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Introduction

Summary
The Office of Student Services established *Student-Doctor Connect* to assist incoming students and student-doctors as they adjust and adapt to both LUCOM and the Lynchburg community while providing leadership opportunities for current student-doctors.

Current LUCOM student-doctors will be asked to reach out to the accepted students in order to provide support, answer questions and share past experiences. Their knowledge and experience will help build relationships with the incoming class, strengthen the student body and fulfill the mission of service within the college. In addition, current student-doctors’ knowledge and compassion will serve to ease transitional stress for the incoming class and assist their transition from college students to student-doctors.

Primary Purpose
The primary purpose of *Student-Doctor Connect* is to provide assistance for prospective students as they adjust to LUCOM/ Liberty University and make the transition from being a college student to a student-doctor. Current student-doctors provide assistance by sharing knowledge, competencies and the compassion of their peers, and future colleagues.

Secondary Purpose
A secondary purpose for *Student-Doctor Connect* is to provide an opportunity to develop leadership characteristics such as charisma, communication, compassion, service and trust within LUCOM student-doctor participants and enhance both individuals’ experience through peer interaction and opportunity for service to others.

Who is a LUCOM Mentor?
A LUCOM mentor is any LUCOM student-doctor who has an interest in serving others and advancing the mission and vision of the university and college. The student-doctor must apply for inclusion and be approved for *Student-Doctor Connect* through the submission and review of the required application.

Who is a LUCOM Mentee?
A LUCOM mentee is any student who has been offered admission to the College of Osteopathic Medicine and indicated interest in attendance by submission of their initial admission deposit. LUCOM mentees will be matched with a mentor during the first year of medical school. The assigned mentor will be encouraged to maintain a relationship with the mentee throughout the mentee’s career at LUCOM. The student must apply for inclusion through the submission of the required application.
Program Guidelines

Mentor
Each approved mentor will be assigned no more than two mentees by the Office of Student Services. Efforts will be made to assign mentees to appropriate mentors based on self-reported identifiers such as: age, sex, interests, hometowns, marital status, etc.

Mentee
Each mentee will be assigned to one mentor by the Office of Student Services. Efforts will be made to assign mentees to appropriate mentors based on self-reported identifiers such as: age, sex, interests, hometowns, marital status, etc.

Commitment

Mentor
A goal of the program is to build a supportive network for the incoming student and their family that is based on developing a lasting relationship with a trusted advisor and mentor. In support of this goal, the approved mentor is required to maintain a relationship with the assigned mentee throughout the mentee’s first year at LUCOM. However, student-doctors are encouraged to remain the mentor of the assigned mentee(s) until the completion of the mentee’s medical degree (4-year commitment). During the mentee’s first year at LUCOM, the mentor is required to check in with the mentee at least once a month. At the end of the mentee’s first year, the mentee will evaluate the mentor, including a report on frequency of contact. In addition, all mentors will complete an evaluation of the program at the end of his or her first year as a mentor. The mentor evaluation will serve as an assessment of the program and implications for the implementation of Student-Doctor Connect in the years to come.

Failure to comply with the requirements can result in termination from the program and its recognition.

Mentee
The mentee should receive the first communication from the mentor through his or her Liberty email account within one week of receiving the mentor’s demographic information. Once the student is an approved mentee, he or she is required to maintain a relationship with the assigned mentor throughout the first year at LUCOM. However, the mentee is encouraged to maintain a relationship with the assigned mentor until the completion of his or her medical degree (4-year commitment). All mentees will complete an evaluation of the program and his or her mentor at the end of the first year in the program, including a report on frequency of contact from the mentor. The mentee evaluation will serve as an assessment of the program and the mentor, as well as provide implications for the implementation of Student-Doctor Connect in the years to come.
Recognition

Mentors will receive recognition from the Dean within his or her Dean’s letter if he or she fulfills the requirements for the program in such a way that produces a good report from the assigned mentee in the program evaluation. Mentors will be invited to luncheons and other events in association with an Admitted Students Day annual event as well as a meet and greet. Individually, mentoring will provide invaluable professional development, service, and personal growth opportunities.

