



Dear XXX,

Thank you for agreeing to be a Master Teacher for a Cal State University, Fullerton Education Specialist Credential Candidate in the Department of Special Education. My name is XXX and I am a Professor in the Department of Special Education and Supervisor of your Student Teacher. I look forward to working with you this semester!

The aim of this letter is to give you information about your student's expectations in his/her placement and your responsibilities as the Master Teacher. Our goal is to ensure that this process is not only meaningful for our Student Teachers, but also beneficial to you and your students!

Our preliminary education specialist credential candidates are required to complete two semesters of student teaching: the first in a general education placement and the second in a special education placement. Student teaching for the XXX semester begins Monday, XXX and your student's schedule will align with your start time to lunch/noon PLUS one full day per week (determined with you). During the second half of the student teaching experience, beginning on Monday, XXX, the Student Teacher will mirror your start and end time. The final day of student teaching is XXX. The Student Teacher will be in your classroom for 10 weeks—either face to face or virtually.

Each week, your Student Teacher will have directed teaching activities to complete in his/her placement. Student Teachers have an online course with explicit directions of what activities to complete in the role and what to communicate with Master Teachers. The Student Teacher will provide you with a copy of the requirements. As the Supervisor, I will be checking on completion of these requirements on my visits.

As a Master Teacher, we are grateful that you will support the Student Teacher in the following ways:

- 1) Monitor and support the student teacher in his/her skills
- 2) Provide opportunity for the student teacher to practice skills

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- 3) Complete three online assessments based upon the competencies your student must met in their placement. You will receive email notification, instructions and reminders of these assessments which include the following:
- a. Candidate Dispositions completed **online** in the 3rd week of placement
 - b. Mid Term Evaluation completed as a **hard copy** in the 5th week of placement
 - c. Final Evaluation completed **online** in the last week of placement

Student teachers are required to be formally observed by their Supervisor six times during the placement with additional visits as needed. I will provide you and the students with a schedule of my visits. Please feel free to let me know of any scheduling conflicts..

Feel free to contact me at any time with questions and/or concerns! The easiest way to reach me is by email at XXX@fullerton.edu.

Thank you again for your support of our student teachers. I look forward to working with you this semester!

Sincerely,

Department of Special Education
California State University, Fullerton
XXX@fullerton.edu
XXX-XXX-XXXX