



**Academic Service-Learning
Sample Letter to Community Agency**

September 28, 2009

Dear Community Agency Representative,

Thank you for providing an opportunity for students from my Communication Capstone course to work with you during the Fall 2009 semester. I want to express my appreciation to you for your willingness to cooperate with us in this Academic Service Learning project.

One of the goals of the course is that students will “identify a community need and provide a solution to that need.” In this regard students are completely responsible for their project, from start to finish. Depending on the agency and the need being filled for the agency, no two projects will look alike.

There are several requirements for the project. In conjunction with the agency representative and the determined by the need being filled for the agency, students will write a project proposal and craft a final “product” for the agency. In addition, students will present their project in a public forum. A description of these requirements is attached for your review.

We would appreciate it if you could provide some brief informal feedback to the student and me regarding the content and organization of the project proposal and the overall work completed for you by the student. Evaluation forms with suggested questions are included in this packet for your convenience. Your comments can be presented to the student in written or oral form, in hard copy or via e-mail. It would be very much appreciated if you would e-mail me your feedback as well.

We would also like to invite you to the student’s final presentation at the end of the semester. Presentations are scheduled for Tuesday December 8 and Thursday December 10 at 2 pm. The exact location will be determined at a later date. The student will inform you of the exact date and time of his/her presentation as soon as the schedule is confirmed in class.

Once again, thank you so very much for your willingness to serve as a service learning site. If you have any questions, please contact me at the phone/e-mail below.

Sincerely,

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