



*Office of Engaged Learning*

Dear Host Agency:

Greetings from the Office of Engaged Learning at Southern Methodist University! Thank you for your interest in hosting a SMU student Engaged Learning Fellowship at your organization.

We would appreciate it if you would write a letter of support that indicates your involvement. The letter should be written on your agency's letterhead.

Please address the following:

- < Name of SMU student
- < Title of student project
- < Name of person who will be supervising or will be the point person for the student
- < Your understanding of the project
- < Statement of support
- < Your signature, title and date

Please email the letter to [engagedlearning@smu.edu](mailto:engagedlearning@smu.edu) (indicate AGENCY LETTERSTUDENT NAME in the subject line). The deadline to receive your letter is February 15 unless the student lets you know that s/he is applying for one of the other application cycles: early decision (deadline December 15), senior cycle (September 15). Your SMU student will inform you of the panel decision.

The University announces approved fellowships approximately one month following the deadline. Your SMU student will inform you of the panel decision.

Sincerely,

Jennifer Ebinger  
Director, Office of Engaged Learning  
Office of the Provost