**EMAIL TO POSSIBLE PRECEPTOR SITE**

**CHANGE RED FONTS BACK TO BLACK IF YOU ARE CUTTING AND PASTING**

**This is a *guide*. Feel free to use your own words. But, you should provide this level of information to a preceptor site so you do not leave them wondering what it means to do a practicum at their location.**

Good [time of day], [use appropriate name to address them. For example, Dr. Clark],

My name is [INSERT YOUR FIRST AND LAST NAME HERE] and I am a [CONCENTRATION] master’s student at the Texas A&M School of Public Health (SPH). I am writing to you regarding my required practicum experience in hopes you are interested in allowing me to complete my practicum experience with your organization, [INSERT ORGANIZATION & DEPARTMENT IF APPLICABLE HERE].

All [MASTER/DOCTORAL] students are required to complete an applied practice experience, an opportunity to practice the knowledge and skills I am learning in the classroom in a public health setting. The practicum is designed to be a mutually beneficial experience so that your organization also gains something from my time there. It counts as one class for me – three credit hours.

My requirement is to complete [200/400/360/480] hours this [INSERT SEMESTER OR OVER THE SEMESTERS YOU INTEND]. The practicum requires me to develop a work plan with you and my department Practicum Coordinator, meet at least 5 public health competencies, and complete two deliverables. Because this is a practice degree, it is preferred that I am able to gain some leadership experience, as well as have an opportunity to work alongside you in your work so I am able to gain experience in working with co-workers, partners, and the community.

[IF YOU HAVE AN IDEA OF WHAT YOU WOULD BE INTERESTED IN DOING AT THE ORGANIZATION FOR YOUR PRACTICUM, GIVE THEM AN IDEA OF WHAT YOU WOULD LIKE TO DO, BUT DO NOT BE INFLEXIBLE IN THE WAY YOU PRESENT IT SO IT COMES ACROSS AS THE *ONLY* THING YOU ARE WILLING TO DO. THEY MAY NEED TO ADAPT THAT TO THEIR SPECIFIC NEEDS. IF YOU KNOW ABOUT A SPECIFIC EXPERIENCE THEY HAVE AVAILABLE, REFER TO IT HERE AS WHAT YOU ARE INTERESTED IN.]

More specific information about the practicum experience can be found in the attached Practicum Manual which has a section specifically for practicum preceptors. There is also information on the Office of Public Health Practice’s website at <https://public-health.tamu.edu/practice/index.html>. If you have questions for their office you can email the Director, Dr. Heather Clark, at hrclark@tamu.edu.

My deadline for letting my department’s Practicum Coordinator know I have a site that will host me is [FILL IN DATE HERE]. After that, my next deadline is [DATE HERE] to have my work plan completed. I look forward to hearing your thoughts about hosting me as a practicum student. Thank you for considering this opportunity.

Best Regards,

[YOUR FULL NAME HERE] (for example - Heather Clark)

Master’s Student

Department of [FILL IN YOUR DEPARTMENT HERE]

Texas A&M School of Public Health

Email address [ONLY USE YOUR TAMU EMAIL ADDRESS!]

Phone number [BE SURE YOU HAVE A PROFESSIONAL VOICEMAIL INTRODUCTION FOR THIS NUMBER – AND BE SURE YOU ANSWER CALLS YOU DO NOT RECOGNIZE! ALSO, CHECK YOUR VOICEMAIL DAILY]