Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ :

My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ . I am a student in Georgia Southern University’s Instructional Technology program, who is approaching the final capstone course of the program, the School Library Media Practicum, which I plan to complete during our Fall/Spring Semester. Fall/Spring semester begins on \_\_\_\_\_ and ends \_\_\_\_\_\_. This letter is to introduce myself and request the opportunity of serving my Practicum at your school library media center.

Each student must serve a practicum which consists of 100 hours of hands-on experience completing a variety of activities tied to ALA/AASL standards. To learn more about the ITEC School Library Media Practicum, please feel free to visit the practicum website at: <https://frit7734practicum.weebly.com>.

I am looking forward to your response and hope that this is an opportunity that you will consider. Thank you very much for your consideration, and for your support of Georgia Southern University Instructional Technology Program.

Sincerely,