

## Letter of Introduction for Field Experience

**Dear School Administrators and Teachers,**

The student who is presenting this to you is an undergraduate Mathematics major in the Bachelor of Arts, Teaching Track (BATT) program at California State University, San Bernardino (CSUSB). The BATT is a single subject CSET waiver program approved by the California Commission on Teacher Credentialing (CCTC). As part of this program, students are required to complete a minimum of 20 hours of field experience in public middle schools or public high schools. The purpose of this field experience is to introduce prospective teachers to secondary school teaching and classroom life and to link undergraduate subject matter course work with classroom experience.

The student named below is currently enrolled in MATH 399, Service Learning in Mathematics and is seeking placement in a middle school or high school classroom in order to meet this field experience requirement:

CSUSB Mathematics Student \_\_\_\_\_

Student ID #: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

During the minimum 20 hours of field experience, students are required to observe secondary school classroom instruction and take notes on their experiences which they will use to complete weekly observation reports for Math 399. Math 399 is a ten-week course during which students will be focusing their observation each week on a specific instructional practice such as the nature of the content/standards, questioning, homework, and assessment. Students should plan to complete 2-3 hours of their field experience each week. They are not required to deliver lessons as part of their field experience, although they may assist the classroom teacher with classroom activities.

We hope that you will be able to assign the student named above to a Mathematics classroom at your school so that she/he can complete this CCTC requirement. You can do so by completing the bottom portion of the attached "Student Placement Form for Field Experience," which the student will pick up in one week.

Please do not hesitate to contact one of us below if you have questions about the field experience.

Thank you very much!

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CSUSB  
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Peter Williams  
Mathematics Department, Chair  
CSUSB  
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## Student Placement Form for Field Experience

**Note:** The CSUSB student should complete the top portion of this form, drop it off with the principal of selected school, pick up this form within one week after dropping it off, and turn in a copy of it to their Math 399 instructor.

1. CSUSB Mathematics Student Name (print): \_\_\_\_\_
2. Student I.D. # \_\_\_\_\_
3. Phone #: \_\_\_\_\_
4. Email: \_\_\_\_\_
5. Name of Selected Middle/High School: \_\_\_\_\_
6. School Phone #: \_\_\_\_\_
7. Times of day preferred: \_\_\_\_\_ a.m. \_\_\_\_\_ p.m.
8. Days of week preferred: \_\_\_\_\_
9. How many hours of field experience you will do per day? \_\_\_\_\_
10. Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

**To Secondary School Administrator:** Please complete the bottom portion of this form. The CSUSB student will return to the principal's office in one week to obtain the class placement below.

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### Class Placement:

The student is assigned to \_\_\_\_\_ (Name of class(es))

Teacher(s): \_\_\_\_\_

Time of Class(es): \_\_\_\_\_

Signature of school principal: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of classroom teacher: \_\_\_\_\_ Date: \_\_\_\_\_

