Tracy, we have 20 interns from ASU Monday - Thursday this semester. I don't think we can handle more. Please contact me each semester to check if we can help Williams Baptist. Thanks!

On Mon, Sep 16, 2013 at 11:12 AM, Tracy Henderson wrote:

Ms. Roush,

I am writing to request your assistance in helping our students fulfill observation requirements for one of our courses. Students who are enrolled in **ED 3022 Field Experience I** are required to complete a certain number of observation hours this semester.

Here is what is required: The students must complete observations at two different schools, and at each school they must observe **2 hours in a preschool classroom** and additional hours in a kindergarten and 1st grade classroom (which is arranged separately). I have attached a form that will allow you to fill in the names of the teachers whom our students will be allowed to observe. **You need only fill in the blanks that are highlighted in yellow.**

The students will begin their observations the week of September 30-October 4 and will be expected to have their observation hours completed by the week of November 18-22 prior to Thanksgiving holiday.

Please respond by next week (no later than Friday, September 20). Also, please let me know the best way for our students to arrange observations, whether it be through direct email with the teacher or through contact with you.

I appreciate your willingness to help us and work with us. I know that placing students for observations can be time consuming. If you have any questions about this request, please feel free to call or email me.
Thank you,

Tracy Henderson
Education Coordinator
Education Department
Williams Baptist College
870-759-4172