Dear Cooperating Teacher,

Thank you for agreeing to consider allowing a WBC Education Major to complete a reading case study with one of your students. Since reading is one of the most important skills a student must learn, it is important that pre-service teachers build an understanding of the reading process. Please know that through your participation, you are making a profound impact on the success of a future teacher and we at WBC greatly appreciate your contribution.

The WBC student will be working on reading assessments and strategy instruction with a student that you choose. Please choose a **good average reader** that meets all of the criteria on the attached page. Please keep in mind as you choose that the teacher candidates **have not** been trained in dealing with severe reading difficulties. A **permission form** will be provided for you to send home with the student to obtain parental permission from the student that you select.

Since this is a case study experience, I will not be directly supervising the student or visiting the school. Requirements for the teacher candidate include spending 3 hours observing the case study child in reading-related classroom activities. These can include whole group instruction in **any subject area**. The teacher candidate is required to administer several reading assessments to the student and then teach vocabulary and comprehension strategies to that student based on the outcomes of those assessments. This will include approximately 7 hours spent in direct contact with that student administering assessments and teaching the strategies. These **observations will be at times that the two of you determine** according to your schedules and the learning activities in your classroom.

Williams advises the teacher candidate to dress and behave in a professional manner. We emphasize the use of discretion in formulating opinions as well as in reporting experiences as coursework documentation. Confidentiality of information gathered while working with the case study child is stressed to the teacher candidate.

I sincerely appreciate your willingness to assist our teacher candidates. Your comments concerning the case study experience are welcomed. Attached please find additional information about requirements for the case study. Please feel free to call or e-mail me with any comments, questions, or concerns.

Sincerely,

Mrs. Charlotte Wheeless
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