



The College at
BROCKPORT
STATE UNIVERSITY OF NEW YORK

Department of Kinesiology, Sport Studies and Physical Education

Spring 2012

Dear Physical Educator,

Thank you for agreeing to provide our student(s) with the opportunity to work with you in your school this semester as part of the requirements for **PEP 441 – Introduction to Teaching Physical Education**. This is the first course in teacher preparation taken by physical education majors. We believe it is important to expose students early in their program to the daily routines and professional responsibilities of physical education teachers. Obviously, this is an experience we could not provide without your help and we want you to know how much we appreciate your contribution to their development as aspiring physical educators.

I have included a few reminders below that may clarify the nature of the experience and my expectations for our students:

1. This experience is to expose students to physical education within the school and community settings. Students do an additional field experience at the elementary and secondary level prior to student teaching. The students during this field experience will work with you as a teaching assistant. They will help you with the managerial aspects (attendance, distribution/collection of equipment), instructional activities (assisting) and student-social interactions. We have very high expectations for their professional behavior and attitude. Please contact me if there are any problems.
2. Students are required and expected to present themselves professionally by dressing conservatively and acting in a courteous responsible manner each time they visit your school.
3. Students are expected to determine any applicable school policies and abide by them during visits.
4. Students must commit to 15 hours at your school. In order to process and reflect upon their work with you, students should report weekly (preferably twice a week) with no more than 4 hours during a given week for a minimum of 4 weeks.
5. As part of the course requirements and the Final Project, students are expected to assist, take notes, ask questions, write reports, and collect systematic data during each school visit. Students are not expected to write lesson plans during this field experience. They will act as your assistant in class.
6. At the conclusion of EACH visit to your school, the student will ask you to initial an attendance form. You should not be asked to initial this document at a later date. In this case, visits should be repeated.
7. Students have been instructed to call you and myself if they are late or must miss a planned observation. Failure to do so will severely affect their grade.
8. **IMPORTANT:** This experience is part of the student's grade. There is only one formal piece of paperwork you will need to complete at the **end of the field experience**. I have included a copy of this evaluation sheet with this letter. The evaluation sheet can also be found on The College at Brockport web site at:
<http://www.brockport.edu/pes/undergrad/teached/fteaching/courses.html>

Your comments are particularly valuable to them. **You can give the evaluation sheet directly to the student and they will give it to me or you can send it to me, whichever you prefer.**

I have high expectations for the student(s) with whom you are working. If there are ANY problems or concerns, please contact me at (585)395-5336 or jhogan@brockport.edu. Thank you again for your vital contribution in this process of training new physical education teachers.

Sincerely,

Jack Hogan

Jack Hogan
Department of Kinesiology, Sport Studies and Physical Education
The College at Brockport