

October 12, 2010

Sophia Hubbell

Amy Santos

DEC President
284D Education Building
1310 S. 6th St. MC 708
Champaign, IL 61820
rsantos@illinois.edu
217-244-3558

1110 Genesee Ave
Mayfield Heights, OH 44124
shubbell@kent.edu
740-815-7610

Dear Dr. Santos,

I am writing to express my interest in completing an unpaid internship with the Division for Early Childhood for the 2011 calendar year. I am currently a full-time doctoral student in Early Childhood Special Education at Kent State University and the President-Elect of Ohio DEC. Please see my attached curriculum vitae for more details about my educational and professional background.

The internship experience I am proposing would focus on developing my leadership skills at the national level and increasing my knowledge of the political process as it relates to education. My goals are to develop insider knowledge of how education policies are developed, who shapes those policies, and how organizations such as DEC and CEC contribute to the process. I will look to the DEC Board to provide additional suggestions/guidance on what would be meaningful learning opportunities to help meet these goals. I am fortunate to be a fully-funded doctoral student (through Kent State University) and to have family in the Washington, D.C. area, which will allow me to travel to and stay in Washington, D.C. as needed.

With Dr. Pretti-Frontczak's guidance, I developed the following list of potential activities as a starting point for developing the internship, but look forward to collaborating with the DEC Board to develop a detailed plan of internship activities:

- Shadow leaders from CEC, DEC, and government agencies, including the DEC lobbyist, as they advocate for changes to educational programs and policies to better serve young children with and without disabilities.
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- Attend CEC's annual Leadership Institute in Washington, D.C.
 - Attend senate and congressional hearings related to ESEA and IDEA.
 - Participate in the Rapid Response Team calls/activities.
 - Assist the CAN coordinator.
 - Attend executive board meeting at DEC conference.

Dr. Pretti-Frontczak has volunteered to serve as my supervisor for this experience and will guide my activities, help connect me with leaders in the field, and assure that I am reflecting on my experiences by reporting back to the DEC board.

I look forward to discussing this internship opportunity with you further. Thank you for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Sophia Hubbell". The signature is written in black ink and is positioned above a horizontal line.

Sophia Hubbell
Doctoral Student, Special Education
Kent State University