

Letter of Introduction to Cooperating Teacher

Teacher candidates are required to send a professionally-formatted letter of introduction to all cooperating teachers **as soon as placements are confirmed**. The introduction letter is the cooperating teacher's first impression of you, and that impression should present you as a capable, educated, enthusiastic professional.

A professional business letter format (either MLA or APA) has the following characteristics:

- Includes proper spacing including single-spaced paragraphs and appropriate spacing between letter parts (date, inside address, salutation, body, closing and signature),
- Is addressed to either Ms. or Mr.,
- Uses proper grammar and punctuation,
- Does not contain misspelled words.

The body of the letter is where your strengths, abilities and goals are highlighted. Include the following in this section.

- A brief descriptive introduction including your name, UWL major and minor, certification area, hometown information, and why you want to be a teacher.
- Past experiences in working with children and youth including clinical field experiences. It is more meaningful to include at least one detail about the placement in addition to the cooperating teacher's name, grade and school.
- Your strengths in working with children and youth in a classroom setting.
- What you are most looking forward to during your student teaching experience with this cooperating teacher. Again, be specific. Do you want to develop/refine your teaching style? Are you eager to learn more classroom management strategies? What about tailoring lesson plans for different learning styles?
- Your contact information including email address and phone number where you can be reached over breaks (cell, local or permanent).
- Thank your cooperating teacher for his/her willingness to have you in his/her classroom.

Teacher candidates are encouraged to begin drafting the introduction letter during the Field II experience and have the Field II instructor review the letter before it is sent. Introduction letters may be sent to the cooperating teacher using their school email address; send letters as an email attachment to preserve the business letter format. The Office of Field Experience (soefieldexp@uwlax.edu) should be cc'd on introductory emails sent to cooperating teachers.

Teacher candidates are also encouraged to meet with the cooperating teacher before the semester ends. If you do not received a response from your cooperating teacher within a few weeks, please follow up with him/her by phone or a professionally-written email. These steps will help you and your cooperating teacher begin an open communication pattern that will set the tone for a successful student teaching experience.