



Dear ESU Warrior:

Several years ago, ESU began a tradition of choosing a graduating senior to be the undergraduate student commencement speaker.

Continuing the tradition, the December 2016 ESU Undergraduate Student Commencement Speaker application process is now open. If you feel you can represent the graduating class well or know of someone who would represent the class well, I encourage you to submit an application or nominate someone to be considered for this honor.

In order to be considered for this distinction, an eligible student must meet the following requirements:

- Must be cleared to participate in the December 2016 commencement ceremony
- Must have a minimum grade point average of a 3.0
- Must have a demonstrated record of service to the University community and a record of citizenship and cooperation
- Evidence of meaningful extra/co-curricular involvement
- Must be in good disciplinary and academic standing
- Be available to interview during one of the prescribed times noted in the attached application

If you wish to nominate someone or to nominate yourself as the December 2016 student commencement speaker, you must complete the attached application and submit it no later than Monday, October 31, 2016, 4:30 p.m., to the office of the assistant to the vice president for student affairs, 403 Normal Street.

If you would like further information on the December 2016 graduating senior commencement speaker, please contact: Patricia Kashner, assistant to the vice president for student affairs at 403 Normal Street, (570) 422-2862 or email at pkashner@po-box.esu.edu.

Sincerely,

Patricia Kashner
Assistant to the Vice President for Student Affairs



**DECEMBER 2016 STUDENT UNDERGRADUATE COMMENCEMENT SPEAKER
APPLICATION & INSTRUCTIONS**

Office of Student Affairs . 403 Normal Street . 570-422-2862 . pkashner@po-box.esu.edu

ELIGIBILITY CRITERIA: In order to be considered for this distinction, the applicant must be an undergraduate student and meet the following criteria:

- Minimum cumulative grade point average of 3.0 entering the fall semester
- Demonstrated record of service to the university community and a record of citizenship and cooperation
- Demonstrated evidence of meaningful extra/co-curricular involvement
- Must be in good academic/disciplinary standing and eligible to participate in the commencement ceremony
- Must be available to interview during at least two of the prescribed times noted in this application

FILING INSTRUCTIONS:

Each applicant or nominator must complete and submit this application and all supporting materials by the deadlines listed below. Although application materials may be submitted piecemeal, it is the nominator or applicant's responsibility that all materials are received by the stated deadline.

STUDENT BIOGRAPHICAL INFORMATION:

Please complete this section in its entirety so that we have biographical information for publicity purposes.

First Name, Middle Initial, Last Name _____ Student Identification # _____

ESU E-mail Address _____

Phone _____

Major(s) _____ Grade Point Average _____

Mailing Address _____

NOMINATOR (not to be completed if self-nominated)

Name of Nominator _____

Title / Position of Nominator _____

Phone and E-mail of Nominator _____

APPLICATION MATERIALS AND DEADLINES (due Monday, October 31, 2016 by 4:30 p.m.)

- ☐ This completed form
- ☐ 2-3 page statement of why the nominee should be selected to be the Student Commencement Speaker
- ☐ A draft of the 3-5 minute address submitted by the student to be recited during the interview
- ☐ Two recommendations

RECOMMENDATION:

Please present the attached recommendation form to two members of the faculty or staff who have agreed to support your application and are familiar with your contributions to East Stroudsburg University and/or the community. It is in your best interest to choose staff or faculty member who can attest to your contributions outside the classroom and not solely your academic performance which, to some degree, is measurable by your grade point average. Once completed, you should collect the completed forms from the faculty/staff member in a sealed and signed envelope and return them along with all other required application materials.

INTERVIEW DATES/TIMES:

Students are required to select a minimum of two times/dates you will be available for interviews. You may rank your preferences 1, 2, 3, etc. if you wish. The committee will make every effort to give candidates their first choice, but it cannot be guaranteed. Students who are unable to make the prescribed dates/times or miss their scheduled interviews may be disqualified from the process. Interviews will last approximately one-half hour. Students will be notified of the date and time of the interview.

