

# THE HONORS PROGRAM AT UDM

## Application for Student Deanship Job Description

### **The University Honors Program**

The Honors Program at the University of Detroit Mercy serves the Colleges of Business, Engineering & Science, Liberal Arts & Education and the School of Architecture. The Program strives to integrate the intellectual, spiritual, ethical and social development of its members by fostering a community of scholarly excellence, encouraging exploration of the larger world beyond the classroom, and promoting compassionate service to society at large and persons in need. The Program Director reports directly to the Academic Vice President, and three Honors Student Deans help administer the Program with the advice and consent of the general membership.

### **Honors Student Deanships**

The three Honors Student Deans report to the Director of the Honors Program and are broadly responsible for planning, organizing and promoting events, activities and projects designed to cultivate the social, service and intellectual life of the Program and the University. Student Deans are expected to show leadership skills throughout the calendar year by showing initiative, taking personal charge of their assigned responsibilities, consulting the Honors leadership and membership when appropriate, delegating responsibility for specific tasks when necessary, and participating in all Honors activities. A Student Dean must be a self-starter, have strong organizational and communication skills, manage their time well, take deadlines very seriously, follow through on tasks, and keep his/her fellow Deans and the Director abreast of their activities on a regular basis. Each Student Dean receives an annual tuition scholarship of \$1600 (subject to change due to budgetary constraints).

Aside from participating in Honors activities, planning the annual Induction Dinner and Honors Convocation, communicating/meeting with the general membership and recruiting Honors-qualified students over the summer, each Student Dean is assigned a primary area of responsibility that corresponds to the Honors Triad: Knowledge, Exploration and Service:

**The Knowledge or “Events” Dean** is responsible for planning, organizing and promoting public events that will enhance the intellectual life of both the Program and the University. Examples of such events include but are not limited to scholarly debates or lectures on topics of general interest, readings by poets or novelists, talks by politicians or activists, art exhibitions, viewings of serious films, etc.

**The Exploration or “Activities” Dean** is responsible for enhancing the communal life of the Program by planning, organizing and promoting activities consistent with the spirit of the Program. Examples of such activities include but are not limited to outings to the opera, ballet, theater or symphony, trips to museums or galleries, pizza and movie parties on campus, etc.

**The Service or “Projects” Dean** is responsible for planning, organizing and promoting projects that will enhance the social life of the Program through group service activities. Examples of such projects include but are not limited to participation in the Institute for Leadership & Service annual service initiatives, developing a partnership with a local service organization, etc.

### **Performance**

Student Deans who do not perform their assigned responsibilities adequately will be dismissed, and their scholarships withdrawn.

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## Application for Student Deanship

1. Name (please print): \_\_\_\_\_
2. Preferred email address (please print very clearly): \_\_\_\_\_
3. Address (please print): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Cell phone: \_\_\_\_\_
5. Expected Month and Year of Graduation: \_\_\_\_\_
6. Academic Majors/Minors: \_\_\_\_\_
7. Present Cumulative Grade Point Average: \_\_\_\_\_
8. Will you be available to assist in recruiting Honors-eligible high school students by email, phone and on-campus Visit Days, mostly during the academic year but also perhaps during the summer?      Yes    No
9. In what on- and off-campus activities are you presently involved? (Use the back of this application if necessary.)
  
10. Will you be living on campus?      Yes    No
11. On three (3) separate sheets of paper, please type your thoughtful answers to each of the following:
  - a. You are the Events Dean (see Job Description). You are bringing a famous novelist to speak on campus in three months. Generate a comprehensive task list and timeline of what must be done in order to make this event a success.
  - b. You are the Activities Dean (see Job Description). Plan an activity not included among the examples in the Job Description, and generate a comprehensive task list and timeline of what must be done in order to make this activity a success.
  - c. You are the Projects Dean (see Job Description). Students are often unenthusiastic about fulfilling their service hours. Say how you would select, plan and promote a group service project that would make Honors students more enthusiastic about participating in such projects.

**Return these three items and this application to:**

**Jason Roche, Director,  
University Honors Program  
Briggs 118  
313-993-1092 | rochejj@udmercy.edu  
DEADLINE FOR SUBMISSION IS: March 1.**

# THE HONORS PROGRAM AT UDM

## Application for Student Deanship Letter of Referral I

### Applicant's Portion

Name (please print ): \_\_\_\_\_ Date: \_\_\_\_\_

- I do waive the right to review this referral.
- I do not waive the right to review this referral. Forward this form to your referee upon completion of this portion.

### Referee's Portion

Description of Position: Three Honors Student Deans report to the Director of the University of Detroit Mercy Honors Program and are broadly responsible for planning, organizing and promoting events, activities and projects designed to cultivate the social, service and intellectual life of the Program and the University. Student Deans are expected to show leadership skills throughout the calendar year by showing initiative, taking personal charge of their assigned responsibilities, consulting the Honors leadership and membership when appropriate, delegating responsibility for specific tasks when necessary, and participating in all Honors activities. A Student Dean must be a self-starter, have strong organizational and communication skills, manage their time well, take deadlines very seriously, follow through on tasks, and keep his/her fellow Deans and the Director abreast of their activities on a regular basis.

