

APPLICATION INSTRUCTIONS

IMPORTANT:

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY PRIOR TO PREPARING YOUR APPLICATION PACKAGE.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

A STATEMENT ABOUT THE UNCF/MELLON PROGRAMS:

The UNCF/Mellon Programs are designed to identify the “best and brightest” students from throughout the UNCF network who are worthy of the name Mellon Mays Undergraduate Fellow. Those accepted into the Undergraduate Fellowship program are expected to present themselves as serious scholars. Our programs are committed to scholarship, diversity, global awareness and global experiences and to the positive transformation of the Academy.

We welcome your interest in applying to become a candidate for a UNCF/Mellon Mays Undergraduate Fellowship. **TO BE ELIGIBLE, YOU MUST BE ENROLLED IN A UNITED NEGRO COLLEGE FUND INSTITUTION OR HAMPTON UNIVERSITY. YOU MUST BE NOMINATED BY EITHER THE CHIEF ACADEMIC OFFICER OF THE COLLEGE OR THE UNCF/MELLON PROGRAMS CAMPUS COORDINATOR, IF ONE IS IN PLACE.** (Please note that institutions are not allowed to nominate more than five students.)

Nominees must be entering the junior year in 2017-2018. Applicants are required to have a grade point average of at least 3.2 and plan to pursue doctoral studies in the **Humanities (which includes area studies), Anthropology and Archaeology, Geography and Population Studies, Film, Cinema and Media Studies (theoretical focus), Performance Studies (theoretical focus), Political Theory, Sociology, or Theater (non-performance focus).** (Please refer to the listing included in this application packet.) Nominees must be willing to work under the direction of a faculty mentor for the duration of the fellowship, intend to complete their undergraduate studies at a UNCF institution, intend on enrolling in a Ph.D. program in one of the designated disciplines, and be citizens or permanent residents of the United States. **If accepted, applicants must show proof of a passport or a passport application.**

It is important to stress that students with interests in law, engineering, journalism, elementary and secondary education or other professional degree programs are not eligible for this program and therefore should not be nominated by their home institutions. Applications reflecting these areas of interest will not be reviewed.

If selected as a Fellow, the program will provide work-study compensation for research activity during the academic year. In addition, the fellowship provides summer stipends, a mentor support system, a Summer Research Institute following the sophomore year, sponsored independent activity in the post-junior summer, graduate record examination preparation, advice and assistance in applying to graduate school, and repayment of all or part of the undergraduate Guaranteed Student Loan for participants who pursue the Ph.D. study in one of the specified fields. **If selected, the Fellow will be required to participate in the UNCF/Mellon Programs Summer Institute, June 1 - June 30, 2017.**

STEPS TO FOLLOW FOR COMPLETING APPLICATION:

(1) STUDENT APPLICATION FORM

Please complete the attached one-page application form. The application should be **typewritten and proofread**. Please note that your proposed Mentor is required to proofread your Personal Statements (Research and Character Statements) and sign where indicated on the Mentor's Statement that he/she has proofread them.

(2) PERSONAL STATEMENT(s)

Please be sure that your name is visible on your statements.

Note: The UNCF/Mellon Undergraduate Fellowship Program seeks to assist students with graduate school preparation and matriculation and the eventual entrance into the professoriate. Along those lines, please answer the following questions in your first statement and please keep in mind that applications are reviewed by an interdisciplinary committee of academics and scholars. Statements should be written with the composition of the Selection Committee in mind.

A) Research Statement: Please answer the following questions in the first statement (not to exceed three typed, double-spaced pages.)

- ❖ **What is your SPECIFIC research topic?**
- ❖ **What are your SPECIFIC research questions?**
- ❖ **Provide a brief paragraph describing how your research questions are related to disciplinary scholarship in your area.**
- ❖ **Who are the scholars exploring similar questions in your field and what do they have to say about your research area?**
- ❖ **Why do you want to be a college professor?**
- ❖ **What research and/or teaching experiences have you had as part of a job or as a volunteer?**
- ❖ **What specific qualities do you possess that would help you to complete the Ph.D.?**

B) Character Statement: Please enclose a second statement no longer than two typed, double-spaced pages answering the following questions:

- ❖ **Why do you believe that you possess the character and integrity required of a UNCF/Mellon fellow?**

(3) ANNOTATED BIBLIOGRAPHY

Please include an annotated bibliography with your Research Statement.

