Sample Intro Email to Hosts

Subject: Partnership Opportunity: Host a Student Site Visit for the P2SCS Program

Dear [Company Contact Name],

My name is [Coordinator Name], and I coordinate the Pathways to Success in Computer Science (P2SCS) program at [Institution Name]. We run a summer academic program for undergraduate students interested in pursuing careers in computing. A key component of our program is exposing students, especially those from underrepresented groups, to real-world professional environments.

We are reaching out to invite [Company Name] to host a site visit during our summer program. These visits typically include a brief company overview, office tour, panel discussion or Q&A with staff, and a casual networking opportunity.

Details:

- **Dates:** Between [Start Date] and [End Date]

- **Time:** Typically 10:00 AM – 2:00 PM (flexible)

- **Students:** 10–20 undergraduate scholars

- **Goal:** Help students build confidence, network, and see the diversity of CS careers

Please let us know if you'd be interested. I'm happy to answer any questions or provide more information. Thank you for considering this opportunity to support future computing professionals!

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Sincerely,
[Coordinator Name]
[Email]
[Phone]
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These topics are part of the P2SCS Toolkit to support structured worksite visits in undergraduate computer science programs.
Access more resources at `https://www.p2scs-toolkit.com`