Mentor Handbook
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Mellon Mays Undergraduate Fellowship

The Mellon Mays Undergraduate Fellowship (MMUF) Mentor Handbook serves as a resource guide for mentors and summarizes the program’s goals and structure. The handbook also provides strategies for building and maintaining a mentor relationship.

ABOUT MELLON MAYS UNDERGRADUATE FELLOWSHIP

The fundamental objective of the MMUF program is to address, over time, the problem of underrepresentation in college and university faculties. This goal can be achieved both by increasing the number of students from underrepresented minority groups who pursue PhDs in humanistic fields and by supporting the pursuit of PhDs by students who may not come from traditional minority groups but have otherwise demonstrated a commitment to the goals of MMUF.

The MMUF program is designed to encourage fellows to enter PhD programs that prepare students for professorial careers; it is not intended to support students who intend to go on to medical school, law school or other professional schools.

Four Seminal Components Offered to MMUF Students

   Intensive Mentoring:  
   • One-on-one faculty-student mentoring on the student’s research project and path to a PhD program in the humanities or humanistic-social sciences

   Research:  
   • Modest term-time compensation for research activities  
   • Opportunities to present work at conferences

   Engagement in an intellectual community:  
   • Peer mentoring and intellectual community  
   • A for-credit Mellon research seminar  
   • Assistance with graduate school preparation

   Financial Support:
• Generous funding to engage in a sustainable research project during summer and winter breaks
• Repayment of undergrad loans of up to $10,000, if fellow pursues doctoral study in a Mellon-designated field

Mentor Guidelines

Faculty Mentors are positioned 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 higher education. In the mentoring relationship, the sharing of personal experience and the trusting learning environment can provide opportunities for you and your fellow to build a relationship and create valuable experiences.

Mentoring plays an immense role in the academic development of a student. Three strategies that mentors demonstrate to promote their mentee’s career are forging connections, providing scholarly opportunities, and using the hands-on approach (Zambaran et al., 2015). These are some strategies MMUF mentors will implement in their role.

Through guidance and example, the mentors will help direct the fellows towards achieving their goal of graduate academic success. The objective and goal of the directed research project is to give the fellow a taste of what it takes to be a graduate student pursuing a PhD.

The most important aspect of being an MMUF mentor at Carleton is involvement in the fellow’s ongoing research project. This means providing support and enthusiasm, regular check-ins, encouragement, and assistance with focus and progress especially during winter and summer breaks.

In addition, where time allows, Faculty Mentors are asked to:
• help with the formulation and development of research ideas; and writing of research proposal and essays;
• supervise independent research and review research progress during regularly scheduled meetings;
• discuss new themes and clarify issues during regularly scheduled meetings throughout the duration of their student’s Fellowship;
• expose Fellow to informal learning opportunities including conference simulation events, lectures, and symposia, among other engagements;
• inform the MMUF Coordinators of any questions or problems that may arise from the program requirements;
• help your Fellow with preparation, application for submission and development of an abstract for their project so that it is ready to be submitted for presentation at the MMUF conference and journal publication through MMUF;
• introduce your student to pertinent professional organizations;
• provide opportunities for students to present and/or publish results (funds are available for Fellows to attend professional meetings/conferences;
• encourage them in their aspirations for graduate education;
• model the day-to-day life of an academic;
• assist with the graduate school application process, as needed;
• meet at least two times per month to ensure that Faculty Mentors and Fellows have adequate opportunity to cultivate a meaningful relationship and discuss the research project.

Mentors please inform the MMUF Coordinators of any questions or concerns that may arise from the program requirements.

Note:
• MMUF research can be a part of comps, if approved by the student’s comps adviser. MMUF research topics can also be the same as the student’s comps.
• Mentors will receive a $300 stipend and are eligible for summer research funding.
• Forms for fellows are available at Carleton’s MMUF website, included are receipt, report, and research plan submission forms.

