



# **Business Scholars Program Handbook**

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**HANOVER COLLEGE**  
**BUSINESS SCHOLARS PROGRAM HANDBOOK**

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## **HANOVER COLLEGE**

### **BUSINESS SCHOLARS PROGRAM HANDBOOK**

The purpose of this Handbook is to present an overview of the requirements, policies and elements of the Business Scholars Program at Hanover College (BSP). First program goals and procedures for admission are outlined. These are followed by sections on course requirements, co-curricular requirements, good standing policies, details about project-based internships, and the role of academic advising and planning. A brief discussion of the BSP Student Advisory Board is found in the last section of the Handbook.

#### **I. PROGRAM OVERVIEW**

Established in the fall of 2004, the Business Scholars Program is Hanover College's business curriculum, but it differs from a traditional business major in two important ways. First, Scholars are required to complete Hanover College's Liberal Arts Degree Requirements (LADRs) and the curriculum for their chosen major(s) to ensure they have the strong writing and verbal communication skills and the well-rounded education best developed in such programs of study. Secondly, on the assumption that business serves a very practical purpose, the Business Scholars Program has more "hands-on" skill-building elements and fewer course requirements than the typical business major. In addition to fundamental business coursework (economics, statistics, management, financial decision making, and two electives in such areas as accounting, investments, finance, sales and marketing), Scholars must complete a paid, project-based internship and a student-led team consulting project involving one of our local businesses. Business Scholars also participate in a number of skill-building workshops such as business etiquette, resume writing and interviewing techniques and skills. Numerous networking events are also an important part of the Business Scholars Program.

The Business Scholars Program includes students involved in essentially every major course of study at Hanover College and provides them with a solid underpinning of practical business knowledge that will serve them well in their pursuit of that first important professional position, in graduate school and throughout their careers. Our faculty comes not from academia but from the business community, and classroom activities are augmented by a number of guest lecturers who are successful and entrepreneurial leaders in the corporate, non-profit and governmental sectors of the economy.

We believe this unique combination of classroom study and hands-on experience results in stronger preparation for long-term success than the more one-dimensional business major. Further background information and additional detailed material regarding this exceptional program can be found on our website: <http://business.hanover.edu>.

#### **II. GOALS OF THE PROGRAM**

The fundamental purpose of the Business Scholars Program is to provide our students with a framework to assist them in determining their career direction and ultimately preparing them for their first position in a business, not-for-profit or governmental organization. The Business Scholars Program serves as a complement to and works in conjunction with Hanover College's LADRs and each student's major course(s) of study.

Upon completion of the Program, Scholars should be able to:

- Apply the foundational concepts from the core disciplines common to all organizations as well as those from particular functional areas relevant to that student's career.

- Choose a career direction based on an understanding of their strengths and interests.
- Gain credentials to launch their desired careers or to help them enter graduate school.
- Demonstrate competence in skills that are important to career success:
  - Business writing—communicate analyses and recommendations clearly and succinctly.
  - Oral presentation—comfortably communicate business analyses and recommendations clearly and succinctly to various audiences, utilizing appropriate presentation media.
  - Team participation—work effectively to take full advantage of differences in expertise and personality.
  - Problem solving—analyze and address complex and often ambiguous business and management issues:
    - Utilize financial and quantitative analysis techniques.
    - Recognize the ethical implications.
    - Recognize the complex human dimensions.
    - Develop creative alternatives.

### III. ADMISSIONS PROCEDURE

The Business Scholars Program is selective in order to ensure that Scholars will be able to effectively complete the extra work required by participation in the Program. Applicants also need to demonstrate that they are capable of dealing with the challenges of the project-based internship. There is no admission cap, and all qualified applicants will be admitted.

#### Criteria

Admission will be based on three components, none of which will serve as the sole determining factor:

1. **Aptitude:** This is measured in part by the applicant’s cumulative GPA and also by her/his letters of recommendation. Business Scholars must be able to communicate effectively and work well together on projects.
2. **Engagement:** The Business Scholars Program is designed to develop future leaders. Students admitted into the Program should demonstrate engagement outside the classroom through volunteerism, participation in clubs or organizations, athletics, leadership positions and community involvement.
3. **Enthusiasm:** Successful applicants will share an excitement about learning and exploring ways their education can be connected to life after Hanover College. The nature of the Business Scholars Program requires students to interact and participate in activities that will assist them in preparation for a career and/or graduate school.

