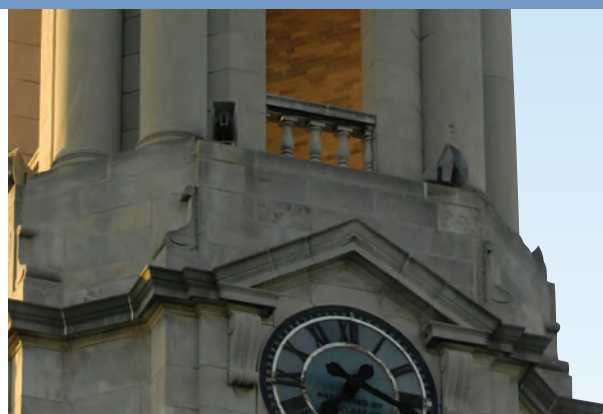


PENNSTATE



PRESIDENTIAL  
LEADERSHIP  
ACADEMY

*Student Handbook*



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*“No one can predict to what heights you can soar. Even you will not know until you spread your wings.”*

—UNKNOWN

## *From the Director...*

Let me congratulate you on your membership in the Presidential Leadership Academy! I am excited that you have chosen to join the Academy and to embark on this learning experience both inside and outside of the classroom.

This handbook is designed to inform you of what you can expect throughout your three years in the Presidential Leadership Academy. I encourage you to take advantage of all the opportunities provided to you during your time in the Academy. I also serve as a resource to support you in your journey at Penn State and in the Presidential Leadership Academy.

*Melina Doberstein*

MELISSA DOBERSTEIN

1 Leadership Academy  
mif3@psu.edu  
814-863-4589

AIM: MelissalF  
Twitter: PennStatePLA  
Blog: [personal.psu.edu/mif3/blogs](http://personal.psu.edu/mif3/blogs)

## MEET THE FOUNDERS

EDWARD R. HINTZ, JR. and HELEN S. HINTZ



**Ed Hintz** is president of Hintz Capital Management, Inc. He previously served as president for HHR Asset Management, LLC, a private money management firm specializing in investment management for individuals, which he founded in 1974. A 1959 graduate of the Smeal College with a B.S. in Finance, he was named an Alumni Fellow of the College in 1982 and a Distinguished Alumnus of the University in 1987. He was elected president of the Board of Trustees in 2001 after first serving on the board in 1994. He served as chairman of the Grand Destiny Campaign from 1996 to 2001.

**Helen Hintz**, a 1960 graduate of the College of Health and Human Development with a B.S. in Consumer Services, is an active community leader and a member of the Columbia Presbyterian Health Sciences Advisory Council. She was vice chair of the College of Health and Human Development Grand Destiny Campaign Committee, as well as chair of the campaign's Women in Philanthropy Committee.

## THE ACADEMY PROGRAM

# LEADERSHIP, THINKING, AND ACTION IN A GRAY WORLD

The world rarely operates at the extremes. Few issues, few decisions, and few of life's complexities are black or white.

It is the gray areas that dominate the decisions that are made in the workplace, in the home, in communities, and across borders. Good leaders understand the burdens and frustrations, as well as the potential and beauty, of gray.

Through the Presidential Leadership Academy at Penn State, select students will develop leadership fundamentals to thrive in an environment in which multiple dimensions of an issue are explored, diverse viewpoints are welcomed and heard, and a fully informed and respectful discourse ensues that leads to sound action. The curricular and extracurricular opportunities available through the Academy will further develop critical thinking skills necessary for leaders to implement decisions with sensitivity to the circumstances that led them there, and the ability to rethink decisions and even change course along the way, if that is in the best interests of employers, shareholders, clients, families, organizations, or communities.

