Subject: MAT 310 Classroom Observations and Field Experience

To Whom It May Concern:

As a requirement of MAT 310, students are to complete some hours of observation and assistance in secondary mathematics classrooms. The students are asked to complete several observation checklists as they observe the teaching methods 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 University students can further develop their own styles of teaching.

Students in this field experience class are available to assist in any way that is helpful to the classroom teacher, whenever you feel comfortable with them doing so. They may work with individuals or small groups of students. After they have observed your class, if there is an opportunity for the WCU students to be of help to some of your students, either during the class period, at break, before school, or after school, the students in this class are available. All of these students have had several mathematics classes, and some of them will be student teaching in the next trimester.

One particular goal we have for students in this class is to learn how to use technology to enhance teaching and learning mathematics. As they learn from you, they may be able to assist you in some of the work required to create or use relevant instructional materials. Most of them are proficient in the use of graphing calculators and would like to share or exchange ideas with you or your students.

Please sign below if you will permit our student(s) to observe your class and provide some assistance for you or for your students. We know that you are busy, so all they need from you is a dated signature when they come and one short response form (or phone conversation) at the end of the term. Hours are to be arranged to your mutual convenience.

Thank you,

Charlotte Mc Shea, Ph.D.
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