

December 6, 2004

Dear Student Teacher:

I am pleased to inform you of your student teaching placement for Spring 2005, subject to your having satisfactorily completed all requirements. Enclosed is an information sheet listing details of your assignment including the school name, collaborating teacher's name, school address and telephone number.

**Do not call your collaborating teacher at this time.** As you are no doubt aware, teachers are engaged in a variety of complex activities. If you wish to contact your collaborating teacher, it is suggested that you write a letter of introduction. In the letter you should indicate your willingness/eagerness to meet with the teacher and begin preparing for the student teaching experience. Include appropriate information about yourself and materials you would like the teacher to see. Again, **do not call the teacher.**

Examples of items you might want to include in/with the letter are: biographical information; previous field experience outcomes, outstanding work (a unit or lesson); positive anticipation of the student teaching experience, along with some definite hoped for outcomes; and telephone number and address where you can be reached. If you are interested in assisting your collaborating teacher before your student teaching officially begins, this letter is a good place to volunteer. Remember: give him/her the option of contacting you if your help is welcomed. Indicate that you look forward to hearing from and working with the teacher during your student teaching experience. This letter will create the collaborating teacher's first impression of you. Type it or compose it on a word processor, and double-check it for typos and grammatical errors.

On the same page with your placement is a calendar for student teaching for Spring 2005. Your teacher education program area will schedule additional required seminars. **The beginning and ending seminars are mandatory.** Please be prompt and bring a pen or pencil to complete required paperwork. Also, you are required to read the **Field Experiences Handbook**. You may purchase the handbook or download it and other student teaching forms from our website: [www.kennesaw.edu/education/CFEP](http://www.kennesaw.edu/education/CFEP), select Field Experiences Handbook. I have included a copy of the Georgia Code of Ethics for Educators for you to read before beginning your student teaching experience.

As a student teacher, you are invited to register for the 4th annual ESOL Conference on February 2 (Middle School/High School Educators) or February 3 (Elementary Educators). The theme is "Effective Collaborative Practices: Helping Linguistically and Culturally Diverse Students Achieve High Academic Standards." The cost is \$40 and includes lunch. For more information, visit the Center's website at <http://www.kennesaw.edu/education/CFEP>.

Your placement has been carefully selected by your program area and the selected school system. Please do not call to change the placement. Please feel free to call or make an appointment and come in if you have questions or need assistance regarding student teaching. My office is KH 3201 in Kennesaw Hall. I wish you every success and look forward to your having a positive and productive student teaching experience.

Sincerely,

K. Victoria McLain  
Director

Enclosures