

MUSKINGUM UNIVERSITY

GRADUATE & CONTINUING STUDIES

Dear Building Administrator or Program Director,

_____ is completing a graduate course in education at Muskingum University. This individual will need one or more public school or social service agency placements to complete field experience hours. Logged and verified field experience is required in courses used to complete teaching licensure requirements.

The student 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 permit 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 ekleinkn@muskingum.edu. Thank you for your support of our program.

Sincerely,

Elizabeth A. Kleinknecht

Elizabeth Kleinknecht
Assistant Graduate Clinical Practice and Field Experience Coordinator

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