THE
MANAGEMENT
FELLOWS
PROGRAM
2012-2013
HANDBOOK
Management Fellows Handbook

The Robert C. McDermond Center for Management & Entrepreneurship
DePauw University
408 South Locust Street, Suite 150
Greencastle, IN 46135
Phone 765-658-4024
Fax 765-658-4856
mgmtfellows@depauw.edu

Gary D. Lemon, Ph.D.
James W. Emison Director of the Robert C. McDermond Center for Management & Entrepreneurship
Director of the Management Fellows Program
Joseph Percival Allen III University Professor
Professor of Economics and Management

Joanne Mijic
Assistant Director of the Management Fellows Program

Sandy Smith
Program Director of the Robert C. McDermond Center for Management & Entrepreneurship

ACCURACY OF HANDBOOK INFORMATION

The purpose of this handbook is to present the policies, procedures, and activities of the DePauw Management Fellows Program. Every effort is made to ensure that information in this handbook is accurate at the time of publication. However, this handbook should not be construed as a contract between the University and any person. The policies contained herein are subject to change following established University procedures. They may be applied to students currently enrolled as long as the students have access to notice of changes and, in matters affecting graduation, have time to comply with the changes.

Failure to read this handbook does not excuse students from the requirements and regulations herein.

August 2012
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I. PROGRAM OVERVIEW

Established in 1980, the DePauw Management Fellows Program is an honors program under the auspices of the McDermond Center for Management & Entrepreneurship. The program is designed for men and women who plan for careers in business or management. Students combine the theoretical lessons of the classroom with the wisdom of practical experience to prepare for leadership positions in both the private and public sectors of our economy.

Participation in the program is limited to highly motivated and well-qualified students. The goal of the Management Fellows Program is to develop graduates who possess the following qualities: an outstanding liberal arts education; knowledge of economics, finance, and management; strong oral and written communication skills; intellectual curiosity; an appreciation of ethical issues; and sound work experience. More specifically, the program blends a traditional liberal arts curriculum with real-world experiences, including a semester-long, full-time internship. Students may major in any discipline, but are required to take courses in economics, accounting, statistics, and ethics.

Management Fellows complete a full-time, semester-long, credit bearing internship, usually in the junior year. Interns typically have the same responsibilities as an entry level (college graduate) professional. Much of the success of the Management Fellows Program is due to this extended internship experience. Students’ internships are as varied as the students themselves. Some of the better-known companies that students have interned with include: Eli Lilly and Company; KPMG; Ernst & Young; Goldman, Sachs & Company; J.P. Morgan Securities, Inc. and Banc of America Securities, LLC. Students have also interned for entrepreneurial firms, government agencies, and not-for-profits. (See appendix for a more extensive list of internship hosts.)

In addition to the required course work and internship, Management Fellows learn from the speakers who participate in the McDermond Center Lecture Series. Each semester the Center hosts between six and eight lectures. A diverse group of speakers is invited every year. Speakers represent large and small businesses, start-up companies, not-for profit firms, and government agencies. Past speakers include:

- Jeffrey Smulyan, CEO, Chairman and President of Emnis Communications
- Janet Risi, President and CEO, Independent Purchasing Cooperative
- Tim Collins, Senior Managing Director and CEO, Ripplewood Holdings L.L.C.
- Kim Whittle, Special Agent for the Federal Bureau of Investigation
- Candace DeBarger, Vice President Consumer Products, MasterCard
- Dean Fischer, CEO, West Monroe Partners
- Jeff Harmening, Director, New Business for General Mills
- Timothy Pearson, Vice Chair-Global for KPMG, LLP
- Kenneth Stevens, COO, Bath and Body Works
- Tim Solso, Chairman and CEO, Cummins, Inc.
- Kathy Vrabeck, President, Activision Publishing
- Paul Solman, Business, Economics & Art Correspondent for The NewsHour on Public Television
- Paul Volcker, Former Chairman of the Board of Governors for the Federal Reserve System
- William Cook, CEO, Cook Group Inc.
- Brad Stevens, Head Coach, Butler University

The Management Fellows Program has graduated over 500 students since its inception, many of whom have become leaders in their chosen fields, including investment banking, marketing, software development, museum management, and publishing. Management Fellows have excelled in the classroom, moved up the career ladder quickly, and successfully completed graduate work at schools such as Harvard, Northwestern, Stanford, Duke,
the University of Chicago, and MIT. The success of our graduates is proof that the combination of a rigorous liberal arts curriculum and real-world experience prepares students exceptionally well for life after DePauw. The purpose of this handbook is to present and discuss the requirements, policies, and activities of the DePauw Management Fellows Program. First, criteria for admission and merit scholarships are presented. This is followed by sections on course requirements, requirements for continuation in the program, details about internships, information about program activities, and the role of academic advising and planning. Also included are appendices about the Management Fellows Internship Sponsors, Internship Guidelines and Responsibilities, Internship Paper Guidelines and a sample of a possible course schedule.

II. ADMISSION PROCEDURE

Admission to the program is highly selective and based upon demonstrated interest in business, either a for profit or non-profit career, proven superior academic ability, high degree of intellectual curiosity, and leadership potential. To apply:

1. Complete a cover letter explaining why you would like to be a Management Fellow and what you could bring to the program.
2. Complete a résumé of activities and accomplishments.
3. Write an essay (2-4 double spaced pages) that identifies a social or economic problem facing the world today, discussing how the effects of the problem are manifested, what solutions could be offered, and what you believe should be done to mitigate the effects of the problem.

Send completed materials to:
The Management Fellows Program
The Robert C. McDermond Center for Management & Entrepreneurship
408 S. Locust St., Suite 150
Greencastle, IN 46135

Or
Email materials to mgmtfellows@depauw.edu

To finalize the admission process, students must complete a personal interview. Students will be selected for personal interviews based on the completed applications.

Among the criteria used to select Management Fellows are college entrance test scores, high school grades and class rank, extracurricular activities, submitted essay and work experience. In the personal interview, the applicant should demonstrate motivation and personal characteristics that will enable her/him to successfully complete both the coursework and internship requirements of the Management Fellows Program.

Current first-year DePauw students may apply for lateral entry admission to the program in December or May. In addition to the criteria discussed above, such applicants must have at least a 3.20 GPA at DePauw and demonstrate an interest in the Management Fellows Program by attending all public Management Fellows events.

A student is able to participate in Management Fellows and the Honor Scholar Program. A student will not be permitted to participate in Media Fellows or Science Research Fellows Programs in addition to the Management Fellows Program. Special permission by the director of Information Technology Associates Program (ITAP) is required if students participate in Management Fellows, Honor Scholar and the ITAP Program.
III. SCHOLARSHIPS

DePauw University recognizes a limited number of Management Fellows with named endowed scholarships. These endowed scholarships will replace any previous awarded merit money. All accepted Management Fellows are automatically considered for these scholarships, which are awarded in May. Management Fellows are also eligible to apply for all general university scholarships.

SCHOLARSHIPS

The Margaret Scott Grady Scholarship is given every other year to an outstanding minority participant in the Management Fellows Program. John P. “Jack” Grady ’38 established the scholarship in memory of his first wife who died in 1974. He is the former owner and chairman of Juice Bowl Products, Inc.

Established in 1981 by Charles L. Grannon, DePauw parent and partner in the investment banking firm Goldman, Sachs & Co., the Charles L. Grannon Scholarship Fund provides merit scholarships to selected students who are enrolled in the Management Fellows Program. Such students are designated as “Grannon Scholars.”

The Mary Redus Kapnick Endowed Scholarship Fund was established with a gift from Harvey and Mary (Redus) Kapnick in 1995. Mary Redus Kapnick graduated from DePauw University in 1948 with a B.A. degree in mathematics. She pursued graduate study at the National College of Education. Harvey Kapnick Jr. holds a B.A. degree from Cleary College and an M.B.A. degree from the University of Michigan. Mr. Kapnick is the former chairman and CEO of Arthur Andersen & Co. and Chicago Pacific.

The Norman and Shirley Frees Scholarship Fund was established in 1982 through a major gift to DePauw’s School of Nursing. The Scholarship provided merit awards to top candidates for the School of Nursing. With the closing of the School of Nursing in 1991, Mr. and Mrs. Frees elected to continue their support of top DePauw students by redesignating the Frees Scholarship for outstanding Management Fellows.

