EMORY UNIVERSITY
Mellon Mays Undergraduate Fellowship (MMUF) Program
Faculty Mentor’s Checklist

✓ Assist mentee in selecting and having ownership over her/his research project (MMUF fellows must produce a 35-page scholarly paper by the end of their senior year)

✓ Consult with mentee during his/her participation in the MMUF UNCF Summer Institute orientation to the MMUF program (on Emory’s main campus); be prepared to offer guidance regarding research prospectus development and microteaching preparation

✓ Arrange to meet with mentee at least once per month & Review monthly “Fellows’ Checklist”

✓ Review microteaching video with mentee and offer critical feedback

✓ Offer scholarly guidance as needed pertaining to mentee’s research project (for example, thesis development, data collection and analysis and reading/research practices) and disciplinary preparation for graduate school admission

✓ Offer specific scholarly guidance as mentee prepares to deliver a ten-minute research presentation at the fall MMUF Southeastern Regional Conference during her/his senior year and only voluntarily during her/his junior year

✓ Offer specific scholarly guidance as mentee prepares his/her presentation for MMUF Research Conference

✓ Review and offer critical feedback on mentee’s MMUF junior summer research proposal and budget (Fellows are eligible for up to $3,900 in research related funds)

✓ Offer guidance and counsel as mentee embarks upon the graduate school application process

✓ Model and require of MMUF mentee professional standards of academic citizenship and collegiality

✓ Reach out to mentee if he/she is not following through on commitments and communicate any concerns to MMUF coordinators when necessary; remind mentee of her/his obligation to initiate
and sustain good communication between you throughout each phase of program; meet with MMUF coordinators and mentee to discuss any problems that might warrant attention or disciplinary action

**CONDITIONAL MENTORSHIP RESPONSIBILITIES**

- Review research proposal and application materials of mentee if she/he competes for admission to the MMUF University of Cape Town January Program and offer recommendation to support mentee’s application

- Offer editorial guidance to mentee if she/he elects to submit an article-length manuscript for consideration in the *MMUF Journal*

- Encourage your mentee to attend a scholarly conference with you (funds are available to support this kind of mentorship)

**CREATING A SCHOLARLY Emory MMUF COMMUNITY**

Attend important MMUF activities:

- Mentors’ Dinner
- Mentee’s Research Presentations (when possible)
- Monthly Mellon Seminars (when possible)
- Commencement Banquet

I have reviewed the above Faculty Mentor Checklist with my faculty mentor and we have developed and committed ourselves to a shared understanding of expectations and responsibilities as mentee and mentor in the MMUF Program at Emory College based upon the above guidelines.

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<th>Printed Name</th>
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**MMUF PROGRAM ADMINISTRATORS:**

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