Definitions

Field Experiences

Required Coursework for Student Intern

Responsibilities of Student Intern

Responsibilities of Cooperating Teacher with a Student Intern

Responsibilities of Field Supervisor – Applies only to UTL 640 Student Interns

Observation of Student Intern

Attendance Policy for Student Intern

Professional Liability

Individual Development Plan

Electronic Media Policy

Code of Ethics Policy

Substitute Teaching and the Student Intern

Stipends

Definitions

Student Intern

UTL 101 and 202 - An individual who has been approved to take UTeach-Liberal Arts introduction to teaching courses.

UTL 640 - An individual who has been admitted to the professional development sequence in preparation to be formally admitted to the UTeach-Liberal Arts Program and teacher certification.

Cooperating Teacher (TAC 228.2(12))

- Assigned by the educator preparation program (EPP) and campus administrator.
- At least three years of teaching experience.
- An accomplished educator as shown by student learning.
- Completed the UTLA CT (CT) training.
- Currently certified in the certification category for the teaching assignment for which the teacher candidate is seeking certification. (Only applies to UTL 202 and UTL 640)
- Guides, assists, and supports the student intern in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; and who reports the student intern's progress to the UTLA instructor.
**Field Supervisor (TAC 228.2(16))**

- Field supervisors observe and evaluate only UTL 640 student interns and UTL 360/670 student teachers.
- Currently certified educator, hired by the educator preparation program, who preferably has advanced credentials, to observe candidates, monitor their performance, and provide constructive feedback to improve their effectiveness as educators.
- Shall have at least three years of experience and current certification in the class in which supervision is provided.
- Shall be an accomplished educator as shown by student learning.
- May have experience as a district or campus administrator and hold a current certificate.

**Field Experiences (TAC 228.2(15))**

Field experiences are an integral component of the UTeach-Liberal Arts Program and are built on strong collaborations with school districts. These experiences involve the observation of elementary, middle, and high school classrooms and are designed to be sequential, cumulative, and performance-based, while preparing our graduates to implement and evaluate effective practices with diverse student populations. Our future teachers engage in field experiences that assist them in mastering their subject knowledge and pedagogical skills, learning how to work collaboratively with stakeholders, developing dispositions to be active citizens, and offering students the opportunity to develop these characteristics themselves.

**Required Coursework for Student Intern**

**UTL 101 - Introduction to the Teaching Profession**

UTL 101 is the first course that students are expected to complete in the UTeach-Liberal Arts Program. This course focuses on the basics of lesson design, the learning environment, class management, and professional responsibilities. As part of this course, students are required to complete 10 hours of field experience in an elementary classroom in which they will observe their CT and design and teach two lessons. The field experience should occur over a period of 8 to 10 weeks.

**UTL 202 - Introduction to Teaching Middle School**

UTL 202 student interns will experience a secondary classroom for the first time. This course will go into more depth than UTL 101 about lesson design, the learning environment, classroom management, differentiation, and school climate. As part of this course, students are required to complete 20 hours of field experience in a middle school classroom in which they will observe their assigned CT as well as design and teach six lessons in their specific content area. The field experience should occur over a period of 8 to 10 weeks. This is the last course that students will complete before officially committing to the UTLA program.

**UTL 640 - Teaching in Secondary Schools**

In UTL 640, student interns have officially committed to the UTeach-Liberal Arts Program and begin the certification process. This course focuses on content standards, lesson design, assessment, and a variety of teaching strategies in the students’ specific content area. It also
prepares the student to take part in the teacher certification process. As part of this course, students are required to complete 45 hours of field experience in a high school classroom in which they will observe their assigned CT as well as design and teach nine lessons in their specific content area. The field experience should occur over a period of 10 to 11 weeks.