Arthur Frederick Krueger, Jr. ’39 bequeathed The Krueger Scholarship Fund in 1986. Mr. Krueger retired in 1984 as Vice President of Never-Seeze Compound Corporation in Chicago, IL that later became a division of Emhart. The Krueger Fund is a merit scholarship designated for incoming Management Fellows.

Gregory Mutz ’67 established the Jeannie Simmons Mutz Scholarship in memory of his wife. Ms. Mutz was a teacher, CPA, and a homemaker. It is anticipated that a recipient of the Jeannie Simmons Mutz Scholarship will be a Management Fellow who demonstrates well-rounded skills of mind, body, and spirit; will participate in University activities; contribute to the life and intellectual breadth and depth of the DePauw community; and will be involved in voluntary community service.

SCHOLARSHIP SELECTION AND RETENTION

Selection of Grady, Grannon, Frees, Mutz, and Krueger Scholars is made from the high school seniors who have been admitted to the Management Fellows Program for the following fall.

The amount of each scholarship is applied to the recipient's annual tuition in equal installments at the beginning of each semester. Scholarships are renewable provided the recipients remain in good standing with the Management Fellows Program.

At the conclusion of each academic year, the Director of the Management Fellows Program reviews the academic records of all Grady, Grannon, Frees, Mutz, and Krueger Scholars. To have his or her award renewed, a student must remain a member in good standing with the Management Fellows Program and
continue to exhibit leadership characteristics that contribute to the success of the Center for Management and Entrepreneurship and the Management Fellows Program.

**ENDOWMENTS FOR INTERNSHIP SUPPORT**

Three friends of the Management Fellows Program have funded endowments to support students who pursue internships in entrepreneurial businesses or not-for-profit organizations. Details on these funding opportunities and how to apply are provided in the internship section of this handbook.

**IV. MANAGEMENT FELLOWS PROGRAM COURSE REQUIREMENTS**

All Management Fellows must complete course requirements in the major of their choice, all other University distribution and competency requirements, and the Management Fellows core curriculum as listed below:

**GROUP A: eight required credits**
- ECON 100: Introduction to Economics
- ECON 220: Financial Accounting
- ECON 350: Statistics for Econ & Mgmt
- HONR 310: Management Readings/Business Writing
- HONR 320 (two credits): Supervised Internship
- HONR 400: Management Fellows Senior Seminar
- PHIL 233: Ethics & Business

**GROUP B: one of the following**
- ECON 294: Intermediate Microeconomics
- ECON 295: Intermediate Macroeconomics

**GROUP C: one of the following**
- ECON 280: Managerial Accounting
- ECON 393: Managerial Finance

Only under extraordinary circumstances will courses be approved to take the place of required courses. With the exception of HONR 320, students must take all courses required for the Management Fellows Program for letter grades (i.e., no pass-fail). All required courses must be taken at DePauw University.

Two academic credits will be offered for successful completion of an internship (HONR 320). A grade of “S” (satisfactory) or “U” (unsatisfactory) will be given for the internship. Any student receiving a grade of “U” will not receive academic credit for the internship.

All Management Fellows must complete ECON 100, ECON 220, and ECON 294 or ECON 295 by the end of their third semester at DePauw. By the end of their fourth semester students must complete group C and Econ 350. This means all course requirements must be met by the end of the junior year, excluding the Business Ethics course and HONR 400.

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1 Taken during an internship by correspondence with a member of the DePauw faculty.
2 Acceptable substitute: PHIL 230 - Ethical Theory
V. CONTINUATION IN THE PROGRAM

Admission to the DePauw Management Fellows Program does not ensure continuation in the program. Continuation is contingent upon maintaining superior academic performance, successful completion of an internship, and active participation in various activities and functions sponsored by the program.

To remain a Management Fellow in good standing, a student must attain a 3.20 cumulative GPA by the end of the first semester of the sophomore year. This rule is applied as follows:

1. Management Fellows must attain at least a 3.00 GPA by the end of their first semester, a 3.10 cumulative GPA by the end of their second semester and a 3.20 cumulative GPA by the end of their third semester on campus. Students who miss one of these targets will be dismissed from the program. A student who meets the above minimum GPA but semester GPA falls below 3.20 will be placed on probation.

2. In subsequent semesters, Management Fellows must maintain at least a 3.20 semester and cumulative grade point average. If a student’s semester or cumulative grade point average falls below 3.20 in any subsequent semester, he/she will be placed on probation. A student who is on probation must raise the semester and cumulative grade point average to 3.20 in the following semester in order to remain a Management Fellow. Students on probation may not interview for or be placed in an internship. In exceptional circumstances, the Director may allow students on probation to interview or be placed in an internship.

3. A Management Fellow who fails to achieve a 3.20 semester grade point average in two consecutive semesters will be dismissed from the program irrespective of her/his cumulative grade point average.

4. A student can only be on probation once during their four years at DePauw. The second probation violation will lead to dismissal from the program.

In addition to meeting the grade point average standard, Management Fellows must complete all co-curricular requirements of the Management Fellows Program to remain in good standing:

1. Management Fellows are required to attend at least four lectures of the McDermond Center Lecture Series on Management and Entrepreneurship each semester, in addition to the Robert C. McDermond Honorary Lecture(s), which are mandatory for all Management Fellows.

2. All first-year Management Fellows must complete all technology skills assignments. Topics may include: presentation software, spreadsheets and web design. They will also be required to create and design a personal Web site.

3. During the first year enrolled in the program, a student must attend all evening seminars.

4. During the first year enrolled in the program, if on campus a student must participate in the No Harm in Charm Workshop held during Winter Term.

5. Before going on an internship, each student must complete all internship preparation requirements as determined by the Director. Topics that could be covered but are not limited to are workshops regarding résumé preparation, mock interviews, informational interviews, meetings with staff members regarding qualifications and internship opportunities.
6. Following internships, participation is required at debriefing workshops and internship panel discussions, as well as in mock interviews and other mentoring activities with underclass students, as determined by the Director.

Failure to meet any of the co-curricular requirements (i.e. turning in a late assignment, missing a meeting) will result in dismissal from the program. A student who is on probation and fails to meet any of the GPA or co-curricular requirements will be dismissed from the program.

A student who has been dismissed from the program may reapply after being out of the program for one complete semester. When a student has applied for readmission into the Management Fellows Program the Director will take into consideration the following: GPA, Management Fellows course requirements taken since dismissal, attendance in Management Fellows Program co-curricular activities (i.e. lectures, evening seminars) and any other factors available for the Director to consider. Readmission is not guaranteed.

**ACADEMIC INTEGRITY POLICY**

Management Fellows are members of an honors program. It is expected that members of the program not only maintain the highest academic standard but also maintain the highest level of academic integrity. A member of the Management Fellows Program who engages in any form of academic dishonesty is subject to dismissal from the program. Only under extreme circumstances will a student who has been dismissed from the Management Fellows Program for academic integrity reasons be reinstated to the program.

**APPEALS**

A student may appeal his/her dismissal from the Management Fellows Program. Appeals must be made in writing to the Director within three business days of receiving the written notification of dismissal.

After the initial appeal, students who are still not satisfied with the decision may appeal to the Management Fellows Steering Committee. These appeals must be made in writing within three business days of receiving the written notification of the appeal decision of the Director. Appeals will be considered only if they are based on one or more of the following criteria:

1. New evidence not reasonably available at the time of the original hearing; or
2. Procedural error that can be shown to have affected the outcome of the hearing; or
3. Appropriateness of the sanctions.

Either the Director or the student may appeal the decision of the Management Fellows Steering Committee to the Vice President of Academic Affairs. Appeals must be made in writing to the Vice President of Academic Affairs within three business days of receiving written notification of the decision of the Management Fellows Steering Committee. The Vice President of Academic Affairs will decide whether or not there is a basis for appeal, and, if so, upon consideration of the appeal, may revise the Management Fellows Steering Committee’s decision or penalty. The decision of the Vice President of Academic Affairs is final.

**LEAVING THE UNIVERSITY**

Any student who withdraws from the University will automatically withdraw from the Management Fellows Program. Likewise, if a student is dismissed from the University, he or she will automatically be dismissed from the program. To gain readmission to the Management Fellows Program the student will first need to be readmitted by the University and then reapply to the Management Fellows Program.
LEAVE OF ABSENCE

Any student taking a leave of absence from the University will also need to apply for a leave from the Management Fellows Program, which must be approved by the Director in order to stay in the program. If the leave is not approved before departing from the University, the student will be dismissed from the program, and will need to apply for readmission when returning to campus.

