

Appendix Q

ANGELO STATE UNIVERSITY
College of Nursing and Allied Health
Physical Therapy Program

STUDENT LETTER OF INTRODUCTION

The student physical therapist will write a “letter of introduction” to each clinical site as assigned by the ACCE. This letter should include the following elements:

Introduction Letter:

1. Name, Address, Phone Number
2. Dates of Clinical Experience
3. Emergency Contact
4. Experience in patient/client care (include past clinical experiences, types of clinical experiences, types of patient/clients seen, past employment or volunteer experience, if relevant)
5. Your learning style – “I learn best when...”
6. Supervision preference – “I would be more comfortable when the CI supervises me in the following manner and times...”
7. Feedback preference – “I am most comfortable when feedback about my performance is given in the following manner and times...”
8. Explain the experience you wish to obtain from the site. List your goals for the learning experience. These should be specific. “I want to learn everything you can teach me,” is not an appropriate goal.
9. Discuss what you perceive are your strengths, limitations, and needs. (Consider evaluation skills, treatment plan development, treatment progression, time management, critical thinking, problem solving, etc...)
10. Discuss your most recent Generic Abilities self-assessment
11. Anything else you feel is relevant
12. A copy of the current TB test results, health record, CPR, First Aid and health insurance information (supplied by the ACCE)
13. Questions about travel or housing.

At the conclusion of the clinical experience, the student is required to write a “Thank You Letter.” This letter should be sent to the facility. A copy of the letter must be submitted to the ACCE.

The following information should be included in the “Thank You Letter”:

1. Sincere thank you for the clinical experience.
2. What was most beneficial to you? Emphasis on utilizing the experience in the future and its contribution to your education. Candidly share your perception of experiences if relevant.
3. Discuss the goals you have accomplished.
4. Discuss the skills you have developed (consider evaluation skills, treatment plan development, treatment implementation, communication, documentation, time management, critical thinking, problem solving, etc...).
5. This letter can be either formal or informal. Please remember that you are a professional and representing the Angelo State University Master of Physical Therapy program.