

## MEMORANDUM

**TO:** Alabama A & M Students  
Enrolled in Teacher Education Programs

**FROM:** Karen Foster, Director, The Office of Field Experiences  
Edward Jones, Director, The Teacher Service Center  
Larry Powers, Dean, School of Education

**DATE:** November 12, 2008

**RE:** Field Experiences - opening and closing of a school year

All students, prior to completing the student internship, must complete **field experiences that include the opening and closing of a school year** {ASDE 290-3-3-.02 (4)a7}. Many school districts start the year early in August, before the beginning of Alabama A & M's Fall Semester. Most school districts end the year in late May or June, after the end of the Spring Semester at Alabama A & M. Realizing that you may not be in Huntsville during this time, we are asking that you make arrangements with a principal, in your hometown, or in Huntsville, to spend the first day of the school year and the last day of the school year, at a school of your choice.

Students completing the internship Spring 2009 will not be able to complete this requirement. Student enrolled in the internship Fall 2009 will complete the requirement for the opening of the school year in early August 2009, prior to beginning the internship and will complete the closing of the school year requirement in May 2009, after the conclusion of the Spring 2009 Semester.

All Teacher Education candidates completing the internship, Fall 2009, and thereafter, must participate in the opening and closing of the school year (**at least one day at the opening and one day at the closing**). The attached form should be completed by the candidate, signed and verified by the school administrator or cooperating teacher, placed in a sealed envelope, and submitted to The Office of Field Experiences. If you have any questions, please contact Dr. Karen Foster at (256) 372-5509.