

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.

Printed Name

MMUF Fellow Signature

Date

Printed Name

Faculty Mentor Confirmation Signature

Date

MMUF PROGRAM ADMINISTRATORS:

DIANNE STEWART, COORDINATOR
dstewa4@emory.edu / 404 384-3291

CAROL ANDERSON, CO-COORDINATOR
carol.anderson@emory.edu / 404 727-4696