



# Field Period Program

## Student Guide: Finding the Perfect Field Period

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### Email Etiquette When Emailing a Potential Field Period Site

- Be Professional!
  - Open the Email like you would a letter (Dear Dr. Smith or Ms. Jones)
  - Use standard spelling, punctuation, and capitalization. THERE'S NOTHING WORSE THAN AN EMAIL SCREAMING A MESSAGE IN ALL CAPS.
- Explain what a Field Period is
  - 140 hr internship
  - Students are required to do four before they graduate
  - Students gain valuable insight to their field of choice
- Explain why you want to do a Field Period at this site
  - Be concise and to the point.
  - Include brief information about yourself. "This May I will graduate from Keuka College with a bachelor's degree in Unified Childhood Education. My experience includes two internships..."
- Use a signature that includes your contact information
  - Use an appropriate Email address such as your Keuka email account, not a personal email account with a cutesy username.
- Use proper structure and layout
  - Since reading from a screen is more difficult than reading from paper, the structure and lay out is very important for e-mail messages. Use short paragraphs and blank lines between each paragraph. When making points, use bullets or number to mark each point.
- Read the email before you send it
  - A lot of people don't bother to read an email before they send it out, as can be seen from the many spelling and grammar mistakes contained in emails. Apart from this, reading your email through the eyes of the recipient will help you send a more effective message and avoid misunderstandings and inappropriate comments.

- Take care with abbreviations and emoticons
  - Try not to use abbreviations such as BTW (by the way) and LOL (laugh out loud). The recipient might not be aware of the meanings of the abbreviations and these are generally not appropriate. The same goes for emoticons, such as the smiley :-). If you are not sure whether your recipient knows what it means, it is better not to use it.
- Avoid long sentences
  - Try to keep your sentences to a maximum of 15-20 words. Email is meant to be a quick medium and requires a different kind of writing than letters. Also take care not to send emails that are too long. If a person receives an email that looks like a dissertation, chances are that they will not even attempt to read it!

### **Email Example:**

Subject: Requesting a Field Period

Dear Mr. Evans,

My name is Tracy Gold, and I am a freshman at Keuka College. Keuka College is a national leader in experiential, hands on learning. One way Keuka promotes experiential learning is through Field Periods. A Field Period is a 140 hour long internship opportunity where students have the chance to gain knowledge and experience in their chosen field of study. Keuka students are required to complete four Field Periods by the time they graduate.

I am writing to request the opportunity to complete a Field Period at William S. Shaker Elementary School this January. As a Unified Childhood Education major and I would like to be in a second or third grade classroom in order to observe the teacher and assist with activities as appropriate. I have attached my resume for your review to provide you with a greater understanding of my experience thus far. I would appreciate the opportunity to discuss the Field Period with you further at your convenience. Please let me know how best to reach you for follow up. I look forward to hearing from you.

Sincerely,  
Tracy Gold  
[tgold@keuka.edu](mailto:tgold@keuka.edu)  
(555)555-5555

## Example Thank You Email After the Field Period:

Subject: Thank you for the Field Period

Dear Mr. Evans,

I would like to say “Thank You” very much for allowing me to complete my Field Period at your school. I enjoyed my time there and I gained valuable insight into the field of education. I learned many valuable lessons from my time in your school, which include but are not limited to ways of classroom management, instructional techniques, and student teacher interaction.

I cannot fully express my gratitude for my time in your classroom; it was a very rewarding experience that I will never forget. Again thank you very much!

Sincerely,  
Tracy Gold  
[tgold@keuka.edu](mailto:tgold@keuka.edu)  
(555)555-5555

### Helpful Resources:

<http://owl.english.purdue.edu/owl/resource/636/01/>

<http://office.microsoft.com/en-us/outlook/HA012054101033.aspx>

<http://www.emailreplies.com/>

<http://www.career.vt.edu/Jobsearc/email.htm>

[http://careerplanning.about.com/od/communication/a/email\\_tips.htm](http://careerplanning.about.com/od/communication/a/email_tips.htm)