

# Auburn University

Auburn University, Alabama 36849-5218

Curriculum and Teaching  
5040 Haley Center

Telephone (334) 844-6891  
E-Mail: sayejoh@auburn.edu

\_\_\_\_\_  
(Date)

Letter to the Superintendent:

System: \_\_\_\_\_

City and State: \_\_\_\_\_

We are seeking your assistance in placing \_\_\_\_\_ in a school in your district for a three-day period of observation and teacher assistance. This school laboratory experience is the second part of the pre-teaching experience and is required for our students to meet a state requirement of serving a minimum of 150 hours in schools prior to internship. These students have entered into the three-course sequence preparing them specifically for becoming secondary social studies teachers. Therefore, the students should be able to assist your teachers with researching lessons, tutoring students, conducting activities, or other related tasks. These students are arranging their own placements so we ask that they use this letter to gain permission to complete their pre-teaching practicum in your system. We will be glad to assist if there are any problems.

If you are able to assist us with this activity, please assign \_\_\_\_\_ to a school in your district for the three-day pre-teaching practicum. If you have questions or concerns, you may contact me.

Thank you for your willingness to help us with this vital phase of the teacher education program. Return the information that has been completed by your system to the student's address. Please do not return the assignment form to our department since this delays notification to the student. Thank you for your consideration.

Sincerely,

John W. Saye  
Program Coordinator  
Secondary Social Studies Education

To be Completed By Student	Student's Name _____ SS# _____
	Address: _____ Phone: _____
	City/State/Zip: _____
	Grades and /or Subjects Requested: _____
	Dates Requested of Practicum: _____
To be Completed By System And Returned to Student	School: _____
	Address: _____
	Principal's Name: _____
	Cooperating Teacher's Name: _____ Approved Dates of Practicum: _____

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\_\_\_\_\_  
(Date)

Letter to the Principal:

System: \_\_\_\_\_

City and State: \_\_\_\_\_

We are pleased your system has accepted \_\_\_\_\_ for a pre-teaching practicum experience in your district for a three-day period of observation and teacher assistance. This school laboratory experience is the second part of the pre-teaching experience and is required for our students to meet a state requirement of serving a minimum of 150 hours in schools prior to internship. These students have entered into the three course sequence preparing them specifically for becoming secondary social studies teachers. Therefore, they should be able to assist your teachers with researching lessons, tutoring students, conducting activities, or other related tasks. These students are arranging their own placements so we ask that they use this letter to gain permission to complete their practicum in your system. We will be glad to assist if there are any problems.

If you are able to assist us with this activity, please assign \_\_\_\_\_ to a secondary or middle school social studies teacher in your school for the three-day practicum. The assigned cooperating teacher will have primary responsibility for the supervision and evaluation of the activities and experiences of the student while in your school. If you have questions or concerns, you may contact me.

The form that was sent to the Superintendent's office should be sent back to the student after the approval of a cooperating teacher. Please do not return the assignment form to our department as this delays notification to the student. Thank you for your consideration.

Sincerely,

John W. Saye  
Program Coordinator  
Secondary Social Studies Education

Enc: Letter to Cooperating Teacher

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(Date)

Letter to the Cooperating Teacher: \_\_\_\_\_

Thank you for your willingness to participate in the secondary social studies pre-teaching practicum experience. Your assistance with this important phase of teacher education is greatly needed and much appreciated.

The student whom you will supervise for the three day practicum has entered our three-course sequence of methods courses preparing for a career in secondary social studies teaching. Therefore, he/she should be ready to assist you in researching lessons, working with students, and other related tasks. We have included a list of potential activities as suggestions for ways to make this practicum meaningful for both you and the pre-service teacher.

The student is required to complete a log of his/her daily activities. In addition, we ask you to evaluate the student on a form the student will bring on the first day of the practicum. Please return the form to me as soon as possible after the student finishes the practicum. We have requested that the student furnish you with a stamped, addressed envelope. Thank you for working with our social studies pre-service teachers. You are a valuable asset to their preparation.

Sincerely,

John Saye  
Program Coordinator  
Secondary Social Studies Education

**TO BE FILLED OUT BY THE STUDENT AFTER THE ASSIGNMENT IS RECEIVED FROM THE SUPERINTENDENT:**

**The student will be pre-teaching with you on the following days:** \_\_\_\_\_

Student's Name \_\_\_\_\_

**Suggested Activities:**

This is a list of suggested activities designed to assist in the planning for the practicum experience. Please do not regard this list as prescriptive or all inclusive. It is provided as a guide, not a requirement.

- Discuss an observed lesson with your mentor teacher.
- Take class roll.
- Assist teacher with preparing, reviewing, administering, grading, and recording a quiz or test.
- Assist teacher with record keeping, lunchroom duty, bus duty, etc.
- Evaluate student assignments.
- Prepare instructional materials for classroom use.
- Assist teacher with research on a lesson topic.
- Review homework with the class.
- Tutor individual students.
- Work with individuals or small groups during a classroom activity.
- Supervise part of the class in library/research tasks while the teacher is working with other students.
- Team-teach a lesson with your mentor teacher.
- Discuss your teacher's classroom management plan and the procedures he or she uses to establish the classroom environment at the beginning of the school year.
- Review the district curriculum guide and compare to NCSS standards and the Alabama Course of Study
- Attend a departmental, vertical team, or faculty meeting.