



# 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 (BSP) at Hanover College.

#### **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, Business Scholars are required to complete Hanover College's liberal arts degree requirements to ensure they have strong writing and verbal communication skills. Each Business Scholar also completes the course requirements necessary for her/his chosen major. Secondly, on the assumption that business serves a very practical purpose, the BSP 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), Business 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.

The BSP includes students with a diverse range of interests and strengths, representing essentially every major course of study at Hanover College. The program supplements those core specialties with a solid underpinning of practical business knowledge that is an advantage in both that first professional position and in graduate school. Our faculty are drawn from the business community, and classroom activities are augmented by a number of guest lecturers who are successful leaders in the corporate, non-profit, and governmental sectors of the economy.

We believe this unique combination of classroom study and hands-on experience prepares you for long-term success. Further background information and additional detailed material regarding this exceptional program can be found on our website: [business.hanover.edu](http://business.hanover.edu).

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

The fundamental purpose of the BSP is to:

- 1) provide our students with a framework to assist them in determining their career direction, and
- 2) ultimately prepare them for their first position in a business, not-for-profit, or governmental organization.

The BSP serves as a complement to and works in conjunction with Hanover College's Core Curriculum Requirements (CCRs) and each student's major course(s) of study.

Upon completion of the Program, Business 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

There is no admission cap for the BSP, and all qualified applicants will be admitted. However, the program is selective in its qualification process; Business Scholars must be able to meet the additional demands placed on them by the BSP, without compromising performance in their core coursework. Applicants must also demonstrate that they are capable of dealing with the challenges of the project-based internship.

#### Criteria

Admission is 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 Hanover College cumulative GPA (**minimum 2.5**) and by her/his letters of recommendation. Business Scholars must be able to communicate effectively and work well together on projects.
2. **Engagement:** The BSP 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 they can connect their education to life after Hanover College.

#### Process

Students may apply for admission to the BSP during their first year at Hanover College or as rising sophomores. To be admitted to the Program during the academic year of application, students should meet the following deadlines:

- First-Year Students—first week of winter term (in order to attend the January Orientation)
- Sophomores—first week of fall term (in order to attend the September Orientation)

Prospective Hanover College students may also apply to the BSP concurrently with their application for admission to Hanover College.

A resume must accompany the completed application. The application form, recommendation form, application instructions, and deadlines are posted on the website. Application materials submitted by the deadline will be reviewed by the faculty and staff, and students will be notified of the result.

All students admitted are required to attend an orientation 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 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 BSP 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. 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 CCRs, their major course(s) of study, and the Program core, cognate and elective requirements; and must meet the additional co-curricular requirements contained herein. Business Scholars must take all courses required for the BSP for letter grades (i.e., no pass-fail). Unless arrangements are made in advance, all required BSP courses must be taken at Hanover College. The requirements for the BSP are included in the Academic Catalog. The course requirements are also summarized in the Curriculum Planning Sheet, which is Appendix 1 of the Handbook and is also posted separately on the BSP website. 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” which is available on the BSP’s website.

### **Timing of Core Courses**

As reflected in Appendix 1, BSP core courses should be taken in the corresponding year. Business Scholars must initially pass the Management Concepts (BSP 211) course in order to take the remaining core and elective courses. **Cognate courses must be completed by the end of the fall term in the Business Scholar’s junior year.**

The Project-Based Internship (BSP 357) typically occurs during the summer preceding the Business Scholar’s senior year. Prior to the internship, the Business 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, Business Scholars must complete all co-curricular requirements of the BSP, as outlined below.