#### Process

Students can apply for admission to the Business Scholars Program during their first year at Hanover College or as rising sophomores. To be admitted to the Program during the academic year of application, students must apply no later than:

- First Year Students—first week of winter term.
- Sophomores—first week of fall term.

Prospective Hanover College students can also apply to the Business Scholars Program concurrently with their application for admission to Hanover College.

A resume and two recommendation forms must accompany the completed application. If the applicant is a first year student or sophomore at least one recommendation form must be submitted by a

member of the Hanover College faculty. The application form, recommendation form, application instructions and deadlines are posted on the website. Application materials submitted by the deadline will then be reviewed by the faculty and staff, and students will be notified of the result. Applications submitted by prospective Hanover College students will be reviewed upon receipt.

All students admitted will be required to attend an orientation program early in the term in which they are admitted. All newly admitted Business Scholars are encouraged to meet with their BSP faculty advisor for an initial planning session to develop a Program course of study that fulfills their particular needs and interests. Section VIII of the Handbook, "Academic Advising and Planning," contains additional information on the advising process.

### **Appeals**

Applicants not admitted into the Business Scholars Program may appeal the decision. Applicants must notify the BSP Executive Director of their intent to appeal within one week of receiving the letter of non-admittance from the BSP Operations Coordinator. Each applicant must meet with the Executive Director at least once to discuss the appeal, at which time the Executive Director may request a written statement of appeal from the applicant outlining the reasons why her/his application should be reconsidered. The Executive Director may confer with the BSP faculty and staff regarding the appeal. Decisions of the Executive Director regarding the appeal are final.

## **IV. CURRICULUM**

Business Scholars must complete the Hanover College LADRs; their major course(s) of study; the Program core, cognate and elective requirements; and meet the additional co-curricular requirements contained herein. Scholars must take all courses required for the Business Scholars Program for letter grades (i.e., no pass-fail). Unless arrangements are made in advance, all required Business Scholars Program courses must be taken at Hanover College. The requirements for the Business Scholars Program are included in the Academic Catalog. The course requirements are also summarized in the Curriculum Planning Sheet, which is Appendix 3 of the Handbook and is also posted separately on the Business Scholars Program web site. At least one of the two required BSP electives must be selected from the "Elective Tracks" list in the lower section of the Curriculum Planning Sheet. The second elective may be a course offered by another department if it is included on the list of "Non-BSP Electives" reflected in Appendix 2 and approval is received from the Business Scholars Program.

### **Timing of Core Courses**

As reflected in Appendix 1, Business Scholars Program core courses should be taken in the corresponding year (i.e. BSP 211, sophomore year; BSP 311, junior year; and BSP 411, senior year). Scholars must initially pass the Management Concepts (BSP 211) course in order to take the remaining core and elective courses.

The Project-Based Internship (BSP 357) will typically occur during the summer preceding the Scholar's senior year. Prior to the internship the Scholar must fulfill the internship research requirement as described in section VII of the Handbook, "Project-based Internships."

## V. CO-CURRICULAR REQUIREMENTS

In addition to course requirements, Scholars must complete all co-curricular requirements of the Business Scholars Program:

### Internship and Career Preparation

To ensure a project-based internship and ultimately a career that provide the best fit between their strengths, interests, major course(s) of study and the project-based internship, Scholars will work with the Business Scholars Program and Career Center staff to identify their interests and internship parameters, build their resumes and develop their interviewing skills. Further, Scholars will work diligently with the Business Scholars Program staff to identify and secure the internship. Additional information on the placement process is specified in section VII of the Handbook, “Project-based Internships.”

### Workshops, Events and Other Activities

To assist them in developing their business and career skills and to provide practical experience interacting with business leaders, the Business Scholars Program requires Business Scholars to participate in a number of workshops and special events and other activities each year. The goals of these activities are to:

- Provide Business Scholars with professional and career-search skills in areas that do not naturally fit in the course or internship requirements.
- Provide Scholars additional exposure and networking opportunities with business, not-for-profit and government leaders.
- Ensure that events and opportunities are adequately supported by Scholars.
- Ensure that Scholars are not unnecessarily burdened by out-of-class requirements.

