



Mellon Mays Undergraduate Fellowship

2012 MMUF Fellow Handbook



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This handbook was adapted from The Williams College MMUF Handbook, April 2009.

Welcome to the Mellon Mays Undergraduate Fellowship (MMUF)

Congratulations on being selected as a Mellon Mays Fellow at Whittier College. This handbook is designed to give you the information that you will need to get the most out of your Fellowship experience and to answer questions that, as a new Fellow, you might have. The Whittier MMUF Coordinators are here to help you so please feel free to approach them with questions or concerns you might have. We ask that throughout your time as a Mellon Fellow you keep in touch with the Whittier MMUF Coordinators and that you participate fully in the meetings, workshops, conferences, and other events sponsored by the MMUF.

The Andrew W. Mellon Foundation was established as a nonprofit philanthropic organization in June of 1969 with a mission to “aid and promote such religious, charitable, scientific, literary, and educational purposes as may be in the furtherance of the public welfare or tend to promote the well-doing or well-being of mankind.” In 1988, under this broad charter, the Foundation made a long-term commitment to help remedy the serious shortage of faculty of color in higher education through the MMUF program.

In 2003, the Foundation reaffirmed its commitment and broadened the mission of MMUF. The name of the program was changed to the Mellon Mays Undergraduate Fellowship program, to symbolically connect the mission to the stellar educational achievements of Dr. Benjamin E. Mays.

The fundamental objective of MMUF is to increase the number of minority students, and others with a demonstrated commitment to eradicating racial disparities, who will pursue PhDs in core fields in the arts and sciences. The program aims to reduce over time the serious underrepresentation on the faculties of individuals from certain minority groups, as well as to address the attendant educational consequences of these disparities.

The program serves the related goals of structuring campus environments so that they will be more conducive to improved racial and ethnic relations, and of providing role models for all youth.

MMUF aims to achieve its mission by identifying and supporting students of great promise and helping them to become scholars of the highest distinction.

Whittier College MMUF Coordinators/Directors

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Biography of Dr. Benjamin E. Mays

Benjamin Elijah Mays, was born in 1895 in South Carolina, and graduated from Bates College in Maine in 1920. He went to the University of Chicago for his master's degree and doctorate, and while he was working on those degrees, he was ordained into the Baptist ministry. He taught at Morehouse College and at South Carolina State College. From 1934 to 1940, he served as dean of the Howard University School of Religion and then moved on to the presidency of Morehouse College, a position he distinguished for the next quarter of a century. He also served his community well, becoming the first black president of the Atlanta school board.

He spoke early and often against segregation and for education. He received nearly thirty honorary doctorates and other honors and awards including election to the Schomburg Honor Roll of Race Relations, one of a dozen major leaders so honored. He had been a model for one of his Morehouse students, Martin Luther King, Jr., and he served the young minister as an unofficial senior advisor. He gave the eulogy at King's funeral. Among his books were the first sociological study of African-American religion, *The Negro's Church*, published in 1933; and *The Negro's God*, of 1938; *Disturbed About Man*, of 1969; and his autobiography *Born to Rebel*, of 1971. These books reveal a combination of sharp intellect with religious commitment and prophetic conviction.

The American National Biography website has a comprehensive biography on Dr. Mays.
<http://www.anb.org/articles/15/15-01112.html>

MMUF Designated Fields of Study

Anthropology	Ecology	Mathematics
Area Studies	English	Musicology
Art History	Ethnomusicology	Philosophy
Classics	Foreign Languages	Physics
Computer Science	Geology	Political Theory
Demography	History	Religion
Earth Science	Literature	Sociology

MMUF Fellow Guidelines

As an MMUF Fellow you **must**:

- Maintain a 3.2 GPA
- Maintain steady progress on your MMUF research project.
- Meet with your Faculty Mentor on a biweekly basis, and with the Whittier MMUF Coordinators on a bimonthly basis.
- Maintain frequent communication with your Faculty Mentor and Whittier MMUF Coordinators during the academic and summer periods throughout your fellowship.
- Maintain your electronic portfolio up to date with all pertinent materials: C.V., resume, PDFs of graded work, papers and presentations, personal statements, graduate school plan and graduate school information.
- Attend all MMUF functions, seminars, meetings, conferences and activities.
- Present your research at various MMUF functions, seminars, conferences and the MMUF Senior Research Symposium.
- Apply and matriculate into a Ph.D. graduate school program in an MMUF Designated Field within 30 months after graduating from Whittier College.

