**[](http://www.gmu.edu/)**

[Insert name of the Contact]  
[Insert title]  
[Insert Organization name]  
[Insert address of the organization]

[Insert Date]

Dear [Insert Dr if necessary, Insert Name of Contact]

We are professors at George Mason University's Health Informatics program. Students in our program are required to complete a practicum project before graduation. This is an unpaid data-intensive project that students complete for an organization outside of the University. You select the student’s project. There are only two requirements for acceptable projects: (a) the project must be doable within 4 months and (b) it should require data analysis. Our students are particularly well equipped to analyze data from electronic health records. They can help your organization create AI systems. They can help with online marketing. The are proficient in R, Python, and SQL. [Put your name here] has focused on your organization and is interested in doing her practicum project under your preceptorship. We know you are busy but believe this is a great opportunity for your organization to see the skills of our students. Please note that this is an unpaid project, we are not asking you to hire the student. Sometime after graduation, you and the student can decide if you are interested in hiring [Put your name here].

Your participation means a great deal to us and to [insert your name]. Students often complain about lack of real-world data and insights. In this project you can do what we can never can do: provide the student with more insight about how to analyze real world data.  **If you wish to proceed, please email the student and us and we will provide more information about preceptorship and other steps.**

Sincerely yours,

Farrokh Alemi Ph.D. & Eman Elashkar, Ph.D.  
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Health Administration and Policy  
George Mason University  
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