Dear Building Administrator or Program Director,

___________________________ is completing a graduate course at Muskingum College. 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 check or a valid teaching certificate or 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 “Record of Logged Hours,” as well as indicate whether the graduate student’s work was satisfactory or not. All field work must be completed and requirements and documentation submitted 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, please contact me at 740-826-8034 or e-mail me at bbrown@muskingum.edu. Thank you for your support of our program.

Sincerely,

Marjorie Pickworth
Graduate Clinical Practice and Field Experience Coordinator