

Dear Colleague,

The Early Childhood Program at Kennebec Valley Community College welcomes your participation as a cooperating site for a student enrolled in our practicum course. We appreciate the support and guidance you have agreed to provide the student. We recognize this is an added responsibility for your staff, but we do anticipate the student can offer assistance throughout the daily routine that impacts the development of the young children in your program.

At the beginning of the semester the instructor and student will connect with you to review our practicum materials and discuss expectations of each of our roles. At the mid-point and end of the semester, the KVCC Practicum instructor will arrange to observe the student in your classroom and connect with both of you to discuss the student's progress and answer any questions that arise. Your feedback and guidance of the student's experience in the classroom will contribute significantly to his or her growth and development as an early childhood professional.

The ECE staff encourages ongoing communication between the cooperating teachers, students, and course instructors. To aid in this discussion, we ask that supervising teachers meet with the students at least **once a week** to discuss expectations, provide guidance, and offer feedback regarding the student's progress. By using the weekly practicum student mentoring notes provided, I feel confident that the ongoing communication will be a success!

Enclosed you will find various materials for your information. The letter of agreement and permission to observe forms are needed before the student can start.

Thank you for agreeing to take on the significant role of cooperating site for this practicum student and your partnership with the Early Childhood Education Program at KVCC.

With Sincere Appreciation,

Jessica Powell  
Early Childhood Instructor  
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Enclosed:

- Practicum syllabus
- Letter of agreement
- Permission to observe
- Practicum evaluation
- Practicum timesheet
- Weekly practicum student mentoring notes
- Practicum responsibilities of the instructor and site