

Dear _____,

I would like to introduce you to a student who is enrolled in the Urban Studies Internship Program at CUNY/Queensborough Community College in Bayside, New York. The program extends college credit for internships in the urban services professions, furnishing learning experiences outside the classroom.

The student's name is _____. The student has expressed a desire to intern with your organization. Internships require a commitment of _____ hours for a semester that extends 14 weeks. Please discuss the feasibility of an internship and a schedule with the student. The student is graded (pass/fail) by the professor based on an academic paper and your evaluation of the intern's performance over the internship period.

Please contact me with any questions or comments at Dtricarico@qcc.cuny.edu or (718)631-6015.

Sincerely Yours,

Donald Tricarico, PhD

Urban Studies Program Supervisor

Queensborough Community College

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