

## Practicum • Part II

Date

Site Supervisor's Name  
Practicum Agency's Name and  
Practicum Agency's Address

Dear:

I will be the faculty supervisor for \_\_\_\_\_ the CFS 564 & 565: Practicum in Child & Family Studies for this (list spring or fall). I look forward to working with you. (Intern's name) has given me the contract that you've signed agreeing to be the site supervisor.

Enclosed is a packet of information that I hope you will find useful in your site supervisor role. Sometime near the beginning of the semester I will be setting up an appointment to come to your office. At that time we can discuss any questions you might have. If you have immediate questions, please contact Barbara Bright at 974-3173.

Sincerely,

\_\_\_\_\_, Ph.D. Rank