



## AOCA Mentee Guidelines & Expectations

### Overview

The AOCA Mentorship Program connects members seeking guidance—students, residents, and practicing physicians—with experienced anesthesiologists to support career growth, decision-making, and professional development.

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### How the Program Works

- You will **search the AOCA Member Directory** for potential mentors
- You are responsible for **reaching out and initiating the relationship**
- Together, you and your mentor will **determine fit and set expectations**
- AOCA provides **optional tools and resources** to support your experience

### At-a-Glance Expectations

#### Time Commitment

- ~1 hour per month

#### Typical Duration

- 3–6 months (flexible)

#### Format

- Virtual or in-person
- Phone, video, or email

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### Your Role as a Mentee

**You are expected to take initiative in this relationship.**

This includes reaching out, scheduling meetings, preparing for conversations, and following through on next steps.

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### Mentorship Roadmap

#### Month 1: Establish the Relationship

- Reach out and schedule an introductory call (30–60 minutes)
- Share your background, interests, and goals
- Agree on:
  - Meeting frequency (recommended: monthly)
  - Communication method
  - Length of mentorship (suggest 3–6 months)

#### Months 2–3: Build Momentum

- Discuss goals, challenges, and career questions
- Seek feedback and guidance
- Take action on agreed-upon next steps

#### Months 4–6: Deepen & Grow

- Refine your goals and direction
- Ask more targeted questions
- Reflect on your progress and identify next steps

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### How to Reach out to a Mentor

Use a simple, professional message like this:

**Subject:** AOCA Mentorship Request

Dear Dr. [Last Name],



I am a [student/resident/physician] interested in [area of interest]. I came across your profile in the AOCA Member Directory and saw that you indicated you are open to serving as a mentor. I would appreciate the opportunity to connect for a brief introductory call to learn from your experience and see if it might be a good fit.

Thank you for your time and consideration.

Sincerely,

[Your Name]

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### Mentee Expectations

As a mentee, you are encouraged to:

- Take **initiative** in scheduling and maintaining communication
- Come prepared with **goals, questions, or topics**
- Be **open to feedback and new perspectives**
- Follow through on **action items and commitments**
- Be respectful of your mentor's **time and availability**
- Work with **one mentor at a time**

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### Getting Started: Quick Checklist

#### Before your First Meeting

- Send an introductory email
- Share a short bio or resume
- Identify 2–3 goals or questions

#### After Your First Meeting

- Send a thank-you message
- Confirm your next meeting
- Track key takeaways and action items

#### Ongoing

- Send reminders before meetings
- Follow through on agreed next steps
- Communicate proactively if scheduling changes

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### Optional Conversation Starters

- What advice would you give someone in my position?
- What helped you most early in your career?
- What skills should I focus on developing?
- What does a successful mentorship look like to you?

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### Need Support?

Questions or need assistance at any point? Contact [office@aocaonline.org](mailto:office@aocaonline.org).