VI. INTERNSHIPS

Internships provide students with opportunities to work in challenging, responsible positions with large corporations, small business firms, or not-for-profit organizations. An internship is a full-time position that lasts at least 16 weeks. In addition to opportunities to apply classroom knowledge to real-world problems, Management Fellows gain first-hand experience about the workings of a business or organization. These internships must take place during the 16 weeks of the fall or spring semester. The internship must start no later than the first day of classes (at DePauw) through the last day of finals. Exceptions to this rule must be approved by the director. Summer internships can be added onto a Management Fellows internship but cannot serve as a Management Fellows internship by themselves.

ELIGIBILITY AND SCHEDULING

Management Fellows normally complete their internship during the first or second semester of their junior year. Some students may elect to complete their internship in the first semester of their senior year. Only students in good academic standing in the Management Fellows Program, who have, in the opinion of the Director, satisfactorily completed internship preparation requirements, are eligible to interview and be placed in an internship. All Management Fellows must be prepared to go on their internship during either the fall or spring of their junior year. Only in exceptional cases will Management Fellows be allowed to choose the semester of their internship. Under extraordinary circumstances, and at the discretion of the Director, students may be allowed to interview or be placed for an internship while on probation.

During the semester in which a student is interning, he or she will enroll in HONR 320: Supervised Internship (two credits), and HONR 310: Management Readings/Business Writing (one credit). Students will not be allowed to take any other courses from DePauw or any other college during their internship.

SEMINARS/WORKSHOPS

During the course of the semester, the McDermond Center will sponsor a series of seminars/workshops related to résumé preparation and interview skills. Students interested in interviewing for internships will be required to attend all seminars/workshops before they begin interviewing. These seminars/workshops are opened to all students.

PLACEMENT OF STUDENTS

One of the responsibilities of the Director of the Management Fellows Program is to coordinate the placement of students with the program's internship sponsors. Prior to interviewing for an internship, the student will prepare a résumé and submit it to the Director. After discussing with the student possible internship opportunities and other pertinent information, the Director will normally submit the student's résumé to several firms. Likewise, internship sponsors are given the opportunity to choose from several candidates for each internship position. In most cases the employer will schedule a personal interview with the student before deciding whether or not to offer an internship.
If the continuing internship sites of the Management Fellows Program are not appealing to a student, students are encouraged to develop their own internships. Students will need to work with the Director to make sure that the proposed internship will meet all university requirements.

The primary responsibility of securing an internship rests with the student. There can be no guarantee that a particular student will be able to secure an internship. The McDermond Center will give its best effort in helping a student find an internship, but there is no guarantee that an internship can be found for all students. In most cases students will need to have access to a car to get to their internship site.

**Internship Sponsors and Salary**

Sponsoring firms provide internships because they believe in both the Management Fellows Program and the internship concept. While they are often attempting to identify candidates for future employment, in some cases they are providing training from which they expect to derive very little long-term benefit.

Companies vary widely in the way they handle internships. Some firms place Management Fellows in structured training programs. Others rotate the student through two to four areas of a particular department. Still others have the student work on a single job or project during the entire internship period.

Although most work given to interns is typical of the activities assigned to entry-level professionals, students must recognize that a company may give assignments to assess the student’s ability to organize and complete tasks and handle a work situation. By showing a friendly, cooperative attitude, students will enhance both the likelihood of getting the most out of an internship and the possibility for increased responsibility in the future. Please remember that the supervisor evaluates an intern's performance and attitude regardless of the level of difficulty of the job assignment. Usually, the handling of personal relationships and learning how to meet various business routines is as useful in future employment as the content of any particular job.

The Management Fellows Program internship sponsors are asked to pay students a salary that is commensurate with the work performed. These salaries will vary among internship sponsors, particularly between those located in the profit versus the not-for-profit sectors.

Although most internships are paid, not all internship hosts are able to pay students. The McDermond Center has limited funds to subsidize some internships. The McDermond Center will attempt to subsidize as much of the difference as possible between the student’s necessary internship expenses and the student’s room and board charges at DePauw. There can be no guarantee on how much of the difference the Center can contribute to the student’s internship. This amount will depend on the availability of funds and the demand for these funds. Questions about the availability of these funds should be directed to the Director. To apply for a subsidy, the student must submit a subsidy request form to the Director no later than two weeks before the end of the semester before the internship.

**Endowments to Provide Internships**

Through the generosity of several donors, the Management Fellows Program is fortunate to be able to offer financial support to some students who pursue internships in entrepreneurial businesses, not-for-profit organizations and international placements. For the purposes of determining eligibility to receive funds from the Center the following kind of firms will receive precedence: entrepreneurial firms include start-ups that do not have the cash flow to support a sufficient internship stipend or salary; not-for-profits include any organization, company, or institution that was not established for the purpose of making a profit and would otherwise be unable to afford a paid intern.
Subsidy funds are intended primarily for students completing their required semester-long Management Fellows internship. However, if available resources have not been exhausted by support of Management Fellows internships, some funding may also be provided for summer internships in eligible firms.

**Application Process**

Students interested in being considered for an internship stipend must submit a subsidy request form. This form is available in your Management Fellows handbook and in the McDermond Center. The form requires that the intern supply a detailed budget of anticipated expenses. Request for subsidies should be submitted no later than two weeks before the end of the semester preceding the internship.

- **Morehead Fund**: created by David and Marjorie Morehead in honor of Mr. Morehead's parents, Carl and Margaret Morehead, in 1989, provides an internship stipend for students working for not-for-profit or entrepreneurial businesses and for students interning internationally; examples of recent internship host sites: BrandEra Marketing (Fort Worth), Anova Group (Chicago), Bairexport (Argentina), Burson-Marsteller (London) and Cummins India Limited (Pune, India). This fund may also support summer internships.

- **Michael L. and Susan Leet Smith Internship Fund**: created in 1998, provides an internship stipend for students working at not-for-profits and entrepreneurial businesses; examples of recent internship host sites: Partners In Housing (Indianapolis), and The Wellness Community—Central Indiana.

- **Richard A. and Jane Leahy Warne Management Center Internship Fund**: created by Richard and Jane Warne in 1999, provides an internship stipend for students working at not-for-profits; examples of recent internship host sites: Partners In Housing (Indianapolis), Indianapolis 500 Festival, United Nations (Geneva, Switzerland). This fund may also support summer internships.

**ACADEMIC CREDIT AND INTERNSHIP PAPERS**

Two course credits will be awarded (on an "S" or "U" basis) provided that the student fulfills the following requirements:

1. Completes the internship in a satisfactory fashion.

2. Submits a satisfactory final internship paper to both the Director and internship sponsor by the required date. The internship paper required of each student is an integral part of a Management Fellows internship. The purpose is to discuss and evaluate more extensively than in the internship evaluation forms the intern's responsibilities and assignments. The paper will also be assessed as an exercise in technical writing related to the internship. It should include a review of the work and an evaluation of the internship.

3. Submits a satisfactory intern midway evaluation form as scheduled.

4. Arranges to have his or her supervisor submit the employer's midway and final evaluation forms on the dates indicated.

5. Submits monthly summaries of work activities to the Director.
VII. PROGRAM ACTIVITIES

An important dimension of the Management Fellows Program is the variety of extracurricular activities it sponsors. These include lectures, seminars, workshops, and social activities.

FEES

Each Management Fellow will be charged $60 every semester to help cover the cost of lunches provided at the lectures, internship site visits, and social events. This charge will be billed to the student’s tuition account at the beginning of the semester and is non-refundable.

LECTURES

During the academic year, the McDermond Center sponsors a Lecture Series that features business executives and public figures. Many lectures are presented during the noon hour and lunch is usually served. Reservations must be made with the Center for lunch lectures so that adequate food preparation can be arranged.

The Management Fellows Web site has the most current list of speakers.

Management Fellows must attend a minimum of four lectures scheduled each semester in addition to the Robert C. McDermond Honorary Lecture(s). Any student who fails to satisfy this requirement will be dismissed from the program (see section V). In general, the McDermond Center plans six to eight lectures during the semester. It is the student’s responsibility to inquire about the number and schedule of the lectures each semester. The current schedule of speakers is online at [www.depauw.edu/honors/management/current_lecture_schedule.asp].

If there is a conflict with a student’s class schedule that makes it impossible for the student to attend the required number of lectures, the student must meet with the Director within the first two weeks of classes to make alternative arrangements.

