UTEACH – LIBERAL ARTS

UTL101 Intro to Teaching Profession
General Course Syllabus — Spring 2015

Instructor: Rose Potter
Office: Gebauer 1.308
Email: rpotter@austin.utexas.edu

Class: Wednesday, 1:00-2:00 PM; JES A203A; Unique# 46365
Office Hours: Thursday, 11:30 – 4:00 & By Appointment
Office Phone: (512) 232-7359

Prerequisites

2.5 grade point average; students must use a word processor, e-mail, and have access to a web browser. A grade of A or B (84 or above) is required to remain in the program without appeal. Plus/minus grading is used in the calculations as well as penalties for absences in determining the final class grade.

Course Description

UTL101 provides students with early field experience in teaching as well as an introduction to the theory and practice. Both are necessary to design and deliver excellent instruction. Students attend a weekly seminar on the UT campus. Students also attend seven school visits of, minimally, one hour each and teach three lessons to the elementary students they observe under the guidance of a cooperating teacher (CT). The total is 10 days in the school for a total of 10 hours. The elementary classrooms are selected both for the diversity of the student body and for the quality of the classroom teacher who serves as a CT. The CTs will work with the UTeach-LA students to improve their teaching abilities as the semester progresses. The cooperating teacher will remain in the classroom at all times and will provide immediate feedback on the quality of the UTeach-LA student’s instruction. Additionally, this course begins the teacher preparation sequence and therefore, emphasizes quality, timeliness, dependability, and professional behavior.

Course Objectives

UTL101 students will:

- Assess whether they wish to pursue teaching as a profession.
- Determine their own learning style and relate the findings to the students they are and the teachers they may become.
- Develop an awareness of diverse student populations.
- Understand the concept of interactive lessons.
- Distinguish between learner-centered and teacher-centered instructional strategies.
- Discuss state and national standards and their value to curriculum issues.
- Examine various methods of assessment.
- Write performance objectives, lesson plans, and one assessment activity.
- Follow the UTL101 lesson plan format and deliver three lessons.
- Become reflective practitioners, using reflection to improve over time.
- Utilize technology to communicate, collaborate, and instruct.
- Understand and begin to practice the basic components of good classroom management.
- Exhibit positive expectations for all students.
- Serve as a role model by demonstrating clear communication, pleasant demeanor, interest in each individual student, and accurate content.
- Become familiar with teacher certification requirements, including course sequence, UTeach-LA portfolio requirements, state certification exams, and minimum grade point average to be eligible for student teaching.
Field Experience

- **10 hours**: You are responsible for seven hours of participatory visits and three lessons for a total of ten hours in the field. Normally the lessons will be less than an hour in length but the time period should be an entire hour. You will work with the class or do other tasks that your CT requests during the additional time. A complete lesson consists of three required submissions for assessment:
  1. A completed lesson plan with all supporting details and documents.
  2. A reflection of your performance of the lesson delivery.
  3. The lesson evaluation written by your CT and delivered to your instructor.

- Specific guidelines for 4 written observations and lessons will be provided as well as a schedule.
- Any absence from field experience must be made-up to successfully complete the course.
- Make initial contact with your cooperating teacher by email. A sample format is provided on Canvas.
- Obtain the signature of your cooperating teacher on the observation and lesson verification form each time you observe or teach a lesson.
- The cooperating teacher will provide written evaluation at the end of each lesson taught on the form you provide. Submit the evaluation form to your UTL101 instructor at the next seminar.
- The cooperating teacher will submit a midterm and final evaluation of your progress.
- E-mail reflections on lessons, observation write-ups and other assignments to the UT instructor as listed on the detailed syllabus. Observation write-ups thoroughly describe the experience during field experience that day. Remember to keep hard copies of all documents for your portfolio. After emailing assignments, go to your sent file to make sure you have sent both the file and attachment. This puts the responsibility on you for proper communication.
- Know the check-in procedures for your assigned school. For security reasons most schools have a system guests must follow.
- Dress appropriately and professionally when going to schools.
- Immediately report any concerns to the UT seminar instructor.
- Professional behavior is a must! Be on time and be prepared. **IF AN EMERGENCY ARISES, CAUSING YOU TO MISS YOUR SCHEDULED FIELD EXPERIENCE, NOTIFY YOUR COOPERATING TEACHER AND YOUR INSTRUCTOR IMMEDIATELY.** Do not miss your teaching assignment due to a transportation problem. **Be sure to reschedule and complete the missed lesson or observation (preferably within a week).** Your cooperating teacher, your students, and your instructor are counting on you!

