Ashley Davis

Professor Purvin

Education Field Experience EDUC 230-02

Spring 2012

Rationale Statement

**Statement of Standard Nine-**

“Teachers shall build relationships with parents, guardians, families, and agencies in the larger community to support student’s learning and well-being”. (NJPTSB, 2004, pg 17)

**Name of Artifact:** The Welcome Letter

**Date of Artifact:** Spring 2012

**Course:** Education Field Experience EDUC 230-02

**Rationale Statement:**

A Welcome Letter is a way for a teacher reach out to the students and their families. It not only provides a form of first contact between them, but it is also a way for the teacher to set the tone for future communication. This is a perfect example of what the ninth standard is looking for. This standard revolves around the connection a teacher forms with the community, families, and any other resources that can help a child learn. Thus having an appropriate introduction from a teacher to the parents and guardians can lay a great foundation for them to work together to create the best opportunities and environment for the students possible. However, while completing this letter I was reminded of something very important: just because it may sound easy does not mean it is. I had assumed I could write a few sentences about myself and them give a summary of the class. I was wrong. Perhaps the biggest lesson I can take from this is how hard it can be to balance two or more objectives while working toward one goal. Several times I shifted from including either too much or too little personal information. Likewise I found it difficult to be both polite and inviting to parents without sounding too meek or unsure about my teaching ability. But balance is something I will have to do a lot of as a teacher, so I had better get used to it now.

This letter will likely set the template I will use in the future. The feedback I have received has given me new ways to look at the way such a letter is written and what modifications I would make in the future. For instance, I like the outline of the letter and the order I covered each topic. But I would then modify how much information is in each section based upon the class I teach. Similarly must ensure the letter is updated regularly which is something I learned from remembering just home many of my teachers have made adjustments to such letters while handing them to the class.