somwebapps.marshall.edu/students/advising/request/>.
- Evaluate the student at the end of each academic year. Evaluation forms will be sent to via email by the Office of Student Affairs. Upon receipt of the evaluation, 10 CME hours will be provided per student up to 20 CMEs maximum.
- Allow any MS-1 and MS-2 mentee to work in the clinical setting assisting with patient care as deemed appropriate. (Obtaining a history or physical, assisting in procedures, hospital rounds, etc.)
- All students are to receive 1 hour of career advising per semester. Guidelines to advising will be posted to the Marshall Mentor website for reference. Document all sessions at <http://somwebapps.marshall.edu/students/advising/request/>.
- Complete a mock interview with any MS-4 mentee and provide feedback for improvement. Document session at <http://somwebapps.marshall.edu/students/advising/request/>.

Finally, your time and efforts are greatly appreciated. The service you provide is very valuable to the success of each medical student. The Office of Student Affairs is here to assist and answer any questions you may have during this experience. It is the goal that each of you have enjoyable sessions with the mentees.

Sincerely,

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