The MMUF Research Project

Funding for the MMUF Research Project:

The Mellon Mays Foundation funds all MMUF Fellows to conduct research throughout their Fellowship. Funding is broken into summer and school year research periods. During the summers between their sophomore/junior and junior/senior years, Fellows are funded to conduct research on a full time basis for 10 weeks. During their junior and senior academic years, while they are in school full time, Fellows are funded to conduct research for approximately 15 hours per week. Fellows may conduct their research at off campus sites as long as a frequent mode of communication has been established with both their Faculty Mentor and the Whittier MMUF Coordinators.

Selecting a Research Project:

Your MMUF project can include a wide range of academic activities: independent research, help in course development, bibliography searches, computer-based projects and assistance in teaching-related or scholarly research to name a few. You may initiate your own research project, but you should also be prepared to work as a research assistant for your Faculty Mentors. The specific goals and objectives of your MMUF project are to be negotiated between you and your Faculty Mentor. Faculty Mentors are encouraged to involve you in projects that will prepare you with your future graduate studies.

Research Project Progress Reports:

Throughout the duration of your fellowship you will submit 3 research project progress reports that will be due in September. All progress reports must be submitted to both your Faculty Mentor and the Whittier MMUF Coordinators. The first progress report will include the progress conducted during your first summer (between your sophomore and junior year), the second report will include the progress conducted during your junior year and the third progress report will include the progress conducted during your second summer (between your junior and senior year). These reports must include all the work that has been accomplished up to the indicated time points.

The format of all the progress reports must be in the form of a research paper. All progress reports must include the following sections: 1) a summary of the project to date, 2) an introduction or background and significance section, 3) a results section, 4) a discussion section, and 5) an annotated bibliography or reference section. Any other documents that appropriately and effectively represent the project may also be included. **In the event that you are not fulfilling your fellowship obligations and responsibilities, your Faculty Mentor and or the Whittier MMUF Coordinators will work together with you to develop a plan to move towards making progress and getting the project back on track. If non-compliance is maintained, MMUF stipends will be withheld or you will be removed from the fellowship.**

MMUF Research Project Presentations:

Throughout the duration of your fellowship, you will present your projects at mandatory seminars, meetings, and conferences. Each presentation will be approximately 10-20 min in duration. Presentations must include the most up to date progress and information on your project. Although you will be given enough notice before each presentation, it is important that you stay on top of your research project and begin to develop an on-going presentation.

Selecting a Faculty Mentor

MMUF Fellows are encouraged to develop a strong working relationship with their Faculty Mentors. Therefore, when considering a Faculty Mentor, select one that will be able to support you for the duration of your Fellowship. Similarly, it would better serve you to select a Mentor in your intended field of research. As you will be working very closely with your Faculty Mentor, it is extremely important to select a Faculty Mentor with whom you feel comfortable and can have open communication. As the nature of the many research projects and disciplines can vary tremendously, you may choose to have two Faculty Mentors that can help direct you throughout your project. In this situation, the dual Faculty Mentor selection must be approved by the Whittier MMUF Directors.

As with any relationship, the interaction between Fellows and their Faculty Mentors will vary. As life is rarely predictable, situations may arise in which your Faculty Mentor may not be able to fulfill their role for the duration of your Fellowship. In cases like these, it is important that you contact one of the Whittier MMUF Coordinators right away. The Whittier MMUF Coordinators will assist

you in finding a new Faculty Mentor that will allow you to continue with your project and or guide you in developing a new project.

