

Clinical Practice Communication

Guidelines for Your First Email to Your Mentor Teacher

1. Start with a professional greeting, such as
2. Introduce yourself with your full name and identify what you would like to be called
3. Identify the pronouns that you use if you feel comfortable doing so
4. Thank your mentor teacher for being willing to collaborate with you
5. Share your major, your status in the program and clinical practice days/hours requirements
6. Include any interests or special skills that you bring to the learning environment
7. Identify possible days and times for your first visit, and ask what time you should arrive so that you are able to speak to your mentor teacher for a few minutes without students present
8. Share your cell phone number if you are willing to do so
9. End your email with a closure and your signature

Example Email

Subject: Salisbury University Teacher Candidate Introduction

Good afternoon!

My name is Elizabeth Bennett (she/her) and I go by Liz. Thank you so much for hosting me in your classroom this semester! I am a secondary English education major in my junior year, which means I will spend 3 hours per week in my clinical placement (total of 45 hours). I am excited to learn all about middle school ELA teaching! I also have a minor in Spanish and am interested in working with English language learners.

I'd like to set up a time to come in this week for my first classroom visit. Would Wednesday or Friday between 7:30-11:30 work for you? And would it be possible for us to talk one-on-one for a few minutes before students arrive?

My cell number is 555-555-5555, if you would prefer to communicate by phone/text.

Looking forward to meeting you and your students!

-Liz Bennett

Things to Consider for Your First Conversation with Your Mentor Teacher*

1. Enter the classroom with enthusiasm and gratitude
2. Introduce yourself again (name/pronouns) and ensure that you can pronounce your mentor teacher's name correctly
3. Ask your mentor teacher to tell you a little bit about their learning environment and students
4. Ask your mentor teacher share their instructional schedule with you when convenient
5. Establish your visit timing/scheduling expectations (arrival, discussion/planning opportunities, dismissal) and preferred method of contact (email, text)
6. Identify what title/name you would like used when your mentor teacher introduces you to students
7. If applicable, share any health-related considerations or accommodations that would be helpful for your mentor teacher to know to ensure your access and success
8. Ask your mentor teacher to show you the school facilities available to you (adult restroom, lounge, workroom, parking spots, etc.)
9. Conclude your first conversation by asking,