UTEACH – LIBERAL ARTS

UTL101 Intro to Teaching Profession

General Course Syllabus — Fall 2015

Instructor: Kris Martin
Office: Gebauer 1.308
Email: krismartin@austin.utexas.edu

Class: Wednesday, 1:00-2:00 PM  
Office Hours: Thursday, 12:30 – 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 class on the UT campus. Students will visit campus a minimum of 10 times, during which they will 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, minimally, 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.
- Write performance objectives, lesson plans, and one assessment activity.
- Follow the UTL101 lesson plan format and deliver three lessons.
- Examine various methods of assessment.
- Design an effective rubric.
- Become reflective practitioners, using reflection to improve over time.
- Utilize technology to communicate, collaborate, and instruct.
- Explore 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 ten hours of participatory visits, including the design and delivery of 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 on campus should be an entire hour. You will work observe, interact with the class or do other tasks that your CT requests during the additional time. Forty-eight hours before instruction, you will submit three required lesson plans based on the UTLA template for advice and assessment. A completed lesson consists of three documents:
  1. Within forty-eight hours of instruction: upload to Canvas a completed lesson plan with all supporting details and documents.
  2. Within forty-eight hours after instruction: upload to Canvas a reflection of your performance of the lesson delivery.
  3. Within forty-eight hours after instruction: hand-deliver the lesson evaluation written by your CT 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 class.
- The cooperating teacher will submit a midterm and final evaluation of your progress.
- Upload to Canvas 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. Double check to make sure all assignments are properly uploaded to Canvas.
- For security reasons, know the check-in procedures for your assigned school.
- Dress appropriately and professionally when going to schools.
- Immediately report any concerns to the UT class 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!

Class Expectations

- Regular attendance is important for success. **After the first absence from the class, 5 points will be deducted from the final grade for each additional absence.**
- Participate actively and positively in class discussions and activities.
- Turn in assignments on time. Certain assignments have specific due dates listed on Canvas. 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 10-point deduction after 24 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. Uploading documents and Communications via Canvas.
  2. Word-processing.
  3. Searching Web sites for new materials, educational resources, and school information.
## UTL 101 Fall 2015 Class Calendar

<table>
<thead>
<tr>
<th>S-#</th>
<th>DATE</th>
<th>THEME</th>
<th>ASSIGNMENT</th>
</tr>
</thead>
</table>
| 1   | 8/26 | Overview of UTL101  
- Syllabus Review  
- Placement Info Sheet  
- Introductory Activity | “Most Memorable Teacher”  
Write an essay to describe the teacher who most impacted your life. *Upload to CANVAS by midnight Sunday, August 30.*  
**Mandatory Orientation for all 101 students**  
Date: September 3  
Time: 5:00pm  
Place: PAI 4.42 |
| 2   | 9/2  | What makes a good teacher?  
- Introduction to State Standards  
- The TEKS | “WEB Activity 1: Your School”  
*Upload to canvas AND Bring HARD COPY* or have digital access to your work for Class 3  
**Mandatory Orientation:**  
Date: September 3  
Time: 5:00pm  
Place: PAI 4.42 |
| 3   | 9/9  | Driving Forces in Education  
- Compare & Contrast Campuses  
- Multiple Intelligences | Read: “It’s Not How Smart You Are...” |
| 4   | 9/16 | Class Management 1  
- Create a positive, productive classroom with an environment of respect.  
- “The look” & “The voice” | “Observation Write-up 1”  
Due Class 5. Details on Canvas assignment page |
| 5   | 9/23 | The Three-Part Objective  
- Performance Objectives  
- Writing Practice | “Web Activity 2: Subject Area TEKS”  
Due Class 6. Details on Canvas assignment page |
| 6   | 9/30 | Design a lesson  
- TEKS & National Standards  
- Lesson Plan Template | “Observation Write-up 2”  
Due Class 7. Details on Canvas assignment page  
With the help of your cooperating teacher select the **topic for Lesson 1**  
*Upload your topic and teach date. Details on Canvas assignment page.* |
| 7   | 10/7 | Teach a lesson  
- Open and close a lesson  
- Double your teaching effectiveness | With the help of your cooperating teacher select the **topic for Lesson 1**  
*Upload your topic and teach date to Canvas on or before Class 8. Details on Canvas assignment page.* |

