

Dr. Emmelhainz
Department of English, CNU
McMurrin 225
1000 University Place
Newport News, VA 23606

December 2, 2014

Dear Dr. Emmelhainz,

Attached you will find my proposal for the installment of Executive Mentorship Programs in all of the Academic Departments apart of Christopher Newport University. This proposal was written as a part of a current assignment for English 353.

The intention of this proposal is to convince all academic departments of Christopher Newport University to establish an Executive Mentorship Program. We need the approval from Paul Tribble, the Dean of Students, and the Head of each academic department here at Christopher Newport University. Currently only the Luter School of Business offers this program to their students. However, business students are not the only students that would benefit from this program. This program could benefit all students at Christopher Newport University by giving them an opportunity to gain additional insight from a mentor that can help them in their desired field of profession. Christopher Newport is a school that offers an exceptional education to its students, but there are some things that simply cannot be taught in the classroom. This would be a great additional educational experience to offer to students.

I hope with this proposal, I can gain your support for the creation of the Executive Mentorship Program within all academic departments of Christopher Newport, including your own. It is my wish that with your support, we can together push this plan ahead to the head of your department and in hand gain her support as well. I hope you find my proposal enlightening and compelling. Please feel free to contact me with any questions, comments, or concerns. I look forward to receiving your response.

Sincerely,

Danielle Hynson
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Executive Mentorship for All Academic Departments

Submitted by: Danielle Hynson

Submitted to: Dr. Emmelhainz

December 4, 2014

Abstract

The project I am proposing to get approval of is an Executive Mentorship program. This Executive Mentorship program would be offered to every academic department within Christopher Newport University. This program would be an opportunity for all students upon acceptance to enhance their leadership skills and gain business exposure and advice through interaction with professionals and community leaders in their related field of study. The Mentors for students in this program will volunteer their time to work one-on-one with Christopher Newport students to cultivate a rewarding and educational experience. This would be a wonderful way for students to get career insight and guidance, along with great contacts that otherwise, a student would not be able to obtain in a classroom. This program is already offered to the Luter School of Business students, but if students are not majoring in business and in the Luter School, they cannot apply to be in this. This program is a great opportunity that would not benefit only business students, but all students. Therefore I propose that this be open for all students at Christopher Newport University so that they can have access to all the benefits that the business students are allowed. I anticipate that once this program is proposed to the head of each Academic Department that there will be support for its creation because it already is being used in the business department and therefore already has other staffs support. The following proposal will contain a description, background information, plan and schedule, my personal qualifications, anticipated involvement, budget and sources.

Proposed Project

The proposed project will be to develop an Executive Mentorship Program for all academic departments apart of CNU. This Mentorship program will be developed based on the current Mentorship Program that the Luter School of Business offers to the business students. The Executive Mentorship Program will offer students the opportunity to enhance their leadership skills and gain exposure and advice through interaction with professionals and community leaders of a similar profession of their area of interest. The successful professionals and community leaders will volunteer their time to work one-on-one with CNU students to cultivate a rewarding and educational experience. The mentors would share their insights and experiences, provide career guidance regarding expectations, networking and leadership skills, and community/social responsibility, and aid students in making contacts within the business community of their interest. This program is currently offered only to students within the Luter School of Business but would be beneficial for other students in different Academic Departments. The plan would be for each department to have this Mentorship Program available to students to apply for. Students selected for this program would be expected to contact their

mentors to schedule meetings. Students must arrive punctually and be prepared for all meetings. As this being a courteous act of the Mentor for volunteering his time, all students are expected to behave in a courteous and professional manner and to maintain the CNU Honor Code Executive Mentorship Program, 2014). Before initial contact with mentors, students must attend an orientation to go over guidelines, expectations and for a meet and greet. The program would run from January to December. There would be meetings between the student and mentor at a minimum of three times per semester, but one can be scheduled at the discretion of the mentor. This would cover the spring term and fall term of a student's senior year. The selection and matching process would be based on the student's letter of interest, a resume, references, mentor interests and background. The number of students selected to participate would be limited to the availability of mentors participating in the program (Executive Mentorship Program, 2014).

