Phone Script

If you reach the receptionist:

Hello,

My name is \_\_\_\_. I’m a sophomore/junior/senior student at the University of Connecticut and I’m calling looking for [name of director, or director’s position]. Can you connect me with them?

* If the response is no and no voicemail is available:

Thank you for letting me know. Can I leave my number for them to call back? If not, I can call back another time.

* If the response is no and there is a voicemail available:

Hello,

My name is \_\_\_\_. I’m a sophomore/junior/senior student at the University of Connecticut. I’m calling to ask whether you may be able to serve as a supervisor for a field experience practicum. If you are interested and available, I can be reached at [number]. Again, my name is \_\_\_\_ and I can be reached at \_\_\_\_. Thank you very much.

* If the response is yes, and you’re connected to them directly:

Hello,

My name is \_\_\_\_. I’m a sophomore/junior/senior student at the University of Connecticut. How are you? (Be a human)

I’m calling to ask whether you may be able to serve as my supervisor for a field experience practicum. This is a course that works to connect students with professionals to gain real-world experience and would consist of 8 hours a week of on-site experience. If you don’t have time at the moment, I can send you an email with more details on it, or if you have time, I’m happy to discuss this further with you over the phone.

* If they choose the flyer, ask them for their email and be sure to repeat the email back to ensure it’s spelled correctly. And inform them of what email they should expect to receive it from and by when, in the case they don’t get it. Then send the email template above with a mention of having spoken on the phone.
* If they ask to discuss this further over the phone, you can 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. If they are interested, let them know how they can contact you (phone and email) and ask how you can send them the appropriate forms necessary.