### **Internship and Career Preparation**

It is the BSP’s goal to provide Business Scholars with a project-based internship that best fits their strengths, interests, major course(s) of study, and career aspirations. Toward that end, Business Scholars will work with the BSP and Levett Career Center staff to identify their interests and internship parameters, build their resumes, and develop their interviewing skills. Further, Business Scholars will work diligently with the Levett Career Center Director of Internships 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 in developing business and career skills and to provide practical experience interacting with business leaders, the BSP requires Business Scholars to participate in a number of workshops, 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 Business Scholars additional exposure and networking opportunities with business, not-for-profit, and government leaders; and
- ensure that Business Scholars are not unnecessarily burdened by out-of-class requirements.

## Requirements

Business Scholars must attend a total of **eight** workshops or other designated events in order to graduate with the Business Scholar concentration. A Workshop and Event Tracking Sheet is included as Appendix 2 of the Handbook and is also available on the BSP's website.

The New Business Scholars Orientation counts as one workshop for first-years and sophomores. Certain required workshops must be completed by specific deadlines to prepare Business 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.
	2.		2. Business Etiquette	2.
	3.		3.	.

Designated events include lunches, special program speakers, and other networking opportunities with alumni and business and government leaders identified by the BSP staff.

Attendance will be recorded at each workshop and event and tracked in Handshake. The BSP Executive Director will provide workshop and event status upon request. **Business 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 Business Scholar's status and could result in a Business Scholar being dismissed from the Program.

## VI. PROGRAM GOOD STANDING

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

### Satisfactory Attendance—BSP Courses

Satisfactory attendance should be maintained in all BSP 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**

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

### **Grade Point Average**

To remain in good standing within the BSP, Business Scholars must apply with and maintain a minimum 2.5 cumulative Hanover College G.P.A. Receipt of more than one “D” range grade or receipt of one “F” in BSP prefix courses will result in dismissal from the BSP. This policy also applies to approved non-BSP elective courses taken to fulfill the BSP elective requirement. In addition, grades in cognate courses taken to fulfill the BSP requirement must be a minimum “C-” grade.

### **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, Business Scholars are required to maintain the highest level of academic integrity. A Business Scholar who engages in any form of academic dishonesty in any College course will be dismissed from the Program. In accordance with Hanover College policy, any Business Scholar who is suspected of academic dishonesty will be reported to the chair of the Student Academic Assistance Committee and will be notified of this report. **Please refer to the Hanover College Academic Dishonesty Policy in the Hanover College Academic Catalog.**

### **Student Life**

Business Scholars are expected to conduct themselves professionally and to represent Hanover College, the Program, and themselves in an appropriate manner at all times. Business Scholars must always wear appropriate attire and be respectful and courteous while interacting with peers, professors, staff, and guests. Inappropriate language will not be tolerated. Business 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 will review adjudicated violations of Hanover College policies each semester and will determine if the Business Scholars involved should be dismissed from the Program. Business Scholars are expected to inform the Executive Director of any pending or potential policy violations; failure to inform the Executive Director in a timely manner may result in expulsion from the Program.

### **Illegal Activities**

The BSP 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 Business Scholars who are applying for an internship at that organization. Business 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 Business Scholar’s legal history.



Business Scholars are expected to inform the Executive Director of any pending or potential future misdemeanor or felony charges; failure to inform the Executive Director in a timely manner may result in expulsion from the Program.

### **Leaving the College**

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

### **Leave of Absence**

Any Business Scholar taking a leave of absence from Hanover College must also obtain approval for the leave from the Executive Director of the BSP 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 Business Scholar will be dismissed from the Program and will need to reapply upon return to campus.

### **Warnings and Dismissal**

The Executive Director will determine the appropriate response to each violation of College and/or BSP policy. A Business Scholar may be dismissed from the Program after one offense if that 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 Business Scholar and meet with the Business Scholar to discuss remediation of the behavior that led to the warning.

### **Three Strike Policy**

A Business Scholar will be dismissed upon the accumulation of three strikes. A strike is considered one of the following:

1. Failure to respond to an RSVP request. A Business Scholar receiving three RSVP requests for the same event will receive one strike.
2. Failure to complete a follow-up requirement from a workshop or event.
3. Unprofessional behavior.
4. Failure to meet with the Director of Internships before Winter Break – this applies to juniors only.

