

FOR THE STUDENT'S USE IN INTRODUCING HIM/HERSELF TO POTENTIAL FIELDWORK SITES:

Dear *[insert contact name here]*:

My name is *[insert your name here]*, and I am applying for entry into an online professional development certificate as a Canine-Assisted Intervention Specialist (CAIS) through the University of Denver (Colorado). A prerequisite to my application is that I must have an agreement with a fieldwork site that will allow me to have access to multiple dogs for observation and hands-on training during my 6 months of coursework. I am writing to ask if I may do this through you/your organization.

The CAIS certificate is a highly rigorous, evidence-based program to prepare human-service professionals to work safely and humanely with canines in their professional practice. (You might have heard of “pet therapy” for volunteers. CAIS is the professional side: animal-assisted interventions.) Here is a link to the University website’s description of my program: <https://portfolio.du.edu/CAIS>

My goal is to gain experience observing and training multiple dogs of various breeds/breed types and personalities. Experience with multiple dogs will help me appreciate and understand the breadth of canine behavior and temperament. I wish to fit into your program rather than ask you to fit into mine. I am ready to take your orientation and follow your procedures. I will need to spend at least one hour each week with more than one dog. I do not need your staff to keep track of my hours or report to the University; documentation is part of my coursework and is my responsibility.

I will receive training in understanding canine body language and basic training techniques as part of my coursework, yet I am ready to receive your education as well. Eventually I would like to work with your dogs on basic cues (for example: sit, stand, come, stay, and walk on a loose leash). I need to work with different dogs each week. I believe that working with your dogs can benefit them by making their behavior more appealing to potential adopters, giving them socialization with another person, and providing mental stimulation.

[Give a brief paragraph explaining your experience with dogs here.] I have dreamed of animal-assisted interventions (or I have been doing animal-assisted interventions) for *[insert length of time here]* and I am excited to start this aspect of my professional training.

I hope that I will be able to work with *[insert name of individual or organization here]*. After you have had a chance to think this through and talk with your co-workers, I will contact you again in about two weeks. You may reach me at *[insert your phone number here]* or *[insert your e-mail address here]*. If we agree that we can work together, I will need an official signature on a form that I will provide.

Thank you for giving this your consideration. I look forward to talking further.

Sincerely,

[Your name, title, etc.]