

# Caswell Leadership Program

## Application Guide

This document is intended to provide you the details needed to develop your Caswell Leadership Program proposal and application. The information below is taken directly from the application through Orgs@SMU. This document is not intended to serve as the application. Applications will only be accepted electronically through the form.

For questions, please contact Casey Africano at [cafricano@smu.edu](mailto:cafricano@smu.edu).

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## About the Caswell Leadership Program

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**Do you have an idea that would enhance the leadership in your student organization? Maybe a project or a cause that you care deeply about? Have you noticed a need in the community and have an idea to address it?**

The Caswell Endowment for Leadership Development and Training aims to provide unique opportunities for students to acquire the experience and knowledge to succeed in life, but also to inspire and lead others to success. Through this program, we aim to provide students with the resources and support necessary to create a successful and sustainable leadership project.

Projects are encouraged to fall under one of the following five categories, however other project areas *may* be considered:

- **Educational Leadership:** designing leadership initiatives which promote learning and development for individuals or groups outside a structured classroom environment
- **Community-Based 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
- **Culturally Competent Leadership:** developing diplomacy skills and promoting democratic governance and equal opportunities principles at home and abroad in a leadership capacity

### Application Process & Timeline

Project applications will be reviewed and selected during the spring 2017 semester. Projects that are selected by the committee may start immediately upon selection and must be completed by the end of spring 2018.

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## Program Information

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The Caswell Leadership Program is about more than just the project. Through this program we aim to provide students with a unique and well-rounded opportunity to develop individual leadership competencies. Students selected for the Caswell Leadership Program have the unique opportunity to engage with the following resources to support their project and personal leadership goals:

### **Project Funding**

Recipients will receive up to \$2,500 to execute their proposed project.

### **Project Support**

Participants will receive support to complete their project through established program meetings with the Caswell Steering Committee, SMU Staff, and other Fellows. Project participants may have the opportunity to meet with various Caswell Board members, including many prestigious alumni.

### **Mentorship**

Participants 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 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**

Participants have the opportunity to 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**

Participants have the opportunity to participate in The National LeaderShape Institute the summer after selection to kick-start the project and leadership development action plan to support the assessment and the project.

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## Program Requirements and Opportunities

### Caswell Leadership Program participants are expected to:

- Be an undergraduate student at SMU throughout the duration of the project
- Complete the proposed project between time of selection and the end of April of the following year (approximately a one year time frame)
- Remain within the approved project budget and follow provided budget guidelines
- Be in compliance with all University policies and procedures
- Participate in program orientation to be scheduled following the selection process
- Identify a project mentor who can provide support throughout the duration of the project
- Present a project progress report in October and a wrap-up report at the conclusion of the project

### Caswell Leadership Program participants may have the opportunity to:

- Meet with and present your project to Caswell Advisory and Steering Committee members, including various alumni and Board of Trustee members
- Participate in the LeaderShape Institute to develop a blueprint for success in leadership
- Participate in a leadership assessment designed to provide feedback on specific leadership competencies

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Please check here if you have read, understand, and agree to full participation in all aspects of the Caswell Leadership Program if selected.

☐ Yes, I agree

☐ No, I do not

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## Program Proposal Begins

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To apply for the Caswell Leadership Program, please complete the application on the following pages and attach the appropriate supporting documentation. Full completion of Sections 1 & 2 are required by the deadline for consideration.

- Section 1 - Project Leader(s) Background Information
- Section 2 - Project Proposal

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You will have space to provide background information on up to three project leaders, if needed.

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## Project Leader 1 Background Information

\* Project Leader 1 Name:

\* SMU ID:

\* SMU Email:

\* Cell Phone Number:

\* Current Class Standing:

- ☐ FY
- ☐ SO
- ☐ JR
- ☐ SR

\* Anticipated Graduation Date (Ex: May 2017)

\* Major & Minor:

\* Cumulative GPA:

\* Are you planning to study abroad during the 2017-2018 academic year?

- ☐ Yes
- ☐ No

\* Do you have additional project collaborators?

- ☐ Yes
- ☐ No

### Project Leader 2 Background Information

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\* Project Leader 2 Name:

\* SMU ID:

\* SMU Email:

\* Cell Phone Number:

\* Current Class Standing:

- ☐ FY  
☐ SO  
☐ JR  
☐ SR

\* Anticipated Graduation Date (Ex: May 2017)

\* Major:

\* Minor:

\* Cumulative GPA:

\* Are you planning to study abroad during the 2016-2017 academic year?

- ☐ Yes  
☐ No

\* Do you have additional project collaborators?

- ☐ Yes  
☐ No

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### Project Leader 3 Background Info

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\* Project Leader 3 Name:

\* SMU ID:

\* SMU Email:

\* Cell Phone Number:

\* Current Class Standing:

- ☐ FY  
☐ SO  
☐ JR  
☐ SR

\* Anticipated Graduation Date (Ex: May 2017):

\* Major:

\* Minor:

\* Cumulative GPA:

\* Are you planning to study abroad during the 2016-2017 academic year?

- ☐ Yes  
☐ No

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## Section Two: Project Background & Proposal

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**\* Project Title:**

(please give your project a title that is as succinct as possible)

**\* Project Statement:**

(Please develop a one to two sentence summary that indicates what you'll accomplish during your project.)

**\* Project Purpose:**

(Why is there a need for this project and what are the anticipated outcomes?)

**\* What organization(s) or individuals will most benefit from this project?**

**\* Project Category:**

(Please identify your project area(s) of interest by checking the option(s) below that best describe your project.)

- ☐ Community-Based Leadership
- ☐ Culturally Competent Leadership
- ☐ Educational Leadership
- ☐ Faith-Based Leadership
- ☐ Sustainability Leadership
- ☐ Other (please describe)

**\* Is this project currently supported by any additional financial resources, fellowships, grants, etc.?**

☐ Yes

(please list)

☐ No

\* Have you applied for or are you considering applying for additional resources to support the completion of this project?

☐ Yes

(please describe)

☐ No

\* Project Mentor Name:

Please identify a project mentor. This could be a faculty or staff member with subject matter expertise for your proposed project, your student organization advisor, etc. We will reach out to this individual about your proposed project, so please ensure that you have discussed this role with your mentor prior to submitting their name in your application.

\* Project Mentor Title / Organization:

\* Project Mentor Email Address:

#### Project Proposal Attachment

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

1. Executive Summary – Briefly describe your project idea in general – who will your work impact and what will be your end goal?
2. Project Timeline – a general overview of the time frame for your project; what will you accomplish over the summer, fall, and spring semesters?
3. Methodology – how will you accomplish what you propose?
4. Final Product – what will be the final outcome of the project? How will you measure your success?
5. 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?
6. Project Budget – please outline your proposed project budget

\* Project Proposal Attachment:

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#### Letter of Support

Please upload a letter of support for your project. It is highly encouraged that this letter comes from your project mentor, beneficiary organization, student organization advisor, or other individual or organization related to your project purpose.

#### \* Letter of Support:

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## Review Submission

If you have reviewed and completed the necessary steps below, please submit your Form for approval. To visit sections you have not reviewed or completed, please click on the step immediately preceding where you left off in order to continue through the remainder of the Form.

Submission

[PRINT](#)

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In Progress

### Caswell Leadership Program Application

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Be sure to click SUBMIT!