

Duties of a Mentor at the University of Arizona College of Pharmacy

Much has been written about the mentor-mentee relationship and all faculty have benefitted from these relationships over their lives. This document will not describe all the positives of mentoring, but rather, will focus on the specific elements of mentoring and advising for students in the Doctor of Pharmacy program, along with some suggestions for enhancing the relationships.

College faculty are expected to serve as mentors for 12 to 15 students in the PharmD program. It is understood that the students will find other mentors for their careers, but this relationship is one that should provide a solid base for them. The required elements of this mentoring are:

- Grading the students' portfolios annually (in the spring semester) using the approved rubric. This includes:
 - Evaluating the students' CVs and making suggestions for improving the look and content, as well as providing suggestions of areas the students may want to focus to improve their potential for jobs, residencies, or graduate school.
 - Ensuring that the student has appropriately reflected on the key elements of their education, rather than a simple regurgitation of "what they have done or taken."
 - Evaluating the students' rating (on a scale from "not exposed" to "proficient") of the competencies expected of graduates and compare to the mean of each student's class year to determine whether the individual may need additional study, co-curricular activities, or extra-curricular activities to increase their perceived exposure to various competencies or topics. For students rating themselves much higher than the norm, there can be opportunities to make sure these impressions are correct (and they will be in some cases).
 - Ensuring each student is exposed to co-curricular activities and meets the expected outcomes. All students need to participate in co-curricular activities throughout their time in pharmacy school, and it is expected that students will have documented participation in co-curricular activity by graduation. Any student who has not participated in the co-curricular activity by January of their second year will need to meet with the Assistant Dean of Academic Affairs and Assessment for follow-up.
- Arranging a meeting with mentees to discuss findings from the portfolio. Faculty should provide a schedule of available times to all mentees and have them choose. P4 students are not required to meet as many are away from the college, but faculty are encouraged to invite them for a review.
- Assessing the students' level of stress and enjoyment of the program using the form provided for this purpose and then turning the forms in for the Assessment Committee to review. If a student identifies a stressor, when appropriate ask other students about the same issue to see if it resonates. Though rare, be on the watch for students with high levels of stress. If found, consult with the Associate Dean for Student Affairs.
- Discussing the students' ideas about career area choices. This can provide opportunities to guide them toward other mentors and references that may benefit them over time.

Other suggestions:

- Consider meeting with your mentees as a group early in the Fall semester. This can allow new students to meet upperclassmen/women as well as you. If you have funds consider hosting a lunch (a couple of pizzas usually suffices), but don't worry if you don't. Most will come if you ask.
- Remind your mentees of the purpose of this program: for you to serve as someone that they can turn to when they have questions, concerns, or need advice. Let the mentees know they can consult with you any time.
- Faculty Mentors are invited to attend portfolio training sessions every spring. This can serve as a refresher for seasoned mentors or a great introduction to gather information and have questions answered for new mentors.
- Most importantly, don't feel like you have to do this on your own! Please refer struggling students to the Student Services Office, Campus Health/AHSC Mental Health Counselor (for counseling if needed), and to other faculty.