UTeach-Liberal Arts 101 Pacing Guide/ Fall 2021
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UTL 101 Overview
UTL 101 involves one seminar hour per week on-campus with a University faculty member, as well as field placement at the elementary level for a minimum 9-10 hours during the semester, under the supervision of a cooperating teacher.

Standards addressed by students in UTL 101 will include:
- Instructional planning and delivery which is both engaging and standards-based.
- Formative assessment.
- The importance of professionalism and self-care for educators.
- Development of a safe, respectful and positive learning environment.
- Basic classroom management techniques.
- The use of reflection to improve over time.
- Professional practices and responsibilities as well as legal and ethical requirements of the profession.
- Technology used as a tool for communication, collaboration and instruction.

CT Meetings

<table>
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<tr>
<th>#</th>
<th>Meeting Type</th>
<th>Suggested Dates</th>
<th>Required DocuSign Forms</th>
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<tr>
<td>1</td>
<td>Zoom</td>
<td>Sept. 6-10</td>
<td>Attendance</td>
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<td>2</td>
<td>Classroom Observation</td>
<td>Sept. 13-17</td>
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<td>Classroom Observation/Co-Teach</td>
<td>Sept. 27-Oct. 1</td>
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<td>6</td>
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<td>Oct. 11-15</td>
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<td>Classroom Observation/Co-Teach</td>
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<td>Intern Teaches Lesson</td>
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<td>10</td>
<td>Zoom</td>
<td>Nov. 8-12</td>
<td>Attendance</td>
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• Make-up weeks: Nov. 15-19 and Nov. 29-Dec. 6

Digital Forms
This year we will be using digital forms in UTL 101. There are three forms that we will ask you to complete this semester.

- **Attendance Forms**: These forms will arrive via email each week and should take no more than 15 seconds for you to complete.
- **Midterm Evaluation**: This form will arrive via email and should be completed before your Zoom meeting (#6) with your intern. You will review and discuss your intern’s progress during this meeting.
- **Observation Form**: You will complete this evaluation based on the lesson taught by your intern during visit #9. You will discuss the observation form during visit #10 which will be your final Zoom meeting.

Each of these DocuSign forms will be generated and sent to you via email by your intern.

Student Responsibilities
As part of our focus in UTL 101 on professionalism, UTL interns will be responsible for the following:
- Communication with CT in a timely and professional manner.
- Sending all DocuSign forms in a timely manner.
- Arrive on time and dressed professionally to all observations and Zoom meetings.
- Participate enthusiastically in your classroom and serve as a role model to your students.
- Be willing to listen to and act on professional critique of their work and teaching.
- Follow professional and ethical standards as well as any classroom/campus rules or guidelines.

**CT Responsibilities**

- **1st Day of Class** - You will have met your intern during a Zoom meeting before they arrive in your classroom for their first official visit but I can assure you that your intern will still be very nervous about meeting your students for the first time. Please take a brief minute to introduce your intern to the class and have a place in your classroom for your intern to place their backpack or other belongings.

- **Communication** - Please reach out to me at ANY time if you have concerns (big or small) regarding your intern or their performance/participation in your classroom. My students want to do their best for you and your students but it is always possible that they will make some “rookie” mistakes. These are learning opportunities.

- **DocuSign Forms** - Please complete all DocuSign forms as promptly as possible. If you are not receiving your DocuSign forms in a timely manner from your intern, please let me know so that I can address that with the student. If you have any questions you have regarding the completion of digital forms, please don’t hesitate to let me know.