Important Events for Mentors

End-of-year Mellon Banquet - Last week in May
Mentor lunches - once a term
Student Research Poster Sessions in Fall and Spring (Fall TBD; Spring, last two week in May)

Expectations of a Mellon Mays Undergraduate Fellow

1. Maintain at least a 3.0 GPA; 3.3 or higher is preferred and is the new norm and expectation.
2. Full dedication to your Mellon research project during summers and winter breaks. The Mellon stipend provides the equivalent of full-time pay during these periods. Other commitments should only be undertaken during this period with consultation of the Mellon MMUF Program Director and the fellow’s mentor.
3. Dedicated and on-time participation in the weekly Mellon seminar (IDSC 202) during the academic terms (unless you are on a study-abroad program). This is a scheduled class and must be taken into account when planning your course schedule. It is 2 credits/term.
4. Dedicated and on-time participation in all aspects of the Mellon programs on campus that include Fall and Spring Poster Sessions, the Midwest Regional Conference, and Mellon-related information sessions, etc.

5. Completion of the MMUF online Enrollment Form.

6. Regular and meaningful interaction with your mentor, at least one time every two weeks during the summer and more frequently during the academic year.

7. During the summer research period of the fellowship, fellows will submit:
   o At least one mid-summer written report by July 15, submitted to their mentor and to the MMUF program director discussing their research activities to that point, raising questions, and brainstorming. It is informal and approximately 5-7 pages.
   o By September 1, fellows will submit a 15-20-page essay based upon their summer's research. This may take the form of a critical review of the scholarship, a research essay in which you develop an aspect of your project fully; or an essay that discusses critically your field research experience, methods, and its pros/cons/unknowns.

8. Full participation in other MMUF events involving other MMUF institutions in the Midwest (Grinnell, U of Chicago, Macalester, Oberlin, Washington University in St Louis), if the fellow is on campus. The MMUF Regional Conference will take place during Fall Term 2020 at Oberlin College. Each fellow’s participation is expected and the MMUF Program co-coordinators will assist the fellows in resolving conflicts.

9. Full commitment to your academic work (classes, comps, your broader scholarly development) during the term. When time allows, you are encouraged (but not required) to work on your Mellon project during the academic terms. However, your priority should be your classes.

10. Preparation of a path toward graduate school (a PhD program in a Mellon-approved field in the humanities and humanistic social sciences). This includes GRE preparation as well as researching graduate programs and learning how to apply to them.

11. Exit Interview and ongoing communication after graduation from Carleton.

**Master Schedule for MMUF Fellows Admitted as Sophomores**

**Spring Term Sophomore Year**
- Register for and participate in our weekly MMUF seminar (IDSC 202)
- Create a poster of your anticipated research interests and attend poster session
- Attend end-of-year Mellon Banquet
- Write up a summer research plan, in conversation with your mentor (see the research form at the end of this handbook)

**Summer between Sophomore and Junior Year**
- Do full-time research during summer (receive a stipend of $3900); (write a midsummer report and 15-20 page end of summer summary)
• Strongly consider enrolling in a summer institute for MMUF fellows
• Attend any GRE study-guide programming provided by Carleton’s MMUF program

Fall Term Junior Year
• Register for and attend MMUF seminar (IDSC 202);
• Do a poster on summer research for Student Research Symposium;
• Prepare a presentation to deliver at the Midwest regional MMUF student conference
• Prepare and submit a plan for your winter-break research Winter Break —
• Do three weeks of full-time research on your project (stipend of $2000);
• Write up a report on your 3 weeks of research; send to your mentor Winter Term—
• Register for and attend MMUF seminar (IDSC 202)
• Write up a plan for spring break research and submit to your mentor Spring Break — 10 days of full-time research (stipend of $1600)

Spring Term Junior Year
• Register for and participate in our weekly MMUF seminar (IDSC 202)
• Create a poster of your anticipated research interests and attend poster session
• Attend end-of-year Mellon Banquet
• Write up a summer research plan, in conversation with your mentor

Summer between Junior and Senior Year
• Do full-time research during summer (receive a stipend of $3900); (write a midsummer report and end of summer summary)
• If applicable, consider enrolling in a summer institute for MMUF fellows
• Attend any GRE study-guide programming provided by Carleton’s MMUF program
• Research PhD programs and focus on planning and preparing to apply

