# Code of Conduct for Alumni Mentors on PHM305 Project Module Creative Commons License

## As an Alumni Mentor I have:

1. Successfully completed PHM305 Project Module (with grade 3 or above) and graduated from the Public Health MSc by distance learning.
2. Participated in, or watched the recording of, the Collaborate training session for Alumni Mentors.

## As an Alumni Mentor I agree to:

1. Become a member of a group of Alumni Mentor volunteers, collectively supporting distance learning students on the Public Health MSc who are undertaking a research project on PHM305.
2. Share with the Project Module Organiser (PMO), the drafts of my initial introduction message and my first reply to a student (by emailing [anna.foss@lshtm.ac.uk](mailto:anna.foss@lshtm.ac.uk)) prior to posting on Moodle.
3. Be responsive to feedback from the PMOs throughout.
4. Share my name and email address with relevant LSHTM staff and other Alumni Mentors.
5. Contact the PMO facilitating this mentorship scheme, Anna Foss, if I have any queries, concerns or feedback (or I wish to restrict the sharing of my email address with regards to point 6 above), by emailing [anna.foss@lshtm.ac.uk](mailto:anna.foss@lshtm.ac.uk)

## In terms of the extent and boundaries of my **role** as an Alumni Mentor:

1. I understand that it is the role of supervisors and PMOs to guide and advise students, not the role of mentors, so I will share my own experiences rather than giving advice.
2. If I do make the occasional suggestion then I will refer students to check with their supervisor/PMO.

## In terms of the extent and boundaries of my **communications** with students:

1. From May 2019 to September 2020 (or for as long as possible within this timeframe), I will actively engage with students online by posting messages to the relevant Moodle discussion forums and participating in as many as possible of the seven Collaborate webinar sessions.
2. I will sign-off written communications as “Alumni Mentor” so that students are aware of my role (and introduce myself verbally as an “Alumni Mentor” if speaking in a Collaborate session).
3. I note the following standard disclaimer on Moodle, applying also to Collaborate sessions: “The discussion forums are solely for educational purposes and to facilitate communication between students, staff and alumni mentors. The views and opinions posted to a forum do not necessarily reflect those of the School. We welcome constructive dialogue and debate; however, please consider the School’s key values regarding respect for our diverse community when posting. The School reserves the right to monitor the forum and any message deemed to be offensive will be withdrawn without notice, and could result in disciplinary or legal action against the offender. Please contact us immediately if you have any concerns or think a post may go against the key values of the School.”
4. I will demonstrate respect for confidentiality of what is shared by students, within the boundaries of Moodle/Collaborate. However, if I believe there is a serious or potentially serious danger to a student or others in what has been said/written, then I will immediately phone the DL Office on 020 7958 8331 as well as highlighting this (via red-flagged email) to [PHSupport@lshtm.ac.uk](mailto:PHSupport@lshtm.ac.uk), and all the PMOs and Programme Directors for the MSc (<https://www.lshtm.ac.uk/study/courses/public-health-online>) as soon as possible.
5. In the interests of transparency so that all students can benefit, I will **not** meet face-to-face with students nor connect with students via social media, email, Skype/Facetime/phone or by any means other than the PMO-monitored Moodle forums and Collaborate sessions.
6. If I am already engaged in Facebook/WhatsApp/other social media groups, I will refer any PHM305 students to Moodle if I wish to respond in my formal role as an Alumni Mentor.