



Dear ESU Warrior:

Several years ago ESU began a tradition of choosing a graduating senior undergraduate student commencement speaker. This year, the University is looking to choose one undergraduate speaker.

The ESU Undergraduate Student Commencement Speaker application process is now open. If you feel you could 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 2017 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 2017 student commencement speaker, you must be sure that **all** application materials are received **by Wednesday, October 4, 2017, by 12 Noon, at the Office of Student Affairs, 121 Reibman Administration Building, lokane@esu.edu**.

If you would like further information on the graduating senior commencement speaker, please call: Cornelia Sewell-Allen, Dean of Student Life, (570) 422-3463, or email csewell@esu.edu.

Sincerely,

Dean of Student Life



DECEMBER 2017 UNDERGRADUATE STUDENT COMMENCEMENT SPEAKER APPLICATION INSTRUCTIONS

East Stroudsburg University of Pennsylvania – Office of Student Affairs
121 Reibman Administration Building, (570) 422-3463
COMPLETED APPLICATION MATERIALS MAY BE SENT TO: lokane@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 spring 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 _____ Student Phone # (_____) _____ - _____

ESU College/Major(s) _____ / _____ Grade Point Average _____

Mailing Address _____

Campus Residence Including Hall and Room Number or Commuter Residence Including Street, City, State, Zip Code

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 no later than Wednesday, October 4, 2017, by 12:00 Noon)

To: Office of Student Affairs, 121 Reibman Administration Building

- 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

RECOMMENDATIONS:

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 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 dates/times (you may rank order):

	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
OCTOBER	10	11	12	13
AM				
8-9				
9-10				
10-11				
11-12				
PM				
12-1				
1-2				
2-3				
3-4				
4-5				
5-6				
6-7				
7-8				

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: _____



DECEMBER 2017 UNDERGRADUATE STUDENT COMMENCEMENT SPEAKER APPLICANT REFERENCE FORM

East Stroudsburg University of Pennsylvania – Office of Student Affairs
121 Reibman Administration Building

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 whom 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.

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 May 2017 ceremony. **Please complete this Reference Form and return it to the applicant in a sealed and signed envelope. It is due NO LATER THAN Wednesday, October 4, 2017, by 12:00 Noon.**

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

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: _____
PLEASE PRINT

UPON COMPLETION, PLEASE RETURN THIS FORM TO THE APPLICANT. COMPLETED APPLICATIONS ARE DUE NO LATER THAN: **WEDNESDAY, October 4, 2017 by 12:00 Noon, at the Office of Student Affairs, 121 Reibman Administration Building.** QUESTIONS MAY BE DIRECTED TO: CORNELIA SEWELL-ALLEN, DEAN OF STUDENT LIFE AT: csewell@esu.edu, (570) 422-3463.



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