Fall Term Senior Year
• Register for and attend MMUF seminar (IDSC 202);
• Do a poster on summer research for Student Research Symposium;
• Strongly consider taking the GRE
• Apply for graduate school PhD programs (some fellows take one or two years off between college and graduate school; we encourage you to strongly considering applying now)
• Prepare a presentation to deliver at the Midwest regional MMUF student conference
• Prepare and submit a plan for your winter-break research
Winter Break
- Do three weeks of full-time research on your project (stipend of $2000);
- Write up a report on your 3 weeks of research; send to your mentor
- Apply to graduate school if deadline is January (or during fall)

Winter Term Senior Year
- Register for and attend MMUF seminar (IDSC 202)
- Write up a plan for spring break research and submit to your mentor
- Continue any GRE and/or grad school application work or planning

Spring Break
- 10 days of research ($1600)

Spring Term Senior Year
- Register for and participate in our weekly MMUF seminar (IDSC 202)
- Create a poster of your anticipated research interests and attend poster session
- Attend end-of-year Mellon Banquet
- Write up your final statement of your project: This can take a number of forms. Please decide on a form with your mentor and in consultation with the co-coordinators. Typical formats for the final project are: a paper; a poster; a public presentation; an organizational structure and synthesizing of notes for future use.
- Strongly consider submitting your research project for publication in an undergraduate journal, including for example the MMUF journal

Other funds received during the MMUF program at Carleton:
- Sophomores and Juniors: $600 travel stipend each year (for research during breaks; documentation required)
- Seniors: $400 research stipend to reimburse for research expenses (receipts required)

Master Schedule for MMUF Fellows Admitted as Juniors

Fall Term Junior Year
- Selected: Congratulations!
- Attend the Midwest regional MMUF student conference, if applicable (if the dates match up with your selection, or if you are not studying abroad during the fall)
- Prepare and submit a plan for your winter-break research

Winter Break
- Do three weeks of full-time research on your project (stipend of $2000)
- Write up a report on your 3 weeks of research; send to your mentor
Winter Term Junior Year
- Register for and attend MMUF seminar (IDSC 202)
- Write up a plan for spring break research and submit to your mentor

Spring Break
- 10 days of full-time research (stipend of $1600)

Spring Term Junior Year
- Register for and participate in our weekly MMUF seminar (IDSC 202)
- Create a poster of your anticipated research interests and attend poster session
- Attend end-of-year Mellon Banquet
- Write up a summer research plan, in conversation with your mentor

Summer between Junior and Senior Year
- Do full-time research during summer (receive a stipend of $3900); (write a midsummer report and end of summer summary)
- If applicable, consider enrolling in a summer institute for MMUF fellows
- Attend any GRE study-guide programming provided by Carleton’s MMUF program
- Research PhD programs and focus on planning and preparing to apply

Fall Term Senior Year
- Register for and attend MMUF seminar (IDSC 202);
- Do a poster on summer research for Student Research Symposium
- Strongly consider taking the GRE
- Apply for graduate school PhD programs (some fellows take one or two years off between college and graduate school; we encourage you to strongly considering applying now)
- Prepare a presentation to deliver at the Midwest regional MMUF student conference
- Prepare and submit a plan for your winter-break research

Winter Break
- Do three weeks of full-time research on your project (stipend of $2000);
- Write up a report on your 3 weeks of research; send to your mentor
- Apply to graduate school if deadline is January (or during fall) Winter Term Senior Year
- Register for and attend MMUF seminar (IDSC 202)
- Write up a plan for spring break research and submit to your mentor
- Continue any GRE and/or grad school application work or planning Spring Break
- 10 days of research ($1600)
Winter Term Senior Year
- Register for and attend MMUF seminar (IDSC 202)
- Write up a plan for spring break research and submit to your mentor
- Continue any GRE and/or grad school application work or planning

Spring Break
- 10 days of research ($1600)

