

## THE DR. JAMES E. CASWELL UNDERGRADUATE LEADERSHIP FELLOWS PROGRAM

### CREATING A LONG-LASTING AND IMPACTFUL LEADERSHIP LEGACY



Dr. James E. Caswell spent nearly five decades at Southern Methodist University as a student, administrator and teacher, during which time, generations of students benefited from, and were inspired by his presence, his leadership, and his faith. Trained as an educator and as an ordained Methodist minister, Dr. Caswell’s enduring legacy is his longstanding and unwavering commitment to the Methodist educational ideals of “preparing men and women to be humane persons, good citizens and productive members of their professions and of society.” Dr. Caswell believed that his ministry, both through his work at SMU and in the local Dallas religious and non-profit communities, was to help develop leaders who were reflective, authentic, and involved in improving their local communities, and who embodied the ideals of “leadership in service to others.”

As a tribute to Dr. Caswell, members of the university community and friends created the Dr. James E. Caswell Leadership Endowment with a vision to create a long-lasting and impactful legacy in his honor. To that end, and with the aforementioned principles in mind, the Dr. James E. Caswell Undergraduate Leadership Fellows Program was established.

#### Project Areas

The program will provide support for the leadership development of a select group of undergraduate students chosen annually through a competitive grant process. Recipients will receive up to \$2,500 each to develop an impactful leadership project in one of the following five areas:

**Educational Leadership:** Designing leadership initiatives which promote the application of learning outside a structured classroom environment

**Non-Profit Leadership:** Exploring the application of leadership within a social, cultural, or community-based organization

**Faith-Based Leadership:** Applying theologically influenced leadership principles in a real-world professional setting

**Sustainability Leadership:** Applying leadership principles to a project which promotes specific tenets of environmental responsibility

**International and Cross-Cultural Leadership:** Developing diplomacy skills and promoting democratic governance and equal opportunity principles at home and abroad in a leadership capacity

## **FELLOWSHIP INFORMATION**

The Caswell Undergraduate Leadership Fellows Program aims to provide the students with a unique and well-rounded opportunity to develop individual leadership competencies. Students selected for the Caswell Leadership Fellows Program will engage the following resources to support their project goals and personal leadership goals:

### **Project Funding**

Recipients will receive up to \$2,500 each to develop an impactful leadership project.

### **Project Support**

Fellows will receive support to complete their project through established program meetings with the Caswell Steering Committee, SMU Staff, and other Fellows.

### **Mentorship**

Fellows will be mentored by an SMU faculty or staff member, or a community leader, who can provide support for the project development and personal leadership development.

### **Personal Leadership Development**

The Community Engagement & Leadership Center will provide support for the Fellows' personal leadership development through individualized meetings with staff and support for project completion. Students will receive a copy of the Student Leadership Challenge to learn about The Five Practices of Exemplary Leadership.

### **Leadership Assessment Tools**

Fellows will participate in the Student Leadership Practices Inventory, a 360° leadership assessment tool designed specifically for students to measure their leadership competencies. This will form the basis for a personalized leadership development profile. Additional assessments are also available through the Community Engagement & Leadership Center.

### **LeaderShape Institute**

Fellows will participate in The National LeaderShape Institute the summer after selection for the Fellowship program to kick-start the project and leadership development action plan to support the assessment and the project.

### **Leadership Networking & Shadowing**

Students will have the opportunity to shadow a leader in Dallas through a one-day externship related to the project.

### **Recognition for Accomplishments**

Fellows will be recognized for the project selection and accomplishments during the Annual Awards Extravaganza.

