

Crafting a Letter to the Cooperating Teacher - SPRING

After you receive notification about your student teaching placements from the Office of Field Experiences (no later than by mid-December), 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, in December, but definitely in January 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 Spring 2021 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 on January 11, 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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