



August 7, 2008

Dear Principal,

Thank you for hiring one of our interns. As ACC Teacher Certification Program students begin the 5th school year, we have confidence that these interns will be strong teachers who have made teaching their next career.

We pay mentors for these first year teachers and appreciate your selecting a mentor with:

- an understanding of beginning teacher development.
- the ability to demonstrate excellent professional role modeling.
- a commitment to their own professional growth and learning.
- skill in providing feedback to the beginning teacher.
- a high degree of competency in their own teaching practices.
- similar assignment and/or proximity of work location.

We certainly want to provide our interns with the best possible success during their first year of teaching. We have trained interns in the TEKS and TAKS, Instructional Planning Guides (IPGs), Pedagogy and Professional Responsibilities, Technology Applications, Texas Beginning Educator Support System (TxBESS), lesson planning, behavior modification, appropriate content, and strategies for success in the classroom. All interns will meet during the fall with their supervisors and staff, so please understand the significance of their attending Thursday night class (6PM-9PM) on these dates: **August 28, September 18, October 23, and November 6.**

We will train mentors and the interns on **Saturday, October 4, 2008.** We ask that these mentors be given opportunities to observe and visit with their mentees as well as ACC Supervisors. We also ask that you work with the ACC intern, ACC supervisor, and mentor as time permits. We pay a stipend to the mentor for training, visits, observations, and documentation.

Our commitment is to provide support for these interns during this school year and in subsequent years. We are dedicated to keeping the best teachers in schools to prepare the next generation. Please let me know if you have any questions. I look forward to working with you.

Sincerely,

A handwritten signature in cursive script that reads "Sharon Duncan".

Sharon Duncan
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