

## Sample Opening of a Telephone Request for a Field Period

---

Hello, Mr. Doe. My name is \_\_\_\_\_ . I am a student attending Keuka College. I am majoring in \_\_\_\_\_ and while I complete my course requirements during the semester, I am also required to complete work outside the classroom as well. Part of the Keuka College curriculum is a program called Field Period, an experience very similar to an internship.

*\*Continue the conversation with the answers to the questions you answered from the “What should you know before contacting a site” worksheet.\**