



HOFSTRA UNIVERSITY™

**SCHOOL OF EDUCATION
OFFICE OF FIELD PLACEMENT
Hagedorn Hall 240**

2024

**STUDENT TEACHING APPLICATION
HANDBOOK**

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SECTION I

GENERAL ELIGIBILITY REQUIREMENTS

1. ACCEPTANCE INTO THE SCHOOL OF EDUCATION:

This applies to ALL prospective student teachers.

2. MATRICULATION OF GRADUATE STUDENTS:

A graduate student must be matriculated to be eligible for student teaching.

3. HEALTH RECORDS:

ALL student teachers must have up-to-date health records on file at the Hofstra University Health Office, **including current immunization records for measles, mumps and rubella, as well as a screening for tuberculosis.** This medical information must be on file by January 1st for spring semester student teaching and by August 1st for fall semester student teaching. **Proof of tuberculosis clearance must be within one year prior to your student teaching semester.** This medical information must be on file by January 1st for spring semester student teaching and by August 1st for fall semester student teaching.

4. NEW YORK STATE CERTIFICATION EXAMINATIONS:

Hofstra's School of Education **recommends** that all candidates for student teaching take Certification Examinations **PRIOR TO STUDENT TEACHING.**

Candidates are required to pass the Teacher Performance Assessment (edTPA), Educating All Students Test (EAS) and Content Specialty Test(s) (CST). Candidates who already hold an initial teaching certificate and want to apply for additional teaching certificates will only be required to take the Content Specialty Tests in that certification area.

For FAQs on the exams, please visit:

<http://www.highered.nysed.gov/tcert/>

To register for certification exams, go to: <http://nystce.nesinc.com>

5. STUDENT TEACHING PREREQUISITES:

Please refer to the Hofstra Bulletin (online) for specific information on program requirements and prerequisites for Student Teaching.

Students will qualify for admission to Student Teaching when they have satisfied the completion of the prerequisite courses as listed in the Hofstra University Bulletin. As a prerequisite to student teaching, there is a **minimum grade point average requirement** of 3.0 for undergraduate students and 3.0 for graduate students, overall and in education courses (with no D's or INC grades in education courses). Please refer to the Hofstra University General Bulletin (online) for your specific program requirements.

6. WORKING TEACHERS:

If you are a graduate student and are the full time "teacher of record" in your proposed certification area, you may be eligible to be supervised as a working teacher. Please request a *Supervised Working Teacher Application* in the Office of Field Placement, 240 Hagedorn Hall.

7. FINGERPRINT CLEARANCE:

Effective July 1, 2001, Chapter 180 of the Laws of 2000 requires the Commissioner of Education and the New York State Department of Education to request a fingerprint supported criminal history background check for applicants for New York State teaching certifications. In addition, school districts, and other educational institutions throughout the New York metropolitan area require fingerprint clearance as a prerequisite to placement.

SECTION II

DATES

1. APPLICATION DUE DATES

Spring 2024 due October 13, 2023

Summer 2024 for Working Teachers due March 15, 2024

Fall 2024 due March 15, 2024

2. STUDENT TEACHING DATES – SPRING 2024

Orientation DUAL // *Health & Physical Education Certification: December 13, 2023

All other Certifications: January 25th, 2024

1st placement: January 29 to March 22, 2024

2nd placement: March 25 to May 17, 2024

DUAL // *Health & Physical Education

1st placement: December 18, 2023 to January 26, 2024

2nd placement: January 29 to March 22, 2024

3rd placement: March 25 to May 17, 2024

*combined Health & Physical Education Certification //

2 placements for Physical Education only beginning January 29

Business

1st placement: January 29 to May 17, 2024

Student teachers are required to follow the calendar of the district in which they are student teaching. However, they must follow the Hofstra calendar for their Graduate / Undergraduate classes and seminars.

SECTION III

STUDENT TEACHING APPLICATION COMPONENTS

Please send each component as a separate pdf

1. APPLICATION FORM *page 18*

2. CURRENT HOFSTRA TRANSCRIPT

Submit an unofficial copy of your transcript printed from the Hofstra portal. As a prerequisite to student teaching, there is a minimum grade point average requirement of 3.0 for undergraduate and graduate students, overall and in education courses (with no D's or INC grades in education courses). In addition, some programs require a minimum G.P.A. in the certification area and/or in liberal arts. Please refer to the Hofstra University General Bulletin (online) for your specific program requirements.

