

# NEELEY FELLOWS

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## HANDBOOK 2015-2016



**Neeley**  
SCHOOL OF BUSINESS

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## PREFACE

The following handbook has been developed to present a general framework of Neeley Fellows. This handbook is a living document and changes are made to it as changes are made in the program. Changes to the handbook are communicated directly to students electronically.

## PROGRAM OVERVIEW

### Purpose and Philosophy

The mission of Texas Christian University is to educate individuals to think and act as ethical leaders and responsible citizens in the global community. The mission of the Neeley Fellows program is as follows:

*Neeley Fellows is an undergraduate program of the Neeley School of Business that aims to educate and develop individuals of extraordinary potential with curricular and co-curricular experiential learning opportunities to effect change in the global business community.*

Neeley Fellows is a three-year academic program challenging top business students to stretch beyond their already competitive undergraduate coursework and providing opportunities to interact with faculty and business executives both inside and outside of the classroom. The program promotes development of enhanced business skills as well as professional development in the areas of career management, communications and global, ethical leadership skills to equip individuals for success in today's business environment.

### **Neeley Fellows Experience: Translating Knowledge Into Action Experientially Enhanced Academics + Professional Development**

The Neeley Fellows program offers rigorous academic and enhanced extra-curricular opportunities designed for intellectually curious, self-motivated students who want to optimize their university experience. Program faculty and staff assist each student in establishing and reaching their individual academic and career goals. The Neeley Fellows strive for excellence and are personally accountable for their intellectual growth.

The Neeley Fellows program offers the privilege of working within a circle of scholars who possess a similar commitment toward excellence in the pursuit of knowledge accompanied by the highest degree of personal and professional integrity. Academically, students should anticipate additional rigor relative to the standard sections of the course, exposure to intensive reading, focused writing, group activities, interactive learning, class speakers, field trips and service learning. Students will also participate in a senior capstone class and may elect to conduct a senior honors research project with a formal project presentation during Honors Week or choose to pursue University honors. Successful completion of twenty eight (28) hours of Neeley Fellows coursework and their Professional Development Program will earn students special recognition during graduation ceremonies and TCU Honors.

## Goals

The Neeley Fellows program is a challenging educational experience that encourages both scholarship and sustained academic activities at the highest level. The objective of this program is to help students achieve the following:

- Familiarity of the business world beyond the classroom
- Rigorous academic experience inside and outside of the classroom
- Global outlook and experience
- Professional self-awareness and development
- Significant contribution to business and society
- Key association with business leaders and Neeley alumni
- Lifelong relationships with members and alumni of Neeley Fellows

## Statement of Values

*The Neeley Fellows Statement of Values is meant to guide the actions of the program members. Students will demonstrate these values in their decision making, personal behaviors, and interactions.*

As Neeley Fellows, we commit ourselves to the pursuit of excellence and achievement in all endeavors with the highest degree of professionalism and integrity.

We believe our responsibility within *Neeley Fellows* is to:

- Develop dedication to our academic pursuits and intellectual curiosity
- Develop a culture committed to both professional and personal growth
- Promote teamwork in an active learning environment
- Foster personal relationships and mutual support, both today as students and in the future as professionals

We believe our responsibility within *Texas Christian University* is to prioritize academics while maintaining campus involvement and leadership.

We believe that our responsibility to the *Professional Communities* in which we work is to become ethical leaders with a global perspective and a commitment to enact positive change.

We believe our responsibility within the *Greater Community* in which we live is to devote our time and talents to serving the community.

## Financial Aid

The Neeley Fellows Program is not a scholarship program. Neeley Fellows do not receive additional stipends apart from those already distributed through other university departments

and a comprehensive financial aid program at TCU. Neeley Fellows is a developmental program where participating students receive benefits of additional experiences that aim to develop them professionally. Examples of such experiences include subsidized travel opportunities, workshops, and professional coaching. The majority of the fees for such experiences are paid directly by the Neeley Fellows program on behalf of the students.

### Graduation Recognition

Students who successfully complete all three years of the Neeley Fellows program – both the required coursework and the extra-curricular events – will receive a Neeley Fellows Medallion at graduation. They will wear the medallion at all graduation exercises. Additionally, a Neeley Fellows graduation event at the end of the spring semester will recognize those students who have attained the program medallion.

## PROGRAM MEMBERSHIP

### Initial Membership:

To become a Neeley Fellow, first year students must:

- A. Be enrolled as a full time students at Texas Christian University as declared pre-business majors at the end of their first year.
- B. Possess a minimum 3.5 TCU GPA at the end of each semester of their freshman year.
- C. Complete at least 24 credits at the end of their freshman year.
- D. Actively demonstrate academic achievement, leadership, and community service, in high school and college.
- E. Submit an application, with a cover letter, descriptive resume and letter of recommendation in the spring semester of their freshman year.
- F. Conduct informational interviews with two current Neeley Fellows who are not members of their sorority or fraternity and participate in the Neeley Fellows Alumni Roundtable interview process.
- G. Be selected by a committee appointed by the Associate Dean for Undergraduate Programs that admits top applicants into the program.

Neeley Fellows seeks to provide equality of educational opportunity and does not discriminate against applicants based on race, national origin, religion, sex or sexual orientation. Program faculty and staff will provide reasonable accommodations for persons with disabilities.

