Field Placement Pacing Guide
UTL 640 Teaching in Secondary Schools – LOTE

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 a field supervisor assigned by their instructor.
- UTLA Observation and Lesson Verification Form and the 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 observation forms used by the field supervisor will be digital.
- Cooperating Teachers (CTs) should be included in all decision-making during the internship.
- The UTL 640 student interns need to complete their Field Experience by November 30, 2018.

STUDENT EXPECTATIONS

Week 1 - 3 (September 10 - 28)
- 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 for length of the internship. 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 when scheduling the observations by your Field Supervisor.
- Review student names in your CT’s classes and create 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 by distributing handouts, books, materials etc.
- Discuss with your CT current semester units/curriculum for the course with which you’ll be working. 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.
- Teach Lessons 1 - 2. With your CT’s assistance and according to the expectations of UTL 640, design lessons to teach. 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). Your CT will observe and evaluate you teaching your lessons.
- Provide and submit the observation forms completed by your CT when you attend your UTL 640 seminar, as well as Lesson Notes and Recommendations about the lesson; these are official documents and should be submitted as they are accrued. They are also part of your lesson grade.
- Contact your UTLA Field Supervisor to schedule your first of two observations and post-observation debriefs—preferably Lesson 3, 4, or 5. Make sure that your CT confirms this date. Include in your correspondence the location of your school, classroom, class schedule and a copy of your lesson plan.
- Begin reading any texts for which you will be responsible and/or researching unknown content for your 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.
Weeks 4 - 6 (October 1 - 19)
- Continue observing your CT and assist with their direction classroom duties such as attendance, handing out papers, tutoring, etc.
- Continue working to learn students’ names in the classes you’re observing and will teach.
- With your CT’s direction, work with individual or small groups of students needing extra help or enrichment.
- Learn the policies for using any teacher “tools” that are available to you, including the use and care of classroom technology and the copy machine.
- **Teach Lesson 3 to 5.** With your CT’s assistance and according to the expectations of UTL 640, design lessons to teach. 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). Your CT will observe and evaluate you teaching your lessons.
- Provide and submit the observation forms completed by your CT when you attend your UTL 640 seminar, as well as Lesson Notes and Recommendations about the lesson; these are official documents and should be submitted as they are accrued. They are also part of your lesson grade.
- Look ahead to your upcoming lessons and plan accordingly.

Weeks 7 - 9 (October 22 - November 9)
- **Contact your UTLA Field Supervisor to schedule your second of two observations and post-observation debriefs—preferably Lesson 6, 7, or 8.** Make sure that your CT confirms this date. Include in your correspondence the location of your school, classroom, class schedule and a copy of your lesson plan.
- Continue observing your CT and assist with their direction classroom duties such as attendance, handing out papers, tutoring, etc.
- **Teach Lesson 5 - 8.** With your CT’s assistance and according to the expectations of UTL 640, design lessons to teach. 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). Your CT will observe and evaluate you teaching your lessons.
- Provide and submit the observation forms completed by your CT when you attend your UTL 640 seminar, as well as Lesson Notes and Recommendations about the lesson; these are official documents and should be submitted as they are accrued. They are also part of your lesson grade.
- Look ahead to your remaining lessons and plan accordingly.

Weeks 10 - 13 (November 12 - 30)
- **Teach Lesson 7 - 9.** With your CT’s assistance and according to the expectations of UTL 640, design lessons to teach. 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). Your CT will observe and evaluate you teaching your lessons.
- Provide and submit the observation forms completed by your CT when you attend your UTL 640 seminar, as well as Lesson Notes and Recommendations about the lesson; these are official documents and should be submitted as they are accrued. They are also part of your lesson grade.
- Return all materials to your CT and school library at the end of your internship
- Submit your UTLA Observation and Lesson Verification Form to your instructor
- Make sure all your Lesson Observation forms have been submitted to your instructor and your Field Supervisor Observation Forms have been approved and submitted.
- Write a thank you note to your CT and to any other district employee who has been helpful.

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