

November 28, 2011

To whom it may be of concern:

Re: Ms. Cynthia Schultz, Elementary Internship Performance

As Faculty Advisor for Ms. Cynthia Schultz, I am very pleased to offer this letter of "recommendation".

I have been privileged to meet with, observe and support Ms. Schultz throughout her Fall Intern Placement (Sept-Dec.-2011) in a Grade Five classroom at St. Michael's Elementary School in Yorkton, Saskatchewan.

Ms. Schultz has developed a close working relationship with her co-op teacher, and with the students and other education supports within the classroom. Mrs. Mehling and Ms. Schultz have developed many daily, monthly, and term plans and opportunities for Ms. Schultz to experience while she was at St. Michael's School. Ms. Schultz taught Grade 5 lessons in: Language Arts, Physical Education, Mathematics, Health, Social Studies, Religion, Computer Education, Visual Arts and Drama. Ms. Schultz also taught Grades 1, 2 and 6 Physical Education during her Internship. This presented her with the opportunity to work in other classrooms and subject areas to expand her experiences and teaching interests. Included in these teaching opportunities were: classroom organization and management tasks, lesson/unit planning and assessment, recess and noon hour supervision responsibilities, extracurricular involvement with Safety Patrol, Library club, School Open House, Kindergarten Literacy evening, School Book Fair, Remembrance Day celebration planning, assisting with Chess club, as well as classroom participation in the Christmas program. She had the opportunity to attend PLC meetings, observe Fountas & Pinnell testing, and participate in regular staff meetings. Cynthia accepted these tasks with professionalism and a desire to have positive outcomes for everyone involved.

Cynthia assumed classroom responsibilities early in her Internship, and her involvement expanded from single lessons to her full time teaching capacities in November. She prepared her lesson plans with dedication and with clear, specific objectives. She managed classroom routines and expectations well, and accepted coaching and teaching suggestions from her co-op and support teachers. Cynthia provided assessments and Term mark records for Term One report cards. She was present and participated in recent Parent / Teacher conferencing opportunities.

Cynthia showed much progress and growth throughout her Internship in confidence, preparation skills, classroom awareness and lesson presentation. Her unit plans and lessons were thorough and well researched. She used a variety of resources, teaching strategies, and assessment/evaluation tools throughout her unit. After an initial orientation meeting, I visited Cynthia's classroom on three occasions. I observed two language Arts lessons and one Mathematics lesson. Each of these lessons reflected appropriate planning and preparation, presentation and follow-up of student mastery of the lesson objectives. Cynthia developed a recording system of her lesson plans and her log of reflections throughout her Internship.

Cynthia's professionalism, knowledge of curriculum and instructional practices, and classroom management strategies will continue to aid in her development as a worthy staff member for any

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elementary school staff. It is my submission that she has successfully completed her Internship Placement. I congratulate her growth in confidence and her accomplishments this fall, and I wish her the best of success in the teaching profession.

I may be contacted for any clarifications or follow-up on this recommendation.

Yours in education,



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