Fall Field Placement Pacing Guide for UTL 640 Student Interns

NOTE: Cooperating Teachers (CTs) should be included in all decision-making during the internship.

Week 1 (9/10-14)
- Begin the practice of
  - Turning off your cell phone when you enter your CT’s classroom.
  - Keeping track of your hours on campus and having your CT sign each time you are present.
  - Referring to your “640 Observation Assignments” to keep track of timelines and directions associated with these field assignments.
- Work with CT to determine a place in the classroom where you may be seated during observations and where you may place materials/personal items while in his/her room.
- With your CT, determine your field placement schedule from 9/10-11/16—have your calendar handy for this! Mapping out a schedule of specific dates and times you will be present to observe and the projected dates you will teach during the internship will provide you and your CT with something to refer back to as the semester gets busy and will be helpful to you when it comes to scheduling your formal observations. *Remember, you need a total of 45 hours in this classroom, which includes the time spent on your 9 teaches (6-9 lessons req’d; 3 may be repeated). With this in mind, you must plan to spend 4.5-6 hours/week in your CT’s classroom to complete the placement within 8-10 weeks.
- Observe your CT.
- Assist your CT per his/her direction. Help distribute handouts, books, and materials.
- Review the list of student names in your CT’s classes—just those who you will observe and work with on a regular basis.

Week 2 (9/17-21)
- If you were unable to do so during week 1, work with your CT to establish your field placement schedule from now until 11/16. Have your calendar in hand for this.
- Review the list of student names in your CT’s classes—just those who you will observe and work with on a regular basis. *Ask your CT for a copy of the seating chart for these classes for your continued reference.
- Review the student handbook and talk with your CT to learn what you can about the daily schedule and emergency procedures for your campus (fire drill, tornado alert, etc.).
- Discuss with your CT his/her discipline expectations and procedures for dealing with problems.
- Observe your CT and assist per his/her direction.
- Discuss with your CT the fall semester units/curriculum for the course with which you’ll be working. Determine which lessons you may teach during your internship—or at least in the next several weeks. *Remember, it often works well to start with a lesson of 30-45 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 his/her department, textbook office, or school library.
- Contact with your field supervisor to inform him/her of your observation schedule; be specific about the location of your school and classroom and the class times / block scheduling, etc.

Weeks 3-4 (9/24-10/05)
- Observe and script your CT’s performance and assist your CT per his/her 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, per the direction of your CT.
☐ Ask your CT to help you locate and learn to operate the copy machine available to him/her. Learn the policies for using any teacher “tools” that are available to you, including the use and care of the copy machine.

☐ Conduct your first 1-2 lessons/teaches; your CT will stay in the room and observe.

☐ Submit the white observation forms completed by your CT when you come to 640 seminar; these are official documents and must be submitted as they’re accrued, so please bring them to your instructor in a timely fashion. *Additional forms are always available online and in BEL 224.

☐ Remember to make arrangements for and then record yourself delivering your second or third teach. *Pertains to Observation Assignment #5.

☐ Schedule your Field Supervisor’s first official University Observation and post-observation debrief for your 3rd or 4th teach (sometime during weeks 3-6) as directed on the syllabus.

☐ Look ahead to your upcoming lessons and plan accordingly.

☐ Determine if you are allowed to assist your CT with taking attendance. If so, ask your CT to show you the procedures for taking attendance and offer to do so for the class periods with whom you are working.

Weeks 5-7 (10/08-26)

☐ Continue to:

- Plan and conduct 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 48 hours in advance of implementation (not including weekends).
- Submit your CT’s completed observation forms during the 640 seminar as they’re accrued.
- Observe your CT and assist per his/her direction.

☐ Ensure that you are incorporating engaging media into your lessons (video clips, photographs, art, music, etc.) on a consistent basis.

☐ Participate in your Field Supervisor’s first official University Observation and post-observation debrief.

☐ Schedule your Field Supervisor’s second official University Observation and post-observation debrief for your 7th or 8th teach (sometime during weeks 8-10).

☐ Subsequent to your first observation and debrief, be sure to acknowledge via email your FS’s evaluation forms upon receipt.

☐ Look ahead to your remaining lessons and plan accordingly.

☐ Ask your CT to assist you in collecting 4-5 clear digital photos of you delivering instruction and/or working with small groups of students. Send 2-3 clear photos of you in action to your 640 instructor via email by 10/26.

☐ Assist your CT with constructing and grading informal and/or formal assessments, if possible.

☐ Remember to make arrangements for and then record yourself delivering your 7th or 8th teach. *Pertains to Observation Assignment #7.

☐ Determine if you are allowed to assist your CT with recording grades for your CT. If so, ask your CT to show you the procedures for recording grades and offer to do so for the class periods with whom you are working.

Weeks 8-10 (10/29-11/16)

☐ Continue to:

- Plan and conduct lessons until you meet your requirement of 9 teaches; your CT will stay in the room and observe. *Remember to submit your lesson plans and corresponding materials in advance as required.
- Promptly submit your CT’s completed observation forms during the 640 seminar.

☐ Participate in your Field Supervisor’s second official University Observation and post-observation debrief.
- Subsequent to your second observation and debrief, be sure to acknowledge via email your FS’s evaluation forms upon receipt.
- Write a thank-you note to your FS.

☐ 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. (Your rewards for this act will come down the road.)

*Note:
In the event that a 640 intern is unable to complete his/her required observation and teaching hours by 11/16 due to extenuating circumstances, the instructor may permit said intern to continue the placement into the week of 11/26-30. However, please be advised that no more than two teaches (1 or 2 lessons, depending) may be delivered for credit that week, and lesson plans will not be accepted for review and approval after 11/27.