Field Placement Pacing Guide • LOTE UTL 640 Student Interns • Fall 2023

Overview:
⇒ UTeach-LA student enrolled in UTL 640 must complete a field internship of 45 hours of combined observation and teaching in a high school LOTE classroom.
  o During the internship, student interns (SIs) are required to write nine* (9) original lessons in order to deliver 9 teaches. *Students may teach up to three lessons twice and the lesson plan for the duplicate teach must be adjusted to provide evidence of active self-reflection during the teach.
  o The fall internship will conclude on or before November 17, 2023. SIs must plan to spend ~4+ hours each week in the field in order to complete the internship by that date.
⇒ Cooperating teachers (CTs) will be included in all decision-making during the SI’s internship.
⇒ CTs and SIs will abide by all policies and procedures stated in the UTeach-LA Cooperating Teacher and Student Handbooks throughout the internship. This Pacing Guide aims to support both the CT and SI in this regard. Consult it regularly throughout the placement to stay on track for success.
⇒ CTs will contact the University Instructor as soon as possible with any questions or concerns regarding their SI’s performance or professionalism while in the field.

Weeks 1-2 (9/5 – 9/15) – Settling In & Setting Up
The SI will:
  □ Begin the practice of:
    - Arriving or logging on promptly at the time scheduled with the CT.
    - Turning off and putting away all unnecessary devices upon entering the CT’s classroom; use only those necessary to deliver instruction.
    - Keeping track of your field placement hours on campus and/or online by completing the UTL 640 Weekly Hours Log. (scroll to the bottom of the page to the last form listed)
    - Referring to your “Observation Assignments for the 640 Field Placement” and syllabus to keep track of timelines and directions associated with these field-related assignments.
  □ Work with the CT to determine the observation and teaching schedule from 9/5 to 11/17. Mapping out a schedule of specific dates and times that you will observe and the projected dates on which you will teach during the internship will provide you and your CT with something to reference as the semester gets busy. This calendaring will be useful in scheduling your formal observations.
  □ Contact their UT field supervisor (FS):
    - By or before 9/15 to provide your FS with the following information:
      (1) the established observation schedule,
      (2) specific placement class meeting times (do not list periods – ex. 1st period 2nd period -- rather, list actual times – ex. 10:03-11:33),
      (3) classroom number, and
      (4) how they will access the technology platform of the placement school and classroom (google classroom, apps, etc).
    - With sufficient advance notice to schedule your first official University Observation and post-observation debrief to fall during your 2nd or 3rd teach, as directed on the syllabus.
  □ Review the list of students in the CT’s classes for which you will deliver lessons and start memorizing their names. Create your own seating chart. Begin talking to your students and getting to know them.
  □ Request a copy of and review the campus handbook. Discuss with the CT any questions or concerns you have about policies or procedures described therein.
  □ Observe your CT and with the CT’s direction and assist with organizing and managing materials. Circulate the room and move about the students. You will see and learn as you do. Do NOT simply remain seated.
  □ With your CT, discuss the semester units, the curriculum for the course(s) you’ll teach, and which lessons you may teach during the internship—for at least in the next two weeks.
Begin reading any materials/texts around which you’ll need to design lessons and/or researching unknown content. *Ask the CT for clarification or additional guidance when researching content; inquire about whether any supporting supplemental materials can be accessed electronically, perhaps with the assistance of the campus technology lead or administrator. Use technology as a thought partner, talk with your colleagues in UTeach (PLC) to synergize, and reach out to your professor for additional support.

**The CT will...**
- Provide the SI with the appropriate login credentials to access the online learning platform and with a place in the classroom where the SI may be stationed in your classroom during the internship.
- Work with the SI to determine their observation and teaching schedule for the length of the internship.
  - Discuss with the SI the daily schedule for the campus so that you may proactively address dates that are impacted by professional learning days, student/staff holidays, and bad weather make up days scheduled during the internship period (9/5 - 11/17), along with any contingency plans for a potential health-related outbreak on campus.
  - Share with the SI the current semester units and curriculum for the course(s) with which they will work, along with any corresponding supportive district curriculum guides for said course(s).
  - By the end of week 2, help the SI determine which lessons may be taught during their internship. If settling on dates for all 9 lessons proves problematic, aim to schedule the first 4-5 lessons/teaches to fall within weeks 3 to 6. *SIs are encouraged to double teach lessons as scheduling permits. They are allowed to repeat up to three lessons for credit toward their required nine if they document the adjustments made for the repeated lesson(s) in the submitted lesson plan.
- Confirm the attendance hours accrued by the intern using the UTL Weekly Hours Log DocuSign form initiated by the SI at the end of each week.