Seminar Expectations

- Regular attendance is important for success. **After the first absence from the seminar, 5 points will be deducted from the final grade for each additional absence.**
- Participate actively and positively in seminar discussions and activities.
- Turn in assignments on time. Certain assignments have specific due dates listed in the detailed syllabus. Lessons must be taught within a window of time; however, all lesson plans must be submitted a minimum of 48 hours in advance of the lesson to both your cooperating teacher and me. Reflections must be submitted within 48 hours of teaching the lesson. Late assignments will have a 20 point deduction after 48 hours. After 48 hours the grade will be a zero.
- Technology: UTL101 requires demonstration of basic computer literacy skills. As you progress through the UTeach-LA program, more advanced skills will be required and UTeach students will learn more about how to integrate technology into instruction. UTL101 will address the following competencies:
  1. Communications via e-mail, including attaching documents
  2. Word-processing
  3. Searching Web sites for new materials, educational resources, and school information
## UTL 101 Spring 2015 Class Calendar

<table>
<thead>
<tr>
<th>S-#</th>
<th>DATE</th>
<th>THEME</th>
<th>ASSIGNMENT</th>
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</table>
| 1   | 1/21 | Overview of UTL101 | “Most Memorable Teacher”  
Syllabus Review  
Placement Info Sheet  
Introductory Activity  
Write an essay to describe the teacher who most impacted your life. Upload to CANVAS by midnight Sunday, January 25.  
**Mandatory Orientation for all 101 students**  
Saturday, January 31; 10:00 AM; CLA 0.128 |
| 2   | 1/28 | What makes a good teacher? | “WEB Activity 1: Your School”  
Introduction to State Standards  
The TEKS  
Bring written work to seminar on 2/4.  
Do not email.  
**Mandatory Orientation**  
Saturday, January 31; 10:00 AM; CLA 0.128 |
| 3   | 2/4  | Driving Forces in Education | Read: “It’s Not How Smart You Are...” |
| 4   | 2/11 | Class Management 1 | “Observation Write-up 1” (Due 2/18)  
Create a positive, productive classroom with an environment of respect.  
“The look” & “The voice” |
| 5   | 2/18 | The Three-Part Objective | “Web Activity 2: Subject Area TEKS” (2/25)  
Performance Objectives  
Writing Practice |
| 6   | 2/25 | Design a lesson | “Observation Write-up 2” (Due 3/4)  
TEKS & National Standards  
Lesson Plan Template  
With the help of your cooperating teacher select the topic for Lesson 1*. Bring your topic and teach date to Seminar 7. |
| 7   | 3/4  | Teach a lesson | With the help of your cooperating teacher select the topic for Lesson 1*. Bring your topic and teach date to next seminar.  
Open and close a lesson  
Double your teaching effectiveness |

**IMPORTANT NOTES.**

1. Do not teach Lesson 1 before Monday, March 9 unless requested to do so by your CT.
2. Specific dates for teaching lessons 1-3 are determined by your CT. Remember, both your CT and instructor (me) must approve your lesson before you teach.
3. Send them 48 hours in advance go allow time for assessment.
<table>
<thead>
<tr>
<th>CLASS</th>
<th>DATE</th>
<th>THEME</th>
<th>ASSIGNMENT</th>
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</thead>
<tbody>
<tr>
<td>8</td>
<td>3/11</td>
<td>Assessment 1</td>
<td>Plan Lesson 1. Follow the UTL101 lesson format on Canvas. Practice lesson before you present. <strong>Upload your reflections to Canvas</strong> within 48 hours after lesson. Bring CT evaluation (yellow copy) to class to turn in. Check Canvas for due dates.</td>
</tr>
<tr>
<td>AN</td>
<td>3/25</td>
<td>Assessment 2</td>
<td>Observation Write-up 3 (Due 4/1)</td>
</tr>
<tr>
<td>10</td>
<td>4/1</td>
<td>Best Practices</td>
<td>Lesson plans 2 and 3 design and presentation. Dates will vary per student and CT schedule.</td>
</tr>
<tr>
<td>11</td>
<td>4/8</td>
<td>Classroom Management 2</td>
<td>Observation Write-up 4 (Due 4/15)</td>
</tr>
<tr>
<td>13</td>
<td>4/22</td>
<td>Professionalism</td>
<td>Prepare your portfolio.</td>
</tr>
<tr>
<td>14</td>
<td>4/29</td>
<td>Looking Back</td>
<td>Final Reflection for portfolio Prepare portfolio and self-assessment. Make-up lesson/observation, if needed</td>
</tr>
<tr>
<td>WED</td>
<td>5/6</td>
<td>Final Product Submission</td>
<td>Early submissions happily accepted. Be sure to self assess your work.</td>
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**Remember:** You are allowed one absence (excused or unexcused) in seminar. After the first absence, five points will be deducted for each additional absence. No absences are allowed in field experience. In case of an emergency, notify your cooperating teacher, e-mail me, and reschedule as soon as possible.

