Professional Email to Your Mentor/Site Supervisor for the Service Learning Project

Assignment Details: Simply submit the professional email you send to your mentor for this assignment (upload either a screenshot or a word doc). Impress me with your letters to your mentors!

After you have selected your SL Project. Send a professional email to your site supervisor introducing yourself and informing them of your decision. ***Make sure to include the following elements in your professional email.***

- *Communicate your enthusiasm* for working with this organization on the service learning project
- *Share your desire to produce* something that they will LOVE and be able to use
- *Inquire if there are any other specific details* that they would like you to consider for this project
- Use a formal, professional style writing in your email. Please do a brief search online of how to write a professional email before you compose your email to your mentor/site supervisor

You should plan to coordinate with your site supervisor/mentor on your SL Project. Since this is an asynchronous course, *you are not required to meet via zoom at a scheduled time* (though this is probably an advantage if you can). You may do all of your communication with your mentor via email.

***For a sample professional letter, see the attachment to this module

Professional Email Rubric: Total Points Possible = 15

	5 Points	3 Point	0 Points
Salutation & Closing	Proper Salutation and Closing are used in the correct place. Proper use of title, organization, mentor name, address, proper capitalization of the name, and the proper use of the colon or comma are all included.	Missing at least 2 components from the following: 1) Proper Salutation and Closing in the correct place, 2)Proper use of title, organization, mentor name, address, proper capitalization of the name, and 3) the proper use of the colon or comma are all included.	An attempt was made, but neither the Salutation nor the Closing (nor the name) are present or correct. OR Key elements of the Salutation and Closing that are demonstrated in the sample are missing.
Body (Content)	Body includes at least one complete paragraph. A clear idea is stated in each paragraph and conveyed to the reader.	Missing either complete paragraphs or clear ideas conveyed to the reader.	Missing elements outlined in the sample; the body does not include any paragraphs; the information in the email is unclear or incomplete.
Grammar, Mechanics, & Spelling	Spelling, punctuation and grammar are mostly correct (or do not affect the clear understanding of the email).	At least 3 errors of grammar, mechanics, and spelling.	Many errors in spelling, punctuation, and grammar. Affects clear understanding.