



LAWRENCE UNIVERSITY  
APPLETON, WISCONSIN

Dear Teacher:

The Lawrence student bearing this letter is enrolled in a teacher education course and arranging to complete the required practicum by observing and assisting a teacher in a school or other learning environment. The practicum enriches learning with firsthand experience while it enables students to explore teaching as a profession.

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. Their interactions with you and your students play 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 you, other teachers, staff, and students; and respecting the confidentiality of student information.

Will you, please, permit this student to do a practicum with you? We ask that the he or she be able to observe instruction and, at your convenience, talk with you about teaching. We also ask that whenever possible our student be able to help individuals or small groups, prepare materials, or check student work to learn by doing. At your discretion, the student might lead a class activity or prepare and teach a lesson or two. The student might also observe other teachers or professionals in the building or help with a school activity (time permitting). Most Lawrence students are eager to help, are quite capable academically, and can be of service to you and your students.

If you are able to welcome this student into your classroom, please sign the form attached to this letter. Near the end of term, the student will ask you to complete a short evaluation form to verify the hours completed and to provide feedback on the student's performance.

You can find more information online at [www.lawrence.edu/academics/study/education](http://www.lawrence.edu/academics/study/education). If you have any concerns, please contact our Administrative Assistant, Carol Marx (832-6714, [carol.a.marx@lawrence.edu](mailto:carol.a.marx@lawrence.edu)), who will put you in touch with the course professor or me.

Thank you for contributing to the growth of this aspiring career educator and, perhaps, potential future colleague!

Sincerely,

Stewart Purkey  
Director of Teacher Education

# Teacher Education Program Practicum Signature Form



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

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

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

Course No./Title \_\_\_\_\_ Term \_\_\_\_\_

Professor \_\_\_\_\_

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 \_\_\_\_\_

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

School \_\_\_\_\_ Dept \_\_\_\_\_

**PLEASE RETURN BY WEEK 2 OF TERM**