### Outcomes

#### **Upon graduation and completion of the Presidential Leadership Academy, students will be able to:**

- Identify, evaluate, and construct inductive and deductive arguments
- Recognize and assess arguments in various forms of reasoning
- Distinguish the functions of language and its capacity to express and influence meaning
- Assess the value and credibility of sources
- Understand and evaluate the options, consequences, values, and risks in making decisions
- Understand the importance of social and behavioral characteristics such as attire, decorum, and personal character

**Upon completion of all Academy requirements, a certificate will be awarded at the senior ceremony and a notation will appear on the student's transcript.**

# GENERAL REQUIREMENTS

**Over a student's three-year enrollment in the Academy, the following are required:**

## Courses

- Completion of a three-credit honors course led by the Dean of the Schreyer Honors College during the sophomore year
- Completion of a two-credit honors introductory seminar led by the President of the University during the sophomore year
- Completion of an additional three-credit course during the junior or senior year that emphasizes critical thinking; qualifying courses will be identified from diverse disciplines across the University and approved by the Director of the Academy
- Completion of an honors course (401H) during the senior year that culminates in an e-Portfolio of the student's PLA experiences and demonstrates critical thinking, analysis, and decision making; this course will be led by the Dean of the Schreyer Honors College (3 credits)

Participation in lectures/programming offered by the Academy.

## Blogging

Students will blog weekly during their time in the Academy. A calendar will be given out each year that indicates whether students will be blogging or commenting during a particular week. Students will utilize sites@psu.edu for their blogging platform.

## Leadership excursions

Participation in at least three field experiences, trips planned annually by the Academy, which will give students a broader perspective on social and political issues. Note: Students must be in good standing in the Academy in order to participate in field experiences.

Sophomores are required to participate in the Gettysburg Leadership program and the field trip to Gettysburg.

## GPA minimum

- Students must have a GPA of 3.2 at time of application
- Students must earn a GPA of 3.0 each semester to remain in the Academy
- Participation in lectures, events, and activities sponsored by the Academy to address topical issues to enhance your Academy experience will be expected of Academy students.

## REQUIREMENT BREAKDOWN BY YEAR AT A GLANCE

### Sophomore Year

- Student mentoring program
- Honor 201
- Honor 301H
- Blogging
- Etiquette program
- Field trips

### Junior Year

- Blogging
- Field trips
- Mentoring
- Additional course in critical thinking within student's major

### Senior Year

- Blogging
- Mentoring
- Honor 401H
- Field trips
- Senior Ceremony



# MENTOR/MENTEE EXPECTATIONS

To encourage relationships and guidance in the Presidential Leadership Academy, sophomores will be matched with juniors. The match will be based on academic college and similar interests.

**We encourage these relationships throughout your time in the Academy. This experience can be used in your e-Portfolio.**

## Goals

- Discuss leadership perspectives.
- Mentors serve as friends and positive role models.
- Mentors will provide advice, guidance, and serve as a resource throughout the mentees first year in the PLA.
- Mentors will share knowledge and experiences.

The PLA office will provide a list of recommended activities that mentor and mentees are encouraged to use.

## Expectations

Mentors and mentees will meet once a month:

- It is recommended that mentors and mentees will meet two hours a month.
- Mentors and mentees are expected to work together to make this a positive experience.



**Students may request funding from the Academy to fund mentor and mentee activities.**



# PLA CAPSTONE EXPERIENCE

three-credit honors class

## ***e-Portfolio***

### **Overview**

In the senior year, students will take a three-credit honors course to assist them in preparation of their e-Portfolio.

Students will be scheduled for 2 credits in the fall and 1 credit in the spring. Students with conflicts or special scheduling needs should contact the PLA office for accommodations.

All students in the Presidential Leadership Academy are required to complete an e-Portfolio. This will be completed in your final semester in the PLA.

It is required that students utilize sites@psu.edu for their platform. No other platforms will be accepted.

The e-Portfolio incorporates not only blog posts written throughout your time in the PLA but also any additional relevant material from your Penn State career.

