Field Experience Pacing Guideline
UTL 202 Introduction to Teaching Middle School

OVERVIEW
- UTL 202 requires 20 hours of observation by the student intern. Within the 20 hours of observation, student interns are required to observe their cooperating teacher and teach six lessons.
- The UTLA Observation and Lesson Verification Form and the UTL 101/202 Observation Forms will be used and signed to evaluate the student intern by the CT. They will be provided by the student or can be downloaded from the UTLA website.
- Cooperating Teachers (CTs) should be included in all decision-making during the internship and should contact the University Instructor as soon as possible, if any issues or questions arise.
- The UTL 202 student interns should begin their field experience the last week of September and finish the first week in December.

Weeks 1 through 4
- Work with the student intern to determine their observation schedule for the length of the internship.
- Have the student intern get comfortable with you and the students before they start teaching.
- Determine a place in the classroom where the student intern may be seated and place their materials and personal items while in the classroom.
- Discuss with the student intern about the daily schedule, emergency procedures (fire drill, tornado alert, etc.), discipline expectations and procedures for dealing with problems.
- Discuss with the student intern the current semester units and curriculum for the course with which they will be working and if applicable, district curriculum documents.
- Help student intern determine which lessons may be taught during the internship.
- If applicable, allow students to assist you with daily process and procedures such as distributing handouts, books, etc.

Weeks 4 through 8
- Have student intern design and teach Lessons 1, 2, and 3.
- Observe and evaluate the student intern when teaching their lessons using the UTL 101/202 Observation Forms provided by the student intern.
- Debrief with the student intern about what was observed when they taught their lessons.

Weeks 9 through 14
- Have student intern design and teach Lessons 4, 5, and 6.
- Complete observing and evaluating the student intern using the UTL 101/202 Observation Forms provided by the student intern.
- Debrief with student intern about what they observed when the student intern taught their lessons.
- Validate and sign the student intern’s UTLA Observation and Lesson Verification Form.
- Have student intern return all materials borrowed by the end of their internship.