### Maintaining Membership:

To maintain membership in Neeley Fellows, a student must:

- A. Remain in good standing with the university.
- B. Satisfy all the requirements necessary to be formally accepted into the Neeley School of Business by the designated deadline.
- C. Enroll each semester as a full-time student and complete 24 credit-hours of graded work during Sophomore and Junior years. Full-time status must be maintained in fall of Senior year.
- D. Conform to the TCU Code of Conduct - especially in the area of academic honesty.
- E. Conduct himself/herself in a professional, honorable and ethical way in all classes, at all events, in all interactions with the university staff, and online while representing the Neeley School or TCU. Any activity that reflects negatively on the Fellows Program or the university may result in a disciplinary action which may include dismissal from the program.
- F. Maintain a 3.5 cumulative GPA. Students may drop below the minimum cumulative GPA for no more than one semester. Students with a cumulative GPA below 3.5 during more than one semester will be dismissed from the program. Students with more than two "C's" in any classes or grades lower than a "C" may be dismissed from the

program at the discretion of the Program Director. Neeley Fellows classes cannot be repeated to change a grade. The John V. Roach Honors College requires a grade of “C” or higher for all lower-division Honors classes to count toward Honors and a grade of “B” or higher for all upper-division Honors classes to count toward Honors.

- G. Regularly attend and complete all offered Neeley Fellows courses (International Management is optional, but highly recommended). Excessive class absences will lead to disciplinary action, up to dismissal from the program.
- H. Participate in all required extracurricular activities each semester. Absences will be allowed only in case of a university excuse or a family emergency. Please ensure that the proper parties are notified. Work is not an excuse for missing Neeley Fellows Labs or program activities.
- I. Fellows missing any of the required Professional Development activities will be put either on warning or on probation, depending on the number of missed activities. A warning or probation will require students to finish satisfying the semester’s Professional Development requirements in addition to the consecutive semester’s Professional Development requirements by the time arranged with the Program Director, but no later than in the consecutive semester. Only two warnings or one Professional Development probationary status will be allowed during the course of the program. Lack of progress on the Transformation Development Plan in any semester will lead to dismissal from the program.
- K. Meet with the Neeley Fellows Director at least once each semester to track progress in the program and develop individually-tailored professional development plans. Appointments should be scheduled during the time frame provided each semester.
- L. Honor all commitments within Neeley Fellows.

Removal from Neeley Fellows will occur if the student does not complete all of the requirements of the program at the end of any year, falls below the 3.5 cumulative GPA for more than one semester, earns more than two “C’s” in any of the classes, or grades lower than ‘C’s,” or for conduct unbecoming to a Neeley Fellow. Once removed from the program, the student may not rejoin the program at a later time. In case of dismissal from the program, a student can file an appeal with the Associate Dean. All appeals must be made in writing within four days of receiving a formal letter of dismissal. A clear, well documented argument must be made for reconsideration of dismissal. The decision made by the Associate Dean is final.

### Student Agreements

By accepting admission into Neeley Fellows, the student understands that he/she must meet a set of standards established to ensure the best possible experience for all students and agree to sign the following (see appendix):

- A. Neeley Fellows Student Contract
- B. TCU Informed Consent and Assumption of Risk for all off-campus activities
- C. Photographic Release Form

## PROGRAM CURRICULUM

### Objectives

Neeley Fellows courses are not intended simply to be “harder” or to demand a greater amount of work than standard classes. However, there is an expectation that these courses will be more challenging than non-honors courses. Expectations from faculty will be higher. The Fellows faculty design the courses to maximize student initiative in learning more independently and to explore ideas utilizing more practical critical thinking skills. Neeley Fellows’ courses encourage students to look beyond books, labs and class work and to learn in real-world business settings. The specific Neeley Fellows curriculum objectives include the following:

**A. Development of Critical Thinking through Experiential Learning**

Faculty presents a discipline-specific perspective that helps students to understand how experts in the field see the subject of their investigation. Students utilize critical thinking skills to integrate concepts, theories, and discussions with applied learning experiences in a context of a discipline-specific business problem.

**B. Utilization of Comparative Analysis in Course Exposition**

A comparative perspective characterizes daily exposition of material in their courses whether the comparison is of cultures, disciplines, theories, societies, historical periods, or methodologies.

**C. Assignment of Challenging Readings**

Faculty use challenging, more extensive readings that often include primary business sources (data from empirical studies, interviews, journals rather than textbooks, etc.) in the teaching of Fellows courses and in the assignment of Fellows projects.

**D. Employment of Variety of Instructional Methods**

Neeley Fellows courses are offered in a smaller class size format, to offer a significant amount of personal attention to the students outside of class. The courses exhibit a breadth of pedagogical methods including field trips, online resources, lectures, guest speakers, active-learning exercises, workshops, team projects, case analyses, discussions and cooperative-learning experiences.

**E. Rigorous Course Outcome Assessment**

Faculty evaluate students by a variety of means. Faculty members de-emphasize multiple choice tests and utilize written assignments and exams. The evaluation of presentation and communication skills as well as experiential components of courses is utilized in each course, as appropriate. Peer evaluations are used in courses, where appropriate.

### Coursework

Neeley Fellows provides a strong foundation in business and encourages students to major in any discipline. Some students choose to couple a traditional business major, such as Marketing or Finance, with a major in a discipline outside of business, such as Political Science, Theatre,



Biology or Spanish, just to name a few. Other students select a minor or choose to double major.

