Dear Administrator,

The fourth grade team is going to be participating in a telecollaborative project during their natural disaster unit. This unit is taking place in the How the World Works unit (PYP unit). The telecollaborative project will enhance student learning and allow them to work with another student from around the world to collaborate on this project. This will not only increase student engagement, but also responsibility and pride in their work.

To participate in the project, I will need to use the computer lab or have access to a laptop cart throughout the four weeks of the project. I am anticipating that students will need about 3-4 hours per week on the computers. This will include time for research, writing e-mails, and creating presentations. Students will be expected to collaborate with their partner, who will be from a class in another country. Students will work together and share their research with each other, communicating by e-mail. I will be in charge of proofreading e-mails for appropriateness, and no e-mails will be sent without me reading them. This ensures that students are not sending or receiving offensive e-mails.

I appreciate your support while we are working on this project. Students will gain a lot of knowledge, not only about weather and natural disasters, but global knowledge from their e-pals as well. Students will be practicing writing letters, note-taking, and organizing information.

Thanks,

*Your Name*