(4) MENTOR STATEMENT FORM

Along with the application, you must submit a statement from a faculty member who will act as your mentor in the Fellowship program. You may select as a mentor any member of the faculty at your undergraduate institution within your academic disciplinary area, or a faculty member within an interdisciplinary area of study that complements your selected research topic who agrees to serve in this capacity. Your mentor should complete the mentor's statement and return it to you. In addition, the mentor must submit a curriculum vitae. Your mentor's area of research should match the area of interest you have identified in your statement.

(5) LETTER OF RECOMMENDATION

You will need one letter of recommendation from a faculty member in your department (not your mentor). There is a form attached for you to give to the faculty member you choose. The faculty member should return the letter of recommendation to you in a sealed envelope.

(6) NOMINATING LETTER

You will need a letter of nomination from the chief academic officer or UNCF/Mellon Campus Coordinator on your campus.

(7) TRANSCRIPT

(8) PHOTO

You will need to include a passport sized photo of yourself. Please staple the photo to the official application page.

DEADLINE
Your completed application package must be postmarked by:
JANUARY 31, 2017

DISCIPLINARY AREAS

Anthropology and Archaeology

Area/Cultural/Ethnic/Gender Studies

Art History

Classics

Geography and Population Studies

English

Film, Cinema and Media Studies (theoretical focus)

Musicology and Ethnomusicology

Foreign Languages and Literatures

History

Linguistics

Literature

Performance Studies (theoretical focus)

Philosophy and Political Theory

Religion and Theology

Sociology

Theater (non-performance focus)

*Interdisciplinary Studies: Interdisciplinary areas of study
may be eligible if they have one or more Mellon fields at their
core*



UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM GUIDELINES

GENERAL STATEMENT AND PURPOSE

The UNCF/Mellon Mays Undergraduate Fellowship Program is supported by a generous gift from the Andrew W. Mellon Foundation. Participation in the program is open to students at four-year institutions that are members of the United Negro College Fund and at Hampton University.

The purpose of the program is to increase the number of talented undergraduates who choose to enroll in Ph.D. programs in the humanities or particular science and social science disciplines. The eligible fields are:

- Anthropology and Archaeology
- Area/Cultural/Ethnic/Gender Studies
- Art History
- Classics
- Geography and Population Studies
- English
- Film, Cinema and Media Studies (theoretical focus)
- Musicology and Ethnomusicology
- Foreign Languages and Literatures
- History
- Linguistics
- Literature
- Performance Studies (theoretical focus)
- Philosophy and Political Theory
- Religion and Theology
- Sociology
- Theater (non-performance focus)
- Interdisciplinary Studies: Interdisciplinary areas of study may be eligible if they have one or more Mellon fields at their core.

It is important to stress that students with interests in law, engineering, international policy, early or secondary education or other professional degree programs are not eligible for this program and therefore should not be nominated by their home institution.

The program will provide work-study compensation for research activity during the academic year. In addition, it provides summer stipends, a mentor support system, a Summer Research Institute following the sophomore year, sponsored independent activity in the post-junior summer, advice and assistance in applying to graduate schools, and assistance with selected undergraduate loan repayment for participants who pursue Ph.D. study in one of the specified fields. **If selected, the Fellow will be required to participate in the UNCF/Mellon Programs Summer Institute, June 1 – June 30, 2017.**

NOMINATION FOR CONSIDERATION

1. Nominations to the UNCF/Mellon Fellows Program must be submitted by the chief academic officer **or** UNCF/Mellon Programs Campus Coordinator, if one is in place.
2. Each institution may nominate more than one, but not more than five students in a single year.
3. Nominees must complete the UNCF/Mellon Undergraduate Fellows application.

INSTITUTIONAL RESPONSIBILITIES

Institutions wishing to participate in the program **must**:

1. Agree to assist in identifying a faculty mentor for the student nominee. Mentors with a demonstrated interest in the student's research area should be selected. Please note that mentors are **required** to attend a two-three day conference, which is held annually at the program's expense in early October. Each mentor will receive an annual stipend of \$1,000.00.
2. Agree, when and if several fellowships (3 or more) are awarded, to appoint an official of the institution to serve as campus coordinator of the program. Each coordinator will receive an annual stipend of \$500.00. **Campus coordinators will not serve as mentors.**
3. Agree to be willing to evaluate the mentor's effectiveness.
4. Be willing to provide demographic and other information on each Fellow and assist in following up on information about the Fellows after they graduate.

