

## 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.

Completed forms should be submitted below or mailed/faxed to:

UNCF/Mellon Programs  
Spelman College, 350 Spelman Lane, Box 333, Atlanta, GA 30314  
info@uncfmellon.org  
(404) 270-5687

**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 research project based in the fellow's respective discipline(s), 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.

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**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 \_\_\_\_\_

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