

WHITTIER COLLEGE
MELLON MAYS UNDERGRADUATE FELLOWSHIP
STUDENT CONTRACT

Dear Mellon Mays Fellow:

In accepting our offer for becoming a member of the Mellon Mays Fellowship through Whittier College you have read and agreed to abide by the below stated requirements. If you fail to meet the requirements it will result in possible loss of your stipend and possible dismissal from the program.

MMUF Fellow Requirements:

1. Maintain a minimum of a 3.2 GPA
2. Complete and submit an annual online survey to the Mellon Foundation.
3. Conduct an individual research project under the guidance of an MMUF Faculty Mentor. Guided research is the foundation of MMUF and provides the opportunity to prepare for advanced scholarly work.
4. Create and update a Research Timeline that will be an overview of your research from the start to the completion of your research project.
5. Submit project timelines twice a semester, signed by the mentor reporting on the progress that has occurred. Timelines are due on the day your stipend is to be released to you. It is the Fellow's responsibility to develop and submit a signed (signed by their MMUF Faculty Mentor) progress report.
6. Submit grade progress reports twice a semester, signed by each and every professor for the courses you are taking.
7. Submit a complete Research Project (written and presentation) at the completion of the two-year fellowship.
8. Attend all MMUF required/mandatory meetings including but not limited to:
 - a. 4-week summer **on campus residency** research program – 2 summers
 - b. Biweekly meetings with the program coordinators
 - c. West Coast Conference (**will require travel**)
 - d. SCCUR Conference (**will require travel**)
 - e. URSCA Conference
 - f. CUR and Field Specific Conferences (**will require travel**)
 - g. Family Dinner
 - h. Recruitment Sessions
9. Attend regular meetings with your MMUF Faculty Mentor (weekly or biweekly)
10. Submit your research project for review and publication to the MMUF Journal.
11. Take the GRE exam no later than August 31st of your graduating year from Whittier College.
12. Within one year of graduating from Whittier College you must submit a plan for graduate school—identify schools, identify who will submit letters of recommendation, etc.
13. Complete the paperwork for the Social Science Research Council.
14. Complete the loan forgiveness paperwork and submit to program coordinators.
15. Complete an exit interview and survey with program coordinators.

I agree to abide by the 15 requirements and understand if I do not fulfill all requirements I could lose all or a portion of my stipend and also be dismissed from the program.

Print Name: _____ Date: _____

Signature: _____

MMUF Faculty Mentor:

Print Name: _____

Signature: _____

Academic Progress Report

Student Name:_____ **Student ID#:**_____

Course Name:_____

Professor/Instructor Name: _____

Attendance: ___ Poor ___ Fair ___ Good ___ Excellent

Completion of Assignments: ___ Poor ___ Fair ___ Good ___ Excellent

Participation: ___ Poor ___ Fair ___ Good ___ Excellent

Approx. Overall Course Standing: ___100-90% ___89-80% ___79-70% ___69-60% ___59-0%

Comments:_____

Professor/Instructor Signature:_____

Course Name:_____

Professor/Instructor Name: _____

Attendance: ___ Poor ___ Fair ___ Good ___ Excellent

Completion of Assignments: ___ Poor ___ Fair ___ Good ___ Excellent

Participation: ___ Poor ___ Fair ___ Good ___ Excellent

Approx. Overall Course Standing: ___100-90% ___89-80% ___79-70% ___69-60% ___59-0%

Comments:_____

Professor/Instructor Signature:_____

Course Name:_____

Professor/Instructor Name: _____

Attendance: ___ Poor ___ Fair ___ Good ___ Excellent

Completion of Assignments: ___ Poor ___ Fair ___ Good ___ Excellent

Participation: ___ Poor ___ Fair ___ Good ___ Excellent

Approx. Overall Course Standing: ___100-90% ___89-80% ___79-70% ___69-60% ___59-0%

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Professor/Instructor Signature:_____

Course Name:_____

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Attendance: ___ Poor ___ Fair ___ Good ___ Excellent

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Approx. Overall Course Standing: ___100-90% ___89-80% ___79-70% ___69-60% ___59-0%

