

M.P.H. Mentor Committee Report

*This report serves as a communication tool between the student, their mentors, and the MPH Program. It is intended to guide the student’s planning process, identifying annual progress, professional development needs, and career objectives.*

*Instructions: During and following a full mentor committee meeting, the student will complete, revise, and submit this report* ***twice annually****, no later than* ***December 15*** *and* ***April 15****. Students in Vanderbilt fellowship training programs with a similar process may submit their department’s form or documentation to the MPH Program in lieu of this MPH Mentor Committee Report.*

*To submit the completed and signed Mentoring Committee Report each semester, use the same individual link you received by email in the fall of your first year. If you misplace your link, please email Rebecca Mohr at rebecca.e.mohr@vanderbilt.edu.*

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| **Student First Name:** |  | **Student Last Name:** |  |

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| **Date of mentoring committee meeting:**  |  |
| **Names of *all* mentoring committee members** *(check box next to members who are present at meeting)* |
| **1****.** |  | [ ]  | **4.** |  | [ ]  |
| **2****.** |  | [ ]  | **5.**  |  | [ ]  |
| **3.** |  | [ ]  | **6.** |  | [ ]  |

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| A. List your long-term professional development goals, including resources or relationships that will help you achieve them, and next steps toward your job search. |
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| B. List your short-term professional development goals, include potential collaborations discussed and any additional research, training opportunities you plan to pursue. |
| C. Planned manuscript and article submissions for the next 12 months (if applicable): |
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| D. Planned conference and meeting attendance for the next 12 months: |
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| E. Provide a brief summary of your academic performance, practicum activities, and research accomplishments to date. |
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| F. Action plan of goals/tasks to accomplish prior to next Mentoring Committee meeting. Include proposed deadlines/timeline. |
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| G. Any additional comments or questions. |
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| **Year 1, Semester 1 Milestones:**[ ]  Identify potential practicum placement site[ ]  Begin preparing thesis |
| **Year 1, Semester 2 Milestones:**[ ]  Submit IRB for practicum/thesis, if needed[ ]  Finalize thesis topic and complete lit review[ ]  Finalize practicum plans[ ]  Completed Protocol (Epi/HP) and Project Design (GH/HP) |
| **Summer Milestones:**[ ]  Practicum[ ]  Identify data source and begin acquiring data for thesis[ ]  Analysis plan in place for thesis data |
| **Year 2, Semester 1 Milestones:**[ ]  Complete practicum [ ]  Continue work on thesis |
| **Year 2, Semester 2 Milestones:**[ ]  Complete thesis[ ]  Prepare for graduation |
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| **G. Mentoring Committee Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\* In lieu of a signature, the mentoring committee chair may email Rebecca Mohr (rebecca.e.mohr@vanderbilt.edu) to confirm that the document has been reviewed and finalized.  |