SMU

Office of Engaged Learning

SAMPLE - ENGAGED LEARNING CONFIRMATION LETTER

March 2013

Dear (Student),

Congratulations! It is our pleasure to inform you and your mentor (XXX) that the Engaged Learning Selection Panel has approved your Engaged Learning project, (*Project Title XXX)*, and a grant of $XXXX to support your work. Comments from the review panel include:

…

Through this letter, you are confirming your project and committing to complete it with the assistance of your mentor. You will:

1. Engage in your proposed activity through January 15, 20XX for May graduating seniors or October 15, 20XX for December graduating seniors;
2. Present your work in the Engaged Learning Forum to be held during the first week of the spring semester for May graduating seniors or late October for December graduating seniors; and
3. Turn in a final product that summarizes your project and is suitable for publication, due April 15, 20XX for May graduating seniors or December 1, XXX for December graduates. The product could be in the form of a research paper, final report or other creative artifact that describes your project, its findings and what you learned from the experience.

The SMU community looks forward to seeing your results.

What's next? Confirm your Engaged Learning project!

Meet with Meleah Chriss in the Office of Engaged Learning by April 15. You will review your project, terms of agreement, and disbursal of your grant which you will receive in three stages:

- $250 grant to cover start-up expenses upon confirmation of your project,
- $XXXX reimbursement of items as stated on your funding request
- $250 grant upon completion of your project, presented at graduation

Sign and date this confirmation letter and grant agreement statement. We will keep the original in our files and give you a copy for your records.

SAMPLE

Southern Methodist University, PO Box 750283, Dallas, TX 75275-0283
Tel: 214-768-3223; Email: engagedlearning@smu.edu

The Office of Engaged Learning hosts workshops conducted by campus experts throughout the year that may be of interest to you or your mentor. The workshops address best practices in undergraduate research, civic engagement, internship and creative projects that are connected to classroom learning but happen above and beyond typical classroom assignments. To find out more, visit the website at www.smu.edu/engagedlearning/workshops.

Again, congratulations on your successful proposal. Meleah and I look forward to hearing from you! We are located in G13 Clements Hall, and can be reached at engagedlearning@smu.edu or 214.768.3223.

Sincerely,

Susan Kress
Director of Engaged Learning
Office of the Provost

Student: Student Name
Signature: _____
Date: _____

cc: (Mentor and mentor title)

SAMPLE

GRANT AGREEMENT STATEMENT

Student Name: XXX

Grant Amount: $

Amont to be reimbursed: $

Items to be purchased:

I, (print clearly) _____, agree that my Engaged Learning grant is to be used only for the items listed above. I agree that I or my agent will purchase the items and I will provide the Office of Engaged Learning receipts for reimbursement.

I understand that reimbursement for items purchased may take up to four weeks for processing and that I will receive a check from the university in my name.

Student Signature: _____ Date:_____

Engaged Learning: _____

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