<table>
<thead>
<tr>
<th>Grading System</th>
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<tbody>
<tr>
<td><strong>Field Experience</strong></td>
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<tr>
<td>Attendance, Communication, Cooperation, Lessons, Evaluations and Observations)</td>
</tr>
<tr>
<td><strong>Seminar</strong></td>
</tr>
<tr>
<td>Attendance, Participation, Technology, Lesson Plans, Lesson Reflections, Observation Write-ups</td>
</tr>
<tr>
<td><strong>Portfolio</strong></td>
</tr>
<tr>
<td>A full documentation of your UTeach-LA 101 experience with self-assessment</td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td>100%</td>
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# UTL 101 Spring 2015 Calendar

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date (Submission Method)</th>
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</thead>
<tbody>
<tr>
<td>1 Most Memorable Teacher Paper</td>
<td>Sunday, 1/25 (Canvas)</td>
</tr>
<tr>
<td>2 Web Activity 1</td>
<td>Wednesday, 2/4 (Canvas and Bring to Seminar)</td>
</tr>
<tr>
<td>3 Observation Write-up 1</td>
<td>Wednesday, 2/18 (Canvas)</td>
</tr>
<tr>
<td>4 Web Activity 2</td>
<td>Wednesday, 2/25 (Canvas)</td>
</tr>
<tr>
<td>5 Observation Write-up 2</td>
<td>Wednesday, 3/4 (Canvas)</td>
</tr>
<tr>
<td>6 Lesson 1 Plan</td>
<td>48 hours before teaching the class (Canvas)</td>
</tr>
<tr>
<td>7 Lesson 1 Reflection</td>
<td>Within 48 hours of lesson 1 delivery (Canvas)</td>
</tr>
<tr>
<td>8 Lesson 1 CT Evaluation Form</td>
<td>Seminar following lesson 1 (Bring to Seminar)</td>
</tr>
<tr>
<td>9 Lesson 2 Plan</td>
<td>48 hours before teaching the class (Canvas)</td>
</tr>
<tr>
<td>10 Lesson 2 Reflection</td>
<td>Within 48 hours of lesson 2 delivery (Canvas)</td>
</tr>
<tr>
<td>11 Lesson 2 CT Evaluation Form</td>
<td>Seminar following lesson 2 (Bring to Seminar)</td>
</tr>
<tr>
<td>12 Observation Write-up 3</td>
<td>Wednesday, 4/1 (Canvas)</td>
</tr>
<tr>
<td>13 Lesson 3 Plan with assessment</td>
<td>48 hours before teaching the class (Canvas)</td>
</tr>
<tr>
<td>14 Lesson 3 Reflection</td>
<td>Within 48 hours of lesson 3 delivery (Canvas)</td>
</tr>
<tr>
<td>15 Lesson 3 CT Evaluation Form</td>
<td>Seminar following lesson 3 (Seminar)</td>
</tr>
<tr>
<td>16 Observation Write-up 4</td>
<td>Wednesday, 4/15 (Canvas)</td>
</tr>
<tr>
<td>17 Portfolio (Digital or Hard Copy)</td>
<td>Wednesday, 5/6 by 2:00 PM. May be submitted earlier (1.308 Gebauer)</td>
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**Notes**
THE UNIVERSITY OF TEXAS NOTIFICATIONS

University Electronic Mail Notification Policy
(Use of E-mail for Official Correspondence to Students)
All students should be familiar with the University’s official e-mail student notification policy. It is the student’s responsibility to keep the University informed as to changes in her or his e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at http://www.utexas.edu/its/policies/emailnotify.html. In this course, e-mail will be used as a means of communication with students. You will be responsible for checking your e-mail regularly for class work and announcements.

Core Values and Policy on Scholastic Honesty:
The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect towards peers and community. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Refer to the Student Judicial Services website at http://deanofstudents.utexas.edu/sjs/scholdis.php to access official University policies and procedures. Link to University Honor Code: http://catalog.utexas.edu/general-information/the-university/#universitycodeofconduct.

Accommodations for Students:
Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, http://www.utexas.edu/diversity/ddce/ssl/.

By UT Austin policy, you must notify me of your pending absence at least fourteen days prior to the date of observance of a religious holy day. If you must miss a class, an examination, a work assignment, or a project in order to observe a religious holy day, you will be given an opportunity to complete the missed work within a reasonable time after the absence.

Emergency Evacuation Policy
The following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, http://www.utexas.edu/safety/

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Link to information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency.