



**Graduate Program in Educational Administration**  
**College of Education**  
**Governors State University**  
**University Park, IL 60466**  
**708-534-5000**

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**Dean**

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Dr. Morven Ngaiyaye

Dr. James Riordan

**Advisor**

Mrs. Johnson

Mr. Terrance Felker

**Secretary**

Ms. Cynthia Hutson

Dear Practicum Field Supervisor:

Governors State University's College of Education and its Educational Administration Program Area would like to thank you for serving as a supervisor for our student working under your direction this trimester. We believe that the field experience provides an excellent opportunity for our students to put educational theory into practice. Your mentorship adds value to the experience.

In order to continue to meet NCATE (National Council for the Accreditation of Teacher Education) Standards regarding the practicum experience, the Educational Administration Program Area needs to provide evidence of the preparation and experience those administrators selected to service as supervisors. We would truly appreciate your completing the attached copy of the Supervising Administrator's Information Form and inserting it into the practicum portfolio to be submitted by our student. It is very important that the Information Form make reference to your holding an Illinois Type-75 certificate. Please feel free to submit the information in a sealed envelope.

If you feel uncomfortable sending the Practicum Field Supervisor Information Form with your teacher/our student, please feel free to mail it to me at the address listed above or to email it to me at the email address below..

Your assistance in this very important matter is truly appreciated.

Sincerely,

Dr. Colleen Sexton  
Chair,  
Division of Education  
c-sexton@govst.edu