### **Appeals**

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

If the initial appeal to the Executive Director of the BSP is unsuccessful, the Business 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 initial denial. 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**

Project-based internships provide Business Scholars with opportunities to work in challenging and responsible positions with large and small businesses; for-profit and not-for-profit organizations; and units of local, state or Federal government. A project-based internship is a full-time position (approximately 30 – 40 hours per week) with a duration of at least 250 hours over the course of 8 – 10 weeks, which occurs during the summer prior to the Business Scholar's senior year. Each internship placement is made with consideration to the individual Business Scholar's career goals, major course(s) of study, and professional interests

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. Each Business Scholar's project is meaningful and of legitimate importance to the host organization; if the Business Scholar does not successfully complete the project, someone from within the host organization will be required to do so. Successful completion of the internship, therefore, is mutually beneficial to the host and the student.

### **Placement Process**

The Director of Internships assists in coordinating the placement of Business Scholars with hosts.

The following are the requirements for each junior. These must be completed prior to Christmas Break.

1. Schedule an individual meeting with the Director of Internships via Handshake.
2. Complete and submit the Internship Interest Survey.

Please note that all juniors in the BSP are required to meet with the Director of Internships to discuss internship options prior to Winter Break.

After discussing the information from the Business Scholar's Internship Interest Survey, the Director of Internships works with the Business Scholar to identify meaningful internship opportunities and assists him/her in making initial contact with the potential host organizations; **however, it is the responsibility of each Business Scholar to schedule his/her interviews with the host organization and ultimately secure the internship.**

The BSP will make its best effort to match each internship opportunity with an individual Business Scholar's interests. While special interests, such as a specific company or location, are taken into consideration, extremely particular internships are generally difficult to secure. The Business Scholar must be flexible during the placement process and may have to accept a less desirable internship if no exact match is found.

To achieve the best match with a host organization and the specific internship being sought, each Business Scholar must be proactive in specifying career interests; helping to identify potential host organizations and interviewing and following through with potential hosts. Internships with family members or internships without business-related project components will not be accepted.

Once a Business Scholar has accepted and secured an internship with a host organization, the Business Scholar is required to meet with the Director of Internships to complete the Internship Contract and other possible paperwork. All contracts are due on the last Wednesday of spring term.

**When a Business Scholar accepts an internship position, the placement is final. Any subsequent request for a different placement must be approved by the Director of Internships prior to making any changes.**

### **Hosts and Projects**

Host organizations vary widely in their approach to project-based internships. Some organizations place Business Scholars in structured training programs, whereas others provide the Business Scholar with a variety of tasks and projects or with a single project for the entire internship period.

Although most work given to Business Scholars is typical of activities assigned to entry-level professionals, Business 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, Business Scholars will likely get more value from the experience and enhance the possibility of increased responsibilities as the internship progresses. **Dismissal of an intern by the host company will result in the removal of the Business Scholar from the BSP.**

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

Prior to the summer internship and with the guidance of the BSP faculty, each Business Scholar will conduct research on the specific internship project or assignment agreed to by the host, Business 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 at the outset of the internship.
- Developing a Learning Plan for approaching the internship with well- reasoned goals and objectives to be realized from the experience.

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

### **Salary, Stipends and Academic Credit**

In order to complete the requirements of the BSP 357 Project-based Internship course, Business Scholars must work a minimum of 250 hours to earn academic credit. Business Scholars may secure a paid internship, meaning the host will provide compensation for their position, or an unpaid internship, thereby needing to apply and receive a stipend from the BSP.

Salaries for paid internships vary among hosts, particularly between those in the for-profit sector versus the not-for-profit and governmental sectors. It is the responsibility of the host to determine the salary level for the internship.