**Responsibilities of Student Intern**

- Contact CT at the beginning of the semester to make introductions and schedule or confirm observation time.
- Recognize and accept that the CT has the ultimate responsibility for what may or may not be done in the classroom.
- Know and follow the rules, regulations, and policies of the school and district, including irregularities in the schedule.
- Maintain an ethical and professional attitude. This includes a professional relationship with students, teachers, and administrators, professional dress, arriving with sufficient time to prepare, and utilizing discretion regarding students’ confidential information.
- Be available for regular planning and feedback sessions with the CT when requested, and your field supervisor if you are a UTL 640 student.
- Submit lesson plans in advance of observations according to your instructor’s syllabus and share copies with the CT and UTLA instructor. If you are a UTL 640 student and being observed by your field supervisor, submit your lesson plan also to your field supervisor.
- Use email to communicate with CT and UTLA instructor, as well as your field supervisor if you are a UTL 640 student.
- Contact the UTLA instructor, CT and if applicable, the field supervisor at least 24 hours in advance or as quickly as possible if a visit needs to be cancelled. Reschedule the missed classroom visit as soon as possible.
- Wear the UTLA lanyard and badge when visiting the campus.
- Become familiar with the school climate and culture, and when possible, introduce yourself to campus teachers, administrators, and staff.
- Follow all university, UTLA, district, and campus policies, regulations, and guidelines. Failure to do so may result in disciplinary action and termination from the program.
- Instructional materials created using supplies provided by the campus will remain with the campus at the completion of the student teaching assignment unless the policy of the school district allows the student intern to keep the material.
- Student interns are never allowed to administer prescription or over-the-counter medicine to students. This is prohibited by University policy.
- When coming into contact with blood or any other potentially harmful substances, always use protective hand covering.
- Corporal punishment, even in the mildest form, is not permitted at any time. Refrain from any bodily contact with your students unless an emergency requires it.
- Providing student transportation to and from campus is prohibited. You will be held legally liable for any accidents or injuries.
Responsibilities of Cooperating Teacher with a Student Intern

- Complete the UTLA CT training.
- Communicate with the UTLA instructor at the initial cause for concern.
- Serve as a teaching model and mentor.
- Meet or communicate via email with your student intern to plan and schedule lessons.
- Require lesson plans from the student in advance of the teaching assignments in addition to following all district and campus policies regarding lesson plan submission.
- Evaluate required lessons taught by your student intern by observing the taught lesson and completing the appropriate observation form.
- Provide lesson performance feedback to the student intern during the debriefing time.
- Use email to communicate with your student intern, UTLA instructor, and if applicable, field supervisor.
- Contact the student intern in advance or as quickly as possible if a visit needs to be cancelled. Reschedule the missed classroom visit as soon as possible. Contact the UTLA instructor if unable to reach the student directly.
- Meets all administrative deadlines as established by UTLA.

Responsibilities of Field Supervisor – Applies only to UTL 640 Student Interns

- Communicate with student interns and CTs offering guidance about the field experience.
- Communicate with the UTLA instructor on a regular basis to ensure that the student intern is making progress and address any issues that may arise.
- Observe the student intern two times and provide verbal and written feedback during a post-observation conference for each.
- Meet all administrative deadlines as established by UTLA.

Observation of Student Intern

The CT and student intern will meet to schedule when each required lesson will be taught. These lessons will be based on the CT’s curriculum or instructional timeline and will be reviewed by the CT prior to the student intern teaching the lesson.

The CT will observe the student intern. Below are the required observations for student interns based on the course they are enrolled in.

- UTL 101 – One observation by the CT followed by an informal debriefing.
- UTL 202 – Six observations by the CT followed by an informal debriefing as often as possible to discuss the student intern’s performance.
- UTL 640 – Six to Eight observations by the CT and two observations by the field supervisor. After each observation, a debriefing will be held to discuss the student intern’s progress.
Observation Forms

The CT and field supervisor will use the observation forms below to document the progress of the student intern depending on the course in which they are enrolled. These forms are the official documentation for UTLA and are based on the Texas Teacher Evaluation Support System (T-TESS). Student interns will initiate a DocuSign version of these forms which will be emailed to the CT for official completion. For UTL 640 interns the form is then routed to field supervisors for viewing.

- Observation Form 101 (CT)
- Observation Form 202 (CT)
- Observation Form 640 (CT and field supervisor)

Using these required forms, CTs will rate each observable behavior and cite specific examples as supporting evidence. A copy of the completed observation form will be provided to the student intern, UTLA instructor, and CT.