**Week 3-4 (9/18 – 9/29) – Planning & Delivering Teaches 1-2**

**The SI will...**
- Continue
  - Observing your CT and with the CT’s direction, assisting with organizing, managing, and creating materials.
  - Working to learn students’ names and a bit more about their personalities, especially in the classes you will teach. Be sure to circulate around the room and engage in conversation around their academic work and ways that it might connect to your/their lives.
  - Keeping track of
    - your placement hours accrued on campus by completing the Weekly Hours Log DocuSign and
    - timelines associated with 640 field observation assignments.
- Offer to work with small groups of students in need of extra help or enrichment in order to build relationships and assist the CT.
- Make plans in advance to video yourself teaching the required portion of your teaches.
- With the CT’s assistance and according to the expectations of their UTL 640 course, design and implement your first 2 lessons.
- Remember to:
  - Submit each lesson plan and its corresponding instructional materials for review to both the 640 Instructor via Canvas and copied on the email with the CT **at least 48 hours in advance** of implementation (*not including weekends*). Use the chart below to assist in the **48-hour requirement**.
If I plan to teach on  |  My lesson plan must be submitted on  |  BEFORE
---|---|---
Monday  |  Thursday  |  Noon
Tuesday  |  Friday  |  Noon
Wednesday  |  Monday  |  10:00 a.m.
Thursday  |  Tuesday  |  10:00 a.m.
Friday  |  Wednesday  |  10:00 a.m.

- Promptly prepare the **UTL 640 Evaluation Form - Cooperating Teachers** to be completed by the CT in advance of each lesson’s delivery. *Make a routine of completing this task no later than the night before the lesson’s scheduled delivery when preparing for the next day’s teach.*
- Upon receipt of your CT’s observation form, thoroughly review your CT’s feedback as you **complete the reflection task**, and then **submit the completed DocuSign document**.
- At least two days prior to teach 2, confirm with your FS the scheduled first observation and post-observation debrief; again, ensure that the FS has the needed information to access online learning platform that you use.
- Participate in the FS’s first official University Observation and post-observation debrief.
  - Subsequent to the FS’s observation and debrief, **acknowledge via email your FS’s electronic observation evaluation form** upon receipt.
- Look ahead to your upcoming lessons and plan accordingly.

**The CT will...**
- Show the SI where they may find and how to use any teacher “tools” that are available to them, including the use and care of classroom technology. Discuss the policies for using said tools with the SI.
- Model and, if appropriate, allow the SI to work with small groups of students needing extra help or enrichment. Expect the SI to circulate about the room to get to know more about the students.
- Review and provide helpful feedback on the SI’s lesson plans, orally or in writing, at least 18 hours **before delivery**. *Please notify the University Instructor if the SI has yet to submit a lesson plan for a scheduled teach that’s to be delivered in less than 24 hours.*
- Observe and evaluate each of the SI’s lessons using the digital UTL 640 Observation Forms initiated by the SI through DocuSign.
  - **These are official program documents**; please complete them in real time, if possible, and no later than 48 hours after a lesson’s delivery. *Upon receipt, the SI is responsible for reflecting on the input in writing before the document can be submitted as complete.*
  - When the FS is observing/evaluating the SI, the CT must be present and simultaneously observe/evaluate the SI.
- Debrief with the SI one-on-one following each observation evaluation to provide affirmative and constructive feedback on the SI’s overall performance (instructional design and delivery, interaction with and engagement of students, and demonstrated professionalism).
- Offer support to the SI with their video recording requirement during each teach, if possible.
- Continue to provide guidance in determining the topics and materials for the SI’s upcoming lessons.

