

October 22, 2012

Dear Cooperating Teachers, School Administrators, Program Directors, and Evergreen MiT Teacher Candidates,

We would first like to thank you for your willingness to accept our teacher candidates and look forward to your guidance and the work you will do to prepare future teachers.

The purpose of this letter is to outline key expectations for the upcoming practicum placements. We will have 34 teacher candidates in schools all over the Tacoma and Clover Park School Districts. They will be working with practicum teachers during the school day and participating in a variety of AVID or after school programs.

The practicum requires that teacher candidates:

- Are present and participating twice a week, Tuesdays and Thursdays (unless other special arrangements have been already established).
- In addition to meetings and other time commitments at the site, Middle and High School teacher candidates will be in a classroom setting a minimum of 4 hours a week and will spend an additional minimum of 4 hours a week in an academic, school-related program, if available. Elementary School candidates will be in the classroom setting a minimum of 6 hours a week and will spend an additional minimum of 2 hours a week in an academic, school-related program, if available.
- Teacher candidates will keep a daily log that will be signed by the cooperating teacher and program director, as applicable. Candidates will contact the cooperating teacher and Evergreen faculty seminar leader in advance if an absence is required. Dates for the practicum placement are as follows:
  - FALL QUARTER: October 23-December 10  
Candidates will not be in placements November 13 and November 19-23.
  - WINTER QUARTER: January 7-March 15  
Candidates will not be in placements January 22 and February 19
  - SPRING QUARTER: April 1-June 7  
Candidates will not be in placements May 28

### **In-School Requirements**

The practicum requires that teacher candidates complete the following in order to meet WAC and college coursework requirements:

- Take discretionary notes on instruction, curricular content, classroom management, etc.
- Interview students in order to practice non-judgmental questioning; investigate assessment strategies; learn about students and community, etc.
- Use a student questionnaire for further understanding about student voice, school culture, Funds of Knowledge, etc.



Master in Teaching Program

- Assist in classroom and program duties, as appropriate, including opportunities to give directions, support differentiated instruction with individual and small-group tutoring, initiate transition protocols, etc.
- Know the school and community in which they are placed, including where things are located, what does the teacher day look like, what community pieces come into play, etc.

### Teaching

This is a practicum and not student-teaching placement. Still, teacher candidates are required to teach a 3 hour lesson block, ideally over several days, during a one-week window not yet finalized, in WINTER QUARTER. The same requirement applies in SPRING QUARTER. Details to follow in December and March, respectively, allowing time for this piece to be integrated.

### Overall Expectations

All of us are confident these field experiences will help schools and programs better meet the needs of K-12 students. We are also confident that a reciprocal, professional relationship will emerge in which teacher candidates are getting access to knowledge and support needed for their advancement. If any difficulties or concerns arise, please contact Loren Petty or the faculty immediately. We are all in this together and we look forward to our collaboration.

Sincerely,



Loren E. Petty  
Education Field Experience  
And Community Relations Officer  
[pettyl@evergreen.edu](mailto:pettyl@evergreen.edu)  
360-867-6573

Anita Lenges  
[langesa@evergreen.edu](mailto:langesa@evergreen.edu)

Kelly Foster  
[fosterk@evergreen.edu](mailto:fosterk@evergreen.edu)

Sonja Wiedenhaupt  
[wiedens@evergreen.edu](mailto:wiedens@evergreen.edu)