

POLICY, PROCEDURES AND RESPONSIBILITY

PPA MENTORING PROGRAM

CONTENTS

Objectives of the program	2
Affected parties	2
The nature of the mentoring relationship.....	2
Program duration.....	3
Performance indicators.....	3
Closure	3
Code of conduct.....	3
Red Flags	4
Role and responsibilities	4
Mentor Roles and Responsibilities.....	4
Mentee Roles and Responsibilites.....	5
Matching.....	5
Administrative details	7

The PPA Mentoring Program aims to establish a mutually beneficial support system within the Faculty of Pharmacy and Pharmaceutical Sciences. Participants of this program will engage in a professional relationship, and good mentoring practices empowers both the *mentee* and the *mentor* in the achievement of their goals.

OBJECTIVES OF THE PROGRAM

The primary goal of the PPA Mentoring Program is to provide a sense of belonging within the university research culture and develop a stronger sense of academic community.

- 1 • Provide a framework of positive interaction between postgraduate peers and academics
- 2 • Orientate new postgraduate students to the university research culture
- 3 • Encourage mentors in the development of leadership and interpersonal skills

Mentoring: The art of helping and empowering others to shape their learning behaviour to achieve their maximum potential

AFFECTED PARTIES

- Postgraduate students who volunteered for the program
- Supervisors of the volunteered postgraduate students
- Early Career Researchers
- Volunteer researchers and academics
- Monash Parkville HDR Program Office
- Monash Pharmacy and Pharmaceutical Science Faculty Alumni

THE NATURE OF THE MENTORING RELATIONSHIP

Healthy mentoring relationships are built on respect and will take time and effort to develop. Both parties must have a genuine desire to understand the values and expectations of the other.

The PPA mentoring program is based on the traditional mentor/mentee relationship paradigm of one on one mentoring. Based on the mentor/mentee applications, pairings will be overseen by the program coordinators (refer to **Administrative Details**

Section) using a range of criteria (**Page 6**). An email introduction will then be sent to both parties.

There are also roundtable group discussion sessions with senior academics from different themes run throughout the year. In this group mentoring session, a small group of postgraduate students and researchers from the program will join the academic for a casual discussion.

PROGRAM DURATION

PPA will facilitate the maintenance of the mentor/mentee pairing for **one year**. Mentors and mentees are encouraged to be in contact at least **once a month** for **30 minutes**. This communication can be conducted in person or over the phone, via Skype (or similar software) or email. Any communication method used between the mentor and the mentee should be agreed on by both parties.

PERFORMANCE INDICATORS

Regular evaluation and assessment of the PPA Mentoring Program will be done by online surveys sent to both parties at the start of the relationship, mid-year review and final evaluation. Informal assessments will be conducted via program coordinators in person.

CLOSURE

When the relationship has reached its pre-determined end date, PPA will stop monitoring the relationship. It does not mean that the mentoring pairs cannot continue. If necessary, the first mentees and mentors can apply for a different pairing for next recruitment round. In the event of early closure (either through mismatch, or both parties having achieved all desired goals and mutually believe there is no more benefit to be gained by continuing the relationship; or the mentee or mentor departing the University), the program coordinators will determine if a new match is possible.

CODE OF CONDUCT

Affiliated parties are responsible for upholding the standards, norms and values of Monash University. Please refer to Monash University Staff Handbook for further details.

RED FLAGS

Sometimes the mentor/mentee may feel overwhelmed by a situation that they believe is out of their capacity to handle. Please contact the program coordinators who will then contact relevant organisational bodies if such situation arises. Red flag examples: Workplace harassment, inadequate supervision and concerns about the mental/physical health of individuals.

ROLE AND RESPONSIBILITIES

MENTOR ROLES AND RESPONSIBILITIES

- Create a supportive and trusting environment
- Agree to and schedule uninterrupted time with their mentees
- Stay accessible, committed, and engaged during the length of the program
- Give feedback to the mentee on his/her goals, situations, plans and ideas
- Encourage their mentee by giving them genuine positive reinforcement
- Provide frank and kind corrective feedback if necessary
- Respect their mentees' time and resources
- Seek assistance if questions arise that they cannot answer.

WHAT A MENTOR DOES NOT DO

- ❖ Mentors are not academic advisors, tutors or counsellors
- ❖ Especially, mentors are not expected to know all the answers

