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February 18, 2009

Dear Prospective Employers:

During the fall semester of 2008, I had the pleasure of supervising the internship of Hannah Grenspan at Theodore Shor Middle School, Piscataway, New Jersey where she was assigned to teach 8th graders U.S. History. I observed Hannah seven times and noted the following strengths:

Hannah was exceptionally well prepared to teach each and every eighty minute lesson. As a consequence, her lessons were highly organized in that her teaching/learning strategies were designed to (1) achieve specific objectives and (2) actively involve all of her students. Also as a consequence, the transition from one segment of the lesson to the next was very smooth. Her "teaching tools", many of which were teacher-generated and creative, effectively met the varied learning needs of her students. Her cooperative learning activities were especially impressive and definitely enhanced instruction. Her level of competency in subject matter was commendable. Hannah did not hesitate to challenge the minds of her students by frequently asking the all-important questions, "Why?" and "How?". In short, she gave her students numerous opportunities to think critically.

Hannah was an animated, energetic, and enthusiastic teacher which helped convince her students that what they were being taught was well worthwhile learning.

Hannah's rapport with her students was a pleasant one based on mutual respect. Rarely was it necessary for Hannah to interrupt a lesson to reprimand a student for disruptive behavior, and such instances were dealt with swiftly and with little ado. Her students were attentive, focused, and on task. Hannah frequently praised her students for their contributions and, by dignifying student responses, she helped to (1) elevate their self-esteem and (2) encourage even more voluntary and enthusiastic participation.

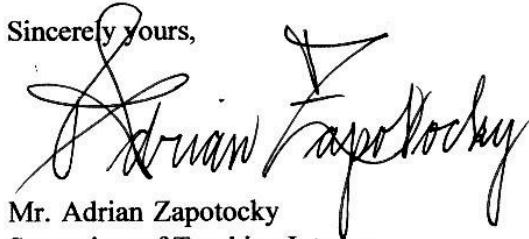
Because she is determined to steadily improve as an educator, Hannah welcomed and accepted constructive criticism and implemented suggestions/recommendations.

Hannah needed to improve in one area - "wait time". Like many unseasoned as well as seasoned teachers, Hannah occasionally interrupted her students before they fully developed/explained their responses/contributions. I also suggested that she be more conscious of her students' facial expressions and body language to determine their level of interest and/or understanding. With experience, I am convinced that Hannah will overcome these "weaknesses".

It is almost needless for me to say that I hold this young woman in very high esteem. She possesses all of the characteristics of an excellent educator, i.e., intelligence, knowledge, exemplary work ethic, enthusiasm, creativity, sensitivity to the needs of others, and determination to improve. Without hesitation or reservation, I recommend that Hannah Greenspan be offered a position in the Social Studies Department of your school system. I can assure you that just as she has been a credit to our Graduate School of Education, she will also be an asset to your school system.

Should you need additional information, please feel free to call me at

Sincerely yours,

A handwritten signature in black ink, reading "Adrian Zapotocky". The signature is written in a cursive style with a large, stylized initial "A".

Mr. Adrian Zapotocky
Supervisor of Teaching Interns