### Requirements

Scholars must have attended a total of **nine** workshops or other designated events in order to graduate with the Business Scholar concentration. A Workshop and Event Tracking Sheet is included as Appendix 4 of the Handbook and is also available on the Business Scholars Program website.

The New Scholars Orientation counts as one workshop for sophomores (even if it was taken in the freshman year). The Business Strategy live case consulting project counts as one workshop for seniors. Certain required workshops must be completed by specific deadlines during the four years to prepare Scholars for their internship and career search.

Following is the recommended timeline for completing the co-curricular Program requirements:

	First Year	Sophomore	Junior	Senior
Required Workshops And Events	1. Orientation		1. Mock Interview	1. Business Strategy Class
		2. Resume Writing	2. Business Etiquette	2.
		3.	3.	3.

Designated events include lunches, special program speakers and other networking opportunities with alumni and business and government leaders designated by the Business Scholars Program staff.

Attendance will be recorded at each workshop and event. The Business Scholars Program Operations Coordinator will provide workshop and event status upon request. **Scholars are encouraged to schedule their participation evenly across the academic year to avoid difficulty in meeting these requirements as the academic year progresses.**

Failure to meet any of the co-curricular requirements will jeopardize the Scholar's status and could result in a Scholar being dismissed from the Program.

## **VI. PROGRAM GOOD STANDING**

Business Scholars are members of a voluntary, selective program. Scholars who do not maintain good standing with Hanover College or the BSP are subject to dismissal from the Business Scholars Program. The following criteria contribute to the evaluation of a Business Scholar's standing.

### **Satisfactory Attendance—Business Scholars Program Courses**

Satisfactory attendance should be maintained in all Business Scholars Program courses. Attendance requirements within each course are at the instructor's discretion and can be found in the course syllabus. Attendance is a reflection of interest and engagement in the Program and helps predict whether a student is likely to act responsibly and represent the Program well in her/his internship.

### **Satisfactory Attendance—Workshops, Events and Other Activities**

Scholars are expected to maintain satisfactory attendance at all required meetings and fulfill the "Workshops and Events" requirements specified in section V of the Handbook. The Business Scholars Program will always make the effort to offer workshops, events and other activities at convenient times for Scholars. If a Scholar is unable to attend a required workshop, meeting or event, the Scholar should obtain, in advance, the approval of the Executive Director or Operations Coordinator. **Most workshops and events require an RSVP for planning and tracking purposes, and it is important to reply promptly to each request.**

### **Grade Point Average**

To maintain good standing within the Business Scholars Program, Scholars must maintain the G.P.A. requirements of Hanover College as stated in the Hanover College Catalog. In addition, Scholars must maintain at least a 2.0 average in all Business Scholars Program courses. Scholars placed on academic probation by the College or who receive an "F" grade in any BSP course are subject to dismissal from the Program. Scholars can receive no more than one "D" range grade in Program courses including approved non-BSP elective courses taken to fulfill the Business Scholars Program elective requirement.

### **Academic Dishonesty Policy**

Business Scholars are members of a selective program and are expected to hold themselves to a strict ethical code of conduct. As a part of this code of conduct, it is assumed that Scholars maintain the highest level of academic integrity. A Scholar who engages in any form of academic dishonesty in any College course is subject to dismissal from the Program. In accordance with Hanover College policy, any Scholar who is suspected of academic dishonesty will be reported to the chair of the Student Academic Assistance Committee and notified of this report.



### **Student Life**

As members of the College community, Scholars are expected to conduct themselves professionally and represent Hanover College, the Program, and themselves in an appropriate manner at all times. Scholars must always be respectful and courteous while interacting with peers, professors, staff and guests. Scholars should always wear appropriate attire. Inappropriate language will not be tolerated. Scholars are expected to adhere to all policies and as such are subject to dismissal from the Program if found responsible for policy violations. The Executive Director and Operations Coordinator will review adjudicated violations of Hanover College policies each semester and will determine if the Scholars involved should be dismissed from the Business Scholars Program. Scholars are expected to inform the Executive Director or Operations Coordinator of any pending or potential policy violations, with the understanding that their failure to inform the Executive Director or Operations Coordinator in a timely manner may result in expulsion from the Program.

### **Illegal Activities**

The Business Scholars Program does not actively seek information regarding violations of Federal, state, or local laws, nor is it responsible for providing potential internship hosts with this information. However, a project-based internship host may request background information, including legal records, from Scholars who are applying for an internship at that organization. Scholars are expected to be truthful when complying with a prospective host's request. In accordance with its policies, a host organization may decline an internship based on the Scholar's legal history.

