

# Example E-mail to request meeting with Supervisor and/or Mentor

Dear \_\_\_\_\_,

My name is \_\_\_\_\_  
and I am participating in the University Honors Program. I would like to meet with you to discuss a proposal for using a Bourns College of Engineering Activity to meet University Honors Program requirements. I am available to meet with you on the following three days and times. If you are not available to meet then, please let me know when you are open. I will do my best to match my schedule to yours. I look forward to meeting and working with you this quarter.

Signed,

(Name, Major)

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Dear University Honors Program,

Please find below a copy of the description of the work I will be doing to meet my honors programs requirements through the extended opportunities for Engineering major. I have already met with the Engineering Honors Mentor and my proposal is approved.

Activity or Contracted Course (Circle one)

(If using a contracted course, include the full name of the course, the course subject, and the course number)

Title of Activity or Contracted Course:

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Academic Term: \_\_\_\_\_

Expected Date of Completion: \_\_\_\_\_

Expected Date of Evaluation: \_\_\_\_\_

Description of Work:

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## Engineering Honors Program Mentors

Dimitrios Morikis	Bioengineering
Christian Shelton	Business Informatics, Computer Engineering, Computer Science
Javier Garay	Mechanical Engineering
David Kisailus	Chemical Engineering , Environmental Engineering, Materials Science & Engineering
Ertem Tuncel	Electrical Engineering