

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

I'm writing to request proposals for participation in the 2012 Bing Honors College. Bing Honors College 2012 will begin on Tuesday, September 4 and conclude on Friday, September 21. We cannot yet provide dates for specific Bing Honors College events, but we will communicate them to you as soon as they are set. We will also provide a training schedule and list of duties for several student staff positions (e.g. RA, RCC, PHE, Orientation Volunteer, etc.) that conflict with Honors College to aid you in selecting your student participants.

In line with past practice, we will again ask returning Bing Honors College programs such as yours to submit a short proposal to continue your participation. We ask that by Wednesday, February 15, 2012, your department or program submit a letter, with your endorsement, stating:

- 1) The number of slots to reserve for your major/program at the College. (Give a number only; names are not requested at this time.) Please also indicate if you plan to offer your Bing Honors College session jointly with another program.
- 2) The name of the faculty leader or leaders for Bing Honors College 2011. We cannot allocate spaces for students without a confirmed faculty leader. If your program will have more than 12 students, two faculty leaders may be appointed. Please also provide a brief description of workshops, activities, seminars, and assignments in which the students will be engaged. (Note: The stipend for faculty leaders will be \$5,000. For departments or programs 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.)
- 3) Whether you intend to engage a graduate student assistant. For programs with more than 12 students, a second graduate student may be hired. Graduate student assistants will receive a \$700 stipend.
- 4) Any changes in the program to be implemented in the 2012 Bing Honors College.

Please send your proposal, preferably as an email attachment, to [BingHonorsCollege@stanford.edu](mailto:BingHonorsCollege@stanford.edu). Proposals may also be submitted via campus mail (MC: 3069). Please contact Bob Jorgensen, Associate Director for Academic Administration, with any questions ([bobjorg@stanford.edu](mailto:bobjorg@stanford.edu), 723-0473).

Thank you for your continued commitment to providing outstanding honors and research programs to Stanford undergraduates.