



# Research to Reality

## Mentorship Program

### Mentoring Partnership Agreement

*Agreements are due to Project Coordinator, Peyton Purcell, by October 5, 2011*

*NOTE: This is a SAMPLE. Each partnership should tailor/add to the agreement as appropriate.*

	Name	Organization Contact Info (address, phone, email, etc.)
Mentee	Michael D. Celestin Jr., MA, CHES	LSUHSC School of Public Health 2025 Gravier St., 3 <sup>rd</sup> Floor New Orleans, LA 70112 Ph: 504-568-5742 Em: mceles@lsuhsc.edu
Mentor	Alton Hart Jr. , MD, MPH, CTTS	Virginia Commonwealth University 1200 East Broad Street P.O. Box 980306 Richmond, VA 23298-0306 Ph: 804-828-6938 Em: ahart@vcu.edu

The purpose of this agreement is to document your mentoring partnership. This partnership is entered into voluntarily with the understanding that it will be mutually beneficial. Participants agree to the following terms and conditions:

**1. Goal and Objectives for the partnership (measurable targets)**

See attachment.

**2. Duration of Formal Relationship [NCI Requirement]**

- a) The formal mentoring partnership is for one-year. However, there is an additional sixth-month period for completion of deliverables and evaluation, in which the partnership will continue, as needed. Mentorship relationship may be modified as needed for this additional six-month period.

**3. Communication – Frequency and Types**

As a participant in the Research to Reality Mentorship Program, NCI has set expectations that, on average, mentees will contribute 8 hours per week, and mentors will allot 1-2 hours per week, including regular communications. Please indicate how your mentorship pair intends to communicate with one another.

- a) The preferred mode of primary communication is email (e.g., email, phone, skype) .
- b) It may be useful to set a bi-weekly/monthly call for discussion. Our call will occur: Bi-weekly on Thursdays at 2pm (CDT) .
- c) Mentee will share meeting goals and agenda with the mentor in preparation for each call.
- d) Emails/Calls are best done during the afternoons (e.g., afternoons/mornings).

- e) Both parties should be expected to respond within 2 days during the work week unless advance notice is given that they will be out of the office and unable to respond.

**4. Program Commitments and Expectations [NCI Requirement]**

This is a professional program. NCI expects all participants to act in an appropriate and professional manner.

- a) Participants will respect each other's time and effort.
- b) Participants will come prepared to each meeting and focus on the established goals.
- c) Participants will follow-up on any agreed upon action items.
- d) Mentor will identify opportunities to enhance learning, development, and assist the mentee in reaching his/her full potential.
- e) Mentor will conduct a site visit to the mentee's organization within the first three months of the Program.
- f) If there is a conflict or issue between the mentee and mentor, the pair will contact the NCI Program Coordinator as soon as possible and participate in a facilitated discussion as needed to resolve the issue.

**Ending the Mentoring Relationship**

This program is intended to, in part, build relationships and the capacity for partnerships. As such, NCI expects the participants will try to resolve any conflicts professionally, with the help of the NCI Program Coordinator. However, NCI acknowledges that there are situations in which the relationship may need to be ended. If that is the case, participants agree to contact the NCI Program Coordinator prior to terminating the partnership. Such a decision shall be communicated and received in a professional and courteous manner. Mentees will still be responsible for program deliverables as a participant in this program.

I have read and agreed to the above Mentorship Agreement Form:

Allen Hunt, Jr. 10/5/11  
Mentor Date

[Signature] 10/5/11  
Mentee Date

*Note: This agreement will be shared with the program coordinator for the sole purpose of ensuring compliance.*

# Goal and Objectives for Mentoring Partnership between Michael Celestin and Dr. Alton Hart

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**Goal:** Increase my personal and professional knowledge, skills, and abilities in the field of public health practice.

**Objectives:**

1. I will attend 3 professional events with state or national public health organizations by September, 2012.
  - a) Organizations include SOPHE, APHA, etc.
  - b) Events include conferences, committee meetings, etc.
  - c) Others, as deemed appropriate to the project
2. I will complete 3 public health practice competency trainings or readings by September, 2012.
  - a) Competencies in analytic/assessment skills include recognizing how the data illuminate ethical, political, scientific, economic, and overall public health issues; and, determining appropriate uses and limitations of both qualitative and quantitative data
  - b) Competencies in public health science skills include applying basic public health sciences
  - c) Competencies in advocacy and communication skills include identifying policy options and writing clear and concise policy statements
  - d) Others as deemed appropriate to the project
3. I will complete 3 professional development trainings or readings by September, 2012.
  - a) Developments include submissions to peer-reviewed journals, grant writing for extramural funding, clinical trials management, time management, business consulting
  - b) Others, as deemed appropriate to the project
4. I will exhibit 20 attributes identified as mentor strengths using Exercise 7.5 (pg. 124) of "The Mentee's Guide" by September, 2012.
  - a) Attributes include being approachable, committed to self development and self improvement, goal oriented, reflective
  - b) Others, as deemed appropriate to the project