

March 2, 1998

Dear Julie:

We are looking forward to your campus visit. To help us better view your strengths as a teacher, we will ask you to teach two thirty-minute classes: a freshman writing class and a General Education introduction to literature class. Please prepare a lesson on revision for the writing class and a lesson on the enclosed poems for the literature class. (We will provide copies of the poems for you to distribute to the students.)

When you teach, please be aware that we videotape the class and that at least four faculty members or administrators will be present. Overheads, tvs, and vcrs will be available.

We understand that this is an artificial, incredibly awkward teaching situation. Our interest in this torture is to observe a future teacher in a professional situation she or he might face. We are looking for your strengths as a teacher that will benefit our department. Please view this as an opportunity and not a punishment.

Additionally, we are enclosing a list of possible questions we may discuss during our interview with you. This list is to help you feel more comfortable discussing these possible topics. We look forward to meeting you. If you have any questions, concerns, or last minute worries, please call us at the English Department office.

Take care,

Rodney D. Keller
English Department Chair

Elaine Hawker
Director of Composition