Mellon Mays Undergraduate Fellowship Program at Emory University

**MMUF Faculty Mentor’s Checklist AY 2022-’23**

- Assist mentee in selecting and having ownership over their research project. MMUF fellows must produce a 35-page scholarly paper by the end of their senior year.

- Consult with mentee during their participation in Emory’s MMUF Summer Institute orientation to the MMUF program; be prepared to offer guidance regarding research prospectus development and microteaching preparation.

- Arrange to meet with mentee at least once per month.

- Offer scholarly guidance about mentee’s research project (e.g., thesis development, data collection and analysis, 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 (SERC) during their senior year.

- Offer specific scholarly guidance as mentee prepares and conducts their spring research.

- 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.

- Reach out to mentee if they are not following through on commitments and communicate any concerns to MMUF coordinators when necessary; remind mentee of their obligation to initiate and sustain good communication between you throughout each phase of the 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 they compete 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 they elect to submit an article-length manuscript for consideration in the *MMUF Journal* (annual call for papers are usually issued in January for a July deadline).

- Encourage your mentee to attend a scholarly conference with you. Research 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) – participation is required for fellows
  - 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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