**SAPPHIRE LEADERSHIP PROJECT**
**FACULTY/STUDENT GUIDELINES**

## Introduction

The Leadership project is a critical component for students to complete their Sapphire requirements for graduation. This project is required for Sapphire students graduating in 2015, 2016, and 2017. The humanitarian nature of the project requires a student, or team (no more than four students) of students, to plan, execute and measure the results of a project designed to help others. Although the project is typically started and completed during the junior year, it can be completed any time before graduation.

Also critical to this requirement is the assistance from our faculty as advisors to these projects. Faculty involvement includes approving the project plans, offering assistance during the project, and assuring that the project has been successfully completed.

This brief guidelines document will identify the nature of a project, the role of the faculty, and the role of the Sapphire student.

## The Leadership Project

The goal of the Leadership Project is to help others. There are many opportunities and possibilities to accomplish this goal. The Pink Zone, established for the Lady Lion basketball games, to raise money for breast cancer was the result of a Sapphire Leadership Project. The student, or team, can raise money for a charity or an individual in need, can help gather donations of food for the hungry, can donate their time to assist a charity or individual in need, or any number of other initiatives. The project can be a continuance of a project done in the past. To see a list of previous projects, please see … (need help here). Or, the project can be unique. Again, the goal of the project is to assist someone in need. The timing of the project can be one week to one year. It all depends on what is trying to be accomplished.

A Leadership Project is **not** establishing a for-profit business. Many of our students are very entrepreneurial and start web-based businesses. While this is perfectly acceptable for business students, these businesses do not satisfy the requirements for the Leadership Project. Also, involvement in the Penn State Dance Marathon does not qualify for the Leadership Project. Since Thon has been institutionalized at the University level, it does not allow Sapphire students to use their leadership skills to manage their own initiative.

## Roles of the Faculty

As a faculty advisor for the Leadership Project, your primary focus is to aid and assist the students and verify that the proposed project has been successfully completed. Below is a suggested list of guidelines that will help you as an advisor.

1. You will need a 496 course added to your Angel page. It will bear the name of your department (e.g., Acctg 496). If you are not housed in an academic department, it can be BA 496. The course will be for three credits. The student(s) should enroll in this course during the semester in which the project will be completed.

2. Once the student, or team of students (no more than four), has contacted you, make an appointment with them to go over the nature of the project. They will have a Sapphire Leadership Project Proposal form completed to show you. Your main role at this stage is to verify that the project can be completed in some reasonable time frame. Normally, these projects require no external funding. If your assessment is that the project will take too long to complete or that the probability of success is small, you might suggest another project or guide them to the list of previous Leadership Projects.

3. Once you have agreed to the project, you should require a timetable for the project's execution. With this, it is suggested that you set a schedule of regular meetings with the student(s) to verify that the project is on schedule.

4. If at the completion of the project you assess that it has been completed successfully, you will then assign a grade for the student(s) in your 496 course, sign and date the Sapphire Leadership Project Proposal Form, and have them submit the form to Dina Guthoff in the Undergraduate Programs office. A grade of "C" or higher is required for the student(s) to pass this course.

**Roles of the Students**

As a Sapphire student, the Leadership Project is your responsibility and is a requirement for you to graduate as a Sapphire student. Although typically completed during your Junior year, the project can be completed any time before graduation. You may undertake the project by yourself of complete it with a team of Sapphires with no more than four students. Below is a list of guidelines that will help you as a student complete your project.

1. Your project can be unique or it can be a continuation of a Sapphire project completed in a previous semester.

2. Complete the Sapphire Leadership Project Proposal form included in this handbook.

3. Identify a faculty member to be your advisor. A list of potential advisors can be found on the Sapphire web site. Schedule a meeting with your advisor and give him/her a copy of the Proposal form.

4. If the faculty member agrees to be your advisor, sign up for their 496 course for three credits. Remember, sign up for the credits for the semester during which your project will be completed.

5. Develop a timetable for completing your project and set a schedule of regular meetings with your advisor. Your advisor's role is to assist you if you have questions or need contacts. It is your role to do all of the work necessary to complete the project.

6. Once the project is complete, prepare a one-page summary of its results. Meet with your advisor to verify that it has ended successfully and be able to measure the outcomes. If your advisor agrees that the project was a success, have him/her sign the proposal form and then you forward the form to Dina Guthoff in Undergraduate Programs. Remember, you are required to earn a grade of "C" or better to pass this requirement.

**Questions about the Process/Project**

Although the project process is well-established, there might be questions about the nature of the project, timing, etc. If at any time the faculty or student has a question regarding the Leadership Project, please feel free to contact:

Dr. Robert A. Novack
Faculty Director
Sapphire Leadership Program
osv@psu.edu

Dina Guthoff
Advisor
Sapphire Leadership Program
dag8@psu.edu

# SAPPHIRE LEADERSHIP PROJECT

***PROPOSAL FORM***

**Student names and e-mails:**

**Project title:**

**Date of submission:**

**Description of project:**

**Purpose and objectives:**

**Targets, timelines, and measurements/evaluation:**

**Budget/resources required:**

**WORKSHEET 1: Stakeholders – Area and population impacted**

- **Where exactly will the project's impact be best initiated or sustained?**
- **How do you know there is a need?**
- **What organizations, if any, within the University will be involved/reached/served?**
- **What, if any, groups or individuals outside the University will be involved/reached/served?**
- **For each entity identified: How does your proposal relate to the above organizations' mission and key objectives and/or how is it relevant? For example, areas of common ground, impact on stakeholders, etc.**
- **What entities do you anticipate will have a stake in your project's outcomes in the future as your project progresses?**

**WORKSHEET 2: Possible complications/challenges – Risk analysis**

- **What are the potential challenges and risks?**
- **What other information is needed and how might this information reshape the project?**
- **Driving forces for the project?**
- **Resisting forces for the project?**

***FACULTY USE ONLY***

**Proposal Approval**

I have read the project proposal and recommend that the student(s) proceed.

Faculty Name: Signature:

Date of approval:

**Project Completion**

I verify that the project has been successfully completed and will assign the appropriate grade for the student(s) for the course.

Faculty Name: Signature:

Date of completion: