



Sample Lesson Planning Letter

April 3, 2011

Name
School/Organization
Address
City/State/Zip

Dear Supervising Teacher:

I want to thank you for your involvement in the Cadet program. I trust that you have had a good experience with your cadet.

If your cadet is working with more than one teacher, please select only one teacher with whom the cadet may complete the lesson plan development assignment and provide that teacher with this packet.

I have enclosed a copy of information regarding the lesson presentation assignment that the cadets have already received. Please take a moment to read the information, so you will be familiar with what the cadet will have to do. The cadet is responsible for this assignment. This is your packet to keep.

A timeline is enclosed. Meeting the deadlines is the responsibility of the cadet. The cadets must set up their time to teach your students with me by April 1. The cadet should discuss with you regarding what you feel the cadet is capable of teaching and to whom (whole class or small group). A minimum of a fifteen-minute lesson plan and lesson is expected.

They have received information about the 8-step lesson plan, and will need to practice writing measurable objectives. It is important that the cadet understands and can clearly identify what outcomes they are expecting. They are to visit with you about possible lesson topics.

Cadets should turn in a rough draft of their lesson to you and to me one week prior to the teaching date. Please review their draft if time permits and provide feedback. I have asked the cadets to “script” their lessons, so we will know what it is they plan on saying throughout the presentation. I know that it won’t be exact, but it encourages them to think about the words they will use. They will be visiting with me about their lesson prior to teaching. While I can assist them with lesson design and presentation, you are the expert on content and how your students learn best. This assignment must be completed by April 15 if at all possible.

If you have any questions or concerns, please give me a call at 986-1499 ext. 8847. Again, I appreciate your support and involvement in this program. Turn over for timeline.

Name of Practicum Coordinator/Instructor

SAMPLE



TIMELINE

- April 1:** Date by which cadet needs to choose when the lesson will be taught to your class or small group of students.
- April 4:** Rough draft of Lesson Plan to Practicum Coordinator/Instructor and Supervising Teacher.
- April 15:** Deadline for teaching lesson and turning in final copy of lesson plan to Practicum Instructor and Supervising Teacher.
- April 22:** Lesson Reflection: Due to Practicum Coordinator/Instructor and Supervising Teacher one week after lesson that was taught and no later than May 6.
- May 6:** Supervising Teacher's Semester Evaluation due to Practicum Instructor.
- May 2:** Practicum Final
- May 9-10:** Senior's last day in classrooms.

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