To receive credit for attending a lecture, (1) a student must attend the entire lecture. Students who arrive late or leave early will not receive credit for attending the lecture. If a student is unable to attend the entire lecture for any reason, the student must meet with the Director prior to the lecture date to make alternative arrangements. (2) In addition, the student must submit a paragraph summary of the lecture to mgmtfellows@depauw.edu within 24 hours of the lecture in order to receive lecture credit. (3) All electronics (including cell phones) must be turned off during the entire lecture.

Appropriate business casual dress for the lectures is required. Business casual attire consists of slacks, nice shirts, skirts, etc. No jeans, shorts, tank tops, flip flops or hats will be allowed. Students who are not dressed appropriately will be asked to leave and will not receive credit for the lecture.

VIII. ACADEMIC ADVISING AND PLANNING

Each first-year student will be assigned a faculty advisor, usually their First-Year Seminar professor, when they arrive on campus at the beginning of their first year. Students are encouraged to review their course schedules with the Director of the Management Fellows Program after consulting their advisors. This will help to ensure that the student’s course schedule is consistent with meeting DePauw University's graduation requirements, Management Fellows Program course requirements, and the internship requirement. Students are also encouraged to consult other faculty members about their academic plans.

In order to schedule classes to meet the distribution requirements and the Management Fellows Program course and internship requirements, a student should plan his or her academic schedule as many semesters ahead as possible. This is especially critical for a student who plans a double major and/or a semester of study abroad.
Appendices
McDermond Center Board of Advisors  
as of July 1, 2012

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<tr>
<th>Name</th>
<th>Role</th>
<th>Company/Position</th>
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<tr>
<td>David Becker ‘75</td>
<td>CEO</td>
<td>First Internet Bank</td>
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<tr>
<td>Michelle Kelly ‘00</td>
<td>Director</td>
<td>Tortoise Capital Advisors</td>
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<tr>
<td>Todd D. Mitchell ‘85</td>
<td>Senior Vice President-Investments</td>
<td>UBS Financial Services, Inc.</td>
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<td>Paul Stewart</td>
<td>Manager-Global Business Development</td>
<td>Eli Lilly &amp; Company-Elanco Animal Health</td>
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<tr>
<td>Mark Branigan ‘11</td>
<td>Teach for America</td>
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<td>J. Michael Locke ‘89</td>
<td>Chairman &amp; CEO</td>
<td>Rasmussen Inc.</td>
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<tr>
<td>Jill Skogheim ‘00</td>
<td>President</td>
<td>5-8 Holdings, LLC</td>
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<tr>
<td>Ryan Tinker ‘09</td>
<td>Founder</td>
<td>Nomadic Web Design Studio</td>
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<td>Thomas Fagan, Jr. ‘98</td>
<td>Sr. Director, International Commercial Leader</td>
<td>Eli Lilly and Company</td>
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<td>Beverley McDermond</td>
<td>Friend of the University</td>
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<tr>
<td>Mike T. Smith ‘99</td>
<td>Portfolio Manager</td>
<td>Wells Capital Management</td>
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<tr>
<td>Trent Wood ‘11</td>
<td>National Account Consultant</td>
<td>Bastian Solutions</td>
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Management Fellows Steering Committee  
2012- 2013

Peter Graham, M.F.A.  
Associate Professor of English

Tom Musser, M.A.  
Professor of Economics and Management

Bob Steele, Ph.D.  
Director of the Prindle Institute

Jeffrey Gropp, Ph.D.  
Associate Professor of Economics and Management

Daniel Wachter, Ph.D.  
Associate Professor of Economics and Management

Erik Wielenberg, Ph.D.  
Johnson Family University Professor, Associate Professor of Philosophy and Chair of the Philosophy Department
## The Robert C. McDermond Center
### Lecture Series
#### Fall 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Senior Panel</td>
<td>Thursday, August 30, 2012</td>
<td>11:30 a.m.</td>
<td>Watson Forum, Pulliam Center for Contemporary Media</td>
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| Sally Ann Zoll ‘72  
Chief Executive Officer  
United Through Reading | Thursday, September 6, 2012 | 11:30 a.m. | Memorial Student Union Building Ballroom |
| | | | |
| Entrepreneur Symposium Keynote  
TBA | Friday, September 14, 2012 | 7:00 p.m. | Memorial Student Union Building Ballroom |
| | | | |
| Angie Hicks ‘95  
Chief Marketing Officer and Founder  
Angie’s List | Friday, September 28, 2012 | 4:00 p.m. | |
| | | | |
| Craig Mullaney  
Senior Policy Advisor  
United States Agency for International Development  
*The Prindle Conversations on Leadership Ethics* | Monday, October 1, 2012 | 8:00 p.m. | Memorial Student Union Building Ballroom |
| | | | |
| Lindsey Ciochina ‘05  
Senior Managing Director  
Midwest Recruitment  
Teach For America | Thursday, October 11, 2012 | 11:30 a.m. | Memorial Student Union Building Ballroom |
| | | | |
| Mary Beth Oakes ‘90  
Founder/CEO  
ChoreoGroup | Tuesday, October 23, 2012 | 11:30 a.m. | Memorial Student Union Building Ballroom |
| | | | |
| Todd Williams  
President and Division Manager  
Cardno Entrix | Thursday, November 1, 2012 | 4:00 p.m. | Watson Forum, Pulliam Center for Contemporary Media |
Past Robert C. McDermond Center Speakers
Fall 1999 – Spring 2012

Jonathan R. Phillips ’95
Senior Consultant
Deloitte Consulting, LLP

Lawrence Clarkson, ’60
President, Boeing Enterprises
Chair, Interturbine Corporation

Frank Beddor III
Movie Producer
There’s Something About Mary

Bud O. Hamilton, Jr. ’64
Vice President
Procter & Gamble Company

Gary C. Wendt
Chairman/CEO (retired)
GE Capital

Chuck Iikubo ’57
Chairman/CEO
Decision Systems Inc. Tokyo

James E. Emison ’52
President
Western Petroleum

Frank B. Iikubo III
Movie Producer
There’s Something About Mary

Bud O. Hamilton, Jr. ’64
Vice President
Procter & Gamble Company

Gary C. Wendt
Chairman/CEO (retired)
GE Capital

Chuck Iikubo ’57
Chairman/CEO
Decision Systems Inc. Tokyo

James E. Emison ’52
President
Western Petroleum

Peter Benoliel
Chairman Emeritus
Quaker Chemical Corporation

Donald V. Fites
Chairman/CEO (retired)
Caterpillar Inc.

Mark A. Emkes ’75
President and Managing Director
Bridgestone Firestone Brazil

Mark Filippell, ’75
Managing Director
Mergers & Acquisitions Group
McDonald Investments, Inc.

Noel Hayashi, ’68
Founder and President
HAYASHI Comprehensive Marketing for the Arts

Michael LeRoy
Associate Professor
Institutes of Labor & Industrial Relations and College of Law
University of Illinois, Urbana

Beth Owens ’89
President
BrandEra, Ltd.

David Pratt
Chairman, United Industries Corporation
Owner, St. Louis Cardinals

Ray Compton
Vice President, Sales and Marketing
Indianapolis Colts

David Becker, ’75
Chairman and CEO
First Internet Bank

Anthony P. Conza
President and CEO
Blimpie International, Inc.

Jerry Nelson
Founder of TicketMaster
President and Chairman
Pinnacle Paradise, Inc.

Peter G. Ruppert ’86
President
National Heritage Academies

Angela R. Hicks ’95
Founder and Chief Marketing Officer
Angie's List

Don Daseke ’61
Chairman and CEO
BigFatWow!, Inc.

Richard M. Schulze
Founder, Chairman, and CEO
Best Buy Company, Inc.

Jane E. Schlansker ’63
President
PR/Texas, Inc.

