

APPENDIX B: LETTER OF INTRODUCTION TO YOUR PRACTICUM TEACHER

This assignment is based on requests we have received from practicum teachers at participating practicum sites. Your practicum teacher would like to know a little bit about you before you arrive in his or her classroom for your field experience. A letter of introduction is your opportunity to introduce yourself and make a good impression.

The letter should be typed in a standard letter format. It should be one page in length, upbeat, and friendly but not overly informal.

This letter should reflect both the university's goals and objectives for the practicum in which you are enrolled and your objectives for this experience.

You should include the following in your letter:

- ◆ Include your full name, your phone number and Colorado.edu e-mail address
- ◆ Introduce yourself and explain where you are in your program, i.e. is this your first practicum experience? Where else have you had experience working with students?
- ◆ Indicate the days and times you will be working at the school.
- ◆ Identify the focus of this particular practicum experience.
- ◆ Identify any specific goals you may have for this experience.
 - In keeping with the university focus for this particular practicum experience, are there any specific areas you would like to observe or work in (e.g., visit a music classroom, work one-on-one with a student, try large group instruction, etc)?
- ◆ Let your practicum teacher know the name of your instructor for the co-requisite course, and how to reach her/him, should questions arise.

Use your letter to make a good first impression. Keep it positive; **do not** make negative comments about other experiences, teachers, or classrooms. **Be sure to proofread your letter carefully. Then, ask someone else to look it over.**

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