Email Template to Site and Supervisor to Confirm Acceptance of Practicum Placement

**All Items in Blue Must be completed by the student to personalize this message**

Hello, [Supervisor name and Site Owner]

This is an email to confirm that I have been accepted at [Name of Site] under the supervision of [Name of Supervisor] that I will be starting my Practicum on [Date of Practicum start – this must be the first date of the term].

As part of my Practicum Application, I need to submit a copy of your reply to this email stating that this information is correct.

Your reply demonstrates evidence that I have been accepted as a practicum student at your site.

You are welcome to visit our MACP Practicum Portal for any information, guidance or forms during this time: <https://practicum.yorkvilleu.ca/>

Sincerely,

[Student’s name]