

WHITTIER COLLEGE  
MARY DAVIS FELLOWSHIP  
**MENTOR AGREEMENT**

Thank you for agreeing to serve as an internship or faculty-research mentor. The information below summarizes the programs' aims, goals, and the duties expected of mentors.

The fundamental objective of the Mary Davis Fellowship is to pursue an internship or research project related to economic development and the general improvement of the human condition.

Mentoring plays a huge role in academic development. Through their guidance and example, mentors help direct students toward achieving the goal of their internship or research project, and growth as academics and professionals.

**Mentorship Overview:**

As a mentor, you can demystify the formal and informal aspects of engaging in professional and or scholarly work. In the mentoring relationship, the sharing of personal experience and the transmission of knowledge intersect in a trusting learning environment that should provide opportunities for both you and your fellow to stretch beyond your boundaries.

**The Responsibilities of the Mentor:**

As a mentor you are responsible for overseeing your fellow's internship or research project. The work conducted throughout the fellowship should inform the fellow in the practices that scholars and professionals follow in a selected discipline or field. The work or project should not duplicate the work required in a course but can be the same as their senior "paper in the major." In fact, we recommend that the fellow use their fellowship work or project as part of their "paper in the major" if possible. The fellow's work should not interfere with their academic progress but should complement and reinforce it. Your fellow will be asked to develop a timeline for their work that ends in the completion of some deliverable(s), such as a formal paper and public presentation at a conference. They will need this timeline, signed by you, in order to receive their stipends. The expectation is that the timeline will be developed either prior to the start of the fellowship (summer fellowships only) or within the first month of the fellowship if it is to be conducted over an academic year. The timeline is a dynamic document, and it will most likely be revised as the project progresses. All revisions to the timeline **must** be made under your direction and submitted to the Mary Davis Fellowship Advisor.

**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 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**

\_\_\_\_\_  
Please print fellow name here

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_