Please choose a minimum of two interview dates/times on Page 2 (you may rank order):



**DECEMBER 2016 STUDENT UNDERGRADUATE COMMENCEMENT SPEAKER
APPLICATION & INSTRUCTIONS - Page 2**

PLEASE CHOOSE A MINIMUM OF TWO INTERVIEW DATES/TIMES (YOU MAY RANK ORDER):

Tuesday, November 1(PM):

(FOR STUDENT TEACHERS, ONLY)

___ 5:20 – 5:40 PM

___ 5:40 – 6:00 PM

Wednesday, November 2:

(FOR ALL STUDENTS)

___ 12:00 – 12:20 PM

___ 1:00 – 1:20 PM

___ 2:20 – 12:40 PM

___ 1:20 – 1:40 PM

___ 12:40 – 1:00 PM

___ 1:40 – 2:00 PM

Wednesday, November 9:

(FOR ALL STUDENTS)

___ 12:00 – 12:20 PM

___ 1:00 – 1:20 PM

___ 2:20 – 12:40 PM

___ 1:20 – 1:40 PM

___ 12:40 – 1:00 PM

___ 1:40 – 2:00 PM

STUDENT AUTHORIZATION:

Students who have self-nominated must choose responses to each of the statements listed below. Faculty or staff members who have nominated a student will need to have the student respond to the statements below and sign the document. The information collected is necessary in order to be considered as a candidate for the Commencement Speaker. Although it is the student's choice to grant permission, failure to do so will disqualify the student from being considered as an applicant for the Commencement Speaker.

STUDENT RELEASE OF INFORMATION:

By signing below, I hereby release my academic and judicial records to the division of Student Affairs as they pertain to this application. I further understand that the information I have provided in this document is subject to verification.

East Stroudsburg University may publish the following information in the Commencement Ceremony program, should I be selected to receive this honor. I grant permission to publicly release my:

- ☐ *Grade point average*
- ☐ *Academic honors and awards*
- ☐ *Co-curricular involvement and awards*
- ☐ *Student conduct records*

Signature: _____ Date: _____

Upon completion, please return this form to 403 Normal Street.

Completed applications are due on Monday, October 31, 2016 by 4:30 p.m.

**Questions may be directed to: Patricia Kashner, assistant to the vice president for student affairs at:
pkashner@po-box.esu.edu, (570) 422-2862.**



DECEMBER 2016 STUDENT UNDERGRADUATE COMMENCEMENT SPEAKER APPLICANT REFERENCE FORM

Office of Student Affairs . 403 Normal Street . 570-422-2862 . pkashner@po-box.esu.edu

PART ONE: TO BE COMPLETED BY THE APPLICANT

APPLICANT NAME: _____

To the Applicant:

Please give this form to a member of the faculty or staff that you have chosen to submit a reference for you and is familiar with your contributions to East Stroudsburg University and your qualifications to offer the commencement address.

Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974 (FERPA) allows you to waive your right of access to confidential letters or statements written on your behalf if the recommendation is used solely for the purpose of receipt of this honor. The university does not require that you make such a waiver as a condition for application.

List reference's name: _____

- ☐ I hereby voluntarily waive my right to examine this confidential evaluation
☐ I hereby do not waive my right to examine this confidential evaluation

Applicant Name: _____ Date: _____

Applicant Signature: _____

PART TWO: TO BE COMPLETED BY THE REFERENCE

To the Reference:

The applicant named above is applying to offer the Commencement address at the December 2016 ceremony. **Please complete this Reference Form and return it to the applicant in a sealed and signed envelope NO LATER THAN Monday, October 31, 2016 by 4:00 pm.**

IN WHAT CAPACITY ARE YOU FAMILIAR WITH THE APPLICANT? (MARK ALL THAT APPLY. EXPLAIN OTHER RESPONSE.)

Academic advisor

- ☐ Professor
☐ Supervisor / Staff
☐ Organization advisor
☐ RA/RD
☐ Other _____

How long have you known the applicant?

- ☐ 1 semester or less
☐ 1-2 semesters
☐ 3-4 semesters
☐ 5-6 semesters
☐ 7-8 semesters or more

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**DECEMBER 2016 STUDENT UNDERGRADUATE COMMENCEMENT SPEAKER
APPLICANT REFERENCE FORM - Page 2**

Given the commencement atmosphere, please comment on this student's ability to offer a five-minute address as the graduates' representative.

Please comment on this student's contributions to East Stroudsburg University and/or the community-at-large through out-of-classroom commitments and experiences.

Other Comments:

Completed by: _____ Department: _____

Signature: _____ Date: _____

UPON COMPLETION, PLEASE RETURN THIS FORM TO THE APPLICANT. THE APPLICANT MUST COMPLETE AND SUBMIT ALL APPLICATION MATERIALS BY:

MONDAY, OCTOBER 31, 2016 - 4:30 P.M.

QUESTIONS MAY BE DIRECTED TO: PATRICIA KASHNER, ASSISTANT TO THE VICE PRESIDENT FOR STUDENT AFFAIRS AT:
pkashner@po-box.esu.edu, (570) 422-2862.