

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM

APPLICATION INSTRUCTIONS

IMPORTANT:

PLEASE READ THE FOLLOWING DIRECTIONS CAREFULLY PRIOR TO PREPARING YOUR APPLICATION PACKAGE.

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

A STATEMENT ABOUT THE UNCF/MELLON PROGRAMS:

The UNCF/Mellon Programs are designed to identify the “best and brightest” students from throughout the UNCF network who are worthy of the name Mellon Mays Undergraduate Fellow. Those accepted into the Undergraduate Fellowship program are expected to present themselves as serious scholars. Our programs are committed to scholarship, diversity, global awareness and global experiences and to the positive transformation of the Academy.

We welcome your interest in applying to become a candidate for a UNCF/Mellon Mays Undergraduate Fellowship. **TO BE ELIGIBLE, YOU MUST BE ENROLLED IN A UNITED NEGRO COLLEGE FUND INSTITUTION OR HAMPTON UNIVERSITY. YOU MUST BE NOMINATED BY EITHER THE CHIEF ACADEMIC OFFICER OF THE COLLEGE OR THE UNCF/MELLON PROGRAMS CAMPUS COORDINATOR.** (Please note that institutions are not allowed to nominate more than five students.)

Nominees must be entering the junior year in 2012-2013. Applicants are required to have a grade point average of at least 3.2 and plan to pursue doctoral studies in the **Humanities, (which includes area studies), Anthropology, Computer Science, Demography, Ecology, Environmental Science, Mathematics, Physics, Political Theory, Sociology or an area of the social sciences that employs historical and philosophical methods.** (Please refer to the listing included in this application packet.)

Nominees must be willing to work under the direction of a faculty mentor for the duration of the fellowship, intend to complete their undergraduate studies at a UNCF institution, intend on enrolling in a Ph.D. program in one of the designated disciplines, and be citizens or permanent residents of the United States. **If accepted, applicants must show proof of a passport or a passport application.**

It is important to stress that students with interests in law, engineering, journalism, elementary and secondary education or other professional degree programs are not eligible for this program and therefore should not be nominated by their home institutions. Applications reflecting these areas of interest will not be reviewed.

If selected as a Fellow, the program will provide work-study compensation for research activity during the academic year. In addition, the fellowship provides summer stipends, a mentor support system, a Summer Research Institute following the sophomore year, sponsored independent activity in the post-junior summer, graduate record examination preparation, advice and assistance in applying to graduate school, and repayment of all or part of the undergraduate Guaranteed Student Loan for participants who pursue the Ph.D. study in one of the specified fields. **If selected, the Fellow will be required to participate in the UNCF/Mellon Programs Summer Institute, June 1 - June 30, 2012.**

STEPS TO FOLLOW FOR COMPLETING APPLICATION:

(1) STUDENT APPLICATION FORM

Please complete the attached one-page application form. The application should be **typewritten**.

(2) PERSONAL STATEMENT(s)

(Be sure your name is visible.)

Note: The UNCF/Mellon Undergraduate Fellowship Program seeks to assist students with graduate school matriculation and the eventual entrance into the professoriate. Along those lines, please answer the following questions in your first statement.

A) Research Statement: Please answer the following questions in the first statement (not to exceed three typed, double-spaced pages.)

- ❖ **What is your SPECIFIC research topic?**
- ❖ **Provide a brief paragraph describing how this topic is related to disciplinary scholarship in your area.**
- ❖ **Why do you want to be a college professor?**
- ❖ **What research and/or teaching experiences have you had as part of a job or as a volunteer?**
- ❖ **What specific qualities do you possess that would help you to complete the Ph.D.?**

B) Character Statement: Please enclose a second statement no longer than two typed, double-spaced pages answering the following questions:

- ❖ **Why do you believe that you possess the character and integrity required of a UNCF/Mellon fellow?**

(3) MENTOR STATEMENT FORM

Along with the application, you must submit a statement from a faculty member who will act as your mentor in the Fellowship program. You may select as a mentor any member of the faculty at your undergraduate institution within your academic disciplinary area, or a faculty member within an interdisciplinary area of study that compliments your selected research topic who agrees to serve in this capacity. Your mentor should complete the mentor's statement and return it to you. In addition, the mentor must submit a curriculum vitae. Your mentor's area of research should match the area of interest you have identified in your statement.