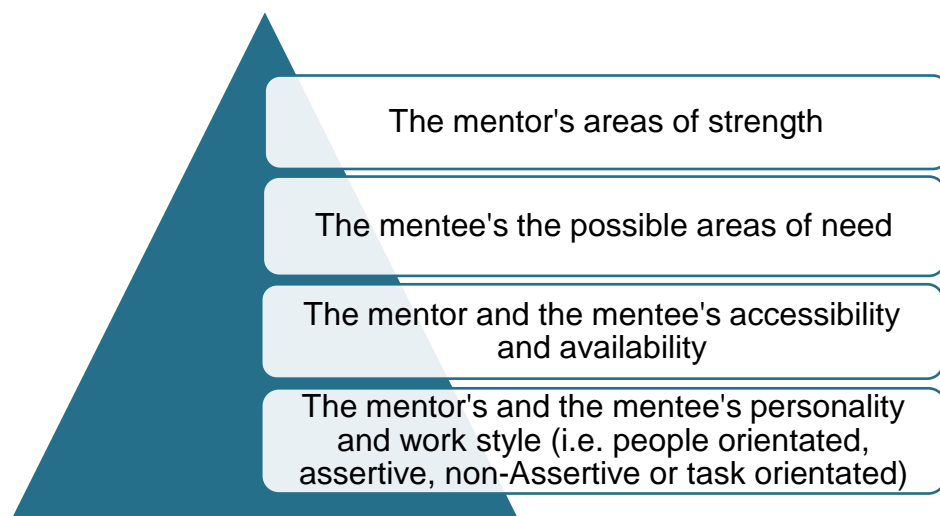
MENTEE ROLES AND RESPONSIBILITIES

- Show initiation in acquiring or improving skills and knowledge
- Be open and honest on with their goals, expectations, challenges and concerns
- Actively listen and question
- Seek and be open to advice, opinion, constructive criticism/feedback and direction from their mentor
- Respect their mentors' time and resources

MATCHING

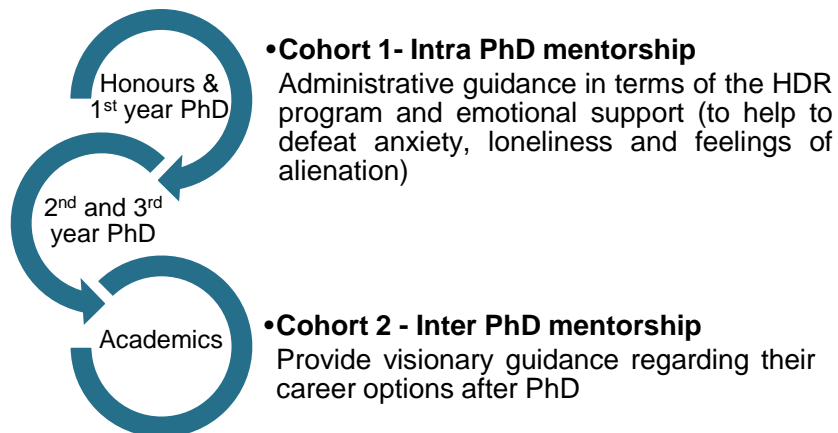
REQUIRED INFORMATION

Mentoring program coordinators will identify the following information from the application forms:



THE PPA MENTORING PROGRAM PAIRING SCHEME

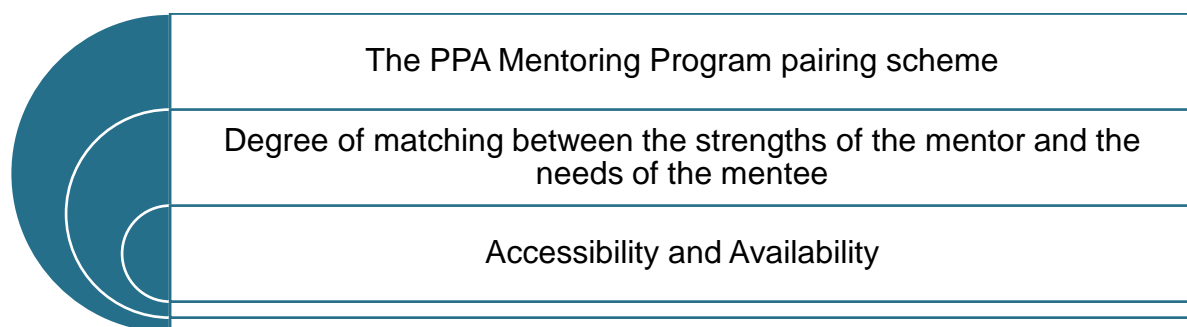
The PPA Mentoring Program pairing scheme will also be used as one of the criteria of matching mentors and mentees.



The PPA Mentoring Program will be split into two cohorts: **1) Intra PhD mentorship** in which Honour students and 1st year PhD students who applied to be mentees will be paired with 2nd and 3rd year PhD students who applied to be mentors (if possible). And **2) Inter PhD mentorship** in which the 2nd and 3rd year PhD students who applied to be mentees will be paired with academics.

CRITERIA FOR MATCHING OF MENTEES AND MENTORS

The criteria of mentee-mentor matching will be based on the following priorities:



MENTEE-MENTOR MISMATCH

Mismatches can occur even when the best efforts have been put in. In recognition of this, PPA will do a mismatch check with every pair starting about a month after initiation of the mentoring relationship. The check will focus on the effectiveness of the relationship.

If there is an indication of a problem from either the mentee or the mentor, the program coordinators will investigate the situation on behalf of both parties. There will be at least an attempt at resolution, however, If the problem cannot be resolved before the next monthly meet-up between the mentee and the mentor, a new match will be facilitated by the program coordinators (if possible).

ADMINISTRATIVE DETAILS

The main organizers of the program are Shaz Sivanesan (PPA president) and Cheng Sun (PPA vice-president). Questions regarding information about the program and the reporting of issues regarding the mentoring program should be brought up directly to program coordinators via email or in person.

Official Channel	•mpa-ppa@monash.edu
Personal contact	•shaz.sivanesan@monash.edu •cheng.sun@monash.edu
In Person	•Shaz (Monash Parkville Campus, Scott Building, Level 2, Room 220A) •Cheng (Monash Parkville Campus, Building 404, Level 4)

The evaluation and progress reports of the PPA Mentoring Program will be sent to Research Program Manager, Dr Karen McConalogue for review after every milestone.