



Not sure what to say?

Here are some tips for communicating with organizations about your project.

Tips

- Err on the side of formality
- Be specific and brief
- Consider your schedule and transportation needs before you call. Identify blocks of time that you can be available.
- If more than one student will be working with the same organization, arrange to attend meetings together (or share information with each other)
- Follow up (call again if you don't hear back within a day or two)
- Follow through (do what you say you'll do)

Email Correspondence

Dear Mr/Ms X,

I'm a student working with the Center For Community Engaged Learning at Weber State University on a project tied to my [Medical Anthropology] class. We've/I've selected your research project about [attitudes toward organ transplantation], and I'd like to make an appointment with you to [discuss the project/start the research/complete the preliminary paperwork].

Next week, I am free [Tuesday or Thursday after 1:30, and Friday all day]. Would one of those times work for you?

I look forward to meeting you and starting the project.

Sincerely,

[Name]

Sample Script for Calls to Community Partner Organizations

"May I speak with [First Name Last Name –or Mr/Ms Last Name]?"

Message/Voicemail (keep it short, leave your number twice):

"My name is [First Last], and I'm calling about the research project you've discussed with the Community-Based Learning Initiative office at Princeton University. I'm one of the students working on this project, and I'd like to make an appointment to speak with you [later this week/next week] so that I can begin the research. You can reach me at [your number, including area code]. Again, my name is [First Last] and my number is [your number, including area code]."

If you are connected to the person you're trying to reach:

"My name is [First Last]. I'm a student working with the Community-Based Learning Initiative office at Princeton University on a project tied to my [Medical Anthropology] class. We've/I've selected your research project about [attitudes toward organ transplantation], and I'd like to make an appointment to [discuss the project/start the research/complete the preliminary paperwork].

--Great, when are you available?

I'm free Thursday and Friday after 1:00—would either of those times be convenient for you?

--I'm swamped this week.

How does next Tuesday or Wednesday look? I have time Tuesday morning, and I'm free all day on Wednesday.

--Let's do Wednesday at 9:30.

Where should I meet you?

--Our address is [street, city]. We're in Suite [#].

Could you tell me where I should park/which station to exit from?

--There's a lot behind our building/there's street parking in front.

OK, thank you. I'll be there Wednesday [the date] at 9:30. (You might want to leave your phone number in case there's a change)"