



*The School of Education is fully accredited by the Indiana Professionals Standards Board and the National Council for Accreditation of Teacher Education (NCATE)*

April 22, 2009

Dear Personnel Director:

I write to support the application of Megan Chapman for a teaching position in your school system. Megan has been in four of my special education classes (introduction, assessment, methods, and law) and student taught during the spring semester of the 2008-09 academic year. She taught in two very different settings. Her first placement was in a third grade classroom and her second was in a special education resource room. Megan demonstrated excellent instruction and management skills in both settings.

In her first placement, she taught in a third grade classroom. Megan had little time to prepare for this setting since, due to a scheduling error, her resource and third grade settings were switched during her first week in resource. However, within two days Megan reoriented herself and was ready to take on teaching her first subject. In the third grade setting Megan effectively managed and taught a large class. She developed, taught, and evaluated a comprehensive unit based on third grade academic skills for Indiana students.

While in the resource room Megan experienced both the traditional pullout instruction for small groups and individual students and supporting students with disabilities in general education classrooms, which was an emphasis of the program. The experience included a wide range of students from learning disabled to those on the Autism spectrum to students with orthopedic impairments. She also had experiences with parents, paraprofessionals, and collaborating with general educators.

She learned the procedural aspects of special education by participating in developing all materials for an annual case conference, including the IEP and attending many conferences.

Throughout this semester, Megan Chapman has engaged in professional development through district trainings and activities, readings, and asking important questions of the professionals around her.

Megan Chapman has the heart of a true teacher as well as the knowledge and skills. There is no doubt in my mind that Megan will be a successful teacher and a leader in the future. I recommend her without reservation. Please contact me with any questions at 765-641-4409 (office) or 317-514-8526 (cell).

Sincerely,

Dr. Linda Duncan  
Chair, Special Education Department

**COLLEGE OF PROFESSIONAL STUDIES, SCHOOL OF EDUCATION**

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