

CIHR-SRTC Scholar's Mentorship Meeting Summary



Use this checklist to plan meetings with your Mentorship Committee in light of what you hope to achieve over the long term.

Arrange a meeting with your mentors.

A Scholar Skin Research Portfolio Development Review Form should be completed in advance of a mentorship meeting by the scholar. Bring a printed copy of this file to your mentor meeting.

In advance of the meeting, reflect on your goals, achievements, and areas for improvement. Your mentors may ask you to compose a brief reflection essay (e.g., 1/2 page) prior to each meeting (this helps organize your thoughts and defines the content of your meeting).

Topics will be discussed and feedback given at each meeting. Records are confidential.

What to expect:

You mentors should explain the goals for the meetings.

Your mentors will review your current experience and qualifications using the checklist you completed.

Your short term and long-term goals will be discussed and recorded using a worksheet. Useful professional development experiences in view of these goals will be explored and target dates for goals may be set.

A mentoring action plan will be created that reflects your professional development based on your short term and long term goals. You should be given a copy of the completed mentor meeting worksheet to record the action plan.

The following activities can also form part of your mentor meeting:

- Receiving advice on strategies for improving clinical or research learning.
- Consulting on issues or concerns you may have about peers, faculty, or clinical / research groups.
- Receiving feedback from other sources (students, faculty, administrators, and other mentors in or outside the Department).