

TO: FACULTY AND ADMINISTRATIVE STAFF
FROM: _____, ADVISOR
RE: STUDENT INTERN/SHADOW DAY, _____
(date)

Since I desire to give our "Future Educators" with a rewarding experience of the field of education, including the varied responsibilities and duties, I have granted permission for each active member in good standing to choose one position for the day or two members may choose to intern/shadow together for the same teacher for one entire day. The members will choose their own positions, ones they will feel comfortable preparing and fulfilling. Naturally, you do not have to accept a student just because the student asks; the members understand this. **EVERY MEMBER MUST SPEND A MINIMUM OF TWO PERIODS INTERNING/SHADOWING IN A CLASSROOM!**

PLEASE, PLEASE, PLEASE. . . Do not accept more than TWO F.F.E.A interns; please write down their names for your records. Accept only students you feel have the ability to perform in your field. Remember, the experience should **INSPIRE** the students to enter the field of education. If a student is acceptable to you, please sign this form, clearly indicating the class subject, period(s) and room number. This will help me to keep track of all the members. Should you not know which other students are FFEA Middle School members and desire a student intern/shadow, drop me a note. I will direct another qualified member to you.

MANY THANKS, FELLOW EDUCATORS!

This student wishes to intern/shadow with you in _____ (class subject) during periods _____ in room _____ and is willing to commit to preparing lessons and assignments and performing helpful tasks. The student will meet with you by _____ and again touch base with you on _____ to discuss
(date) (date)
workable lesson plans and duties. If the student does not meet with you on these days, please notify me. Thank you.

_____, ADVISOR

(signature of student) (signature of instructor)

FFEA Middle School Members: Sign out of your classes and return the fully signed paper to your advisor. Those failing to do so – or failing to fulfill the obligations by interning – will be considered non-active members! Those failing to meet with teachers by required date will also be considered non-active members.