



KEAN
UNIVERSITY

Letter of Introduction

To Whom This May Concern:

Please be advised that Mr. / Ms. _____ has been accepted as a participant in Kean University's New Jersey State approved 50-Hour Introduction to Teaching Workshop, a pre-requisite for an Alternative Route pathway to a teaching certificate. As part of the requirements for this introductory experience, participants must fulfill (20 Hours) of classroom observation (including the preparation and delivery of a lesson plan) in a Public or Charter school. It would be greatly appreciated if your school would provide the above workshop participant with an opportunity to spend a (20 Hour) period of time observing in a classroom that is the same grade level and/or content area of certificate that this participant will be pursuing. Your assistance in scheduling this observation will help this participant to address ONE of the preliminary requirements for the Alternative Route pathway certification. At the conclusion of the observation, we ask that both you, as well as the classroom teacher, sign off to verify that the observation has been completed.

Thank you in advance for your assistance. If you have any questions, please do not hesitate to contact Kean's Alternative Route Program Coordinator, Ms. Elizabeth Satchell at esatchel@kean.edu or by phone at (908)-737-3880.

Sincerely,

Anthony A. Pittman, Ph.D.
Acting Dean
College of Education

Note: School Observation Verification – Please sign off and return to participant.

School: _____ School District: _____

Date of Observation: _____ Grade Level/Content Area: _____

Teacher Observed: _____ Teacher's Signature: _____

School Supervisor: _____ Supervisor or Designee's Signature: _____

20 Hour Observation Completed: YES or NO Date: _____