(4) LETTER OF RECOMMENDATION

You will need one letter of recommendation from a faculty member in your department (not your mentor). There is a form attached for you to give to the faculty member you choose. The faculty member should return the letter of recommendation to you in a sealed envelope.

(5) NOMINATING LETTER

You will need a letter of nomination from the chief academic officer or UNCF/Mellon Campus Coordinator on your campus.

(6) TRANSCRIPT

(7) PHOTO

You will need to include a passport sized photo of yourself. Please staple the photo to the official application page.

DEADLINE

**Your completed application package must be postmarked by:
JANUARY 13, 2012.**

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM

DISCIPLINARY AREAS

HUMANITIES

- Art History
- English
- Foreign Languages
- History
- Literature:
 - American
 - English
- Musicology
- Philosophy
- Religion
- and
- Area Studies including
 - African American Studies
 - Classical Studies
 - Latin Studies
 - Women's Studies etc.

SCIENTIFIC STUDY

- Computer Science
- Ecology
- Environmental Science
- Geology
- Mathematics
- Physics

SOCIAL SCIENCES

- Anthropology
- Demography
- Political Theory
- Sociology
- Other social science areas of research that employ historical or philosophical methods



UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM GUIDELINES

GENERAL STATEMENT AND PURPOSE

The UNCF/Mellon Mays Undergraduate Fellowship Program is supported by a generous gift from the Andrew W. Mellon Foundation. Participation in the program is open to students at four-year institutions that are members of the United Negro College Fund and at Hampton University.

The purpose of the program is to increase the number of talented undergraduates who choose to enroll in Ph.D. programs in the humanities or particular science and social science disciplines. The eligible fields are:

The core humanities, such as Art History, English, Foreign Languages, American and English Literature, History, and areas studies including African American Studies, Classical Studies, Latin Studies and Women's Studies, etc., Musicology, Philosophy, and Religious Studies

Computer Science, Geology, Ecology, Environmental Science, Mathematics, and Physics

Anthropology, Demography, Sociology, as well as Political Theory and other fields that employ historical or philosophical methods

It is important to stress that students with interests in law, engineering, international policy, early or secondary education or other professional degree programs are not eligible for this program and therefore should not be nominated by their home institution.

The program will provide work-study compensation for research activity during the academic year. In addition, it provides summer stipends, a mentor support system, a Summer Research Institute following the sophomore year, sponsored independent activity in the post-junior summer, advice and assistance in applying to graduate schools, and assistance with selected undergraduate loan repayment for participants who pursue Ph.D. study in one of the specified fields. **If selected, the Fellow will be required to participate in the UNCF/Mellon Programs Summer Institute, June 1 – June 30, 2012.**

NOMINATION FOR CONSIDERATION

1. Nominations to the UNCF/Mellon Fellows Program must be submitted by the chief academic officer **or** UNCF/Mellon Programs Campus Coordinator.
2. Each institution may nominate more than one, but not more than five students in a single year.
3. Nominees must complete the UNCF/Mellon Undergraduate Fellows application.

INSTITUTIONAL RESPONSIBILITIES

Institutions wishing to participate in the program **must**:

1. Agree to assist in identifying a faculty mentor for the student nominee. Mentors with a demonstrated interest in the student's research area should be selected. Please note that mentors are **required** to attend a two-three day conference, which is held annually at the program's expense in early October. Each mentor will receive an annual stipend of \$1,000.00.
2. Agree, when and if several fellowships (3 or more) are awarded, to appoint an official of the institution to serve as campus coordinator of the program. Each coordinator will receive an annual stipend of \$500.00. **Campus coordinators will not serve as mentors.**
3. Agree to be willing to evaluate the mentor's effectiveness.
4. Be willing to provide demographic and other information on each Fellow and assist in following up on information about the Fellows after they graduate.

