



## MARY DAVIS FELLOWSHIP IN PUBLIC SERVICE MENTOR AGREEMENT

Thank you for agreeing to serve as a fellowship mentor. The information below summarizes the fellowship's goals and the duties expected of mentors.

The fundamental objective of the Mary Davis Fellowship in Public Service is to support a student conducting a field research project or internship related to economic development and the general improvement of the human condition.

### **Mentorship Overview:**

Mentoring plays a vital role in academic development. Through their guidance and example, mentors help students achieve their fellowship project goals and grow as academics and professionals. As a mentor, you can demystify the formal and informal aspects of engaging in professional and or scholarly work. In the mentoring relationship, sharing personal experience and knowledge transmission intersect in a trusting learning environment that should benefit both you and your fellow.

### **The Responsibilities of the Mentor:**

As a mentor you are responsible for overseeing your fellow's research project or internship. The work conducted throughout the fellowship should educate the fellow in the practices that scholars and professionals follow in a selected discipline or field. The project should not duplicate the work required in a course, but it can be the same as their senior "paper in the major." In fact, we recommend that the fellow use their fellowship project as part of their "paper in the major" if possible. The fellow's work should not interfere with their academic progress but should complement and reinforce it. Your fellow is required to fulfill the commitments outlined in the Student Contract submitted with their application. Their fellowship payments are tied to the timely submission of these deliverables completed under your guidance. The Fellowships Coordinator will communicate with you for updates on the fellow's progress. Please report any concerns to the Fellowships Coordinator.

**Research Ethics & Safety Compliance Notice:** Please be aware that your mentee's proposed project must adhere to Whittier College policies addressing research ethics and safety compliance. If the student's project is awarded and involves human subjects, vertebrate animals, hazardous materials, infectious agents, recombinant DNA, or genetically altered organisms, it may require institutional approval before fellowship funds can be disbursed. Please familiarize yourself in advance with the relevant policies and procedures so that you can guide your mentee accordingly (website: <https://www.whittier.edu/academics/researchethics>). Pay special attention to compliance committee deadlines and assist your mentee in planning an alternate approach in the event the project is not approved.

**I have read the Mentor Agreement and Research Ethics & Safety Compliance Notice, and I agree to serve as the mentor for:**

Applicant Name: \_\_\_\_\_

Mentor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_