

Summer, 2007



WESTERN MICHIGAN UNIVERSITY

Dear Student:

The faculty and staff of the College of Engineering and Applied Sciences are very pleased that you have decided to join us for your bachelor's degree. We are extremely proud of our college, its outstanding history, and the accomplishments of our alumni. You are embarking on a wonderful journey, and we are pleased that you want to start your career here at Western Michigan University.

We all want you to be successful and graduate with a degree from the College of Engineering and Applied Sciences in a timely manner. It is very important that you possess the knowledge, attitude, and habits necessary to be successful in the career of your choice. As dean, representing the faculty of the college, we have one request to make of you. What we ask of you is that you take your education at WMU as seriously as you would take your first job. Think of your education at the College of Engineering and Applied Sciences at WMU as your job for the next four years. As with any job, there are certain expectations of which you need to be aware.

First, you will have multiple supervisors. These are the professors who will teach you. You are working for them. Your pay is the knowledge you receive, and the capabilities you will attain, which are measured by the grades you will receive. Your "supervisor" (professor) will hold "staff meetings" (classes) with his/her "employees" (students). As you will discover in the working world, your supervisors will expect you to attend **all** staff meetings. Likewise, your professor will expect you to attend **all** of your classes, without exception! If you cannot make a class it is your responsibility to inform your professor prior to that class that you will not be able to attend and why.

Second, your professors will assign you work to do, such as reading, homework assignments, reports, laboratory writeups, etc. As an engineer or technologist in industry, you would never consider not doing what your supervisor told you to do. Not doing so would probably result in a firm reprimand and possibly firing. Your professors have the same expectation. You will do each and every assignment that you are given. If you do not do your assignments, you can expect to receive a poor grade or even flunk the course. Think of "flunking" the course as getting "fired" by your supervisor (professor). You certainly don't want to be fired from your first job, and we certainly don't want to flunk you at Western Michigan University.

Third, in industry, if you have a question about a specific task assigned to you by your supervisor, you would go to his/her office and ask. As a student, your professor will have office hours. When you have a question about an assignment, seek the professor out and talk to him/her. They are there for you, and want you to succeed. If you are not sure you are doing an assignment correctly or if you question your own performance, take the time to seek out your professor. It is important to get a clear understanding early on of what your professors expect of you as their student (employee).

In summary, remember these things:

- Think of your college education as a job, and take it seriously
- Go to all your classes
- Do all the assignments your professors give you
- If you require further direction or instruction meet with your professors during office hours

Take this approach to your studies, and I am confident you will receive a great education at Western Michigan University. Upon graduation, you will become a successful engineer, technologist, or applied scientist, and embark on a very successful career. Please read this letter carefully and discuss this request with your parents before you arrive on campus this fall. Along with the faculty and staff, I wish you well, and look forward to getting to know you during your time here at Western Michigan University.

Sincerely,

A handwritten signature in cursive script that reads "Timothy J. Greene".

Timothy J. Greene, Ph.D.

Dean

College of Engineering and Applied Sciences