



Sample Supervising Teacher Scheduling Letter

August 23, 2011

Name
School/Organization
Address
City/State/Zip

Dear Supervising Teacher:

Thank you for volunteering to supervise a Summit Technology Academy practicum participant. I hope you find this year mutually rewarding for you and your students. Participants will arrive in the classroom on August 30 by 1:00. They will work with you until 2:30 each day. If a participant chooses to leave later than 2:30, he/she should consult with you concerning the time.

Enclosed is a packet that each participant received. The packet includes the assignments and expectations of the pre-professional teacher. Please take the time to read through the packet. There are several pages that pertain specifically to the supervising teacher's role in the experience.

The objective of the program is to provide the pre-professional teaching practicum participant the opportunity to work with children and learn what a teacher does in a school day. The participant should work with students two-thirds of the time he/she is at your school/facility. I will begin observing the participants beginning the week of September 7. I will e-mail the observation schedule to you early next week. I will attempt to be in the classroom once or twice a semester to observe the participant.

An evaluation form will be sent to you prior to the end of each six-week grading period. It should be returned to me by the due date. If you have any questions or concerns at any time concerning a participant, the requirements, or other aspects, please contact me at:

[Insert telephone and email contact information]

Thank you for your support of the Pre-professional Teaching Practicum

Names of Practicum Coordinator/Instructor

SAMPLE