STUDENT ELIGIBILITY

1. Be completing the sophomore year and entering the junior year after their selection
2. **Have at least a 3.2 G.P.A.**
3. Express serious interest in pursuing graduate studies leading toward a Ph.D. in a Mellon designated area of study. (Please refer to the enclosed list of Mellon disciplinary areas.)
4. **Be committed to a career as a college professor**
5. Intend to complete their undergraduate studies at a UNCF school
6. Be a citizen or permanent resident of the United States

MENTOR'S RESPONSIBILITIES

1. Represent the fellow's academic disciplinary area
2. Be willing to help design and coordinate an independent research project with the fellow
3. Assist the fellow with identifying disciplinary scholarship to support her/his research
4. Assist the fellow in identifying potential graduate school destinations
5. Assist the fellow with identifying scholars at graduate institutions with similar disciplinary research questions
6. Attend the annual two-three day UNCF/Mellon Programs Conference
7. Submit an annual Mentor's Report

STIPENDS AND LOAN FORGIVENESS

1. **Academic Year Stipend** - During the junior and senior years, Fellows will engage in supervised research or other comparable activities arranged by their mentors. For this research activity, Fellows will receive a stipend of \$3,600.00 per academic year. The purpose of the stipend is to facilitate Fellows' research activity by relieving them of the need to undertake other work responsibilities. The fellowship should not jeopardize the Fellow's access to other forms of financial aid that might be available.

Institutions should not, therefore, withhold institutional scholarships or grants for which the Fellow is eligible. The student can hold a UNCF/Mellon Fellowship concurrently with other financial awards.
2. **Summer Stipends** - For each summer of activity in the program, students will receive up to a \$3,900.00 stipend. During the first summer, registration, food and lodging, and other expenses for the Summer Institute will be deducted. The Summer Institute is **required** of all new fellows. The \$3,900.00 stipend for the second summer **must** be used to support the student's research or graduate school interests. The 2017 Summer Institute will be held for the entire month of June.
3. **Loan Forgiveness** - For Fellows who enroll in Ph.D. programs in one of the specified fields no longer than 39 months after receiving the B.A. degree, the program will repay one-eighth (1/8) or up to \$1,250.00 a year of the student's undergraduate Guaranteed Student Loan for each of the first four years of full-time graduate study. The remainder of the undergraduate loan up to \$5,000.00 will be repaid when the Fellow receives the Ph.D. degree. Loan repayment has been approved for graduate students who have not used the loan repayment allocation to repay undergraduate loans, but who have taken out designated educational loans from recognized lenders for graduate study.
4. **Travel Stipend** - UNCF/Mellon Fellows may request a travel stipend in the amount of up to \$600.00 per year. Fellows may use this stipend to assist with expenses related to traveling to various conferences, institutions, facilities or any other destination, in an effort to supplement their research and facilitate the graduate school selection process.

5. **International Research Travel Grant** - This initiative is designed to support the international/global scholarly interests of UNCF/Mellon Fellows. These grants may be used to supplement pre-existing study abroad plans or to subsidize a summer or fall/spring semester international engagement (for example, attending a conference abroad, conducting research abroad, etc). A total of four grants of up to \$3,000.00 will be awarded each academic year. This is a competitive grant.
6. **Research Stipend** - The UNCF/Mellon Programs will provide funds in the amount of up to \$400.00 to assist senior undergraduate fellows with expenses related to their research needs.
7. **Graduate Record Examination Preparation** - The UNCF/Mellon Programs will provide funds in the amount of up to \$400.00 for senior undergraduate fellows to enroll in graduate record examination preparatory classes.

APPLICATION PROCEDURES

Each nominee should follow the instructions indicated within the application packet. An application will not be considered complete unless it includes the following:

1. **Nominating Letter** - A letter of nomination from the chief academic officer or UNCF/Mellon Campus Coordinator (if one is in place), containing the information previously cited, identifying a mentor, and accompanied by a copy of the 1-2 page curriculum vitae for the mentor.
2. **Letter of Recommendation** - Included in the application packet is a request for a letter of recommendation from a faculty member that summarizes the academic accomplishments, potential, activities, and plans of the nominee.

The Program's Selection Committee has found most helpful those recommendations that portray the talents, skills, interests, and aspirations of the nominee. Discussion of the student's interest in becoming a college professor is imperative. Information on leadership abilities and accomplishments in student organizations as well as information about the student's character has proven to be quite useful. The Committee has to rely heavily on this letter and the student's transcript to choose among many outstanding candidates. An informative letter, then, is an essential part of the process.