Observation and Lesson Verification Form

Student interns will initiate a DocuSign version of this form which will be emailed to the CT for signature. Student interns will document the time spent observing and teaching with the CT. Each week the CT will sign and verify the dates and times listed on the form. A copy of the form will be provided to the student intern, UTLA instructor, and CT.

Attendance Policy for Student Intern

University Attendance Policy

Regular attendance at all class meetings is expected. Instructors are responsible for implementing attendance policy and must notify students of any special attendance requirements. Special regulations of colleges and schools, required by the unique nature of their programs of study, may be enacted through the normal approval process. These special regulations may not conflict with University regulations on class attendance and absence.

Religious Holy Day

A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible, so that arrangements can be made to complete an assignment within a reasonable time after the absence.

Absence for Military Service

In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if he or she is called to active military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board as “no
more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period of active military service.” The student will be allowed a reasonable time after the absence to complete assignments and take exams.

**Professional Liability**

Student interns are entitled to the same protection of the law accorded to teachers and administrators. This protection does not apply in cases where there is use of excessive force in the discipline of students or negligence resulting in bodily injury to students. Nor does the protection apply to the operation or use of any motor vehicle. In addition, they should not be left without a certified teacher. If these rules are violated or a student intern has been placed in an uncomfortable situation, a UTLA instructor or staff member should be contacted immediately.

The University does not provide liability insurance to student interns. Insurance coverage can be purchased by student interns and is offered by organizations such as the American Federation of Teachers (AFT), Association of Texas Professional Educators (ATPE), Texas Classroom Teachers Association (TCTA), and other professional teacher organizations.

**Individual Development Plan**

When a student demonstrates a need for professional or academic support based on the Professional Educator Fitness Spectrum, an Individual Development Plan (IDP) will be created to support growth in the student’s identified areas of need.

The IDP provides a description of demonstrated and documented performance issues, target goals, deadlines, and consequences for failing to meet those goals. The UTLA instructor will meet with the student to complete the IDP contract. The UTLA instructor will monitor the student’s progress and discuss the results of the IDP.

Failure to comply with the expectations established in the IDP will result in a meeting with the program director, and UTLA instructor, and dismissal from the UTLA program.

**Electronic Media Policy**

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), web logs (blogs), electronic forums (chat rooms), video-sharing websites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

If a UTLA student chooses to use a social network site or similar media for personal purposes, they are responsible for the content of their page, including content added by the UTLA student, the UTLA student’s friends, or members of the public who can access the UTLA student’s page, and for web links on the UTLA student’s page. The UTLA student is also responsible for maintaining privacy settings appropriate to the content.
UTLA students must read and understand the district electronic media policy and receive written permission from their CT before any exchange of electronic media occurs with students. If permission is granted, electronic media may be used to communicate with currently enrolled students about matters within the scope of the UTLA student responsibilities. UTLA students’ use of electronic media to communicate with currently enrolled students for social reasons is prohibited.

Code of Ethics Policy

Per Texas Administrative Code (Title 19, Part 7, Chapter 247, Rule 247.2), UTLA students shall comply with the Code of Ethics and Standard Practices for Texas Educators. UTLA students shall also comply with standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as UTLA student interns. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination from the teacher certification preparation program.

Substitute Teaching and the Student Intern

School districts in the area have different policies when it comes to substitute teaching. UTLA policy does not permit UTLA student interns to substitute while enrolled in a UTL course. After completion of the course, student interns are free to be paid substitutes for any school district.

Stipends

Cooperating teachers will receive a stipend for mentoring student interns. Below is the payment scale per student.

- UTL 101  $150
- UTL 200  $200
- UTL 640  $300

To receive a stipend payment, CTs will need to complete the tasks below. The stipend will be processed at the end of the semester. Payments may take up to 4-6 weeks from the time the paperwork is received. If a CT’s paperwork is not received by the due dates listed, the UTeach-LA office will be unable to pay the stipend.

- Complete the electronic form sent by the UTeach-LA office.
- Confirm classification - Independent Contractor or a UT Employee.
- Submit payment documents to the UTeach-LA office by the dates below.
  - Fall Semester December 15
  - Spring Semester May 15

**NOTE:** Payments may not be approved for individuals who are non-U.S. citizens or non-U.S. Legal Permanent Residents.