

## MMUF and Humanities Fellows Handbook



### Our (Institution) Mission Statement:

Heritage University empowers a multi-cultural and inclusive student body to overcome the social, cultural, economic, and geographic barriers that limit access to higher education. Rooted in the homeland of the Yakama Nation, we embrace transformational student-centered education that cultivates leadership and a commitment to the promotion of a more just society.

### Our (Program) Commitment:

Dear Fellows,

The Mellon Mays Undergraduate Fellowship *and* Humanities Fellows Program provides consistent personal and academic guidance, which honors your intellectual curiosity and passion as you pursue a path of self-transformation. The goal of the Mellon Fellowship is to “diversify the Professoriate,” and we understand the road to this anticipated “end result” is rife with challenges and sacrifice. We are committed to helping you navigate your academic and personal goals.

We are excited to partner with you as you navigate unanticipated obstacles. We are alongside as you prepare to enter the world of *Academia* as a teacher, researcher and policy-maker.

\*The MMUF Program welcomes selected “rising juniors” for a two-year experience with follow-up support. Humanities Fellows join the program their senior year in high school or their freshman year at Heritage as observer/participants for a one- or two-year experience to prepare them for application to the MMUF Program.

## Welcome to the Mellon Mays Undergraduate Fellowship (MMUF)

*The Mellon Program can change your life...let it!*

Congratulations on being selected as a Mellon Mays Fellow at Heritage University. This handbook is designed to give you the support you need to maximize your Fellowship experience! We hope also that it will answer questions that, as a new Fellow, you might have. The Heritage MMUF Coordinator, Faculty, and PhD level mentors are here to help you. Please feel welcome to approach any of us with questions or concerns you might have. We ask that throughout your time as a Mellon Fellow you keep in touch with the MMUF Coordinator and our support team, and that you participate fully in the meetings, workshops, conferences, and other events sponsored by the MMUF.

*\*This applies to our Humanities Fellows as well.*

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, helping them to become scholars of the highest distinction.

**Heritage University MMUF Coordinator/Director**  
**Dr. Winona Wynn**

Past experiences of this Coordinator are steeped in Humanities fields and range from Musical Performance to Interpretive Speech. She is an inter-disciplinary reader and advocate, both through her personal choices and through her training in American Studies. Most importantly, like you, she is a striver who recognizes the value of committing to a program that helps illuminate the path to educational empowerment. She was a McNair Scholar and is now your MMUF Coordinator. Her understanding of the complex world of Academia continues to unfold.

Please read this short biography of the namesake of our MMUF Program...

## Biography of Dr. Benjamin E. Mays

*Every man and woman are born into the world to do something unique and something distinctive and if he or she does not do it, it will never be done.*



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.

Consider these few lines from one of his most well-known poems,

*I have only just a minute/ Only sixty seconds in it/ Forced upon me, can't refuse it/ Didn't seek it, didn't choose it/ But it's up to me to use it/ I must suffer if I lose it/ Give account if I abuse it/ Just a tiny little minute/ But eternity is in it.*

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	Interdisciplinary Studies *special permission only
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 bi-monthly basis, with your PhD Student/Candidate Mentor on a weekly basis, and with your MMUF Coordinator by attending our weekly meetings and by setting individual appointments.
- Maintain frequent communication with your MMUF Coordinator and support team 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 Heritage University.

As a community of scholars, we rely on one another for support, insight, critical but kind commentary, understanding as we negotiate the competing interests that pull at us, from our community to our home obligations; so, we rely on a reciprocal empathy for our collective struggle.

Consider and reflect on the following passage from Shakespeare's *The Tempest (Ariel's Song)*

“Full [fathom](#) five thy father lies; of his bones are coral made; those are pearls that were his eyes.” Scholars have identified this passage as the origin of the expression, “a sea-change’---a profound reversal of fortune, perspective, or circumstance from which there is no return.” This program will bring a “sea-change” for each of you, with all of the inferred benefits *and* sacrifices.

