Crafting a Letter to the Cooperating Teacher – Spring Semester

After you receive notification about your student teaching placements from Dr. Lambert’s office (no later than by mid-December), the first step is to introduce yourself to your cooperating teacher.

[Concerning your placement, Laura Middlesteadt, Dr. Lambert’s assistant, will email you the school where you will be assigned. Remember to forward Dr. Sibaja a copy.]

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,”)
2. Introduce yourself
   o Background/area of interest
3. A note of appreciation for working with you
4. Strengths, areas to develop
   o 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 semester 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?
  o If you start your student teaching assignment before ASU resumes classes in early January, email Laura Anne Middlesteadt (middlestdtla). [You will receive instructions and will need to complete a required form.]
• Where should you park?
• What are the expectations for faculty dress?
  o 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…
  o 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 - one in early January and another in mid-March – that are required by the College of Education and the Department of History.

Good luck!
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