



Dear School Colleague:

Students seeking initial certification in education at The College of Saint Rose are required by the State Education Department to complete 100 – 150 field experience hours. The majority of these hours are course-embedded hours; that is, they must be completed in the context of a course taught by College faculty. Depending on the course, students may need as few as 5 field experience hours or as many as 25. We hope that you will be able to include a student in your school, classroom, or program for one of the required field experiences.

For each of the field experiences, students need to complete one or more activities. The experiences are often linked to an assignment and may require some small group work or other form of classroom participation. The student in contact with you will describe to you the details of the activities required for the course field experience. In addition, we ask the following of host teachers:

- First, that for each day the student is in the classroom, the host teacher signs the student's time sheet to document the hours spent in the classroom.
- Second, that the host teacher completes a brief evaluation of the teacher candidate. (The student will provide you with an easily completed evaluation form).

The College of Saint Rose faculty values the expertise of our colleagues in the schools. We would greatly appreciate your cooperation in allowing the student to work in your school or classroom and to complete a course field assignment.

Should you have questions or concerns, please do not hesitate to contact The College of Saint Rose faculty member for whom the student is required to complete a field experience. The College's Field Placement office is also available to respond to general concerns or questions, and to forward inquiries to appropriate faculty. Some contact numbers are provided below and thank you for your time in considering the student's request for field experience.

Sincerely,

The College of Saint Rose Department of Teacher Education Faculty

School of Education Office:

Jean Esposito 518.454.5208 Espositj@strose.edu

Field Placement and Advisement Office:

Michael Richter 518.458.5333 Richterm@strose.edu

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