Procedures for visiting and adjunct faculty to serve as mentors for International Studies B.A. senior projects / honors theses

The International Studies Program welcomes adjunct and visiting faculty in all departments to assist ISBA students with their senior projects or honors theses under certain conditions. To ensure the integrity of the process and to make sure that no student is left with an incomplete project should a temporary faculty member depart before the project’s completion, all adjunct and visiting faculty are to request permission to serve as a mentor following established procedure; requests are considered on a case-by-case basis.

Our practice follows the general guidelines outlined below:

- It is the decision of each adjunct or visiting faculty member whether or not to work with these students. In making the decisions, the adjunct or visiting faculty member should consider whether or not s/he has adequate expertise in the subject of the student’s work.
- An adjunct or visiting faculty member’s role as mentor needs to be approved by the DEO of the International Studies Program.
- If the faculty member has not had a student in a class, we would, in most instances, suggest that s/he not accept the student’s request to work with him/her on this project.
- Adjunct or visiting faculty members are not compensated for undertaking this responsibility.

If an adjunct or visiting faculty member is interested in working with a student given the policies outlined above, s/he should follow the procedure outlined here. All adjunct or visiting faculty should send an email message including the following information to intlstudies@uiowa.edu,

- specifying if the request is for senior project or honors thesis,
- attaching a complete c.v., including a list of courses taught at the UI
- including, in a paragraph or two:
  - a brief description of the student’s project,
  - a statement about how the faculty member believes his/her expertise would benefit the student.

Based on this information, the DEO of the International Studies Program makes a recommendation concerning the mentorship, notifying the faculty member and the International Studies academic advisor of the decision.