A stipend of \$9.00 per hour is available from the BSP to students who secure unpaid internships. The minimum requirement for hours in a project-based internship is 250 hours—or \$2,250. To receive the maximum amount of the stipend eligibility, a Business Scholar may work a total of 300 hours to earn \$2,700. The stipend will be paid in two installments.

If the internship host and Business Scholar agree to extend the internship beyond the 300-hour stipend-funded position, the host and the Business Scholar must discuss the options for additional compensation to be paid by the host.

All Business Scholars are required to have a discussion with their host to determine the duration of the internship (to meet the hour requirement for academic credit) and to establish a work schedule. Business Scholars need this information to complete the Internship Contract, which must be completed by the last Wednesday of spring term and approved by the Director of Internships prior to the internship start date.

**If the Business Scholar leaves the BSP prior to completion of his/her internship; fails to complete the internship for any reason, voluntary or involuntary; or does not meet the total hours agreed upon per the Internship Contract, the student will be required to repay the unearned portion of the stipend by the first day of class of their senior year. If the student fails to repay, the Hanover College Business Office will bill the Business Scholar for repayment. A copy of the BSP Internship Stipend Contract will be distributed when the internship is finalized.**

Stipends are funded by monies provided by Hanover College and its alumni, and cannot be perceived directly or indirectly to be 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 his/her 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 may cover 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 Business Scholar's internship occurs away from home. Housing options may include on-campus lodging, apartments, alumni home stays, or partner college rentals. The Business Scholar is ultimately responsible for finding, securing, and paying for housing.

### **Liability**

Neither the BSP nor Hanover College controls the manner 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 BSP 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 Business Scholar must sign a liability release before commencing the project-based internship.

### **Project-based Internship Poster Session or Recorded Presentation**

The BSP project-based internship poster session is designed to provide Business Scholars with the opportunity to verbally share their internship experiences and communicate their project results visually. The goal of the poster session is to enable the Business Scholar to engage in a meaningful discussion with a variety of constituents and to demonstrate examples of her/his work and the skills learned that will translate into attributes desired by employers and graduate schools. The poster session overview and guidelines are detailed on the Moodle site for BSP 357. Business Scholars may opt to complete a recorded presentation using PowerPoint instead of participating in the poster session. Business Scholars who select the recorded presentation option must record their presentation via PowerPoint's recording tab using a webcam and in a quiet, professional environment.

### **Business 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 Business Scholars maximize this experience by making it meaningful to both themselves and 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
  - Complete a weekly timesheet approved by the host
  - 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 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 BSP, and the host organization
  - Meet all deadlines set by the on-site host and BSP 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 or recorded presentation after the 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 Business Scholar is admitted into the Program, she/he will be assigned a BSP advisor. Every Scholar is encouraged to schedule an advising session during the week prior to each registration period to review her/his interests and develop or review a customized plan for completing the Program requirements. These meetings help to ensure that each Business Scholar's plans are consistent with meeting the Hanover College CCRs major requirements, BSP course and co-curricular requirements, and completion of the project-based internship. Business Scholars should consult with their major faculty advisors and BSP advisors on an as-needed basis regarding their planned course(s) of study and to ensure effective coordination of their overall academic endeavors with the BSP 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 BSP advisor. For more information about spring term or semester abroad, the Business Scholar should contact the Study Abroad Director. For information regarding study at City Semester Programs, the Business Scholar should contact the Career Center. All off-campus programs previously approved by Hanover College can be effectively coordinated with the BSP curriculum, schedule, and requirements. However, specialized or customized off-campus programs may be more difficult to integrate with the BSP.

## **IX. BSP STUDENT ADVISORY BOARD (SAB)**

The SAB consists of twelve members: four students from each of the sophomore, junior and senior classes. New board members are selected through an application process in the fall term of each year.

## APPENDIX 1: CURRICULUM PLANNING SHEET

## APPENDIX 2: WORKSHOP AND EVENT TRACKING SHEET