

Dear Principal,

A teacher at your school, \_\_\_\_\_, would like to complete the Induction program requirements via the Induction program at Mount Saint Mary's University. Our program is designed to meet California's state standards by supporting teachers in continuing to develop their skills in the classroom.

In order to achieve these goals, participants in our Induction program will complete an assessment of their professional practice, a series of inquiry projects based upon their development goals, as well other activities to enhance their classroom teaching skills. The program generally takes two years to complete, but there is an accelerated one-year option that the teacher may apply to complete with your agreement. This would reduce the mentor support time the teacher would receive from two years to one year.

Important features of the Induction program include the need for colleges/universities to collaborate with schools to ensure that the program supports teachers and in alignment with school-based professional development plans.

This has several implications for school principals:

1. Principals may recommend that their exceptional teachers complete an accelerated one-year program by completing an "Accelerated Evaluation Form for Exceptional Teachers" and forego the second year of mentorship.
2. In addition to facilitated seminars offered by Mount Saint Mary's University, each participating teacher needs to have a fully credentialed on-site mentor teacher who will be available to meet with the teacher regularly, conduct occasional observations, and offer supportive feedback weekly. Mount Saint Mary's will provide the mentor with training opportunities and a stipend for this service.
3. During the first month of the program, the candidate will need to receive input from you regarding the responsibilities of their teaching position and guidance regarding professional development. This meeting will be documented on the Individualized Learning Plan. Meetings regarding the Induction Program are meant to support and not evaluate teachers.
4. During the last month of the program, the candidate will need to meet with you to provide you with an update on their progress toward meeting their professional goals and we will ask you for your reflections on the program.

Please indicate your understanding and acceptance of the above by checking the appropriate statements below.

\_\_\_\_\_ I recommend \_\_\_\_\_ for MSMU's Induction program.

\_\_\_\_\_ I will aid the participating teacher in finding an on-site mentor.

Principal's Signature: \_\_\_\_\_

Principal's Email Address (please print clearly): \_\_\_\_\_

School Name: \_\_\_\_\_

Thank you so much for your support. We look forward to working with your teacher. Please feel free to contact us at 213-477-2620 if you have any questions.

Sincerely,

Dr. Kimberly Nao  
Induction Program Director

*Note: When signed and submitted to the Graduate Admissions Office at MSMU, this serves as a letter of recommendation for the Induction Program. **Please make a copy for your records.***