## Components of your e-Portfolio

- Blogs throughout your time in the PLA
- Internship, study abroad, extracurricular, leadership, service, and classroom experiences
- PLA field trip experiences
- List of coursework
- Published work and presentations
- Résumé
- Contact information

***Students who will graduate in less than four years (eight semesters) from the university will work with the PLA Director to complete Capstone requirements.***

***The PLA is a three-year (six semester) program. Students who remain at the university for more than eight semesters will complete the program at the end of their eighth semester.***

**Notation on transcript will be dependent on student's senior spring semester GPA and submission of e-Portfolio.**

# GRADE POINT AVERAGE POLICY FOR PRESIDENTIAL LEADERSHIP ACADEMY

- A. All students admitted to the Presidential Leadership Academy must attain both semester and cumulative grade point averages (GPAs) of at least a 3.00 while maintaining full-time enrollment (a minimum of 12 credits) in the fall and spring semesters to remain in good academic standing. We set this modest minimum to encourage exploration of courses and majors across the curriculum, as well as participation and leadership in co-curricular activities.
- B. Failure to attain a GPA of at least a **3.00** in one semester places a student in warning status for the following semester and removes them from good academic standing in the Academy.
- C. Members of the Academy in warning status must attain both a semester and cumulative GPA of at least a 3.00 at the end of their warning semester. Failure to do so will result in the dismissal of the student from the Presidential Leadership Academy.

## **Withdrawals and Dismissals**

Students may voluntarily withdraw from the Presidential Leadership Academy by notifying the Director in writing.

## **Students will be placed on academic warning:**

- if their grade point average drops below 3.00 and given one semester to bring their average up to the minimum 3.00
- if they miss two blogs in a semester
- if they are disciplined by the Office of Student Conduct

## **Students will be be dismissed from the Academy:**

- if they fail to bring their GPA up to 3.00 after one semester on warning
- if they miss three blogs in a single semester
- if they receive a disciplinary violation notation on their transcript

## **Appeal Process**

Under extraordinary circumstances, an appeal of dismissal can be sought by writing a letter to the Dean of the Schreyer Honors College explaining the circumstances.

# ACADEMIC INTEGRITY AND CONDUCT

## ***Academic Integrity***

Academic integrity is essential for remaining in the Presidential Leadership Academy. It is defined by the University Faculty Senate as:

*Senate Policy  
49-20*

▶ [www.psu.edu/ufs/policies/separate\\_policy/49-20.htm](http://www.psu.edu/ufs/policies/separate_policy/49-20.htm)

*The pursuit of scholarly activity in an open, honest, and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity; respect other students' dignity, rights, and property; and help create and maintain an environment in which all can succeed through the fruits of their efforts.*

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation, or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Any member of the Presidential Leadership Academy who either is found to have committed an act of academic dishonesty by an academic college academic integrity committee or who did not contest accusations of academic dishonesty made by an academic college and waived in writing a review or hearing within the academic college may be subject to immediate dismissal from the Presidential Leadership Academy.

**Social and Personal Responsibility** as described in the Penn State Principles:

▶ <http://studentaffairs.psu.edu/conduct/codeofconduct>

*The University is a community that promotes learning; any behaviors that are inconsistent with that goal are unacceptable. Irresponsible behaviors, including alcohol or drug abuse and the use of violence against people or property, undermine the educational climate by threatening the physical and mental health of members of the community.*

*Academy members are expected to maintain a high standard of behavior by adhering to the Code of Conduct ([www.studentaffairs.psu.edu/conduct/codeofconduct](http://www.studentaffairs.psu.edu/conduct/codeofconduct)) and respecting the rights of others.*

Any member of the Academy who is found to have committed an act of behavioral misconduct that results in a transcript notation may be subject to immediate dismissal from the Presidential Leadership Academy.

#### **Appeal Process**

Under extraordinary circumstances, an appeal of dismissal can be sought by writing a letter to the Dean of the Schreyer Honors College explaining the circumstances.

## PRESIDENTIAL LEADERSHIP ACADEMY GRANT

### **Student Enrichment Support**

The main goal of the Presidential Leadership Academy is to assist students to become leaders by developing their critical thinking skills. To that end, the Academy has set aside modest funds to assist students participating in activities such as internships, education abroad, or undergraduate research.

### General guidelines

- Student must be a member of the Presidential Leadership Academy in good standing (GPA 3.00).
- Students with demonstrated financial need are given preference for most funding although all students are welcome to apply.
- Deadline for summer and fall grants is **April 15th**.  
Deadline for spring grants is **October 15th**.

