

Memo

To: Full-time Faculty
Adjunct Faculty
From: Lisa Johnson
Date: January 6, 2010
Re: Spring 2010 Honors Options

Each semester, instructors are asked to offer honors option to students wishing to excel. For your convenience, I have attached the Honors Options Step-by-Step Directions, Frequently Asked Questions – Faculty with Deadline Dates, Frequently Asked Questions – Student with MAC Honors Program (Student Handout), a Contract, and deadline. Please read the information sheet very carefully before proceeding with offering a contract to a student. Any student may contract for honors as long as the faculty member is willing to offer this option:

- A. Instructor and student fill out the contract. *Add/drop slips will no longer need to be filled out.*
- B. Contracts must give enough detail so that the Director can envision what the projects will entail.
- C. Check the GPA. Give brief explanation on any student who has a grade point below the required 2.75
- D. Send contract to Dean of Arts & Sciences Division for approval and processing.
- E. Comply with all deadlines given.
- F. Once the semester is $\frac{3}{4}$ complete, submit a Compensation Form and mark the box as “Honors.” These forms may be found on the MAC website under Faculty/Staff Resources, on the “P” drive under Honors, and in the forms bin outside of the print shop.
- G. Be sure to turn in the request for compensation by the end of the semester.

Please do not send the students to the Dean’s office unless they have general questions about the honors program. If you have any questions, please let me know.