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Definitions

Student Teacher (TAC 228.2(5))

UTL 360 & 670 - An individual, who has been formally admitted to the UTeach-Liberal Arts program, has completed UTL 640 Teaching in Secondary Schools and has been approved for student teaching in preparation for 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 Cooperating Teacher (CT) training by the EPP within three weeks of being assigned to a clinical teacher.
- Currently certified in the certification category for the clinical teaching assignment for which the clinical teacher candidate is seeking certification.
- Guides, assists, and supports the candidate during the candidate's clinical teaching in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; and who reports the candidate's progress to that candidate's field supervisor.
Field Supervisor (TAC 228.2(16))

- 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 Teacher

UTL 360 - Problems/Principles of Secondary Education
UTL 360 Practicum Seminar is a letter grade course which consists of 45 hours of class time on the UT-Austin campus on Thursday evenings from 5:00p.m. – 8:00p.m. Each seminar is divided between presentations on current pedagogical topics and time for curricular cohorts to meet and discuss said topics through their own curricular lens. UTLA students are not allowed to take coursework other than UTL 360/670 during the final student teaching semester without approval from their UTLA instructor or administrator.

UTL 670 - Directed Teaching in Secondary Schools
The UTL 670 Secondary School Teaching Practicum is a pass/fail course that involves a supervised educator assignment at a public school accredited by the Texas Education Agency (TEA) or other school approved by TEA that will lead to the completion of the UTeach-Liberal Arts Program and a standard teaching certificate. The assignment will include 70 full-time teaching days, Monday through Friday.

Responsibilities of Student Teacher

- Contact CT before or at the beginning of the semester to make introductions and confirm the 70-day placement start date.
- 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 district and school, 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 and field supervisor.
• Submit lesson plans in advance of observations and share copies with the CT and field supervisor if being observed.
• Communicate with the Field Supervisor to schedule the four required observations.
• Create an original unit plan with corresponding supplemental materials documenting their instructional planning, formative and summative assessment design, and reflection for a single unit delivered during the student teaching semester.
• Take over a minimum of two class periods for an eight- to ten-week period, including lesson planning and grading.
• Record and complete the electronic Attendance Documentation. Communicate with UTLA instructor if there is a change in the agreed 70-day placement end date.
• Use email to communicate with CT, UTLA instructor, and field supervisor.
• Wear the UTLA lanyard and badge during the student teaching experience.
• Become familiar with the school climate and culture, and when possible, become acquainted with 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.

Additional Student Teacher Considerations

• Student teachers are only to grade papers for students of their CT.
• Hold outside activities (e.g., employment, sports, sororities, fraternities, student organizations) to a minimum during student teaching in order to ensure that they do not interfere with student teaching responsibilities.
• 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 said materials to be kept by the student teacher.
• Student teachers are never allowed to administer prescription or over-the-counter medicine to students. This is prohibited by University policy.
• Student teachers must follow district/campus policy when coming into contact with blood or any other potentially harmful substances. When in contact, 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 Teacher

• Complete the UTLA CT training.
• Supervise the student teacher for 70 full-time teaching days and serve as a teaching model for the UTLA student.
• Establish communication protocol. Exchange all contact information in case of emergencies.
• Discuss with the student teacher the daily schedule, emergency procedures (fire drill, tornado alert, etc.), discipline expectations and procedures for dealing with problems.
• Scaffold the transfer of classroom responsibilities to the student teacher. The student teacher should not be left alone in the classroom for an extended period of time or on a regular basis until the CT and student teacher agree on this decision.
• Allow the student teacher primary responsibility for classroom management while providing support when necessary.
• Phase in student teachers to take over a minimum of two classes for an eight- to ten-week period, including lesson planning and grading.
• Meet with your student teacher to plan and schedule lessons.
• Require lesson plans and unit outlines from the student teacher in advance of teaching assignments, in addition to following all district and campus policies regarding lesson plan submission.
• Provide regular verbal feedback on the student teacher’s lesson design and implementation.
• Document observation of the student teacher a minimum of four times—two informal observations and a formative and summative observation—each followed by a face-to-face post-observation conference.
• Meet with the student teacher and field supervisor for the formative/summative conferences.
• Communicate with the UTLA instructor throughout the semester, especially at the initial cause for concern.
• Meet all administrative deadlines as established by UTLA.

