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From: Valerie Anderson <vanderson@douglassalumnae.org>

Date: 8/14/2015 7:50 AM (GMT-05:00)

To: Jacquelyn Litt <jlitt@echo.rutgers.edu>

Cc: Valerie Anderson <vanderson@douglassalumnae.org>

Subject: Extern Program - NEED A DECISION

Good morning Jackie,

In preparation for the upcoming academic year, the AADC is at a critical point with the planning and preparation needed to have a successful Extern Program for our students and alumnae sponsors. In order to be ready for the students to participate in this innovative learning opportunity over their winter break, there are specific planning steps that need to happen immediately. For example, we must confirm existing alumnae sponsors and recruit new ones in areas that there is an increased demand for. In addition there are logistical details pertaining to the student info sessions that need to be confirmed. We must get back to the student center asap regarding the dates and rooms we have on hold or we will be charged a late cancellation fee.

As you know the Extern Program is a signature experience the AADC has provided for over 40 years that ranks at the top of the list for why students choose to affiliate with Douglass. We look forward to working with the college to provide this award winning program to Douglass students and alumnae. I would appreciate it if you could let me know no later than COB on Monday 8/17, that we can proceed to contact Asst. Dean Karen Alexander and get the internal planning and preparation going so that Douglass students and alumnae can benefit from this one of a kind learning opportunity. Thank you.

Valerie L. Anderson

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