

# Documentation of Prior Learning

# and Supervisor Letter Template

To request that current or past classroom experience be used as a pre-practicum Early Field Experience, written documentation from a supervisor must be submitted for review. The documentation should reflect 75 clock hours of monitored field based training in a classroom. The purpose of the field- based training is to provide acquaintance with school and classroom environments, and to prepare candidates for the practicum. Students who provide documentation of the Early Field Experience must have spent a minimum of 75 hours in a formal school/classroom environment within the past five (5) years.

Field Experience participants are encouraged, whenever possible, to seek sites that provide exposure to diverse student populations, including a range of racial, ethnic, socio-economic, and linguistic backgrounds, as well as students with special needs. Completing the Early Field Placement in one classroom is expected, to provide ample opportunity for observing the development of students and the curriculum.

Please submit the following documents:

# Applicant’s Resume

Student to provide a current resume.

# Supervisor’s Letter

Students must present an official letter from a supervisor from the school or school system in which they completed their 75 hours, on school letterhead and signed, stating:

* The dates of the student’s experience and approximate number of hours in the position
* The student’s role and responsibilities in this position
* A statement of the student’s competency
* The supervisor’s role and responsibilities in the position

***A template is available below and is the suggested format for the Supervisor’s Letter.***

**Office of Field Placement Contacts**

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Documentation will be reviewed by the office and you will receive confirmation of approval. Please send documentation to the assistant director who covers your program of study.

***Print on school letterhead***

**Supervisor Letter**

***(to be completed by the Supervisor)***

[Today’s Date]

To Whom It May Concern:

I am submitting this letter as documentation of [student full name]’s experience at [name of school] from [beginning date to end date], completing a total number of hours of [total number of hours].

[Student first name] completed these hours in the [program and/or classroom] as [position]. In this position, [student first name]’s roles and responsibilities included:

* [list roles and responsibilities]

As a supervisor, I observed [student first name] in the work he/she did in the classroom, and watched their interactions with her students. [Briefly describe what you observed and the competency of the student].

If you need additional information, I can be contacted by [phone and/or email].

Sincerely,

[Supervisor Name]

[Supervisor Title]

[School Name]

[To be filled in by student]

Student Name: Program: Student ID: