



Division of Education  
Department of Secondary Education and Youth Services

August 27, 2009

Dear Principal,

I am an Assistant Professor in the Department of Secondary Education and Youth Services (SEYS) at Queens College of the City University of New York. I am writing this letter to request field placement opportunities for Graduate students enrolled in my course entitled, SEYS 362 Methods of Teaching Middle and High School Science

In order for Mr. /Ms. \_\_\_\_\_ to gain meaningful experience from fieldwork, he/she would have to observe teaching and learning Social Studies. SEYS 362 students will have to spend at least 2-3 hours each week in your school, over a period of 10-12 weeks, to fulfill 20 hours of fieldwork requirement.

Should you have any questions or need further information about the fieldwork requirements for my course, please feel free to contact me at [brian.murfin@qc.cuny.edu](mailto:brian.murfin@qc.cuny.edu)

Thank you for your cooperation.

Yours truly,

Brian Murfin, Assistant Professor

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Please complete, sign, and return a copy of this letter if you agree to accept

Mr. or Ms. \_\_\_\_\_ for fieldwork placement in your school.

Name of school \_\_\_\_\_ School phone # \_\_\_\_\_

Fieldwork placement class \_\_\_\_\_

Name of classroom teacher \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date: \_\_\_\_\_