Responsibilities of Field Supervisor with a Student Teacher

• Communicate with student teachers and CTs offering guidance about the field experience.
• Communicate with the UTLA instructor on a regular basis to ensure that progress is being made by the student teacher and address any issues that may arise.
• Observe the student teacher a minimum of four times—two informal observations and a formative and summative observation—each followed by a face-to-face post-observation conference that include verbal and written feedback.
• The post-observation conference for the formative and the summative will include the field supervisor, CT, and student teacher.

Observations of Student Teachers

Both scheduled and unscheduled observations are essential to the development of student teachers. CTs will formally document four observations and are encouraged to conduct additional observations, especially in service of supporting the student teacher’s needs or goals.

Observation Forms

The CT and field supervisor will use the observation forms below to document the progress of the student teacher. These forms are the official documentation for UTLA for the Texas
Education Agency (TEA) and are based on the Texas Teacher Evaluation Support System (T-TESS). Student teachers will initiate a DocuSign version of these forms which will be emailed to the CT for official completion and then routed to field supervisors for viewing/signing.

- UTL 360/670 Observation Form (for informal observations)
- Formative Evaluation Form
- Summative Evaluation Form

Using these required forms, CTs will rate each observable behavior and cite specific examples as supporting evidence.

**Post-Observation Conference**

After informal observations, a follow-up conference will be conducted to provide feedback about the lesson taught. This conference should last a minimum of 30 minutes. Evaluators will discuss with the student teacher their strengths, areas of concern, and ways to improve in preparation for the next lesson. When completed, the student teacher, UTLA instructor and field supervisor will all receive a copy of these forms electronically to approve and retain for their files.

After the formative and summative observation, the student, CT, and field supervisor will schedule a face-to-face conference to discuss the observed lesson. These observations and conferences are required for teacher certification. The following information must be recorded on the observation forms: name of student, date, start and stop time, and signatures. When completed, the student teacher, CT, UTLA instructor and field supervisor will all receive a copy of these forms electronically to approve and retain for their files.

**Attendance Policy for Student Teaching**

The student teacher experience includes 70 full-time teaching days, Monday through Friday, during a single semester. According to the Texas Education Code a full-time school day shall be at least seven hours (420 minutes) each day. If there is a cause for a student teacher to be absent, they will need to document their absence by notifying the CT and UTLA instructor in writing, and the field supervisor if necessary, as soon as possible. Missed days must be made up at the end of the field experience. The student teacher will assume responsibility for sending plans and/or materials to the school if an absence does occur.

If it becomes evident that a student cannot complete 70 days of student teaching within the given UT semester, the individual will be removed from UTL 670, will receive a failing grade for the course, and not be referred for certification.

Absences include, but are not limited to, illness, out-of-town job interviews, and religious holidays. In the case of religious holidays, the student teacher will give advance notice to the CT and UTLA instructor, and the field supervisor if necessary, that this absence will occur and schedule a make-up time. Attendance and punctuality will be evaluated on an ongoing basis. Absences and tardiness can result in the termination of the placement.
**Attendance Form**

Students will track attendance in order to accurately provide information upon request. In the last weeks of the placement, student teachers will receive a link to their electronic Attendance Documentation form to formally record absences. The CT and UTLA instructor at the end of the student teaching experience will approve this electronic documentation.

**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 teachers 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.

This means that in the weeks before taking over teaching the classes full time, the CT should not leave student teachers alone for an extended period of time or on a regular basis. In addition, they should not be left alone on a field trip with a group of students without a certified teacher. If these rules are violated or a student teacher has been placed in an uncomfortable situation, a UTLA faculty or staff member should be contacted immediately.
The University does not provide liability insurance to student teachers. Insurance coverage can be purchased by student teachers 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 (email), web logs (blogs), electronic forums (chat rooms), video-sharing web sites, 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.

During student teaching, UTLA students must read and understand the district electronic media policy and FERPA 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 teachers. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination from the teacher certification preparation program.

**Substitute Teaching Policy**

UTLA student teachers will be allowed to substitute up to five days for their CT during their student teaching experience. Below are the requirements that must first be fulfilled to substitute during student teaching. Student teachers must:

- Complete the district’s substitute training,
- Complete at least seven weeks of student teaching,
- Complete and submit the curriculum unit required by UTL 360,
- Obtain approval from their UTL 360 instructor to substitute, and
- Obtain approval from their campus administration.

**Stipends**

Cooperating teachers (CT) will receive a stipend of $350 for mentoring per student teacher.

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 by the dates below to the UTeach-LA office.
  - 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.