



Academic Service-Learning
Sample Letter to Community Organization

My name is Jenny Kindred, and I am an instructor for the Communication Capstone Course at Eastern Michigan University. For this course, students complete an Academic Service Learning (ASL) project.

Katie Fricke has indicated that she will be working with the Make-A-Wish foundation for her ASL project. She is very excited about the opportunity to fill a need for your organization.

I have attached some information that should be helpful to you as you work with Christina and Alexandra: An overview of the concept of Academic Service Learning; a description of the student project requirements overall; and a description of the elements in the project proposal.

Students are currently working on the project proposal, with a draft due in class by January 31 and a signed proposal due by Feb 7.

The students are required to verify all their work with the agency and me before moving forward on any project. The students will most likely ask you to communicate with them on a regular basis to make sure they are meeting your needs. At the end of the semester, I will ask you to complete a short on-line survey to verify the students' hours and evaluate their performance.

If you have any questions or concerns, please let me know (my contact information is below).

Thank you so much for your support of Academic Service-Learning; I truly appreciate the learning opportunity you have provided for Katie this semester!

Thanks again,

Jenny