

February 7, 2005

MEMORANDUM

TO: University Supervisors of Student Teachers Spring 2005

FROM: Vicki McLain, Director, Center for Field Experiences and Partnerships

RE: Nominations for Outstanding Collaborating Teacher

Each semester, the Center for Field Experiences and Partnerships presents an award to the Outstanding Collaborating Teacher. The process for selecting the Outstanding Collaborating Teacher is as follows:

- University supervisors or student teachers may nominate collaborating teachers deserving of the award and return the nominations to the Center for Field Experiences and Partnerships.
- Nominations are forwarded to a selection committee composed of faculty representing the different teacher education program areas.
- The Selection Committee selects the Outstanding Collaborating Teacher for the semester.

Enclosed you will find a nomination form. If you or your student teacher feels that your collaborating teacher is deserving of this honor, please complete the form and return it to the Center for Field Experiences and Partnerships no later than Friday, April 8, 2005.

If you have questions about the KSU award process, materials to submit, or anything else with which we can assist you, please call 770-423-6734.

enclosure