

Crafting a Letter to the Cooperating Teacher - FALL

After you receive notification about your student teaching placements from the Office of Field Experiences (as early as late April, but likely over the Summer), the first step is to introduce yourself to your cooperating teacher.

[Concerning your placement, the OFE will email you the school where you will be assigned. Please forward the HEP Team - at historyeducation@appstate.edu - a copy of this email]

To begin with, introduce yourself (name, where you're from, maybe a specific area of history or social studies you enjoy). Then, thank him or her for working with you; your cooperating teacher and school are providing a great service by inviting you into their classroom. You may also choose to *briefly* elaborate on your areas of strength and areas where you would like to develop as a social studies teacher. Finally, ask to set up a time and date to meet, if possible, over the summer, but definitely in August before your first official day of student teaching.

So, your email should read as follows...

1. Salutation ("Dear Mr./Mrs./Ms. Surname, ..." – see if you can find their preferred title
2. Introduce yourself
 - Background/area of interest
3. A note of appreciation for working with you
4. Strengths, areas to develop
 - Also: what you hope to learn/give to the school
5. Setting up an initial meeting

As far as the subject line in your email, something simple like: "Greetings from your Fall 2020 App State student teacher – John Doe"

Here are some important topics to discuss with your cooperating teacher **before** you begin your first day of student teaching:

- What date and time should you report to work?
 - If you start your student teaching assignment before ASU resumes classes in August, email the Office of Field Experience as a courtesy. You will need to receive instructions and complete a required form.
- Where should you park?
- What are the expectations for faculty dress?
 - Always dress professionally to set a tone of professionalism in the classroom.
- How will you notify each other in case of an absence?
- What are the inclement weather procedures at the school? And what is the best way to receive notification and check updates for delays or cancellations?

- If the class schedule is not posted on the webpage...
 - What is the duration of each class?
 - What classes you will be teaching?
 - What is the planning period?
 - BUT...make sure to check online first! These questions may already be answered
- How will you gain access to the course textbooks and resources?
- How can you prepare in advance of the classes? (ie. write parent letter to introduce yourself, plan lessons or unit plans)
- Notify your cooperating teacher that you will have all-day campus meetings at ASU on right before your first official day, and several other trips to Boone for mandatory student teaching meetings.

Good luck!

The History Education Team

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