LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Dear Principal:

The student whose name appears below is enrolled in a teacher education course at Lawrence University. One of the requirements is a 20-hour practicum, during which he or she observes a classroom teacher (or, on occasion, another school practitioner) and assists the teacher and students in whatever ways the teacher deems appropriate. Lawrence students must complete at least 100 hours of classroom experience in their subject areas before they can student teach.

This student wishes to do a practicum with a teacher in your school and will provide the teacher with an introductory letter and signature form that indicates the teacher's agreement. Please be assured that we expect our students to conduct themselves as the professionals they aspire to be. They are not evaluating teachers or programs, and we ask them to keep confidential students' names, performance, and any records to which they may have access.

Lawrence students have been observing and assisting in area schools for over 60 years as the 'clinical' component of courses taken to be certified for licensure, and area teachers and administrators have been generous in allowing Lawrence students to come into their classrooms and buildings. We thank you for the contribution you make to the education of our prospective teachers.

If you have any questions or concerns, please do not hesitate to call (832-6715) or e-mail (purkeys@lawrence.edu) at your convenience. Thank you for supporting the growth of a Lawrence student and potential future teacher.

Sincerely,

Stewart Purkey
Director of Teacher Education

Student Name _____

Campus Address _____

Campus E-mail _____ Phone _____

Course No./Title _____ Term _____