# FIELD SUPERVISOR HANDBOOK

**UTeach-Liberal Arts (UTLA)**  
University of Texas at Austin

## Definitions

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Field Experiences</td>
<td>2</td>
</tr>
<tr>
<td>Required Coursework</td>
<td>2</td>
</tr>
<tr>
<td>Responsibilities of Student Intern</td>
<td>3</td>
</tr>
<tr>
<td>Responsibilities of Student Teacher</td>
<td>4</td>
</tr>
<tr>
<td>Responsibilities of Field Supervisor with a Student Intern</td>
<td>5</td>
</tr>
<tr>
<td>Responsibilities of Field Supervisor with a Student Teacher</td>
<td>5</td>
</tr>
<tr>
<td>Responsibilities of Cooperating Teacher with Student Intern</td>
<td>6</td>
</tr>
<tr>
<td>Responsibilities of Cooperating Teacher with Student Teacher</td>
<td>6</td>
</tr>
<tr>
<td>Initial Contact with Student Intern or Student Teacher</td>
<td>7</td>
</tr>
<tr>
<td>Required Observations</td>
<td>7</td>
</tr>
<tr>
<td>Scheduling Observations</td>
<td>8</td>
</tr>
<tr>
<td>Observation Forms</td>
<td>9</td>
</tr>
<tr>
<td>Debriefing Session</td>
<td>9</td>
</tr>
<tr>
<td>Attendance Policy for Students</td>
<td>10</td>
</tr>
<tr>
<td>Professional Liability</td>
<td>11</td>
</tr>
<tr>
<td>Individual Development Plan</td>
<td>12</td>
</tr>
<tr>
<td>Electronic Media Policy</td>
<td>12</td>
</tr>
<tr>
<td>Code of Ethics Policy</td>
<td>12</td>
</tr>
<tr>
<td>Substitute Teaching Policy</td>
<td>13</td>
</tr>
<tr>
<td>Stipends</td>
<td>13</td>
</tr>
</tbody>
</table>

### Definitions

**Student Intern**

**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.

**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.
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.

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 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 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

Student Intern

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

**Student Teacher**

**UTL 360 - Problems/Principles of Secondary Education**
This class 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.

**UTL 670 - Directed Teaching in Secondary Schools**
This field-based course is pass/fail and 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 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 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 Field Supervisor with a Student Intern

• 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.

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.

**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 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.

**Initial Contact with Student Intern or Student Teacher**

Field supervisors must make contact with their assigned students by telephone, email, or other electronic communication, within the first three weeks of assignment, with the following goals as part of the initial contact. This information will be recorded in the TEA Field Supervisors Log.
• Introduce yourself or reacquaint yourself with the student.
• Clarify roles, responsibilities, and expectations.
• Establish procedures for setting up observations.
• Ask the student to identify any concerns as they begin their assignment.
• Exchange all contact information in case of emergencies: cell phone numbers, emails, etc.

**Required Observations**

**Student Intern**

• Student interns will be observed two times by a field supervisor during the semester.
• Following each observation, a debriefing session with the student intern should be scheduled to provide feedback. This debriefing session generally lasts no more than one hour and is conducted face-to-face.
• If more observations are needed, contact the UTLA instructor and provide a rationale.

**Student Teacher**

• Student teachers will be observed at least four times: two informal observations, a formative and summative observation, and verbal and written feedback will be provided after each observation.
• The first observation for student teachers must occur within the first five weeks of the assignment and is an informal observation.
• After each observation, a face-to-face debriefing session should be scheduled.
• After the formative and summative observation, a separate, more formal, face-to-face debriefing session is required with the student teacher and cooperating teacher.
• At the end of the formative observation goals will be set for improvement. These goals will be evaluated at the end of the summative observation.
• If more than two informal observations are needed or a debriefing session lasts longer than 60 minutes, contact the UTLA instructor and provide a rationale.
• At the end of the formative observation, discuss with cooperating teacher and student teacher the number of absences or tardies the student teacher has accrued and record them. If the student teacher has two or more absences, contact the UTLA instructor immediately.
Scheduling Observations

Student Intern

• Schedule the first formal observation within the first six weeks of the assignment.
• The 2nd or 3rd lesson is optimal for the first observation. The intern’s second to last lesson is best for the second observation.
• Schedule a debrief session after each observation.
• The last observation must be completed prior to the end of the program semester and it is suggested that both observations be completed by the 8th lesson.

Student Teacher

• Schedule the first informal observation within the first four-five weeks of the assignment.
• At the end of the first debriefing session, schedule the formative observation and three-way debriefing session with the student. Have the student teacher confirm the date with the cooperating teacher.
• After the formative observation, the field supervisor and cooperating teacher together will meet to discuss the completed observation notes with the student teacher.
• Like the first observation, the third observation is an informal and requires a debriefing session, but the cooperating teacher’s presence is not required.
• At the end of the third debriefing session, schedule the summative observation and three-way debriefing session with the student. Have the student teacher confirm the date with the cooperating teacher.
• All observations must be completed prior to the end of the program semester.

<table>
<thead>
<tr>
<th>Student Teacher Observations</th>
<th>Observation Type</th>
<th>Required Debrief Participants</th>
</tr>
</thead>
</table>
| 1                           | Informal        | • Student Teacher  
                            |                 |     • Field Supervisor |
| 2                           | Formative       | • Student Teacher  
                            |                 |     • Field Supervisor  
                            |                 |     • Cooperating Teacher |
| 3                           | Informal        | • Student Teacher  
                            |                 |     • Field Supervisor |
| 4                           | Summative       | • Student Teacher  
                            |                 |     • Field Supervisor  
                            |                 |     • Cooperating Teacher |
Observation Forms

**Student Intern**

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 and then routed to field supervisors for viewing.

- Observation Form 640

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, CT and field supervisor.

**Student Teacher**

The CT and field supervisor will use the observation forms below to document the progress of the student teacher. These forms are the official documents 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.

**Debriefing Session**

**Student Intern**

After both observations, a debriefing session will be conducted to provide feedback about the lesson taught. The debriefing session should last approximately 30-45 minutes. Field supervisors will discuss with the student teacher the student intern’s strengths, areas of concern, and ways to improve in preparation for the next lesson. When completed, the student intern, UTLA instructor and field supervisor will all receive a copy of these forms electronically to approve and have.

**Student Teacher**

After informal observations, a debriefing session will be conducted to provide feedback about the lesson taught. The debriefing session should last approximately 45 minutes. Evaluators will
discuss with the student teacher the student teacher’s 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 have.

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 debriefing sessions are required for teacher certification. It is important that the following information is 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 have.

**Attendance Policy for Students**

**Student Intern 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.

**Student Teacher**

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.

**Student Teacher Attendance Form**

Student teacher 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. The CT, UTLA instructor, and field supervisor will receive a copy of this document.

*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 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.

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 Policy

**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.

**Student Teacher**

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**

Field Supervisors will receive a stipend of $40/hour per student interns/teacher for the following:

- Mentoring, observing, and correspondence with student intern/teacher
- Collaboration with UTLA instructor
- Mileage at the current state rate
- Travel time

To receive the stipend payment, field supervisors will need to complete the administrative 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 field supervisor'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.