

## 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.)**