Scholars are expected to inform the Executive Director or Operations Coordinator of any pending or potential future misdemeanor or felony charges, with the understanding that their failure to inform the Executive Director or Operations Coordinator in a timely manner may result in expulsion from the Program.

### **Leaving the College**

Any Scholar who withdraws from Hanover College will automatically withdraw from the Business Scholars Program. Likewise, if a Scholar is dismissed from the College, he or she will automatically be dismissed from the Program. To regain admission to the Business Scholars Program, the student will first need to be readmitted by the College and then reapply to the Program. If a Scholar is readmitted, she/he will not be required to retake any Program course in which she/he attained a passing grade. If the Scholar is not readmitted to the Business Scholars Program, the Program courses will count toward College electives in accordance with Hanover College policy.

### **Leave of Absence**

Any Scholar taking a leave of absence from Hanover College will also need to obtain approval for the leave from the Executive Director of the Business Scholars Program in order to remain in good standing with the Program. This approval will not be unreasonably withheld. If the Business Scholar does not request a leave from the Program prior to her/his departure from the College, the Scholar will be dismissed from the Program and will need to reapply when returning to campus.

### **Warnings and Dismissal**

The Executive Director and Operations Coordinator will consider each violation of College and/or Business Scholars Program policy. A Scholar may be dismissed from the Program after one offense if that policy violation is sufficiently serious. As an alternative to dismissal from the Program the Executive Director may, at his or her discretion, issue a letter of warning to the Scholar as well as

require the Scholar to meet to discuss remediation of the behavior that has led to the issuance of the letter.

### **Appeals**

If a Scholar is dismissed or facing other sanctions from the Business Scholars Program, the Scholar will be notified by letter from the Executive Director. The Scholar may appeal her/his dismissal or other sanctions in writing to the Executive Director within three business days following receipt of the written notification of dismissal or other sanctions.

If the initial appeal to the Executive Director of the Business Scholars Program is unsuccessful, the Scholar may request a review of that decision by the Vice President of Academic Affairs. This appeal must be made in writing within three business days of receiving the written notification of the appeal denial by the Executive Director. Appeals will be considered only if they are based on one or more of the following criteria:

1. New evidence not reasonably available at the time of the original hearing; or
2. Procedural error that can be shown to have affected the outcome of the hearing; or
3. Appropriateness of the sanctions.

The Vice President of Academic Affairs will determine if there is a basis for additional review and, upon evaluation of the criteria, may revise or reverse the Executive Director's decision. The pronouncement of the Vice President of Academic Affairs is final.

### **VII. PROJECT-BASED INTERNSHIPS**

Paid, project-based internships provide Scholars with opportunities to work in challenging and responsible positions with large and small for-profit firms; not-for-profit organizations; and units of local, state or Federal government. A project-based internship is a full-time position (approximately 40 hours per week) with a duration of at least 300 hours and which occurs during the summer prior to the Scholar's senior year. The project is "meaningful" due to its importance to the host organization and to the fact that if the Business Scholar does not successfully complete the project someone from within the host organization will be required to do so.

In addition to providing opportunities to apply business theory to real-world problems, project-based internships enable Business Scholars to experience first-hand the workings of a business, nonprofit or governmental organization. These opportunities are mutually beneficial to the host as well as the Scholar. Each internship placement is made with consideration to the individual Scholar's career interests.

#### **Placement Process**

The Business Scholars Program Director of Internships coordinates the placement of Scholars with hosts. Each Scholar must submit an interest survey to the Director of Internships and schedule a meeting with the Director early in the fall of her/his junior year. After discussing with the Scholar possible internship opportunities and other pertinent information, the Director will work with the Scholar to identify and submit a resume to possible internship hosts. The Director of Internships works with each Scholar to match her/him with prospective hosts based on career goals, major course(s) of study and professional interests. In most cases interviewing with one or more potential hosts will be required.

The Director of Internships works with the Business Scholars to identify meaningful internship opportunities and assists the Scholars in making initial contact with the potential host organizations.

