

## MENTORS GUIDELINES

Please review the following guidelines for all mentors. It is our hope and belief that these guidelines will ensure a positive and effective relationship between mentors and their undergraduate fellows. If you have any questions/concerns, please feel free to contact our office.

### THE UNCF/MELLON UNDERGRADUATE MENTOR

The faculty mentor is a central figure in the Program. The mentor has four general responsibilities.

**First**, the mentor is to help the fellow prepare for graduate school. This may involve helping the fellow identify useful sources of information or directing the fellow to a person on campus who maintains files on graduate programs.

**Second**, the mentor is responsible for overseeing the fellow's research project. The project should acquaint the fellow with the procedures that scholars follow in a selected discipline. The project should not duplicate the work required in a course, nor should it interfere with the fellow's academic progress.

**Third**, the mentor provides opportunities for the fellow to develop teaching skills through practice teaching.

**Fourth**, the mentor is to be the connection between the UNCF/Mellon Programs and the fellow. The mentor is also responsible for assisting the fellow with the preparation of reports needed by the program.

#### 1. Help the Fellow Prepare for Graduate School

- a) Assist the fellow in selecting courses; serve essentially as a faculty advisor to the fellow.
- b) Help the fellow identify an area of interest and the programs that exist in that field.
- c) Aid the fellow in compiling information on graduate departments and fellowship programs.

- d) Ensure that the fellow keeps track of deadlines for programs and any applicable examinations, e.g. the Graduate Record Examination.
- e) Discuss with the fellow the nature of graduate study.

## **2. Supervise and Guide the Fellow's Research Project**

- a) Assist the fellow in conceiving a project, planning it, and seeing it through to completion.
- b) Schedule regular periods of contact for review of the project.
- c) Evaluate the project.
- d) Assist fellow with the development of a scholarly bibliography and reading list related to the selected topic.

## **3. The UNCF/Mellon Programs seek to foster both teaching and research skills. Mentors are encouraged to:**

- a) Allow the fellow to tutor a class, present a lecture, or develop a section of class.
- b) Create opportunities for the fellow to observe the mentor's teaching strategies.
- c) Discuss various roles and responsibilities of faculty members.

## **4. Serve as a link between the UNCF/Mellon Programs, the fellow and the home institution.**

- a) Maintain information on the requirements of the Program.
- b) Inform the Director and/or Campus Coordinator of any questions or problems that arise from Program requirements.
- c) Alert the Director and/or Campus Coordinator of changes in the fellow's status.
- d) Assist the Program in monitoring the progress of the fellow and in evaluating activities.

- e) Attend the UNCF/Mellon Programs Conference, scheduled for early-to mid October.
- f) Submit a progress report during the course of the academic year.
- g) **Submit a final report at the end of that year. (The report must include a statement about the mentor/mentee relationship.)**

I have read and accept the Mentor's Guidelines provided by the UNCF/Mellon Programs Office.

Signature \_\_\_\_\_

Institution \_\_\_\_\_

Date \_\_\_\_\_