

C. Guidelines for Letter to Supervising Teacher

We recommend that you introduce yourself to the Practicum teacher in the following manner:

1. Write an email with your name, phone, and best ways you can be reached.
2. Let the teacher know that you are grateful he/she is accepting you as a practicum student.
3. Inform your teacher briefly about your previous (or current work) experience with children, how many years/months you have worked and what age group. It may also be of interest to mention special gifts you have to share which would be appropriate to share in the classroom setting.
4. Ask the teacher to let you know if he/she has questions or recommendations before you begin. Confirm the intended practicum dates.