Annual Breakdown of the MMUF Two-Year Fellowship

The First Summer (between the sophomore and junior academic years):

After being selected in the spring semester of your sophomore year, you must participate in the 4-week MMUF Summer Program held in May. During the Summer Program, you will be provided with the MMUF Fellowship's expectations, rules and regulations, and most importantly, will be given the guidance and opportunity to set forth an experimental plan for the upcoming summer research period. You will be expected to develop a timeline for your MMUF project with the guidance of your Faculty Mentor (please see example on page 9). You will be funded to conduct research for a 10-week period on a full time basis. This is considered to be a replacement for summer employment. The summer research may include a variety of activities, depending upon your timeline set by you and your Faculty Mentor. If you will need to earn extra income beyond the MMUF summer stipend, you may work outside of the 10-week research period, or up to ten additional hours per week during the 10-week research period. The purpose of this restriction is to minimize distractions from your research project and to ensure that the fellowship receives that attention it requires.

At the end of the summer period, all MMUF Fellows will gather back on campus one week before the commencement of the new academic year for a 2-day End of Summer Workshop. During this time, various activities are planned to provide you with a broad introduction to graduate academic life and to allow you to develop positive working relationships with your MMUF peers. The workshop will be conducted on topics relating to the process of writing personal statements, project trouble shooting skills, presentation skills, applying for national summer internships/grants/scholarships, GRE preparation, and the graduate school application process.

The Junior Academic Year:

During each academic semester you will be funded to work on your MMUF project with your Faculty Mentor's guidance. To be eligible for the MMUF academic year funding, you must work a total of 15 hours per week on your research project. Throughout the academic year you must attend all mandatory seminars, meetings, and conferences set by the Whittier MMUF Coordinators, such as, the MMUF Western Regional Conference and the MMUF National Conference. Attendance to these seminars, meetings, and conferences will expose you to a broad range of institutional and intellectual issues. It serves as a bridge between college and graduate school that strengthens your dedication to pursuing a doctorate in one of the core arts and sciences, and contribute towards your success in your early graduate years. The MMUF Fellowship strongly encourages you to be involved in the planning and selection of all events, and expects that you will participate in all program activities. **Failure to attend any of the mandatory seminars, meetings, and conferences set by the Whittier MMUF Coordinators, will result in deductions to your MMUF stipend.**

The Second Summer (between the junior and senior academic years):

During the second summer you will be funded to work full time under the guidance of your Faculty Mentor for 10-weeks and attend the 4-week MMUF Summer Program. This is considered to be a replacement for summer employment. While the academic year does not afford a significant amount of time for independent research, the summer period is an opportune time for you to delve deeply into your research interests either on or off campus. The summer research may include a

variety of activities, depending upon your timeline set by you and your Faculty Mentor. If you will need to earn extra income beyond the MMUF summer stipend, you may work outside of the 10-week research period, or up to ten additional hours per week during the 10-week research period. The purpose of this restriction is to minimize distractions from your research project and to ensure that the fellowship receives that attention it requires. Should you decide to conduct research off campus, you must first establish a plan that will facilitate frequent communication with both your Faculty Mentor and the Whittier MMUF Coordinators.

During this summer period, you are also required to begin locating and contacting prospective graduate school programs in your field of interest. It is extremely important to identify a minimum of 15 graduate programs and become familiar with their application requirements, prerequisites, the average GPA and GRE scores of their most current matriculating class, and any other pertinent information. This information is vital and necessary to understand before beginning the application process, as most graduate school programs have deadlines that fall between the months of November through January.

