

**NORTH CAROLINA STATE UNIVERSITY
COLLEGE OF ENGINEERING
FIRST YEAR ENGINEERING PROGRAM
118 PAGE HALL, 515-3263**

DATE: August 11, 2009
TO: NC State Instructor
FROM: Jerome P. Lavelle, Ph.D.
Hailey Queen

RE: Engineering Freshman in Your Course/Lab

This memo is to make you aware that the student listed below will be participating in the 10th *Annual Freshmen Engineering Design Day* at the McKimmon Center (on Tuesday November 24th), as part of their requirement for the course E101. Students are required to attend the design day activities unless they have requirements in specific classes that would conflict with their attendance in the event. Our students understand that their first obligation is to fully participate in your course. Specifically, students are aware that they must take major exams, tests, quizzes, etc. that are required in your course on this day. However, if possible, please consider allowing the student an opportunity to make up any other type of work that may be missed due to their participation in the design day. Students have been instructed to bring this letter to you **before** the event to discuss any conflict. Thank you for your consideration, please contact me directly if you have any questions.

Jerome P. Lavelle, Ph.D.
Assistant Dean, College of Engineering

919-515-3263
jerome_lavelle@ncsu.edu

Student: Please print the data below for each course and take to your instructor **prior** to *Freshmen Engineering Design Day* on Tuesday, November 24th.

Student Name: _____

Course Name: _____

Instructor Name: _____

After talking to the Instructor, the work I am to make up includes: _____

**Students should keep a copy of this form; the instructor may also require a copy.
There is no need to turn a copy in to your E101 instructor or the College of Engineering.**