

ACADEMIC MENTOR GUIDELINES: FOR SUMMER FELLOWS

THE GOAL

The goal of the Cardinal Quarter—Haas Center for Public Service Undergraduate Fellowships Program is to provide opportunities for students to deepen their understanding of various areas of public service, while making important contributions to the non-profit organizations, public agencies, and communities in which they work. As a program that connects service and learning, the Undergraduate Fellowships Program seeks fellows who will be prepared academically and experientially before embarking on their summer experiences. Fellows commit to working full time for a minimum of nine weeks and are awarded stipends to cover their living expenses during this time. We expect fellows to make meaningful contributions to the organization with which they work. We also expect summer experiences to add to the fellows' academic knowledge and skills. In an effort to ensure that students' fellowship experiences are well-integrated into their academic work at Stanford, we have laid the groundwork to deepen the learning around the fellowship experiences.

THE METHOD

At the Haas Center, we take several steps to help students prepare for their summer fellowships. Undergraduate Fellowships Program staff work with fellows individually, offer group workshops, and connect students to knowledgeable individuals who can provide them with further assistance in preparing for the fellowship.

Academic mentors are a key component in this process. Please plan to meet with your mentor at least once in the spring quarter and again in the fall to help highlight academic and other options to assist you with the preparation for, and later reflection upon, the summer service learning experiences. Note that it is the fellow's responsibility to initiate contact with an academic mentor. If you are off-campus in the spring and/or fall, please plan to email or Skype with your mentor.

THE MENTOR

In some cases you may already know your mentor. Perhaps your mentor was the professor of record in a course in which you were enrolled, or you may have met through one of the fellowship selection committees. In other cases, your spring meeting with your mentor will be your first. The following suggestions may help to frame your conversation. This list is simply a starting point; we encourage you to tailor your discussion in ways that you feel would be most useful.

SPRING QUARTER MEETING

Topics for discussion:

- Talk about where you are going to work this summer and what you expect to be doing.
- Discuss what you already know about the host organization and/or the topic(s) on which you will be focusing.
- If possible, review your course schedule (for the spring quarter) with your mentor and discuss the classes that directly and indirectly apply to the fellowship.
- Think about how this opportunity will influence your short- and long-term academic and/or career plans and discuss with your mentor.

Possible questions for you to ask your mentor:

- **Courses:** Are there any relative courses currently being taught or will there be any courses offered next year that I should consider taking?
- **Resources:** Can you suggest any books, journals, articles, websites, videos, or other resources that provide background about the fellowship location or issues that I will be working on this summer?
- **Directed Readings:** Are you (or is someone you know) willing to facilitate a directed reading related to the fellowship?
- **Liaison:** Can you connect me with faculty members, staff, professionals in the field, or other students from whom I might learn more?
- **Professional advice:** Do you have any general professional advice for me before I start my summer experience? How should I prepare for my first day? Do you have thoughts regarding effective ways to build a professional network?

Please feel free to brainstorm and discuss your learning objectives with your academic mentor, and let your mentor know that you will be sharing your Learning Plan later in the quarter.

FALL FOLLOW-UP MEETING

Former fellows have told us that it is after the fellowship ends that they realize they most need the guidance of an academic mentor. Their summer experiences inspire, challenge, and motivate them in ways they could not have imagined the previous spring. Your fall discussion with your mentor will focus on your summer experiences. As in the spring, please ask for direction towards courses, readings, and others in the field that may assist you in your scholarly pursuits, and you may want to revisit your Learning Plan with your mentor and assess whether you were able to meet your learning objectives. Note that Undergraduate Fellowships Program staff may also meet with the fellows (at least once) for an informal debriefing.

QUESTIONS, CONCERNS, AND FEEDBACK

Please do not hesitate to contact us with questions, concerns, and/or feedback about the academic mentorship process:

Valerie Chow
Program Director, Undergraduate Fellowships
Haas Center for Public Service
vychow@stanford.edu
650-723-3307

Hilary Douglas
Program Director, Undergraduate Fellowships
Haas Center for Public Service
hilaryd@stanford.edu
650-725-8727