



January 12, 2009

Dear Campus Administrator:

The University of Texas-Pan American's College of Education is currently implementing a very successful field-based teacher preparation program for all undergraduate students seeking public school teaching certification. This field-based teacher preparation program meets the requirements set by the Texas Education Agency (TEA) and approved by the Texas State Board for Educator Certification (SBEC). Our students as pre-service teachers value tremendously from gaining first-hand experience in public school classrooms and working directly with teachers and students in our schools. The success of these students and our program rests largely on the mutual collaborations established among the university, the surrounding school districts, and the business community. Therefore, we are asking for your collaboration and assistance.

Since the 1996 spring semester, **evening students in the Elementary Teacher Education Program** (junior & senior level students that attend teacher education courses at night) have participated in this field-based program. In order for students to obtain the necessary field-experiences (defined as time spent in a classroom setting working with children in and teachers in grade level of certification sought), they must spend some time in the public school classroom. Many of these students are paraprofessionals employed full time during the day. If the students are paraprofessionals at your campus, they will be able to document some of their field experiences in the classroom currently assigned, *but will need to visit other teachers in order to complete field assignments and to gain experience in working across certification grade levels (they may visit during conference and/or lunch periods) with your approval.* Please allow students in this program to participate in classroom teaching activities to reinforce lesson concepts/skills with children, tutor individual students, and fulfill any other field assignments related to their preparation program.

These students are instructed to:

- a) dress and act professionally while on school campus,
- b) request campus permission prior to attendance (except paraprofessionals)
- c) submit a consistent schedule of attendance to respective campus
- d) sign in at the front office upon arrival at the campus
- e) exhibit a university identification card
- f) submit a copy of Tuberculosis (TB) test results to campus prior to attendance and adhere to district policies on criminal background checks
- g) keep a log of all field experiences using the *Intern weekly Log Sheet*.

If you have any further questions, please contact our office at (956) 381-3407 or student's university instructor. Thank you for your attention and support of these students.

Sincerely,

*Dr. Criselda Garcia, Director
College of Education Office of Field Experiences*



COLLEGE OF EDUCATION
OFFICE OF FIELD EXPERIENCES

THE UNIVERSITY OF TEXAS - PAN AMERICAN

1201 West University Drive • Edinburg, Texas 78541-2999 • (956) 316-7952