



Dear Committee Member,

We are writing you to inform you of a unique opportunity to assist in your area of expertise. Our Seniors are beginning their work on their senior thesis, a two-semester journey into a topic of their choice. As you will find explained in the thesis manual, the process includes research, various stages of written drafts, and a final presentation and defense. You have been selected as a potential committee member because of your expertise pertaining to one of our student's chosen topic. We ask that upon receiving this letter and talking with the individual student, you read the thesis manual, review the committee member responsibilities below, and consider partnering with us in this project. Upon deciding to join, please provide your signature and contact information below.

Committee Member Responsibilities

- Meet periodically, as scheduling allows, upon student request
- Meet periodically, as scheduling allows, with entire committee
- Provide resources and feedback for student work
- Act as an agent of accountability for student due dates
- Be available sometime May 1st-9th for one or two final committee meetings before presentation and defense
- Be available May 10th or 11th (evening) for Senior thesis presentation and defense (time and location TBD)

Committee Members

_____ (Thesis Director)

Email: _____

Phone: _____

_____ signature

_____ (Second Reader)

Email: _____

Phone: _____

_____ signature

_____ (Topic Specialist)

Email: _____

Phone: _____

_____ signature