

MUSKINGUM UNIVERSITY

GRADUATE & CONTINUING STUDIES

Dear Building Administrator or Program Director,

_____ is completing a graduate course at Muskingum University. This individual will need one or more public school or social service agency placements to complete his/her "logged" field experience hours. The reason that this individual must complete logged field hours is that he/she is using this course to meet licensure requirements.

The individual has a list of field experience requirements, and, at your request, will be able to provide verification of a current BCI and/or FBI check or a valid teaching certificate/license. I respectfully request that you consider permitting this student to complete at least a portion of his/her hours in one of your programs or in an appropriate class. The "cooperating teacher" or person in charge of your program will be expected to sign a "Field Experience Hours Record Sheet", as well as indicate whether the graduate student's work was satisfactory or not. All field work must be completed, requirements met, and documentation submitted to the student's professor by the end of the current term.

If you need additional verification of this student's enrollment in one of our graduate programs or if you have any questions about the required field experience, then please contact me at (740) 826-8037 or marlah@muskingum.edu. Thank you for your support of our program.

Sincerely,

Marla Hawthorne
Graduate Clinical Practice and Field Experience Coordinator