

# How to Request a Teammate

As instructor, I will assign you to a team of 4–6 students; however, you may choose one other student to be on your team as long as the other student also chooses you.

Here is how to submit your teammate request. Assume there are two students, *Abe Allen* and *Beth Bowman*, who want to be on the same team:

1. One of them, say *Abe*, sends an email to me ([Scott.Fleming@memphis.edu](mailto:Scott.Fleming@memphis.edu)) as well as to *Beth* with the subject line “**COMP/EECE 7012: Teammate *Abe* and *Beth***”. The body of the message reads: “**Request: Please put *Abe Allen* and *Beth Bowman* on the same team.**”
2. When *Beth* receives this email, she must reply-all with the message: “**I second this request.**” *Beth* must send this note from her **memphis.edu** email address.
3. When I receive both emails, I will honor the request.

You may send only one request OR one response, so if you’re *Abe*, make sure that *Beth* wants to be your teammate before you send. If I don’t receive both emails, I won’t honor the request.

I must receive both emails before the posted deadline. Late requests will not be honored.

I reserve the right to choose the rest of your team. (Actually, I reserve the right to not pair you with the teammate you requested as well.)