



January, 2012

Dear _____,

I am writing with regard to a project _____ and his/her classmates have been working on since the beginning of the academic year.

As you know, students in Bloomberg University's academic programs engage in a variety of experiences in and outside the classroom. During this time, they gather and reflect on evidence of what they are learning as professionals in a particular field.

While regular assignments aid in this process, our students have also begun to compile personal collections of their work. In this "portfolio," each student saves pieces that tell the story of his/her progress toward becoming a professional. This portfolio is not only a tool for job interviews, and not simply a "trophy case" of good work, but rather a chance for students to reflect on how their work has changed, and how it has changed them.

In the belief that genuine learning comes from sharing evidence of personal growth with others, we would like to request your help in the last month of this semester. During the late April/early May, we plan to arrange after-school or evening meetings during which each student will present to a significant other the portfolio of ever-improving professional practice that s/he has created with samples of personal work. These conferences will be crowning moments for a class that has worked seriously and thoughtfully towards improving and evaluating their own learning.

On behalf of our class, I would therefore like to invite you to attend this conference organized for the end of the semester. Your meeting with _____ is scheduled for _____, from _____ to _____. This conference will be held in _____.

_____. Please let me know if you have any questions or anticipate difficulties being able to keep your appointment. My home phone number is (734)255-3241, and my e-mail address is msherry@bloomu.edu.

Thanks for your considerate support. I look forward to seeing you soon!

Yours sincerely,

Michael Sherry