



ACADEMIC ACHIEVEMENT PROGRAMS  
*Ronald E. McNair Post Baccalaureate Achievement Program*

**MENTOR CONFIRMATION OR CHANGE FORM**  
*(It is preferred that you type all information directly into this and return via email.)*

<b>SCHOLAR'S NAME</b>	
<b>SCHOLAR'S EMAIL</b>	
<b>SCHOLAR'S PHONE</b>	
<b>INSTITUTION</b>	<input type="checkbox"/> FSU <input type="checkbox"/> SMC <input type="checkbox"/> UMCP <input type="checkbox"/> UMES
<b>MAJOR</b>	
<b>WHAT COLLEGE/SCHOOL ARE YOU IN? (e.g., College of Engineering)</b>	
<b>WHAT IS THE PURPOSE OF YOUR RESEARCH?</b>	
<b>WHAT IS YOUR MENTOR'S NAME, EXACT TITLE, EMAIL, PHONE?<sup>1</sup></b>	
<b>WHERE IS YOUR MENTOR LOCATED?</b>	<input type="checkbox"/> FSU <input type="checkbox"/> SMC <input type="checkbox"/> UMCP <input type="checkbox"/> UMES
<b>PLEASE CHECK THE APPROPRIATE BOX</b>	<input type="checkbox"/> This is a <b>NEW</b> mentor. <input type="checkbox"/> This is the <b>SAME</b> mentor.
<b>Mentor Signature indicating that she or he agrees to Mentor Responsibilities</b>	

C:/Shared Drive/Southerland-McNair/Mentor Confirmation and Change Form

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<sup>1</sup> Scholars are expected to keep in touch with their mentor at least once-a-month to continue developing research, discuss graduate school, and discuss professional related issues and concerns regarding doctoral study.



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***Ronald E. McNair Post-Baccalaureate Achievement Program***  
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**MENTOR RESPONSIBILITIES**  
Effective March 1, 2008

National McNair Scholars Programs are designed to prepare students for the professoriate. To prepare future faculty members, McNair Programs provide students with academic services and activities focused on graduate school readiness, intensive research experiences, and doctoral studies. Faculty Mentors play a major role in assisting programs prepare students for the rigors of doctoral studies, scholarship in general, and the professoriate. Because of the importance of Faculty Mentors, the following responsibilities are designed to clarify Mentors' roles to encourage total student success.

**During the Academic Year**

1. Meet with mentee at least once-a-month during academic year to ensure student is developing and pursuing a viable research agenda and to discuss strategies for graduate school and for pursuing the professoriate.
2. Assist mentee with identifying opportunities and resources to present research at professional conferences.
3. Review and provide feedback to the mentee and McNair Office on mentee's requests to present research at conferences.
4. Assist mentee with preparing research design draft prior to the beginning of the McNair Program's Summer Research Institute.

**During the Six-Week Summer Research Institute<sup>2</sup>**

1. Provide sufficient guidance, assistance, and oversight to mentee to ensure that a minimum of 20 hours-a-week of research is conducted even if research cannot be completed in full during the summer experience.<sup>3</sup> The Mentor's Research Assistant may assist in these areas and may serve as a co-Faculty Mentor but may not serve as the Faculty Mentor of Record.
2. Review research progress and provide feedback to mentee in preparation of the summer research presentation of their first four chapters<sup>4</sup> (new Scholars) or oral defense (returning Scholars).
3. Chair the mentee's oral defense. Research Assistants may serve on committees but may not chair oral defenses.
4. Review and sign off on mentee's final abstract and first four chapters.
5. Assist 3<sup>rd</sup> year Scholars with preparing and submitting a publishable paper.

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<sup>2</sup> The Summer Research Institute is held during the University's first summer session each year.

<sup>3</sup> The Mentee is still required to produce an abstract, chapter 1 (Introduction), chapter 2 (Literature Review), chapter 3 (Research Methods), and chapter 4 (Findings, Conclusions, and Recommendations).

<sup>4</sup> Returning scholars are expected to build on their research from previous summers or they may choose new research.