Spring Term Senior Year
- Register for and participate in our weekly MMUF seminar (IDSC 202)
- Create a poster of your anticipated research interests and attend poster session
- Attend end-of-year Mellon Banquet
- Write up your final statement of your project
- Strongly consider submitting your research project for publication in an undergraduate journal, including for example the MMUF journal
- Participate in an exit interview

Other funds received during the MMUF program at Carleton:
- Sophomores and Juniors: $600 travel stipend each year (for research during breaks; documentation required)
- Seniors: $400 research stipend to reimburse for research expenses (receipts required)

Summer Research Plan Assignment

MMUF/MGSEF Summer Research Plan
Due Wednesday, June 2, 2021 at 5pm
Upload: MMUF Research Plan, Breaks
Length: Approximately four pages

Purpose:

The purpose of this assignment is to help you develop and summarize a plan for your summer research. This can help you get started and can also serve as an anchor or reminder of your goals over the course of the summer. It will also help your mentor advise you along the way, and will provide a foundation for your discussions over time.

Task:

The idea is to isolate a manageable piece of your project to take up for a 10-week period: A manageable question or set of tasks; a realistic list of sources to read; a list of other activities to complete (interviews, media analyses, etc.); a sense of how you will
strive to bring this together in a final product (15-20 pages) for the end of the summer (due Sept. 1).

Assignment:

Find the organizational structure that works best for you, and write a research proposal of approximately 4 pages that includes paragraphs about:

- Your research focus for the summer (topic, driving questions, what you hope to explore)
- Your various research tasks (reading different kinds of sources, note-taking, interviews, virtual site visits, etc.)
- An initial bibliography of the most important and immediate sources
- A draft timeline (organized by weeks?) to help you set goals and pace your efforts

Notes:

- This will in all likelihood be revised in the middle of the summer (a midsummer report of 5-7 pages is due July 15), as you take stock of your progress, hand in your mid-summer report, and look ahead to the second half of summer.
- It will be a good idea to check in with your mentor as you develop your plans.
- Remember to set up times to communicate with your mentor approximately once every week (or at least once every two weeks).

Although the Mellon Mays Undergraduate Fellowship and the Mellon Graduate School Exploration fellowship (MGSEF) are distinct programs, they both fall under the larger umbrella of the Mellon Foundation’s initiatives to diversify higher education. As such, Carleton has leveraged the existence of our established MMUF program in creating a framework for MGSEF fellows at the college. Further, many MMUF mentors have also served as MGSEF mentors. Information about the expectations and schedule for MGSEF participants and mentors is thus included as part of this handbook.
Mellon Graduate School Exploration Fellowship

ABOUT MELLON GRADUATE SCHOOL EXPLORATION FELLOWSHIP (MGSEF)

The Mellon Graduate School Exploration Fellowship (MGSEF), established in 2015, is sponsored by the Andrew W. Mellon Foundation, the Associated Colleges of the Midwest (ACM), and the Big Ten Academic Alliance (BTA). Each year, sophomores majoring in humanities and humanistic social science disciplines at ACM colleges are admitted to this two-year program that is designed to encourage students from underrepresented backgrounds to consider graduate study and careers in academia. The program is part of the Mellon Foundation’s broader mission of diversifying higher education. Sophomore US Citizens and DACA recipients are eligible to apply for the MGSEF program.

The program includes the following components: faculty mentoring (at Carleton and a Big Ten institution); peer mentoring (at Carleton and with other ACM students); participation in the for-credit Mellon research seminar at Carleton (IDSC 202); a fully funded, supervised summer research experience (SROP) at a BTA university (summer after junior year), plus stipend; fully funded participation in two summer workshops in Chicago (held August, each year); a $250 stipend each academic year to be used for educational and professional development expenses (including books, conference attendance, professional clothing, equipment, etc.); and $1000 for expenses related to applying to graduate programs (GRE prep, application fees, campus visits, etc.).

MGSEF fellows are drawn from a slightly different selection of humanities and humanistic social sciences disciplines; for example, students majoring in economics, educational studies, all political science fields, and psychology are eligible for the MGSEF program.

