**SAMPLE LETTER OF CONFIRMATION [Please remove “Sample” from this header before submission]**

[Date]

[Name of Practicum Instructor(s)]

[Name of On-Site Supervisor, if applicable]

[Name of Agency/Organization]

[Mailing address of Agency/Organization—if you don’t know what this is, look it up!]

[City/State/Zip]

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Practicum Instructor name(s) and On-Site Supervisor, if applicable],*

Thank you for meeting/talking with me on *\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [date]* to discuss my placement for next Fall. I appreciated our conversation and your offer for an internship. I am very excited to formally accept this offer, as I think I will be able to learn a great deal with and from you, as well as the entire \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[the name of the program and/or the organization]* team.

With regard to scheduling my time with you, my placement will begin the week of *\_\_\_\_\_\_\_\_\_\_\_\_ [Insert appropriate date here; BSW students start after the Labor Day holiday; all MSW students can start any time after the first day of Fall classes]* and will continue through the end of the first week of May. I will need to complete a minimum of \_\_\_\_\_\_\_\_\_\_\_\_\_ *[450 hours for all students except Advanced Standing SPMSW students who must complete 600]* between these two dates. I look forward to working with you to lay out the specifics of my weekly schedule. I do understand that it is my responsibility to think ahead about any extended time away from my practicum I may want to schedule so we can think together about the most professional way for me to do this.

Finally, it is my understanding that you, \_\_\_\_\_\_\_\_\_\_\_\_\_ [*name of* *Practicum Instructor (the person with and MSW or BSW]*, will be my primary Practicum Instructor, and \_\_\_\_\_\_\_\_\_\_\_\_\_ *[name of On-Site Supervisor name, if applicable]* will be my On-Site Supervisor, and that I will sit with you *[or each of you, if applicable]* in regular supervision. I look forward to this as well.

Please feel free to contact me by cell \_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert cell number here]* or email \_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert your UVM email address here]* between now and the Fall, and I will be in touch in mid-August to confirm the date and time of my first day with you.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Your printed name]*

cc: \_\_\_\_\_\_\_\_\_\_\_\_\_ *[Other contact person—if there was anyone else who sat in on your interview, but who will not be your Practicum Instructor or On-Site Supervisor, include their name here and their title on the next line, and be sure to send them a copy of this letter as well]*

 *[Title of other contact person]*

Jean Sienkewicz, MSW

Practicum Education Coordinator