



Sample Supervising Teacher Cover Letter

August 3, 2011

Name
School/Organization
Address
City/State/Zip

Dear Supervising Teacher:

Thank you so much for agreeing to participate in the Pre-Professional Teacher Practicum. Your willingness to do this provides future teachers the opportunity to see the classroom "first hand." Lee's Summit School District currently has several teachers that are former practicum participants.

The enclosed handbook should be of help to you in understanding the expectations, duties, and responsibilities of the participants and your role as a supervising teacher. Please take some time to review the information in the handbook, and if you have any questions, please email or call.

The following information is included in the handbook:

- Course syllabus
- Course requirements/responsibilities/expectations
- Attendance information
- Log sheets
- Assignments

Participants should be working with your students one on one, either with small groups or the entire class, the majority of the time they are with you. Grading papers and copying should be kept to a minimum.

The handbook contains most of the assignments that the participant needs to complete throughout the year. Please remember that the intent of the practicum is to allow participants the opportunity to work with children. If you have a student teacher or teacher associate and find that you have too many "big" people in the room, please call or email. We want this to be a good experience for the children, the participants, and YOU.

We look forward to meeting you and working with you throughout the year. Thanks again for your commitment to this program. It would not work without you!

Thanks so much for all you do.

Names of Practicum Coordinator/Instructor

SAMPLE