

APPIC Mentoring Program Mentor Tip Sheet

Thank you for your valuable time and expertise with the APPIC Mentorship Program. With your guidance, new Training Director Mentees are supported in their new roles, develop thoughtful training plans, learn to understand APPIC membership criteria, submit self-studies, or develop due process/grievance procedures. As a result, APPIC membership continues to grow and more programs are obtaining APA accreditation. Thank you for your continued commitment to training.

The following tips may be helpful to assist you in your role as a Mentor:

- When you are assigned to a Mentee, you will receive an email with the subject title “Your APPIC Mentor Assignment”. Upon receipt of this email, please “reply all” to both connect with your Mentee and inform the Mentor Program Coordinator that you have connected.
- To connect with your Mentee, please provide days and times you are available and best way to reach you.
- If your Mentee has not responded within two weeks, please inform the Mentor Program Coordinator, Mary Mendoza Newman, Ph.D. (marymn@stanford.edu).
- Good mentoring involves regular interaction, but the relationship should not consume so much time as to become burdensome. As a general guideline, please consider monthly meetings.
- Type of contact can include email, phone conversations, meeting in person, meeting via videoconferencing, etc.
- Please take a moment at the beginning to set up expectations including type of contact, goals for development of Training Director role or training program, agenda for monthly meetings, how to access training resources, etc.
- Please acquaint yourself with APPIC membership guidelines/criteria and application procedures/deadlines (see below).
- Please be available to review developing training documents/applications (selection forms, manuals, due process) and to share your own training resources, as you deem appropriate.
- The mentoring relationship typically lasts six months to a year and may or may not continue after that.
- Please inform the Mentorship Program Coordinator when the mentorship relationship has terminated.
- If for some reason the mentor-mentee relationship is not functioning as expected for either party during the training year, please contact the Mentorship Program Coordinator for assistance.
- Please keep the Mentorship Coordinator informed if you are no longer able to mentor (due to leaving the position, change in jobs, or retirement) or with any other details about your status (unable to mentor for a period, on leave, on sabbatical).
- Please stay tuned for more information about providing feedback and evaluation of the Mentoring Program.

Helpful Links:

Internship Membership Criteria

<http://www.appic.org/Joining-APPIC/Members/Internship-Membership-Criteria>

Consortia Membership Criteria

<http://www.appic.org/Joining-APPIC/Members/Consortia>

Postdoctoral Membership Criteria

<http://www.appic.org/About-APPIC/APPIC-Policies/Postdoc>

Joining APPIC (eMembership and Renewals)

<http://www.appic.org/Joining-APPIC/Members>

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About the Match

<http://www.appic.org/Match/About-The-APPIC-Match>

Email Lists

<http://www.appic.org/E-Mail-Lists/Summary-of-APPICs-E-Mail-Lists>

Training Resources

<http://www.appic.org/Training-Resources>

Problem Consultation

<http://www.appic.org/Training-Resources>

APA Office of Program Consultation and Accreditation

<http://www.apa.org/ed/accreditation/>

About Accreditation

<http://www.apa.org/ed/accreditation/about/about-accreditation.aspx?item=2>

Accreditation Fees

<http://www.apa.org/ed/accreditation/visits/accreditation-fees.aspx>

Standards of Accreditation for Health Service Psychology

<http://www.apa.org/ed/accreditation/about/policies/standards-of-accreditation.pdf>

Elements of Due Process/Grievance Procedures

<http://www.appic.org/Portals/0/downloads/ElementsOfDueProcess.pdf>