

***EXAMPLE OF AN ASSIGNMENT TO ESTABLISH COOPERATIVE LEARNING*
BASE GROUPS**

R. Campa, 2014

**UPLAND ECOSYSTEM MANAGEMENT-FW410
LETTER OF APPLICATION (8 Points Possible)**

The goal of this assignment is to give you an opportunity to write a “letter of application” for working in a group on your Habitat Analysis and Management Plan—much like what you would write when applying for a job or to work on a professional committee. The letter should be addressed to the person you would like to work with and a cc: to Dr. Campa (e.g., the director of the agency, organization, or consulting firm you are planning to work for). The “cc: Dr. Campa” should be at the very bottom of your letter at the left margin. The person you are applying to work with must receive a copy of your letter.

Once both potential team members have written their letters, these should be shared and discussed (e.g. talk about schedules, commitment to the team, ways to get in touch, etc.) as a group. Once team members have discussed their letters, staple them together and turn them in to me **no later than 23 January 2014** (preferably sooner). **Stapling your letters together signifies that you have reviewed your partner’s letter and agree to work as a professional, cooperative group (i.e., work hard and play nice together).** When your team has turned in your packet of letters--I will officially “hire” your team and you’ll be given a schedule for “project planning sessions” later in the semester.

Your letter must be typed, contain the following components, and not be more than 2 pages (typical for most cover letters).

***Date**

***Addressed to the other group member (e.g.)**

Jill Bird
FW410 Upland Ecosystems Consulting or 1214 Spartan Drive
East Lansing, MI 48824; e-mail: jbird@spartan.com

***Introductory Statement:** What you are applying for (e.g., team membership--a job with the group) and what you will contribute to the effective functioning of the team (be specific-you might mention experiences you’ve had that may help with this project) (**1 point**).

***Professional Goals:** How will conducting the project help you achieve some of your professional goals? Discuss your professional goals (e.g., what would you like to do after graduation) (**2 points**).

***Availability:** Beside lab time, when are you available to work on this project with your team member (include your class, work schedules) (**1 point**).

***Contact:** What is the best method(s) and time for your team member to contact you? (**1 point**). Provide the necessary phone number(s), e-mail address (that you check regularly), etc. Communicating frequently is essential when working on any type of group project!

***Closing:** Statement addressing your dedication to work with the proposed management team (**1 point**).

***Signature and typed name (1 point)** (*cc: Dr. R. Campa)

Quality of writing (1 point) – PROOF READ your letter for typos, incomplete sentences, etc. A cover letter typically gives a potential employer the first impression of you—**MAKE SURE IT IS A GOOD ONE!** Remember, you only get one chance to make a first impression! You would be surprised, or maybe not, the types of things people include in cover letters for jobs or graduate school that contributes to them **NOT** getting hired.

Failure to turn in a letter (i.e., with a team member) by **23 January 2014 (at 5:00 p.m.)** will result in you not receiving 8 points, forfeiting 10 points on the written Habitat Analysis and Management Plan and 5 points on the oral presentation (i.e., for not getting hired by a group and by the CEO of the company [me]), and requiring you to complete the Habitat Analysis and Management Plan assignment (oral and written) by yourself. E-mailed or late letters will not be accepted.

Everyone will be notified of their grade on this assignment during your first planning session. I will keep all letters as a contract of your commitment to work cooperatively on your team.

Offer to everyone: If you would like feedback on the quality, style, content, etc. of your letter for future reference when writing this type of letter for a real job or graduate school--please see me during office hours or scheduled an appointment. I'd be more than happy to review additional cover letters this year or in subsequent years to help you achieve your professional goals.