Hello [Insert Name],

My name is Peter Williams, and I am a UVU student working with an interdisciplinary team of Professors at UVU: Dr. Ashworth from Biology; Dr. Hill from Psychology; Dr. Horn from Chemistry; Dr. Jorgensen from Psychology; and Dr. Zahn from Biology. We are conducting a study on undergraduate mentorship techniques for extracurricular scholarly and creative work within our university. The preponderance of the literature suggests that such activities are a high impact practice and are recognized as being valuable to UVU in the newest completion plan, *Completion by Design*, which was recently released by UVU’s President. We seek to identify the most useful practices for mentorship on scholarly and creative work for a campus of our type—an open enrollment commuter campus with a diverse student body. I am reaching out to you because you have indicated to one of the students on our research team that you work with your own students on such activities outside the classroom setting.

What we are asking from you now:

Please respond to this email with your current lab meeting times for the semester. If it is a weekly occurrence, simply tell us the day of the week and time of the meeting. We will then reach out to you and confirm a date on which we wish to observe your lab.

Thank you in advance for your willingness to participate.

Warm regards,

Peter Williams

Team Lead in the Behavioral and Cognitive Neuroscience Lab

Lead Student Researcher, Assessing the Implementation of Undergraduate Research Teams at an Open-Enrollment Institute