



50 Wellington Street, Brantford ON, N3T 2L6

Dear Host Teacher,

\_\_\_\_\_ is presently enrolled in Year four of the Concurrent Education Program offered at Nipissing University, Brantford. As you are aware, an essential component of this program is a practicum in which candidates are required to gain experience in a classroom setting where they may observe students participating in a variety of learning activities. Thus far, the practicum experiences of our students have not included observation in the first week of school in September. The intent of this letter is to request that a teacher candidate be allowed to observe in your classroom during the first week of school in the 2009/10 school year and become familiar with the routines and activities of the first days of school. With your support and guidance as a teacher mentor, we hope that the candidate will also have opportunities to interact with students and enhance the learning experience for everyone involved. Your responsibility as a mentor teacher is to complete the attached form at the end of the first week of school.

We appreciate your willingness to welcome this teacher candidate into your classroom. We hope that the experience of sharing your expertise and having an extra pair of hands in the class will be mutually beneficial. As the program director and practicum officer, we invite you to contact either of us if any questions arise during the practicum.

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## PRACTICUM INFORMATION FORM

*I have arranged to complete my practicum in the following classroom:*

School Board: \_\_\_\_\_  
School: \_\_\_\_\_ Grade: \_\_\_\_\_  
School Address: \_\_\_\_\_  
Classroom Subject: \_\_\_\_\_  
Host Teacher: \_\_\_\_\_  
Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

***I am aware that the practicum is a recommended requirement of the final year practicum.***

*I have arranged with the host teacher and principal to conduct the classroom observation for \_\_\_\_\_2009.*

\_\_\_\_\_  
Teacher Candidate Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Associate Teacher Signature

\_\_\_\_\_  
Date

***Please return the first two sheets to the Practicum Office by June 30, 2009.***

# PRACTICUM REPORT FORM

*To be completed at the end of the observation week and submitted to the **Practicum Office** by **September 30, 2009**.*

This is to certify that \_\_\_\_\_ has completed the practicum requirements as described below:

The candidate engaged in the following activities during the practicum:

	Date/Time	Activity
Observation		
Planning		
Teaching		
Host Teacher's Comments		

\_\_\_\_\_  
Signature of Host Teacher

\_\_\_\_\_  
Date

## ASSESSMENT OF THE LOG

*To be completed at the end of the observation week and submitted with the Practicum Report Form to the **Practicum Office** by **September 30, 2009**.*

Name: \_\_\_\_\_

How did this practicum experience expand your understanding of the first week of school?

What key issues emerged for you as a result of this experience? (At least three)

How will you apply this learning to further enhance your teaching practice?