

Confirmation of Project Email (from professor)

Dear :

Your organization, _____, has been listed by a team of UCF students as a business/organization that is interested in collaborating on an applied learning project that the students will complete for you. The students are doing this project as a requirement of my undergraduate course in Industrial/Organizational Psychology and I will be supervising them and a number of other teams who are working with different organizations. The project that your student team described to me is in the area of _____. From you, they need only a basic description of your project needs and any relevant information you have to offer. You will be under no obligation to use the project ideas or materials they produce.

The students are very excited to be partnering with you. I thank you for your willingness to contribute to their learning by giving them an opportunity to apply course concepts to address business needs. In the process, they will be developing teamwork skills and working with a client, often for the first time.

Please reply to confirm that you have talked with a UCF student about this. If this project seems unfamiliar to you, also contact me. At the end of the term when the project ends, I will check back in with you and will ask you to link to a very short client satisfaction survey. Although these students typically have not worked on such organizational projects previously, we aim to please so if you have any questions or concerns as the project progresses through this academic term, please do not hesitate to contact me at Victoria.Pace@ucf.edu. I hope that you will find this experience so rewarding that you indicate an interest in becoming a repeat customer when you take the survey later.

Have a wonderful day,

Vicky Pace

(Optional) Reply to Confirmation of above:

Thank you very much for confirming! In order for us to improve student job skills and career readiness, please let us know of important skills and qualities that you look for when hiring new graduates.

Have a great day,

Vicky

Follow-up with Satisfaction Survey

Hi,

I would like to thank you for allowing a group of undergraduate students from the University of Central Florida to discuss your organizational needs and to attempt an applied learning project in collaboration with your business or organization. This experience led to a great deal of student learning about practical application of course concepts and how to interact with organizational "clients."

To better serve participating organizations in the future, I am asking you to provide very brief feedback about the collaboration process as well as any services and products that the students delivered to you. Our satisfaction survey (Link at bottom of email) should take only 5 minutes and will allow you to indicate if you would like to work with another group in a later semester. Your feedback will not be identified to students in any way (no personal names or organization/business names will be mentioned), but rather will help us to improve future projects and processes.

Thank you so much for helping to provide work-related project experience for students!

Survey Link: <http://ucf.qualtrics.com//SE/?SID=>

Sincerely,

Vicky Pace