Application Process

To review requirements for application, consider the following:

Eligibility

All accepted students who have submitted their initial confirmation deposit are invited to participate, as well as any LUCOM student-doctors. Both are required to complete an application to participate in the program so that participants can be matched.

Qualifications

Mentors must:

- Be in good academic standing upon entrance into the program.
- Complete the Student-Doctor Connect application.
- Be able to commit to the program throughout the mentees first year at LUCOM, including responding to all mentee communications promptly and accurately, understanding that it is encouraged to mentor the mentee throughout his or her academic career at LUCOM.
- Agree to submit the mentor checklist and annual evaluation of the program by attending a required meeting with the Office of Student Services at the end of the academic year (OMS I and OMS II only).

Mentees must:

- Be accepted LUCOM students who have submitted their initial confirmation deposit.
- Complete the Student-Doctor Connect application.
- Agree to submit the mentee checklist and annual evaluation of the program by attending a required meeting with the Office of Student Services at the end of the academic year (OMS I and OMS II only).
Appendix A: Mentor Checklist

☐ Submit an application to the Office of Student Services.

☐ Receive decision from the Office of Student Services along with the designated mentee information.

☐ Make initial contact with the mentee within one week of receiving his or her information.

☐ Respond to all mentee communications within 48-hours.

☐ Follow through with communications during the mentee’s first year at LUCOM, including monthly correspondences.

☐ Complete a brief after action survey, based upon your experience, and include feedback for improvement. This will take place during a scheduled, required meeting with the Office of Student Services.

☐ File checklist with the Office of Student Services with signature indicating Student-Doctor Connect completion. This will take place during a scheduled, required meeting with the Office of Student Services.

_____________________________________________________________
First Name (Print)                                      Last Name (Print)

___________________________________________________________
Signature                                      Date
Appendix B: Mentee Checklist

☐ Submit an application to the Office of Student Services.

☐ Receive the designated mentor information from the Office of Student Services.

☐ Expect contact from mentor. If not received within one week, contact the Office of Student Services.

☐ Complete a brief after action survey based upon your experience and include feedback for improvement. This will take place during a scheduled, required meeting with the Office of Student Services.

☐ File checklist with the Office of Student Services with signature indicating Student-Doctor Connect completion. This will take place during a scheduled, required meeting with the Office of Student Services.

_____________________________________________________________
First Name (Print) Last Name (Print)
_____________________________________________________

Signature Date
Appendix C: Mentor Important Dates and Topics

Important Dates

1. Secondary Deposit:
   - Accepted prior to Nov. 15: have until Dec. 14 for the first deposit and until Jan. 14 for second
   - Accepted between Nov. 15 and Jan. 14: have 30 days for first and 30 days for second
   - Accepted between Jan. 15 and March 14: have 15 days for first and 15 days for second
   - Accepted after March 15: have 7 days to pay full deposit

   ***Discuss the deadline for your mentee’s deposit to make sure it is not missed. Questions regarding the secondary deposit can be directed to LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu).

2. Background Check:
   - Accepted prior to Jan. 1: due by March 1
   - Accepted on or after Jan. 1: due by May 1

   ***Discuss the deadline for your mentee to complete the background check. Questions regarding the background check can be directed to LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu).

3. Immunizations:
   - Accepted prior to Jan. 1: due by March 1
   - Accepted on or after Jan. 1: due May 1

   ***Discuss the deadline for your mentee to complete the required immunizations. Questions regarding immunizations can be directed to LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu) or LUCOM Student Health (LUCOMStudentHealth@liberty.edu).

4. Final College Transcripts:
   - Accepted prior to Jan. 1: due by March 1
   - Accepted On or after Jan. 1: due by May 1

   ***Discuss the deadline for your mentee to submit his or her final college transcript(s). Questions regarding final college transcripts can be directed to LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu).