STUDENT ELIGIBILITY

1. Be completing the sophomore year and entering the junior year after their selection
2. Have at least a 3.2 G.P.A.
3. Express serious interest in pursuing graduate studies leading toward a Ph.D. in one of the humanities or a selected group of disciplines in the sciences and social sciences
4. **Be committed to a career as a college professor**
5. Intend to complete their undergraduate studies at a UNCF school
6. Be a citizen or permanent resident of the United States

MENTOR'S RESPONSIBILITIES

1. Represent the student's academic disciplinary area
2. Be willing to help design and coordinate an independent research project with the Fellow
3. Assist the student with identifying primary source materials to support her/his research
4. Assist the fellow in identifying potential graduate school destinations
5. Attend the annual two-three day UNCF/Mellon Programs Conference
6. Submit an annual Mentor's Report

STIPENDS AND LOAN FORGIVENESS

1. **Academic Year Stipend** - During the junior and senior years, Fellows will engage in supervised research or other comparable activities arranged by their mentors. For this research activity, Fellows will receive a stipend of \$3,600.00 per academic year. The purpose of the stipend is to facilitate Fellows' research activity by relieving them of the need to undertake other work responsibilities. The fellowship should not jeopardize the Fellow's access to other forms of financial aid that might be available.

Institutions should not, therefore, withhold institutional scholarships or grants for which the Fellow is eligible. The student can hold a UNCF/Mellon Fellowship concurrently with other financial awards.

2. **Summer Stipends** - For each summer of activity in the program, students will receive up to a \$3,900.00 stipend. During the first summer, registration, food and lodging, and other expenses for the Summer Institute will be deducted. The Summer Institute is **required** of all new fellows. The \$3,900.00 stipend for the second summer **must** be used to further pursue the student's research or graduate school interests. The 2012 Summer Institute will be held for the entire month of June.
3. **Loan Forgiveness** - For Fellows who enroll in Ph.D. programs in one of the specified fields no longer than 39 months after receiving the B.A. degree, the program will repay one-eighth (1/8) or up to \$1,250.00 a year of the student's undergraduate Guaranteed Student Loan for each of the first four years of full-time graduate study. The remainder of the undergraduate loan up to \$5,000.00 will be repaid when the Fellow receives the Ph.D. degree. Loan repayment has been approved for graduate students who have not used the loan repayment allocation to repay undergraduate loans, but who have taken out designated educational loans from recognized lenders for graduate study
4. **Travel Stipend** - UNCF/Mellon Fellows may request a travel stipend in the amount of up to \$600.00 per year. Fellows may use this stipend to assist with expenses related to traveling to various conferences, institutions, facilities or any other destination, in an effort to supplement their research and facilitate the graduate school selection process.
5. **Research Stipend** - The UNCF/Mellon Programs will provide funds in the amount of up to \$400.00 to assist senior undergraduate fellows with expenses related to their research needs.
6. **Graduate Record Examination Preparation** - The UNCF/Mellon Programs will provide funds in the amount of up to \$400.00 for senior undergraduate fellows to enroll in graduate record examination preparatory classes.

APPLICATION PROCEDURES

Each nominee should follow the instructions indicated within the application packet. An application will not be considered complete unless it includes the following:

1. **Nominating Letter** - A letter of nomination from the chief academic officer or UNCF/Mellon Campus Coordinator, containing the information previously cited, identifying a mentor, and accompanied by a copy of the 1-2 page curriculum vitae for the mentor.
2. **Letter of Recommendation** - Included in the application packet is a request for a letter of recommendation from a faculty member that summarizes the academic accomplishments, potential, activities, and plans of the nominee.

The Program's Selection Committee has found most helpful those recommendations that portray the talents, skills, interests, and aspirations of the nominee. Discussion of the student's interest in becoming a college professor is imperative. Information on leadership abilities and accomplishments in student organizations as well as information about the student's character has proven to be quite useful. The Committee has to rely heavily on this letter and the student's transcript to choose among many outstanding candidates. An informative letter, then, is an essential part of the process.

3. **Mentor's Statement** - Nominees are required to submit a mentor's statement from the faculty member selected to serve as a mentor. The mentor should indicate how his/her area of scholarship will compliment and support the research interest of the fellow. The Mentor's Statement form is included in the application packet.
4. **Transcript** - Although official transcripts are preferred, unofficial transcripts will be accepted.
5. **Photo** - All applicants must attach a passport sized photo of themselves to the application page.

