Dear Cooperating Teacher,

Thank you for agreeing to support a WWU intern. We appreciate the invaluable learning opportunity you are providing our intern throughout this field experience.

As your intern’s University Intern Coordinator (UIC), I am your designated contact if you have any questions or concerns. My role is to work with you in a collaborative and supportive manner. I will arrange specific times to visit the classroom to observe and debrief with your intern. Although it may not always be possible, I would welcome having you present during some (or all) of the debrief sessions. In addition, I will be contacting you to coordinate completion of the midterm and final evaluations.

During the first few weeks, the intern’s primary responsibilities will include: observing you and your students, co-planning and co-teaching lessons and working with individual and small groups of students. Additionally, the intern is expected to demonstrate professional conduct, productivity and effort, including adhering to established standards for dress and meeting expectations of scheduled commitments. Intern classroom responsibilities will increase as the internship progresses through the term.

To help us get started, I would like to arrange a time for us to meet at your school site to review expectations, timeline, etc. Please email me a few options for meeting over the next two weeks. It will be helpful to have your planner and the internship handbook at this meeting.

My email and phone number are below. Please don’t hesitate to contact me if you have any questions. I look forward to working with you throughout the term.

Best Regards,

**\*\*Add your name & contact information here**