Date: ______________________________

To: ______________________________

COOPERATING TEACHER

Dear Sir/Madam

TEACHING PRACTICE FOR STUDENT TEACHERS FROM THE POSTGRADUATE DIPLOMA IN EDUCATION (PGDE) JC PROGRAMME

1 On behalf of the National Institute of Education, I would like to thank you for agreeing to be the Cooperating Teacher of ______________________________ during his/her period of Teaching Practice (TP) from _________________ to _________________ at your school.

2 Your guidance and support for the student teacher in his/her professional development – not only in the acquisition of practical knowledge and skills, but also in professional attitudes and conduct – will be very much valued.

3 It is suggested that each student teacher to be given a total of 4 formal lesson observations (by 1 or more CTs) during the 10-week period. Attached are the following documents which I hope you will find helpful:
   - Suggested guidelines for schools,
   - Roles and responsibilities of the School Coordinating Mentor (SCM),
   - Roles and responsibilities of the Cooperating Teacher (CT),
   - Roles and responsibilities of the Student Teacher,
   - Roles and responsibilities of the NIE Supervisor (NIES),
   - NEW Assessment of Performance in Teaching (APT) form.

4 We at NIE would like to work closely with you in TP supervision. The NIE Supervisor (NIES) is ______________________________. (Tel: ________________, Email: ______________________________). He/She will be meeting with you in due course to discuss matters relating to the student teacher’s performance during TP. Please do not hesitate to contact him/her if you have any enquiries.

Thank you very much.

Yours faithfully

Dr Alexius Chia
Associate Dean, Practicum & Partnerships
(No signature required as this is a computer-generated letter)