

Integrated Studies Capstone Mentorship Agreement

Thank you for considering being a mentor for an Integrated Studies capstone project. This document outlines the mentorship process, expectations, and timeline for both mentors and students. Our goal is to make this a rewarding experience that requires minimal time while providing maximum impact for students.

Section 1: Information for Faculty Mentors

What is Integrated Studies?

Integrated Studies students complete two minor fields of study and design a capstone paper or project that integrates knowledge from both areas. Each student works with two faculty mentors (one from each minor) plus an IS capstone professor who oversees the integration and writing process.

Your Role as a Mentor

As a mentor, you provide disciplinary expertise and guidance within your field. You are **not** responsible for managing the student's timeline, teaching them to write, or ensuring they complete the project—the IS capstone professor handles those aspects. Your role is to:

- Ensure the project demonstrates solid understanding of your discipline
- Provide feedback on content, methodology, and disciplinary conventions
- Review 2-3 drafts per semester (focusing on your field of expertise)
- Attend the final defense presentation
- Offer guidance and encouragement throughout the process

Time Commitment (Two Semesters)

Estimated total time: 8-12 hours across both semesters

Activity	Time
Initial meeting to discuss project scope	30-60 minutes
Review 2-3 drafts per semester	1-2 hours per draft
Brief check-ins as needed	15-30 minutes each
Attend final defense presentation	1-2 hours

Compensation & Recognition

Mentors receive a stipend of \$200-\$300 (determined by department budget) and this work counts toward service requirements for Rank, Tenure, and Promotion (RTP). You will receive a letter for serving as a capstone mentor which you can include in your portfolio.

Two-Semester Timeline Overview

When	What Happens
Semester 1: Weeks 1-4	Student identifies mentors and shares this agreement; initial meetings
Semester 1: Weeks 5-10	Student develops proposal; mentor reviews and provides feedback
Semester 1: Weeks 11-15	Proposal finalized; student begins research/project work
Semester 2: Weeks 1-10	Student drafts project; mentor reviews 2-3 drafts
Semester 2: Weeks 11-15	Final revisions and defense preparation; defense presentation

Frequently Asked Questions

- What if I'm on sabbatical or unavailable during part of these two semesters?
 - Please let the student and IS capstone professor know as soon as possible so we can make arrangements or find an alternative mentor.
- What if the student isn't making adequate progress or misses deadlines?
 - Contact the IS capstone professor immediately. You are not responsible for managing the student's timeline or motivating them to complete work.
- What if parts of the project go beyond my expertise?
 - That's expected! Students are integrating two fields. Focus your feedback on aspects within your discipline and trust the other mentor to handle their area.
- How much feedback detail is expected?
 - Provide substantive comments on content, methodology, and disciplinary appropriateness. You don't need to copyedit or proofread—the IS capstone professor handles writing mechanics.
- Can I mentor multiple IS students?
 - Yes! Many faculty find that once they're familiar with the process, mentoring additional students requires minimal extra time.
- What happens at the defense?
 - The student presents their project (typically 20-30 minutes) followed by Q&A. Defenses are usually held the last two weeks of Fall and Spring semester. You'll receive at least two weeks' notice about scheduling.

Section 2: Student Responsibilities

As the capstone student, you are the project manager. You are responsible for communication, timeline management, and coordinating between your mentors and IS capstone professor.

Finding and Approaching Faculty Mentors

You need two faculty mentors—one from each of your minor areas. When approaching potential mentors:

- Start early (ideally 4-6 weeks before the semester begins)
- Email the faculty member with a brief description of your project idea
- Explain why their expertise is relevant to your project
- Attach this document so they understand the commitment
- Offer to meet in person or via TEAMS to discuss further
- If someone declines, thank them and ask if they can suggest an alternative mentor

Tip: Faculty are more likely to agree if they understand the time commitment is manageable and that you will be organized and proactive.

Your Responsibilities

1. Distribute and confirm understanding

Share this document with both faculty mentors and your IS capstone professor. Ask them to review it and reach out with any questions.

2. Maintain regular communication

Keep all mentors informed of your progress throughout both semesters. This means:

- Providing updates at least every 2-3 weeks (even if just a brief email)
- Scheduling meetings well in advance
- Following your agreed-upon timeline
- Alerting mentors immediately if you encounter problems or delays

3. Allow adequate time for feedback

Faculty have full teaching and service loads. When submitting drafts:

- Give mentors at least 10 business days to review and provide feedback
- Allow 2 weeks during busy times (start/end of semester, holidays)
- Submit clean, proofread drafts that reflect your best work
- Don't wait until the last minute to request feedback

4. Incorporate mentor feedback before meeting with your IS capstone professor

Your faculty mentors provide disciplinary expertise. Revise your work based on their feedback before bringing drafts to your IS capstone professor. This shows respect for their time and ensures you're building on solid disciplinary foundations.

5. Coordinate defense scheduling

Work with your IS capstone professor to schedule your defense during the last two weeks of the spring semester. Check your mentors' availability and provide them with at least 2 weeks' notice. Send them the final draft at least one week before the defense.

Section 3: Shared Expectations & Defense Process

What Students Can Expect from Mentors

- Careful reading of drafts and thoughtful feedback on disciplinary content
- Timely responses (within the agreed-upon timeframe)
- Guidance on appropriate methodologies and conventions in your field
- Honest, constructive evaluation of your work
- Attendance and participation at your defense

What Mentors Can Expect from Students

- Regular communication and progress updates
- Well-organized, proofread drafts submitted with adequate lead time
- Evidence of independent work and critical thinking
- Serious engagement with feedback and willingness to revise
- Quality work that demonstrates understanding of disciplinary concepts

The Defense Process

The capstone defense is the culmination of the student's two-semester project. It typically occurs during the last two weeks of the Spring or Fall semester.

Format: The student presents their project for 20-30 minutes, followed by questions and discussion with mentors and the IS capstone professor. Defenses may be held in-person or via Teams.

Evaluation: Mentors assess whether the project demonstrates adequate understanding and application of disciplinary knowledge. The IS capstone professor coordinates the evaluation and final grading.

Mentorship Agreement & Signatures

By signing below, all parties acknowledge they have read and agree to the expectations outlined in this document.

Checklist for Completion

- ☐ Student has shared this document with both faculty mentors and the IS capstone professor
- ☐ All parties understand the two-semester timeline and time commitment
- ☐ Mentors agree to provide substantive feedback on drafts within the agreed timeframe
- ☐ Student agrees to maintain regular communication and allow adequate time for review
- ☐ All parties have agreed to coordinate defense scheduling

Student Name: _____ Date: _____

Student Signature:

Faculty Mentor 1 Name: _____ Date: _____

Minor/Discipline:

Mentor 1 Signature:

Faculty Mentor 2 Name: _____ Date: _____

Minor/Discipline:

Mentor 2 Signature:

IS Capstone Professor Name: _____ Date: _____

IS Capstone Professor Signature:

Questions? Contact the Integrated Studies Program Director at bilary.hungerford@uvu.edu or the IS capstone professor.