Comments:_____

Professor/Instructor Signature:_____

Course Name:_____

Professor/Instructor Name: _____

Attendance: ___ Poor ___ Fair ___ Good ___ Excellent

Completion of Assignments: ___ Poor ___ Fair ___ Good ___ Excellent

Participation: ___ Poor ___ Fair ___ Good ___ Excellent

Approx. Overall Course Standing: ___100-90% ___89-80% ___79-70% ___69-60% ___59-0%

Comments:_____

Professor/Instructor Signature:_____

Course Name:_____

Professor/Instructor Name: _____

Attendance: ___ Poor ___ Fair ___ Good ___ Excellent

Completion of Assignments: ___ Poor ___ Fair ___ Good ___ Excellent

Participation: ___ Poor ___ Fair ___ Good ___ Excellent

Approx. Overall Course Standing: ___100-90% ___89-80% ___79-70% ___69-60% ___59-0%

Comments:_____

Professor/Instructor Signature:_____

WHITTIER COLLEGE
MELLON MAYS UNDERGRADUATE FELLOWSHIP
MMUF FACULTY MENTOR GUIDELINES & RESPONSIBILITIES

Thank you for serving as a MMUF Faculty Mentor. The information below summarizes the programs' aims, goals, and the duties expected of MMUF Faculty Mentors.

The fundamental objective of the MMUF Fellowship is to increase the number students from underrepresented groups, and others who have demonstrated a commitment to eradicating racial disparities, who will pursue a Ph.D. and enter the professoriate in core arts-and-sciences fields. These individuals will ultimately equalize the ethnic and racial composition of faculties in higher education and address the attendant educational consequences of these disparities.

Mentoring plays a huge role in academic development. Through their guidance and example, Faculty Mentors help direct students toward achieving their goal of graduate academic success. The MMUF recognizes the importance of mentors and therefore requires that Fellows find and work with Faculty Mentors throughout their 2-year Fellowship. In fact, the key component of the MMUF is the faculty-mentored projects that involve Mellon Fellows in what can best be described as “graduate school and academic career training.”

Faculty Mentorship Overview:

As a Faculty Mentor, you have the knowledge and responsibility to demystify the formal and informal aspects of earning a doctorate. Mentors should present insight into the fulfillment and rewards of a career in scholarship and teaching. 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 MMUF Fellow to stretch beyond your boundaries.

Mentoring plays a huge role in academic development. Through your guidance and example, you will help direct your Fellow towards achieving their goal of graduate academic success. At the heart of the Mellon Mays Undergraduate Fellows Program is the **mentoring** relationship established between you and your Fellow during the duration of the 2 yr Fellowship. The objective and goal of the directed research project is to give your Fellow a taste of what it will be like to be a graduate student pursuing a Ph.D.

The Responsibilities of the Faculty Mentor:

The Faculty Mentor plays an essential role in the undergraduate component of the MMUF Program. As a Faculty Mentor you will have **five** primary responsibilities:

- I. **Candidacy:** As the Faculty Mentor you will assist your MMUF Fellow candidate with their MMUF application and materials for submission to the committee. You should provide your “potential” Fellow with tips or practice opportunities for interviewing with the selection committee.
- II. **Research Project:** As the Faculty Mentor you are responsible for overseeing your Fellow’s research project. The project should inform them in the practices that scholars follow in a selected discipline. The 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 they use their MMUF project as part of their “paper in the major” if possible. The Fellow’s research should not interfere with their academic progress but should complement and reinforce it. Your Fellow will be asked to develop a timeline for their research studies that ends in the completion of the project (please see timeline example on pages 9 and 10). They will need this timeline signed by you in order to receive their stipend. The expectation is that the timeline will be developed in the first month of the fellowship during the MMUF Summer Program. As the timeline is a dynamic document, we anticipate that 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 MMUF Directors.

- III. **Graduate School:** As the Faculty Mentor you are expected to help your Fellow prepare for graduate school. This should involve assisting them with identifying graduate programs in their intended field, identifying resources such as possible graduate fellowships/grants, providing them with GRE advice and helping with the application process.
- IV. **A Career in Academia:** As the Faculty Mentor you will provide both academic guidance and insight into life as an academic. You will provide opportunities for your Fellow to develop teaching skills through practice.
- V. **The MMUF Program:** As the Faculty Mentor, you will serve as the link between Whittier College's MMUF program and your Fellow.