

HNRS 2000

RESEARCH & EXHIBITION

Spring 2022

Mentor Introduction

February 9

Most deliverables are submitted by uploading them to Brightspace under their corresponding assignment slots. Note that for this assignment, the mentor introduction follows this convention, but the mentor invitation & acceptance is to be done by email.

Solo: Mentor Invitation & Acceptance

This is the week to complete your mentor search and finalize the full-time LMU professor who will guide you through the discipline-specific aspects of this semester. Explore the prospect of their serving as a mentor for you by contacting this faculty member and starting to correspond with them. Communicate as needed: email, chat, video, in person—whatever works best for your schedules and comfort zones.

Most full-time faculty members will be fine with being approached like this (that's why we do what we do after all!), but if there are any questions, feel free to have them contact me.

Over the course of your communication, inform the faculty member that you are taking this course and have chosen their area of interest as a basis for possible research or creative work. Ask them whether they have interest/availability to mentor you in formulating a research proposal and presentation in this area.

If the signals are positive you can go ahead and provide a formal written invitation. The template letter/email on the next page summarizes their anticipated interactions with you as your mentor. Customize that message to reflect your individual interests and interaction with that mentor, send it to them in writing *with cc: to me*, then request a response back (text for doing this is already in the template), with *reply all* so that I get a copy.

Solo: Mentor Introduction

Once your mentor is finalized, look up this faculty member's background and curriculum vitae (CV), and write up a brief introduction to this scholar/creator *in your own words*. Make sure to include:

- Formal education/training
- Prior work experience (academic or otherwise)
- Significant publications and/or work
- Grants or awards received, if any
- Area(s) of interest

Most of this information can be found in a recent CV or website, but make sure to rewrite this information in your own words, particularly to tailor this information to your own emphasis or interests.

If any of the requested items is unavailable or inapplicable to your chosen mentor, *please indicate this explicitly* so that I know that you did look into this item and didn't just forget about it.

Mentor Request Letter/Email Template

You may personalize or embellish the beginning and end of this letter for your prospective mentor, but make sure not to leave anything out of the main body. We want to make sure that your mentor has a clear idea of what this role involves.

A written acceptance of this request from your mentor is *required* for passing this course. It does not have a point allocation because it does not really involve brain work. However, if I don't receive it, a passing grade cannot be given.

Dear _____,

(insert individualized language here about you and your interactions with the professor)

This semester, as part of the Honors Colloquium series in the University Honors Program core, I am taking a course called "Research & Exhibition." This 1-unit course seeks to introduce me to the methods of formal academic and creative work. For the course, I am required to produce an annotated bibliography geared toward helping me find research questions or scholarly aims. At the end of the course, I will produce a five-page proposal + three-minute presentation where I will propose, justify, and describe a potential project based on those questions. I hope to use these skills for future endeavors such as applying for grants and fellowships and especially for my senior-year Honors Thesis requirement.

The course's instructor, Prof. John Dionisio (you might know him as Dondi), has asked that I engage a mentor to guide me through parts of this work. I'm hoping you will consider being my mentor, specifically because my interests are closely related to your expertise in _____. If you agree to mentor me, I would ask for your guidance in the following:

- Providing occasional advice on what sources will inform my area of interest
- Meeting with me after I conduct an initial search of sources to help me formulate a research or creative question
- Giving me feedback on the primary work products for this course: a research-oriented annotated bibliography, a 5-page research proposal, and a 3-minute visual/oral presentation of that proposal
- Reviewing three monthly one-paragraph "research journal" entries that I will email to you and Dr. Dionisio to summarize my research activity for that month
- Reviewing the content of my final presentation to make sure that it is suitable for posting to the Research & Exhibition page of LMU's Digital Commons, at:

<http://digitalcommons.lmu.edu/honors-research-and-exhibition/>

The 3-minute presentation will be delivered to my peers, Dr. Dionisio, and other faculty during finals week. If your schedule permits, you are invited to attend this presentation.

If you are willing and able to mentor me, please let me know, using Reply All so that Dr. Dionisio also gets a copy of your response. Thank you very much for your time and consideration!

(...feel free to conclude this letter in other ways that individualize it for you—but do retain the request for a written response so that we both receive it)

Sincerely,