If your application is approved, the funds will be deposited into your student account after verifying that current semester GPA meets minimum requirements. If a student has a balance due with the Bursar's office the grant will be applied to their outstanding balance first. Students will be instructed on how to contact the Bursar's office to have funds paid to them by check.

Students who receive a grant agree to document their experience through blogs during their experience and by writing a one page narrative about the experience upon their return. They will also submit a picture from the experience. The picture and narrative will be used on the PLA website.

▶ *Application forms can be obtained in the PLA office or by contacting Lisa Breon at **lkb17@psu.edu**.*

### The application shall include:

1. A one-page description about how the activity will support your academic or career goals and any financial circumstances of which we should be made aware
2. An itemized list of expenses, being as specific as possible (airfare, room and board, etc.)
3. A copy of your acceptance letter if you are participating in an internship or study abroad program, or a faculty endorsement if you are undertaking a research project

Students will submit the application form and supporting documentation to the Presidential Leadership Academy. If you have any questions, please email **lkb17@psu.edu**.

## TRAVEL AND EVENT GUIDELINES

### General guidelines

- In compliance with Pennsylvania Department of Health and Centers for Disease Control recommendations, students should **NOT** attend class, participate in PLA events or travel while ill (fever, vomiting, diarrhea, coughing). It is very important that students avoid spreading the illness to others. If you are ill and cannot attend class or participate in an event or trip, please call or email the PLA office as soon as possible.
- Most PLA events will request an RSVP to attend. Students should check their calendars for conflicts and respond by the stated deadline. Once you have responded that you will attend a PLA event, only an emergency should prevent you from fulfilling your obligation, if an emergency occurs you need to email or call the PLA office as soon as possible to advise them of the situation.
- "Business casual" is the standard dress for ALL PLA events unless otherwise notified.
- Jeans are acceptable for class and while in transit on field trips. Casual clothing such as sweat pants are never appropriate for PLA events but are acceptable during travel.
- Promptness is expected. Plan accordingly so that you arrive on time for events. On trips, itineraries are provided stating the times that you are expected to be present and ready to go. When you are late, you cause the entire group to be late. Students not present within a reasonable amount of time and with which we cannot make contact, will be left.
- Sophomores are required to participate in the spring Gettysburg Leadership Program.
- Students must complete travel forms which will be maintained in the PLA office to participate in trips. Only students in good standing are eligible to participate.
- Students that have a passport should bring their passport into the PLA office so that a photocopy can be made to keep on file. International students **MUST** bring their passport/visa into the PLA office to be photocopied. Students that do not currently have a passport may want to consider obtaining one in the event that PLA plans international travel in the future.

## Make a Great First Impression!

It takes just a quick glance, maybe three seconds, for someone to evaluate you when you meet for the first time. In this short time, the other person forms an opinion about you based on your appearance, body language, demeanor, mannerisms, and how you are dressed. With every new encounter, you are evaluated and another person's impression of you is formed. A first impression can be nearly impossible to reverse or undo, making those first encounters extremely important, for they set the tone for the relationships that follow. It is important to know how to create a good first impression. Here are some useful tips to assist you:

**Be on Time** The person you are meeting for the first time is not interested in your "good excuse" for running late. Plan to arrive a few minutes early. Allow flexibility for possible delays in traffic or taking a wrong turn or a bus that is not running on time. Arriving early is always better than arriving late and is the first step in creating a great first impression.

**Business Casual** Because all casual clothing is not suitable for class events, these guidelines will help you determine what is appropriate to wear. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests is NOT appropriate for a professional appearance.

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach, or your underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to others is unacceptable.

