



Date \_\_\_\_\_

Dear \_\_\_\_\_:

This letter is a request authorization from your office to allow \_\_\_\_\_ to do her/his practicum hours required in her/his Early Childhood Education Class ECE 232. \_\_\_\_\_ is taking the ECE 232, Early Childhood Practicum and part of a requirement of the class is to complete 200 hours (100 hours at an accredited site and 100 hours at a licensed facility or all at a NAEYC accredited site) of observation and interaction in a setting that practices the principles learned in class. The 200 hours will be divided as follows: 100 hours working with children in the age group 0-3 and 100 hours with children in the age group 3-7.

The student indicated an interest in completing the requirements at your institution. I kindly request your cooperation in designating the Cooperating Teacher who will supervise/mentor the student to provide the experience needed in the field of Early Childhood.

Upon the completion of the Student Teaching practicum experience at your site, I would like to receive a letter on letterhead from your institution indicating the hours completed. The student has been supplied with all the other documents needed for evaluation as well as a tracking sheet which required the cooperating teacher's initials or signature each day. If you have any questions and need to reach me you can call at (773) 878-3235 or e-mail me at [ammester01@staugustine.edu](mailto:ammester01@staugustine.edu).

Thank you

Antuanette M. Mester,  
Director of Early Childhood Education Department



### **Confidentiality Statement for Students completing Internship, Practicum and Observation Hours**

While students are completing internship, practicum or observation hours, they will have access to personal information for clients/patients or children. Students are expected to uphold the confidentiality of clients/patients/children and employees while in the field. This includes properly storing client/patient or children's files at the agency, protecting the identity of individuals served at the agency/organization, and limiting discussions of clients/patients/children to employees of the agency/organization and classroom discussions for educational purposes only. Students are expected to follow confidentiality laws/ethical codes related to their field of study (for example the Health Insurance Portability and Accountability Act (HIPAA), the Social Work Code of Ethics, and the National Association for the Education of Young Children (NAEYC) Code of Ethics). During classroom discussions, the identity of patients/clients/children should be protected. This includes not using identifiers such as name and address. Students should never take client/patient or children's files outside of the agency. Additionally, students are expected to know and follow any confidentiality policies that the agency follows such as those for agency accreditation.