**Weeks 5-6 (10/2 – 10/13) – Developing Further Through Continued Practice • Teaches 3-5**

**The SI will...**
- Continue
  - Observing their CT and assisting with classroom duties at the CT’s direction.
  - Working to learn as much about your students as you can. Circulate among students and around the classroom and work to gain a greater understanding of the learning needs of your students.
  - Keeping track of your placement hours by completing the Weekly Hours Log DocuSign and the timelines associated with 640 field observation assignments in Canvas.
Plan in advance to video yourself teaching the required portions of your teaches.

With the CT’s assistance and according to the expectations of UTL 640, continue designing and implementing lessons in order to complete 3-5 teaches. Remember to:

- Ensure that you are incorporating engaging media into your lessons (video clips, photographs, art, music, etc.) and effectively managing the technology to enhance learning and instruction.
- Submit each lesson plan and its corresponding instructional materials for review to both the 640 Instructor in Canvas and copied via email with the CT at least 48 hours in advance of implementation (not including weekends).
- Promptly prepare the digital Evaluation Form (DocuSign) to be completed by the CT in advance of each lesson’s delivery.
- After thoroughly reviewing the feedback from the CT, complete the reflection task, and then submit the completed DocuSign document.

Participate in the FS’s first official University Observation and post-observation debrief.

- Subsequent to the FS’s observation and debrief, acknowledge via email their FS’s electronic observation evaluation form upon receipt.
- Contact their FS with sufficient advance notice in order to schedule your second official University Observation and post-observation debrief to fall during your 7th or 8th teach (sometime during weeks 8-9) as directed on the syllabus.

Offer to assist the CT with grading informal and/or formal assessments, if possible.

Ask your CT or a colleague to assist in collecting 4-5 clear digital photos of the SI delivering instruction and/or working with small groups of students. *Submit 3-5 clear photos in Canvas. You may blur and/or use emojis to cover students’ faces.

Look ahead to your remaining lessons and plan accordingly.

The CT will:

- Continue reviewing and providing helpful feedback on the SI’s lesson plans at least 18 hours before delivery. *Remember to notify the University Instructor if the SI has yet to submit a lesson plan for a scheduled teach that’s to be delivered in less than 24 hours.
- Observing and evaluating the SI when teaching using the digital UTL 640 Evaluation Form DocuSign initiated by the SI. *When the FS is observing/evaluating the SI, the CT will simultaneously observe/evaluate the SI.
- Debriefing with the SI one-on-one following each observation and evaluation to provide affirmative and constructive feedback on the SI’s overall performance.
- Supporting the SI with their video recording requirements, if possible.
- Offer to assist the SI in collecting clear digital photos of the SI delivering instruction and/or working with small groups of students, if possible. (These can also be captured from the videos.)
- Providing guidance in determining the topics and materials for the SI’s upcoming lessons.

Weeks 7-10 (10/17 – 11/11) – Wrapping Up the Internship • Teaches 6-9 • Observations

The SI will:

- Observing your CT and assisting with classroom duties at the CT’s direction.
- Keeping track of your placement hours as accrued and the timelines associated with 640 field observation assignments.
- Planning and conducting lessons until you meet the course requirement of 9 lesson plans and teaches.
- Submitting lesson plans and corresponding materials in advance as required and completing/acknowledging the digital observation forms received through DocuSign as accrued.
☐ Participate in the FS’s second official University Observation and post-observation debrief.
  - Subsequent to the FS’s observation and debrief, acknowledge via email your FS’s electronic observation evaluation form upon receipt.
  - Write a thank-you email to the FS.
☐ Return all borrowed materials to the CT and/or campus as needed.
☐ Write a thank-you email to the CT and to any other district employee who has been helpful.

*NOTE:
If an SI will need additional time beyond 11/17 to complete field placement observation hours due to extenuating circumstances, the SI must obtain the University Instructor’s permission by or before 5:00pm on 11/03/2023 in order to continue the placement into the week of 11/27 – 12/1). Please be advised that no more than one lesson (1-2 teaches, depending) may be submitted and implemented for credit that week and said lesson plans will not be accepted after 10:00AM on 11/30.

SUPPORTING DOCUMENTS:

UTL 640 EVALUATION FORM – COOPERATING TEACHERS

UTL 640 WEEKLY HOURS LOG – DOCUSIGN FORM

UTEACH-LA 640 OBSERVATION FORM FOR FIELD SUPERVISOR

***All forms can be found on the UTech-Liberal Arts website.