

Department of Economics  
 Director of Undergraduate Studies  
 Submitted by Mary Hansen  
 April 2007

**Plan for 2007-2008**

Ongoing Duties:

1. *Coordination with Chair and faculty on schedule of 300-level courses;*
2. *Repository of the rules for undergraduate programs, including Honors (including responsibility for announcing future changes and ensuring updates on the web);*
3. *Organization of regularly scheduled social-academic activities (lectures, alumni contacts, etc.) to encourage esprit de corps among majors;*

I am planning a two-year rotation of events:

	Fall	Spring
Every Academic Year	Choosing a Grad./Prof. Program	Alumni Networking Reception
Even-to-Odd Ays	Ph.D. Candidate Speaker (job talk practice)	Fed/Gov't Outside Speaker
Odd-to-Even Ays	Economics Faculty Speaker	NGO Outside Speaker

**Comment [O2]:** Resources needed: Alumni relations suggested budgeting \$1000.

**Comment [O1]:** Resources needed: Refreshment budget: \$250.

**Comment [O3]:** Resources needed: refreshments would be nice but not required at events; a budget for lunch/dinner with any outside speakers would be appreciated. \$100 per speaker=\$400

As I did this year, I will work with the Career Center on a presentation about graduate school. This will be revised to reflect more econ content. I will work with Alumni Relations on a networking event. I think a later date in the semester might work better.

Next year I will work with ODE student leaders to invite an internal faculty speaker and an outside speaker from a local NGO.

4. *Preparation of annual report on courses offered and enrollments, and report on trends in majors by undergraduate program.*

The current majors report was submitted on April 30, 2007.

5. *Recommending changes in requirements and/or requesting the department chair to form an ad hoc committee to make recommendations on changes as needed;*

No plans at this time.

6. *Honors coordinator;*
7. *ODE (honors society) advisor.*

I will continue to send out e-mail invitations to join ODE to eligible undergraduates, MA students, and Ph.D. students at the start of each semester.