



California Polytechnic State University  
San Luis Obispo

School of Education  
College of Science and Mathematics

September 18, 2017

Re: [REDACTED]

Dear [REDACTED]

Thank you for agreeing to serve as a site supervisor for a Cal Poly Administrative fieldwork student. I am pleased that my administrative candidate will have access to your expertise as an educational leader and a practicing school administrator. I have been assigned to be your student's university fieldwork supervisor, and I will work in conjunction with you to ensure the student's fieldwork experiences are rigorous and relevant for an aspiring school site leader.

Your student received a fieldwork manual and it was discussed during class on September 8<sup>th</sup>. We are attaching an identical manual for your information and use. Your student will utilize this manual throughout the fall quarter fieldwork process. There is a separate manual for each quarter which will be emailed to you at the beginning of each quarter.

The manual contains lists of suggested fieldwork activities for one of the four domains of Administrative Competence established by the California Commission on Teacher Credentialing. We have also attached a copy of the Fieldwork Log and Assessment of Candidate Competence. This is an important document for you. Your fieldwork student will keep track of the hours devoted to each domain and sub-section, and together, you will use the rating scale (also attached) to document demonstrated level of competency with each domain. Please note that the fieldwork student must complete a **minimum of 120 hours** of fieldwork over the course of the fall, winter, and spring academic quarters. Each quarter the fieldwork student will work on one of the four domains, and log at least 30 hours in each domain. The fourth domain, Community Leadership, will be worked on throughout all three quarters and needs to be completed by the end of the spring quarter.

Please be sure to sign the Assessment of Candidate Competence signature page (page 6) at the end of each quarter. Your fieldwork student will submit the signed log/assessment to me for signature after you have signed it. I will review it and return it to the fieldwork student for use during subsequent quarters.

Please do not hesitate to contact me if you have any questions. Thank you, again, for your willingness to assist with site fieldwork supervision.

Sincerely,

***Dr. Andrea Somoza-Norton***

ELAP Assistant Professor/Coordinator

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