CHDV C203 Practicum/Field Experience
Cerro Coso Community College
Professor Fuller

Communication Requirements

I am providing a list of the communications the cooperating teachers will be required to submit throughout the semester. I have included approximate dates of when a response is expected as well as submission information. For every assignment, I will send an email to the cooperating teacher asking for a response, sometimes to specific questions, as a reply to my email.

As you identify potential cooperating teachers, please share this information so they are aware of the requirements of the course. I will also be sending this information to cooperating teachers in my initial email requesting confirmation of your placement.

Document	**Submission**	**Due Dates**
Placement Confirmation: I will email information about the practicum expectations and requirements and will ask for a response confirming willingness to participate as a cooperating teacher	Response to email: LFuller@cerrocoso.edu	As soon as possible as a response to my email, no later than Sunday, September 6
Midterm Feedback: response to several questions regarding how the placement is going	Response to email: LFuller@cerrocoso.edu	Sunday November 1
Final Feedback: response to several questions regarding the performance of the practicum student and confirmation of the total number of hours completed (must be 54 to successfully complete the course)	Response to email: LFuller@cerrocoso.edu	Friday December 11