The courses in Neeley Fellows focus mainly on satisfying Neeley School's lower - and upper-division core requirements to ensure that the program creates no complications for the timely completion of graduation requirements in any major. Most of the courses carry honors designation. Classes are limited in enrollment to Neeley Fellows only. The following courses make up the curriculum of the program beginning for the Class of 2018:

#### Sophomore Year - Fall

- ACCT 20353 – Fundamentals of Accounting I (honors) = Dr. Chad Proell
- MARK 30153 – Marketing Management (honors) = Dr. Bill Moncrief
- BUSI 20173 – Foundations of Business = Professor Danyelle Keenan

#### Sophomore Year – Spring

- MANA 20153 – Legal Environment of Business (honors) = Dr. Rob Rhodes
- FINA 30153 – Financial Management (honors) = Dr. Vassil Mihov

#### Junior Year – Fall

- MANA 30153 – Organizational Management (honors) = Dr. Tracey Rockett
- BUSI 30153 – Ethical Decision Making (honors) = Dean Homer Erekson

#### Junior Year – Spring/Summer

- BUSI 30223 – International Business Study Abroad (honors, optional) = Dr. Chris White
- One credit thesis prep course = Dr. Stacy Grau

#### Senior Year – Fall

- XXXX 40030 – One credit thesis prep course = Dr. Stacy Grau

#### Senior Year – Spring

- MANA 40153 – Strategic Management (honors) = Dr. Suzanne Carter
- XXXX 40030 – One credit thesis course = Honors Thesis Advisor

*Students may not take Neeley Fellows cohort courses on a Pass/No Credit basis.*

#### Study Abroad

Neeley Fellows are strongly encouraged to study abroad. Students in the program have an opportunity to take a semester abroad during the spring of their Junior year. Alternatively, they

have an opportunity to travel internationally with the program and study abroad during the summer mini term as a part of the International Business course taken during the spring semester of their Junior year. The International Business course is an optional course, but strongly encouraged. All Neeley Fellows enrolling in International Business and participating in the study abroad experience must have a valid passport and visas, as appropriate, for travel. *All Fellows are expected to obtain passports by November 1<sup>st</sup> of their Junior year.* In the past years, Neeley Fellows studied International Business in Santiago, Chile.

### Senior Business Capstone Course

In the spring, (fall for accounting majors) of the Senior year, students enroll in Strategic Management. Strategic Management is a capstone course that integrates the concepts, knowledge, and skills acquired from courses in each of the functional areas within the business curriculum. This course focuses on preparing the student to apply a multi-disciplinary perspective demanded of the typical general manager, and aims to cultivate creative thinking. The course content is designed to build your understanding of the issues and challenges faced by the general manager. Particular emphasis is placed on strategy formulation and implementation. Additionally, critical thinking and communication skills are emphasized through application of knowledge to concrete situations presented in cases and current events. A cumulative team project is used to demonstrate the importance of a shared value approach to designing a business.

### Departmental Honors

During the spring of the Junior year, Neeley Fellows will begin preparing for the Senior Honors Research by attending a workshop series to introduce the thesis project. The details are outlined in the *Guidelines for the Preparation of the Senior Honors Theses for Neeley School of Business*. In the fall of the senior year, Fellows will attend a one credit course for thesis prep. Additionally, Fellows are highly encouraged to take any methods courses within their discipline.

In the spring of Senior year, Fellows enroll in a XXXX 40003 Senior Research Project course within one of their major fields of study. Senior Honors Research is an individual scholarly research activity. Students may not work in teams. Once project ideas are finalized in the spring of their Junior year, students select a faculty advisor from eligible Neeley faculty. A committee of faculty members will be formed and they will guide the students through the research process. Neeley Fellows will have the Professional Development Center, the Writing Center, and the Business Librarian as additional resources to assist with the projects. Senior Honors Projects are presented during Honors Week and the research documents are submitted electronically to TCU library and the Honors College for their records.

### University Honors

Added in 2014, Neeley Fellows now have the option to select University Honors. If a Neeley Fellow elects this option, four (4) additional honors colloquia courses must be completed.

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Honors colloquia courses must be approved, prior to enrolling, by the Neeley Honors Director and the Assistant Dean of Undergraduate Programs. The University Honors track allows students to read novels, poetry, non-fiction, and other texts, participate in intellectual discussions, and answer big questions about values, society, human nature, and giving.

*Neeley Fellows may complete Departmental Honors or University Honors or both tracks, if desired.*



### Neeley Fellows Fit with the TCU Honors College

Neeley Fellows who complete the Honors College requirements will graduate with an *Honors College diploma*, as well as a Bachelor of Business Administration degree from the Neeley School of Business. Neeley Fellows in the TCU Honors College can satisfy most of the lower-division and all of the upper-division requirements of TCU Honors through the Fellows curriculum.

Business students enrolled in the Neeley Fellows Program and TCU Honors College, taking Fellows sections of any three of their sophomore year courses: Fundamentals of Accounting, Legal and Societal Aspects of Business, Ethical Decision Making, and Marketing Management earn the nine hours of electives toward satisfying the lower-division requirements of the Honors College. Students taking Fellows' International Business in Chile study abroad course satisfy three hours of the Cultural Visions requirement. **To satisfy the remaining Lower-Division Requirements of the Honors College, students must take three hours of courses designated as Cultural Visions.** This requirement can be satisfied in numerous ways. A semester of study abroad will satisfy it. Additional summer study abroad class counts as three hours. Any course listed in TCU Class Search with the Honors: Cultural Visions attribute can also satisfy this requirement. One of the Honors Study Abroad Programs during the summer will satisfy the requirement.

Neeley Fellows taking Fellows' sections of Organizational Management, Strategic Management, and Senior Honors Research fulfill the Upper-Division Requirements of the Honors College and will be honored upon graduation as an *Andrews Honors Scholar* graduating with Departmental Honors in the field of their research.

