

**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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Printed Name

MMUF Fellow Signature

Date

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Printed Name

Faculty Mentor Confirmation Signature

Date

MMUF PROGRAM ADMINISTRATORS:

DIANNE STEWART, COORDINATOR  
[dstewa4@emory.edu](mailto:dstewa4@emory.edu) / 404 384-3291

MARÍA M. CARRIÓN, CO-COORDINATOR  
[mcarrio@emory.edu](mailto:mcarrio@emory.edu) / 404 431-1732