## 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 divided into summer and school-year research periods. During the summers between the sophomore/junior and junior/senior years, Fellows are funded to actively participate in graduate level seminars and work on a research project on a full-time basis for 10 weeks. During the junior and senior academic years, while 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 if a frequent mode of communication has been established with their Faculty Mentor and/or PhD student/candidate Mentor, and the Heritage MMUF Coordinator(s).

### ***Selecting a Research Project:***

The MMUF project can include a wide range of academic activities: independent research, help in course development, bibliography searches, Digital Humanities Projects, and assistance in teaching-related or scholarly research to name a few. You may initiate your own research project, but you may also be able to work as a research assistant for your Mentors. The specific goals and objectives of your MMUF project are to be negotiated between you, your PhD Mentors and/or Faculty Mentors, and the MMUF Coordinator. The PhD Mentors are strongly encouraged to involve you in projects they are pursuing that will prepare you for 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 your MMUF Coordinator(s). 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) Summary of the project to date
- 2) Introduction or background and significance section
- 3) Results section
- 4) Discussion section
- 5) Annotated bibliography or reference section.

Any other documents that appropriately and effectively represent the project may also be included. **If you are not fulfilling your fellowship obligations and responsibilities, your Faculty Mentor, PhD Mentors and/or the Heritage MMUF Coordinator(s) will work together with you to develop a plan to get 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 your fellowship, you will present your projects at mandatory seminars, meetings, and conferences. Presentation formats will range from an “Elevator” speech of 3-5 minutes wherein you state your research question and your theoretical framework or introduce your chosen method to a more formal poster presentation of 7-10 minutes, where you combine the “Elevator” speech with your research progress-to-date.

It is important that you stay on top of your research project and begin to develop an on-going presentation.



### **Your Faculty and PhD Student/Candidate Mentors**

I need somebody  
(Help!) not just anybody  
(Help!) you know I need someone  
Help! *The Beatles*

MMUF Fellows and Humanities Fellows are encouraged to develop a strong working relationship with their Faculty and PhD Student/Candidate Mentors. 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 Heritage MMUF Coordinator.

Your PhD Student/Candidate Mentors are recruited by the MMUF Coordinator to facilitate weekly work sessions which take place in a unique “Mentoring Circle” format. Two or three Mellon Fellows and Humanities Fellows participate in each circle to work on a specific project such as our Digital Humanities, *Mapping your Journey* representation. The content for this project can be related to your research, your journey to higher education (which will help with the development of your Personal Statement, or your Graduate School Application Process).

Additionally, for our MMUF Summer Program, we have three options to meet specific needs:

- 1) Participation in an 8-week Summer Seminar, which is a critical reading and discussion, graduate-style seminar with each Fellow rotating through as a facilitator for the group.
- 2) Participation in an 8-week Graduate Prep Seminar (particularly useful for those in their second year of the program)
- 3) Participation in one of our pre-arranged Summer Research Opportunities with the University of Chicago and UCLA.

Each PhD Student/Candidate Facilitator prepares a “mini-syllabus” for the program and includes three objectives as well as participation and facilitation expectations and guidance.

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 the coordinator(s) right away. The Heritage University Coordinator(s) will assist you in finding a new Faculty and/or PhD Student/Candidate 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 one of the MMUF Summer Program options as well as the weekly and individually scheduled meetings which occur year-round. 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 Mentor. You will be funded to conduct research for a 10-week period on a full-time basis. This is intended to be a replacement for summer employment. However, at our institution, we understand that special circumstances and the need for additional employment are commonplace, and we are prepared to help guide and support you through those situations. The summer research may include a variety of activities, depending upon your timeline set by you and your Faculty Mentor, your PhD Student/Candidate mentors, and the MMUF Coordinator. To an extent that is reasonable and possible, dedicating yourself to a full-time commitment will minimize distractions from your research project and ensure that the fellowship receives that attention it requires.