Honors College students completing the Neeley Fellows Program are still bound by the GPA and other requirements of the Honors College in order to graduate with the *Honors College diploma*.

Since the TCU Honors College offers extra benefits such as early registration, additional distinction at graduation, residential facilities, subsidized study abroad programs, scholarships, just to name a few, all Neeley Fellows are required to join the Honors College, if they have not already done so upon acceptance into the program. To inquire about the admission process, please visit the TCU Honors College website or email [honors@tcu.edu](mailto:honors@tcu.edu).

## PROFESSIONAL DEVELOPMENT

### Professional Development Competencies

It takes more than expertise in the major to make students effective in the workplace and able to effect change in their organizations. Employees must work well in teams, understand diversity, express themselves effectively, follow business etiquette, and conduct business ethically. Increasingly, corporations give hiring preference to students who already possess these skills and characteristics.

Neeley Fellows *Professional Development Program* extends beyond the coursework and the classroom, assisting students in developing the skills needed to be successful in the job market as well as in their professions. Through self-discovery, students discover their strengths, values, interests, abilities and write a reflective essay based on their profiles, assessing who they are today, who they want to be and what they want to accomplish. Through this self-development, students acquire professional skills and develop personally in a way that allows them to realize their full potential. The program will help the students recognize what strengths they have and what their potential is so they continue to challenge themselves. Students will complete assessments, attend workshops, write reflective essays, attend site visits, and participate in Neeley Fellows events. The Professional Development Program is designed to help the Neeley Fellows develop effective skills in the following areas:

- *Career Management*
- *Effective Communications*
- *Global Ethical Leadership*

Students will meet with various members of the program team to identify gaps that serve as a foundation for developing a **Transformational Development Plan**. The plan will include a set of individual learning goals focused on some of the required career competencies.

### Transformational Development Plan (TDP)

The purpose of the Transformational Development Plan is to:

- document the mastery of different competencies
- demonstrate personal growth and achievements
- increase self-awareness and confidence
- reflect and learn from own actions
- become prepared for a competency-based business world

The Professional Development Program is built around the *Reflected Best-Self* theoretical framework (Roberts et al., 2005) and Peter Drucker's *Managing Oneself* (2005). Through self-assessment, students discover their strengths, values, interests, and abilities and write a reflective essay based on their profiles, assessing who they are today, who they want to be and what they want to accomplish. After completing the self-assessment process, they meet with

various members of the program team to identify gaps that serve as a foundation for developing an individual plan of professional development geared toward their future careers and based on their developmental needs. The Transformational Development Plan includes a set of individual learning goals focused on the student career's required competencies. The Fellows work throughout their Sophomore and Junior years to complete the necessary activities leading to the development of required competencies.

### Advising and Coaching

One of the most important aspects within Neeley Fellows is the personalized advising and coaching each student receives. The Neeley Fellows program partners with Neeley Student Success Services (NSSS), the Alcon Career Center and the Professional Development Center as key members of the program team.

Students consult with the Assistant Dean of Undergraduate Programs, the Neeley Fellows assigned Academic Advisor, at least once a semester to discuss their major and course selection. Through the Alcon Career Center and the Professional Development Center, students receive professional coaching in the areas of career management and communication skills.

At the end of each semester, each student meets with the Neeley Fellows Director to discuss their progress in the program and to review their Transformational Development Plan.

### Mentoring

During the Junior year, Neeley Fellows will be matched with a Fellows Alumni to serve as their corporate mentor. Students will be evaluated on their mentor experience in their Organizational Management course.

- Gain exposure to the business community
- Practice networking skills and begin developing a network
- Learn and talk about specific career paths that interest the student
- Learn and talk about work - life balance
- Discuss what attributes and experiences companies are truly looking for in potential candidates

The mission of the Neeley Fellows Mentor Program is to foster an exchange of professional ideas and expertise among students and professionals. This program matches students with Neeley Fellows Alumni for guidance and support, while offering the mentor an opportunity to strengthen ties to the Neeley Fellows and to the Neeley School of Business.

Students are expected to actively explore value-added benefit during the meeting with their assigned mentor. Student participation in the Neeley Fellows Mentoring Program is defined as follows:

- To initiate the scheduling of meetings with your Mentor and to formulate an agenda
- To practice building and developing networking skills
- To meet with or be in contact with your Mentor at least three times during the fall semester

*Please note that the point of the program is not to find a job through your mentor, but to learn more about a particular industry, potential future career path, start to build a network and to practice networking.*

### Strategic Volunteering

Neeley Fellows Statement of Cause: *“We strive to serve our local and global communities in collaboration with non-profit organizations by applying business knowledge and leadership skills.”*

Neeley Fellows use their business skills to help causes and nonprofits. This is called strategic volunteering. As such,

1. Strategic volunteering provides students with a substantial project, through which they can gain hands-on, real-world experience, in a professional setting through a process that will be rewarding to them as well as beneficial to the community.
2. Strategic volunteering educates students to the value of and art of collaboration among organizations in order to reach common goals.
3. Strategic volunteering promotes social responsibility and develops a sense of stewardship among students through a partnership with a community agency.

Starting with the class of 2015, the experience moved to the Sophomore year. During the fall of the sophomore year, Neeley Fellows will have several opportunities to begin to develop their strategic volunteering skill set. These will be announced on an ongoing basis and Sophomores must complete 10 volunteer hours over the entire year. Fellows have developed several projects including M.A.K.E. and partnerships with various nonprofit organizations in the community.