**However, it is the responsibility of each Business Scholar to schedule her/his interviews with the host organization and ultimately secure the internship.** To achieve the best match with a host organization and the specific internship being sought, each Scholar must be proactive in specifying career interests; assisting in the process of identifying potential host organizations; and interviewing with and following through with potential internship hosts.

Each Scholar is required to successfully complete a project-based internship, and the Business Scholars Program will make its best effort to match each internship opportunity with an individual Scholar's interests. However, the Scholar must be flexible during the placement process and may have to accept a less desirable internship if no exact match is found. While it is often possible that internships can take into account special interests (e.g., unusual type of internship or a specific location), these particular internship opportunities are generally much more difficult to secure.

**Unless extraordinary circumstances arise, once a Scholar has accepted an internship with a host organization the placement is final. Any subsequent request for a change in the placement must be approved by the Director of Internships.**

### **Hosts and Projects**

Host organizations vary widely in the way they handle project-based internships. Some organizations place Scholars in structured training programs, whereas others provide the Scholar with a variety of tasks and projects. Still others assign the Scholar a single project for the entire internship period. The host, the Director of Internships and the Business Scholar will agree upon the nature and scope of the Scholar's internship.

Although most work given to Scholars is typical of the activities assigned to entry-level professionals, Scholars must recognize that a host organization may give assignments to assess the intern's ability to organize and complete tasks and handle a variety of work situations. By demonstrating a friendly, cooperative attitude Scholars will enhance both the likelihood of getting the most out of the project-based internship and the possibility for increased responsibilities as the internship progresses.

### **Project-based Internship Research**

Prior to the summer internship and with the guidance of the Business Scholars Program faculty, each Business Scholar will conduct research on the specific internship project or assignment agreed to by the host, Scholar, Director of Internships and BSP faculty member who will be awarding the internship grade. This process will include:

- Conducting research suggested by the host to prepare the intern to effectively assume her/his position within the organization at the outset of the internship.
- Development of a Learning Plan to enable the Scholar to approach the internship with well-reasoned goals and objectives to be realized from the experience.
- Presentation to the BSP faculty and staff regarding the internship research and the Learning Plan developed by the Business Scholar.

Additional information is contained in the project-based internship research syllabus.

### **Salary and Stipends**

Business Scholar internship salaries and stipends are paid in order that Business Scholars do not have to forgo summer earnings to complete the internship. Salaries paid to Business Scholar interns also reflect the value that Scholars bring to the host organization. Hosts of project-based internships are expected to pay Scholars a salary that is commensurate with the work performed. These salaries will vary among internship hosts, particularly between those situated in the for-profit versus the not-for-profit and governmental sectors. It is the responsibility of the host to determine the salary level for the internship.

Although all internships are paid, not all internship hosts are able to offer Business Scholars a salary. In those situations Hanover College will provide a stipend of \$7.50 per hour up to a total of \$2,700 or 360 hours (9 weeks), and the stipend will be paid in full at the beginning of the internship. If the internship host and Business Scholar desire an internship with a duration greater than the 360-hours funded by the BSP stipend the host and the intern will need to make arrangements for additional compensation to be paid by the host. The Director of Internships, Scholar and host will determine the duration of the internship, which must be at least 300 hours, when the internship placement is finalized. If the Scholar fails to complete her/his internship or does not meet the total hours agreed upon, the student will be required to repay the unearned portion of the stipend. **In the rare instance that a Business Scholar leaves the Program for any reason, voluntary or involuntary, subsequent to completion of the internship she/he will be required to repay the stipend in full. Prior to accepting an internship placement requiring the payment of a stipend by the Business Scholars Program the Scholar must receive approval from the Director of Internships. A copy of the BSP Internship Stipend Contract is included as Appendix 5.**

Stipends are funded by monies provided by Hanover College and its alumni. As such stipends cannot be perceived directly or indirectly as financial contributions to political or religious causes or organizations. In cases where such a payment to a Business Scholar could in actuality be construed as financial support by the College/BSP of a particular political or religious endeavor the stipend will not be paid, and the Business Scholar will need to make arrangements with the host organization to receive a salary for her/his internship. Questions regarding the eligibility for the payment of a stipend for a particular internship should be discussed with the Director of Internships.

It is assumed the salary or stipend covers the costs of travel, relocation, daily commuting, housing and any other incidental expenses incurred during the internship.

