

Program objectives:

- Provide advice and guidance for learning partners (younger IH s) as to how to acquire appropriate field experience
- Provide direction for recent IH graduates as they transition into the work force
- Provide access to senior practitioners who can coach younger members to enhance their managerial skills
- Expose learning partners to the range of career possibilities within the profession
- Provide leadership examples to learning partners to inspire them to remain in the profession

Structure and requirements:

- The program structure is semi-formal and the requirements include the following:
 - an application process for both participants
 - stated learning goals within a recognized IH rubric
 - a minimum six month commitment to the partnership
 - a minimum of 6 contact hours within a calendar year
 - maintenance of meeting logs from each contact hour
 - summary of other contacts during partnership (phone calls, emails, sharing resources)
 - post-partnership evaluations by both members of the pair
- Each pair will be responsible for deciding frequency, location and content of meetings within the program requirements.
- The mentor coordinator will maintain contact with each pair to monitor progress, provide any needed support or resolve any difficulties.
- Mentoring meeting logs and post-partnership evaluation forms will be submitted to the program coordinator at the end of the partnership.

Selection and matching:

- Both mentors and learning partners will be asked to review the program scope and objectives and complete a brief application in which they will list specific goals for their participation in the program.
- Learning partners will be asked to establish their baseline competencies and knowledge in those areas they specifically want to enhance.
- Learning partners will be matched with mentors who are available and can assist in meeting their goals. Once evaluated, a learning partner will be assigned to a mentor.

INDUSTRIAL HYGIENE MENTORING PROGRAM DESCRIPTION

Length of Partnerships and Level of Commitment:

- Pairs will be asked to commit to a mentoring relationship that provides for at least 6 hours of contact within a twelve-month period.
- Regular face-to-face meetings are necessary for success. If well planned, a half hour meeting every two weeks can be effective or longer meetings on a monthly basis. These meetings should be supplemented by phone, electronic, or other appropriate contacts throughout the six-month partnership. More frequent meetings may be necessary to meet certain learning goals.
- Contact hours can include joint mentor/learning partner participation in IH fieldwork.

Preparations of pairs:

- The program coordinator will communicate with each mentor and learning partner to review the scope of the program and identify realistic expectations.
- All participants will be provided with appropriate self-study tools to aid in meeting the program goals, such as mentoring tips, meeting guidelines and suggested mentoring activities.
- Participants should have an informal agenda for each meeting established prior to each meeting.

Record keeping and program tracking:

- Mentors will maintain a worksheet that tracks the number and general content of each mentor/learning partner contact.
- Mentors will submit the worksheet with the final evaluation form to the program coordinator.

Continuing maintenance points:

- Mentors will receive 1 CM point for successfully completing a mentoring partnership and 0.5 points for each 3 hours of fieldwork involving a learning partner, when applicable.
- There is a cap of 5 CM points possible for mentoring in any one re-certification cycle.
- Mentoring CM points should be recorded in the Other category of the ABIH re-certification worksheet.

Program evaluation:

- At the conclusion of the partnership both the mentor and the learning partner will complete an evaluation form and submit it to the program coordinator.
- The evaluation process will measure changes in basic competencies or knowledge, if possible, as well as attendance, level of participation, success in meeting stated goals, and general impressions of the process.
- Based on the feedback from each partnership, adjustments will be made to the program going forward.