

[Study Invitation Email for Participants – please copy/paste the below]

[Salutation that you normally use for your participants]:

I am writing to forward to you an invitation to contribute your feedback on [program name] for an independent analysis being conducted on science, technology, engineering, and mathematics (STEM) work experience programs affiliated with the **[insert name of the Component/Agency]** (see below for the Invitation). Participating is optional, though would be much appreciated. If you have any questions about the effort, please feel free to directly reach out to the contacts listed in the Invitation. They are not copied on this email to protect your identity. If you have any other questions, of course you may continue to reach out to **[insert name of WEP POC for participants]**

[Closing you normally use for your participant community]

[Your name]

Invitation:

At the request of the **[insert name of Component/Agency/WEP POC]**, **[insert name of evaluation partner representative]** at the **[insert name of evaluation partner organization]** are conducting a portfolio analysis of work experience programs, or “WEPs” (e.g., internships, apprenticeships, fellowships), that are affiliated with the **[insert name of the Component/Agency]**. The purpose of the analysis is to understand what WEPs do, what participants feel they gain, and how programs may be improved for future cohorts. As part of this effort, **[insert evaluation partner organization]** would like to invite you to share feedback on the program you participated in by answering a questionnaire that may be found here:

[URL to static survey link]

Please note a few important things about the questionnaire:

- All items are optional, so you may skip any question that you do not wish to answer.
- At no point will anyone ask for your name or email address.
- WEPs will not be tracking who does and does not decide to answer the questionnaire. It truly is up to you.
- No one outside of the **[insert name of the evaluation partner organization]** team will see the raw data.
- You may end the questionnaire any time, for any reason, without consequences.

After collecting feedback from as many participants as possible across a range of programs, **[insert evaluation partner organization]** will analyze the data and report high-level findings in a report to **[insert name of Component/Agency/WEP]**.

If you have any questions, please contact the Principal Investigator, **[name of evaluation partner representative]** at **[evaluation partner email address]**. You may also reach out to **[insert WEP POC name]** at the **[insert name of WEP office]**, whose email address is **[insert WEP POC email]**.

Thank you!