

High School Mentorship Guidelines

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.
- Enrolled at an educational institution that has a mentorship agreement registered with Human Resources 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.
- Must complete the following trainings before starting mentorship:
 - Confidentiality Training
 - Mayo's General Safety Training, Specific Work Site, and Special Access Safety Training
 - All training needs to be done before the start of the mentorship.
- Will develop a summary report of their experience. This report could be in the form of a written logbook, research paper and 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

Education Coordinator:

- The educational institution must have a mentorship agreement registered with Human Resources Workforce Development. Please see (link to application) should you wish to register your school with Human Resources Workforce Development.
- The high school must have an identified 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:
 - Conduct an in-depth interview 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 must contact the Mayo Mentor and meet with the student at least one time every two weeks to ensure mentorship success.
 - 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 attended the required Mayo orientation at the beginning of the mentorship and completed all HSM Onboarding steps.
- Education Coordinator is responsible for evaluating the productivity of the mentorship at the end of each student's experience at Mayo. At the end of the school year, the high

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school education coordinator should evaluate their program and submit a final report to Human Resources Workforce Development. The report should identify the strength and weaknesses of the mentorship program organization as well as recommendations for improving the organization of the program.

Mentor:

- Responsible for the overall mentorship experience and the primary contact for the educator.
- Responsible for identifying a Mayo supervisor for the student.
- 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.

Supervisor:

- Responsible for day-to-day student performance management, assigning department trainings, and the HSM onboarding Requirements.
- Requesting a LAN ID (activated for Computer Access). 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.
- 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.