Student Intern Instructions for Initiating DocuSign UTL 640 Observation Form

Email Lori Hahn lhahn@austin.utexas.edu for assistance.

Do not initiate the form until you are ready for your Cooperating Teacher (CT) to receive it.

**Form Location:**
- [https://liberalarts.utexas.edu/uteach/students/student-interns.php](https://liberalarts.utexas.edu/uteach/students/student-interns.php).
- Go to the UTL 640 Observation Forms – DocuSign section at the bottom of the webpage.
- Click on the form with your professor’s name by it.

**Initiating the Observation Form:**
- Enter your properly capitalized first and last name and your @utexas.edu email address.
- Enter your CT’s first and last name and their email address.
- Enter your Field Supervisor’s (FS) first and last name and their email address. (The FS is only receiving a copy. They are not evaluating you.)
- Click on BEGIN SIGNING and enter the Access Code:
- A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
- Once the code is entered and you begin the form, you will receive an email which is automatically generated by DocuSign. It will show that it is from Loraine Hahn via DocuSign <dse@docusign.net>. **(Do not delete this email until you have completely finished entering in the information in the next step.)**

**Completing the Top Portion of the Observation Form:**
- Check the I AGREE box. You will have two options at this point.
- Click CONTINUE or OTHER ACTIONS. By clicking OTHER ACTIONS, you will have the option to FINISH LATER. **(You'll need to refer back to the email originally sent to you and then click on the Yellow REVIEW DOCUMENT button. You will be taken back to where you left off.)**
- Fill in the following:
  - Lesson # – Also indicate separate blocks if you are teaching the same lesson twice.
  - Lesson Format.
  - School and School District.
  - Observation Date.
  - Topic – If necessary, abbreviate to make it fit into the field.
  - Click the yellow FINISH button when you’re finished.
  - The form will then be routed to the CT for their evaluation.

**Entering your Smart Goals**
- When your CT is finished with their evaluation, you will then receive another DocuSign email prompting you to click on REVIEW DOCUMENT. **(The location box may pop up again.)**
- Check the I AGREE box and click CONTINUE. If you choose to not finish your goals at this time, remember to access the document through the email received.
- Review your observation and proceed to the SMART Goals section. This will be explained by your professor. **(NOTE: Be concise in your response so that it fits in the field.)**
- Click the yellow FINISH button.
- Upon finishing, click on the CONTINUE button.

Once completed, you, the CT, FS and your professor will receive a certified copy of the document.
Initiate the form when you are ready for your Cooperating Teacher (CT) to sign off on your time. This should be done EVERY week. Work with your CT to determine the best day to initiate the form.

Form Location:
- [https://liberalarts.utexas.edu/uteach/students/student-interns.php](https://liberalarts.utexas.edu/uteach/students/student-interns.php).
- Go to the UTL 640 Weekly Observation Logs – DocuSign section at the bottom of the webpage.
- Click on the form with your professor’s name by it.

Initiating the Weekly Observation Log:
- Enter your properly capitalized first and last name and your @utexas.edu email address.
- Enter your CT’s first and last name and their email address.
- Click on BEGIN SIGNING and enter the Access Code:
- A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
- Once the code is entered and you begin the form, you will receive an email which is automatically generated by DocuSign. It will show that it is from Loraine Hahn via DocuSign <dse@docusign.net>. (Do not delete this email until you have completely finished entering in the information in the next step.)

Completing the Top Portion of the Weekly Observation Log:
- Check the I AGREE box. You will have two options at this point.
- Click CONTINUE or OTHER ACTIONS. By clicking OTHER ACTIONS, you will have the option to FINISH LATER. (You’ll need to refer back to the email originally sent to you and then click on the Yellow REVIEW DOCUMENT button. You will be taken back to where you left off.)
- Fill in the following:
  - UTL 640 Instructor
  - School
  - District
- In the table: Enter only one week’s worth of dates per log. (Monday-Friday)
  - Select the date.
  - Enter the hours and or minutes.
  - Enter as many dates as you were there in one week, along with the time.
  - Click the yellow FINISH button when you’re finished.
  - The form will then be routed to the Cooperating Teacher.
- Upon finishing, a box will pop up letting you know you have completed the process. Simply click on the CONTINUE button and you will be done.

Once completed, you, the CT and your professor will receive a certified copy of the document.
Student Intern Instructions for Viewing the UTL 640 Observation Form from the Field Supervisor
Email Lori Hahn lhahn@austin.utexas.edu for assistance.

- You will receive an email from DocuSign via DocuSign <dse@docusign.net> that the document has been completed by your Field Supervisor (FS).
- To review the completed form, click on the VIEW COMPLETED DOCUMENT button.
- You will NOT be signing the document. Reviewing the document will complete your step in the process.

Once completed, you, the FS and your professor will receive a certified copy of the document.