

# AMCP Northeast Student Mentorship Program

## Table of Contents

<b>ABOUT THE PROGRAM .....</b>	<b>2</b>
ADMINISTRATION .....	2
GOALS.....	2
DETAILS.....	2
MENTOR REQUIREMENTS .....	2
MENTEE REQUIREMENTS.....	3
<b>MENTOR-MENTEE RELATIONSHIP .....</b>	<b>3</b>
MENTOR ROLE & RESPONSIBILITIES .....	3
KEY BENEFITS OF MENTORING TO MENTORS.....	3
MENTEE ROLE & RESPONSIBILITIES.....	4
KEY BENEFITS OF MENTORING TO MENTEES .....	4
SUPPORT AVAILABLE FOR MENTORS.....	4
<b>MENTOR-MENTEE MEETINGS .....</b>	<b>4</b>
RECOMMENDATIONS .....	4
SUGGESTED MEETING TOPICS .....	6
<b>RESOURCES.....</b>	<b>7</b>
AMCP NORTHEAST MENTOR-MENTEE AGREEMENT.....	7
AMCP NORTHEAST MENTOR FORM .....	8

## Program Administration

The AMCP Northeast Student Mentorship program is administered by the AMCP Northeast Affiliate Board. For more information, please contact [Northeast@amcp.org](mailto:Northeast@amcp.org).

## Program Goals

The mentoring program provides guidance to student pharmacists on career development, collaboration with other professionals, and personal growth. Mentors can assist students in the following ways:

- Facilitate learning about Managed Care
- Discuss how to effectively engage with other professionals
- Offer advice on leadership and personal development
- Promote student awareness of managed care career pathways
- Provide career guidance to students as they explore extracurricular opportunities, including internships and professional development services such as mock interviews and resume/CV reviews.

## Program Details

- A directory of available mentors who meet the mentor requirements will be available on the NE AMCP webpage in January, 2026
- Mentees who meet the requirements can review the mentor information in the directory and email NE AMCP to request the mentor's contact details for an introductory email
- Details of a mentor-mentee relationship such as the length of the relationship and the frequency of mentor-mentee meetings will be determined by each mentor and mentee that agree to a mutually beneficial relationship
- The mentees are responsible for informing the NE AMCP Board any modifications to the agreement (e.g., early termination or extension of the agreement's duration).

## Mentor Requirements

- Current AMCP Northeast affiliate member
- Managed care or industry or consulting professional
- Submit a completed AMCP Northeast Mentor Form (page 8) to the AMCP Northeast Board ([Northeast@amcp.org](mailto:Northeast@amcp.org))
- Willingness to notify the AMCP Northeast Board ([Northeast@amcp.org](mailto:Northeast@amcp.org)) when you no longer wish to be listed as a mentor in the Mentor Directory
  - Assumption is that mentors listed in the Mentor Directory are willing to consider student mentorship opportunities
- Willingness to decline requests to mentor student pharmacists if you are not able to for personal or professional reasons

## Mentee Requirements

- Current AMCP Student pharmacist
- Currently enrolled in a pharmacy school located in one of the following Northeast affiliate states: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, or Vermont
- Review the Mentor Directory and reach out to NE AMCP for potential mentor's contact information to arrange introductory meetings
- Submit an AMCP Northeast Mentor-Mentee Agreement (page 7) to the AMCP Northeast Board ([Northeast@amcp.org](mailto:Northeast@amcp.org)) once completed, and details are agreed upon with your mentor

## Mentor Role & Responsibilities

- Review, with the mentee, the mentee's explicit goals and objectives for the relationship
- Provide guidance, encouragement, advice, feedback, professional development and support to the mentee
- Serve as a role model, advisor, advocate, sponsor, teacher, and ally depending on the mentee's specific goals and objectives for the relationship
- Takes the initiative in the relationship, but allows the mentee to take responsibility for their growth, development, and career planning
- Commit to fostering the relationship for the specified period of time
- Maintain a professional relationship
- Recognize and work through conflicts in caring ways, invites discussion on differences with the mentee, and arrange for a third party if necessary
- If disagreement over behavior or values arise, share differences with the mentee; if necessary, take steps to help the mentee find another mentor

## Key Benefits to Mentors

- Find inspiration through engagement with enthusiastic student pharmacists starting their professional career
- Potential for personal and professional growth and development (i.e., strengthen resume, networking, recognition, self-awareness, etc)
- Opportunity to get to know a small number of students at a deeper level
- Positively impact the future of non-traditional pharmacy practice
- Stay connected with mentees as they enter the profession
- Build professional relationships that may allow for recruiting future employees

## **Mentee Role & Responsibilities**

- Provide your mentor with explicit goals and objectives for the relationship
- Receive guidance, encouragement, advice, feedback, professional development and support from mentor in a professional manner
- Be respectful of the mentor's time
- Come to each meeting with a prepared agenda
- Actively listen to your mentor
- Review recommended resources provided by your mentor
- Maintain a professional relationship
- If disagreement over behavior or values arise, share differences with the mentor

## **Key Benefits to Mentees**

- Find inspiration by working with a mentor who has valuable professional insights
- Potential for personal and professional growth and development
- Gain practical advice, encouragement, and support from a knowledgeable mentor

## **Support Available for Mentors**

- AMCP Northeast mentors will be invited to biannual meetings to discuss mentorship best practices led by members of the AMCP Northeast Board
  - Meetings will occur in Spring and Fall semester

