

Title: Graduate Mentorship Program

Updated: 3/10/26

Process Step	Process Description:	Notes
<p>Step 1</p>	<p>Complete and upload all parts of the application.</p>	<p>Application CV Transcripts Letter of Reference Job Shadow Application Weekly Schedule – include all activities!</p>
<p>Step 2</p>	<p>Meet with a Human Resources Business Partner to discuss potential positions.</p>	<p>258-2501</p>
<p>Step 3</p>	<p>Meet with the Volunteer Services Director to discuss volunteer options.</p>	<p>258-2500</p>
<p>Step 4</p>	<p>Notify the Professional Development Coordinator once these meetings are complete and schedule a meeting with me. Book time to meet with me</p>	<p>238-4987</p>
<p>Step 5</p>	<p>Complete up to 5 job shadows. Use the SBL website to find clinics, providers, and office hours. A calendar link for the job shadow will be emailed to you for each job shadow.</p>	

<p>Step 6</p>	<p>Schedule a meeting with the Professional Development Coordinator.</p>	<p>Book time to meet with me</p>
<p>Step 7</p>	<p>Submit a formal business letter to the provider you wish to mentor you. Include your CV, transcript, and letter of reference.</p>	
<p>Step 8</p>	<p>The Professional Development Coordinator will notify you via email of the provider's decision. If approved, you will be given the provider's email as well as the Clinic Supervisor's email. You may then contact them to arrange the next visit to the clinic.</p>	<p>This decision is final.</p>
<p>Step 9</p>	<p>The provider will determine availability for mentoring. The student must keep the Professional Development Coordinator informed of any time scheduled in the clinic.</p>	
<p>Step 10</p>	<p>The provider will determine when the mentorship will end.</p>	