During the junior year, the lab content will center on the role of business in the community. Part of this will include membership and participation in *Net Impact* <https://netimpact.org/>. *Net Impact* is a leading nonprofit that empowers a new generation to drive social and environmental change. Lab content will include social entrepreneurship, social enterprise, corporate social responsibility, impact investing, conscious capitalism and other topics of interest. The junior year will also include a community related project.

### Professional Organization Membership

Each semester, Sophomore and Junior Fellows are encouraged to be active members in good standing of an organization or program on campus. The organization should have a focus on either business or leadership. Membership may be satisfied in a variety of ways:

- 1) By joining one of the Neeley School student organizations and attending regular meetings of that organization. A full list of Neeley clubs and organizations can be found at [http://www.neeley.tcu.edu/Academics/BBA/Neeley\\_Clubs.aspx](http://www.neeley.tcu.edu/Academics/BBA/Neeley_Clubs.aspx)
- 2) Through membership in one of the University leadership organizations/programs, such as:
  - a. Frog Aides
  - b. Chancellor's Leadership Program
  - c. Student Government Association (House of Representatives, Programming Council, SGA office)
  - d. CONNECTIONS mentor
  - e. Leadership for Life
  - f. Frog Camp
  - g. Orientation Student Advisor
- 3) Through membership in one of the community leadership organizations, such as:
  - a. Student Foundation
  - b. TCU Ambassadors
  - c. Alpha Pi Omega Service Fraternity
  - d. Resident Assistant
- 4) By being an officer in one of the community service organizations, such as:
  - a. LEAPS
  - b. LEADER Kids



## NEELEY PREMIUM CREDENTIALS

**Neeley Premium Credentials™** is a three-tiered credentialing program available to undergraduate students at the Neeley School of Business. The program goal is to provide Neeley students with the critical skills identified by employers as necessary to succeed in today's business environment. Neeley Premium Credentials™ provides students with targeted development designed to add extensive value in their personal and professional pursuits both before and after graduation. The tiered approach guides students throughout their three years in the Neeley School and facilitates a successful transition from college to career.

The three tiers of Neeley Premium Credentials™ are:

### **CORE**

*This tier is focused on self-awareness and is completed by all incoming Neeley business students.*

#### ACTIVITIES:

- 1) Students complete CareerLeader®, a career assessment specifically designed for business students and helps students identify potential careers that align with their skills and internal motivations
- 2) Students take the Strength Deployment Indicator® (SDI), a relationship awareness tool which provides students with a deeper understanding of motivations that drive behavior within themselves and others.
- 3) Students attend a designated speaker event and workshop designed to be of value during the sophomore year.

### **DISCOVERY**

*This tier is focused on a deeper discovery of strengths and weaknesses, developing a personal action plan and securing an internship.*

#### ACTIVITIES:

- 1) Students will develop a personal development plan based on what strengths and weaknesses they possess and how those strengths and weaknesses align with their career goals. This plan, along with actions to take, will be reviewed with a business or career coach.
- 2) Students will complete a minimum of two informational interviews with business professionals from the career field the student is considering.

- 3) Students will identify a job posting they would like to apply for and complete a targeted mock interview with a business coach which will be recorded and reviewed during the session.
- 4) Students will complete an internship related to their major. An alternative will be provided for International students unable to obtain a qualifying internship.
- 5) Students will maintain involvement on campus by attending one speaker event and one workshop of their choosing.

### **FOCUS**

*This tier is focused on applying professional skills and transitioning from college to career.*

### **ACTIVITIES:**

- 1) Students will complete a peer feedback process providing input on how others perceive them in group and professional settings – this feedback may come from peers, an internship or both.
- 2) Students will identify an external business mentor.
- 3) Students will attend a workshop on transitioning from college to work.
- 4) Students will identify a final activity to obtain the credential. Individual activities could include:
  - a) Participating in an academic competition
  - b) Attending training to become a business coach and then provide presentation coaching to sophomore groups or co-facilitate a workshop for the Core tier of the credentialing program
  - c) Holding a leadership position in a student organization

A team of participants may also elect to work on a project on campus or in the community where their business knowledge would add value.

**Neeley Fellows receive the designation of Neeley Premium Credentials through the participation and completion of the Neeley Fellows program.**

### **Neeley Premium Credentials™**

*A professional accountability program which provides students with targeted development through personal coaching, professional workshops, and reliable assessments. Students become certified business professionals upon completing the credential and have the backing of the Neeley School of Business indicating they meet the highest standards of professionalism established by the Neeley School.*

## STUDENT ORGANIZATION

### Objectives

In the Spring of 2007, 10 Neeley Fellows came together to form the **Neeley Fellows Student Organization** (NFSO) with the intention of *“helping Neeley Fellows achieve their full potential in the Neeley Fellows program by creating a vibrant community of committed students, faculty members, alumni, parents, corporate partners, and non-profit organizations, while accelerating Neeley School’s connection with the greater business community.”*

The goals of NFSO are to:

- 1) represent and promote the students of Neeley Fellows with the highest degree of personal integrity and professional ethics
- 2) develop relationships within the business community
- 3) help students become the best qualified for employment after graduation
- 4) create situations in which members of the organization can build lifetime friendships through social interaction
- 5) serve as a liaison to faculty, administration, university officers, and other student organizations

The purpose of student governance in the Neeley Fellows program is to give the Neeley Fellows an opportunity to lead activities, initiate events, provide a student direction for the program as well as provide the students with a vehicle to address feedback regarding the program.