MGSEF Fellows are expected to: maintain at least a 3.00 GPA; participate in all aspects of the Mellon program while on campus (for-credit seminars, mentor meetings, Spring Term poster sessions during junior and senior year, other events as scheduled); participate fully in the summer research experience at a BTA university following the
junior year; participate fully in the August summit following the sophomore and junior years; and consider seriously the possibility of graduate or professional education.

MGSEF participants must secure a Carleton mentor, but the mentor’s commitment is less extensive for MGSEF than for MMUF. Carleton MGSEF mentors are expected to maintain ongoing communication with the fellows, and provide guidance to them as they explore their areas of interest, consider graduate programs following their summer experience at a BTA university, and act as general resources for information about the path to an academic career. Because MGSEF fellows work under the supervision of faculty and graduate student mentors at a BTA institution as part of their research experience, they are less able than MMUF fellows to frame their own research questions or projects. Carleton mentors may help MGSEF fellows: prepare to take the best advantage of the research experience by suggesting readings or other resources; engage in appropriate communication with their assigned BTA mentors; navigate any difficulties they encounter in understanding institutional culture at a large university; and reflect on and integrate their experiences after the research summer. During the senior year, the MGSEF mentor may play a particularly important role in helping the fellow prepare for graduate or professional study and serve as a source of recommendations in the application process.

Master Schedule for Mellon Graduate School Exploration Fellows (all admitted as sophomores)

Spring Term Sophomore Year

- Admission to program
- Confirmation of Carleton mentor
- Begin revision of application materials for submission to ACM

Summer Between Sophomore and Junior Year

- Revised application materials due to ACM; matching process for SROP begins
- Ongoing communication with Carleton mentor
- Participation in August Summit at ACM for all MGSEF cohorts

Fall Term Junior Year

- Mellon Fellows seminar; full participation in all relevant activities
- Ongoing communication with Carleton mentor
- Matching process for SROP underway
- Participation in ACM virtual events as required
- Possible use of $250 yearly stipend for academic or professional development and materials
Winter Term Junior Year

- Mellon Fellows seminar; full participation in all relevant activities
- Ongoing communication with Carleton mentor
- Matching process for SROP underway
- Participation in ACM virtual events as required
- Possible use of $250 yearly stipend for academic or professional development and materials

Spring Term Junior Year

- Match for SROP at Big Ten institution finalized by ACM (may also occur during late Winter Term)
- Mellon Fellows seminar; full participation in all relevant activities
- Ongoing communication with Carleton mentor
- Detailed preparation for SROP (research plan, first contacts with Big Ten mentors)
- Presentation of research plan at Mellon Fellows Poster Session
- Mellon Fellows End-of-year Banquet
- Possible use of $250 yearly stipend for academic or professional development and materials

Summer Between Junior Year and Senior Year

- SROP Experience at Big Ten Alliance Campus (fully funded); experience includes exposure to graduate study and research at an R1 institution, initial preparation for the GRE, writing workshops, and other components
- Participation in August Summit at ACM for all MGSEF cohorts, including presentation (fully funded)

Fall Term Senior Year

- Mellon Fellows seminar; full participation in all relevant activities
- Create and present poster on summer research for Carleton Student Research Symposium
- Ongoing communication with Carleton mentor
- Exploration of graduate programs; use of $1000 stipend for GRE preparation, visits to potential institutions
- Possible application to graduate or professional programs (application fee waivers available to MGSEF fellows for select programs)
- Possible use of $250 yearly stipend for academic or professional development and materials
Winter Term Senior Year

- Mellon Fellows seminar; full participation in all relevant activities
- Ongoing communication with Carleton mentor
- Exploration of graduate programs; use of $1000 stipend for preparation and visits
- Possible use of $250 yearly stipend for academic or professional development and materials
- Possible application to graduate or professional programs

Spring Term Senior Year

- Mellon Fellows seminar; full participation in all relevant activities
- Ongoing communication with Carleton mentor
- Mellon Fellows Poster Session
- Mellon Fellows End-of-year Banquet
- Possible use of $250 yearly stipend for academic or professional development and materials
- Exit Surveys administered by ACM