At the end of the summer period, MMUF Fellows *and* Humanities Fellows will gather for a celebration of work accomplished and our "End-of-Summer Research Showcase" where they will present their work for an audience of Heritage University Faculty, Mentors and PhD student collaborators from other institutions and family members. Stories of survival will be shared and celebrated post-Research Showcase event!

### ***The Junior Academic Year:***

During each academic semester you will be funded to work on your MMUF project with your Faculty Mentor and/or your PhD student/candidate'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 Heritage MMUF Coordinator(s), such as, the MMUF Western Regional Conference. Attendance at 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 fields and contributes toward 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 Heritage MMUF Coordinator(s) 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 and your PhD student/candidate mentor for 6-8 weeks, or attend one of our pre-arranged summer research internships at UCLA or the University of Chicago. This is intended 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, please commit to working as little as possible. 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 Heritage 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 10 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 and/or your PhD Student/Candidate 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. It is important to note that your Mellon Project will count for your Senior Thesis or Project in your Humanities Major. Please consult with your Heritage Advisor to ensure this arrangement remains the case for your cohort.

Throughout the academic year you must attend all mandatory seminars, meetings, and conferences set by the Heritage MMUF Coordinator(s), such as the MMUF Western Regional Conference. Attending 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. It is the expectation that you will participate in all program activities. **Failure to attend any of the mandatory seminars, meetings, and conferences set by the Heritage MMUF Coordinator(s), 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 Heritage MMUF Coordinator(s). You must also complete an exit survey and interview that will be given to you by the Heritage MMUF Coordinator(s). It is also imperative that you continue to submit your yearly Fellow MMUF Update to the Mellon Mays Foundation Website ([www.mmuf.org](http://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**

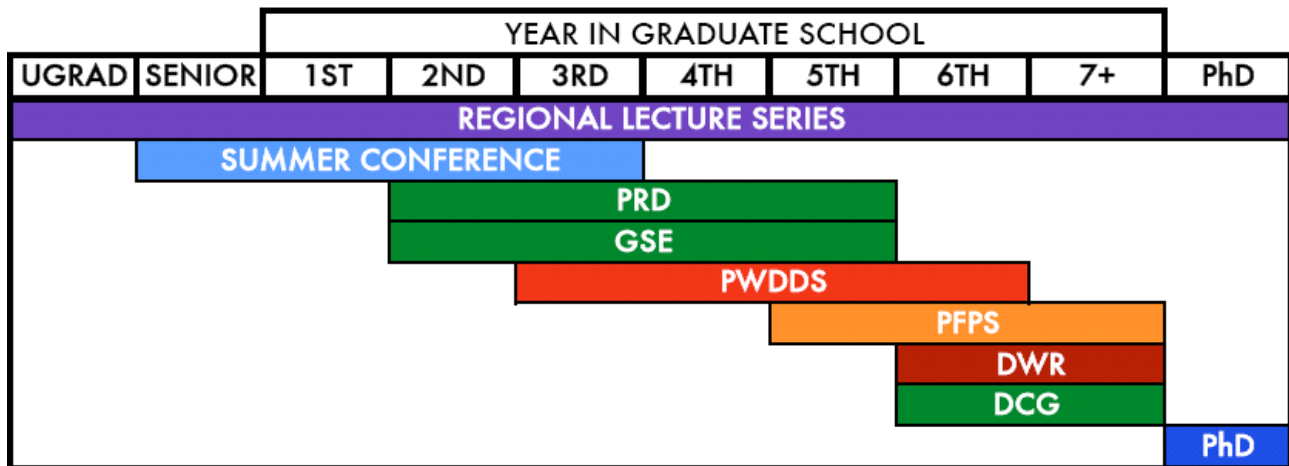
After graduation from Heritage University, your association with the Mellon Mays Fellowship and the status as a Mellon Mays Fellow remains intact. It is at this stage that the MMUF will continue to provide you with continual guidance and support. It is important that you maintain contact with your Faculty Mentor and your PhD Student/Candidate Mentors, and most importantly, with the Heritage



