THE SAPPHIRE LEADERSHIP PROGRAM

Student Handbook

Graduating Classes Starting in 2018

The Pennsylvania State University
Smeal College of Business

PENNSTATE
SMEAL College of Business

Table of Contents

MISSION STATEMENT AND ORGANIZATION SUMMARY **2**
About Sapphire 2
Academics 2
Leadership 2
Benefits 3
Overall Academic & Program Requirements 3

HOW TO PARTICIPATE **4**
Academic Requirements by Graduating Class 4
Experiential Leadership Requirements 5
Humanitarian Service 6
Smeal Mentoring Program 6
Sapphire Student Database 6
Schreyer Honors College 6
Key Events 7
First Year Sapphire Welcome Breakfast 7
Teambuilding Ropes Course (First Year Event) 7
Leadership Symposium 7
Pinning Ceremony 7
THE BUSINESS AND SOCIETY HOUSE **7**

SAPPHIRE AMBASSADORS **9**

IMPORTANT POLICIES **9**

Mission Statement and Organization Summary

The Sapphire Leadership Program is committed to providing a unique academic and leadership experience for select undergraduate students in Smeal. This facilitates the advancement of our students through a specialized curriculum, unparalleled professional opportunities, meaningful humanitarian service initiatives, and exceptional leadership development. These experiences empower our candidates and members to become the business leaders of tomorrow.

About Sapphire

As part of the Smeal College of Business, the Sapphire Leadership Program provides its members with unique academic content, co-curricular leadership and professional development elements as well as real-world opportunities to apply knowledge gained inside and outside the classroom. In today's competitive recruiting environment, the Sapphire Leadership Program aims to position student leaders of integrity to make an impact on business and on society.

Academics

The Sapphire Leadership Program, in partnership with the Schreyer Honors College, provides a unique and challenging curriculum for Sapphire students. Students in the Sapphire Leadership Program will complete a specific number of Honors (H) courses during their four years as well as courses within the Smeal College designed for Sapphire students. This curriculum provides the Sapphire student with a challenging, yet rewarding, academic experience while strengthening the student's leadership capabilities.

Leadership

Leadership is a difficult quality to define. As intangible as it is irresistible, leadership evades dissection. Instead, leadership tends to be a "holistic" quality, a trait that seems easily distinguishable at first glance but difficult to explain. As such, the Sapphire Leadership Program seeks to develop and augment certain attributes in our members to drive them toward this challenging but crucial quality.

To accomplish these leadership goals, the Sapphire Leadership Program has partnered with Korn-Ferry, an internationally known consulting firm, to assess the leadership qualities of each Sapphire student using a Leadership Assessment Test. Using the results of this test, the Sapphire Leadership Program will design unique co-curricular activities to expose the Sapphire students to leadership styles that will help enhance their leadership capabilities.

Benefits

- Upon successful completion, after their sophomore year, of the academic and leadership requirements of the Sapphire Leadership Program, Sapphire candidates will be accepted into both the Sapphire Leadership Program as members and into the Schreyer Honors College as honors students.
- Specialized Curriculum – The Sapphire Leadership Program offers its candidates and members an academic curriculum within Smeal designed to identify, improve, and enhance the student's leadership qualities. The courses in this curriculum are in small section sizes designed specifically to encourage interaction among the students and the faculty. In these courses, students will be challenged to demonstrate both academic and leadership characteristics.
- Advising – Students in the Sapphire program have a dedicated advisor in the Undergraduate Education Office. This advisor is available to assist Sapphire members starting in the first semester of the freshmen year. This advisor is also responsible for monitoring the progress of each Sapphire student to ensure completion of all requirements in the program.
- Access to Business Leaders – A critical component of the Sapphire Leadership program is giving its members unique access to business leaders, through workshops and seminars, and one-on-one discussions. The purpose of this interaction is to enhance the leadership knowledge the student has gained in the classroom.
- University Park Housing Special Living Option (SLO) – Sapphire students will have priority access to newly renovated dormitory rooms in Holmes Hall which is in the North Hall Complex. This arrangement is in partnership with the Business and Society House (BASH) and will offer Sapphire students the opportunity to live and interact with their cohort. Holmes Hall is located across the street from the Smeal College of Business.
- Opportunities to Help Others – Intrinsic to the Sapphire Leadership Program is the culture of collaboration; Sapphire members use their talents to benefit others in need of help. This aspect of the program enhances the concept of "leader as servant" for each Sapphire student.

