McGregor Faculty Mentor Expectations and Responsibilities

1. **Physical Presence over the Summer:** The McGregor research term runs from June 1 to July 29. Please plan to be in Grand Rapids for MOST of the summer term. Students and faculty will have one week in the middle of the term (July 4 - July 8) that is a mandated break. Past experience and student feedback has shown that the most successful students in the McGregor program are the students who have a mid-summer break. Research work can be tedious and lonely, and a break seems to reinvigorate the students. Please limit additional time away from Grand Rapids to no more than one week over the 9 week period (June-July), and require your Fellow to do the same. While we want to be flexible, the benefits of the program are difficult to achieve with frequent absences on the part of faculty mentors or students.

2. **Clearly Communicated Expectations:** You can help your Fellow a great deal by outlining clear expectations from the start. Based on past evaluations and our own experience, we find that most fellows want more clarity and assistance from faculty than they usually receive. You will be expected to develop a timetable for the summer during your first meeting with your Fellow.

3. **Weekly Mentor/Fellow Meetings:** Please plan to have at least one weekly sit-down meeting with your student. Students’ satisfaction and sense of accomplishment largely depends on the mentoring experience they have with faculty. Those who develop strong working relationships with their faculty mentors are usually happiest. Whichever mentoring approach you choose, past students’ basic measure of success is whether they could summarize their experience as working *WITH* a faculty member rather than *FOR* one.

4. **Fellow Weekly Required Meetings:** McGregor Student Fellows have a REQUIRED meeting most weeks over the fellowship period. At each of these meetings, from 11:00 to 1:00 on Wednesdays, a McGregor faculty member will present their scholarly “journey” to the students. This presentation should be about 30 minutes, followed by a Q & A session. These times are quite informal, but much appreciated by students. They are a morale booster and a valuable reprieve from the tedium of research tasks. The goal of these meetings is to help students think about their vocation as an intellectual, whether they are inside or outside of the academy.

5. **Accounting for Your Fellow’s Time:** You will approve your Fellow's timesheets over the summer. Your student will account for how they used their hours at the end of every week in an email that is sent to both me (director) and you (mentor). It is most effective to set up this practice and follow it every week. If you have reason to believe that your fellow is not working regular full time hours, please let me know. If you are concerned with your student’s efficiency (or lack thereof), please also let me know. We have had problems in the past with students not producing adequate research to account for the 40 hours they are paid every week. It is crucial that you, the student, and I remain in constant communication to prevent this from happening.
6. **Flexibility in Summer Scheduling:** It is fine if you and your Fellow arrange to begin research earlier or later, perhaps even running later into August. But the programming for the summer, as well as director support, is limited to the summer period noted above. Students are required to be present at meetings the entire period noted above as well, regardless of the work arrangement you have with the student. Because of labor laws, we cannot have students working more than 40 hours in any given week. If a student works overtime, we have to pay overtime, which will break the budget.

7. **Research Presentations:** The Fellows will present their work at the end of the term on the morning of Monday July 25th, from 9:00 a.m. to 12:00 p.m. You are required to attend the entirety of this session as a condition of receiving the McGregor grant. Student feedback has indicated disappointment at a previous lack of faculty participation in this meeting. In fact, the students communicated that they felt undervalued and disrespected by the absence of faculty mentors. Our goal is to foster a research *community* through the McGregor program, and your attendance is crucial to achieving that goal.

8. **End of Summer Fellow Evaluations:** At the end of the summer, you are required to submit an evaluation of your student’s performance, along with a letter they can add to their personal file for future use. This process is crucial to providing the student with benefits from the program that are tangible and helpful as they pursue future careers. It is also crucial to helping you as a faculty mentor remember your student’s performance.

9. **McGregor Family Picnic:** We strongly encourage and warmly invite you and your family to attend the McGregor picnic from 5:30 to 7:00 p.m. on Thursday, June 9th. This comes up quick. Details to follow. Please get it on your calendar. In years past this event has been a highlight of the summer experience. It serves as an excellent opportunity for the students to get to know the faculty members, and for faculty members to get to know each other. We cater this event and host at a park so children (and students!) can play and relax together.