



ADMISSION APPLICATION

SOPHOMORE BUSINESS HONORS PROGRAM

APPLICATION TO
THE MACKLIN BUSINESS INSTITUTE (MBI)
HONORS PROGRAM

The Application Process

- A. Complete the application form on the opposite page.
- B. Prepare the essay described on the application form.
- C. Provide a detailed business-style resume which includes academic honors, extracurricular activities, employment and memberships in clubs and organizations. Indicate positions and/or examples of leadership.
- D. Obtain letters of recommendation from two individuals who are knowledgeable regarding your preparedness for the MBI Honors program. At least one of these must be an academic reference. Please include these letters in sealed envelopes with your application.
- E. Provide a Montgomery College transcript which is up to date through the fall semester. In addition, provide transcripts from any other colleges or universities attended.
- F. Submit completed applications no later than April 30, 2008.

Applicants will be notified of final decision no later than June 15, 2008.

PLEASE SUBMIT ALL MATERIALS TO:

Mr. Stephen P. Lang, Director
Macklin Business Institute at Montgomery College
Dept. of Business Administration and Economics
51 Mannakee Street, Humanities 208
Rockville, Maryland 20850

Phone: 240.567.1707

Fax: 240.567.7929

mbi@Montgomerycollege.edu

MACKLIN BUSINESS INSTITUTE
MONTGOMERY COLLEGE
SOPHOMORE BUSINESS HONORS PROGRAM
APPLICATION FOR ADMISSION

Please print using black or blue ink

Name: _____

Address: _____ City: _____ State: _____

Zip code: _____ M #: _____

High school: _____ Yr. Grad: _____

Home Phone: _____ Cell Phone: _____

Email: _____

Have you declared a major, if so what? _____

Have you read and do you understand the terms of participation for the MBI program?

Yes _____ No _____

Are you planning on transferring to a 4 year college? Yes _____ No _____

If yes, what are your top 2 choices? _____

Please complete the following essay questions

Part One (Required):

Please provide short essay responses to both of the following questions (approximately 200 to 250 words for each response).

- 1) Describe an experience that has influenced your decision to pursue a business career, and explain how this experience led to setting the goals you now have.

AND

- 2) Why are you interested in participating in the MBI Scholars program, and what unique characteristic can you bring to the program?

Part Two (Optional):

What other information do you believe would be helpful to the selection committee in understanding you better and in considering your application? (250-word limit)

Please submit your complete application no later that April 30th, 2008.

I certify that all of the information provided above and included with this application is true and accurate.

Signature: _____ Date: _____

 Montgomery College



Montgomery College is an equal opportunity employer,
committed to fostering a diverse academic community
among its student body, faculty, and staff.



TERMS OF PARTICIPATION
MACKLIN BUSINESS INSTITUTE HONORS PROGRAM
Academic Year 2008-09

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 maintain 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).

A student may be dropped from the MBI Honors Program if: 1) the student’s cumulative GPA falls below 3.2, 2) the student’s GPA for the fall semester is below 3.0, or 3) the student receives a “C” or lower in more than one course. This decision will be made by the Director and Academic Director, 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, 2009. 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.