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August 23, 2013

Dear Cooperating Teacher,

Let me start by expressing my sincere gratitude to you for working with our LAU student teacher. The experiences that our students have in your classrooms will give them a firm footing toward a successful journey into the teaching profession. Your contribution is crucial to them and they will undoubtedly, cherish every moment of their experience with you.

I am sending a packet of information in which you will find the placement Handbook and additional forms to document their hours. Please note that the ***mid-quarter*** evaluation is due the **week of November 18th, 2013 and the *final evaluation* is *due* the week of January 7th, 2014**. The evaluation forms will be sent to your email through SurveyMonkey prior to the above mentioned dates. The mid quarter evaluation is an important piece of information because it informs the University Supervisors and Faculty of their progress. However, please contact me earlier if there are any issues and I will personally respond immediately.

The evaluations serve two purposes in relation to a student’s performance. The information at the mid-quarter of the experience helps the student recognize arrears of strong performance and provide specific information needed to improve performance. The information provided at the end of the experience serves as a record of the cooperating teacher’s assessment of the student’s level of competence and readiness for moving through the program.

We thank you for being of service to these student teachers and for sharing your students and your expertise with them. You are an essential asset to the teacher education system of Lebanon and to the students who will be the ultimate beneficiaries of the program. I would be pleased to answer any questions regarding requirements at any of the three placement levels of our program. I may be reached at LAU at the numbers and email listed below. Please feel free to contact me any time. I look forward to meeting and working with each and every one of you.

Sincerely,

Rima Bahous, Ph.D.  
Associate Professor in Education  
Chairperson, Education Department