

STANFORD UNIVERSITY OFFICE MEMORANDUM

DATE: January 17, 2012

TO: Department Chairs and Program Directors  
Undergraduate Honors Directors

FROM: Harry Elam, Vice Provost for Undergraduate Education

SUBJECT: 2012 Bing Honors College Announcement and Call for Proposals

EXECUTIVE SUMMARY

This memorandum is a call for proposals to departments and interdisciplinary programs for participation in the 2012 Bing Honors College (BHC). BHC brings rising seniors writing Honors theses to campus in September, before the start of the regular school year, for a program of group- and major-based research activities. The deadline for submission of proposals is Wednesday, February 15, 2012.

BACKGROUND

BHC began in fall 1993 with 28 students from 3 departments; in 2011 14 departments and programs and approximately 100 seniors participated in the College. BHC aims to accelerate progress on Honors theses by offering an uninterrupted block of time in which students focus on thesis work under the close supervision of a faculty leader. The College also seeks to foster a sense of intellectual community among students pursuing Honors work within and across academic disciplines, and to provide increased opportunities for faculty-student mentoring relationships.

During the day, students and faculty divide their time between department/program seminars, independent research and writing, and one-on-one consultations; BHC also sponsors College-wide programs to encourage faculty-student interaction and scholarly community.

PROGRAM DETAILS

DATES: Tuesday, September 4 – Friday, September 21, 2012

FACULTY

LEADERSHIP: Each participating department and program designates a faculty leader to direct the daily activities of their Bing Honors College students. For more than 12 students, two faculty leaders may be appointed. The stipend is \$5,000 per faculty leader. Please note that for departments with fewer than 4 students, we will attempt to gather the students under a single appropriate faculty leader; these arrangements will be worked out after all proposals have been received in February. Departments and programs may also elect to hire one graduate student assistant per 12 undergraduate participants. Graduate students receive a \$700 stipend, as well as meals in the College dining hall.

## FACULTY

**RESPONSIBILITIES:** Pre-College: Select students; convene participants before the end of spring quarter; hire a graduate student assistant, if desired; contact students' research advisors; arrange College sessions, such as meetings with librarians, writing workshops with the College writing consultant, training in multimedia techniques, faculty lunches.  
During the College: up to 15-20 hrs/week in student seminars, individual conferences, daily lunches, student presentation sessions, archive/bookstore visits, etc.; attendance at the Bing Honors College events, including opening and closing.  
Post-College: report and evaluation.

## STUDENT

**BENEFITS:** Students receive room and board as well as funding of early arrival charges for fall quarter campus housing. Students on financial aid may be eligible for earnings replacement, which will be evaluated on an individual basis.

## PROPOSAL GUIDELINES

The deadline for submission of proposals is **Wednesday, February 15, 2012**. Please send proposals, preferably as a Word attachment, to [BingHonorsCollege@stanford.edu](mailto:BingHonorsCollege@stanford.edu). Proposals may also be submitted via campus mail (MC: 3069). We encourage small departments or programs to collaborate in sponsoring a College cohort. Contact Bob Jorgensen, Associate Director for Academic Administration ([bjorg@stanford.edu](mailto:bjorg@stanford.edu); 723-0473), with questions.

Proposals should be no more than 2-3 pages and should include the following sections:

**I. Program Goals.** Address how Bing Honors College will benefit participating students and enhance your Honors program. Please be specific in describing your expectations for what students should accomplish and how they should spend their time.

**II. Number of student slots to reserve for your department/program in the College.** (Provide a number only; names are not requested at this time.) To arrive at this number, provide the number of declared junior majors and the percentage of these juniors who are likely to do Honors work.

**III. Student selection process and criteria.** Each major is responsible for managing its own selection of students and admitting them to the College. As a general principle, we recommend that you give priority to the best prepared and most advanced students.

Note: Students may not enroll in the College if they must miss scheduled sessions for any reason (e.g. for RA or other staff training, group retreats, or outside jobs). Soon after BHC allocations have been communicated to departments, we will provide a schedule of training and duties required by many campus positions (RA, RCC, PHE, Orientation Volunteer, etc.) that conflict with the College. Please be sure to verify that students will attend the entire Honors College before selecting them. We recommend that you develop a waiting list in case admitted students' plans change over the summer. Day students, i.e. students working on Honors theses in the major who will not live in the College residence, may be accommodated in your program, but day students will not be counted in your allotment of residential slots.

**IV. Faculty Leadership.** Commitment of the faculty leader is the most important criterion for participation in the College. We cannot allocate spaces for students without a confirmed faculty leader. The proposal should also include a plan for involving other faculty in the College, particularly the Honors thesis directors of the selected students. At a minimum, the thesis director should be informed about his/her students' participation.

**V. Program Activities.** Please provide a brief description of workshops, activities, seminars, and assignments in which the students will be engaged. We recommend the following examples of successful activities, for which programming funds and/or expert staff consultation are made available to each participating department or program:

- Oral presentations by students;
- Written assignments produced for the end of the College;
- Assigned readings discussed in a formal seminar setting;
- Review of previous Honors theses or group design of a model thesis;
- Library orientations, including curator meetings, demonstrations of research tools, etc.;
- Special skills workshops on statistics and multimedia software;
- Invitations to faculty from the department or program to talk about their own research and the process of conducting scholarly research and writing.