



LAWRENCE UNIVERSITY
APPLETON, WISCONSIN

Dear Principal:

For more than half a century it's been our pleasure and privilege to work in partnership with area schools to prepare the next generation of teachers, and we thank you for welcoming our students into your classrooms. The student listed below is enrolled in a teacher education course this term and is hoping to complete the required course practicum by observing and assisting a teacher in your school. The practicum enriches their course learning, provides firsthand experience, and gives us the opportunity to assess their potential as a future teacher. We also hope and expect that the student will make valuable contributions to help the teacher and students in their work.

Lawrence teacher education practicums are unique in some respects:

- Students must complete a 20-hour practicum for every teacher education course, so they accumulate 100+ hours of classroom experience prior to student teaching.
- Students arrange their own practicums during the first two weeks of the term (fall, winter, or spring) and visit about 3 hours per week for the next 7-8 weeks.
- Students doing a first practicum will observe, assist, and work with small groups or lead activities at the discretion of the teacher. Those doing a later practicum (especially for a methods course taken just before student teaching) will ask to plan and teach one or two lessons to the class.
- Lawrence students often decide well into their liberal arts studies to pursue certification as a teacher, and the practicum experience plays a key role in that decision.

Our students are expected to conduct themselves as the professionals they aspire to be: being on time and appropriately dressed, interacting respectfully with the teacher and students, and following all district, state and federal rules regarding the confidentiality of student information.

We would be most grateful if you would allow this student to pursue a practicum in your school. If you have any questions or concerns, please do not hesitate to e-mail (purkeys@lawrence.edu) or call (832-6715). Thanks again for supporting the development of tomorrow's teachers.

Sincerely,

Stewart Purkey
Director of Teacher Education

Student Name _____

Lawrence E-mail _____ Phone _____

Course No. & Title _____ Term & Year _____