



ADA COLLEGE OF EDUCATION

BOX 34 ADA FOAH

TEL:

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OFFICE OF THE PRINCIPAL

Dear Sir/Madam,

INTER-SEMESTER BREAK SUPPORTED TEACHING IN SCHOOLS FOR 2023/2024 ACADEMIC YEAR

The Management of Ada College of Education wishes to introduce to you **ALLOTEY WILLIAM**, a level 300 **B. ED. SCIENCE & MATHEMATICS** student-teacher to undertake a two (2) weeks inter-semester break Supported Teaching in School (Teaching Practice) in your school. The programme **begins on May 6, 2024 and ends on May 17, 2024.**

This is in conformity with the requirements of the Four-Year Bachelor of Education Degree of the Colleges of Education programme that student-teachers utilise their vacation to acquire the skills of a professional teacher in the public basic schools.

It is our desire to have the student-teacher attached to the appropriate class (upper primary) or subject area in your school related to the student's programme of study so as to acquire the needed knowledge and skills in the following:

- i. Planning for Teaching and Learning
- ii. Assessment for learners' progress
- iii. Teaching for inclusion and equity
- iv. Classroom Enquiry and Reflective Practice
- v. Professional Portfolio building
- vi. Professional values
- vii. Management and leadership qualities
- viii. Core and transferable skills

During the period of attachment, the student-teacher is required to co-plan, co-teach, and co-assess with their assigned mentor in their area of specialisation.

Kindly note that at the end of the programme, students are required to produce a report of their experiences in the school, which the head of the school is to co-sign and stamp.

We would appreciate it if you and your staff provided the necessary support and assistance to the student-teacher. We count on your usual cooperation.

Thank you.

Yours faithfully,

PROF. PRINCE BOATENG
(PRINCIPAL)