### What is Business Casual

Women	Men
Tops - polo shirt, button up blouse, Sweater	Shirts - polo shirt, button down shirt, Sweater
Slacks - khakis, corduroys	Slacks - khakis, corduroys
Skirts - SHOULD BE KNEE LENGTH	Neckties are not required
Footwear - NO FLIP FLOPS or SNEAKERS	Footwear - NO FLIP FLOPS or SNEAKERS

### What is Business Attire?

Women	Men
Jackets not required although suits are becoming increasing more popular	Neckties required, top button of collar must be fastened
Skirts - must match jacket if jacket is worn; should be KNEE length	Suits/Sports Jacket & Slacks - plain, dark suit are safest option, but any good quality suit is acceptable, pants must match jacket; avoid wearing the same suit for two consecutive days
Slacks - black, gray, navy or brown	Socks - ideally the same color as the slacks avoid patterns or logos
Footwear - low heel closed or peep toe	
Jewelry - should be minimal and not distract from your status as a professional	

No dress code can cover all contingencies so you must exert a certain amount of judgment in your choice of clothing. If you are uncertain about what is acceptable - ask! Remember you are representing the PLA and Penn State University!!

## FREQUENTLY ASKED QUESTIONS

### **Do I have to use my PSU email account for PLA notifications?**

Yes, PLA will email all information to your PSU account only. If you use Gmail or any other email provider you will still need to check your PSU email or forward your PSU email to your other account.

### **How often do I need to check my email for PLA?**

You should check your email at least twice a day. Remember some emails require a response within a certain time period. Please be prompt with your replies.

### **Do I need to reply to all PLA emails?**

In a word, NO! PLEASE read your emails thoroughly. While we enjoy getting emails and visits from students, getting 90 responses for every email is too much. Emails will specify whether or not you should respond and for what reason (Ex. "Please respond if you will not be attending" means you should only reply if you are not attending. Do not respond if you are attending.)

### **I am attending a dinner with a PLA speaker before the event. How do I know what to wear?**

Dress for all PLA events will be business casual UNLESS otherwise notified.

### **How do I add the PLA classes to my schedule?**

Lisa will schedule all students into the proper PLA classes. You will not need to schedule any PLA classes.

### **How do I know if a class I want to take will count for my critical thinking course?**

Check with your academic advisor when planning your schedule. 400 or 500 level courses usually fit the criteria. If you are still unsure you can check with the PLA Director.

### **Who can participate in PLA trips?**

Students registered for classes and in good standing with the PLA are eligible to participate in PLA trips.

### **Why is it so important to RSVP for PLA events?**

The PLA reserves space and food for everyone who attends an event. When you RSVP that you will attend a dinner or reception and don't show up, we still have to pay for you. When we pay for students that do not attend, it leaves us less funds for other programs. Also, sometimes we do not have seats for everyone to attend an event. When you RSVP and do not show up, you have taken the opportunity away from another student to attend. Please be considerate. You could be the person waiting for someone to cancel so you can attend the next event.

### **Can students in the Academy go abroad or participate in co-ops and internships?**

Yes, students need to meet with the Director to plan their schedule and make sure they complete PLA requirements while they are away.

### **How much will the PLA trips cost students?**

All transportation, meals, rooming, and cover charges are paid for by the Academy. Students may want to take some spending money along for snacks and souvenirs.

### **The PLA trip will cause me to miss other classes. How do I get excused from class to participate in a PLA trip?**

The PLA will provide all students with class absence forms that will excuse them from missing class while participating in our field experiences. Forms should be turned in to your professors prior to our trip.



► [academy.psu.edu](https://academy.psu.edu)

## Contact Us

*For current office hours go to [academy.psu.edu/about/meet/staff](https://academy.psu.edu/about/meet/staff)*

**Melissa Doberstein - Director**  
Phone - 814-863-4580  
Email: [mif3@psu.edu](mailto:mif3@psu.edu)



**Christian Brady - Dean, Schreyer Honors**  
College Phone - 814-863-4573  
Email: [cmb44@psu.edu](mailto:cmb44@psu.edu)



**Lisa Breon - Administrative Staff Assistant**  
Phone - 814-863-4589  
Email: [lkb17@psu.edu](mailto:lkb17@psu.edu)



**Whitney Hinze - Graduate Assistant**  
Phone - 814-867-4875  
Email: [wph125@psu.edu](mailto:wph125@psu.edu)

