



**WHEATON**  
**COLLEGE**  
*For Christ & His Kingdom*

*Department of Education*

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**WHEATON TEACHER EDUCATION PROGRAM**  
WheTEP

Dear Principal:

As we attempt to make our Teacher Education Program more experience-based in middle school, we are asking our teacher candidates to participate in a Middle Grade Hometown Aiding Practicum. The purpose of this practicum is to provide an opportunity for college students to serve as teacher aides in their hometown when the College is not in session. Their duties may include observing middle school students, helping the teacher with clerical duties, working with individuals or small groups of students, assisting in supervision of school activities, and completing other tasks assigned by the teacher. These commitments are full-time for a five-day period. Aiding assignments are typically arranged by teacher candidates with the school of their choice; ideally, an assignment consistent with the candidate's interests and area of middle-grade endorsement is arranged. We trust our teacher candidate will also make contributions to the host school's program.

In keeping with Wheaton College policy, a general practicum one-page contract has been attached that should take only a few moments for you to complete. It is necessary that this contract be returned well in advance of the practicum so that we have amply time to attend to several matters on our end; if you would kindly complete it and scan/return it to me within the next week, it would assist our process greatly. Also, just for your knowledge, a one-page practicum evaluation form will be provided to the Cooperating Teacher by our teacher candidate at the conclusion of the practicum experience.

Thank you for your partnership in continuing quality middle grade education. On behalf of the department, may I express our appreciation for your assistance in this project.

Sincerely,

Steven L. Layne, Ed.D.  
Chair