

August 21, 2007

Dear Mentor Teacher,

Thank you for taking the time to mentor a prospective mathematics teacher! This internship is associated with the class *Methods for Teaching Mathematics in Secondary School*, and there are several assignments that your intern must complete (with your assistance).

In addition to observing and participating in your class, your intern needs to teach at least 3 classes before Thanksgiving. I need you to oversee the planning of those lessons and to evaluate the teaching using the Reformed Teaching Observation Protocol (RTOP) which your intern will provide. The RTOP is currently being used to evaluate all state MSP projects. Your intern will also need to interview a student volunteer about their understanding of a mathematical concept. These activities have been cleared through the ASU Human Subjects office, but if this will require any special permission from your school, please let your intern know as soon as possible so they can make appropriate arrangements. For your intern to learn more about school and district policies, classroom management, etc. they will conduct a couple brief interviews with you. Finally, please allow your intern to write, give, and grade one quiz before October 8.

So that I know you have received this letter, please sign the bottom so that your intern may return it to me. If there is any problem having your intern complete these tasks, please contact me immediately at 480-965-6647 or oehtman@math.asu.edu. If your intern fails to meet your expectations in any way, it is important that you contact the Professional Placement office and me so that we may resolve the problem quickly.

Thank you for your time,



Michael Oehrtman
Department of Mathematics and Statistics
Arizona State University

Intern's Name: _____

Teacher's Name: _____

Teacher's Signature: _____

School: _____

Classes Observed: _____

Grade or Level: _____