Dear School-Based Teacher Educator (SBTE),

First of all, thank you so much for agreeing to work with our teacher candidates for their introductory field experience. Because of colleagues like you, our teacher candidates have the opportunity to learn from master teachers. It thrills us to know that there are professionals in our field who understand the importance of field experiences in the development of teachers. Your time and mentoring is greatly appreciated. For many of these candidates, it is the first time they will have worked with students. Therefore, this experience can be very exciting, but also, somewhat unsettling for them.

During the upcoming semester, teacher candidates must commit to 15 hours at your school, under your supervision. They should be at your school weekly (preferably twice a week) to meet with classes. In order to spread out the experience over the course of the term, they should meet with you no more than four hours during a given week, for a minimum of four weeks.

In an effort to hold our teaching candidates more accountable for their attendance, we are asking them to sit down with you to agree upon a schedule that works for both of you. The students are to fill out the Schedule Agreement with you. This agreement, which will be delivered by the teaching candidate, contains a section for contact information for both the teaching candidate and SBTE and should be filled out prior to signing the form. You should keep the original with the other two copies going to the professor and the teaching candidate. In the event the teaching candidate is absent, documentation must be provided and that time made up at an agreeable time. If the teaching candidate does not adhere to the signed attendance agreement, you reserve the right to fail the student immediately.

Below, you will find a few reminders that will 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 setting. Students do additional field experiences at the elementary and secondary level prior to student teaching.
2. 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, etc.), assisting in instructional activities and interacting with students.
3. I have very high expectations for their professional behavior and attitude. Students are expected to dress as a professional physical educator, arrive early for their scheduled
visits and be professional in their interactions with teachers, staff and students at the school.

4. Students are expected to abide by any school policies during their visits.

5. As part of the course requirements and the course final project, students are expected to assist, take notes, ask questions, write reports and collect systematic data during their visits.

6. Students are not expected to write lesson plans or teach lessons during this field experience. Students will act as your assistant in class.

7. 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.

8. Students have been instructed to call you and myself if they are late or must miss a planned observation.

9. An unexcused absence will result in failure of the field experience. A passing grade in the field experience is required to pass the class. In essence, if they fail the field experience they will fail the class.

10. **Evaluation.** The attached evaluation should be completed and returned in one of three ways: (a) via e-mail to ajames@brockport.edu; via fax at 585-395-5005 or given to the student to return to me in person. I have included a copy of the evaluation with this letter.

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)395-5330 or ajames@brockport.edu. Thank you again for your vital contribution in this process of training new physical education teachers.

Sincerely,

Alisa R. James

Dr. Alisa R. James
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