



## LEEP Projects, the LEEP Fellows Program, and LEEP Funding Quick Guide for Prospective Faculty Mentors

*More information about LEEP Projects, the LEEP Fellows Program, and LEEP Funding can be found here: <http://www.clarku.edu/leep-center/opportunities-for-experience/leep-fellows.cfm>*

### Faculty Mentor Role

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- Provide guidance and coaching for the student in support of the goals of the project
- Assist, as appropriate, in the resolution of issues and/or challenges encountered by the student
- Provide feedback to the student and the University regarding the LEEP Project/LEEP Fellows experience

### Faculty Mentor Responsibilities

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- Work with the student to prepare their LEEP Projects/LEEP Fellows proposal. Give the student feedback on early drafts, as appropriate, and direct them to other sources of assistance – the Writing Center, for example – as they work to prepare their application.
- Check in with the student over the summer, and work with the student, staff in the LEEP Center, and the site supervisor to help resolve any issues.
- Provide feedback on the student's final reflection paper and final report.
- Help the student prepare for his/her presentation at Fall Fest, LEEP Talks, or Academic Spree Day.
- Participate in surveys pertinent to your role as a faculty mentor and submit evaluations of your student, should either be requested.

### Faculty Mentor Benefits

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- Faculty mentors will receive a stipend of \$750 for the first student, and \$1000 for two students. Faculty are not encouraged to mentor more than two students during the summer, and we are not able to provide funding for mentoring more than two students. This is so adequate attention and guidance can be paid to the students with whom you are working.
- Faculty mentors will be provided with mentoring resources, and be invited to relevant professional development sessions.
- Potential to make connections with the project host, who may be a Clark alumnus.

### Letter of Support

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- Students applying for a LEEP Project/LEEP Fellows Program are required to submit a letter of support. This letter should briefly state that 1) you agree to serve as the student's faculty mentor; 2) you have read the student's proposal and you think the project is worthwhile; and 3) you believe the student is capable of completing the project in the timeframe outlined in the proposal. You are, of course, welcome to include any additional information, but these letters are not intended to be at all burdensome; a short note will suffice.
- You may give the letter to the student to upload with their application, or you may submit it to [rmaddox@clarku.edu](mailto:rmaddox@clarku.edu). Letters should be received by the appropriate deadline.