

Mentee Application & Responsibilities

We appreciate your interest in becoming a Mentee.

Name:

Major:

Months/years at JCCC:

Previous work experience (or please attach resume):

Brief Bio: (past employment, education, interests)

Please briefly describe what motivated you to apply for this program:

Have you explored the services of JCCC Career Development Center?

List your top three professional goals.

- 1.
- 2.
- 3.

Do you Have a LinkedIn profile?

Yes

No

What are your preferred methods of contact (please selections multiple, if applicable)?

Email

Phone

Text

In person

Are you a GKC HIMSS or AAPCKC or KCHIMA member, or are you interested in joining? it is free for JCCC students. If not, please join. For information re: student memberships, HCIS students - please contact Lori Brooks lbrook17@jccc.edu or MIRM students – please contact Amanda Kraus: aleitnak@jccc.edu.

Directions: Please initial each box and sign and date below:

As a JCCC Mentee I agree to the following:

- I will visit the JCCC Career Development Center to review their services prior to meeting with my mentor. <https://www.jccc.edu/student-resources/career-development/index.html>
- I will be actively involved in my mentorship by completing the mentorship agreement with my mentor by September 30th; initiating communication; listening and learning; coming prepared for meetings; being inquisitive and generating professional goals and objectives.
- I will join my associated professional organization (GKCHIMSS or AAPC or AHIMA) and will attend at least one organized program at JCCC. (Professional organization membership may require a small fee to JCCC students, please email your department chair: Lori Brooks or Amanda Kraus.)
- I will connect my mentor within one week of receiving contact information and at least once a month- it is my responsibility to reach out to my mentor.
- I will be available to meet with my mentor at least once or twice during the semester.

- I will notify my mentor if I cannot meet/connect with them for any reason and will reschedule any cancelled meeting.
- I will contact either Lori Brooks or Amanda Kraus with questions.

Lori Brooks, 913.469.8500, x3801, lbrook17@jccc.edu

Amanda Kraus, 913.469.8500, x4020, aleitnak@jccc.edu

Questions? Please contact Lori Brooks or Amanda Kraus.

Thank you for your interest!!

Lori Brooks

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