Dear Potential STEM Education Mentor:

The student presenting you with this letter is applying to the Alaska Space Grant Program for a STEM Education Fellowship. The Alaska Space Grant Program (ASGP) is a participant in the National Space Grant College and Fellowship Program. Grants are awarded to students who are U.S. citizens and who are majoring in education fields at an Alaskan institution of higher education. Students are required to obtain a faculty mentor and to propose a NASA relevant set of lesson plans or a unit.

As part of the application process the student is required to obtain a letter of collaboration from a mentor who intends to mentor the student in the completion of the proposed project. Faculty mentors are also welcome to provide their faculty time as a 1:1 match of the award. This letter should indicate the agreement of the mentor to serve in that capacity for the duration of the award. The role of the faculty member is to assist the student throughout the duration of the proposal process and the award period. The mentor must provide a letter of collaboration agreeing to serve in the capacity of mentor for the duration of the award.

As a mentor your responsibilities include:

- Assisting the student design a manageable project.
- Assisting the student with identify relevance of the project to NASA and Alaska.
- Meeting with the student regularly throughout the award period to insure adequate progress on the project.
- Providing guidance to the student so they can successfully accomplish the project objectives.
- Acknowledging your mentorship effort through an in-kind match to Alaska Space Grant.

The Alaska Space Grant Program requires that all faculty mentors acknowledge their effort toward the mentorship of the student through a 1:1 (in-kind) match. Typically, this match is obtained by assigning a portion of the faculty’s (fully loaded) academic salary to this effort. You are required to submit a Match Authorization form signed by a cognizant institutional official. If you have questions about how this is done please feel free to contact me.

Mentors are pivotal in ensuring the success of the student experience. We hope that you take this opportunity to support this student’s research experience thereby helping to grow our next generation of scientists, engineers, and educators.

Denise Thorsen, Director
Alaska Space Grant Program

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