



**TERMS OF PARTICIPATION**  
**MACKLIN BUSINESS INSTITUTE HONORS PROGRAM**  
**Academic Year 2007-08**

**Coursework** – Macklin students are expected to satisfactorily complete 17 or more credits in honors courses during their year in the Macklin Business Institute (MBI) Honors Program. Those courses generally include, but are not limited to; EC201H, EC202H, BA210H, AC201H, and AC202H. Satisfactory completion requires a grade of “C” or better.

**Attendance and Participation in Activities** – Macklin students are required to attend a three-hour weekly meeting/seminar. The day and time of these meetings will be determined by the MBI students and the Academic Director. To be excused from the weekly meeting, Macklin students must make the MBI office aware of the circumstances potentially causing the absence as soon as possible, preferably prior to the beginning of the meeting. The Director and Academic Director will determine with your input, whether the Macklin student’s excuse justifies the absence.

Macklin students are required to participate in 5 hours of service learning each week at the student run MBI café. Students will rotate terms of service between three different teams; accounting, marketing, and operations.

Macklin students have developed a strong history of competing in business competitions such as the SIFE and Loyola-Marymount University (LMU) Business Ethics Fortnight. Each student will be required to participate in the preparation for both of these academic teams.

The MBI student group is also active in a number of other projects and ventures, such as acting as student ambassadors at various College events. It is expected that each student will participate in some of these activities. Macklin students and the MBI Director will determine the appropriate level of participation depending on factors such as student interests and experience, academic status, academic load, and internship responsibilities.

Outside employment cannot affect required participation levels in this program. Inadequate participation may result in a student being dropped from the MBI Honors Program. This decision will be made by the Director and Academic Director in consultation with the student, their instructors and other parties when appropriate.

**Grade Point Average** – Macklin students are required to achieve an overall GPA 3.2 or higher and at least “Cs” in EC201H, EC202H, BA210H, AC201H and AC202H in order to be designated as an “MBI Scholar” at the end of the academic year. Academic progress will be closely monitored by the Director, the Academic Director and the MBI Counselor and corrective action will be taken when necessary (*e.g.*, counseling, tutoring, adjust workload).

If a student’s GPA for the fall semester falls below 3.2, the student may be dropped from the MBI Honors Program. This decision will be made by the Director and Academic Director in consultation with the student, their instructors, and other parties when appropriate.

**Code of Student Conduct** – Macklin students are part of an honors program and their actions and behavior reflects on Montgomery College and the MBI Honors Program. Macklin students are required to adhere to the code of conduct found in the Montgomery College Student Handbook. Instances of impropriety will be handled on a case-by-case basis and could lead to dismissal from the MBI program.

**Internship** – If eligible, Macklin students may be afforded the opportunity to participate in a high quality internship experience with local businesses. Eligibility will be determined by such factors as the student’s previous experience, their academic and professional interests, academic record and their level of participation in the Program. Each student’s performance will be evaluated by their employer and the student will be given the opportunity to evaluate personal value of their internship experience.

Students with F-1 visas have been successful in applying for their internship under the “curriculum practical training (CPT)” provisions of immigration law and are required to see the International Student Coordinator to determine their eligibility. This should be accomplished as early as possible in the fall semester.

**Counseling/Advising** – During each semester, Macklin students are required to meet with the MBI Director and Academic Director for an evaluation of their performance in the program during the fifth week, the week after Midterm exams, and the week before Final exams. It is the student’s responsibility to schedule these meetings through the MBI office.

In addition, Macklin students are required to meet with the MBI Counselor at least once during each semester to discuss their academic progress, personal goals, transfer options, and other counseling issues. It is the student’s responsibility to schedule this meeting through the Counseling Department in Room 215 of the CAB building. The MBI Counselor is a licensed therapist and all information is treated as confidential.

If the student’s academic progress or level of participation in activities is determined to be insufficient, the student will receive notification of discontinuation in the program and will lose all program benefits.

**Laptops** – Each student will be assigned a laptop for use during the academic year. Laptops are required to be returned no later than May 18, 2008. Any damage or repair needed to a student’s computer should be reported immediately. Each student is solely responsible for their laptop computer and should treat it as they would their own.

**Scholarship Benefits** – Students in the MBI honors program are generally eligible to receive a scholarship benefit equal to the in-county tuition cost of up to 30 credit hours during the academic year; fall and spring semesters. No benefit is available for summer terms. Students are eligible, if not prohibited, from receiving benefits by federal or state law. Limited benefits may be offered to students whose curriculum to date has not followed the proper sequence.

**Scholarship benefits may be withdrawn after the first semester if the student does not maintain the academic and participation standards set forth in this agreement.**