

September 4, 2002



WESTERN MICHIGAN UNIVERSITY

Dear "Pre-Intern",

As we begin class today, you are embarking on that last step before you enter the classroom as an Intern Teacher. This is a very exciting time as well as a time for thinking about your future.

We need to think ahead and plan for your pre-internship and internship. I would like you to be a part of finding your own pre-internship and later your internship. Together we will find the best place for you to culminate your teacher education. You may begin to make contacts immediately explaining that you are searching for a pre-intern placement. Use the "Process for Finding a Pre-Intern Placement" and "contract" that explains the pre-internship requirements. This should help the potential pre-intern mentor know what is required.

You need to make some choices. Your **internship** should be in your major at the age level that you think you would like to teach when you enter the field after graduation. Your **pre-internship** could be in the same classroom as your internship will be. This would give you continuity and you would not have to learn a new school and teacher for the internship. Or you may want to choose a classroom in your minor for your pre-internship, perhaps in middle school, even though you picture yourself finding a job at the high school level. There are good reasons for choosing one location for both your pre-internship and internship, as well as for choosing two different locations. It is really up to you!

Please complete this accompanying questionnaire and return it to me by **September 25th**, so we can begin to make the necessary arrangements for your pre-internship and later.

Best of luck to you,

Eileen Buckley

Eileen Buckley



Name _____ Major _____ Minor _____ Phone _____

My choice for **Pre-internship** is School _____ Teacher _____

Principal _____ School phone _____

Grade level _____ Subjects to observe _____

Time schedule for observation _____

My reason for this choice is _____

Any problems you foresee or other concerns that you have: _____

My **first** choice for **Internship** is _____

My reason for this choice is _____

My **second** choice for **Internship** is _____

My reason for this choice is _____

Return to: Eileen Buckley by September 25th.