May 18, 2016

To Whom It May Concern,

Katie Hicks conducted her teaching internship in my first grade classroom at Glencairn Elementary School in East Lansing, Michigan during the 2015-2016 school year. Glencairn is a neighborhood school that also includes a transient group of international families attending MSU as students or visiting scholars. The school has a population of 500 students representing 48 countries. Katie’s class included five limited English speaking students. One child with an IEP that included classroom learning accommodations. Three children received social work support for emotional learning and accommodation. Four children received Title One support for math and literacy.

Throughout the year, Katie planned many successful units and lessons in all subject areas. She involved the students in meaningful activities and experiments, often using cooperative groups. She implemented hands-on activities whenever possible. Katie successfully found ways of integrating the curriculum when planning her lessons. She took time to periodically review the district’s curriculum and common core standards and gave careful consideration to the needs of individual students in the classroom.

Katie has a sincere interest in children and treats them in a fair and consistent manner. She listens carefully to students and shows a genuine concern for their learning. She finds ways to make personal connections with each child and forms strong relationships. Katie deals with disruptive behavior calmly and kindly. She has successfully implemented several classroom management techniques.

Katie developed a good rapport with parents and always made them feel welcome and comfortable in the classroom. She was actively involved in parent-teacher conferences and sharing student work with parents.

Katie has a genuine desire to gain experience and further her own knowledge. She has attended and participated in our building staff meetings. Katie contributed to our school wide Morning Celebration, attended after school activities, and assisted with art club as a recess alternative for first graders. She is very dependable and always professional in her work. She is reflective about her teaching and considers herself to be a lifelong learner. She would be a wonderful asset to any school in any country.

Sincerely,

Melissa Swales

Collaborating Teacher