# Mavis Future Faculty Fellow (MF3) Program Requirements Checklist

Mavis Future Faculty Fellows (MF3) is a one-year program to facilitate the training of the next generation of great engineering professors in research, teaching, and mentoring. Below are the activities/events that must be completed in the academic year as a Mavis fellow. Fellows must turn in this checklist to Director of Engineering Graduate and Professional Programs, Rhonda McElroy, by May 15th.

**Name:** __________________________  **Department:** __________________________  **Email:** __________________________

*NOTE:* Please have the seminar speaker or faculty member sign where it says “Task Completed”. Please attach any written assignments to this checklist.

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<tr>
<th>TASK COMPLETED</th>
<th>ACTIVITY/EVENT</th>
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<td>Sign the sign-in sheet.</td>
<td>Attend a group orientation session the week prior to fall term starting.</td>
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| There will be a sign in sheet at each of these seminars that fellows must sign. | Attend the College of Engineering academic career series  
  - Things Successful People Know for Navigating Difficult Situations-and You, Do, Too  
  - Life as an Academic  
  - Preparing for the Faculty Job Search  
  - The Academic Job Search Process  
  - Successfully Launching Your Academic Career |
| Work with faculty mentor to develop a teaching philosophy statement, a research statement, and service statement to be submitted at the end of spring term (by May 15th). | Attend “Writing Successful Fellowships / Grant Proposals” workshop hosted by the Graduate College Fellowship Office. |
| Present research results at a professional conference. Please turn in Conference Agenda.  
  Conference Name: __________________________  
  Dates: __________________________  
  Location: __________________________ | Present research results at a professional conference. Please turn in Conference Agenda.  
  Conference Name: __________________________  
  Dates: __________________________  
  Location: __________________________ |
| Attend the Graduate College Mentor Workshop organized by Daniel Wong. This is a series of three meetings in fall term. | Mentor a less-experienced graduate or undergraduate student for at least a semester either through the Engineering MUSE Program or another mentoring program. Provide a one-page summary of this experience by May 15. See website for more details. |
| Meet regularly with research faculty mentor for the entire year. | Attend the Spring Presentation Workshops, which allows Mavis Fellows to practice “Communicating Research” and receive feedback. |
| Complete a semester long teaching assistantship. | Complete and document the capstone experience. See website for more details. |
| Optional: Participate in a mock faculty interview in year of final defense). Date: __________________________ | Optional: Attend the ASEE annual conference or an educational conference in your core research area. Travel funds will be under $300. See website for more information. |

**1st Year Fellow Signature:** __________________________  **Date:** __________________________

**MF3 Mentor’s Signature:** __________________________  **Date:** __________________________
Faculty Mentor’s Signature: _____________________________ Date: _______________