

Dear Colleague in Education,

Thank you for serving as a host teacher for one of our Education Department's Early Childhood Education students. The student assigned to your classroom will preferably observe for **two (2) hours a week for five (5) weeks** as a field experience requirement for **Observation and Assessment**.

Some things you will need to know:

- The day and time will be set up at your convenience.
- Student is expected to follow any sign-in procedures at your school.
- Host Teacher and student must sign, *in ink*, the Host Teacher/Student Agreement/Attendance Sheet.
- Student must return the Agreement/Attendance Sheet to the SUNY Orange instructor *upon completion of 10 hours of observation*.
- This folder contains all the information needed for field observation. Please keep it in a safe place in the classroom and have the student return it to his/her instructor at the end of the semester.

Although we respect that you are busy, we would appreciate it if you would complete the Student Evaluation Checklist and return it in the folder or, for reasons of privacy, mail it at the end of the student's time with you. We also hope that you might find time to speak with the student briefly about your career in teaching.

To thank you for hosting a student observer, SUNY Orange would like to offer you the opportunity to use our Library and Physical Education Building. Simply call 341-4240 to make arrangements to come to campus and have your photograph taken for a complimentary ID card.

Please call me at 341-4486 or 341-4054 if I can be of further assistance. Again, thank you for your commitment to educating our future educators!

Respectfully,

Katherine Sinsabaugh
Field Placement Coordinator
Education Department

Elizabeth Tarvin
Chairperson
Education Department