3. DEGREEWORKS

A Degree Works printout signed and dated by your advisor must be submitted as part of your student teaching application. This is a list of all courses in your program leading to your degree.

4. PROOF OF FINGERPRINTING *see page 13-14*

Please provide a screenshot from your TEACHNY account.

5. RESUME *see page 15-16*

This resume will be sent to school districts along with our request for your placement.

ADDITIONAL APPLICATION COMPONENTS

FOREIGN LANGUAGE STUDENTS ONLY:

Students in the foreign language program must pass the Language Proficiency Examination prior to student teaching. *Documentation of examination must be included with the application.*

Email all forms to Joanne.Maselli@hofstra.edu

SECTION IV

STUDENT TEACHING POLICIES AND PRACTICES

Student teaching is a period of guided professional development, when you assume increasing responsibility for all of the activities involved in actual classroom teaching. It is an opportunity for you to integrate and apply, in a field-based setting, the knowledge, attitudes and skills acquired during your professional preparation at Hofstra.

As a student teacher you will be under the immediate supervision of skilled cooperating teachers and the general supervision of the school principal. The University supervisor links the student teacher, the school, and the University. The University supervisor provides assistance to you and works closely with school personnel in planning and evaluating your field experience. The University supervisor also facilitates your analysis of your own teaching and, in consultation with other appropriate school personnel, helps you summarize your current competencies and clarify your goals for continued professional growth.

Student teachers are expected to behave in an ethical and professional manner according to the guidelines for student conduct and academic honesty at Hofstra University and to the professional standards identified in their respective programs in the School of Education. Satisfactory interpersonal behavior and professional performance in classes and meetings, student teaching, internships, and practica are expected. If a report is received concerning an ethics violation, or an incident of inappropriate behavior as defined by the Student Judicial Code occurs, established University procedures will be followed to investigate the issue and determine the course of action.

It is our policy that if a student is dismissed from two schools before and/or during the student teaching semester, that student will be counseled out of the teacher education program and will not be recommended for certification by Hofstra University.

It should also be noted that student teachers develop professional competence at different rates and, for some student teachers, it may be necessary to extend the duration of the field experience. Extensions will be determined by the Associate Dean for External Relations and Field Placement in collaboration with the University Supervisor, the cooperating teacher, and the student teacher.

Field Placement Policies

Policy on Non-Placement in Student's Home School District

It is the School of Education's policy not to place student teachers or participant-observers in their home school districts. The reasons are as follows:

1. The Hofstra student is very familiar with the schools and community in the home district. Our program is intended to broaden their experiences and perspectives.

2. There are issues of confidentiality. The Hofstra student could have a neighbor's child in class.
3. When there is a placement problem, and we move a student to another placement, the student is often reluctant to "make waves," and wants to remain in an unacceptable setting. Such a request cannot be honored. This can result in discomfort and can leave bad feelings in the school.
4. It is difficult for the Hofstra student to make a transition from student to professional status, when viewed by the school faculty as a former student in the school.
5. Staff who may know the Hofstra student often have difficulty offering objective evaluations.
6. Teachers have expressed discomfort having residents in the faculty room, where they have informal conversations about students, parents, and community members.

POLICY ON REQUESTS FOR PLACEMENT OF STUDENT TEACHERS OR PARTICIPANT-OBSERVERS

When school districts make requests for particular student teachers, those requests will be only honored under the following conditions:

1. The student has already completed fieldwork in a wide variety of settings, including a high needs school, as defined by New York State.
2. The request is not based on any personal relationships that the Hofstra student (or his/her family or friends) may have in the school district with central office personnel, school administrators, teachers, or parents. Such relationships can compromise objective evaluation of the Hofstra student's work, and create inequities among students in the program.
3. The request must be made in writing to the Associate Dean for External Relations and Field Placement, on district or school letterhead, and submitted prior to completion of the placement process elsewhere. If another school district has already accepted the Hofstra student and is arranging his/her assignment, the original placement will be honored.