According to the constitution, the Neeley Fellows Student Organization officers are elected by their peers each year at the end of the fall semester.

The NFSO activities in a typical academic year include:

- coordination of Fellows Families
- opening reception for the new class of Neeley Fellows
- corporate site visits to local businesses
- social events, including alumni events and end of semester dinners
- annual Neeley Fellows t-shirt design
- production of promotional materials about Neeley Fellows
- delivery of marketing presentations to first year students about the program
- maintenance of an interactive website at Orgsync.com
- officer elections
- service learning

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**NEELEY FELLOWS FACULTY AND STAFF**

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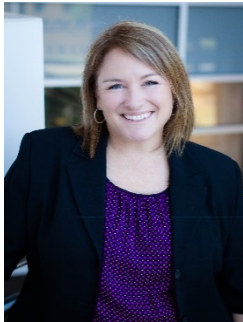
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## NEELEY FELLOWS – OVERVIEW OF ACTIVITIES

### Neeley Fellows Curriculum

Neeley Fellows complete experientially enhanced courses that carry Honors designation and are taught in a smaller class format.

#### Sophomore Year

- Foundations of Business (*non-honors course*)
- Fundamentals of Accounting
- Legal Environment of Business
- Marketing Management

#### Junior Year

- Financial Management
- Organization Management
- Ethical Decision Making
- Thesis Research Methods (1 credit)
- International Business Study Abroad (includes Maymester travel, recommended)

#### Senior Year

- Strategic Management
- Senior Honors Thesis Research (3 credits)

### Neeley Fellows Co-Curricular Activities

The co-curricular activities will vary from year-to-year, but will be an integral part of the Neeley Fellows program. The following is a list of programs and events that will enhance the student's knowledge of business, increase self-awareness & camaraderie among the program participants.

- A. Opening reception
- B. New York trip (recommended, program fee)
- C. Cross cohort travel opportunity (recommended, program fee)
- D. Professional development program
- E. Career management program
- F. Transformational Development Plan
- G. Lunch and Learns
- H. Speaker events and business tours
- I. Tandy Executive Speaker Series
- J. Service learning / Net Impact
- K. Fellows Alumni Events
- L. International Trip (recommended, program fee)

- M. Internship opportunities (recommended)
- N. Mentoring Program
- O. Graduation ceremony

**STUDENT CONTRACT – CLASS OF 2018**

In order to be admitted into and maintain membership in Neeley Fellows, I agree to do the following:

- A. Remain in good standing with the university.
- B. Satisfy all the requirements necessary to be formally accepted into the Neeley School of Business by the designated deadline.
- C. Enroll each semester as a full-time student and complete 24 credit-hours of graded work during Sophomore and Junior years. Full-time status must be maintained in fall of Senior year.
- D. Conform to the TCU Code of Conduct - especially in the area of academic honesty.
- E. Conduct himself/herself in a professional, honorable and ethical way in all classes, at all events, in all interactions with the university staff, and online while representing the Neeley School or TCU. Any activity that reflects negatively on the Fellows Program or the university may result in a disciplinary action which may include dismissal from the program.
- F. Maintain a 3.5 cumulative GPA. Students may drop below the minimum cumulative GPA for no more than one semester. Students with a cumulative GPA below 3.5 during more than one semester will be dismissed from the program. Students with more than two "C's" in any classes or grades lower than a "C" may be dismissed from the program at the discretion of the Program Director. Neeley Fellows classes cannot be repeated to change a grade. The John V. Roach Honors College requires a grade of "C" or higher for all lower-division Honors classes to count toward Honors and a grade of "B" or higher for all upper-division Honors classes to count toward Honors.
- G. Regularly attend and complete all offered Neeley Fellows courses (International Management is optional, but highly recommended). Excessive class absences will lead to disciplinary action, up to dismissal from the program.
- H. Participate in all required extracurricular activities each semester. Absences will be allowed only in case of a university excuse or a family emergency. Please ensure that the proper parties are notified. Work is not an excuse for missing Neeley Fellows Labs or program activities.
- I. Fellows missing any of the required Professional Development activities will be put either on warning or on probation, depending on the number of missed activities. A warning or probation will require students to finish satisfying the semester's Professional Development requirements in addition to the consecutive semester's Professional Development requirements by the time arranged with the Program Director, but no later than in the consecutive semester. Only two warnings or one Professional Development probationary status will be allowed during the course of the program. Lack of progress on the Transformation Development Plan in any semester will lead to dismissal from the program.
- K. Meet with the Neeley Fellows Director at least once each semester to track progress in the program and develop individually-tailored professional development plans. Appointments should be scheduled during the time frame provided each semester.
- L. Honor all commitments within Neeley Fellows.

Removal from Neeley Fellows will occur if the student does not complete all of the requirements of the program at the end of any year, falls below the 3.5 cumulative GPA for more than one semester, earns more than two "C's" in any of the classes, or grades lower than "C's," or for conduct unbecoming to a Neeley Fellow. Once removed from the program, the student may not rejoin the program at a later time. In case of dismissal from the program, a student can file an appeal with the Associate Dean. All appeals must be made in writing within four days of receiving a formal letter of dismissal. A clear, well documented argument must be made for reconsideration of dismissal. The decision made by the Associate Dean is final.

**NEELEY FELLOWS**

*"Translating Knowledge into Action"*

By signing this document I understand that I am accepting admission into a rigorous business honors program. In addition, I understand I am expected to be fully engaged in all aspects of the program and acknowledge that I will be held accountable for my actions, attitude and performance.