Overall Academic & Program Requirements

- Maintain a minimum 3.50 cumulative grade point average
- Accumulate a minimum of 20 Sapphire points by graduation (see page 5)
- Complete all Sapphire and Schreyer Honors (H) courses (required and optional) with a minimum grade of a "C"
- Complete an Honors thesis before graduation

HOW TO PARTICIPATE

Students interested in becoming a Sapphire candidate must submit an application that can be found on the Sapphire Leadership Program web site. If accepted into the program, the student becomes a Sapphire candidate. As outlined below, there are both academic and leadership requirements the candidate must meet or exceed during their freshman and sophomore years. If these requirements are met by the end of the sophomore year, the candidate is accepted into the Sapphire Leadership Program as a member and into the Schreyer Honors College as an honors student. If you apply to and are accepted into the Schreyer Honors College as a freshman in Smeal, the academics required by the Schreyer Honors College and the Sapphire Leadership Program are the same.

ACADEMIC REQUIREMENTS BY GRADUATING CLASS

MINIMUM ACADEMIC REQUIREMENTS – FRESHMAN YEAR

- Cumulative GPA of 3.50
- Completion of MGMT 397H (replaces MGMT 301)
- Completion of PS006S
- Completion of CAS 137H/CAS 138H
- Completion of six additional honors (H) credits

MINIMUM ACADEMIC REQUIREMENTS – SOPHOMORE YEAR

- Cumulative GPA of 3.50
- Completion of any department specific requirements
- Begin the completion of a minimum of nine additional honors (H) credits. These may be within Smeal or in other colleges at the university. By the end of the Sophomore year, the Sapphire candidate is expected to complete a minimum of twenty-one credits of honors courses.

MINIMUM ACADEMIC REQUIREMENTS – JUNIOR YEAR

- Cumulative GPA of 3.50
- Begin completion of a minimum of fourteen honors credits during the junior/senior years
- Completion of any department specific requirements

ACADEMIC REQUIREMENTS – SENIOR YEAR

- Cumulative GPA of 3.50
- Completion of BA 411H (replaces BA 411)`
- Completion of fourteen honors credits

- Completion of any department specific requirements
- Completion of honors thesis to be submitted to the Schreyer Honors College

EXPERIENTIAL LEADERSHIP REQUIREMENTS – All Sapphire Students

Experiential leadership development is a critical component of the Sapphire program. Each Sapphire student will be required to accumulate a minimum of five Sapphire Points per academic year and/or twenty points by graduation. These will be monitored by the Undergraduate Sapphire Advisor. There will be many opportunities for Sapphire students to accumulate these points. To be accepted into the Sapphire Leadership Program, each candidate must accumulate a minimum of ten leadership points by the end of the sophomore year. Below is a short description and Sapphire Point allocation for the leadership development categories.

Corporate Executive Interaction – One Sapphire Point

During the semester, the Sapphire Program, along with the Smeal College of Business, will host visiting business executives who will speak on various business topics. As a Sapphire student, you will have the opportunity to attend these presentations and interact directly with the executive. For each presentation you attend, you will earn one Sapphire Point.

Corporate Relations – One Sapphire Point

Sapphire seeks to provide unique, individualized events the further Sapphire students' professional development. Through Sapphire-sponsored networking events and workshops with corporate connections, Sapphires student will not only be exposed to recruiters but also learn firsthand the skills necessary to succeed in the business world. Each event will earn one Sapphire point.

Case Study Competition - Three Sapphire Points

Many companies sponsor case competitions during the course of the academic year. These cases expose the students to real business problems and allow them to develop analytic, team, and leadership qualities. Participation in a case competition will allow a Sapphire student to earn three Sapphire Points.