Literature Review

The Executive Mentorship is a great experience that is offered to business students at CNU. It is an opportunity given to students so that they can gain additional real world insight into the professional world that they would not see in the class room atmosphere. This is already established for business students. The problem is that this program is only offered to students in the Luter School of Business, and there are many other academic departments that do not offer this to their students. This program benefits business students greatly, and other students deserve to have the same opportunity offered to them as well because they would also benefit greatly from it. This is why it will be proposed to offer The Executive Mentorship Program in all academic departments. The Executive Mentorship Program has been offered by the Luter School for several years and has many able and willing volunteers. Evidence of its success is shown through past mentorship student's surveys and the amount of internships that arise from the program. Along with that, the connections that are made through the mentorship that lead to employment will be regarded as evidence of its benefit. Christopher Newport University has an established relationship with William and Mary and strives to be on the same level as this school. William and Mary currently offer a program very similar to The Executive Mentorship Program. Theirs is called Executive Partners. Executive Partners though, is only offered to business students getting their MBA. William and Mary say that it is "one of the most important resources available to you" (Executive Partners, 2014). Virginia Tech also has a Career Mentorship program that is also only offered to MBA students. Virginia Tech and William & Mary are direct competition for Christopher Newport. Christopher Newport University is always trying to raise admission and I believe that offering The Executive Mentorship Program to students of all departments instead of only to business, would give Christopher Newport an edge over William and Mary and Virginia Tech. Christopher Newport is on the right path, having this program that other schools and then taking it a step above and offering it to not only MBA students. However it would be even better if they took another step and opened it up for all academic departments.

Research Plan and Schedule

It will be researched thoroughly to see the impacts that it has on students. It will look at the survey remarks from the previous Mentorship students and see if it proves a beneficial enough program to start it in other departments. Other schools on the same level as CNU such as William and Mary will be looked at to see if they have any comparable programs. If they do, it will be researched to see what is done in their programs and how it was implemented.

Contacting various business people in the community that are in professions relating to academic departments offered here will have to be contacted so that it can be shown that there would be a reasonable number of volunteers to suffice the program being developed and implemented.

Schedule of Plans



Qualifications of Researcher

As a student in the Luter School of Business, I have seen how necessary it is to be able to gain insight into the business world that I will have to enter into once I graduate. I myself have found my education here at Christopher Newport University to be excellent, but had felt at times that I could benefit from getting to meet with an actual business person to gain additional insight into the business world that I'd be entering into, that I maybe couldn't receive in a classroom. Because of this, I myself applied to the Executive Mentorship Program and was accepted. I have

seen firsthand the many benefits that come from being a part of this program. I feel that I have gained so much insight and knowledge from my mentor. I was so glad I could take part in this program. When I was speaking of this great experience with my roommate, who is a Psychology major, she mentioned that she wished she could be a part of this program. That was when I first started thinking how unfair it was that other department students did not have this opportunity. I believe taking part in this program makes me very qualified to help organize this program.

Anticipated Involvement

Anticipated Involvement includes Paul Tribble, Dean of Students, the Head of Every Academic Department, and the Volunteers to be Mentors. I really hope to gain the approval of all the professors to help set this program up and organize it. Professors help students gain as much knowledge as possible and I hope they will see how this program is something that can help benefit and reinforce the knowledge they have already taught the students. This is something that may also boost a professors standing in comparison to other professors in their department. As far as my possible volunteers taking part, I think this is a great way to show their community and social responsibility. It is important to serve the community and this would be a great easy way to do this. All they would have to do is offer a few hours of their time and their insight.

Budget

There is no anticipated budget for this program, as it is completely volunteered based. The only costs the program may incur would be the catering of the orientation, but those would be minimal.

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Bibliography

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