The Senior Academic Year:

During each academic semester you will be funded to work on your MMUF project with your Faculty Mentor's guidance. To be eligible for the MMUF academic year funding, you must work a total of 15 hours per week on your research project. Throughout the academic year you must attend all mandatory seminars, meetings, and conferences set by the Whittier MMUF Coordinators, such as, the MMUF Western Regional Conference and the MMUF National Conference. Attendance to these seminars, meetings, and conferences will expose you to a broad range of institutional and intellectual issues. It serves as a bridge between college and graduate school that strengthens your dedication to pursuing a doctorate in one of the core arts and sciences, and contribute towards your success in your early graduate years. The MMUF Fellowship strongly encourages you to be involved in the planning and selection of all events, and expects that you will participate in all program activities. **Failure to attend any of the mandatory seminars, meetings, and conferences set by the Whittier MMUF Coordinators, will result in deductions to your MMUF stipend.**

Completion of the MMUF Fellowship:

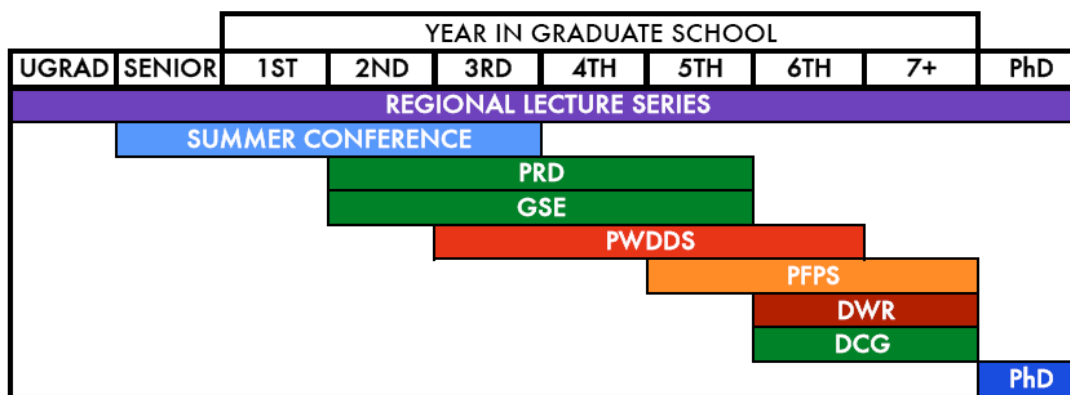
At the end of your senior year, you will be expected to submit a final version of your project in both written and presentation forms. You must submit these forms to both your Faculty Mentor and the Whittier MMUF Coordinators. You must also complete an exit survey and interview that will be given to you by the Whittier MMUF Coordinators. It is also imperative that you continue to submit your yearly Fellow MMUF Update to the Mellon Mays Foundation Website (www.mmuf.org). This will allow you to continue to receive your Mellon Fellow Benefits throughout your graduate studies.

Matriculating into an MMUF Graduate School Fellow

After graduation from Whittier College, your association with the Mellon Mays Fellowship and the status as a Mellon Mays Fellow remains intact. It is at this stage that the MMUF will continue to provide you with continual guidance and support. It is important that you maintain contact with your Faculty Mentor, most importantly, with the Whittier MMUF Coordinators, as they will be able to provide you with information that will help you with your continued success during graduate school.

When you become a graduate student, you will also become part of the Social Science Research Council-Mellon Mays Graduate Initiatives that will enrich your graduate training. You will be able to participate in any MMUF activities across the nation: the MMUF Annual Summer Conferences, the MMUF Regional Lecture Series, Proposal Writing and Dissertation Development Seminars, Preparing for the Professoriate Seminar, and the MMUF Ph.D. retreat. Likewise, you are also eligible to apply for various MMUF grants, such as MMUF Undergraduate Loan Repayment Grant, the Predoctoral Research Development Grant, the Graduate Studies Enhancement Grant, and the Dissertation Writing Grant. For more information on these benefits, please visit the Social Science Research Council website at: <http://mellonmays.ssrc.org> or send an email to: mellonmays@ssrc.org

