

ACADEMIC MENTORSHIP: GUIDELINES FOR MENTORS

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 students who will be prepared before embarking on their service experiences. Students 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 program participants to make meaningful contributions to the organization with which they work. We also expect the service experiences to add to the students' academic knowledge and skills. The academic mentorship process is an important program component in ensuring that students' service experiences are well-integrated into their academic work at Stanford.

THE METHOD

At the Haas Center, we take several steps to help students prepare for their service experiences. Program staff work with students individually, offer group workshops, and connect them to knowledgeable individuals who can provide them with further assistance in preparing for the service experience. Academic mentors are a key component in this process.

Please plan to meet with your student at least once in the spring quarter and again in the fall to help highlight academic and other options to assist the student with the preparation for, and later reflection upon, the service learning experiences. Note that it is the student's responsibility to initiate contact with an academic mentor. If the student is off-campus in the spring and/or fall, the student will request to email or Skype with you.

The following suggestions may help to frame the conversations with your student. 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:

- Ask where the student will be working and what projects the student expects to work on during the summer.
- If possible, review the student's course schedule (for the spring quarter) and discuss the classes that directly and indirectly apply to the fellowship.
- Ask the student to think about how this opportunity will influence the student's short- and long-term academic and/or career plans.
- Suggest resources (books, articles, websites, etc.) that may provide background about the issues the student will be working on during the fellowship.
- If possible, connect the student with faculty members, staff, alumni, professionals in the field, or other students who may be a helpful resource.
- Offer any general professional advice. This fellowship experience may be the first time the student is working in a professional setting.

Learning Plan:

The student is required to draft a learning plan and will be submitting the plan to you in late May. Please review the plan and provide comments to the student. Please feel free to brainstorm and discuss possible learning objectives with the student during your spring quarter meeting.

FALL FOLLOW-UP MEETING

This meeting is an opportunity for the student to reflect upon the service experience. The student may ask for direction towards courses, readings, and other on- or off-campus learning opportunities. You may ask the student to revisit the Learning Plan and together assess whether the student was able to meet the learning objectives. Undergraduate Fellowships Program staff may also meet with the student for an informal debriefing during the fall quarter.

QUESTIONS, CONCERNS, AND FEEDBACK

Thank you for the important role you play in helping our students prepare for and reflect upon their Cardinal Quarter service experience. 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
valerie.chow@stanford.edu
650-723-3307

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