

Mentor Responsibilities for Honors Mentoring Agreements

PROPOSAL:

- Work with the student to draft the HMA proposal, following the required format. The proposal must include (1) a clear description of the project goal(s) and proposed work, (2) a rationale describing how the project meets Honors learning outcomes (see form), (3) a reasonable timeline, and (4) a brief description of the final product. The proposal form is available on [Honors website](#).
- Sign proposal form to indicate approval. By signing a student's HMA proposal form, the faculty mentor indicates approval of the project plan, timeline, and proposed final product. Please keep in mind that all agreements require students to complete a 500–600-word reflection on the experience in addition to submission of a final product.
- Please note that once the mentor has approved, students will send the HMA to the appropriate Departmental Honors Advisor (DHA) for review, comments, approval, and signature.
- Course-related HMAs must be signed and submitted to DHAs by the end of the second week of classes in the agreement term and uploaded (by students) to the Honors Canvas course by the end of the third week of classes.
- All other HMAs are accepted on a rolling basis and are typically completed within 10-15 weeks. Mentors may remind students of deadlines and process, but it is the student's responsibility to get all signatures and to upload the proposal and form on time.

PROJECT WORK:

- Hold regular meetings with the student. For most HMAs, at least **six meetings** outside of class are required. For study abroad and internships, faculty or internship supervisors who meet with students daily need not schedule additional meetings. Ensure that the meetings are pedagogically useful (the student's responsibilities include meeting scheduling, working with the mentor to define meeting structure, and completing any agreed-upon work prior to the meetings).
- Guide the student in completing the agreed-upon work in a professional and timely manner, according to the proposed timeline.
- Discuss immediately with the student, the DHA, and/or Honors staff any questions about mentoring responsibilities and/or the student's progress on the work of the HMA.

FINAL PRODUCT, REFLECTION, and PROJECT COMPLETION:

- Require a draft of the final product and reflection at least one week before the completion date for the HMA to allow time for revision (for course-related HMAs, this deadline should be the last day of classes).
- Offer timely feedback and ensure that the final product and reflection meet the terms of the agreement and represent valuable work in the student's discipline.
- Sign and return the student's completed HMA completion form indicating approval of both the final product and the reflection. *Please note that students should complete the form fully before seeking approval/signatures.* If the student has not satisfactorily completed the HMA, please communicate promptly with Honors.
- Please note that once the mentor has approved the work and signed the HMA completion form, students must also submit the final product and reflection to the DHA for approval/signature. Students will then upload the signed HMA completion form, final product, and reflection to the Honors Canvas course by the agreement completion date. For course mentoring agreements, the student will upload by the last day of classes in the agreement term.