



## **DOMESTIC BUSINESS CONSULTANCY CAPSTONE COURSES APPLICATION PROCESS**

### **SUBMISSION DEADLINE**

**WINTER CAPSTONE (February, with pre-engagement workshops in December/January)**

**Applications Due- *November 30***

**SUMMER CAPSTONE (July, with pre-engagement workshops in May/June)**

**Applications Due- *April 30***

Students interested in pursuing a position on the business consultancy team may do so through the following procedure (**note: email submission of application documents is preferred**):

1. Complete and submit a ***cover letter*** addressing the following topics:
  - a. Why are you interested in joining the domestic business consultancy team?
  - b. What skills can you bring to the team? Your response might include (but is not limited to) the following areas:
    - i. Prior consulting experience
    - ii. Strategic planning
    - iii. Report writing
    - iv. Quantitative skills
    - v. Conflict resolution
    - vi. Interviewing
    - vii. Leadership
    - viii. Project management and organization
    - ix. Skills specific to your emphasis or work experience (i.e. finance, marketing, management, etc.)
2. Submit a ***current resume*** outlining your educational background and work experience.
3. Submit a ***writing sample*** from one of your previous courses, with instructor feedback if possible (note this sample can come from work on a “team” however if not individual you should explain your specific contribution to the team project).
4. Submit a ***personal reference*** from a peer who was a team member with you on a successful project (can be either classmate or co-worker).
5. Submit an ***email from your Student Success Advisor*** indicating you are eligible to take the consultancy capstone course to which you are applying. To be eligible to participate, your capstone must fall within two courses of the scheduled dates of the consultancy capstone.
6. OPTIONAL - Submit any ***other documentation*** you feel best represents your skills in relation to the program (as outlined in the Data Sheet). This might include a sample of work that demonstrates any of the skills outlined in your cover letter or an additional reference letter from one of your professors.

**After a review of application documents, selected students will be invited to participate in a virtual interview with University of Redlands faculty to determine final team membership.**

7. After selection, student delegates will be required to complete and submit the appropriate ***Domestic Business Consultancy Capstone Course Forms***.

**All documents should be submitted to Professor Michael MacQueen**  
University of Redlands, School of Business  
[michael\\_macqueen@redlands.edu](mailto:michael_macqueen@redlands.edu)  
(909.938.5304)