\*Meeting invitations will be sent out to mentors prior to meeting dates

## **Mentor-Mentee Meetings: Recommendations**

- **Meeting frequency:** Once a quarter for at least 30 minutes
- **Scheduling mentor-mentee meetings**
  - Mentees: Consider reaching out to the mentor first to discuss scheduling the first meeting
  - Mentors: Consider asking the mentee to lead scheduling further mentor-mentee meetings at the first meeting
- **Location**
  - Consider utilizing a video conferencing tool if not located geographically close
  - Consider meeting in-person if both the mentor and mentee are comfortable doing so
    - Consider planning to meet at an AMCP or AMCP event
    - Mentors: Consider inviting your mentee to meet at your workplace so they can see where you work
    - Consider meeting at an informal setting such as a coffee shop that is convenient
    - Consider having meetings over a cup of morning coffee, BYOL (bring your own)

lunch), afternoon snack, or dinner

- Students and mentors are encouraged to share email addresses and phone numbers to facilitate communication
- Mentors: Consider reviewing your mentee self-assessment prior to your first meeting that highlights the following:
  - Mentee's notable accomplishments so far
  - Mentee's areas for development and improvement
  - Mentee's goals for the future
- Mentees: Consider asking your mentor to provide verbal/written feedback on your self-assessment
  - Questions or suggestions for professional development
  - Advice for achieving goals
- Consider using a mentoring plan such as the following example:

Academic Goal(s)	Mentee Action Steps	Mentor Action Steps	Action Step Completion Dates		
Improve study habits	1. Share study plan with mentor and request feedback 2. Discuss resources with mentor	1. Review study plan and provide written feedback 2. Follow-up with specific resources	Mentor	Mentee	
			One week after next meeting	At next meeting	
<b>Personal Goal(s)</b>					
<i>None at this time</i>					
<b>Professional Goal(s)</b>					
Apply to at least two summer internships	1. Share draft CV with mentor and request feedback	1. Review draft CV and provide written feedback	Mentor	Mentee	
			October 1st	September 1st	

- Mentors: Please encourage mentees to contact you at least 3 business days ahead of time if they must miss a mentor-mentee meeting. Please feel free to contact the AMCP Northeast Board at [Northeast@amcp.org](mailto:Northeast@amcp.org) if you are concerned about a mentee's attendance at mentor-mentee meetings.

## **Mentor-Mentee Meeting: Suggested Meeting Topics for Mentors**

- **Resilience:** Not just a character trait, but something you can develop
  - Share with your mentee how you develop resiliency skills
    - Daily journaling about feelings and thoughts
    - Gratitude practices – documenting three things you are grateful for each day, sending thank you notes on a weekly basis
    - Confronting fears – safe and gradual exposure to fearful or anxious situations, as you have success in dealing with them, they become less fearful or anxiety provoking
    - Acquired optimism – look for chances to experience joy and laughter in everyday life
  - Share relevant resources that you think may be helpful for your mentee
- **Work/School Balance/Seasons**
  - Share with your mentee how you cultivate a good work-life balance
    - Carve out time for self-care
    - Prioritize tasks
    - Reserve time for intentional socializing
    - Make strong contributions, but do not take on too much
  - Share relevant resources that you think may be helpful for your mentee
- **Career preparation**
  - Share with your mentee how you prepared for your current/previous careers
    - CV development and review
    - Searching for the right opportunity
    - Applying for opportunities
    - Interview preparation
  - Consider offering to review your mentee's CV/resume/letter of intent/cover letter/application
  - Consider offering to help your mentee practice for interviews
  - Consider recommending opportunities you know of that may help your mentee prepare for their desired career path
  - Share relevant resources that you think may be helpful for your mentee



## AMCP NORTHEAST MENTOR-MENTEE AGREEMENT

The following agreement is made between \_\_\_\_\_ and \_\_\_\_\_. We are voluntarily entering into this mentoring relationship which we both want to be a productive and rewarding experience. To minimize the possibility of confusion, we have agreed to the following:

### **Confidentiality**

All information and content shared between the Mentor and Mentee shall be confidential unless express permission is given.

### **Meetings**

The Mentee and Mentor will meet and talk at least \_\_\_\_\_ and at a place that is mutually agreed upon. Meeting times, once agreed, should not be cancelled unless this is unavoidable. Meetings that are cancelled should be rescheduled.

### **Length of Relationship**

Mentoring relationships vary in length depending on circumstances. Our goal is to maintain our relationship for \_\_\_\_\_. The relationship will end on \_\_\_\_\_. The Mentee or Mentor can end the relationship at any time or renew the relationship at the end of the term specified in this agreement. If a mentor-mentee relationship is renewed, the mentee will submit a new mentor-mentee agreement to the NE AMCP Board ([Northeast@amcp.org](mailto:Northeast@amcp.org)). If a mentor-mentee relationship is cancelled, the mentee will notify the NE AMCP Board at [Northeast@amcp.org](mailto:Northeast@amcp.org).

---

Mentee Name & University Name

---

Mentor Name

---

Date

**Please submit the completed Mentor-Mentee Agreement to the NE AMCP Board at [Northeast@amcp.org](mailto:Northeast@amcp.org)**



## AMCP NORTHEAST MENTOR FORM

Name and credentials

---

Email:

---

Current role listed in the AMCP Northeast Mentoring Program Directory:

---

How many mentees would you have the capacity to mentor? \_\_\_\_\_

Open to mentoring students not enrolled in the Northeast region? Yes \_\_\_\_\_ No \_\_\_\_\_

Open to in-person meet-ups? Yes \_\_\_\_\_ No \_\_\_\_\_

Pharmacy school and year of graduation (optional) \_\_\_\_\_

In which city and state are you located? \_\_\_\_\_

Description of your current role:

---

---

Description of your previous experience (optionally indicate if you had residency or fellowship experience)

---

---

Additional information you would like students to know about you:

---

---

Please list key areas or activities you would like to mentor mentees on:

---

---

Please submit the completed form to the AMCP Northeast Board at [Northeast@AMCP.org](mailto:Northeast@AMCP.org)