SELECTION OF RECIPIENTS

The UNCF/Mellon Advisory Board of nationally recognized scholars, chaired by the Director of the UNCF/Mellon Programs, will select UNCF/Mellon Fellows on a competitive basis from among those students who are nominated by their institution.

DUE DATE

All nominations should be postmarked by **January 13, 2012**. Please send all nominations to the following address:

**Dr. Cynthia Neal Spence, Director
UNCF/Mellon Programs
350 Spelman Lane
Box 333
Atlanta, GA 30314
(o) (404) 270-5685**

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM

PERSONAL STATEMENTS FORM

TO BE SUBMITTED ALONG WITH APPLICATION

PLEASE ATTACH BOTH PERSONAL STATEMENTS TO THIS COVER FORM:

NAME OF APPLICANT: _____

INSTITUTION: _____

TELEPHONE NUMBER: _____

PLEASE SEND COMPLETED MATERIALS TO:

**Dr. Cynthia Neal Spence, Director
UNCF/Mellon Programs
350 Spelman Lane
Box 333
Atlanta, GA 30314
(o) (404) 270-5685**

MENTOR STATEMENT

TO BE SUBMITTED ALONG WITH APPLICATION

A STATEMENT ABOUT THE UNCF/MELLON PROGRAMS:

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Thank you for agreeing to serve as a mentor in the UNCF/Mellon Mays Undergraduate Fellowship program. The UNCF/Mellon Mays Undergraduate Fellowship program is designed for students in selected Mellon disciplines who are interested in becoming college professors.

THE MENTOR – FELLOW COMPONENT OF THE PROGRAM FOCUSES ON THE FOLLOWING GOALS:

- Challenging the fellow academically through collaboration on an original research project
- Encouraging the fellow to participate in other activities which will prepare him/her for college teaching
 - These activities might include:
 - *Assisting in the preparation of a syllabus
 - *Preparing course materials or assisting in the teaching of a course
- Providing preparation for an academic career
- Monitoring the fellow’s progress in the program and working with the fellow in complying with program report deadlines and activities.

AS A MENTOR YOU WILL RECEIVE A STIPEND OF \$1,000.00 (\$500.00 PER SEMESTER).

****FACULTY WILL NOT BE ALLOWED TO MENTOR MORE THAN ONE STUDENT.****

PLEASE RETURN YOUR COMPLETED FORM IN A SEALED ENVELOPE TO THE APPLICANT.

THE APPLICATION DEADLINE IS JANUARY 13, 2012 (POSTMARKED)

THE UNCF/MELLON MAYS UNDERGRADUATE FELLOWSHIP PROGRAM MENTOR APPLICATION

NAME: _____ SOCIAL SECURITY NUMBER: _____
Last First M.I.

ACADEMIC RANK: _____ ACADEMIC DEPARTMENT _____

OFFICE MAILING ADDRESS: _____

OFFICE PHONE NUMBER: _____ FAX NUMBER: _____

HOME ADDRESS: _____

HOME PHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL ADDRESS: _____

HAVE YOU PREVIOUSLY SERVED AS A UNCF/MELLON MENTOR? YES _____ NO _____

If YES, PLEASE PROVIDE THE NAME(S) OF THE STUDENT(S) YOU MENTORED. _____

MENTOR'S STATEMENT: Please describe your interest in serving as a UNCF/Mellon Mays Undergraduate Fellows' Mentor and how the student's research interest compliments your areas of scholarship. Please also describe how you will structure your interactions (i.e., independent study, weekly meetings, etc.) with the fellow. Please also speak to the student's character traits that you believe will sustain him or her as a representation of your institution and the UNCF/Mellon programs.

(PLEASE ATTACH YOUR MENTOR'S STATEMENT TO THIS FORM)

NAME OF APPLICANT WHOM YOU WILL MENTOR: _____

I HAVE READ THE RESPONSIBILITIES ASSIGNED TO A UNCF/MELLON MENTOR AND I AM PREPARED TO SERVE IN THIS CAPACITY.

SIGNATURE OF MENTOR

DATE

**PLEASE ATTACH AN ABBREVIATED CURRICULUM VITA
(NO MORE THAN TWO PAGES)**

