



MEMORANDUM

TO: Eric Fenner & Heather Saling
FROM: Mary Kay Hawkins
DATE: May 21, 2009

SUBJECT: Approval for Payment to UPP Field Instructors

This is to request approval for payment to the University Partnership Program (UPP) Field Instructors. In September of 2008, you approved the proposal to pay a lump sum to the staff that successfully complied with all the requirements as an OSU Field Instructor for the 5 UPP students for the school year of 2008-2009.

I am happy to report that all five (5) supervisory staff/instructors completed all the requirements of the program proposal.

Staff who supervised a UPP student in the BSW program at OSU: **List the names of the supervisors.** The lump sum proposed was \$1,000.00 for a BSW student.

I am requesting your approval to pay the total sum of \$5,000.00 to the supervisory staff listed above for completion of the requirement of field instructors to the 5 UPP students for the 2008-2009 school year.

Your attention and approval of this request is very much appreciated. Thanks!