

December 20, 2011

Reference Letter

Re: Cynthia Schultz

This is a letter of recommendation for Cynthia Schultz. It states my association to her and her position as an intern.


Cynthia was an intern for the Fall, 2011 Semester in 'Christ the Teacher' Catholic School Division. Her internship placement began in September and continued till the end of December within the Grade Five classroom at St. Michael's School. At the start of September, her responsibilities consisted of teaching one lesson daily, then extended weekly into full time teaching responsibilities for a period of three weeks. Cynthia's professional and personal characteristics during her internship are noted below.

Cynthia's role and responsibilities within the grade five classroom included preparation, implementation, and assessment of all the core subjects outlined by the Saskatchewan Curriculum. Cynthia integrated her knowledge of the curriculum and technological competency to create informative and thought-provoking lessons within many of the subject areas. An example of this would be when she taught a new computer lesson on Freeze Frame Animation. This lesson presented new skills and evoked great interest and enthusiasm from the students. She also developed and taught two long-range unit plans, one in Health and the other in Language Arts. Both units focused on meeting the curricular outcomes and indicators, and were evaluated using various forms of assessment.

Within the duration of Cynthia's three week block, she was able to establish a level of comfort and openness with her students. She continually encouraged the participation of all students and worked hard in helping students achieve their full potential. She emphasized the importance of accepting others and reinforced problem solving skills when needed.

In addition to Cynthia establishing her role and responsibilities in the classroom, she assisted the St. Michael's staff by organizing, and taking charge of the Safety Patrol program. She also helped in the library, organized the Remembrance Day School Celebration, and provided support to various co-workers' inquiries with technology.

Cynthia always presented herself in a polite and pleasant manner inside and outside the classroom. She displayed strong interest and dedication as a teacher over the past few months. Her continuous self-reflection and commitment towards professional growth reflects an appealing attribute as an effective teacher.



Mrs. Mandy Mehling
Grade Five Teacher