Anne Sellers ’83
Managing Principal
Sensory Technologies

Marsha Casey
President
St. Vincent's Hospital

Chris Jennewein
Vice President for Operations
KnightRidder.com
<table>
<thead>
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<tr>
<td>Mark Goebel ’79</td>
<td>Partner Accenture</td>
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<tr>
<td>Janet Risi ’81</td>
<td>President and CEO Independent Purchasing Cooperative</td>
</tr>
<tr>
<td>Rob Kennedy</td>
<td>Vice President and CFO CSPAN</td>
</tr>
<tr>
<td>Tim Benton ’87</td>
<td>Director of Corporate Marketing &amp; Sponsor Relations BUY.COM Tour of the PGA</td>
</tr>
<tr>
<td>Ken Owen ’82</td>
<td>Director of Media Relations DePauw University</td>
</tr>
<tr>
<td>Frank Hagaman</td>
<td>President Partners in Housing</td>
</tr>
<tr>
<td>Ryan Miller ’97</td>
<td>Investment Banking Division Goldman, Sachs &amp; Company</td>
</tr>
<tr>
<td>Jeffrey Smulyan</td>
<td>CEO, Chairman, and President Emmis Communications</td>
</tr>
<tr>
<td>Elisa Villanueva ’98</td>
<td>Executive Director TeachForAmerica Rio Grande Valley</td>
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<tr>
<td>James Stewart ’64</td>
<td>Executive VP and CFO CIGNA</td>
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<tr>
<td>J. Craig Menne Jr. ’98</td>
<td>Founder Burlington Press</td>
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<tr>
<td>Don Kuratko, Ph.D.</td>
<td>Professor of Business &amp; Management Ball State University</td>
</tr>
<tr>
<td>Allan Hubbard</td>
<td>President E&amp;A Industries, Inc.</td>
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<tr>
<td>Jessie Myszka ’96</td>
<td>Sales Manager, Board Chair Equal Exchange, Inc.</td>
</tr>
<tr>
<td>Larry Welke</td>
<td>President info-partners international</td>
</tr>
<tr>
<td>Doug Smith ’68</td>
<td>CEO &amp; Founder Value Creation Partners</td>
</tr>
<tr>
<td>John Lame</td>
<td>Senior Vice President Fitzgerald Lame Torbeck UBS PaineWebber</td>
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<tr>
<td>Kim Whittle ’89</td>
<td>Special Agent Federal Bureau of Investigation</td>
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<tr>
<td>Candace DeBarger ’86</td>
<td>Vice President Consumer Products MasterCard</td>
</tr>
<tr>
<td>Terry Hamilton</td>
<td>Senior Manager Deloitte Consulting</td>
</tr>
<tr>
<td>Tom Mason</td>
<td>Vice President Rose-Hulman Ventures</td>
</tr>
<tr>
<td>Catherine Neville ’95</td>
<td>Editor/Designer and Founder Sauce Magazine</td>
</tr>
<tr>
<td>Dean Fischer</td>
<td>CEO West Monroe Partners</td>
</tr>
<tr>
<td>Gregory Mutz ’67</td>
<td>President UICI</td>
</tr>
<tr>
<td>Jeff Harmening ’89</td>
<td>Director, New Business General Mills</td>
</tr>
<tr>
<td>Paul Wineman</td>
<td>President Paul Wineman &amp; Associates, Inc.</td>
</tr>
<tr>
<td>Don Delves ’78</td>
<td>President The Delves Group</td>
</tr>
</tbody>
</table>


William A. Cook  
CEO  
Cook Group Incorporated  

Randall Curran ’76  
CEO  
ICG Communications, Inc  

Scott Hill & Andy Medley  
Owner & President  
Tri-Auto Enterprises  

Kathy Vrabeck ’85  
President  
Activision Publishing  

Tim Collins ’78  
Senior Managing Director and CEO  
Ripplewood Holdings L.L.C.  

Ed Lauing ’70  
President and CEO  
Nuasis  

Paul Solman  
Business, Economics & Art Correspondent  
The NewsHour  

Benjamin Campbell II ’76  
President of Northeast Indiana Region  
Bank One  

Randy Lohoff ’74  
Senior Vice President  
Marathon Ashland Petroleum LLC  

Marshall Reavis ’84  
Managing Director  
SVM, LP  

Webb Bassick ’74  
CEO  
Compensation Strategies, Inc.  

Jan Davidson  
President & Co-Founder  
The Davidson Institute  

Stuart Young ’65  
Vice President  
Valentis Inc.  

Patricia R. Miller  
Secretary of Commerce  
Indiana Department of Commerce  

David Greene  
Chairman  
Kelley School of Business  

Thomas Spackman ’89  
Majority Owner & Chairman  
Bordercomm  

Thomas Gibson ’64  
Chairman Emeritus  
Asbury Automotive  

Gary S. Lynn  
Distinguished Professor  
Stevens Institute of Technology  

Gretchen Cooper  
Assistant Director  
Evening MBA Programs  
University of Chicago Graduate School of Business  

Wayne Kostroski  
Co-Owner  
Cuisine Concepts  

Matt Neff ’77  
Chairman  
Senex Services  

Kyle Lanham ’79  
President  
Senex Services  

John Stevenson ’81  
Vice President and General Manager  
Frito-Lay International  

Randy Paine ’91  
Managing Director  
Segment Leader  
Key Banc Capital Markets Industrial Group  

Lawren Mills ’01  
Attorney  
McMains LaPointe, PC  

Andrew Claar ’94  
Vice President  
Harris Nesbitt  

J. Michael Locke ’89  
CEO  
Deltakedu, Inc.  

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<tr>
<th>Name</th>
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<tr>
<td>Mike T. Smith ‘99</td>
<td>Portfolio Manager</td>
<td>Wells Capital Management</td>
</tr>
<tr>
<td>Allan B. Hubbard</td>
<td>President</td>
<td>E&amp;A Industries</td>
</tr>
<tr>
<td>Jamie Lewis ‘98</td>
<td>Vice President</td>
<td>Jefferies Asset Management</td>
</tr>
<tr>
<td>Alicia Root ‘98</td>
<td>Vice President</td>
<td>The Royal Bank of Scotland</td>
</tr>
<tr>
<td>Steven Cobb ‘93</td>
<td>Principal</td>
<td>CID Equity Partners</td>
</tr>
<tr>
<td>Marcia Engel</td>
<td>Director, Global Partner</td>
<td>Alliances</td>
</tr>
<tr>
<td>Allison Clem ‘06</td>
<td>Account Manager</td>
<td>Exact Target</td>
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<tr>
<td>R.J. Talyor ‘02</td>
<td>Deliverability Strategist</td>
<td>ExactTarget</td>
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<tr>
<td>Lance Swank ‘83</td>
<td>COO</td>
<td>The Sterling Group</td>
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<tr>
<td>Thomas Fagan, Jr. ‘98</td>
<td>DTP Marketing Team</td>
<td>Osteoporosis Business Unit</td>
</tr>
<tr>
<td>Sarah R. Coffin ‘74</td>
<td>President</td>
<td>Performance Products Division</td>
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<tr>
<td>J. Nathaniel Powell ‘00</td>
<td>Brand Manager, Cymbalta</td>
<td>Global Marketing</td>
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<tr>
<td>Ronald L. Stiver ‘96</td>
<td>Commissioner</td>
<td>Indiana Bureau of Motor Vehicles</td>
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<td>Andrew Thayer ’02</td>
<td>Manager of Financial Planning</td>
<td>ATA Airlines</td>
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<tr>
<td>Travis Nelson ‘93</td>
<td>Managing Director</td>
<td>TowerBrook Capital Partners</td>
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<tr>
<td>Paul Sweeney</td>
<td>Partner</td>
<td>PS Capital Partners, LLC</td>
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<tr>
<td>Jeffrey Jacobs ‘78</td>
<td>Principal</td>
<td>Bessemer Trust</td>
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<tr>
<td>Aaron Gress ‘05</td>
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<td>Developing World Markets</td>
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<td>Deputy Executive Director</td>
<td>The Leukemia &amp; Lymphoma Society</td>
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<td>LeadJen</td>
</tr>
<tr>
<td>Richard Mourdock</td>
<td>Treasurer of State</td>
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<tr>
<td>John Cassady ‘91</td>
<td>Director of Govt. Affairs</td>
<td>Ohio Rural Electric Cooperatives, Inc.</td>
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<tr>
<td>Thomas Cooper, M.D. ‘66</td>
<td>Partner, Aperture Venture Partners</td>
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<tr>
<td>Jacob Coy ‘03</td>
<td>Retail Policy &amp; Themes</td>
<td>Division</td>
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<tr>
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<td>Kemper</td>
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<td>Amber LaRue ‘00</td>
<td>Treasury Manager, Wellpoint, Inc.</td>
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<td>Brian Edelman</td>
<td>Executive Director, Eli Lilly &amp; Company</td>
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<td>Tina Fitzgerald</td>
<td>Director of Produce &amp; Social Responsibility, Independent Purchasing Cooperative</td>
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<td>Thomas Kominsky ’03</td>
<td>Associate</td>
<td>U.S. Restructuring Group, BMO Capital Markets</td>
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<td>Peter Allen ‘67</td>
<td>President, Peter Allen &amp; Associates</td>
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<tr>
<td>Greg Mutz ‘67</td>
<td>Chairman and CEO, AMLI Residential</td>
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<tr>
<td>Dan Daniel ‘87</td>
<td>Executive Vice President, Danaher Motion</td>
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<tr>
<td>Meggie Huels Dials ‘03</td>
<td>Partner Relationship Manager, ExactTarget</td>
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<tr>
<td>Mark Baker</td>
<td>Senior Vice President, Global Operations Officer, Steelcase Inc.</td>
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<td>Andrea Smiley ‘90</td>
<td>President, VMS</td>
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<tr>
<td>Rick Fairless</td>
<td>Owner, Strokers Dallas</td>
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<td>Jay Height</td>
<td>Executive Director, Shepherd Community Center</td>
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<tr>
<td>Jon Dill ‘87</td>
<td>Chief Financial Officer and Partner, Ampac Packaging</td>
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<td>Jim Layton ‘55</td>
<td>CEO, Laymac Inc.</td>
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<td>David Morris ‘83</td>
<td>SVP/Managing Director, Grubb &amp; Ellis, Gundaker Commercial</td>
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<tr>
<td>Joe O’Leary ‘82</td>
<td>Chief Operating Officer, Sierra Systems Group Inc.</td>
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<tr>
<td>Ali Sales Roach ‘03</td>
<td>President &amp; Co-Founder, Compendium Blogware</td>
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<tr>
<td>Tom Tunnicliff ‘80</td>
<td>Executive Vice President, Grubb &amp; Ellis Company</td>
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<tr>
<td>Brad Stevens ‘99</td>
<td>Head Coach- Men’s Basketball, Butler University</td>
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<tr>
<td>Luke Reese ‘85</td>
<td>President, Winona Capital Management</td>
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<tr>
<td>Mark Filippell ‘75</td>
<td>Managing Director, Western Reserve Partners, LLC</td>
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<td>Robert Brown</td>
<td>Vice President, Lilly USA</td>
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<tr>
<td>Lindsay Schultz ‘02</td>
<td>Associate</td>
<td>Leveraged Finance Group, BMO Capital Markets</td>
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<tr>
<td>Todd Steele ‘90</td>
<td>SVP, Consumer Markets, dunnhumbyUSA</td>
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<tr>
<td>Molly Wilkinson Chavers ‘98</td>
<td>Executive Director, Indy Hub, Inc.</td>
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<tr>
<td>Eric Stisser ‘94</td>
<td>SVP/Business Development, St. Louis Blues</td>
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<tr>
<td>Mike Adams ‘00</td>
<td>President, Trebuchet Financial Group</td>
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<td>Scott Shelbourne ‘03</td>
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<tr>
<td>Carmencita “Chie” Abad</td>
<td>Worker’s Advocate and Former Gap Sweatshop Laborer from Spain</td>
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<tr>
<td>Jack Wiley ‘74</td>
<td>Executive Director, Kenexa</td>
<td></td>
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</tbody>
</table>
Frances Moore Lappe’
Author of *Diet for a Small Planet*
and founder of Food First: The Institute for Food and Development Policy

