September 1, 2013

To Whom It May Concern:

Subject: MAT 210 Classroom Observations

As a requirement of MAT 210, Field Experience I, students are to complete some hours of observation in secondary math classrooms. The students are asked to complete several observation checklists as they observe the teaching methods, instructional strategies, and classroom management of the teacher. The information recorded is confidential and will be reviewed only by the student and myself. Through their observations, these William Carey students can further develop their own styles of teaching and classroom management.

Please sign below if you will permit our student(s) to observe your class. We know that you are busy, so all they will need from you when they visit is a dated signature on a form they will provide. [Any copies of lesson plans for that day, or activity sheets used by the students, will be appreciated by our students, if you happen to have extra copies.] If there are activities that our students can do to help you during the class, please ask them to do so.

Thank you,

Charlotte McShea, Ph.D.
Professor of Mathematics
William Carey University

Teacher _________________________

School _________________________

Period / Time of day ______________