SSRC-MELLON MAYS GRADUATE INITIATIVES ELIGIBILITY TIMELINE



- RLS Regional Lecture Series
- SC Graduate Student Summer Conference
- PRD Predoctoral Research Development Grant
- GSE Graduate Studies Enhancement Grant
- PWDDS Proposal Writing and Dissertation Development Seminar
- PFPS Preparing for the Professoriate Seminar
- DWR Dissertation Writing Retreat
- DCG Dissertation Completion Grant
- PhD Postdoctoral Fellows Retreat

EXAMPLE OF MMUF PROJECT TIMELINE (Starting as a rising Junior)

		Social Science	Science	Humanities
Initial Summer		<ul style="list-style-type: none"> • Define your research Question • Write your introduction...why is this important • Start your bibliography • Start writing your Literature Review 	<ul style="list-style-type: none"> • Define your research Question • Write your introduction...why is this important • Start your bibliography • Start writing your Literature Review • Decide on methodology • Collect Data 	<ul style="list-style-type: none"> • Define your research Question • Write your introduction... why is this important • Choose your readings • Start writing your Literature Review • READ
Fall 1 (Junior)	September October November	Continue with your Lit Review Decide on a Theoretical Framework	Collect data Analyze data	First Reading Write an outline
	December and January	Develop a methodology. Write survey or interview questions or decide on data set or plan for field work		Second Reading Write an outline Collect Quotes
Spring 1 (Junior)	Feb March April May	Data collection Analysis	Write literature review Write results	Write a draft
Summer 2		Work on data Results section	Collect further data	Read Final novel
Fall 2 (Senior)		Discussion	Discussion	Write conclusions
Spring 2 (Senior)		Writing Final Edits	Writing Final Edits	Writing Final Edits
Final Summer		Submission of Final Paper	Submission of Final Paper	Submission of Final Paper

**YOU MUST HAVE A MONTH-BY-MONTH BREAKDOWN
FOR YOUR WHOLE PROJECT:**

June 2011

5/29 – 6/4 assignment/tasks for the week _____ mentor signature _____

6/5 – 6/11 assignment/tasks for the week _____ mentor signature _____

6/12 – 6/18 assignment/tasks for the week _____ mentor signature _____

6/19 – 6/25 assignment/tasks for the week _____ mentor signature _____

6/26 – 7/2 assignment/tasks for the week _____ mentor signature _____

July 2011

7/3 – 7/9 assignment/tasks for the week _____ mentor signature _____

7/10 – 7/16 assignment/tasks for the week _____ mentor signature _____

7/17 – 7/23 assignment/tasks for the week _____ mentor signature _____

7/24 – 7/30 assignment/tasks for the week _____ mentor signature _____

August 2011

7/31 – 8/6 assignment/tasks for the week _____ mentor signature _____

8/7 – 8/13 assignment/tasks for the week _____ mentor signature _____

8/14 – 8/20 assignment/tasks for the week _____ mentor signature _____

8/21 – 8/27 assignment/tasks for the week _____ mentor signature _____

8/28 – 9/3 assignment/tasks for the week _____ mentor signature _____

MMUF Faculty Mentor Guidelines

The Importance of Mentoring:

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:

Mentoring embodies the core principles of the MMUF program. The Andrew W. Mellon Foundation recognizes the faculty/student relationship as the driving force beneath the sustainability and success of this program. Only a consistent commitment to this relationship will enable us to achieve the goals of the program: to bring greater diversity to the academy.

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. Although there are many directions a Fellow’s project may take, many MMUF programs suggest that the Fellow:

- Pursue independent research under the direction of a Faculty Mentor **or** work as a research assistant on a project that the Faculty Mentor is currently pursuing.
- Work on a curricular or teaching project of interest to the Faculty Mentor. This is particularly important, as it is imperative that the Fellow is provided insight and experience with teaching practices.
- During their Fellowship, Fellows are allowed to participate in one of a number of research programs in the United States or abroad, as long as the topic area falls under one of the MMUF specified research areas and or is related to their research topic.

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.

