**Suggested Introductory Email for International CFE Partners**

[Note! Please change the italicized information in square brackets [*example*] to match the needs of your program and the people to whom you are communicating]

To [*Mr./Mrs./Ms./Principal*] [*Name of Principal or CFE contact*],

Subject: University of British Columbia (UBC) Community Field Experience Request

My name is [*name of teacher candidate*] and I am a student in the bachelor of Education Program at UBC, Canada.  One of my teacher certification program requirements is to complete a 3-week Community Field Experience (CFE) in an educational setting that differs from the traditional structure of my school practicum experiences in a Canadian public classroom. I have chosen to do my CFE in an international context for the weeks of [***April 22 – May 13 2016 / June 6 – 24, 2016***].

I am contacting you because I am very interested in completing my 3-week CFE at the [name of school or organization]. I am particularly interested in [*use one sentence to explain why you are drawn to the school organization and/or what you wish to learn/explore*]. I am a [*secondary/specialization; elementary/cohort*] educator who very interested in volunteering to work with your [s*chool; organization*] and am excited at the opportunity for us to share cultural experiences, knowledge, principles, attitudes and practices - especially those involving teaching and learning

Please find attached three official documents from the University of BC. The first offers a general overview of the CFE.  The second explains how I come to you having passed a stringent Criminal Record Check. And the third outlines the expectations UBC has for international partners, like you, who may be considering working with UBC teacher candidates, like myself.

It is important to note that UBC and I will be funding my 3-week stay with you, thus my presence will only cost you the time it would take to settle me into you organization. More details about UBC’s CFE can be found at cfe.educ.ubc.ca, or you can contact the CFE coordinator, Dr. Keith McPherson (keith.mcpherson@ubc.ca).

I hope that after reading the three attached documents, you and your staff are willing and able to host me for my 3-week community field experience, as I truly believe this will be a rich experience for all involved.

Finally, please email me before [*date*] to let me know if you will be able to host me for my 3-week CFE.

Looking forward to your email,

[*Signature*]

[*Name of Teacher Candidate*]

Faculty of Education

2125 Main Mall, Room 103

Vancouver, BC Canada V6T 1Z4

[*Teacher candidate’s phone number*]

[*Teacher candidate’s email address*]

www.teach.educ.ubc.ca