

**PRE-SERVICE CLASSROOM OBSERVATION LETTER**

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TO: Principal/Director  
FROM: Heather R. Ngoma, Director  
Alternate Route Training Program  
Rutgers University—Center for Effective School Practices  
RE: Pre-service Candidate Observation

Rutgers University—Center for Effective School Practices is an approved provider for The Introduction to Teaching 24 Hour Pre-service Program for Alternate Route Teaching Candidates now required by the New Jersey Department of Education.

In addition to 20 hours of coursework, candidates are required to observe for 4 hours in a classroom that matches their intended Certificate of Eligibility. Elementary candidates must observe literacy and content areas in an elementary school. Middle and secondary candidates must observe several classes in the four-hour time period in their intended content area.

Pre-service candidates are asked to apply knowledge acquired through the course while observing the student-teacher relationship in the classroom. Candidates must document the experience using a classroom observation protocol provided by the Center.

Candidates must also have their observation forms signed by designated school personnel to verify the completion of the observation.

It is our hope that you will work with us to help our alternate route pre-service candidates complete this important part of the program by permitting the observation opportunity.

Thank you for your anticipated support. If you have questions, please feel free to contact me at 732.564.9100.