Date: __________________________

To: __________________________

**COOPERATING TEACHER**

Dear Sir/Madam

**TEACHING PRACTICE / TEACHING PRACTICE 2 FOR STUDENT TEACHERS FROM THE DIPLOMA IN EDUCATION (DIP ED) 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 / Teaching Practice 2 (TP/TP2) 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 **6 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/TP2 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/TP2. 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)