

Department of Education

August 21, 2023

Dear Utah Tech University Colleague:

As a component part of the EDUC 1010, Foundations and Introduction to Education course, students are required to spend a minimum of twelve hours observing and participating in local schools. This requirement is mandated by the Utah State Board of Education (USBE) and is a requirement for eventual licensure as teachers. The most effective means of acquiring this experience is to spend an entire day in the schools, job shadowing a professional teacher.

The local school district has arranged for our students to observe in their schools February 8&9 (elementary), and March 29&30 (secondary). Please excuse the bearer of this letter for two observation days. Our students realize that they are not exempt from any assignments or responsibilities associated with your class for those days.

If accommodations are needed with respect to tests or quizzes scheduled for an observation day, we would appreciate if you could work with the respective student(s). Thank you for your understanding and cooperation in this matter.

Sincerely,



Adriana Brandt, Ph.D.

Chair, Department of Education

Utah Tech University