Email Template (use your uconn.edu email to reach out!)

Dear [Director of the agency name or name of agency if the director is not clear],

My name is \_\_\_\_\_\_\_, I am a sophomore/junior/senior at the University of Connecticut studying Human Development and Family Sciences. I am reaching out hoping you may be able to supervise me for a field experience practicum. The field experience is a course offered in the department that connects students with real-world experiences related to the major. Over the course of the semester, I would commit to 8 hours per week on site, resulting in 112 hours of field experience.

[Consider sharing here information about why you chose this site, how you feel your interests and/or skills fit with their goals, and what you hope to learn from the experience.]

[Alternatively, include a resume or CV and simply mention it in your closing].

Thank you for taking the time to consider my request. I have attached [my CV, if applicable, and] a flyer with more details about the practicum. If you have any questions, I can be best reached at [email]. Thank you again, and I look forward to hearing back from you soon.

Sincerely,

Name

Class of ’23, HDFS

University of Connecticut

[hyperlinked email]