



Women's Leadership Program Accountability System

Background

The Women's Leadership Program is a four-year co-curricular leadership development program for undergraduate women and gender diverse students at Bentley. Throughout their time in the program, WLP Leaders participate in a series of workshops, mentor circles and corporate visits. Consisting of around 300 students, the WLP is unique and noteworthy due to the incredibly driven and thoughtful students who are accepted into the program.

Members of the Women's Leadership Program (WLP) receive a scholarship of up to \$40,000 over four years; receiving this scholarship is contingent upon their attendance at designated sessions, outlined below. WLP Leaders must be enrolled at Bentley as either full-time or part-time undergraduate students; part-time students receive a prorated scholarship. Each WLP Level generally corresponds to a student's academic year; for example, a first-year student will be in Level 1, a sophomore will be in Level 2, and so on.

The Women's Leadership Program is intentionally designed to enhance the leadership development skills of women, nonbinary, and trans WLP Leaders. As such, WLP Leaders are expected to fulfill the requirements for their particular level and are generally discouraged from advancing to the next level prior to having completed the requirements of their current level.

WLP sessions are thoughtfully curated and facilitated by on- and off-campus partners, and it is expected that WLP Leaders will provide their full and undivided attention during sessions.

Program Requirements

- **Level 1** – 6 sessions (must include a mentor circle OR corporate visit)
- **Level 2** – 5 sessions (must include a mentor circle OR corporate visit)
- **Level 3** – 5 sessions (must include a mentor circle OR corporate visit)
- **Level 4** – 4 sessions



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To complete a session (ie: a workshop, mentor circle or corporate visit), a WLP Leader must both attend the session **AND** complete the corresponding leadership journal reflection and submit via CampusGroups.

Attendance is taken at the end of each session, and students are asked to complete their reflections no later than 3 days following each session, though they have until the last day of classes at the end of each semester to complete any unfinished reflections.

Full attendance is defined as being present at a WLP session (in-person or virtual) for the majority of a session, **OR at least 60 minutes** (most WLP sessions are 80 minutes). Most WLP sessions occur during the activity period on Tuesdays and Wednesdays, when no classes are held. We understand that, on occasion, scheduling conflicts may arise. In this case, advanced notice, via written communication, is required if a student is either going to be late or needs to leave a session early. If a student leaves early (before the session ends), they must check-out with a GSSP staff member.

Valid early dismissal reasons include:

- You have a work shift that begins after 3:15pm
- You are a student athlete and have a scheduled game

Invalid early dismissal reasons include:

- A meeting for a student organization or class. All meetings should be scheduled after 3:20pm.
- Class that begins at 3:30pm. All WLP sessions end by 3:20pm, which allows for enough time to travel to class.

Attendance credit will not be given if a student attends a WLP session for less than 60 minutes.

Virtual sessions: during Zoom sessions, students must turn their cameras on and/or engage with the chat function.

In addition to sessions, Level 1 WLP Leaders are also required to attend the Women's Leadership Program Orientation and complete a check-in meeting with a GSSP staff member at the beginning of the fall semester of their first year.

Establishing Accountability

WLP Leaders must complete their requirements to continue receiving their WLP scholarship. As such, each WLP Leader is expected to adhere to the following requirement guidelines:

- If a WLP Leader anticipates that they may be unable to complete three sessions in the fall semester, that WLP Leader is expected to notify GSSP professional staff via written communication as soon as possible.
 - GSSP staff will work in collaboration with that WLP Leader to create a plan for fulfilling their remaining WLP requirements for that specific level.



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- All leadership journal submissions will be cross-checked with attendance at corresponding sessions. If a WLP Leader completes leadership journal reflections without having attended sessions, that student will not receive credit for having completed said requirements and will be required to complete their remaining level requirements the following spring semester.
 - Students found to be in violation of this policy will be placed on probation from the WLP, as this violates the academic integrity policy.
 - **Probation defined** – WLP probation occurs when a student has not completed a minimum of 3 sessions in their fall semester; when a student does not fulfill their requirements at the end of a given academic year; AND/OR when a student completes reflections without having attended those particular sessions.
 - During probation, WLP Leaders are required to complete a minimum of three (3) sessions during the following semester; if WLP Leaders are unable to fulfill this requirement, they will receive a reduction to their WLP scholarship.
 - Scholarship reduction will be decided on a case-by-case basis and in consultation with Student Financial Services.
 - Students may be required to meet with the Associate Dean for Student Equity and Inclusion and may be subject to additional sanctions, including but not limited to a reduction or removal of their WLP scholarship.
- At the end of each fall semester, WLP Leaders across all levels will be notified via written email communication if they have any outstanding requirements to fulfill.
- If WLP Leaders are unable to complete their WLP requirements during a given year, they will be placed on probation for one semester.
- Participation in the Women's Leadership Program is tracked through both CampusGroups and an internal tracking spreadsheet overseen by GSSP staff.
 - Each WLP student has their own WLP Checklist on CampusGroups; these checklists will be updated routinely throughout the academic year to reflect their WLP progress
 - Once the internal spreadsheet reflects full completion of a requirement, your CampusGroups checklist will be updated to reflect this



Considerations for WLP Study Abroad Students

- WLP Leaders are encouraged to study abroad, and your standing in the program will not be impacted if you elect to do so. Additionally, your WLP scholarship will be applied while you study abroad as long as you are a full-time student and you are abroad during the fall or spring semester.
- To maintain good standing in the program, WLP Study Abroad students are required to complete leadership journals and a community forum discussion during their time abroad. Additional information is provided to study abroad students. There may also be opportunities to complete asynchronous workshops during your time abroad.

WLP students returning from medical leave/ leave of absence

- A leave of absence is taken when students plan to pause their studies and resume them at a future date; a student may choose to take a leave for any number of reasons.
- While on a leave of absence, WLP students are not required to complete WLP requirements and their WLP scholarship is paused.
- Upon return to Bentley, WLP students will resume their WLP requirements, respective to their corresponding WLP level (for example, if a Level 2 student has completed all of their Level 2 requirements, and takes a leave of absence for two semesters, that student would begin their Level 3 requirements upon returning to Bentley).
- Individualized completion plans will be created in consultation with the WLP student and a GSSP staff member

WLP students graduating early

- WLP students who graduate early will still have the opportunity, and are expected, to complete their WLP requirements. GSSP staff will work in collaboration with WLP students who are graduating early to map out a plan that ensures all the WLP requirements are met by the time of graduation.