



Division of Education
Department of Secondary Education and Youth Services

January 22, 2014

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 undergraduate students enrolled in my course entitled, SEYS 362 Methods of Teaching Science in Middle and High School.

In order for Mr. /Ms. _____ to gain meaningful experience from fieldwork, he/she would have to observe teaching and learning in Science classes. 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 25 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.

Thank you for your cooperation.

Yours truly,

Brian Murfin, Assistant Professor

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 _____



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Principal's Signature _____

Date: _____