MMUF Coordinator(s), 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> HYPERLINK "<http://mellonmays.ssrc.org/>"\_or send an email to: [mellonmays@ssrc.org](mailto: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	Humanities
<b>Initial Summer</b>	<ul style="list-style-type: none"> <li>• Define your research Question</li> <li>• Write your introduction...why is this important</li> <li>• Start your bibliography</li> <li>• Start writing your Literature Review</li> </ul>	<ul style="list-style-type: none"> <li>• Define your research Question</li> <li>• Write your introduction... why is this important</li> <li>• Choose your readings</li> <li>• Start writing your Literature Review</li> <li>• READ</li> </ul>
<b>Fall 1 (Junior)</b>	Continue with your Lit Review Decide on a Theoretical Framework	First Reading Write an outline
	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
<b>Spring 1 (Junior)</b>	Data collection Analysis	Write a draft
<b>Summer 2</b>	Work on data Results section	Read Final novel
<b>Fall 2 (Senior)</b>	Discussion	Write conclusions
<b>Spring 2 (Senior)</b>	Writing Final Edits	Writing Final Edits
<b>Final Summer</b>	Submission of Final Paper	Submission of Final Paper

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

**For example...**

June 2011

5/29 - 6/4 assignment/tasks for the week\_\_\_\_\_

6/5 - 6/11 assignment/tasks for the week\_\_\_\_\_

6/12 – 6/18 assignment/tasks for the week\_\_\_\_\_

6/19 – 6/25 assignment/tasks for the week\_\_\_\_\_

6/26 – 7/2 assignment/tasks for the week\_\_\_\_\_

## MMUF Faculty Mentor Guidelines

### *The Importance of Mentoring:*

Mentoring plays a huge role in academic development. Through their guidance and example, Faculty and PhD Student/Candidate Mentors help direct Fellows toward achieving their goal of graduate academic success. The MMUF Program 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. This can readily 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 several research programs in the United States or abroad if 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:

- **Candidacy:** As the Faculty Mentor you will assist your MMUF Fellow candidate with their MMUF application and materials for submission. You should provide your “potential” Fellow with tips or practice opportunities for interviewing with the MMUF Coordinator(s)

#### **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
  - Aid with the final research proposal abstract 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 at Heritage.
- **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 thesis or project. In fact, we recommend that they use their MMUF project as their senior thesis or project 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. They will need to share this timeline with, and report progress to, the MMU Coordinator(s) to receive their stipends. 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 Coordinator(s).

#### **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 weekly 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.

- **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 Heritage 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, i.e., the GRE.
- Engage in conversations with your Fellow about the nature of graduate study and navigating through graduate school.

- **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 assist in preparing a small presentation needed to teach a 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 a Heritage Program, or tutoring in the Writing Center or ASC.

- **The MMUF Program:** As the Faculty Mentor, you will serve as the link between Heritage University's MMUF program and your Fellow.

**Your Objectives:**

- Maintain information on the requirements of the Program.
- Inform the MMUF Coordinator(s) of any questions or problems that may arise from the program requirements.
- Alert the MMUF Coordinator(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 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.
- **If your Fellow is not fulfilling their fellowship obligations and or responsibilities, you, and the Heritage University MMUF Coordinator(s) 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.**

Mentoring Resources:

- ✦ [Benefits of Mentoring!](#)
- ✦ [The Requirements of Mentoring](#)
- ✦ [Tips on Applying to Graduate School](#)

In closing, thanks to the Mellon Fellows, Humanities Fellows, Faculty and PhD Students and Candidates who have read or will be reading this Handbook. We are deeply grateful for your continuing impact.