

Appendix D: Examples of Initial Contact Letters to Clients.

Date

To: [Client Name, Organization and Address]

From: Jammie Price
Assistant Professor of Sociology
Applied Sociology Internship Coordinator
910-962-3590 pricej@uncwil.edu

Re: Sociology Internship with [Student Name]

Thank you for agreeing to supervise one of our student interns, [student name], next semester. The semester starts January 8 and finishes May 2. The student should work approximately nine hours a week on site with your organization. She will contact you (she may already have) about what days and times work best for both of you. In addition to working with you, [student name] will participate in a weekly seminar for internship students. In this course, students help each other with their projects, receive guidance from me, and write a paper about their experiences. The students present this paper in a symposium held on campus at the end of the semester attended by clients, students and faculty. You are invited to attend. I will send you more information about it later in the semester.

From discussing this internship with you and [student name], it is my understanding that [student name] will assist the your department with the following functions:

1. Shadow counselors.
2. Conduct career and disability assessments.
3. Find training opportunities for your clients
4. Assist client job training.
5. Find job opportunities for your clients.
6. Interview job applicants.

You and [student name] may negotiate additional functions for her to perform. [Student name] will benefit from learning how to perform these various functions, and from becoming familiar with a human services work environment. She graduates in the spring, and hopes to find a career locally in human resources or community development.

As you might expect, there is some paperwork that must be approved before [student name] can register for an internship with your organization. To complete that paper work, I need to get the following information from you, preferably on your department letterhead, before December 10th:

1. A description of your department's goals.
2. A description of your department's operations.
3. Your title, credentials and a copy of your resume.
4. Your supervisor's title, credentials and resume.
5. A sentence on whether your department carries liability insurance covering students or visitors to your department.

Throughout the semester, I will contact you to touch base on how the internship is going. Please also feel free to contact me anytime you want to talk about the internship. In addition, I will send you an evaluation form to complete on [student name]'s performance, towards the end of the semester. I look forward to working with you next semester.

Thank You,

[my signature]

c: [Student name]

Date

To: [Client Name, Organization and Address]

From: Jammie Price
Assistant Professor of Sociology
Applied Sociology Internship Coordinator
910-962-3590 pricej@uncwil.edu

Re: Sociology Internship with [Student Name]

Thank you for agreeing to supervise one of our student interns, [student name], next semester. The semester starts January 8 and finishes May 2. [Student name] should work approximately 18 hours a week for the [client organization]. He will contact you (he may already have) about what days and times work best for both of you. In addition to working with you, [student name] will participate in a weekly seminar for internship students. In this course, students help each other with their projects, receive guidance from me, and write a paper about their experiences. The students present this paper in a symposium held on campus at the end of the semester attended by clients, students and faculty. You are invited to attend. I will send you more information about it later in the semester.

From discussing this internship with you and [student name], it is my understanding that [student name] will assist the [client organization] with collecting data for ongoing projects and analyzing existing data. He could also help you design and implement new data collection projects, or help you develop new programs and services. He is interested in a career working to improve community approaches to crime and deviance. Any experience he receives in that broad area will be very helpful. He graduates in the spring.

Throughout the semester, I will contact you to touch base on how the internship is going. Please also feel free to contact me anytime you want to talk about the internship. In addition, I will send you an evaluation form to complete on [student name]'s performance, towards the end of the semester. I look forward to working with you next semester.

Thank You,

[my signature]

c: [Student name]

