



Dear Sir, Madam:

You are receiving this letter because one of our students is doing an internship, co-op or research project under your supervision. In addition, this student intends to use this activity to satisfy the Professional Experience requirement of Clarkson's general education curriculum, the Common Experience.

The purpose of this letter is to inform you of certain learning objectives that are related to this Professional Experience. These concern life-long and independent learning, teamwork, leadership and service. We are hopeful that the student will have the opportunity to experience the following:

- Instances where more experienced colleagues update their skills and knowledge. (To appreciate the importance of life-long learning.)
- Instances where the student has to learn new knowledge or skills on his or her own.
- Instances where the student has to use leadership skills such as goal setting, change management, ethical behavior, and providing actionable feedback.
- Instances where the student has to use teamwork skills such as building effective relationships with peers, being a collaborative team member, and identifying and managing team conflicts.
- Instances where the student or colleagues provide service to the University, to the community, or to the profession. (To appreciate the value of such service.)

We greatly appreciate anything you can do to provide these types of opportunities to the student. Please feel free to contact me if you have any questions concerning our Professional Experience requirement.

Sincerely,

Chris Lynch
Professor and Interim Chair

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