

Berry College Teacher Education Letterhead

To: Human Resources Director

From: Director, Field Experiences and Clinical Practice

Date:

Re: Requests for Student Teacher Placements

It is time once again to make requests for student teacher placements for the upcoming year. We are making requests for the **Field-Based Year**, our student teaching program that includes participation in both semesters of the normal school year. I have enclosed an information sheet (Field-Based Year At-A-Glance) that will provide additional information about the structure of this experience. Perhaps the most relevant information is that these students will participate all day, every day during the first two weeks of your school calendar, prior to Berry's classes beginning, and will then adjust their schedule to accommodate the other classes they will be taking. They will continue to be in the classroom, though not on the all day, every day schedule during the fall semester. They will also continue in the same classroom during the spring semester (see the information sheet for further explanation).

The lists indicate the students' first request schools and sometimes specific teachers. If the first request is not possible but you are able to accommodate the second request within your system, that would be most appreciated. These requests are often based on a previous field experience or the recommendation from a professor. Teachers must have a minimum of three years' experience. Teachers must be fully certified to teach in the field where the student teaching placement is made. After placements are confirmed, I will send confirmation letters to those teachers. The *Student Teaching Handbook* will be available to them in August.

Enclosed are the students' biographical data forms. These may be forwarded to the principal and cooperating teacher when considering placement.

These student teachers will begin on the first day of your system's pre-planning and then continue full-time for two full weeks. The students completing the **Field-Based Year** will follow a part-time schedule during the fall, beginning Monday, August 24, through Friday, December 4.

In the spring, students in the **Field-Based Year** will attend full-time January 11-February 26. From February 29-April 26, they will attend 17 hours a week.

The cooperating teachers will be asked to attend a one-hour workshop in early August (notification of date and time will be sent).

We would like to notify the students of their placements as soon as possible. **So that there is no confusion, please return confirmations in writing with the cooperating teacher's name and grade assignment (if it differs from the request or a specific grade was not requested).**

If at all possible, we would like to have your response just as soon as possible so that we may continue searching for another placement if this request is not possible.

If you have questions or wish to review a specific request, please call me at _____ or _____. Thank you for the attention to these requests and the support you provide for our teacher education program.

Enclosures