NAME: \_\_\_\_\_

DATE OF BIRTH\*: \_\_\_\_\_

CELL PHONE#: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

Please read the contract, complete this page and return it by Friday, June 19, 2015 to:

Neeley Fellows Program  
Box 298530  
Fort Worth, TX 76129

Or email scanned image to  
[m.e.mckinney@tcu.edu](mailto:m.e.mckinney@tcu.edu)

If you have any questions, please contact Megan McKinney:  
(817) 257-6920 or [m.e.mckinney@tcu.edu](mailto:m.e.mckinney@tcu.edu).

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**RELEASE FORMS**

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**INFORMED CONSENT AND ASSUMPTION OF RISK**

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Texas Christian University is a non-profit educational institution. References to Texas Christian University include "TCU", its trustees, officers, officials, employees, volunteers, students, agents, and assigns.

- I (print your name) \_\_\_\_\_ understand I am to participate in the \_\_\_\_\_ (henceforth referred to as the Program).
- I fully understand and appreciate the dangers, hazards and risks inherent in participating in the Program, in the transportation to and from the Program, and in any independent research or activities I undertake as an adjunct to the Program.
- I agree that participating in any activity is an acceptance of some risk of injury and/or loss or damage of property. I agree that my safety is primarily dependent upon my taking proper care of myself. I understand that it is my responsibility to know what I will need for the Program and to provide what I will need. I agree to make sure that I know how to safely participate in any activities, and I agree to observe any rules and practices, which may be employed to minimize the risk of injury. I agree to stop and seek assistance if I do not believe I can safely continue any activity. I will not wear or use or do anything that would pose a hazard to myself, or others, including using or ingesting any substance which could pose a hazard to myself or others. I agree that if I do not act in accordance with this agreement, I may not be permitted to continue to participate in the Program.

In consideration of my participation in this Program, I agree as follows:

**SPECIFIC HAZARDS OF TRAVEL OR PROGRAM:** Despite precautions, accidents and injuries can occur. I understand that traveling, doing fieldwork or being in a large city may be potentially dangerous and that I may be injured and/or lose or damage personal property as a result of participation in the Program. Therefore, I ASSUME ALL RISKS RELATED TO THE ACTIVITIES including, but not limited to:

- Death, injury or illness from accidents of any nature whatsoever, including, but not limited to, bodily injury of any nature, whether severe or not, which may occur as a result of participating in an activity or contact with physical surroundings or other persons; arising from travel by car, bus or any other means; death injury or illness including food poisoning arising from the provision of food or beverage by restaurants or other service providers.
- Theft, loss or damage of my personal property while in transit or participating in the Program.
- Natural disaster or other disturbances, and alteration or cancellation of the Program due to such causes.
- Most trips to hospitals, schools and community service centers require travel through or parking in high crime areas. Please review the attached safety guidelines.
- Listed below are specific dangers endemic in this Program's area of travel or endemic to the Program.

**INSTITUTIONAL ARRANGEMENTS:** I understand that TCU is not an agent of, and has no responsibility for, any third party which may provide any services including food, lodging, travel, or other goods or services associated with the Program. I understand that TCU may provide these services only as a convenience to participants and that accordingly, TCU accepts no responsibility, in whole or in part, for delays, loss, damage or injury to persons or property whatsoever, caused to me or others prior to departure, while traveling or while staying in designated lodging. I further understand that TCU is not responsible for matters that are beyond its control. I acknowledge that TCU reserves the right to cancel the trip without penalty or to make any modifications to the itinerary and/or academic program as deemed necessary by TCU.

INDEPENDENT ACTIVITY: I understand that TCU is not responsible for any loss or damage I may suffer when I am traveling independently or I am otherwise separated or absent from any TCU activity. In addition, I understand that any travel that I do independently on my own before or after the TCU sponsored Program is entirely at my own expense and risk.

HEALTH AND SAFETY: I have been advised to consult with a medical doctor with regard to my personal medical needs. I state that there are no health-related reasons or problems that preclude or restrict my participation in this Program. I have obtained the required immunizations, if any. I recognize that TCU is not obligated to attend to any of my medical or medication needs, and I assume all risk and responsibility. I agree to pay all expenses relating thereto.

TCU RULES, REGULATIONS AND POLICIES: I agree to obey and comply at all times with all of the rules, regulations, codes and policies of TCU while participating in the Program. I agree to notify my professor immediately of any injury or loss.

TRAVEL CHANGES: If I become separated from the Program group, fail to meet a departure airplane, bus, or train, or become sick or injured, I will, to a reasonable extent, and at my own expense seek out, contact, and reach the Program group at its next available destination.

SIGNATURE: I indicate that by my signature below that I have read the terms and conditions of participation and agree to abide by them. I have carefully read this Informed Consent and Assumption of Risk Form and acknowledge that I understand it. My signature below indicates that I have read and freely signed this agreement, which take effect as a sealed instrument.

IMPORTANT – READ ENTIRE AGREEMENT BEFORE SIGNING.

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Signature of Program Participant

---

Date

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## TCU PHOTOGRAPHIC RELEASE FORM

### PERMISSION TO USE IMAGE

For the time period from \_\_\_\_\_ until \_\_\_\_\_  
I, \_\_\_\_\_, give Texas Christian University, its employees, designees, agents, independent contractors, legal representatives, successors and assigns, and all persons or departments for whom or through whom it is acting, the absolute right and unrestricted permission to take, use and/or publish photographic images or pictures of me, whether still, single, multiple, or moving, or in which I may be included in whole or in part, in color or otherwise, made while I am a student at Texas Christian University through any form of media (print, digital, electronic or otherwise) at its campus or elsewhere, for art, advertising, recruitment, fund raising, publicity, archival or any other lawful purpose.

