



DEVELOPMNT Mentorship Program

Thank you for your interest in mentoring with the Duke DEVELOPMNT ([DEVELOping Project MaNagement Trainees](#)) Program! We are seeking enthusiastic and engaged mentors in a wide range of Project Management fields. Our goal is to provide internship opportunities that enable participants to apply their course-gained knowledge in project management to “real-world” projects. Below, we’ve provided specific details regarding program objectives, the onboarding process, and expectations for mentor/mentee positions.

Goals for DEVELOPMNT Trainees

- Introduce trainees to project management as a career path and transferable skill set
- Provide trainees with hands-on experience in the field which can aid them in making career decisions as well as becoming a competitive job applicant
- For more info regarding the training program, please visit: <https://sites.duke.edu/pmcop/developmnt/>

Benefits for DEVELOPMNT Mentors

- Invaluable experience mentoring future PMs, great for personal and professional growth
- Earn credit toward the PDU requirement
- Additional help with project(s) from enthusiastic trainees, providing a fresh set of skills and perspective to your work environment
- Eligible mentees will have a baseline knowledge in PM after completing the DEVELOPMNT program
- Broaden your professional network
- Potential to find future new and talented employees
- All mentoring and internship duties can be performed virtually
- Flexibility in assigning a project and timeline based on your needs with the potential to extend the internship to include multiple projects

How can I help?

We have two ways in which you can get involved. You have the option to engage in one or both of our mentorship opportunities:

1. Serve as a general project management contact for program participants. Mentees will be given your contact information and can reach out to you for any of the





following: informational interviews, resume review, general questions, job postings at your company, etc.

2. Host a mentee for an official internship position

How do I go about finding a mentee?

Please complete the DEVELOPMENT Mentor Qualtrics survey located here: [LINK](#)

https://duke.qualtrics.com/jfe/form/SV_77Cx0sy7XNAqaA6

This survey will provide us with your contact information, option for how you would like to volunteer, and relevant background information. It is our goal to provide transparency and flexibility in time commitments for both the mentors and mentees.

Ahead of beginning the survey, please be prepared to include the following:

- Basic contact information: Full name, current title, etc.
- Optional: Relevant project management certifications/service
- *Brief* professional bio (~200 words)
- Description of intern position and potential projects (Please see sample internship descriptions below)
- Required time commitment and general availability (If applicable)
 - Time commitments can range from 1-2 hours per month to 10 hours/week, etc.
 - If the intern duties require attendance at any recurring meetings, please include that information
- Preferred method of contact (phone, email, hours, etc.)

An initial recommended timeline for internships is May/June 2025 - September 2025. However, both the trainees and mentors may require a more flexible schedule, so please consider hosting outside of those dates if a summer mentorship is not ideal. All mentor/mentee pairs will have the option to continue internships past September 2022 if they so desire.





The enrollment period for mentors to host summer 2025 interns is February 18, 2025 - May 1, 2025. We will continue to accept mentorship volunteers for mid-summer/fall start dates until August 1, 2025.

Mentor information will be circulated to the DEVELOPMENT participants at the close of the program in May 2025. Ahead of releasing mentor contact information, our team will reconnect with you to confirm the information you supplied is still correct. Potential interns will be responsible for reaching out to mentors for interviews and to secure their positions. This is to mimic the formal process of searching and applying for an official job.

Expectations

- Mentors and mentees will have a formal discussion and written agreement regarding expectations and time commitments in the form of a Mentoring Compact
- Pairs should meet regularly to track project progress until completion. Meeting intervals should be discussed formally at the start of the internship
- Mentors and mentees will maintain a respectful and professional learning environment free of harassment and discrimination
- Mentors will work with mentees to determine an internship project that can be completed within an agreed-upon timeframe
 - This should be discussed at the beginning of the internship tenure
- Mentors and mentees should be actively engaged with one another and be committed to completion of the internship project

Important Considerations for Hosting an Intern:

- We are recruiting for *unpaid internship positions* as there are important considerations for our participants (grant-funded students, international students/employees, etc.).
- Confidential or sensitive information: If your work requires handling of confidential or sensitive information, check with your management and legal teams regarding how to best proceed. We can offer you a CDA template which you and your legal team can adapt to your needs.





Sample Internship Descriptions

Note: Mentors have flexibility in detailing intern duties and can alter descriptions depending on their field of expertise and intern responsibilities. The samples below are only examples. We strongly encourage mentors to outline positions as they see fit.

Sample Internship Description #1:

Position Title: Duke PMCoP Steering Committee Intern

Estimated Volunteer Hours/Week: 1 hours

Estimated Volunteer Hours/Month: 4-5 hours

Job Description

The internship position is available to senior undergraduate, graduate students, or postdoctoral fellows that wish to explore or pursue a career in the area of Project Management. This position primarily serves as an assistant to and reports to the Steering Committee Chair, but is available to aid all PMCoP subcommittees and PMCoP members when needed. The intern will assist the committee with general duties including but not limited to record keeping and organization, communication, event logistics, etc. In return, the intern will gain critical insight into the role of project managers within the Duke University and Duke University School of Medicine community and VA Partnership.

