Field Placement Pacing Guide for UTL 640 Student Interns
Fall 2017

- UTL 640 requires 45 hours of observation. Within the 45 hours of observation, students must observe their cooperating teacher and teach nine lessons. Three lessons may be repeated.
- Cooperating Teachers (CTs) should be included in all decision-making during the internship.
- UTLA Observation and Lesson Verification Form and UTL 640 Observation Forms will be provided by the instructor, picked up in the UTLA offices (BEL 224) or can be downloaded from the UTLA website.
- The UTL 640 student interns need to complete their Field Experience by December 1, 2017.

Week 1 (September 11 - 15)
- Turn off cell phone when entering your CT’s classroom and put away. Continue this practice throughout your field experience.
- Keep track of your hours on campus and have your CT sign each time you are present.
- Work with CT to determine a place in the classroom where you may be seated during observations and place materials/personal items while in the classroom.
- **With your CT, determine your observation schedule from for the next 10 to 12 weeks.** Using a calendar, map out a schedule of specific dates and times you will be present and the projected dates you will teach during the internship. This will be helpful in scheduling your evaluations with your Field Supervisors.
- Observe your CT.
- Assist your CT with their direction. Help distribute handouts, books, materials etc.

Week 2 (September 18 – 22)
- If needed, continue to work with your CT to establish your observation schedule from now until the end of your field experience.
- Review student names in your CT’s classes and a seating chart if possible for the classes you will be observing and teaching.
- Review the campus handbooks and talk with your CT about the daily schedule, emergency procedures (fire drill, tornado alert, etc.), discipline expectations and procedures for dealing with problems.
- Observe your CT and assist with their direction.
- Discuss with your CT current semester units/curriculum for the course with which you’ll be working. If available, ask your CT to see district curriculum documents. Determine which lessons you may teach during your internship. It is highly recommended to start with a lesson of 30-35 minutes and build up to teaching a full class period over the course of your first 2-3 lessons.
- Begin reading any texts for which you will be responsible and/or researching unknown content for your first few lessons. Consult your CT about whether or not any of these texts/materials can be checked out from their department, textbook office, or school library.
- Establish contact with your field supervisor to inform them of your observation schedule; be specific about the location of your school/classroom and the class times / block scheduling, etc.

Weeks 3-4 (September 25 – October 6)
- Observe your CT and assist with their direction.
- Continue working to learn students’ names in the classes you’re observing and will teach.
- Work with individual or small groups of students needing extra help or enrichment activities with the direction of your CT.
• Learn the policies for using any teacher “tools” that are available to you, including the use and care of the copy machine. If possible ask your CT if it would be possible to learn how to operate the copy machine available to the CT.

• **Teach your first 1-2 lessons**; your CT will stay in the room and observe. Submit your lesson plans and corresponding materials to both your instructor and your CT at least 24 hours in advance of implementation (not including weekends).

• **Provide observation forms to your CT to evaluate your when you teach.**
  - Submit the observation forms completed by your CT when you attend your 640 seminar; these are official documents and should be submitted as they’re accrued. They are also part of your lesson grade.

• **Schedule your first observation by your assigned UTLA Field Supervisor and post-observation debrief for weeks 3-6 as suggested on the syllabus—preferably your 3rd or 4th teach.** Make sure that your CT confirms this date.
  - Make arrangements to record yourself teaching during this time period for your Video Analysis Activity.
  - Look ahead to your upcoming lessons and plan accordingly.
  - Discuss with your CT, if you can assist with classroom duties such as attendance, handing out papers, tutoring, etc.

**Weeks 5-7 (October 9 – 27)**

• Continue planning and delivering your required lessons; your CT will stay in the room and observe. Remember to submit your lesson plans and corresponding materials to both your instructor and your CT at least 24 hours in advance of implementation (not including weekends).

• Submit the observation forms completed by your CT during the 640 seminar; these are official documents and should be submitted as they’re accrued.

• Look ahead to your remaining lessons and plan accordingly.

• **First evaluation and debrief by your assigned UTLA field supervisor should occur.**

• Have on hand an evaluation form for your UTLA Field Supervisor in case they do not have one.

• **Schedule your second observation and debrief with your assigned UTLA field supervisor for some time during weeks 7-10 as suggested on the syllabus—preferably for your 7th or 8th teach.** Make sure that your CT confirms this date.
  - Observe your CT and assist with their direction.
  - If possible, assist your CT with constructing and grading informal and/or formal assessments.
  - Make arrangements to record yourself teaching during this time period for your Video Analysis Activity.
  - Discuss with your CT, if you can continue to assist with classroom duties such as attendance, handing out papers, tutoring, possibly grading etc.

**Weeks 8-11 October 30 - November 21**

• Continue planning and delivering your required lessons; your CT will stay in the room and observe. Remember to submit your lesson plans and corresponding materials to both your instructor and your CT at least 24 hours in advance of implementation (not including weekends).

• Submit the observation forms completed by your CT during the 640 seminar; these are official documents and should be submitted as they’re accrued.

• Make arrangements to record yourself teaching during this time period for your Video Analysis Activity.

• **Participate in your second observation and debrief by your assigned UTeach-LA field supervisor.**

• Return all materials to your CT and school library.

• Write a thank you note to your CT and to any other district employee who has been helpful