Brad Kelsheimer
Vice President for Finance and Administration
DePauw University

Jeffrey Francis ‘91
Chief Administrative & Financial Officer
Ministry Health Care

Mark Tatge
Eugene S. Pulliam Distinguished Visiting Professor of Journalism and Professor of Communication and Theatre
DePauw University

Kevin McCarty
Co-Founder & Executive Vice President
West Monroe Partners, LLC
*The Robert C. McDermond Honorary Lecture*

Jeffrey Harmening ‘89
President
Big G Cereal Division
General Mills
*The Robert C. McDermond Honorary Lecture*

Marshall Sims ‘00
Brand Manager
Gillette Male Shave & Personal Care
Procter and Gamble

Jonathan Phillips ‘95
Managing Director
Healthcare Growth Partners, LLC

Chris Stevens
Vice President for Corporate Relations
Keurig Inc.

Scott MacGregor ‘95
Director of Communications
Eli Lilly and Company USA

Peter Ruppert ‘86
President & CEO
American Education Group

Elaine Peck
Executive Director
Putnam County Community Foundation

Marcia Latta
Vice President for Advancement
DePauw University

Aaron Gress ‘05
Sustainable Agriculture U.S. Peace Corps Volunteer
U.S. Peace Corps

Kyle Smitley ‘07
Founder/Owner
Barley & birch

Mark Miles
President and CEO
Central Indiana Corporate Partnership, Inc.

Kay Anderson
Marketing Purpose Program Manager
Eli Lilly and Company

Dave Deno
Chief Financial Officer for the International Division
Best Buy Company, Inc.
Management Fellows
Internship Sponsors 1982 – 2012

5-8 Restaurants
1st Colonial Bankshares
Academic Management Services
Accenture (formerly Andersen Consulting)
Activision
Alliance Life Insurance Company of North America
Allison Gas Turbine
Allstate Insurance Company
American Education Group
American IronHorse
American National Bank
American United Life
AMLI Residential
Andersen LLP
Angie’s List
Angie’s List
Anova Group
Anuva Wines
AON Advisers, Inc.
Armco Midwestern Steel
Arvin Industries
Ascension Health
Bairexport Exporting Network
Baker & Daniels
Banc of America Securities, LLC
Bank One
BigFatWow!, Inc.
BioChem Resources
Boeing Co.
BorderCOMM
BrandEra, Ltd.
Bretford, Inc.
Brunswick Group LLC
Burlington Press
Burson-Marsteller
Butler-Zunkel
Champion International Corporation
Chapter 13 Trustee Office
Chase Manhattan Bank
Chicago Partners
Children’s Museum of Indianapolis

Minneapolis, MN
Oak Park, IL
Swansea, MA
Chicago, IL
Santa Monica, CA
Golden Valley, MN
Indianapolis, IN
Chicago, IL
Grand Rapids, MI
Fort Worth, TX
Bensenville, IL
Indianapolis, IN
Chicago, IL
Chicago, IL
Cleveland, OH
Indianapolis, IN
Chicago, IL
Argentina
Chicago, IL
Kansas City, MO
Columbus, IN
Evansville, IN
Buenos Aires, Argentina
Indianapolis, IN
Chicago, IL
Indianapolis, IN
Dallas, TX
Jacksonville, FL
Arlington, VA
El Paso, TX
Ft. Worth, TX
Franklin Park, IL
New York, NY
Chicago, IL
London, England
New York, NY
Stamford, CT
Evansville, IN
New York, NY
Chicago, IL
Indianapolis, IN
<table>
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<tr>
<th>Company Name</th>
<th>City, State</th>
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<tbody>
<tr>
<td>Chubb Insurance</td>
<td>Detroit, MI</td>
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<tr>
<td>CID Equity Partners</td>
<td>Indianapolis, IN</td>
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<td>Citizens &amp; Southern Nat'l Bank</td>
<td>Atlanta, GA</td>
</tr>
<tr>
<td>Colbert Artists Management</td>
<td>New York, NY</td>
</tr>
<tr>
<td>College Mentors for Kids</td>
<td>Indianapolis, IN</td>
</tr>
<tr>
<td>Columbus Neighbors</td>
<td>Columbus, OH</td>
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<tr>
<td>Concap</td>
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Leukemia & Lymphoma Society
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Lilly France
LNE Group
Lutheran General Hospital
Manning, Salvage & Lee
Marketing Solutions
Marsh & McLennan Companies
Marsh & McLennan Companies
Mayflower Corporation
McDonald & Company, Inc.
McDonalds Corporation
Mead Corporation
Media Factor
Merrill Lynch
Methodist Hospital
Midwest Control and Alinabal
Midwest Entrepreneurial Education Center
Miller Freeman, Inc.
Missy Farren & Associates
MSP Interactive
Murray Savings Association
NAACP
National Coalition for the Homeless
National Heritage Academies
NBD Indiana Incorporated
North American Laboratory
Northern Trust Company
Northwestern Healthcare Network
OFII
Open Door Mission
Pactiv Corporation
Park National Bank & Trust
Partners In Housing Development Corp.
Paul Hemmer Companies
Penton Publishing
Peoples Bank & Trust
PepsiCo Foundation
Performing Arts for Community (PACE, Inc.)
PGA TOUR
Philadelphia Phillies
Pioneer Materials West, Inc.

