

## 4 McGregor Faculty Mentor Expectations and Responsibilities

### Be Present for the Duration of the Program

The McGregor research term is 013 \- X 01. Mentors are expected to be in Grand Rapids for most of the summer term. Students and faculty will have a one-week break in October and a Fourth of July break July 4 and 5. Please limit additional time away from Grand Rapids to no more than one week over the 10-week period, and require your McGregor 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.

### Establish Clear Expectations of Fellow

Outline a clear set of expectations for your fellow at the beginning of the summer. Based on past evaluations and feedback, fellows want more clarity and assistance from faculty than they usually receive. Mentors are expected to develop a timetable for the summer during the first meeting with their fellow.

### Hold Weekly Meetings with Fellow

It is difficult to mentor someone without regular interaction. At least one weekly face-to-face meeting is the minimum expectation. Students' satisfaction and sense of accomplishment depends on their mentoring experience with faculty. Those who develop strong working relationships with their faculty mentors are usually happiest and tend to be the most productive. Whichever mentoring approach one chooses, past students' basic measure of success was whether they could characterize their experience as "working with" or "working for" a faculty member.

### Require Fellow to Attend Weekly Labs

McGregor Fellows participate in a required weekly meeting. Mentors will have advance notice of the summer schedule and are required to build this meeting into their student's workweek. An important component of these meetings are faculty mentor presentations of their scholarly journey (30 minutes, followed by questions and answers). The intent of these talks is to help students contemplate their vocations as an intellectual, within or beyond the academy.

### Approve and Account for Fellow's Time

Mentors approve their fellow's time sheets. Students are responsible to account for how they use their time each week. Mentors are responsible to monitor fellows' activities on a weekly basis. If there is reason to believe that a fellow is not working regular full-time hours, the McGregor Director should be notified. Concerns about a fellow's efficiency (or lack thereof) should also be addressed. A mentor and fellow may arrange to begin research earlier or later, and perhaps extend into August. Programming and the Director's support, however, are limited to the summer period noted above. Students are required to be present at meetings the entire program period regardless of the work arrangement made with their mentor. Students may not work more than 40 hours per week, no exceptions.

