

Fall 2011 Honors Contract

Andrea Haugen <andrea.haugen@acu.edu>

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to me

Dr. Elliott,

Our office has been trying to finalize the records for Fall Honors Contracts, and I noticed that we didn't have a response noted from you regarding Amanda Arzigian's planned contract with the PAT conference. Could you respond to this email and let us know which option fits Amanda's situation best:

1. The above student completed all the requirements of the contract and **should** be awarded Honors credit.
2. The above student turned in the work, but it was poorly done and **should not** receive Honors credit.
3. The above student has given up on the contract and **should not** be awarded Honors credit.
4. The above student has not yet completed the contract. I will let you know when I know more.

Thank you so much for taking the time to let us know about this contract.
Andrea

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Kelly Elliott <kelly.elliott@acu.edu>

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to Andrea

Andrea,

So sorry--I thought I had taken care of this already. Amanda did complete all of the requirements and should be awarded credit.

best,
KRE

Andrea Haugen <andrea.haugen@acu.edu>

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to Kelly

No worries at all - thanks for letting me know. Below is the voucher for your earned professional development funds. Thank you again!

Dr. Elliott,

Thank you for overseeing Amanda Arzigian last semester in her upper-division Honors contract. As a token of our appreciation, the Honors College is awarding you \$75 in professional development funds. After adding this to previously earned funds, your total of current funds comes to \$150. You may use the money on any aspect of professional development – conference expenses, teaching resources, iPhone/iPad equipment and software, books, etc.

You may make purchases with personal funds or with your department's P-card. Please submit copies of receipts to me, along with your department's FOAP if purchased with the P-card. I will then process a reimbursement to either you directly or your department. These funds will be held until the end of the fiscal year - May 31, 2012. If this presents a hardship for you, please let me know.

Thank you for the effort and skill you have put into supervising this project. We are so grateful for your work with our gifted students. Please let me know if you have any questions.