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacities have you known the applicant?

3. How would you rate the applicant in the following categories (circle one for each category)?

Initiative	Poor	Average	Good	Excellent	N/A
Time management/meeting deadlines	Poor	Average	Good	Excellent	N/A
Organizational skills	Poor	Average	Good	Excellent	N/A
Follow through on tasks	Poor	Average	Good	Excellent	N/A
Delegating responsibilities	Poor	Average	Good	Excellent	N/A
Verbal communication skills	Poor	Average	Good	Excellent	N/A
Written communication skills	Poor	Average	Good	Excellent	N/A
Seeking advice when needed	Poor	Average	Good	Excellent	N/A
Overall leadership skills	Poor	Average	Good	Excellent	N/A

4. If you have anything to add in regard to the qualifications of this applicant for the position described above, please attach a typewritten letter to this form.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Return this referral in an envelope where the flap is SEALED and SIGNED to:**

**Jason Roche, Director,  
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Briggs 118  
313-993-1092 | rochejj@udmercy.edu  
DEADLINE: March 1.**

# THE HONORS PROGRAM AT UDM

## Application for Student Deanship Letter of Referral II

### Applicant's Portion

Name (please print ): \_\_\_\_\_ Date: \_\_\_\_\_

- I do waive the right to review this referral.
- I do not waive the right to review this referral. Forward this form to your referee upon completion of this portion.

### Referee's Portion

Description of Position: Three Honors Student Deans report to the Director of the University of Detroit Mercy Honors Program and are broadly responsible for planning, organizing and promoting events, activities and projects designed to cultivate the social, service and intellectual life of the Program and the University. Student Deans are expected to show leadership skills throughout the calendar year by showing initiative, taking personal charge of their assigned responsibilities, consulting the Honors leadership and membership when appropriate, delegating responsibility for specific tasks when necessary, and participating in all Honors activities. A Student Dean must be a self-starter, have strong organizational and communication skills, manage their time well, take deadlines very seriously, follow through on tasks, and keep his/her fellow Deans and the Director abreast of their activities on a regular basis.

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacities have you known the applicant?

3. How would you rate the applicant in the following categories (circle one for each category)?

Initiative	Poor	Average	Good	Excellent	N/A
Time management/meeting deadlines	Poor	Average	Good	Excellent	N/A
Organizational skills	Poor	Average	Good	Excellent	N/A
Follow through on tasks	Poor	Average	Good	Excellent	N/A
Delegating responsibilities	Poor	Average	Good	Excellent	N/A
Verbal communication skills	Poor	Average	Good	Excellent	N/A
Written communication skills	Poor	Average	Good	Excellent	N/A
Seeking advice when needed	Poor	Average	Good	Excellent	N/A
Overall leadership skills	Poor	Average	Good	Excellent	N/A

4. If you have anything to add in regard to the qualifications of this applicant for the position described above, please attach a typewritten letter to this form.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Return this referral in an envelope where the flap is SEALED and SIGNED to:**

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DEADLINE: March 1.**

# THE HONORS PROGRAM AT UDM

## Application for Student Deanship Letter of Referral III

### Applicant's Portion

Name (please print ): \_\_\_\_\_ Date: \_\_\_\_\_

- I do waive the right to review this referral.
- I do not waive the right to review this referral. Forward this form to your referee upon completion of this portion.

### Referee's Portion

Description of Position: Three Honors Student Deans report to the Director of the University of Detroit Mercy Honors Program and are broadly responsible for planning, organizing and promoting events, activities and projects designed to cultivate the social, service and intellectual life of the Program and the University. Student Deans are expected to show leadership skills throughout the calendar year by showing initiative, taking personal charge of their assigned responsibilities, consulting the Honors leadership and membership when appropriate, delegating responsibility for specific tasks when necessary, and participating in all Honors activities. A Student Dean must be a self-starter, have strong organizational and communication skills, manage their time well, take deadlines very seriously, follow through on tasks, and keep his/her fellow Deans and the Director abreast of their activities on a regular basis.

1. How long have you known the applicant? \_\_\_\_\_

2. In what capacities have you known the applicant?

3. How would you rate the applicant in the following categories (circle one for each category)?

Initiative	Poor	Average	Good	Excellent	N/A
Time management/meeting deadlines	Poor	Average	Good	Excellent	N/A
Organizational skills	Poor	Average	Good	Excellent	N/A
Follow through on tasks	Poor	Average	Good	Excellent	N/A
Delegating responsibilities	Poor	Average	Good	Excellent	N/A
Verbal communication skills	Poor	Average	Good	Excellent	N/A
Written communication skills	Poor	Average	Good	Excellent	N/A
Seeking advice when needed	Poor	Average	Good	Excellent	N/A
Overall leadership skills	Poor	Average	Good	Excellent	N/A

4. If you have anything to add in regard to the qualifications of this applicant for the position described above, please attach a typewritten letter to this form.

Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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