*IMPORTANT NOTES.*

1. **Do not teach Lesson 1 before Monday, October 12** 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>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>10/14</td>
<td>Assessment 1</td>
<td>Plan Lesson 1. Follow the UTL101 lesson format on Canvas. Practice lesson before you present. Upload your reflections to CANVAS within 48 hours after lesson. Bring CT evaluation (yellow copy) to class to turn in. Check Canvas for due dates.</td>
</tr>
<tr>
<td>9</td>
<td>10/21</td>
<td>Assessment 2</td>
<td>“Observation Write-up 3” Due Class 10. Details on Canvas assignment page</td>
</tr>
<tr>
<td>10</td>
<td>10/28</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>11/4</td>
<td>Classroom Management 2</td>
<td>“Observation Write-up 4” Due Class 12. Details on Canvas assignment page</td>
</tr>
<tr>
<td>13</td>
<td>11/18</td>
<td>Professionalism</td>
<td>Prepare your portfolio.</td>
</tr>
<tr>
<td>14</td>
<td>12/2</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>12/9</td>
<td>Final Product Submission</td>
<td>Early submissions happily accepted. Be sure to self assess your work. Upload the portfolio AND the self-assessment as a .pdf (Two documents in one assignment cell)</td>
</tr>
</tbody>
</table>

Remember: You are allowed one absence (excused or unexcused) in class. 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.

**Grading System**

<table>
<thead>
<tr>
<th>Field Experience</th>
<th>50%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, Communication, Cooperation, Lessons, Evaluations and Observations</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Class</th>
<th>40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attendance, Participation, Technology, Lesson Plans, Lesson Reflections, Observation Write-ups</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Portfolio</th>
<th>10%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A full documentation of your UTeach-LA 101 experience with self-assessment</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total</th>
<th>100%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment</td>
<td>Due Date (Submission Method)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>--------------------------------------------------</td>
</tr>
<tr>
<td>1 Most Memorable Teacher Paper</td>
<td>Sunday, 8/30 (Canvas)</td>
</tr>
<tr>
<td>2 In-Class Interview (in class)</td>
<td>Tuesday, 9/1 (Upload only if you were absent)</td>
</tr>
<tr>
<td>3 Criminal Background Check – Online and in-class</td>
<td>Forward confirmation email (9/2)</td>
</tr>
<tr>
<td>4 Web Activity 1</td>
<td>Tuesday, 9/8 (Canvas and bring research to class)</td>
</tr>
<tr>
<td>5 Learning Styles Quiz Results</td>
<td>Wednesday, 9/9 (Canvas – a screen print of table)</td>
</tr>
<tr>
<td>6 Email of Introduction to CT</td>
<td>Tuesday, 9/15 (At the latest! CC the email to me)</td>
</tr>
<tr>
<td>7 Observation Write-up 1</td>
<td>Tuesday, 9/22 (Canvas)</td>
</tr>
<tr>
<td>8 Web Activity 2</td>
<td>Tuesday, 9/29 (Canvas)</td>
</tr>
<tr>
<td>9 Observation Write-up 2</td>
<td>Tuesday, 10/6 (Canvas)</td>
</tr>
<tr>
<td>10 Lesson Plan Topic</td>
<td>Tuesday, 10/13 (Canvas)</td>
</tr>
<tr>
<td>11 Lesson 1 Plan</td>
<td>48 hours before teaching the class (Canvas)</td>
</tr>
<tr>
<td>12 Lesson 1 CT Evaluation Form</td>
<td>Following first taught lesson (Bring to Class)</td>
</tr>
<tr>
<td>13 Lesson 1 Reflection</td>
<td>Within 48 hours of lesson 1 delivery (Canvas)</td>
</tr>
<tr>
<td>14 Lesson 2 Plan</td>
<td>48 hours before teaching the class (Canvas)</td>
</tr>
<tr>
<td>15 Lesson 2 CT Evaluation Form</td>
<td>Following second taught lesson (Bring to Class)</td>
</tr>
<tr>
<td>16 Lesson 2 Reflection</td>
<td>Within 48 hours of lesson 2 delivery (Canvas)</td>
</tr>
<tr>
<td>17 Observation Write-up 3</td>
<td>Tuesday, 10/27 (Canvas)</td>
</tr>
<tr>
<td>18 Lesson 3 Plan with assessment</td>
<td>48 hours before teaching the class (Canvas)</td>
</tr>
<tr>
<td>19 Lesson 3 CT Evaluation Form</td>
<td>Following third taught lesson (Class)</td>
</tr>
<tr>
<td>20 Lesson 3 Reflection</td>
<td>Within 48 hours of lesson 3 delivery (Canvas)</td>
</tr>
<tr>
<td>21 Observation Write-up 4</td>
<td>Tuesday, 11/10 (Canvas)</td>
</tr>
<tr>
<td>22 CT Total Hours Verification Form</td>
<td>Upon completing field experience (Hard copy)</td>
</tr>
<tr>
<td>23 Thank you note to your CT</td>
<td>Upon completing field experience (Scan or .jpeg)</td>
</tr>
<tr>
<td>24 Portfolio (Digital or Hard Copy)</td>
<td>Tuesday, 12/8 by 11:59 PM. May be submitted earlier</td>
</tr>
</tbody>
</table>
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.