



**Canadian Nutrition Society/
Société canadienne de nutrition**

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CNS Trainee Mentorship Program 2020-21

Guidelines & Requirements

General Overview

The Canadian Nutrition Society (CNS) Trainee Mentorship Program provides an organized structure for nutrition trainees to connect with mentors and discuss issues related to graduate school, career paths, work-life balance, professional skills, and other topics of interest. The program is overseen and administered by the CNS Trainee Leadership Committee (CNS-TLC), with support from the CNS national office staff.

Mentor-mentee relationships can help students and young professionals learn from their mentor's experiences, skills, leadership, and knowledge. Mentees can also benefit from practical guidance, support, encouragement and help with identifying personal and professional goals. The CNS Trainee Mentorship Program also offers an excellent opportunity for mentees to access broader viewpoints, which could help them to expand their career horizons.

Criteria for Participation

Participation in the CNS Trainee Mentorship Program is restricted to current CNS members in good standing. Both mentors and mentees must continue the CNS membership for the duration of participation in the Mentorship Program.

During the 2020-21 academic year, the program will be run in two separate 4-month sessions, one per semester. This will allow more trainees to be paired with a mentor during the academic year. A maximum of eight (8) mentees will be accepted to participate in each 4-month session. Mentors and Mentees are welcome to continue the relationship after the 4-month session if each party agrees to.

Mentees must be currently enrolled in a nutrition-related Masters or PhD program at a Canadian institution or employed as a Post-doctoral Fellow for the duration of their participation in the Mentorship Program.

Mentors must have expertise/background in a nutrition-related field and related professional experience in academic, clinical/healthcare, government, public health, and/or industry sectors.

This is a formal mentorship program. Therefore, all participants must agree to accept the commitment and responsibilities for participation in the CNS Mentorship Program.

Commitment Required

- Attend the 1-hour mentorship orientation webinar organized by the CNS-TLC (optional for mentors).
- Participate in a minimum of three (3) Mentor-Mentee meetings (via phone, online, and/or in-person) during the 4-month program.
- Maintain participation in the program for the duration of placement in the Trainee Mentorship Program.
- Complete the Trainee Mentorship Program feedback forms/evaluations in a timely manner.
- Adhere to and/or fulfill the responsibilities listed below.

Responsibilities of Mentees & Mentors

Mentor Responsibilities:

Advice and experience are the most valuable assets a Mentor can offer to the Mentee; as a result, very little preparation is required to participate in this program. Everything that led up to your current career will provide important insight for the Mentee, particularly if you share stories, challenging situations and defining moments in your career.

1. Read the guiding information/materials provided by CNS-TLC.
2. Maintain a positive relationship. Build trust with each other and keep the information shared confidential throughout and after the Mentorship program.
3. Complete the program feedback forms/evaluations in a timely manner and share any questions or concerns with the CNS-TLC, by contacting traineementorship@cns-scnc.ca.
4. Inform your Mentee and CNS-TLC if your contact information (i.e., email address) changes during the program.
5. At any point during the program, if you are unable to continue the program for some reason, please inform CNS-TLC as soon as possible.

Note:

As a Mentee-driven program, mentees are expected to initiate contact and maintain interactions with their assigned Mentor.

Mentors are not obligated in any way (unless they wish to take their own initiative to do so) to arrange job shadowing or other activities (such as participation in meetings or workshops) for the Mentee to participate in.

Mentee Responsibilities:

1. Attend the 1-hour Mentorship orientation webinar at the start of the term.
2. Read the guiding information/materials provided by CNS-TLC.
3. This is a Mentee-driven program. Once assigned to a Mentor, each Mentee is responsible for initiating and maintaining interactions.
4. Maintain professional conduct throughout the Mentoring relationship.

- Foster a positive relationship. Respect your Mentor's comments, build trust with each other and keep the information shared confidential throughout and after the Mentorship program.
 - Be mindful of your Mentor's time. Inform your Mentor if you are not going to make a meeting or need to reschedule. Reply to email and other mentor communication in a timely manner. Allow your Mentor sufficient time to respond to your e-mail and any other requests. Be prepared for each meeting.
 - For face-to-face meetings: Plan for meetings to take place at the Mentor's office, a coffee shop, or a similar neutral location.
5. Record each meeting you have with your Mentor (by phone, video, or in-person) according to the instructions provided by CNS-TLC.
 6. Complete the program feedback forms/evaluations in a timely manner and share any questions or concerns with the CNS-TLC, by contacting traineementorship@cns-scn.ca.
 7. Inform your Mentor and CNS-TLC if your contact information (e.g., email address) changes during the program.
 8. At any point during the program, if you are unable to continue the program for some reason, please inform CNS-TLC as soon as possible.

CNS will provide support by:

- Matching Mentees as best as possible with available Mentors, based on their goals for participation in the program.
- Hosting a mentorship program orientation webinar at the start of the term.
- Checking in with Mentors and Mentees during the mentorship program session.
- Offering ongoing email support. Questions and comments directed to the traineementorship@cns-scn.ca will be handled in a timely manner.
- Providing Mentors and Mentees who complete the program with a certificate of participation.

Key Dates for the Fall 2020 Term

Application form for Mentorship Program opens: ~**August 1, 2020**

Confirmation of Mentors: **by August 31, 2020**

Deadline for Mentorship Program applications: **September 11, 2020**

Confirmation of accepted Mentees: **week of September 14, 2020**

Notice of mentorship matches: **week of September 21, 2020**

Orientation webinar: **week of September 21, 2020**

Mentor-Mentee meetings/contact: **September to December 2020**

Completion of Mentorship Program evaluation: **by December 30, 2020**

Key Dates for the Winter 2021 Term

Application form for Mentorship Program opens: **November 30, 2020**

Confirmation of Mentors: **by December 21, 2020**

Deadline for Mentorship Program applications: **January 8, 2021**

Confirmation of accepted Mentees: **week of January 11, 2021**

Notice of mentorship matches: **week of January 18, 2021**

Orientation webinar: **week of January 18, 2021**

Mentor-Mentee meetings/contact: **January to April 2021**

Completion of Mentorship Program evaluation: **by April 30, 2021**