Business Fellows Program Handbook

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

Assumptions Regarding Entering Fellows
- A track record of academic success (GPA of 3.5 or higher)
- Junior or senior classification (U3 or U4) in Mays Business School
- 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

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.

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.
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

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
  4. Work on other team projects, to include a community service project
  5. New York trip (Optional, but highly recommended)

- The initial retreat will be held in January 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.

- 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 Meet and dine with guests for the evening
  - 7:00-7:45 Presentation by industry partners or guest speaker
  - 8:00-9:00 Discussion of presentation and/or presentations by Fellows
  - 9:00-10:00 Coordinator’s time to discuss program administration

- During spring break, Fellows may choose to participate in an optional trip to New York City. The estimated cost of the trip is $1,400. The trip will include site visits with top tier management consulting, accounting, marketing, and investment banking firms, and not-for-profit institutions. Each Fellow’s personal preference will be considered in organizing visits.

A Fellow’s Responsibilities

- Commitment to the Fellows Program’s core values, purpose and vision.
- Attendance at all classes and events.
- 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.
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**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. (Tab A)

**Evaluation**
- Fellows will be evaluated in the following areas:
  - Class participation
  - Contribution to their case study team’s work
  - Professional conduct
  - An unspecified number of short presentations and short papers to be assigned as the course unfolds. (A Fellow may require multiple attempts before receiving credit for an assignment.)
- Grading
  - All work completed to standard
  - Effective participation in class discussion
  - Effective participation on case study team and in discussion group
  - 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 program’s 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.

Administrative Notes
- Each Fellow will check their assigned folder in Wehner, Room 340 on a regular basis—at least weekly.
- The copier, fax machine and computers in the Fellows office are available for Fellows’ use on work associated with the program. Fellows will check in with a staff member before using equipment.
- The Americans with Disabilities Act (ADA) is a federal anti-discrimination statue 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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TAB A—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.