

Dear X,

The Department of Chemistry and Biochemistry seeks to provide the highest quality, science education for Notre Dame students. We are continually reviewing our course offerings and trying to assess their effectiveness. In an effort to evaluate and improve the General Chemistry program, we are conducting a series of focus group with first-year students enrolled in CHEM 113 and CHEM 117. You have been selected at random to participate in this study. Would you be willing to meet for one hour with 4 - 8 of your classmates and a representative from the Chemistry Department to discuss your experience in General Chemistry? We are interested in your honest impression of the course – what works and what doesn't work. Please be assured that nothing you say will be revealed to your professor or T.A. Even your participation in the focus group will remain confidential.

Please reply to this e-mail message, and check the appropriate boxes below. We thank you for your consideration.

Sincerely,

Rita Egendoerfer, Office Supervisor

Department of Chemistry and Biochemistry

_____ I would like to participate in the focus group. I am able to meet at any one of the following times: (Please check as many as are convenient. We will schedule a meeting at one of your preferred times.)

___ 1:00 PM, Monday, Dec. 6

___ 7:00 PM, Monday, Dec. 6

___ 11:00 AM, Tuesday, Dec. 7

___ 4:00 PM, Tuesday, Dec. 7

___ 4:00 PM, Wednesday, Dec. 8 (Last class day)

___ 7:00 PM, Wednesday, Dec. 8 (Last class day)

___ 11:00 AM, Thursday, Dec. 9 (Study Day, no classes)

___ 4:00 PM, Thursday, Dec. 9 (Study Day, no classes)

___ 11:00 AM, Friday, Dec. 10 (Study Day, no classes)

___ 2:00 PM, Friday, Dec. 10 (Study Day, no classes)

_____ I do not wish to participate in the focus group.