

First Contact at Your Clinical School:

Email Examples, Research on School Sites, and Helpful Tips

Please Note: *These examples are intended to guide students through their clinical communications. It is **STRONGLY RECOMMENDED** that students follow these examples as closely as possible.*

Initial Contact Email: *This digital form of communication will most likely be your first contact with your new clinical placement and school administrator who will guide you on this initial experience. Make sure you are professional in your wording and tone. Please proofread your email before sending.*

Dear _____,

My name _____ . I am a student at the UNC Charlotte Cato College of Education and I have registered for an in-person clinical at _____ (school) through the online registration process for my clinical requirements this semester. I am contacting you to determine the times/dates for: 1) my clinical experience; and 2) times and any requirements or protocols that I must follow. The courses I am taking this semester require me to complete _____ hours of observation over a period of several weeks. The grade-level/subject I am requesting to be placed in is _____ .

In addition to these hours, I am required to complete (*insert any specific course requirements you are aware of, e.g., teaching a lesson, working with small groups, etc. If you don't know your clinical requirements yet, just skip this section.*).

Please let me know when I may begin my clinical experience at your school. Also, please let me know of any policies that may exist for visitors at your school (ex: masks, social distancing, etc.) so that I may follow protocol. Thank you for your time and assistance as I continue in my growth as a future educator.

Sincerely,

Name

Phone number

UNC Charlotte Email

Digital Contact After Clinical: *You should send a quick "Thank You" email after your first visit to both the point person handling your placement and the teacher(s) you are working with. Copying each is fine. Here's an example:*

Dear _____,

I wanted to say thank you for your help and hospitality during my fall 2021 clinical! This experience was a very informative introduction to your classroom setting. I look forward to my next virtual clinical on (**enter date of next visit or ask to schedule the next visit**).

Thank you,

Name

Phone Number

UNC Charlotte Email

Final Email Contact: Your final contact with the school should highlight the experiences you had there with some specific mentions of really impactful experiences you had and people who made a difference. Here is an example:

Dear _____,

I wanted to take a moment and thank you one last time for my clinical experience at (name of school). Being able to interact with the students and staff virtually has allowed me to see first-hand how rewarding a career in education can be! Among the activities I found to be most helpful were (BRIEFLY describe one or two of the activities you did which were most impactful for you and your learning, and explain WHY these activities were helpful).

Your guidance throughout this process is greatly appreciated. I look forward to keeping in touch as I begin my career.

Thank you!

Name

Phone

UNC Charlotte Email

Be patient in contacting the school personnel: Give yourself ample time to make contact as it can take some time. **It might take up to 2 weeks to get hold of a principal, clinical educator,** depending on the time of year, etc. If you have not been able to make contact after 2 weeks, follow up with a second email. Wait 2-3 days from the second email and if no response, follow up with a phone call to the school to inquire. You should be polite and present yourself in a PROFESSIONAL manner. Always make sure to THANK your clinical educator and your initial point of contact. Remember, when you complete your program, these people will be influential in assisting you with finding a job.

Do some research before going to the school: Always take time to find some information about the school you have selected to visit. Often the school website will have valuable information on demographics, courses, and events. Visit your teacher's webpage (if available), so you can see who they are, what courses they are teaching, etc. [The NC Department of Public Instruction State Report Card](#) site also has information on the school's performance ratings and test scores.

Some basic things to do BEFORE you arrive at the school site include:

- Finding the school's website online; familiarize yourself with basic information about the school, including:
 - Demographic information about the school population
 - The number of teachers at the school (i.e., Is this a big school? ...small school?)
 - The overall academic performance for students at this school (this may be found on the NC DPI website noted above.)
- Make sure you are punctual to your clinical (**which means to arrive early!**).
- Make sure to adhere to the [Professional Education Dispositions](#) and the [Cato College of Education Dress Code](#) at all times.