January 27, 2009

Dear Ms./Mr.

My name is ____________ and I am a Penn State University pre-service teacher. I have been placed in your (science) classroom, and I look forward to meeting you and your students. I will be starting my pre-service teaching on Monday, February 16, if it's not a vacation day, and ending on Friday, April 17, 2009.

The exact dates that I will be in the classroom are as follows:

February 16, February 18, February 23, February 25, March 2, March 4
Spring Break: April 9—April 13
Every day: March 16—April 17

Throughout the duration of my pre-service teaching I will be working with you in your classes in the mornings until approximately 11:30.

As a future (science) teacher, I am extremely excited to enter the classroom in my first field experience. Last semester I taught my first lesson which involved .... Although I taught this lesson to my fellow classmates, it served as a great introduction to pre-service teaching. My first lesson helped me realize how important lesson planning and organization are to the (mathematics) classroom. In addition, I learned that it is important to make connections for students to the real world and draw connections to their lives through (science). By making connections to the real world, students will realize how important and relevant (mathematics) is to their everyday life.

As a pre-service teacher, I am enrolled in (science) methods courses, as well as courses in curriculum instruction in addition to this course. Throughout the course of the semester I will gain more knowledge about how to maintain an appropriate classroom atmosphere as well as learn effective teaching techniques that I can use in my (science) classroom. I am required to teach at least 6 lessons during my pre-service teaching experience; these may include small group or large group instruction.

Thank you very much for hosting me as a pre-service teacher and allowing me to become a part of your (science) classroom. I can be contacted via email at ________ or via telephone at ______.

The best time to reach me by phone would be in the evenings after 5:00 p.m. I look forward to working with you and your students this year.

Sincerely,