3. **Mentor's Statement** - Nominees are required to submit a mentor's statement from the faculty member selected to serve as a mentor. The Mentor should indicate how her/his area of scholarship will compliment and support the research interest of the fellow. The Mentor's Statement form is included in the application packet. The Mentor must also review the nominee's Personal Statements (Research and Character Statements) and sign where indicated on the Mentor's Statement that she/he has proofread them.
4. **Transcript** - Although official transcripts are preferred, unofficial transcripts will be accepted.
5. **Photo** - All applicants must attach a passport sized photo of themselves to the application page.

SELECTION OF RECIPIENTS

The UNCF/Mellon Advisory Board of nationally recognized scholars, chaired by the Director of the UNCF/Mellon Programs, will select UNCF/Mellon Fellows on a competitive basis from among those students who are nominated by their institution.

DUE DATE

All nominations should be postmarked by **January 31, 2017**. Please send all nominations to the following address:

**Dr. Cynthia Neal Spence, Director
UNCF/Mellon Programs
350 Spelman Lane
Box 333,
Atlanta, GA 30314
(p) (404) 270-5685**

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM

APPLICATION

DEADLINE: JANUARY 31, 2017 (POSTMARKED)

PERSONAL DATA

APPLICANT: _____
LAST NAME FIRST NAME MIDDLE/MAIDEN

AGE: _____ DATE OF BIRTH: _____ GENDER: _____ SS#: _____

PLEASE STATE YOUR RACIAL IDENTITY: _____

CITIZEN BORN IN U.S.: _____ NATURALIZED CITIZEN: _____ RESIDENT ALIEN: _____

CURRENT CAMPUS or LOCAL MAILING ADDRESS AND TELEPHONE NUMBER(s): (If living away from home during the school year.)

STREET ADDRESS APT#/ROOM#/BOX # CITY, STATE ZIP CODE

TELEPHONE # CELL PHONE # FACSIMILE # E-MAIL ADDRESS

PERMANENT ADDRESS OR NAME AND ADDRESS OF NEAREST RELATIVE: (specify)

STREET ADDRESS APT#/ROOM#/BOX # CITY, STATE ZIP CODE

TELEPHONE # FACSIMILE # ALTERNATE E-MAIL ADDRESS

EDUCATION

HIGH SCHOOL FROM WHICH YOU GRADUATED: (Give name, location and year)

EDUCATIONAL INSTITUTIONS ATTENDED BEYOND HIGH SCHOOL: (List names, locations, dates attended & degrees with date obtained.)

EXPECTED DATE OF GRADUATION: _____ CURRENT GPA (Cumulative): _____

UNDERGRADUATE MAJOR: _____ MINOR: _____

HONORS RECEIVED: _____

FOREIGN LANGUAGE: SPANISH: _____ FRENCH: _____ OTHER: _____

LEVEL OF EXPERTISE: VERBAL: ___ EXCELLENT ___ GOOD ___ FAIR ___ POOR

WRITTEN: ___ EXCELLENT ___ GOOD ___ FAIR ___ POOR

DO YOU HAVE A PASSPORT? _____

(Accepted students will be required to show proof of a passport or a passport application before the start of the Summer Institute).

EMPLOYMENT/INTERNSHIPS: EMPLOYMENT INTERNSHIPS SINCE HIGH SCHOOL: (Type and Date)

NAME OF EMPLOYER/INTERNSHIP AND LOCATION	DATES FROM/TO	RESPONSIBILITIES

PROPOSED RESEARCH TOPIC: _____

MENTOR'S NAME: _____ ACADEMIC RANK: _____

SIGNATURE OF APPLICANT: _____

-PLEASE BE SURE TO INCLUDE YOUR MOST RECENT TRANSCRIPT-

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM

PERSONAL STATEMENTS FORM

TO BE SUBMITTED ALONG WITH APPLICATION

PLEASE ATTACH BOTH PERSONAL STATEMENTS TO THIS COVER FORM:

NAME OF APPLICANT: _____

INSTITUTION: _____

TELEPHONE NUMBER: _____

PLEASE SEND COMPLETED MATERIALS TO:

Dr. Cynthia Neal Spence, Director
UNCF/Mellon Programs
350 Spelman Lane
Box 333
Atlanta, GA 30314
(p) (404) 270-5685

MENTOR STATEMENT

TO BE SUBMITTED ALONG WITH APPLICATION

A STATEMENT ABOUT THE UNCF/MELLON PROGRAMS:

The UNCF/Mellon Programs are designed to identify the "best and brightest" students from throughout the UNCF network who are worthy of the name Mellon Mays Undergraduate Fellow. Those accepted into the Undergraduate Fellowship program are expected to present themselves as serious scholars. Our programs are committed to scholarship, diversity, global awareness and global experiences and to the positive transformation of the Academy.

