

Sample Letter to Presenters of a Type I Session

February 26

Alan Porter
Wickware Planetarium
Willimantic, CT

Dear Alan:

We wish to confirm your visit to Southeast Elementary School on Monday, March 4, at 10 a.m. You will be meeting with the third- and fourth-grade students for approximately 1 hour. We are delighted that you have volunteered to share your expertise.

Our objectives for this experience are to:

1. Expose students to topics beyond the scope of the regular curriculum that might inspire interest in an independent investigation.
2. Go beyond the facts about a topic to understand how it is studied, why it is important, and what inspires people to get involved in the profession.

In order to facilitate the first objective, we would like you to visit for about 30 minutes with a small group immediately following your large-group presentation. These students (about 10) will be those who have expressed a special interest in your topic. They may question you about your presentation, how you became interested in your profession, your training and background, and the problems, frustrations, and rewards you encounter. You may have ideas to share for future student projects.

Enclosed is some background information describing the rationale and components of our Schoolwide Enrichment Program. If you have any further questions, please feel free to contact me at Southeast School.

We look forward to your visit!

Sincerely,

Susan Lindsay
Enrichment Specialist