5. Drug Screen:
   - Accepted prior to Jan. 1: due by March 1
   - Accepted on or after Jan. 1: due by May 1

   ***Discuss the deadline for your mentee to complete the drug screen. Questions regarding the drug screen can be directed LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu).
6. **Physical:**
   - Accepted prior to Jan. 1: due by March 1
   - Accepted on or after Jan. 1: due by May 1

   ***Discuss the deadline for your mentee to complete the physical. Questions regarding the physical can be directed to LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu) or LUCOM Student Health (LUCOMStudentHealth@liberty.edu).

7. **Prerequisites:**
   - Accepted prior to Jan. 1: due by March 1
   - Accepted on or after Jan. 1: due by May 1

   ***Discuss the deadline for your mentee to submit pre-requisites. Questions regarding the prerequisites can be directed to LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu).

8. **Proof of insurance:**
   - Accepted prior to Jan. 1: due by March 1
   - Accepted on or after Jan. 1: due by May 1

   ***Discuss the deadline for your mentee to submit proof of insurance. Questions regarding the proof of insurance can be directed to LUCOM Office of Admissions (LUCOMAdmissions@liberty.edu).

9. **Financial Check-in:**

   ***Discuss financial check-in with your mentee and make sure the mentee is aware of the deadline. Questions regarding financial check-in can be directed to LUCOM Office of Student Accounts (LUCOMStudentAccounts@liberty.edu).

10. **Refund Disbursement:**

   ***Discuss refund disbursement with your mentee and make sure the mentee is aware of the disbursement dates. Questions regarding refund disbursement can be directed to LUCOM Office of Student Accounts (LUCOMStudentAccounts@liberty.edu).

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**Topics**

1. **Housing/Roommates:**

   Discuss options for housing and roommates. Conversation starters may include addressing:
   - Where you live
   - Common places other students live
   - Advice on local or surrounding areas for housing
How you found your housing
How you found your roommate

2. Moving in:

Discuss opportunities for your mentee to have help moving into his/her new home. Conversation starters may include:

- Offering your help
- Instructing the mentee to ask for help through LUCOM’s Facebook pages or emailing LUCOM Office of Student Services (LUCOMStudentServices@liberty.edu).
- Recruiting help for the mentee

3. Orientation:

Discuss orientation week with your mentee. Conversation starters may include:

- Informing the mentee that orientation week is required
- Discussing the orientation website, which has the schedule of events for the week (www.liberty.edu/LUCOM/Orientation)
- Discussing your experience during orientation week

4. Lynchburg and Liberty Community:

Discuss the Lynchburg and Liberty University community with your mentee. Conversation starters may include:

- Informing the mentee about the resources Liberty offers (i.e., gym, library, Snowflex, Camp Hydaway, equestrian center, theatre, etc.)
  - What resources do you use?
  - What resources do you find the most helpful?
- Informing the mentee about the Lynchburg area (i.e., Blue Ridge Mountains, local shopping, dining, events, etc.)
  - What do you do for study breaks in the community?
  - Where are your favorite local places to visit?
- Directing the mentee to online resources about the Lynchburg Community (www.DiscoverLynchburg.org).

5. Service:

Discuss involvement in the community with your mentee. Conversation starters may include:

- Informing the mentee about opportunities to serve
- Where you have served in the past
6. **Rank:**

Discuss with your mentee that rank will not be disbursed until the end of OMS II, OMS III, and OMS IV years. Questions regarding rank can be referred to LUCOM Office of the Registrar ([LUCOMRegistrar@liberty.edu](mailto:LUCOMRegistrar@liberty.edu)).

7. **Name Change:**

If your mentee is recently married or has a name change, then direct the mentee to LUCOM Office of the Registrar ([LUCOMRegistrar@liberty.edu](mailto:LUCOMRegistrar@liberty.edu)).

8. **Loan Deferment:**

If your mentee is looking to defer loans, then direct the mentee to LUCOM Office of the Registrar ([LUCOMRegistrar@liberty.edu](mailto:LUCOMRegistrar@liberty.edu)).