McNair Scholars Faculty Mentors Expectations and Requirements
2015

Mentor Name:______________________________________________________

Scholar Working With:_______________________________________________

Department:________________________________________________________

Date:______________________________________________________________

DATE OF SUMMER PROGRAM:
This year’s summer program runs from June 1st to July 10th.
For those also participating in Biomed Scholars/Sustainability the program runs till July 24th.

WHAT IS A BELOIT COLLEGE McNAIR FACULTY MENTOR?
The ideal Beloit College Faculty Mentor should be committed to the McNair mission and have the capacity and desire to directly support their McNair Scholar throughout this two-year program. At Beloit College the McNair program is dedicated to focusing on a strong mentor-mentee relationship while being committed to the training of future scholars from first-generation, low-income, and underrepresented (FLU) backgrounds. As a designated Faculty Mentor, we expect you to both understand the barriers faced by these students in higher education and be willing to work with these students to best prepare them for post-baccalaureate success. The McNair Scholar’s first summer is an especially critical time of intense involvement as these scholars are learning the research process (some for the first time) from you, their mentor. Therefore, Faculty Mentors play an integral role in their Scholar's journey of scholarly research. As such, there are a number of expectations the McNair Scholars Program has of its Faculty Mentors.

MENTOR RESPONSIBILITIES IN GENERAL:
• Teaching the research process to Scholars – topic development, proposal, literature review, drafts, revisions, final project/paper, and final presentation at the McNair Summer Symposium.
• Identifying and helping to secure second summer research internships for Scholars.
• Participating in research conferences/presentations by Scholars.
• Helping to complete graduate school applications, including providing recommendations.
• Aiding Scholars in finding and applying for fellowships/scholarships/grants.

PRIOR TO THE SUMMER:
• Participate in the McNair Mentors Faculty Development Series.
  o Over a series of 5 sessions, through articles and discussions, we will focus on what it means to teach the research process and mentor first-generation, low-income and minority students
  o We will meet once a month starting in March for one hour each session, with the last session being July 10th. Mentors must attend all sessions as part of their payment.
Establish a mutually agreed upon communication method/plan with your Scholar.

Become familiar with your Scholar’s academic aspirations.

Complete the Special Project form with your Scholar that outlines specific expectations and deadlines for the summer program. **This is due to me May 3rd in class by your Scholar.**

- Must include a provision on what the final paper/project will be that is due at the end of the summer session. This will be signed off by the Faculty mentor and handed into the Director by the Scholar.
- The McNair Scholar will hand in the Special Project form signed by the Scholar, Faculty Mentor, Student Advisor, and Department Chair. The McNair office will take the form over to the Registrar’s Office as a group to be signed by them. Please indicate on the form that this is a “McNair Project.” The Scholar and Mentor pick which department the project will be attached to.

Work with your Scholar to refine the 5-6-page proposal required for the McNair Scholars Research Preparation Seminar (due May 3rd to the McNair Director in class). This proposal needs to be **signed off by you**, the Faculty Mentor, **before submission** to the Director.

Develop with your Scholar a list of sources (# is up to the Mentor) that they will use to complete an annotated bibliography by May 29th. This will be submitted to you, the Faculty Mentor, and the Director, (by 3pm via email) and should be the basis of the literature review the Scholar will need to complete for their final project.

**SPECIFIC SUMMER RESPONSIBILITIES:**

- Meet in 1 hour-long weekly interdisciplinary research PODS (comprised of 3-4 scholar/mentor pairs) to discuss research progress, raise questions, and provide constructive feedback to one another for the full 6 weeks. There will be a designated POD chair that will coordinate where and when the group will meet each week.
- Meet with the Scholars in individual face-to-face interactions at least **once a week.** The mentorship aspect of the program is important and we want to ensure the Scholars are truly guided and mentored over the summer session. **NOTE:** Mentors cannot be gone for more than 5 business days during the summer session. These meetings should:
  - Establish and assess benchmarks throughout the research process.
  - Plan appropriate reading and writing assignments that will lead the successful completion of the final paper/project.
  - Refer Scholars to various resources on and off campus that will benefit their project.
  - Evaluate and track the Scholar from orientation through the conclusion of the summer program.

- Submit weekly time logs that are due every Monday morning by 8:30am to the Director – **these MUST be signed by you** and are handed in by your Scholar.

- Attend the final research presentation - Thursday, July 9th where scholars will present on their work at the Summer Research Symposium.

- Attend the final assessment of the program and Mentor Series July 10th. This then concludes the full-time McNair summer.
• Sign off on the final paper/project before it is handed into the Director, Friday July 10\textsuperscript{th} at 3pm. For those in STEM the final project is due to me signed Friday July 24\textsuperscript{th} by 3pm.

• STIPEND FOR THE SUMMER: (CHANGE)
Faculty Mentors are paid $3500.00. This is split into three payments:
Payment 1 in May paycheck (contingent upon participation in Mentor Series) - $1166.67
Payment 2 in June paycheck - $1166.67
Payment 3 in July paycheck - $1166.66

IMPORTANT DATES FOR THE SUMMER:
March 22\textsuperscript{nd}-May 3\textsuperscript{rd}
Second Module, Research Preparation Seminar

May 3\textsuperscript{rd}
Special Project Contract due to Director with all signatures collected EXCEPT for the registrar. Please be very explicit what the final project/outcome will be for the summer research.
Proposal signed by Faculty Mentor and turned in by Scholar to the Director at the last McNair Scholars Research Preparation Seminar class.

May
Ensure Scholars have a working list of sources that they will use to create an annotated bibliography for their summer project that will be handed into the Director and Faculty Mentor via email by May 30\textsuperscript{th}.

June 1\textsuperscript{st}
First Day of Summer Program

July 9\textsuperscript{th}
McNair Summer Symposium (open to community)

July 10\textsuperscript{th}
Assessment of Program and Last Day of Summer Program (required)

July 24\textsuperscript{th}
Last Day of STEM Students Summer

AFTER THE SUMMER FACULTY MENTOR RESPONSIBILITIES:
• Help Scholars identify potential second summer internship possibilities and help in the development of applications.
• Inform Scholars about scholarships/grants/fellowship opportunities for graduate/PhD programs.
• Share information about professional organizations and academic conferences.
• Aid Scholars in developing their professional network.

Signature: