



College of Education
Department of Teaching and Learning

Dear Administrator,

Thank you for considering a WSU student for a volunteer experience in your school. As part of our Teaching and Learning 317 course, we require students to spend three weeks in K-12 classrooms learning directly from teachers and students. These students have been provided with an orientation to working in schools, including a review of professional guidelines.

It is most beneficial if this pre-service teacher can be placed in a classroom that reflects the grade level and/or subjects they intend to teach. Because these students are at the beginning of the teacher preparation program, we rely on the judgment of the classroom teacher to determine the extent of their involvement in the classroom. Students might observe in various classrooms, assist in classroom activities, take part in the teaching process, provide assistance to individual students, prepare teaching materials, or perform organizational tasks.

The students are required to purchase a \$1 million liability insurance policy, but due to the fact that they have not been admitted to our teacher preparation program, they have not undergone fingerprint or background checks.

The WSU student will have a Teacher Packet which will provide the classroom teacher with information about the student's interests and experiences, WSU's expectations for this volunteer experience, and how to evaluate the student's performance in the classroom. If you have questions or comments, please feel free to contact me. Thank you once again for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Lori White".

Lori White
Field Experience Coordinator
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