UTeach-Liberal Arts: 101 Orientation

POLICIES, GUIDELINES, AND EXPECTATIONS CHECKLIST

MISSION STATEMENT

Believing in the crucial role public schools and public school teachers perform in a democratic society, UTeach-Liberal Arts prepares prospective teachers for the rigors of today's diverse classrooms. In keeping with the liberal arts tradition, critical reflection plays a central role in our program. Through pro-active and competitive recruitment, we welcome a dynamic group of students into the world of teaching. In three comprehensive stages before, during, and after student teaching our program links extensive content-area preparation and integrated university courses on teaching, with guided experience in public school classrooms. We support this process with a solid grounding in learning theories and a broad understanding of community resources available to new teachers.

GENERAL POLICIES AND PROCEDURES

___CODE OF ETHICS AND STANDARD PRACTICES FOR TEXAS EDUCATORS

Per Texas law, all preservice teachers must abide by the Code of Ethics and Standard Practices for Texas Educators. I agree to read and abide by the Code of Ethics during the time that I am enrolled in The University of Texas teacher preparation program (rules can be found in the online Student Handbook.) These rules apply in the University classes, as well as in the hosting classrooms in which I am being prepared as a classroom teacher.

___DRESS

First impressions are extremely important in the public schools. Interns/student teachers should dress like professionals at all times. This is not to suggest that interns/student teachers have to purchase an expensive wardrobe. It is advisable, however, that interns/student teachers observe what faculty members wear and dress accordingly. Good grooming is part of an intern/student teacher’s professional image. As guests in the schools, we must honor administrators’ requests that we have a professional appearance on their campuses. Dress must comply with district and campus policy.

___ABSENCES

Perfect attendance during the internship is expected. The period of time spent in the classrooms this semester is minimal, yet critical. It is very important that the interns be present at all times during this part of their training program. If an intern must be absent, she/he will need to contact both the cooperating teacher and the facilitator as soon as possible. Tardiness is unacceptable.
If at any time, in the judgment of the facilitator and/or cooperating teacher, an intern/student teacher’s absences are excessive, the intern/student teaching assignment may be terminated.

__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, cellphones, and Web-based applications.

UT teacher preparation students must read and understand school district electronic media policy. UT teacher preparation students must receive written permission from their cooperating teachers before any exchange of electronic media occurs with students. If permission is granted, electronic media may be used to communicate with students currently enrolled in school about matters within the scope of the UT teacher preparation student intern/student teacher responsibilities. UT teacher preparation students’ use of electronic media to communicate with currently enrolled students for social reasons is prohibited.

If a UT teacher preparation student chooses to use a social network site or similar media for personal purposes, the UT teacher preparation student is responsible for the content and is responsible for maintaining privacy settings appropriate to the content.

Per Texas Administrative Code (Title 19, Part 7, Chapter 247, Rule 247.2), UT teacher preparation students shall comply with the Code of Ethics and Standard Practices for Texas Educators. UT teacher preparations 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 UT teacher preparation interns/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__

Interns may not serve as substitute teachers during the days and times required for their internships.

__CONFIDENTIALITY__

Interns/student teachers are reminded that all student-related information is confidential by law. Students’ names should remain anonymous in class discussions, as well as student projects and papers that are required as part of coursework or field experiences. Student information should never be shared outside of the classes or with any person not entitled by law to such information.
USE OF SCHOOL MATERIALS

Instructional materials prepared using supplies provided by the school usually remain with the school at the completion of the intern assignment.

STUDENTS’ MEDICATIONS

University policy and most school’s policies do not permit administering medicine (either prescription or over-the-counter) to students at any time.

STUDENT DISCIPLINE

Corporal punishment (even in the mildest form) is not permitted at any time. Be very careful of the ways in which you touch your students, especially when you become angry or frustrated.

OTHER PHYSICAL CONTACT WITH STUDENTS

Check with the school faculty and/or administration for appropriate physical contact guidelines pertinent to the age group with which you are working.

INJURIES INVOLVING BLOOD

Care should be taken when coming in contact with student blood. It is advisable to use gloves. This is true for handling young students losing teeth.

TRANSPORTING STUDENTS

Do not drive your own car to take students on a field trip or to deliver them anywhere away from campus. You could be legally liable for any accidents or injuries.

SUGGESTIONS

The program welcomes any suggestions you might have for the improvement of field experiences or its programs in general. If you have questions or suggestions regarding field experiences, please feel free to contact Eric Bowles via email at bowles@austin.utexas.edu or at 512-232-3480.

POLICIES AGREEMENT

I understand and agree to adhere to all of the policies and procedures in this document.

Intern Signature________________________________ Date _____________