

Tool 9: Senior Sponsor Communication Template

Experiential Course Map Completion and Rollout Announcement

Subject Heading: Launching Course Maps

Dear Campus Community,

I am pleased to announce the launch of our new experiential course maps. [Include a link to the course maps on your institution's website.]

Each map includes information about an academic programme by a student's year of study, while suggesting ways students can develop relevant skills, build networks, gain global perspectives and plan for further opportunities. [If your maps have different experience categories, include them here.]

After reviewing course maps of interest, each student is invited to craft a customised plan with their own milestones, engage with staff who can provide further advice and information, then review and refresh their customised plan each year. We invite staff to use these plans when helping students explore curricular and co-curricular opportunities. For more information about using the maps with students, please see the attached document.

This project was sponsored by [office(s)] and accomplished by a steering committee, staff assigned to the project, and many individuals from across the campus' academic and student service departments who provided content for each plan. Special thanks to the steering committee and staff assigned to the project who accomplished this large and complex initiative.

The programme plans are live and can be found at [link]. If you would like to have printed copies, please contact [include relevant information]. Thank you for your time and support in helping ensure [university name] was able to launch experiential course maps this academic year.

Sincerely,

[Name, Title]