1. ASSIGNMENTS:

All assignments for student teaching are arranged by the Office of Field Placement. We make every effort to accommodate your needs; however, a student teacher will not be placed in a school district in which s/he lives or has attended. It is the policy of the School of Education to place students in a variety of districts, including a "high-needs" school, as defined and required by New York State. Students are asked not to contact schools until notified to do so by the Office of Field Placement. Credit is given only for student teaching assigned by the University through the Office of Field Placement and supervised by University faculty.

2. CALENDAR:

During student teaching, students are expected to be present in their field placements whenever school is in session in their assigned districts. Likewise, students are expected to attend classes at Hofstra whenever the University is in session. **STUDENT TEACHING MAY BE EXTENDED FOR STUDENTS WHO NEED ADDITIONAL TIME TO MEET THE STANDARDS OF THE PROGRAM.**

3. TRANSPORTATION:

Transportation to assigned schools and to scheduled student teaching seminars is the sole responsibility of the student teacher.

4. WORK:

It is recommended strongly that a student not engage in employment which might interfere with carrying out the full responsibilities of student teaching. Similarly, student teachers are advised to minimize course work concurrent with student teaching.

5. WITHDRAWALS:

Withdrawals from student teaching must be completed by the student teacher in accordance with University regulations, including notification of this change in status to the Office of Academic Records. Additionally, notification of withdrawal must be submitted in writing to the Office of Field Placement.

6. SEMINARS:

Students must attend seminars with their supervisors each week during their placements. These seminar meetings are sharing times on subjects such as pedagogy, classroom management and discipline, resumes, job interviews, certification requirements, etc.

7. SPECIAL NEW YORK STATE MANDATED SEMINARS:

Students in school-based programs are required to attend and complete all six (6) of the following seminars:

- Prevention of Alcohol, Tobacco and Drug Abuse
- Identification of Child Abuse and Maltreatment
- Fire/Arson Prevention
- Highway and School Safety and Prevention of Child Abduction
- School Violence Prevention and Intervention
- Dignity for All Students Act (DASA)

Proof of completing these seminars must be verified prior to the conferral of the degree. Hofstra students can register for these seminars through the Hofstra portal, or by contacting:

School of Education, Dean's Office
240 Hagedorn Hall
(516) 463-5747

8. REGISTRATION:

Students must observe all registration procedures designated by Hofstra University, Office of Financial and Academic Records.

9. STUDENT TEACHING GUIDE:

The Office of Field Placement will provide each student with a copy of *Student Teaching Handbook*.

10. REQUESTS FOR CHANGE OF PLACEMENT OR CHANGE OF SUPERVISOR:

A request for a change of placement or change of supervisor may be initiated by the student teacher, the University supervisor, other University faculty members, or a cooperating teacher or administrator in the local school. The Assistant Dean for External Relations will review the request with all parties involved and facilitate changes when needed. A good faith effort to work out any placement difficulties will be made before any changes in placement are made.

SECTION V

STUDENT TEACHING COURSES

(This guide is provided for your reference in identifying the course number in your program. You must fill in the appropriate course number on your application form.)

UNDERGRADUATE STUDENT TEACHERS

Elementary Education, gr. 1-6	ELED 121A + co requisite course
Early Childhood, B - gr.2	ELED 137 + co requisite course
Dual Early Childhood & Elementary Education B – gr. 6	ELED 137A + co-requisite course
Secondary Education, gr. 7-12	SED 179 + co-requisite course
Art, Dance and Music Education, gr. PreK-12	CT 179 + co-requisite course
Health Education, gr. PreK-12	HPFS 130 A/B
Physical Education, gr. PreK-12	PESP 130 A/B

GRADUATE STUDENT TEACHERS

Elementary Education, gr. 1-6	ELED 221 + co-requisite course
Early Childhood, B – gr. 2	ELED 261 + co-requisite course
Dual Early Childhood & Elementary Education B – gr. 2	ELED 261A + co-requisite course
Working Teachers in Childhood or Early Childhood	ELED 222 A + ELED 222 B - summer) + co-requisite course
Secondary Education, gr. 7-12	SED 217 + co-requisite course
Working Teachers in Secondary	SED 218 + co-requisite course

