From: Mary Grace Shifrin, Coordinator of Educational Experiences  
Kathleen Olson, University Assistant for Educational Experiences  
Re: Student Teacher Placements for the spring 2016 semester  
Date:
We are writing from the Office of Educational Experiences on behalf of our Education candidates about prospective student teaching assignments in your school district for spring 2016.

When considering a placement, please note:

- **Elementary**, and **Secondary** placements must be with a TEAM trained cooperating teacher. The placement dates are Tuesday, January 19, 2016 to Friday, April 22, 2016. Some candidates are earning additional credits and their ending dates are noted in the placement request.

- **Graduate Early Childhood** candidates are required to complete a 10 week placement (Tuesday, January 19, 2016 to Friday, April 22, 2016) in grades 1, 2, or 3 with a TEAM trained cooperating teacher and a 4 week placement (Monday, April 25, 2016 to Friday, May 13, 2016) in a Pre-K or K classroom; this teacher need not be TEAM trained. The placement must include at least one child with an IEP or who is currently being evaluated for possible disabilities. (Otherwise, we do not meet certification regulations.)

- **Undergraduate Early Childhood** candidates are required to be placed in grades 1, 2 or 3 with a TEAM trained teacher for 12 weeks from Tuesday, January 19, 2016 to Friday, April 22, 2016.

- **Physical Education** candidates must divide their student teaching into two settings. One assignment will be at the elementary level and the other assignment will be at the secondary level. The dates are: Tuesday, January 19, 2016 to Friday, March 18, 2016 and Monday, March 21, 2016 to Friday, May 13, 2016. The cooperating teacher must be TEAM trained.

The student listed on the following page has expressed an interest in your school district as a site for student teaching. The chart includes her name, program, grade preference, and any comments that may be helpful to you in finding the right match. Attached is additional information on the student listed.

- A student information sheet
- A letter of introduction to a cooperating teacher
- Additional support material as needed

Please contact Kathleen Olson at (860) 465.4534 or olsonk@easternct.edu or Mary Grace Shifrin at (860) 465.0111 or shifrim@easternct.edu as soon as possible, with placement information, or to inquire about any further way we can be of service to you in the placement process.

We require our teacher candidates to conduct an interview with their prospective cooperating teacher(s) prior to finalizing their student teaching placement.
Many thanks and we look forward to future communications. If you would also like to explore the possibility of expanding your district's relationship with Eastern for other clinical placements, we would welcome your inquiry to Mary-Grace Shifrin at shifrinm@easternct.edu or (860) 465-0111. We look forward to hearing from you in the near future.

_We strive to confirm all student teaching assignments in a timely manner. This allows time for any student you are not able to accommodate to be assigned to another district._