Leadership Position Inside or Outside of Smeal – Three Sapphire Points

Many student organizations exist inside and outside of Smeal, with all having governance structures. A Sapphire student who becomes president or executive board member of one of these organizations can earn three Sapphire points for the academic year in he/she holds that office. For any organization not a certified Smeal organization, please contact the Sapphire Faculty Director for approval.

HUMANITARIAN SERVICE

Service to society is a hallmark of the Sapphire Leadership Program. As such, each Sapphire student must complete a minimum of fifty hours of community service by the end of their senior year. This service can include individual humanitarian projects, donation of time and talent, volunteering at non-profit organizations, and so on. If there are any questions as to what constitutes community service, please contact the Sapphire student advisor.

SMEAL MENTORING PROGRAM

The Smeal College of Business has a large and loyal alumni base that is dedicated to help Smeal students achieve their professional objectives. To accomplish this, the Smeal College has established the Smeal Mentoring Program that utilizes the knowledge of many Smeal Alumni who have volunteered to be mentors to current Smeal students. Although not a requirement, the Sapphire Leadership Program strongly encourages Sapphire candidates to enroll in this program during their freshman year. The academic and leadership programs within Penn State and Smeal, coupled with the access to professional mentoring, will allow each Sapphire student to truly become a leader and accomplish their professional goals.

SAPPHIRE STUDENT DATA BASE

The Sapphire Leadership Program web site has a link accessible only by Sapphire candidates and members. Using this link, candidates and members will self-report the completion of leadership activities designed to generate points as well as self-report hours of community service. The Sapphire student advisor in Undergraduate Programs will monitor each Sapphire student's activities in this link to monitor their progress towards completion of the minimum leadership requirements of the Sapphire Leadership Program.

SCHREYER HONORS COLLEGE

Partnering with the Schreyer Honors College has allowed the Sapphire Leadership Program to offer its candidates and members a unique academic opportunity within the university. Although the major requirements for becoming a Schreyer Honors student have been detailed in this handbook, more detailed information can be found at the Schreyer Honors College web site.

KEY EVENTS

First-Year Sapphire Welcome Breakfast

As a freshman, you enter Smeal and Sapphire in a cohort with other Sapphire students as candidates. To help you get acquainted with the members of your cohort and Sapphire upper-classmen, the Sapphire Program holds a Welcome Breakfast in the Atrium of the Business Building. This will provide you an opportunity to meet other Sapphire students and Smeal faculty as well as allow you to make new friends.

Team Building Ropes Course (First Year Student Event)

At the beginning of the Fall semester of your freshman year, you will attend a team building ropes course event at Stone Valley Nature Center. Managed by a professional staff, this extraordinary opportunity will allow you to assess your leadership skills and areas where you need improvement. It will also allow you to develop stronger bonds with your Sapphire cohort.

Leadership Symposium

This annual all-day event, open to all Penn State students, brings high level business executives to Penn State to conduct workshops on various aspects of leadership. The topics chosen to be covered will be specifically tailored to meet the needs of Sapphire students. This symposium gives Sapphire students an excellent opportunity to interact with high level executives from many different companies.

Pinning Ceremony

Sapphires who complete all the requirements of the program will receive a lapel pin specifically designed for the Sapphire program. This pin will be awarded at a ceremony in the Business Building to coincide with the University's graduation schedule. This will give you the opportunity to have your family and friends to witness your accomplishments.

THE BUSINESS AND SOCIETY HOUSE (BASH)

The Business and Society House (BASH) is a Penn State University Park Housing Special Living Option (SLO) that is home to many Sapphire students. BASH is also an active member of the Smeal Club Community and is one of the Smeal Clubs that participates in the Smeal Student Roundtable.

Living in BASH allows business majors the unique opportunity to bond with students who share similar classes and interests through planned professional development, volunteering, and social activities. Residents can also take advantage of study groups, mentoring programs, and intramural sports teams. BASH is open to all students who have an interest in the business world and is open to all semester standings.

