

SAMPLE MEMO FORMAT

Date: November 1, 2006

To: [your cooperating teacher's name]

From: [your name]

Re: Observations from Interview with [student name]

Content of interview

Write 1-2 paragraphs describing your interview. Briefly explain the mathematical focus of the interview (e.g., math topics, processes, or dispositions) and provide an overview of the main tasks you posed, with a bit more detail about the tasks that relate to your assertions. In addition, comment on your student's disposition toward the interview, such as persistence, confidence, or willingness to try unfamiliar tasks.

Assertion #1

State your first assertion clearly and succinctly. Explain what you mean, and substantiate the assertion with specific examples or quotes from the interview. Connect the assertion to any related strand/s of mathematical proficiency in a way that makes it clear what the strand/s mean. (This section of the memo should be 1-2 paragraphs.)

Assertion #2

State your second assertion clearly and succinctly. Explain what you mean, and substantiate the assertion with specific examples or quotes from the interview. Connect the assertion to any related strand/s of mathematical proficiency in a way that makes it clear what the strand/s mean. (This section of the memo should be 1-2 paragraphs.)