Dr. Dianne Stewart, Faculty Coordinator
Dr. Elaine Penagos, Faculty Co-Coordinator

EMORY UNIVERSITY | Department of African American Studies

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.

Printed Name MMUF Fellow Signature Date

Printed Name Faculty Mentor Confirmation Signature Date

MMUF PROGRAM ADMINISTRATORS:

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