



January, 2011

Dear Cooperating Teacher,

On behalf of the Education Department at Augsburg College I would like to thank you for allowing an Augsburg College education student the opportunity to work in your classroom. The chance to spend time in an actual classroom is very important for future teachers, as this allows them to gain as much real experience before they enter the profession. As a cooperating teacher you play a vital role in their development as teachers. I hope this experience will be positive and rewarding for you and your students.

The student you will be hosting is currently enrolled in one or more education courses at Augsburg College. Many of these courses require students to complete 10 or 20 hours of field experience during the term, depending on the course. The students are to be active participants in the classroom, rather than passive observers. Students can help you and your students in a variety of ways such as tutoring, helping students research, or develop a project. At the same time the student should not be asked to perform duties that should be addressed by licensed professional teachers. Please take time to discuss your needs in the classroom in the context of what the Augsburg student hopes to gain with this experience. Your professional feedback for that student can be invaluable.

With this in mind, an evaluation of the student's performance is required at the end of his or her field experience. The student you are working with will share with you a quick and simple assessment form at the beginning of their time with you. When they complete their time in your classroom I ask that you complete the assessment and return it to the student along with a signature on a log of activities (provided by the students) in a sealed envelope. Please write your signature along the back over flap of the envelope to authenticate. This assessment will not only help the student's professor work with student strengths and weaknesses but will also help the education department create a stronger placement program. This assessment is also required for the student's file before they student teach.

Thank you again for hosting an Augsburg College education student. Your willingness to be a cooperating teacher will make a difference in continuing to ensure that we have quality teachers in our future. If you have any questions feel free to call or email me.

Sincerely,

Chris Brown  
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