

MD Alumni Mentorship Program Guidelines

Program Overview

The MD Alumni Mentorship Program is a fantastic way for MD students to connect with MD alumni in a one-on-one professional development relationship. The opportunity to gain advice and insight from an experienced physician helps students build meaningful professional relationships and grow their network.

The program is open to all U of T MD students and alumni, and will be hybrid for 2022, meaning that mentors and mentees can decide to meet virtually or in-person.

2023 Program Timeline

August	<ul style="list-style-type: none">- Student mentee application submission- Alumni mentor volunteer registration- Mentor and mentee matching completed
September	<ul style="list-style-type: none">- Email introductions sent to mentors and mentees- Orientation Meeting
October	<ul style="list-style-type: none">- Mentor and mentee check-in- Alumni Relations Office follows up with all students to ensure they have made contact
December	<ul style="list-style-type: none">- Mentorship program ends

Program Commitment

Once matched, student mentees and alumni mentors must meet **once**. After this meeting, there is no obligation to continue meeting. However, mentees and mentors are welcome to continue meeting for as long as both find mutual benefit.

Participating in the Program

Complete the [Mentee Application Form \(students\)](#) or the [Mentor Application Form \(alumni\)](#).

An email confirmation will acknowledge an application has been received.

Matching Process

The matching process is facilitated by the Temerty Faculty of Medicine Alumni Relations Office based on professional interests and/or mentorship goals.

Students will receive an email introduction with their assigned mentor including contact information. **Following the introduction, students must initiate contact with their assigned mentor within five business days.**

Responsibilities

The MD Alumni Mentorship Program is **student-driven**. Students are responsible for initiating and maintaining all communications and will coordinate convenient meeting times and locations with their alumni mentor. Students are expected to have their webcams on for virtual “face-to-face” meetings. (Students will be respectful of their mentor’s time, ensuring they are on time for meetings and responding to emails/phone calls in a timely fashion.)

To maximize the full benefit of the meeting, **students should prepare an agenda with conversation topics and/or questions** and email it to their mentors in advance.

Below is a list of suggested topics to guide your mentorship conversations. Feel free to discuss only those which are most relevant to you.

- CV critique and/or interview preparation
- Job search strategies and career planning
- Building professional networks and conducting informational interviews
- Work/life balance and clinic/research balance
- Resources for further professional development (associations, conferences, courses, online tools etc.)

Mentors are responsible for creating a safe and trusting environment, providing valuable and constructive feedback, and establishing personal boundaries, expectations and communication methods.

Meeting Guidelines

The duration of a meeting should be between 30 minutes to an hour (or longer if schedules allow) and should be held at a mutually convenient time and place. For 2023, meetings can be held virtually, ideally via video call (Zoom, Skype, FaceTime, etc.) or in-person.

Mentorship Closure

The official part of this mentoring relationship ends in December, and a survey will be sent to all participants requesting feedback.

Connecting with More Alumni Mentors

After meeting with their assigned mentor, students can connect with a second alumni mentor.

If you have any questions about the MD Alumni Mentorship Program, please contact **Katrina Heisz**, Alumni Relations Officer at katrina.heisz@utoronto.ca.