UTeach-Liberal Arts UTL 101 Pacing Guide
Instructor: Kris Martin
krismartin@austin.utexas.edu

UTL 101 Overview

UTL 101 involves one seminar hour per week on-campus with a University faculty member, as well as field placement in an elementary school for a minimum ten hours during the semester, under the supervision of a cooperating teacher.

Standards addressed by students in UTeach-101 will include:

- Instructional planning and delivery which is both engaging and standards-based.
- Formative assessment.
- Introduction to types of student learning.
- Identification of diverse student populations.
- Development of a safe, respectful and positive learning environment.
- Basic classroom management techniques.
- The use of reflection to improve over time.
- Professional practices and responsibilities as well as legal and ethical requirements of the profession.
- Technology used as a tool for communication, collaboration and instruction.

Ideally students should begin their classroom observations no later than the week of Feb. 11-15, 2019.

Before arriving on your campus for their first observation:

- The student will send an introductory email to the Cooperating Teacher or CT.
- The student will submit a Criminal Background Check through the university.
- Once the student’s Criminal Background Check clears, the student will contact the CT via email to set up their first classroom visit.

Week 1-4 of student intern observations in your classroom:

- Student interns should follow check-in procedures at their assigned campus upon arrival.
- Please have a place designated for your student intern to sit or place their belongings while they are in the classroom.
- Student interns will bring an CT Verification Form (attendance form) for the CT to sign each time they visit the classroom. It is the responsibility of the student to get a signature after each visit.
- Student interns will observe their CT and assist in the classroom as directed by the CT for the first four weeks of their time in the classroom.
- Student interns will contact their CT between March 4-8, 2019, via email to decide on the first lesson topic. CT’s should provide TEKS for student interns.
- Student interns will ask their CT’s about the need for permission forms to photograph students in the classroom. These photographs will be used for educational purposes only as part of the intern’s professional website. If your district or campus does NOT already have signed permission forms your student intern will bring permission forms to you from UTeach-LA.
Please send these forms home with students and collect as many as possible. The forms are also available in Spanish.
(Note-If you have hosted a student intern in the Fall and that intern already collected forms for your students, you do NOT need to send forms home again in the spring.)

- Your student intern will request your assistance in arranging a visit to a specials classroom or the library for one of their required observations. The student intern is simply there to observe and see students in a different environment. Your intern will research the specials classes offered on your campus and speak with you about scheduling a visit outside the classroom. This observation may occur at any time during your intern’s regularly scheduled observation assignment or at a time that is convenient for everyone. Please contact me if you have any questions or concerns about this observation.

Week 4-10 of student intern observations in your classroom:
- Students should teach a minimum of two lessons. Requirements for teaching a submission of the lesson are as follows:
  - CT’s as well as the UTL instructor should receive a copy of the lesson plan 48 hours in advance of the teaching day for review. CT’s may request revisions of the lesson plans. Please remember that if the 48-hour deadline is not met by the student-intern, the CT may request that the intern do another lesson and submit it by the deadline. The following guidelines have been given to students to determine the 48-hour deadline.

<table>
<thead>
<tr>
<th>If I teach on:</th>
<th>My Lesson Plan is due the previous:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Friday by 7:00pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Saturday by 7:00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Sunday by 7:00 pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>Monday by 7:00 pm</td>
</tr>
<tr>
<td>Friday</td>
<td>Tuesday by 7:00 pm</td>
</tr>
</tbody>
</table>

- On the day the lesson is taught, the student will bring a two-page lesson evaluation form for you to complete. If possible, please complete the evaluation and return it to the student on the same day.
- Students are required to take photographs of themselves teaching. They may ask you for assistance with this task.
- Student interns will contact CT’s via email with two questions regarding reading strategies and interventions used in your classroom and on your campus.