



October 14, 2016

Dear Sir/Madam,

As a program coordinator for the University of British Columbia's (UBC) Bachelor of Education program, one of my responsibilities is to locate UBC students (whom we call teacher candidates) in a three week international Community Field Experience (CFE) for the weeks of **June 5 - 23, 2017**. The international CFE is a course designed to introduce UBC teacher candidates to a new international teaching context, while offering you and your community opportunities for rich cultural exchanges and, where possible, assist your educational team meet objectives.

I am writing you this letter to introduce myself and demonstrate my support for the UBC teacher candidate sending you this letter. They have written a convincing essay that voices a committed interest in visiting you and contributing to your particular school's/program's operations and objectives. It is through this experience that the teacher candidate also believes they would be pushed and shaped as an educator in exciting new ways.

It is important to note that the teacher candidate comes to you at no cost and having completed 3 months of teaching certification practicums. Moreover, you are not expected to conduct any formal evaluation of the UBC teacher candidate's teaching skill. You are required to complete a 4-question feedback form at the end of the CFE (this takes about 10 minutes), and ensure the teacher candidate is engaged on site for 15, 5-8 hour days and behaving in a professional and respectful manner.

Additional information about the CFE can be found here: <http://cfe.educ.ubc.ca/> with expectations set out clearly here: <http://blogs.ubc.ca/ubcfe/goals-expectations/>

As the teacher candidate needs to prepare their travel documents and initiate related academic projects, I am hoping you can reply to their request before the end of this month (October 31, 2016).

I sincerely thank you for considering to host this teacher candidate for their international CFE. If you require more information, please contact me at your earliest convenience.

Best Regards,

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