



MAYS BUSINESS SCHOOL
T E X A S A & M U N I V E R S I T Y

Business Fellows Program
Handbook

Business Fellows Program Handbook

General

The Mays Business Fellows Program is a premier undergraduate professional development program of Mays Business School at Texas A&M University.

Purpose

The Program's purpose is to build upon each Fellow's capacity in the core competencies critical to effective leadership in the corporate, entrepreneurial, not-for-profit, education and governmental sectors.

Assumptions Regarding Entering Fellows

- A track record of academic success (GPA of 3.5 or higher)
- Current junior or senior classification (U3 or U4) in Mays Business School or an approved exception to policy
- A willingness to live by the Mays Fellows Program's core values
- Previous success as a team member and team leader
- Willingness to approach ambiguity and subjective assessment as an opportunity for both personal development and preparation for future positions
- A capacity to serve as their own source of motivation and encouragement
- Self-discipline

Program's Focus on Core Competencies

- Leadership
 - Be able to establish and sustain an organization's core values, purpose and vision
 - Be able to establish and sustain an effective and ethical environment within an organization
- Be able to create new opportunities for self, others, and the organization
- Be able to establish and sustain a team
- Be able to solve problems and make effective decisions
- Be able to communicate effectively with professionals in all fields within the business community
- Develop a commitment to ethical conduct and ethical decision-making
- Be able to complete tasks when facts are limited and guidance is ambiguous
- Be able to operate effectively in an environment marked by subjective assessment

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Core Values

- Commitment to the hard, diligent, focused work required to enhance personal capacity for leadership
- Commitment to establishing and meeting the highest personal and professional standards
- Personal honor and integrity
- Professional conduct
- Respect for others
- Relationship building between Fellows
- Teamwork
- Actively seeking opportunities to learn from peers

Vision

Vision Statement: From a Prospective Fellow's Perspective

Wanted. A program that wraps up all I have learned about myself and then challenges me to dig deeper. To gain more insight. To know myself at a new level.

Wanted. A program that is about more than just how to succeed. Or one that is just about developing entry-level business skills. I want more of a return on the investment of my most scarce resource—my time. Fame, fortune and friendships will come and go. But, time—time only runs one way.

Wanted. An opportunity to listen to professionals who have been there, done that and have the T-shirt. And, who are willing to share their insights with others. I'm not looking for trade secrets or make-a-lot-of-money gimmicks. I've been listening to those talks for years. I want to hear from those who can talk about more than how to make a great living. I want to hear from those who will talk about how to make a great life and about how to build a great family. And I want to do more than just listen. I want them to have time to talk with me. And, I want to be able to email them and follow up.

Wanted. An opportunity to work on a really good team so that I have a picture of what that can be like. So often, I am on a team that is absolutely comfortable with having me to do all the heavy lifting. Before I get out there, I want to be on a team that is really focused and works together. I want a picture of what that looks like.

OK. I know that most of my decision-making is probably based on a quick review of the facts with my intuition plugged in. And, I keep hearing that I should increase my capacity for critical thinking, whatever that is...*Wanted.* A chance to examine the possibility that there might be a better, more effective way to think about situations and to consistently make really solid decisions.

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Wanted. An opportunity to do some serious thinking about ethical conduct and ethical decision-making. My parents and others have schooled me in right vs. wrong ethical decision-making. But, I keep hearing about one scandal after another out there, and I wonder. I wonder if I am getting a strong enough dose of ethics to make a difference. A strong enough dose to keep me out of trouble, out of court and even out of prison.

Wanted. An opportunity to spend some time, a lot of time actually, with like-minded colleagues (and maybe some not so like-minded ones) who just might warrant an opportunity to become a friend for life. I think it would make a difference if I had others I could talk to in the future who would be entering the conversation at my level of awareness. Best case, it might just be like one long, continuous conversation over the years.

Wanted. An opportunity to think about service to a community in perhaps a different light. I've been wondering: can service to my community be an ongoing part of my life rather than a once or twice a year event?

I keep hearing about different leadership styles. I'm looking for some clarity here. What are possible approaches to leadership? How can I know when to apply which style? Can I develop my capacity for leadership, or do I just have to live with what I was born with? If I can develop my potential for more effective leadership, what must I do to make it happen?

I keep hearing that I need to improve my writing and presentation skills. OK, I've got it. But, I want to get beyond the mechanical. I want to really think about how I can best get my ideas and points of view across to others. And, somehow, I think it would help if I could get really good at asking questions.

OK. So I admit it. I'm looking for ... a lot. Maybe I'm asking too much. But, I only have a short time left here. Where should I look? Whom should I talk with about.... possibilities? What's this "Fellows" thing all about anyway?