Your Objectives:

- Assist your Fellow candidate with the MMUF application (i.e., critique the essays to be submitted, provide personal essay feedback, etc.).
- Help your Fellow develop ideas for a research project
- Provide assistance with the final research proposal that will be submitted with their MMUF application. The project should be one that the Fellow will engage in for the duration of the Fellowship while at Whittier.

- 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.

Your Objectives:

- Assist your Fellow in conceiving a project, planning it, and seeing it through to completion.
- Evaluate the project on an ongoing basis.
- Provide close supervision of your Fellow’s work on their research project throughout the academic year(s) and summer periods. This support is especially important during the early onset of the project as it will enable your Fellow to plan for their ongoing progress of the project.
- Assist your Fellow with the development of a scholarly bibliography and reading list related to the selected topic.
- During academic year(s), meet on a biweekly basis (at minimum) with your Fellow.
- During the summer periods, and or when the mentor is out of town for extended periods of time, you must keep in contact with your Fellow. This may be achieved by telephone communication, email, or skype.

- Attend all MMUF functions held on campus to support your Fellow.
- Assist your Fellow in locating scholarly activities that are linked to their research topic, outside of those found within our campus. If your Fellow's goal is to engage in scholarship at another institution during the summer or academic year, assist them in locating such activities.
- Assist your Fellow in locating and presenting at all appropriate conferences, e.g., SCCUR or SACNAS.

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.

Your Objectives:

- Assist your Fellow in selecting courses, at Whittier, that will help them be competitive for graduate school.
- Help your Fellow identify an area of interest and the programs that exist in that field. As we all know, students rarely pursue a graduate degree in the same area as their undergraduate major. The important thing is that they find programs that will allow them to gain the skills needed to become strong scholars in their field of interest. Will those programs allow them to ask the types of scholarly questions they are interested in?
- Assist your Fellow in finding appropriate graduate school programs within their intended area of interest and the process of applying to graduate school.
- Assist your Fellow in compiling information on graduate departments and fellowship programs.
- Ensure that your Fellow keeps track of deadlines for programs and any applicable examinations, e.g. the GRE.
- Engage in conversations with your Fellow about the nature of graduate study and navigating through graduate school.

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.

Your Objectives:

- Create opportunities for your Fellow to observe your teaching strategies.
- Allow your Fellow to prepare a few lectures needed to teach a small section or specified topic in one of your courses that links to their research or graduate school area of interest.
- Discuss the various roles and responsibilities that come with being a Faculty Member.
- Encourage your Fellow to participate in programs that will allow them to mentor and tutor undergraduates such as, serving as a peer mentor in Whittier Seminar or College Writing or providing tutoring through CAAS or your department.

V. **The MMUF Program:** As the Faculty Mentor, you will serve as the link between Whittier College's MMUF program and your Fellow.

Your Objectives:

- Maintain information on the requirements of the Program.
- Inform the MMUF Director(s) of any questions or problems that may arise from the program requirements.
- Alert the MMUF Director(s) of changes in the Fellow's status.
- Assist the Program by monitoring the progress of your Fellow and in evaluating the impact or lack of impact that MMUF activities are having on your Fellow.
- Submit progress reports during the course your Fellows participation in the fellowship.
- Submit a final report at completion of your Fellows fellowship. (The report must include a statement about your mentor/mentee relationship.)
- Fellows will be expected to submit their research projects for presentation at MMUF conferences as well as for publication through Mellon Mays. As a Faculty Mentor you will be asked to help your Fellow with the preparation, application for submission and development of an abstract for their project.
- You are responsible for assisting your Fellow with the preparation of reports needed by the program.
- **In the event that your Fellow is not fulfilling their fellowship obligations and or responsibilities, you along with the help of the Whittier MMUF Coordinators will work together to develop a plan for your Fellow to move towards making progress and getting the project back on track. If non-compliance is maintained, MMUF stipends will be withheld from your fellow and or your Fellow will be removed from the fellowship.**