



JAN & JOHN '45 CAUFFMAN FELLOWSHIP MENTOR AGREEMENT

Thank you for agreeing to serve as a fellowship mentor. The information below summarizes the fellowship's goals and the duties expected of mentors.

The fundamental objective of the Jan & John '45 Cauffman Fellowship is to support a student working with a faculty mentor to develop and implement a new or redesigned course in the digital liberal arts. Fellows will work on a project identified by a faculty mentor who is planning to incorporate digital pedagogies or technologies into one or more classes.

Mentorship Overview:

Mentoring plays a vital role in academic development. Through their guidance and example, mentors help students achieve their fellowship project goals and grow as academics and professionals. As a mentor, you can demystify the formal and informal aspects of engaging in professional and or scholarly work. In the mentoring relationship, sharing personal experience and knowledge transmission intersect in a trusting learning environment that should benefit both you and your fellow.

The Responsibilities of the Mentor:

As a mentor you are responsible for overseeing your fellow's project. The work conducted throughout the fellowship should educate the fellow in the practices that scholars and professionals follow in a selected discipline or field. The fellow's work should not interfere with their academic progress but should complement and reinforce it. Your fellow is required to fulfill the commitments outlined in the Student Contract submitted with their application. Their fellowship payments are tied to the timely submission of these deliverables completed under your guidance. The Fellowships Coordinator will communicate with you for updates on the fellow's progress. Please report any concerns to the Fellowships Coordinator.

Research Ethics & Safety Compliance Notice: Please be aware that your mentee's proposed project must adhere to Whittier College policies addressing research ethics and safety compliance. If the student's project is awarded and involves human subjects, vertebrate animals, hazardous materials, infectious agents, recombinant DNA, or genetically altered organisms, it may require institutional approval before fellowship funds can be disbursed. Please familiarize yourself in advance with the relevant policies and procedures so that you can guide your mentee accordingly (website: <https://www.whittier.edu/academics/researchethics>). Pay special attention to compliance committee deadlines and assist your mentee in planning an alternate approach in the event the project is not approved.

I have read the Mentor Agreement and Research Ethics & Safety Compliance Notice, and I agree to serve as the mentor for:

Applicant Name: _____

Mentor Name: _____

Date: _____

Signature: _____