

## SERVICE LEARNING: LETTER OF INTRODUCTION

\_\_\_\_\_, a student at Mesa  
Community College in \_\_\_\_\_ class,

is participating in a volunteer project of at least clock hours as a class requirement. This service learning opportunity is to facilitate them making some connection between what they are studying in class and the real world.

The student is expected to offer you some needed/welcome service in return for the opportunity to learn about your work site.

In addition to their volunteer hours I expect students to keep and submit a reflective journal of their experience. They will be encouraged to share this information with the class. If you can accept this student for this project and can provide adequate supervision while they are on site, please indicate so by reviewing the attached service learning agreement and signing it. When their service hours are completed, the student will ask that you sign the Project Completion Form.

One of the most beneficial and memorable learning experiences a student can have is by immediate involvement with their community. Thank you for considering this request. I will be making contact with you during the semester.

**If you have any questions, please feel free to call me at \_\_\_\_\_.**

Instructor Name  
Class Name  
Department Name  
Mesa Community College