Vision Statement: from a Senior Fellow's Perspective

The Fellows Program will be organized and administered to support each Fellow in meeting his or her expectations. This will require that each Senior Fellow focus on exactly what his or her functional area must contribute, in order to meet each Fellow's expectation.

Further, as a member of the leadership team, each Senior Fellow must be committed to planning, organizing, executing, and continuously reviewing the Fellows Program with an eye on Fellows' expectations.

Finally, as a team facilitator, each Senior Fellow must be committed to working with his or her team and with each team member in a manner that ensures team members' expectations are met.

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Vision Statement: from the Director's Perspective

The Director will work with Fellows on a one-on-one basis in support of their effort to translate vision into reality. This support may include feedback, counsel and/or advice focused on ensuring an optimal Fellows experience.

Further, the Director will work with each Senior Fellow to enhance his or her personal and professional development as a leader and as an individual.

Finally, the Director will provide oversight, instruction, and funding in support of the Fellows Program, as planned and executed by the Senior Fellows.

Operational Concept

The Mays Business Fellows Program will provide a set of experiences designed to enhance capacity in the core competencies identified. As Fellows work together within these experiences, they will develop associations and friendships that may be sustained over a lifetime. Further, Fellows will discuss a range of issues with professionals from various sectors of the business and academic community.

Upon completing the Mays Fellows Program, a Fellow will be prepared to lead more effectively at the team level. Further, the Fellow will have an understanding of competencies that must be further developed to ensure success in higher-level leadership.

Program Summary

- The Mays Fellows Program includes five major components:
 1. Initial retreat
 2. Classroom experiences
 3. Work on case study team and other team projects
 4. To promote ongoing service in the community

- The initial retreat will be held in January 2017 at an off-campus location. The retreat will provide Fellows the following opportunities:
 - Meet and begin working with other Fellows and especially with members of their case study team
 - Enhance their understanding of teams and teamwork

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- Classes will be held each Wednesday evening during the Spring semester from 6:00-10:00 p.m. and will generally be organized as follows:
 - 6:00-6:45 Presentation by industry partners or guest speaker
 - 7:00-7:45 Meet and dine with guests for the evening
 - 8:00-10:00 Discussion of presentation
 - Presentation by Director
 - Senior Fellows' time to discuss program administration

A Fellow's Responsibilities

- Commitment to the Fellows Program's core values, purpose and vision
- Attendance at all classes, events, and team meetings. Fellows is a 3-hour class, and all of its associated events should be prioritized accordingly.
- Professional appearance and conduct, including wearing his or her Fellows nametag
- Compliance with all administrative requirements
- Professional interactions with faculty members, guests, staff members, coordinators and other Fellows

Attendance

- Only university-excused absences are acceptable
- An unexcused absence will result in consideration for dismissal from the Fellows Program

Dress Code

- Dress for Fellows functions will be specified before the event. (See Appendix)

Evaluation

- Fellows will be evaluated in the following areas:
 - Class participation
 - Contribution to their team's case study work
 - Professional conduct
 - An unspecified number of short presentations and short papers to be assigned as the course unfolds. (Multiple attempts may be required before receiving credit for an assignment.)

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- Grading
 - All work completed to standard
 - Effective participation in class discussion
 - Effective participation on case study team
 - Adherence to program's core values

Dismissed Without a Grade

A Fellow may be dismissed from the program without a grade at any time based on:

- Not completing all work to standard
- Not participating effectively in class discussions
- Not participating effectively on the case study team
- Failure to meet administrative requirements
- Conduct that is not consistent with the programs core values
- Failure to adhere to prescribed dress code
- Absence from class without a university-approved excuse

Dismissed Upon Student's Request

A student may voluntarily leave the program without a grade at any time.

ADA

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, visit <http://disability.tamu.edu>, call 845-1637, or go to Cain Hall, Room B118.

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Appendix—DRESS CODE

Business Casual

Men

Pressed khakis/slacks
Ironed collared shirts
Sweater, sweater vest
Non-athletic socks and shoes
Clean/well-maintained shoes/boots

Women

Pressed khakis/slacks
Knee-length or longer, conservative dresses/skirts
Sweater sets, long or short sleeve blouses
Non-athletic socks and shoes
Dress shoes or heels

Business Professional

Men

Suit (Navy, Black, Gray)
Ironed collared dress shirt
Tie (neatly knotted, business-appropriate color and pattern)
Dress shoes (clean and well maintained)

Women

Matching suit jacket and knee-length (or longer) dress or skirt or pants (Navy, black, gray)
Long sleeve or short sleeve blouse
Dress shoes (clean and well maintained)
Skin-tone stockings

Note that a Fellows nametag is a required part of dress at all Fellows classes and many Fellows events.