Education**(must have classes in gr. 7-9 AND 10-12)**

Art or Music Education, gr. PreK-12 Working Teachers in Art or Music (must have classes in gr. PreK-6 AND 7-12)	CT 227 + co-requisite course CT 228 + co-requisite course
Languages Other Than English & Teaching English to Speakers of Other Languages, M.S.Ed.	SED 217
Teachers of Non-English-Speaking Students (TESL), PreK-12 (uncertified student teachers)	CT 269
Teachers of Non-English-Speaking Students (TESL), PreK-12 (practicum for certified teachers)	CT 268
Health Education, PreK-12 (no prior teaching certification)	MHAE 230 A/B
Health Education, PreK-12 (pursuing 2nd certification)	MHAE 230 C (+ MHAE 263 C may also be required- See Advisor.)
Physical Education, PreK-12	MSPE 272 A/B
Dual Physical Education/Health	MSPE 272 A/B & HED 272 A/B
Working Teachers in Physical Education (uncertified)	MSPE 273
Working Teachers in Physical Education (pursuing 2nd certification)	MSPE 274
Teachers of Students with Speech- Language Disabilities	See Department Advisor

GRADUATE STUDENT TEACHERS IN SPECIAL EDUCATION PROGRAMS

Inclusive Early Childhood Special Ed, Inclusive Elementary Special Ed	SPED 219 G/S
Working Teachers in Inclusive Early Childhood or Elementary Special Education	SPED 219 C (Can replace SPED 219 G or SPED 219 S, with department approval)
Working Teachers in Inclusive Special Ed	SPED 223 C
Inclusive Secondary Special Ed	SPED 223 G/S
Secondary Special Education	(Can replace SPED 223 G or SPED 219 S, with department approval)
Special Ed Generalist	SPED 295
Special Education, with specialization in Early Childhood, Childhood, or Secondary Ed	SPED 237
Working, certified teachers pursuing, certification in Special Education	SPED 237 A (summer) Provide a letter from your principal, detailing your teaching assignments during the academic year. Submit that to the Special Education Program Director, with your written request to student teach in the summer.

UNDERGRADUATE/GRADUATE STUDENT TEACHERS IN 5 YEAR PROGRAMS

BS Early Childhood/Childhood Education & MSED or MA	ELED 141A + co-requisite course ELED 141B + co-requisite course ELED 141C + co-requisite course ELED 138A + co-requisite course
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SECTION VI – APPENDIX/FORMS

APPLICATION CHECKLIST

1. **Met with my Program Advisor/Director**
Must include a SIGNED plan of study and/or DegreeWorks.

2. **Completed Fingerprinting Process**
Must include a proof of Fingerprinting with Application.

3. **All Components of the Application Completed**
All paperwork must be completed in full with Student ID number where required. Application will not be accepted unless all materials are enclosed.

4. **Make Arrangements to Complete the Six REQUIRED New York State Seminars**
1- Identification of Child Abuse and Maltreatment
2- Fire and Arson Prevention
3- School Violence Prevention and Intervention
4- Prevention of Alcohol, Tobacco and Drug Use
5- Highway and School Safety/Prevention of Child Abduction
6- Dignity for All Students Act (DASA) Anti-bullying

5. **All Incompletes Must be Resolved**
Please discuss this with your Program Adviser/Director. Must be resolved prior to the beginning of student teaching.

6. **MASTERS and ADV CERT students only**
All undergraduate/prerequisite coursework completed
(Please verify with program Adviser/Director)

7. **Obtain a Current Transcript**
Your Un-Official Transcript MUST be submitted with your application.

8. **Updated Resumé**
[Please refer to the Student Teaching Handbook for appropriate format.]

