

Good Morning Ms. Zimmerman,

My name is George Jacobs and I'm an Elementary Education major at Oakland University. I've been informed by the OU field placement coordinator that you're willing to host me for a field placement experience for the fall semester.

I'm very excited and grateful for this opportunity! This is my ____ (first, second, third, etc) ____ placement, and I'm required to complete at least 8 weekly visits over 8 weeks for a minimum of ____ hours.

A consistent half-day per week would work well for me. Do you have any specific days you would prefer me to be there to help you and your students? _____ and _____ would be ideal for me, but I'd be happy to work around your schedule. Please let me know what works best for you!

Additionally, can you help me to learn whether or not the district requires any pre-screening prior to my first day? I was hoping to begin _____.

Feel free to e-mail me back at this address, or please contact me by phone at: _____. I appreciate your willingness to allow me to benefit from your teaching experience and I can't wait to meet you and your students!

Sincerely,
George

*** Students: You may also want to detail for your teacher which university courses you are enrolled in, and what assignments you already know you will need to complete with the teacher's collaboration and supervision. Please be mindful that your university coursework is meant to be completed in collaboration with your cooperating teacher, and for most teacher's that means advance notice and planning!*