

The Broad Scholar Program: Guidelines

Program Goals

- Develop a relationship with a Mentor in the Eli Broad College of Business.
- Gain experience with academic research and/or other scholarly activities.
- Advance the student's understanding of their major field.
- Promote the education and development of business leaders.

Recommendations

- Mentors should share their experiences to contribute to Scholar's personal and professional development.
- Discuss structured vs. unstructured work and workload expectations.

Unsatisfactory Performance

(taken in part from Student Employee Manual: <http://www.hr.msu.edu/HRsite/Documents/Students/Handbooks/StuEmpManual/>)

Broad Scholars who demonstrate either unsatisfactory work performance or unsatisfactory work attendance may be warned and given time to correct the problem, or be dismissed.

- Immediately contact the Program Coordinator in ANY event that a student is unable to fulfill his/her work commitment, or in the event of an extenuating circumstance (i.e. medical).
- *First* warning can be spoken (in person or via telephone) or in writing, and *second* warning will be in writing. An email message to the student's msu.edu account or notice in hard copy is sufficient as written correspondence.
- All warnings should be brought to the attention of the Program Coordinator. If the student's performance has not improved in a reasonable amount of time then they may be terminated from the BSP program.

What to Expect from your Mentor

- A clearly defined educational component to the research project.
- Establish a work schedule and clarify work expectations within the first week of the semester.
- An academic year commitment.
- Flexibility in any given week due to student examinations.
- Limited amount of clerical tasks.

What to Expect from your Broad Scholar/Professorial Assistant

- Initiate contact with assigned Mentor during the first two weeks of class.
- Adhere to the Professional Values and Standards of the Broad College Student Honor Code <http://www.bus.msu.edu/undergrad/honorcode.cfm>.
- Work an average of 10 hours/week (approximately 150 hours each semester).
- About 10 hours (of approximate 150 hours) is recommended each semester for BSP meetings and other events.
- In the event of illness or extenuating circumstance, contact your Mentor within 3 business days to discuss make up hours.
- If workload becomes a concern, student will first initiate discussion with Mentor and if necessary with Program Coordinator.

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