STUDENT SIGNATURE: _____

This sheet must be returned with all of the above materials and your student teaching application

HOW TO FIND YOUR FINGERPRINTING CONFIRMATION

STEP 1: Log onto your TEACH account. On the TEACH homepage scroll down to "Inquiry Links" and click "Account Information"

The screenshot shows the TEACH homepage with a navigation bar at the top. Below the navigation bar is a sidebar with a 'TEACH' logo and a main content area. The 'Inquiry Links' section is expanded, showing a list of options: Profile Links, Fingerprinting Links, Inquiry Links (with 'Account Information' highlighted), Online Application, Professional Development, Payment Links, and Refuse Links. Two black arrows point from the left and right towards the 'Account Information' link.

STEP 2: Scroll down to "Fingerprinting" in the drop down menu and then hit "Go"

The screenshot shows a dropdown menu with the following options: Education, Work Experience, Certificates, Correspondence, Contact History, Fingerprinting (highlighted in blue), Test Scores, Workshops, Superintendent Statements, and College Recommendations. A 'Go' button is visible to the right of the dropdown. Below the dropdown is a 'Done' button.

STEP 3: Look for the statement "Your DCJS and FBI results have been received."

This is confirmation that the state has received your fingerprints and that you are cleared. Print this page. This is the page that the Office of Field Placement wants for proof of fingerprinting when you apply for student teaching.

The screenshot shows the 'Fingerprint Information' section. A yellow highlight is placed over the text: "Your DCJS and FBI results have been received." Below this text is a table with the following columns: Application Type, Application Date, Employer Name, Position, Application Status, and Status Date. The text "No Data Found" is centered below the table. A 'Done' button is visible at the bottom right.

Application Type	Application Date	Employer Name	Position	Application Status	Status Date
No Data Found					

SAMPLE FINGERPRINT CONFIRMATION

Screenshot *please convert to pdf*

Person Information

Name

SSN

Teacher Id

Address

Address Created

[Redacted]

-**-*

[Redacted]

[Redacted]

Maiden Name

Date of Birth

Gender

Home Phone

Email

Citizenship

[Redacted]

[Redacted]

[Redacted]

[Redacted]

Update Person Info

Select information you want to view

To view more than one category, press CTRL while clicking each category you want to see, then click the "Submit" button.

- Education
- Work Experience
- Certificates
- Correspondence
- Contact History
- Fingerprinting**
- Test Scores
- Workshops
- Superintendent Statements
- College Recommendations
- Retirement

Submit

Fingerprinting

Your DCJS and FBI results have been received.

This is the proof that you have been fingerprinted

Fingerprint Information

Show 10 entries

Search:

Application Type	Application Date	Employer Name	Position	Application Status	Status Date
[Redacted]	[Redacted]	[Redacted]	[Redacted]	FULL CLEARANCE	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	FULL CLEARANCE	[Redacted]
[Redacted]	[Redacted]	[Redacted]	[Redacted]	FULL CLEARANCE	[Redacted]

This section will only be populated if a school district has already made an inquiry through NYS

Showing 1 to 3 of 3 entries

SUGGESTED FORMAT FOR YOUR RESUME

YOUR FULL NAME

E-mail Address (professional language)

(Area Code) Telephone Number - note home or cell phone

Campus or Local Address:

Permanent Address:

EDUCATION:

List all colleges attended, city, state
Grade point average

Dates (from present
to earliest attended)

RELATED EXPERIENCE:

Volunteer and paid positions that involve work with
children or adolescents. You can include your
participant-observation in schools.

Dates (from present
to earliest)

OTHER EXPERIENCE:

Volunteer or paid positions unrelated to work with
children or adolescents.

Dates (from present
to earliest)

ACTIVITIES:

Clubs
Extra curricular activities

Dates (from present
to earliest)

SKILLS:

Computer skills
Special talents and hobbies

Limit your resume to one page

SAMPLE RESUME FORMAT

Campus Address:
123 Netherlands
Hempstead, NY 11549

SUSAN B. ANTHONY
sba@pride.hofstra.edu
(516) 932-0000

Permanent Address:
22 Main St.
Greenwich, CT 11111

EDUCATION:

Hofstra University, Hempstead, NY
Bachelor of Arts, Elementary Education & Psychology
GPA: 3.5

anticipated 5/19

Nassau Community College, Garden City, NY
Associate of Arts, Psychology
GPA: 3.8

5/05

RELATED EXPERIENCE:

