Field Placement Pacing Guide
UTL 640 Teaching in Secondary Schools – Social Studies

OVERVIEW

- UTL 640 requires 45 hours of observation by the student intern. Within the 45 hours of observation, student interns are required to observe their cooperating teacher and teach nine lessons. Three lessons may be repeated.
- When student interns teach their nine lessons, they will be observed and evaluated by their cooperating teacher and twice by a field supervisor assigned by their instructor.
- The UTLA Observation and Lesson Verification Form and the UTL 640 Observation Forms will be used and signed to evaluate the student intern by the CT. They will be provided by the student or can be downloaded from the UTLA website. The observation forms used by the field supervisor will be digital.
- Cooperating Teachers (CTs) should be included in all decision-making during the internship and should contact the University Instructor as soon as possible, if any issues or questions arise.
- The UTL 640 student interns need to complete their Field Experience by November 30, 2018.

Week 1 - 3 (September 10 - 28)

The student intern should –

- Turn off their cell phone when entering the CT’s classroom and put it away.
- Keep track of their hours on campus and have the CT sign the UTLA Observation and Lesson Verification Form each time they are present.
- Review student names and create a seating chart if possible for the classes they will be observing and teaching.
- Review the campus handbooks.
- Observe their CT and with their direction, assist with distributing handouts, books, materials etc.
- With their CT’s assistance and according to the expectations of UTL 640, design and teach Lessons 1 and 2.
- Submit their lesson plans and corresponding materials to both their instructor and CT at least 24 hours in advance of implementation (not including weekends).
- Contact their UTLA Field Supervisor to schedule their first of two observations and post-observation debriefs. (Preferably Lesson 3, 4, or 5)
- Begin reading any texts for which they will be responsible for and consult with their CT about whether or not any of these texts/materials can be checked out from their department, textbook office, or school library.
- Make arrangements to videotape themselves teaching the first of two lessons.

The cooperating teacher should –

- Determine a place in the classroom where the student intern may be seated and place their materials and personal items while in the classroom.
- Work with the student intern to determine their observation schedule for the length of the internship and when it would be best to have their Field Supervisor evaluate them.
- Discuss with the student intern about the daily schedule, emergency procedures (fire drill, tornado alert, etc.), discipline expectations and procedures for dealing with problems.
- Discuss with the student intern the current semester units and curriculum for the course with which they will be working and if applicable, district curriculum documents.
- Help student intern determine which lessons may be taught during the internship. It is highly recommended for student interns to start with a lesson of 30-35 minutes and build up to teaching a full class period over the course of their first 2nd and 3rd lessons.
- Observe and evaluate the student intern when teaching their lessons using the UTL 640 Observation Forms provided by the student intern. It is optional whether the CT observes/evaluates student intern when the Field Supervisor is observing/evaluating student intern.
- Debrief with student intern about what they observed when the student intern taught their lessons.
Weeks 4 - 6 (October 1 - 19)
The student intern should –
• Continue observing their CT and with their direction, assist with distributing handouts, books, materials etc.
• Continue working to learn students’ names in the classes they are observing and will teach.
• With their CT’s assistance and according to the expectations of UTL 640, design and teach Lessons 3, 4 and 5.
• Submit their lesson plans and corresponding materials to both their instructor and CT at least 24 hours in advance of implementation (not including weekends).
• Look ahead to upcoming lessons and plan accordingly.
The cooperating teacher should –
• Model and teach the student intern how to use any teacher “tools” that are available to them, including the use and care of classroom technology and possibly the copy machine.
• Model and if appropriate, allow student interns to work with individual or small groups of students needing extra help or enrichment.
• Continue to help determine which lessons may be taught.
• Observe and evaluate the student intern when teaching their lessons using the UTL 640 Observation Forms provided by the student intern. It is optional whether the CT observes/evaluates student intern when the Field Supervisor is observing/evaluating student intern.
• Debrief with student intern about what they observed when the student intern taught their lessons.

Weeks 7 - 9 (October 22 - November 9)
The student intern should –
• Schedule their second of two observations and post-observations debrief with their UTLA Field Supervisor.
  (Preferably Lesson 6, 7, or 8)
• Continue observing their CT and assist with their direction classroom duties.
• With their CT’s assistance and according to the expectations of UTL 640, design and teach Lessons 5, 6, and 7.
• Submit their lesson plans and corresponding materials to both their instructor and CT at least 24 hours in advance of implementation (not including weekends).
• Look ahead to their remaining lessons and plan accordingly.
• Make arrangements to videotape themselves teaching the second of two lessons.
The cooperating teacher should –
• Discuss and confirm an appropriate date for the student intern’s second of two observations with their UTLA Field Supervisor.
• Welcome and find a place for the Field Supervisor to sit and evaluate the student intern.
• Plan to meet with Field Supervisor to debrief with them.
• Observe and evaluate the student intern when teaching their lessons using the UTL 640 Observation Forms provided by the student intern. It is optional whether the CT observes/evaluates student intern when the Field Supervisor is observing/evaluating student intern.
• Debrief with student intern about what they observed when the student intern taught their lessons.

Weeks 10 - 13 (November 12 - 30)
The student intern should –
• With their CT’s assistance and according to the expectations of UTL 640, design and teach Lessons 7, 8 and 9.
• Submit their lesson plans and corresponding materials to both their instructor and CT at least 24 hours in advance of implementation (not including weekends).
• Return all materials by the end of their internship.
The cooperating teacher should –
• Complete observing and evaluating the student intern. Remember, it is optional whether the CT observes and evaluates the student intern when the Field Supervisor is observing and evaluating the student intern.
• Debrief with student intern about what they observed when the student intern taught their lessons.
• Validate and sign the student intern’s UTLA Observation and Lesson Verification Form.