

**NORTH CAROLINA**

**ALBERT SCHWEITZER FELLOWSHIP**

**MENTOR RESPONSIBILITES**

**Academic Mentor**: The Academic Mentor is a resource for the Fellow as s/he participates in the Fellowship program. The Academic Mentor should:

* Provide assistance in designing and implementing the Fellow's project to include curriculum review and verification strategy development;
* Assist the Fellow in determining if the project needs Internal Review Board (IRB) approval. If IRB is required, please guide the Fellow through the process and initiate at the beginning of the Fellowship year so launching the project with the population is not delayed.
* Be available by telephone and/or email over the course of the Fellow's project to discuss the project's implementation or to help solve any problems that may arise;
* Meet with the Fellow as appropriate;
* Provide general guidance in the personal and professional development of the Fellow and assist the student in balancing academic obligations with the service project when necessary;
* Act as a resource to the Fellow for professional contacts that may assist her/him over the course of the fellowship;
* Review the Fellow’s monthly reflections sent via email and respond if appropriate; and
* Report any concerns to the Program Director.