Thank you for agreeing to serve as a mentor in the UNCF/Mellon Mays Undergraduate Fellowship program. The UNCF/Mellon Mays Undergraduate Fellowship program is designed for students in selected Mellon disciplines who are interested in becoming college professors.

As this nominee's proposed Mentor, we require that you proofread her/his Personal Statements (Research and Character Statements) and sign where indicated on the Mentor's Statement that you have proofread them.

THE MENTOR - FELLOW COMPONENT OF THE PROGRAM FOCUSES ON THE FOLLOWING GOALS:

- Challenging the fellow academically through collaboration on an original research project
- Encouraging the fellow to participate in other activities which will prepare him/her for college teaching
These activities might include:
 - *Assisting in the preparation of a syllabus
 - *Preparing course materials or assisting in the teaching of a course
- Providing preparation for an academic career
- Monitoring the fellow's progress in the program and working with the fellow in complying with program report deadlines and activities.

AS A MENTOR YOU WILL RECEIVE A STIPEND OF \$1,000.00 (\$500.00 PER SEMESTER).

****FACULTY WILL NOT BE ALLOWED TO MENTOR MORE THAN ONE STUDENT****

PLEASE RETURN YOUR COMPLETED FORM IN A SEALED ENVELOPE TO THE APPLICANT.

THE APPLICATION DEADLINE IS JANUARY 31, 2017 (POSTMARKED).

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM MENTOR APPLICATION

NAME: _____ SOCIAL SECURITY NUMBER: _____
Last First M.I.

ACADEMIC RANK: _____ ACADEMIC DEPARTMENT _____

OFFICE MAILING ADDRESS: _____

OFFICE PHONE NUMBER: _____ FAX NUMBER: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

HAVE YOU PREVIOUSLY SERVED AS A UNCF/MELLON MENTOR? YES _____ NO _____

If YES, PLEASE PROVIDE THE NAME(S) OF THE STUDENT(S) YOU MENTORED. _____

MENTOR'S STATEMENT: Please describe your interest in serving as a UNCF/Mellon Mays Undergraduate Fellows' Mentor and how the student's research interest compliments your areas of scholarship. Please also describe how you will structure your interactions (i.e., independent study, weekly meetings, etc.) with the fellow. Please also speak to the student's character traits that you believe will sustain him or her as a representation of your institution and the UNCF/Mellon programs.

(PLEASE ATTACH YOUR MENTOR'S STATEMENT TO THIS FORM)

NAME OF APPLICANT WHOM YOU WILL MENTOR: _____

I HAVE READ THE RESPONSIBILITIES ASSIGNED TO A UNCF/MELLON MENTOR AND I AM PREPARED TO SERVE IN THIS CAPACITY.

I HAVE PROOFREAD THIS NOMINEE'S PERSONAL STATEMENTS (RESEARCH AND CHARACTER STATEMENTS) AND APPROVE OF THEM FOR SUBMISSION WITH THIS APPLICATION.

SIGNATURE OF MENTOR

DATE

PLEASE ATTACH AN ABBREVIATED CURRICULUM VITA
(NO MORE THAN TWO PAGES)

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM
LETTER OF RECOMMENDATION

TO BE SUBMITTED ALONG WITH APPLICATION

A STATEMENT ABOUT THE UNCF/MELLON PROGRAMS:

The UNCF/Mellon Programs are designed to identify the "best and brightest" students from throughout the UNCF network who are worthy of the name Mellon Mays Undergraduate Fellow. Those accepted into the Undergraduate Fellowship program are expected to present themselves as serious scholars. Our programs are committed to scholarship, diversity, global awareness and global experiences and to the positive transformation of the Academy.

****APPLICANT TO COMPLETE THIS SECTION ONLY****

NAME OF APPLICANT: _____

NAME OF RECOMMENDER: _____

ADDRESS/TELEPHONE # OF RECOMMENDER: _____

We would appreciate your candid evaluation of the individual named above as a candidate for the UNCF/Mellon Mays Undergraduate Fellows Program. The UNCF/Mellon Mays Undergraduate Fellows Program provides support for undergraduates in specified disciplines interested in becoming college professors. We are interested in your appraisal of the student's commitment to scholarship and interest in becoming a college professor. **Please also speak to the student's character traits that you believe will sustain him or her as a representation of your institution and the UNCF/Mellon Programs.** Please attach this form to your completed letter of recommendation and return in a sealed envelope to the applicant. The application deadline is January 31, 2017 (postmarked).

NAME: _____
PRINT SIGNATURE

POSITION: _____