Indianapolis, IN
White Plains, NY
Toledo, OH
Fegersheim, France
Cleveland, OH
Park Ridge, IL
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Oak Brook, IL
Dayton, OH
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Cleveland, OH
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Miami, FL
Ponte Vedra Beach, FL
Philadelphia, PA
Englewood, CO
Plan B Consulting  Berlin, Germany
Price Waterhouse & Company  Washington, DC
PriceWaterhouseCoopers, LLP  St. Louis, MO
Primax Group  Cincinnati, OH
Procter & Gamble  Cincinnati, OH
Provident Capital Management  Indianapolis, IN
Rabobank International  Chicago, IL
Rachel Routh Productions  New York, NY
Raffensperger Hughes & Co.  Indianapolis, IN
Rasmussen College, Inc.  Burr Ridge, IL
re:Member Data Services  Indianapolis, IN
Receiveable Funding Corporation  Columbus, OH
Red Dirt Baseball/Par Buster  Tulsa, OK
RICS Software/Inception  Terre Haute, IN
Rose-Hulman Ventures  Tacoma, WA
Russell Investment Group  Indianapolis, IN
Rytex Company  Racine, WI
S.C. Johnson & Sons  Indianapolis, IN
Salvation Army  Milford, OH
Scanner Applications  New York, NY
Schafer Cullen Capital Management  Chapel Hill, NC
Sedona Healthcare Group, Inc.  Tulsa, OK
SemGroup  Washington, DC
Senator Richard Lugar  Greencastle, IN
Shenandoah Industries  New York, NY
Skadden Arps Slate Meager & Flom  Indianapolis, IN
Smith Barney Harris Upham & Co.  Mountain View, CA
Social Intentions Inc.  Chicago, IL
Sprint Cellular  St. Louis, MO
St. Louis Swarm Basketball  Chicago, IL
StarCom Media Services  Indianapolis, IN
Stark, Doninger, and Smith LLP  London, England
State Street Global Advisors  Chicago, IL
Steppenwolf Theater Company  Washington, D.C.
Steve Buyer Office  Indianapolis, IN
Strong Capital Management  Palatine, IL
Suburban Bank of Palatine  Indianapolis, IN
SummitGroup  Indianapolis, IN
Technology Management, Inc.  New York, NY
The Center for Creative Resources  Honolulu, Hawaii
The Pacific Edge  China
Tradewinds Furniture  San Francisco, CA
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Internship Guidelines and Responsibilities

General Information

- Internship sponsors are under no obligation to offer an internship every semester or every year.
- After receiving the résumés of potential interns, the firm is not obligated to take an intern.
- There is no guarantee that an intern will be placed at an internship site.
- Most students choose to serve on their internships in the junior year. However, some students complete their internship as early as the spring of the sophomore year or as late as the fall of the senior year.
- The internship must be at least 16 weeks of full-time employment. Most students prefer internships that incorporate the summer and/or Winter Term (the month of January).
- Interns are full-time students, so no health benefits are needed.
- Interns do incur living expenses; therefore their compensation should allow them to cover reasonable living expenses.

Responsibilities of the McDermond Center

- Prepare students for the internship and the interview process
- Provide support for students preparing résumés and cover letters
- Arrange mock interviews
- Encourage students to articulate personal internship expectations
- Identify potential internship sites for each student
- Pre-screen potential interns and, for those who meet a particular company’s needs, forward résumés to the firm
- Coordinate interview schedule
- Coordinate internship offers and acceptances
- Monitor intern performance through an on-site visit and written midway and final evaluations

Responsibilities of Internship Host

- Provide the following information for internships:
  - Basic information about host company
  - Name and information for a contact person
  - Internship description or description of possible projects for intern
  - Skills required
  - Compensation package
- Review résumés and select students to interview
- Schedule interviews
- Select intern and notify McDermond Center Director of intern selection
- Notify student of selection and establish start and end dates for internship
- Provide student with work assignments and supervision typical for an entry-level professional employee
- Conduct evaluation:
  - Periodic evaluations with intern as necessary
  - Complete written midway and final evaluation
  - Meet with Director of McDermond Center during on-site evaluation

Responsibilities of Interns

3 Though stipends offered to Management Fellow interns vary widely, compensation averages $11-$13/hour.
• Complete internship preparation:
  - mock interviews
  - résumé writing workshop
  - interview skills workshop
  - researching companies
  - informational interviews
• Provide Director of McDermond Center up-to-date résumé
• Identify potential internships
• Actively seek an internship by submitting cover letters and résumés and interviewing when invited
• Accept internship if offered
• Notify Director of McDermond Center of your internship start and end dates; complete other internship associated paperwork
• Find housing for internship semester
• Submit monthly summaries to the Director during internship
• Meet with the Director during on-site visit
• Complete all evaluations
• Complete assignments for HONR 310: Management Readings/ Business Writing
• Complete final internship paper and submit copies to the internship host and to the Director
Liability Release and Medical Authorization Form for Program of Distinction Internships

The undersigned student (“Student”) and the Student’s parent(s) or legal guardian(s) (“Parents”) whose signatures appear below agree to the following:

1. Student has chosen to pursue a course of study in a Program of Distinction requiring participation in an internship for academic credit. Student has chosen voluntarily to pursue the course of study. The internship requires Student to travel off-campus to complete the internship. Student will abide by all applicable laws of the countries/states to be visited. Student agrees to conform his/her conduct to all rules, regulations, and policies applicable to DePauw students in general, including the Student Handbook, and understands that failure to so conform may result in early termination from the internship and being returned to DePauw at Student’s expense and without refund of any fees paid.

2. Student and Parents acknowledge that DePauw has not represented that it has superior knowledge of external conditions at the program site(s) and, as a matter of fact, may have none, and that DePauw has not provided guarantees of safety while Student is participating in the program. Student and Parents acknowledge that living and traveling off-campus involves locations which may have health and safety standards substantially below those enjoyed on-campus, and student voluntarily assumes any and all risks of personal injury or property damage, known or unknown, arising out of participation in the program or travel related to the program. If participation in the internship requires international travel, Student acknowledges that he/she should regularly consult with the State Department Consular Information Sheets and Travel Warnings at http://travel.state.gov/travel/ and the Centers for Disease Control (CDC) at http://www.cdc.gov/travel/ with regard to their destination country(s) prior to signing this Agreement, as well as prior to departure.

3. In consideration of DePauw authorizing Student to participate in the internship and for other good and valuable consideration, Student and Parents hereby release and discharge DePauw, its officers, employees and trustees, and their successors and assigns, from all claims, liabilities, injuries or demands of any nature whatsoever for or on account of any injuries to person, including death, and/or loss to property, arising out of, or in connection with, participation in the internship, including all transportation related to the internship.

4. Student grants to DePauw, or any of its designated representatives, full authority to take at Student’s expense, any action deemed necessary to protect Student’s mental or physical health and safety, including but not limited to, placing Student under the care of a doctor or in a hospital or such other appropriate place for medical examination and/or treatment, or returning Student to DePauw. Should the need arise, DePauw is authorized to make available to any health care provider who may during the internship provide medical treatment to Student, any and all medical and mental health records, including opinions, reports, notes, x-rays, or any other information or documents in the possession, custody, or control of DePauw. Student hereby waives for such purpose any physician/patient or counselor/patient privilege, which Student may have with respect to such information.

Parent or Legal Guardian Student
Signature: __________________________ Signature: __________________________
Printed: __________________________ Printed: __________________________
Address: __________________________ Home Address: __________________________
Date signed: __________________________ Date signed: __________________________

In case of emergency, notify the following person(s):
Name (Printed)

Landline phone – area code and phone number

Cell phone – area code and phone number

E-mail

McDermont Center for Management & Entrepreneurship  Fax# 765-658-4856  •  Office Phone #765-658-4024
Mailing address:  McDermont Center  •  408 S. Locust St., Suite 150  •  Greencastle, IN 46135

32
INTERN MIDWAY EVALUATION
MANAGEMENT FELLOWS PROGRAM

Name of Student _____________________________

Employer ____________________________________

Job Title and Department ________________________

City and State _________________________________

Internship Period _____________________________

Monthly Salary ________________________________

Was this your first internship? _________________________

Have you had an internship or worked with this firm before? ________________________________

What have been your internship responsibilities? (Please attach a copy of duties or schedule of assignments if you were provided with one.)

