

RE: Student Assisting 2016-17



Dear Principal and Teacher,

Thank you for your willingness to share your expertise and classroom with a teaching candidate from William Jessup University (WJU). This Candidate has passed the CBEST, has a CTC Certificate of Clearance (attached) and several hours of observation and/or assisting experience.

The Teaching Candidate is not a student teacher. The Candidate is not expected to have full day, whole class responsibilities. This semester, under your supervision, the Candidate needs six (6) hours of educational experiences that assist in student learning. These experiences might include, but are not limited to:

- |  |   |
|--|---|
| 1. Reviewing student information related to learning needs | 5. Facilitating small group instruction                     |
| 2. Assisting in developing and planning lessons            | 6. Assisting special needs and/or English learners          |
| 3. Developing and preparing lesson materials               | 7. Teaching a targeted whole group lesson(s)                |
| 4. Assisting students one-on-one                           | 8. Reflecting on and analyzing the effectiveness of lessons |
|  | 9. Evaluating student progress                              |

Some of the most valuable experiences for the candidate will be participating with you in the planning, preparation, and implementation of instruction, and then debriefing those experiences.

If you have any questions, comments or concerns, please contact me.

Sincerely,

A handwritten signature in cursive script that reads 'David Bills'.

David Bills  
Field Experience Coordinator  
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Enc: Certificate of Clearance

*Assisting Letter - Approval & Signature*

I have read and approve of

"Assisting" at

\_\_\_\_\_  
*Principal or Dept. Chair*

\_\_\_\_\_  
*Date*