I waive any right that I may have to inspect and approve the finished product that may be used or the use to which it may be applied now and/or in the future, whether that use is known to me or unknown, and I waive any right to royalties or other compensation arising from or related to the use of the image or product.

I release and agree to hold harmless Texas Christian University, its board of trustees, officers, employees, faculty, agents, nominees, departments, and/or others for whom or by whom Texas Christian University is acting, of and from any liability by virtue of the taking of the pictures, in any processing tending towards the completion of the finished product, and/or any use whatsoever of such pictures or products, whether intentional or otherwise.

I certify that I am at least 18 years of age (or if under 18 years of age, that I am joined herein by my parent or legal guardian) and that this release is signed voluntarily, under no duress, and without expectation of compensation in any form (now or in the future).

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**NEW YORK CITY – TRAVEL INTENT FORM****SPRING BREAK IN NEW YORK CITY****Sunday, March 6 through Wednesday, March 9, 2016****Student Cost: \$400 + Airfare + Some Meals****(3 nights of accommodations, 2 dinners, all breakfasts, and subway passes are covered by the Neeley Fellows Program)**

*Students must submit this form to Megan McKinney (ROG 141) no later than October 5, 2015. Please make check payable to “Texas Christian University” or fill out a credit card slip in Dan Rogers 141.*

American Airlines is offering the most affordable roundtrip airfare at this time. Visit [www.priceline.com](http://www.priceline.com) & [www.orbitz.com](http://www.orbitz.com) for the best roundtrip deals!

*(Students must arrive in NYC by 1 p.m. on Sunday; Program begins at 3:30 p.m. on Sunday and ends at 3 p.m. on Wednesday)*

NAME: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



**STUDY ABROAD INTENT FORM - SPRING 2015****BUSI 30223 – International Business Study Abroad  
Spring 2015 + travel to Santiago, Chile during May mini-term****(Travel dates: Departing DFW Saturday, 5/9; Arriving DFW Sunday, 5/17/2015)****Student Cost: \$500 + airfare + some meals****(6 nights of accommodations with breakfasts, approx. 2 lunches and 3 dinners plus local transportation costs and sightseeing are covered by the Neeley Fellows program)*****Students must submit this form to Megan McKinney (Dan Rogers 141) no later than November 16, 2015.***

Please make check payable to "Texas Christian University" or fill out a credit card slip in Dan Rogers 141.

NAME: \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

### International Experience Scholarships – Neeley Fellows

The Scott and Alison Ward Endowed Student Fund for International Business Programs provides the Neeley School the opportunity to make available a limited number of scholarships to support undergraduate student participation in the International Programs.

**Scholarship amount:** Awards may vary according to need. All scholarship funds will apply toward the program fees. Scholarship funds will not apply to tuition.

**Selection:** Scholarship recipients will be based on the following:

- financial need
- career statement
- academic goals (what you hope to gain from an international study abroad program)

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#### Application

Your name: \_\_\_\_\_ Student ID Number \_\_\_\_\_

Major(s): \_\_\_\_\_

Have you participated in any other study abroad program? Yes \_\_\_\_\_ No \_\_\_\_\_

What program(s)? \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

**In approximately 250 words:**

**Financial Need:** Please explain briefly your financial situation scholarships you have received, and any other pertinent information.

**Career and Academic Goals:** Please attach a brief statement of how the International experience elective fits with your academic and career goals

**Return the application and attached statement no later than October 2, 2015 to:**

Megan McKinney  
Dan Rogers Hall 141  
Email: [m.e.mckinney@tcu.edu](mailto:m.e.mckinney@tcu.edu)

## SAFETY GUIDELINES

### Suggestions for Your Safety Off-Campus

#### Walking to and from your car...

- Have entry/ignition keys in hand before starting for your car so you're not trying to find them while you walk to the car or standing at the car door.
- Stay alert when crossing the parking lot and watch for suspicious persons.
- If you have a cell phone, have it within easy reach
- Even if your car was locked when you left it, check the interior prior to entry for uninvited guests.
- If a stranger approaches you, continue walking to your car, politely decline requests for money or information. Don't stop walking toward your car.
- If asked for help, offer to call the police or suggest they return to the business. **DO NOT** offer assistance yourself or allow a stranger to use your cell phone.
- If a situation seems suspicious, look for someone to help you or dial 9-1-1.

#### While driving...

- Follow established roadways. Use familiar streets, not back roads or "shortcuts".
- Make sure all doors are locked while driving.
- Put purses and/or other valuables out of sight, if possible, or cover item(s) with a towel.
- Stay alert at stop signs and traffic lights. If a stranger approaches your car at a traffic light, drive away.
- Don't leave your car's engine running while you're out of or away from the car.
- If your car breaks down or you have a flat, call for assistance from within your (locked) car and remain inside until help arrives.
- Don't travel to remote areas by yourself.
- Be sure you have plenty of gas before you start a trip.
- Plan your route. Get driving directions from the Internet if necessary.

#### If you should become involved in an accident:

- At night, drive (if possible) to a lighted area.
- If the occupants of the other car make you uncomfortable, call the police from within your (locked) car and remain inside until the police arrive.
- Jot down the description and license number of the other car while you wait for the police.



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**Director, Neeley Fellows**

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Blog: [www.neeleyfellows.com](http://www.neeleyfellows.com)



