



## LAWRENCE UNIVERSITY

711 E BOLDT WAY  
APPLETON WI 54911-5699

Dear Teacher:

For many years the Education Department at Lawrence University has had students observe and assist in area schools to fulfill the practicum requirements of courses in the teacher education program. Practicum experiences help students explore teaching as a profession while developing their skills as potential future teachers. Lawrence candidates for licensure must complete a minimum of 100 hours of classroom practicum experience prior to student teaching. Now we are again asking for your good will in helping our students meet this requirement.

We hope you will allow the student bearing this letter to complete a practicum in your class during the current ten-week Lawrence term (fall, winter, or spring). We ask that the student be permitted to observe your teaching, to talk with you about what he or she sees, and to help you and your students in practical ways, whether by assisting with class activities, tutoring groups or individuals, preparing or copying materials, or correcting or recording student work. Students preparing to student teach would benefit from the opportunity to teach parts of a lesson, to plan a lesson together with you, or to prepare and teach a lesson of their own. At your suggestion, the student might observe another teacher or meet other school professionals (administrators, counselors, librarians, etc.) or assist with school activities, time permitting. Though anything beyond observation is entirely up to you, most of our students are eager to help, are quite capable academically, and could be of service to you and your students in many ways.

At the end of the practicum, the Lawrence student will ask you to sign a short form certifying the number of hours completed so the student can receive credit for the course requirement. The form also gives you the opportunity to rate the student's subject area knowledge; desire to work with students; humor, tolerance, and emotional balance; dependability and professional conduct; and attitude regarding diversity; and we encourage you to comment on any of these aspects of the student's performance. These forms become part of the student's record and help to determine whether the student is admitted to student teaching. Past forms indicate that the overwhelming majority of Lawrence students are dependable and committed; should you experience anything to the contrary, please let us know.

Finally, we should note that many practicum students, especially those taking their first course in education, have not yet decided whether to seek certification as a teacher. Liberal arts students often decide late in their academic careers to pursue teaching as a profession, and the practicum experience is central to that decision.

We realize that accepting a practicum student places demands on your time and energy, even when the student is helpful. If you are able to do so, please indicate your agreement by signing the Practicum Signature Form attached to this letter. Should you have any questions or concerns, please contact our Administrative Assistant, Carol Marx ([carol.a.marx@lawrence.edu](mailto:carol.a.marx@lawrence.edu), 832-6714), who will be happy to direct your call to the course professor or me. Details about our teacher certification programs can be found on our website ([www.lawrence.edu/dept/education](http://www.lawrence.edu/dept/education)).

Thank you for contributing to the growth of a Lawrence student and potential future teacher!

Sincerely,

Stewart Purkey  
Director of Teacher Education

**Lawrence University  
Education Department**

**PRACTICUM SIGNATURE FORM**

The following student is enrolled in a teacher education course at Lawrence University and is observing and assisting in classes to satisfy a practicum requirement prior to student teaching.

Student Name \_\_\_\_\_

Campus Address \_\_\_\_\_

Campus E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Course \_\_\_\_\_ Term \_\_\_\_\_

Tentative schedule for visiting classes:

DAYS	TIMES	CLASSES (SUBJECT/GRADE)
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The signature below indicates that the teacher has read the attached letter and is willing to have this student observe and assist in his or her classroom.

Teacher Signature \_\_\_\_\_ Date \_\_\_\_\_

Teacher Name \_\_\_\_\_

School \_\_\_\_\_ Department \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

PLEASE RETURN BY END OF SECOND WEEK OF CLASSES