What goals did you set for yourself at the beginning of this internship?

Which of these goals have you been able to meet to date? Please explain.
What have been the most interesting and rewarding features of your internship responsibilities?

Which assignments and/or experiences (if any) did you find the least interesting and least rewarding?

Other comments about your internship:

Please return this evaluation form to:
Director, Management Fellows Program
DePauw University
Greencastle, Indiana 46135
Fax: 765-658-4856
EMPLOYER MIDWAY EVALUATION

Name of Student

______________________________________

Employer

______________________________________

Job Title and Department

______________________________________

City and State

Internship Period

INSTRUCTIONS: The immediate supervisor is to evaluate the student by comparing him/her with either other similarly situated interns or newly hired employees of comparable academic level and experience. If such comparisons are not possible, use individual standards. Please check (√) your frame of reference:

_________ Other Interns

_________ Comparable Employees

_________ Own Standards

Please check (√) all that apply

RELATIONS WITH OTHERS

___ Exceptionally well accepted

___ Works well with others

___ Gets along satisfactorily

___ Has some difficulty working with others

___ Works very poorly with others

ATTITUDE-APPLICATION TO WORK

___ Outstanding in enthusiasm

___ Very interested and industrious

___ Average in diligence and interest

___ Somewhat indifferent

___ Definitely not interested

JUDGEMENT

___ Exceptionally mature

___ Above average in making decisions

___ Usually makes the right decision

___ Often uses poor judgment

___ Consistently uses bad judgment

DEPENDABILITY

___ Completely dependable

___ Above average in dependability

___ Usually dependable

___ Sometimes neglectful or careless

___ Unreliable

ORGANIZATION

___ Uses time very efficiently

___ Performs tasks in an orderly manner

___ Occasionally disorganized

___ Completes assignments too slowly

___ Has very difficult time organizing and completing tasks

RESPONSE TO CRITICISM

___ Actively seeks criticism; shows improvement

___ Carries out suggestions; shows improvement

___ Welcomes criticism but shows little improvement

___ Has no visible reaction

___ Resents being shown mistakes

ATTENDANCE: ___Regular ___Irregular

PUNCTUALITY: ___Regular ___Irregular

ABILITY TO LEARN:

Learns Very Quickly

Average

Slow to Learn

Very Slow to Learn

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QUALITY OF WORK:

Excellent

Very Good

Average

Below Average

Unsatisfactory

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OVER-ALL PERFORMANCE:

Excellent

Very Good

Average

Below Average

Unsatisfactory

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1. What assignments/responsibilities does this student perform?

2. Please comment on the overall quality of this student’s work and performance.

3. What traits may help or hinder this student’s professional advancement?

4. Additional comments:

Has this evaluation been discussed with the student? Yes____ No____

Signed

_______________________________________________________________________________________

Immediate Supervisor Date

Please return this evaluation form to:

The McDermond Center for Management & Entrepreneurship
DePauw University
408 S. Locust St., Suite 150
Greencastle, IN 46135
765-658-4856 FAX
EMPLOYER FINAL EVALUATION

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**Internship Period**

**INSTRUCTIONS:** The immediate supervisor is to evaluate the student by comparing him/her with either other similarly situated interns or newly hired employees of comparable academic level and experience. If such comparisons are not possible, use individual standards.

**OVER-ALL PERFORMANCE:**

Outstanding    Very Good    Average    Marginal    Unsatisfactory

Have you seen improvement in the student’s performance since the mid-term evaluation?
Please comment on the overall quality of this student’s work and performance.

Additional comments:

Has this evaluation been discussed with the student?  Yes_____ No____

Signed_______________________________________________________________________________

Immediate Supervisor                                                                                                      Date

Please return this evaluation form to
Director, Management Fellows Program
DePauw University,
Greencastle, IN  46135
FAX: 765-658-4856
MANAGEMENT FELLOW INTERNSHIP
SUBSIDY REQUEST FORM

Name: ____________________________________________________________

Internship Location: ____________________________ Dates of Internship: ____________

EXPENSES

Rent  _______total rent per month  _______your share per month

Food  ______________per month

Utilities

Electric  _______your share per month

Gas  _______your share per month

Other  _______your share per month

Transportation  __________per month
(Please explain)

Other Expenses  _______per month
(Please List)

EXPENSES SUBTOTAL  __________per month

Expenses/Month _______x _______months=__________ TOTAL EXPENSES

Income /Month _______x _______months=__________ TOTAL INCOME

TOTAL EXPENSES  __________

- TOTAL INCOME  __________

- DEPAUW ROOM & BOARD  __________

REQUESTED AMOUNT OF SUBSIDY

The McDermond Center has limited funds to subsidize some internships. The McDermond Center will attempt to subsidize as much of the difference as possible between the student’s necessary internship expenses and the student’s room and board charges at DePauw. There can be no guarantee on how much of the difference the Center can contribute to the student’s internship. This amount will depend on the availability of funds and the demand for these funds. Questions about the availability of these funds should be directed to the Director. To apply for a subsidy, the student must submit a detailed budget of anticipated expenses to the Director no later than two weeks before the end of the semester before the internship.4

In general, the maximum subsidy is $3,000 for the semester. We can only subsidize students who are completing approved internships in a not-for-profit organization or an entrepreneurial company.

4 Management Fellows Handbook, page 9
As part of your internship requirements, you must write a final internship paper. The paper should describe the company in which you have interned so that future interns can learn about it before they actually interview for the position. It should also give a description of the internship, including a job description so students can understand what you were expected to do. Be sure to provide examples of your work. **You should give your internship host a copy of the paper.** You will receive a grade of L for this semester. The L will be replaced with an S (satisfactory) or U (unsatisfactory) after your Internship Paper is received. This paper is easier to write shortly after the internship ends.

**Internship Paper Guidelines**

A. **Introduction**

An integral part of a Management Fellows Program internship is the final internship paper required of each student. The purposes of this paper are to discuss and evaluate the intern’s responsibilities and assignments, to serve as an exercise in technical writing, and to examine the linkage between the liberal arts education and the work experience. This paper should be ten to twelve pages in length.

In writing the final internship paper, Management Fellows should use written materials about the firm (e.g. annual reports) and draw on discussions with personnel at the internship location. Therefore, you should provide your internship sponsor with a copy of the final version of your paper. Not all colleges and universities with internship programs have their students write such a paper. **By giving the sponsor a copy of your paper,** you distinguish yourself from other student interns and also say “thank you” for the internship opportunity.

B. **Content of Final Internship Paper**

As stated above, one purpose of this internship paper is to summarize and evaluate the internship experience. For example, the paper might include the following types of section headings:

I. Brief Overview of ______________ Corporation
II. Role of __________ Department
III. Internship Responsibilities (Job Description)
IV. Evaluation of Internship Experience
V. Relationship of Academic Course Work to Internship Experience
VI. Suggestions for Future Internships at _________

Appendix A: Organization Chart
Appendix B: Sample Work Assignments/Projects

For the brief overview a student should consult a copy of the company’s annual report and/or other descriptive materials. In addition, a student should find it useful to draw upon discussions with personnel in his or her department. If possible, an organization chart which shows the student’s department in the firm’s overall structure might be included as an Appendix.

When evaluating the internship experience, **please discuss any special projects, reports or oral presentations** you were responsible for during your internship. Describe the audience and how the information was used. In the section which relates the academic course work to internship experiences, you should assess how effectively courses and other academic experiences -- in both Economics and other departments -- prepared you for your internship. Although not required, you may find keeping a notebook or diary during your internship may provide a useful source of information for writing this paper.
C. **Format of Paper**
The Director is most interested in the content of your internship paper but is also concerned about the way in which it is written and presented. Therefore, the importance of observing proper format, good grammar, proper spelling, absence of typographical errors and neatness cannot be stressed enough. This paper represents, not only you, but also the Management Fellows Program. All students are expected to submit a paper of very high quality.
## Management Fellows Class 2013

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## Management Fellows Class 2014

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<td>Mark Johnson</td>
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<td>Nicholas Thompson</td>
<td>Avon, IN</td>
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<td>Indianapolis, IN</td>
<td>Andrew Warner</td>
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<td>Samantha Langley</td>
<td>Martinsville, IN</td>
<td>Andrew Xu</td>
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<td>Prairie Village, KS</td>
<td>Dana Zerbin</td>
<td>Cincinnati, OH</td>
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