At the beginning of the position tenure, the intern will work with the chair and/or Steering Committee to determine at least one overarching internship project. This project, large or small, should provide the intern with something to contribute to the community, practice their skill set, and give them something tangible to speak to during future job interviews.

Responsibilities

- Collect meeting business and compile agenda for monthly PMCoP Steering Committee meetings. Call for agenda items the Monday before meetings.
- Circulate meeting agenda to committee 24-48 hours ahead of time for review.
- Attend and participate in 90% of the DPMCoP Steering Committee meetings, ideally attend all.





- Take notes and record thorough meeting minutes and distribute within 24-72 hours following the monthly meeting.
- Monitor attendance at monthly meetings.
- Meeting agendas and minutes should also be uploaded to Duke Box.
- Attend programming 50-75% of the time – ideally whenever scheduling permits.
- Facilitate/coordinate with the Mentorship committee to bring interested students into committee and PMCoP. Serve as liaison between Duke University students and PMCoP.
- Aid subcommittees and PMCoP members as needed.

Sample Internship Description #2:

Position Title: Duke PMCoP Communications Committee Intern

Estimated Volunteer Hours/Week: 1 hours

Estimated Volunteer Hours/Month: 4-5 hours

Job Description

The internship position is available to senior undergraduate, graduate students, or postdoctoral fellows that wish to explore or pursue a career in the area of Project Management. This position primarily serves as an assistant to and reports to the Director of Communications, but is available to aid all PMCoP subcommittees and PMCoP members as needed. The intern will assist the committee with general duties including but not limited to: overseeing and updating content on the Duke PMCoP website and working with the communications committee to both maintain consistent branding on all PMCoP communications and to provide relevant content to PMCoP members. In return, the intern will gain critical insight into the role of project managers within the Duke University and Duke University School of Medicine community and VA Partnership.

At the beginning of the position tenure, the intern will work with the Director of Communications to determine at least one overarching internship project. This project, large or small, should provide the intern with something to contribute to the community, practice their skill set, and give them something tangible to speak to during future job interviews.





Responsibilities

- Maintaining and updating all content on the PMCoP website.
- Managing the PMCoP website as and administrator for Sites@Duke (Wordpress)
- Assisting the Communications committee members with duties related to managing PMCoP social media accounts, the monthly newsletter, and marketing materials.
- Working with the Toolbox Committee to translate content from the PM Toolbox on the PMCoP website.
- Working with the Programming Committee to advertise and promote PMCoP events on the website event calendar.
- Attend and participate in 90% of the Steering Committee meetings, ideally attend all.
- Facilitate/coordinate with the Mentorship Committee to bring interested students into committee and PMCoP. Serve as liaison between Duke University students and PMCoP.
- Aid subcommittees and PMCoP members as needed.

Sample Internship Description #3:

Position Title: Duke PMCoP Toolbox Committee Intern

Estimated Volunteer Hours/Week: 1 hours

Estimated Volunteer Hours/Month: 4-5 hours

Job Description

The internship position is available to senior undergraduate, graduate students, or postdoctoral fellows that wish to explore or pursue a career in the area of Project Management. This position primarily serves as an assistant to and reports to the Toolbox Committee Chair, but is available to aid all PMCoP subcommittees and PMCoP members as needed. The intern will assist the committee with general duties including but not limited to: organizing, updating, and maintaining archived materials, communication, routine maintenance of the Duke Toolbox, etc. In return, the intern will gain insight into the role of project managers within the Duke University and Duke University School of Medicine community and VA Partnership that will ultimately shape their career path.





At the beginning of the position tenure, the intern will work with the chair and/or Toolbox Committee to determine at least one overarching internship project. This project, large or small, should provide the intern with something to contribute to the community, hone their skill set, and produce tangible outcomes to reflect on during future interviews.

Responsibilities

- Organize files and manage user navigation in Duke PMCoP Toolbox.
- Ensure all archived files contain complete contents (ie audiovisual, stacks, etc)
- Upon acquiring signed waivers from presenters, the intern must upload them to the Duke PMCoP toolbox channel.
- Collaborate with the other student intern
- Attend and participate in 90% of the DPMCoP Steering Committee meetings, ideally attend all.
- Facilitate/coordinate with the Mentorship Committee to bring interested students into committee and PMCoP. Serve as liaison between Duke University students and PMCoP.
- Aid subcommittees and PMCoP members as needed.

QUESTIONS? Contact our Training Program Managers:

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2025 DEVELOPMNT Team

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