



**MONMOUTH
UNIVERSITY**

June 30, 2011

Mr. Michael Salvatore
Superintendent of Schools
Administration/Educational Center
540 Broadway
Long Branch, NJ 07740

Dear Mr. Salvatore,

Monmouth University is once again requesting early field experience placements for some of our teacher candidates for the Fall 2011 semester.

As you know, these experiences give our teacher candidates an opportunity to interact with teaching professionals, gain insights into how to create an environment conducive to teaching today's learners, as well as, observing and putting into practice what they are learning in their teacher preparation courses.

The responsibilities of the candidates include:

- A. Arriving on time and behaving in a professional manner;
- B. Assisting in the classroom in whatever way the host teacher directs;
- C. Taking some responsibility for working with students in small groups and/or in whole class instruction;
- D. Delivering at least one lesson to the whole class based on the Long Branch School curriculum.

The candidates will be expected to complete some paperwork that documents their experience with you. This documentation will consist of:

- A. A log indicating the amount of time that they will be spending with their host teacher in the practicum.
- B. A summative evaluation that we would like the host teacher to complete indicating the quality of the work that the candidates performed.
- C. A lesson plan observation form that will reflect the host teacher's comments on the lesson that is delivered to the whole class.

We are again requesting permission to hold the following courses and field placements in Long Branch.

EDS-352 students, Curricula, Methods and Materials for Learners

The students for EDS-352 will be overseen by Professor Mary Brennan and the students need to complete 20 hours of field work. This course will be held on campus and their field hours are to be completed at the Gregory School.

We are requesting the EDS 352 practicum to be held on Tuesday mornings at the Gregory Elementary School from 8:00 am to 10:30 am. For the EDS 352 field placements, teacher candidates are expected to participate in all aspects of the Gregory Elementary School day, including participation in morning cafeteria and hall duty, and all activities in the classroom under the mentorship of a host teacher. It is expected that during the time the candidates are in this practicum experience, that each candidate will have the opportunity to teach one, preferably two lessons. It is hoped that the host teacher will evaluate the teacher candidates and provide insights on how to improve the lesson that the teacher candidate teaches. It is also hoped that teacher candidates will have an opportunity to collaborate with the host teacher in the varied duties that are required of home room teachers.

EDS-336 students, Classroom Management - 20 hours of field work

The students for EDS-336 will be overseen by the professor, who at this time is still unassigned.

We have two classes running for this course and we are requesting that both classes be held at the Long Branch Middle School on Tuesday afternoons at 4:00 p.m. until 6:45 p.m. The students attending this course will do their field work at the Gregory Elementary School in the mornings as well.

ED-320/ED-550 students, Teaching Children with Diverse Needs - 8 hours of field work

These students need to work with an English Language Learner (not ESL) student for 8 hours, one on one with the same ELL student, once a week for an hour for 8 weeks. Last year this was overseen by Roberta Freeman and Gus Barrientos. Roberta will once again be helping with these ELL placements.

Some of our students who are taking this ELL course are also registered for other courses requiring a field placement. We would prefer to keep these students in the same school for all their field hours if possible. Once the students have been assigned to a school for their ELL placement, then perhaps we can assign their other placements at the same school as well.

ED-371/ED-372 students, Teaching Secondary Social Studies

The students for ED-371/ED-372 will be overseen by Professor Meredith Miller.

We are requesting the class to be held at the Long Branch High School on Tuesdays and Thursdays from 3:30 p.m. to 6:30 p.m. This class will be taught by Professor Meredith Miller. We are requesting that these students do their field work at Long Branch High School as well. To date there are 22 students registered for the course, who each need to complete 40 hours of field in the classroom. I am also requesting a placement for four other students requiring different subject areas as listed on the attached spreadsheet.

I am attaching the list of the students who are registered in the aforementioned courses.

- We are requesting 27 students to be placed in the Gregory Elementary School.
- We are requesting another 10 students to be placed in the middle school.
- We currently have 32 students who need 8 hour ELL placements in any elementary school that has a number of ELL students. Out of those 32 students, 12 of those students need an additional elementary placement and we would like to keep them in the same school if possible.
- Aside from the social studies placements at the high school, I am also requesting placements at the Long Branch High School for 4 students who need field work in subjects other than social studies.

We hope that your teachers will welcome the opportunity to mentor future teachers in their classroom and that our teacher candidates can be of assistance to your teachers to help promote student learning. Host teachers are not responsible for the assessment of course requirements and they may be non-tenured. They will also receive three professional development hours for hosting our students.

Please let me know if this meets with your approval. Thank you for collaborating in this important component of the preparation of our future teachers. If you have any questions or concerns please feel free to contact me at the number below. I look forward to working with you again. Thank you.

Sincerely,



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