As stated on the University Park Housing Web site:

"In partnership with the Smeal College of Business, the Business and Society House provides educational opportunities that enable students to stay informed about current events in business, society, and the world. Residents get valuable career development advice, learn from affiliated faculty members and guest speakers, and participate in field trips and tours of local businesses.

Business and Society House residents live in Holmes Hall in the North Halls area, a vibrant community that houses three SLOs and is located within walking distance of the Business Administration Building. Students live in suites and share a communal kitchen (limited cooking accessibility), art studio, music practice rooms, seminar rooms, and other common areas with their fellow North Halls residents…students are assigned only to two-bedroom suites with a standard occupancy of four…"

The BASH special living option is available only in North Halls. North provides extremely nice suites, meaning all bedrooms have adjoining bathrooms and common areas. This area is one of the few spots that freshmen and sophomores can live in suites.

This housing option is ideal for students who are pursuing a career in business and want to be in a small environment with students who share similar interests. Historically many Sapphire students were/are active members of BASH and many have taken leadership roles within the organization. As a Sapphire candidate/member you are encouraged to join BASH. BASH will help broaden your experience as business students and complement the leadership requirements of the Sapphire Leadership Program.

BASH members also participate in many professional development, volunteer, and social events that also complement the requirements of the Sapphire Leadership Program. Some of these events include resume' workshops, networking events with executives from Fortune 500 companies, participation in THON (with BASH's own THON family), volunteering in the community, intramural sports, special faculty presentations, and much more.

Over the last few years one of the BASH community service projects has been with Penn State's Dance Marathon (THON). BASH has participated in many THIN activities including running/walking in the annual 5K race and sending dancers to the event. Because of the money raised during this period BASH was awarded a THON family and has been active in supporting the same family and THON child for almost three years. If you are interested in this aspect of the Penn State experience, BASH is a great way to get involved.

The suites in Holmes Hall are guaranteed to active BASH members so incoming Sapphire students interested in living in BASH their sophomore year should e-mail Scott Shaw at BASHPresident@psu.edu to receive information about the first meeting of the Fall 2014 semester. If this housing arrangement appeals to you as an incoming Sapphire freshman, then select "North BASH special living option" as your first preference on your housing contract.

Another significant benefit to BASH members is that participation in the organization will guarantee you housing for the following year in the same building. To learn more about this exciting option, the activities, and the requirements, please visit the BASH web site at www.clubs.psu.edu/up/bash.

Professor Norm Aggon is the club advisor and can be contacted at nxa12@psu.edu.

SAPPHIRE AMBASSADORS

As a Sapphire candidate/member, each student has the opportunity to be selected to be a member of the Sapphire Ambassadors. These students assist in recruiting new Sapphire students, help organize speaking engagement with business executives, interact with parents and potential Sapphire students by giving tours and presentations, and interact with executives and alumni in small group sessions. The Sapphire Ambassadors represent both the Sapphire Leadership Program and the Smeal College of Business to future and current Sapphire students, alumni, business, and to the community in general. Being a member of this group allows a Sapphire student the unique opportunity to further develop their leadership and professional skills.

IMPORTANT POLICIES

- Sapphire students who receive a poor grade (below a "C") in a required course may opt to take it again; however, such students should seek the advice of their advisor before making such a decision.
- Sapphire students are allowed one semester GPA below a 3.50. If they have *two consecutive* semesters below a 3.50, regardless of their cumulative GPA, they forfeit their Sapphire status permanently.
- Failure to meet the minimum of two Sapphire points in each of two consecutive semesters will results in the student being put on probation for one semester. Failure to accumulate a minimum of sixteen Sapphire points by graduation will cause a student to forfeit his/her Sapphire status.
- If a student fails to meet either the academic or leadership requirements of Sapphire due to extenuating circumstances, the student may appeal their dismissal from the Sapphire program by providing an explanatory statement to the Faculty Director of the Sapphire program. The Faculty Director and the Associate Dean for Undergraduate Programs in Smeal will review the statement.