

# High School Mentorship Guidelines & Application Steps

**Scope:** Applies to Mayo Clinic personnel and eligible external parties when requesting and participating in a high school mentorship.

**Purpose:** To ensure the High School Mentorship guidelines are effectively managed to meet the needs of the program.

## Guidelines:

### Student/ Mentee:

- Must be enrolled in the 11th or 12th grade. Students moving from 10<sup>th</sup> to 11<sup>th</sup> grade can attend the summer session between their 10<sup>th</sup> and 11<sup>th</sup> grade years.
- Enrolled at an educational institution that has a mentorship agreement registered with Workforce Development.
- Has an educational coordinator sponsoring them for this program.
- Spends a minimum of 60 hours under the direct supervision of a Mayo mentor. Hours may vary based on school's requirements.
- Must complete the following trainings before starting mentorship:
  - [Compliance Training](#)
  - As determined by Mentor, Mayo's General Safety Training, Specific Work Site, Special Access Safety Training, and/or other trainings assigned by Mentor.
- Will develop a summary report of their experience. This report could be in the form of a written logbook, research paper and/or an oral presentation evaluated by the education coordinator.
- Student is not funded by the Mayo Clinic for their participation in this program and will not receive parking privileges.
- Will not be mentored by a parent/guardian
- Must provide a copy of government issued identification (i.e. student identification, drivers' licenses, or passport) at time of application.

### Education Coordinator:

- The educational institution must have a [mentorship agreement](#) registered with Workforce Development. Please see our mentorship agreement should you wish to register your school with Workforce Development.
- The high school must have an identified an education coordinator for the mentorship program who will supervise all aspects of the organization of each student's mentorship. The mentorship program will include the following components:
  - Have an in-depth conversation with the student/mentee to identify the student's academic abilities, interests, educational goals, career aspirations, level of motivation and willingness to invest the time and effort needed to have a successful mentorship experience.
  - Education Coordinator will contact the Mayo Mentor as needed. Contact/meet with the student at least every two weeks to ensure mentorship success, or more often as needed.
  - Education Coordinator is responsible for resolving any issues that may compromise the mentorship experience.
- Education Coordinator will initiate contact with mentor directly and establish an agreement for the mentorship program between the student and Mayo Mentor.
- Education Coordinator must verify with the Mentor in advance that the student will not have access to patient information (unless de-identified) AND that the student will not have any physical contact with the patient nor observe interaction while in the presence of a physician.
- Education Coordinator will verify with the Mentor that the student has completed all HSM

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Onboarding steps.

- Education Coordinator is responsible for evaluating the productivity of the mentorship at the end of each student's experience at Mayo.

## **Mentor:**

- Responsible for the overall mentorship experience and the primary contact for the educator.
- Responsible for identifying a Mayo supervisor for the student. The Mentor cannot serve as the supervisor.
- Mentor must be a Mayo Clinic permanent, full-time, paid employee working on the same campus and in the main mentorship work area as the student.
- Must verify student's identity via a government issued identification (i.e. student identification, drivers' licenses, or passport). A photo will be provided for comparison in the onboarding email.

## **Supervisor:**

- The Supervisor must be a different individual than the Mentor. In Research, this is the Allied Health Lab Supervisor. The Supervisor must complete and sign the application form.
- Responsible for day-to-day student performance management, assigning department trainings, and the HSM onboarding requirements.
- Must be a Mayo Clinic permanent, full-time, paid employee working on the same campus and in the main mentorship work area as the student.

## **Additional Guidelines**

- The Department of Nursing has chosen not to participate in the Mentorship program. As such, applications for mentorships in nursing will be denied.
- Student will not have access to patient information (unless de-identified) AND that the student will not have any physical contact with the patient nor observe patient interaction while in the presence of a physician. Viewing of surgeries is not allowed.
- Workforce Development will request a LAN ID to activate for Computer Access
- **IMPORTANT:** Rochester Public Schools (RPS) have chosen not to participate in the HS Summer Mentorship program. Thus, RPS students are not eligible; applications from RPS students will be denied. Please contact your school's High School Education Coordinator with questions and to apply for a mentorship during the academic school year.

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## How to Apply

1. Education Coordinator identifies and contacts potential Mayo Clinic Mentor(s). Education Coordinator establishes mentorship dates and hours within the semester mentorship time frame.
2. Student/Mentee reviews the Compliance Training.
3. Education Coordinator and Student complete their portions of the application. Forward the application to the Mentor to complete their portion.
4. Mentor is to return the completed application to the Education Coordinator for final review.
5. Education Coordinator will ensure all required fields have been completed, and submit to: [careerawareness@mayo.edu](mailto:careerawareness@mayo.edu).