### **Housing**

The BSP and Director of Internships will work with each Business Scholar to assist in securing housing if the Scholar's internship occurs away from home. Housing options may include on-campus lodging, apartments, alumni home stays, or partner college rentals. The Scholar is ultimately responsible for finding, securing, and paying for housing.

### **Liability**

Neither the Business Scholars Program nor Hanover College control the way in which the project-based internship and the internship site are structured or operated. In granting academic credit, the BSP affirms that, to the best of its judgment, the internship experience is an appropriate curricular option for students in a liberal arts program of study. However, the Business Scholars Program makes no other assurances, expressed or implied, about any travel and living arrangements the Business Scholar makes. The College does not knowingly approve internship opportunities that pose undue risks to

their participants. However, any internship or travel carries with it potential hazards which are beyond the control of Hanover College and its agents or employees. Each Scholar must sign a liability release before commencing the project-based internship.

### **Project-based Internship Poster Session**

The Business Scholars Program project-based internship poster session is designed to provide Business Scholars with the opportunity to verbally share their internship experiences and communicate their project and internship results visually. The goal of the poster session is to enable the Scholar to effectively engage in a meaningful discussion with a variety of constituents. The opportunity provided by the poster session is to enable the Business Scholar to demonstrate examples of her/his work and the skills learned and utilized that will translate into attributes desired by employers and graduate schools. The poster session overview and guidelines are detailed in Appendix 6 of the Handbook.

### **Scholar's Responsibility and Academic Credit Requirements**

The project-based Internship is the primary channel for Business Scholars to link their education to the professional world they will enter as graduates. Thus, it is imperative that Scholars maximize this experience by making it meaningful to both themselves and to the host organization. To ensure a successful outcome the following expectations are essential. Business Scholars should:

- Complete the internship research requirement during the winter and spring term of their junior year.
- Complete the internship in a satisfactory manner:
  - Communicate at least weekly with BSP faculty regarding project status via an online journal;
  - Consider themselves representatives of Hanover College while at the host organization, conduct themselves accordingly and realize that their performance will have a direct impact on opportunities for future Business Scholars at that same host organization;
  - Strive to meet the goals and expectations as outlined in the project-based internship description;
  - Meet regularly with the on-site host and other appropriate individuals to ensure successful completion of the internship;
  - Adhere to all procedures and standards of ethical conduct of Hanover College, the Business Scholars Program and the host organization;
  - Meet all deadlines set by the on-site host and Business Scholars Program faculty;
  - Arrange, with assistance from BSP faculty, to have their supervisors submit the Host Evaluation Form;
  - Complete the Learning Plan Assessment demonstrating that the Learning Plan goals developed during the research phase of the internship were achieved.
- Participate in the poster session subsequent to completion of the internship.

One course credit will be awarded in the fall term of the Business Scholar's senior year for successful completion of the project-based internship requirements.

## **VIII. ACADEMIC ADVISING AND PLANNING**

Once a Scholar is admitted into the Program, she/he will be assigned a Business Scholars Program advisor. Every Scholar is encouraged to schedule an advising session during the week prior to each registration period to review her/his personal interests and develop or review their customized plan for completing the Business Scholars Program requirements. These meetings will help to ensure that each Scholar's plans are consistent with meeting the Hanover College LADRs, major requirements,

Business Scholars Program course and co-curricular requirements, and completion of the project-based internship. Scholars should consult with their major faculty advisors and BSP advisors on an as-needed basis regarding their planned course of study and to ensure effective coordination of their overall academic endeavors with the Business Scholars Program requirements.

If Business Scholars are interested in an off-campus experience, they are encouraged to first speak with their faculty advisor as well as their Business Scholars Program advisor. For more information about spring term or semester abroad, the Scholar should contact the Study Abroad Director. For information regarding study at the Washington or Philadelphia Centers or the Associated Colleges of the Midwest—Chicago Programs, the Scholar should contact the Career Center. All off-campus programs previously approved by Hanover College can be effectively coordinated with the Business Scholars Program curriculum, schedule and requirements. However, specialized or customized off-campus programs may be more difficult to integrate with the Business Scholars Program.

#### **IX. BSP STUDENT ADVISORY BOARD**

The membership of SAB will be comprised of twelve members consisting of four students from each of the sophomore, junior and senior classes. New board members will be selected through an application process in the fall term of each year. Additional information regarding the BSP Student Advisory Board can be found in Appendix 7 of the Handbook.