# **Letter of Introduction from College Teacher to Parents**

Mr. PETER CHARLES

MIAMI COLLEGE

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Welcome to 1st year bachelor’s in business administration degree program. My name is Mr. Peter Charles, and I have been lecturing management at Miami College for over ten years. Your son has enrolled in my management class this semester, and I am looking forward to an exciting year.

Management is a very demanding course. We will cover 24 chapters in 18 weeks, and there will be home assignments almost every day. Each student will require a single subject book, blue or black writing pens and pencils, and a pocket folder. Since we cover a lot of course material in one class period, there will be no need for locker passes.

I hope your son brought home his course syllabus and you had time to both read it and signed the syllabus contract. This contract is aimed at ensuring that both students and parents understand thoroughly how this course will be conducted. My goal as a lecturer is to guide him toward academic success and to help him develop critical thinking skills that will help him prepare for meaningful work and adult life.

We will be working on this syllabus during the academic year of 2019 to 2020. The textbooks we will be using are listed in the course syllabus, but some books will remain in the classroom after the lectures. Therefore, it is essential that your child has a notebook or a binder that he can use to write notes and assignments to help him prepare for homework and examinations. Tests and assignments will be given weekly on concepts, case studies, and content. Please assist your child in preparing for these tests and assignments. I will do my part in letting you know his academic progress and his involvement in disruptive class behavior.

The grading system is as follows: final exams 60%, assignments 20%, and weekly tests, 20%. A progress report will be ready every two weeks, on a Monday, if he achieved a below average grade C. The purpose of the progress report is to help me communicate to you the specific areas where your child is doing well or needs to put more effort before the final examinations. As I dedicate to the well-being of my students I need your cooperation in helping your child reach his full potential.

I have high expectations of all my students, and for that, I take their academic work seriously. I request you to help me in maintaining these high expectations by checking with your son periodically to ensure that he is doing his work. I am available to help the students individually before and after classes. If you would like me to notify you of the dates of tests and updates on your son’s progress, please fill out and return the form included with this letter. Please feel free to contact me at peter.charles@miamicollege.net with any concerns regarding your child’s academic activities.

Sincerely,

Peter Charles

Management lecturer