Private Tutor, various students - *Second - Fourth Grades*

Summer 2016 – present

- Tutor students in English and mathematics and help with organizational skills

Band Facilitator

2017 – present

Youth Leader

2016 – present

ABC Church, Hempstead, NY

Participant Observer

Searingtown Elementary School, Herricks, NY
Grade 3

Fall 2018

- Utilized KWL chart to teach interdisciplinary lesson on snails, which encouraged research and observation
- Facilitated cooperative learning activity as part of comprehensive unit on division
- Worked with guided reading groups

Participant Observer

Fall 2017-Spring 2015

Kindergarten - Seaford Manor School, Seaford, NY
Sixth Grade - Mandalay Elementary School, Wantagh, NY

Water Safety Instructor & Lifeguard

Summers 2017-2015

Town of Hempstead, WaterBabies, Marriott Hotel, Long Island, NY

- Instruct youth and adults on basic and advanced swimming skills
- Oversee pools and ensure patron safety

OTHER EXPERIENCE:

Waitress

2016-present

Butera's Restaurant, Massapequa, NY

- Provide excellent customer service
- Substitute for Assistant Manager when needed

ACTIVITIES:

- Delta Phi Epsilon National Sorority: Vice-President (Fall 2008)
- Hofstra Interfaith Center
- American Association for the Child's Right to Play - Member

SKILLS:

- Microsoft Word, Excel and PowerPoint, Kidspiration, Adobe Photoshop, Internet
- Digital Photography
- CPR for the Professional Rescuer, First Aid Basics, AED Essentials, and Water Safety Instruction



School of Education

Dear School of Education Student:

The School of Education is committed to providing our students and faculty with the technology to document the growth and development of professional competencies related to our program offerings. To help us in this effort, we have partnered with Tk20, a comprehensive system that provides all of us – students, faculty, administrators – with a rich set of tools to help manage these tasks.

The Tk20 system allows students to:

- Create and submit your artifacts for key assessments online. Your artifacts will stay with you so you can use them for many years, even after graduation.
- Submit online evaluations of field supervisors/field placement sites.
- Create electronic portfolios for documenting your work for presentation to faculty and prospective employers.
- Having a fully documented record of your field experience work and your experience with student teaching/clinical practice.
- Have a complete record of your advising, program requirement, and certification requirements (if applicable).
- Provide a repository for video clips, lesson plans, reflections, and evaluations that will lead to certification.

All students in teacher education and educational leadership programs within the School of education are required to purchase a Tk20 account, in order to complete selected course assignments and facilitate assessment/evaluations for courses, field experiences, and student teaching. You may purchase your account online directly from Tk20 for \$142 (\$139 + \$3 processing fee). Your account, once activated, will be valid for seven years, allowing you to access your materials (portfolios, etc.) well into your professional career.

For instructions on how to purchase Tk20 and complete your Tk20 tasks, please visit www.hofstra.edu/Tk20 and click on the STUDENT section at the bottom of the page.

We do understand that the cost of a college education is high. We have spent a considerable amount of time finding the best system to meet your needs and ours. As you become familiar with the system and realize its potential benefits, I am sure that you will be very pleased.

Sincerely,

Sheri L. Suzzan, EdD

Sheri L. Suzzan
Associate Dean
External Relations, Field Placement, and Recruitment
School of Education



APPLICATION FOR STUDENT TEACHING
School of Education

Year/Semester Applying For _____ UG/G _____

Name _____
Last First Middle

ID# _____

Address during student teaching _____
No. and Street
City State Zip

E-mail Address (Hofstra) _____

(alternate) _____

Telephone # (preferred) _____ (alt) _____

Certification Area Seeking _____

Other New York State Certifications Held _____

Student teaching course # in which you will be enrolled _____

(Refer to the "GUIDE TO STUDENT TEACHING COURSES" in the Student Teaching Handbook)

Overall cumulative grade point average _____

Have you been fingerprinted through MorphoTrust? Yes No

School District from which you graduated _____

School District in which you currently reside _____

Every effort will be made to place within a 30-minute commute from home. Feel free to list specific locations / schools that you would like us to look into.