## **FELLOWS REQUIREMENTS/EXPECTATIONS**

Caswell Undergraduate Leadership Fellows are expected to:

- Be an undergraduate student at SMU throughout the duration of the project
- Complete the proposed project between time of selection and April of the following year (approximately one year)
- Participate in program orientation to be scheduled during the spring semester after selection
- Integrate self-knowledge from provided leadership assessments and LeaderShape experience to create a personal leadership development profile
- Attend and present at two Caswell Endowment Steering Committee Meetings
- Attend the National LeaderShape Institute during the summer after selection
- Attend any applicable fundraising related activities for the Caswell Endowment
- Participate in the Crain All-University Leadership Conference during the spring semester
- Remain within the approved project budget and follow provided budget guidelines
- Meet with Community Engagement & Leadership Center staff monthly to report on the progress of the Caswell project
- Participate in the interview process for future Caswell Leadership Fellows

## **IMPORTANT DATES & EVENTS**

- January 31, 2014 – Deadline to submit application by 5:00pm
- February 7-9, 2014 – Crain All-University Leadership Conference
- February 20-21, 2014 – Caswell Fellows Interviews
- April 14, 2014 – Caswell Endowment Steering Committee Meeting, 5:30-7:00pm
- April 2015 – Completed Projects Due

## FELLOWSHIP APPLICATION

To apply for The James E. Caswell Fellowship, please complete the following application and attach the appropriate supporting documentation. Full completion of Sections 1, 2, & 3 are required by deadline for consideration.

### SECTION ONE: Background Information

Name: \_\_\_\_\_ SMU ID: \_\_\_\_\_

Current SMU Mailing Address: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

SMU Email: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

Class Standing: FR    SO    JR    SR                      Anticipated Graduation Date: \_\_\_\_\_

School's Name (Dedman, Cox, Meadows, Lyle, etc.): \_\_\_\_\_

Major & Minor: \_\_\_\_\_

Major GPA: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Project Category: Please identify your program area(s) of interest by checking the options below that best describe your project:

- Educational Leadership     Non-Profit Leadership     Sustainability Leadership  
 Faith-Based Leadership     International Leadership

Project Title:

Project Statement:

Project Purpose:

### SECTION TWO: Project Proposal

Please attach a project proposal which describes the concept you have for your Caswell Leadership Fellows experience, and describe the leadership activities you propose to carry it out. Include the following basic information:

- a. Executive Summary – Briefly describe your project idea in general – who will your work impact and what will be your end goal?
- b. Project Timeline – a general overview of the time frame for your project; what will you accomplish over the summer, fall, and spring semesters?
- c. Methodology – how will you accomplish what you propose?
- d. Final Product – what will be the final outcome of the project? How will you measure your success?
- e. Personal Leadership Development – how have your past experiences contributed to your project interest? How will the project enhance your personal leadership capabilities and educational experience/studies at SMU? How will the project support your long-term academic and career interests?
- f. Project Budget – complete and attach the project funding request form.

### **SECTION THREE: Supplemental Information**

1. Please list any leadership positions you have held, including your out of class activities since coming to SMU.
2. Please attach three letters of recommendation from references who can attest to your academic success, your prior leadership experiences, your professional goals and the reasons for your interest in The Caswell Endowment. The Caswell Endowment Selection Committee will review all letters of recommendation. (At least one letter of recommendation must be written by an SMU faculty member or an SMU staff member. Other references might include a professional from off-campus, such as a workplace supervisor, a community leader, a mentor, etc.)
3. Please provide the name, title, place of employment and email address of the person(s) who will act as your mentor for the duration of this project. (The mentor could be a leader from the community or an SMU faculty, administrator or staff member.) Indicate if your mentor has been contacted and if he/she has agreed to act in that capacity? If you do not yet have a mentor and would like one provided for you through this Fellowship, please explain.
4. Please attach a copy of your (unofficial) SMU transcript.
5. Please list any other current or pending scholarship, fellowship, or grant activities.
6. Please be sure to copy/scan ALL application materials and email them in a PDF format (preferably in one email) to [showeth@smu.edu](mailto:showeth@smu.edu). You will receive a confirmation of receipt in return.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Stephanie Howeth**  
**Director, Community Engagement & Leadership Center**  
**[showeth@smu.edu](mailto:showeth@smu.edu)**