

Field Experience Pacing Guide

UTL 640 LOTE Student Interns



DATE	Aim to Accomplish	REQUIRED DOCUSIGNS
Between 8/12 & 8/29	Visit CT's classroom for 1 hour to observe.	- Weekly Hours Log (1) "Observation Assignment 1, 1st 15 Days" due in Canvas by or before 8/29
Weeks of 9/08 - 9/26	Accrue at least 14 of 50 required hours	Weekly Hours Log (x3)
Between 9/26 & 10/03	- Accrue at least 18½ of 50 required hours - Plan and Deliver Lesson 1	- Weekly Hours Log (1) - CT Evaluation form for LP 1
Weeks of 10/06 - 10/17	- Accrue at least 28 of 50 required hours - Plan and Deliver Lessons 2 and 3 - Have FS observe one of these lessons	- Weekly Hours Log (x2) - CT Evaluation forms for LP 2 + LP 3 - FS Evaluation form for Obs 1
Weeks of 10/20 - 10/31	- Accrue at least 36 of 50 required hours - Plan and Deliver Lesson 4	- Weekly Hours Log (x2) - CT Evaluation forms for LP 4
Week of 11/03 - 11/07	- Accrue at least 41 of 50 required hours - Plan and Deliver Lesson 5 - If FS observed LP 2, have them observe this lesson	- Weekly Hours Log (1) - CT Evaluation forms for LP 5 <i>FS Evaluation form for Obs 2*</i>
Weeks of 11/10 - 11/21	- Accrue at least 50 of 50 required hours - Plan and Deliver Lesson 6 - If FS observed LP 3, have them observe this lesson	- Weekly Hours Log (x2) - CT Evaluation forms for LP 6 <i>FS Evaluation form for Obs 2*</i>
Week of 12/01 - 12/05	If you are unable to earn all of your 50 required hours or teach 6 lesson plans by 11/21, you must obtain written approval by noon on 11/20 from your 640 Professor to continue your placement into this week.	

OVERVIEW

- UTL 640 student interns must plan and teach at least six unique lesson plans.
- UTL 640 requires student interns to spend at least 50 hours of time in the placement, including observation and delivering lessons, based on TEA requirements.
- 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 TEA Field Supervisor (FS) will observe two different lesson plans--ideally, the 2nd and the 5th.
- UTL 640 student interns must plan to spend 4½ to 5 hours in the field each week in order to complete the placement within the allotted 10-11 weeks. The week of 12/01-05 serves as a "grace period" week for any SIs/CTs who incur multiple absences due to illness, school cancellation due to weather, unforeseen campus emergency, etc.

FORMS

We will be using digital forms in UTL 640. There are two forms that we will ask the CT to complete this semester. Directions for the forms are in Canvas (for students) and will be sent via email to CTs.

UTL 640 Weekly Hours Log: These forms will arrive via email each week and should take less than a minute for the CT to complete.

UTeach-LA Observation Evaluation Form: Student interns will initiate these forms for their CT **before** a scheduled lesson, and they can be filled out during and/or after the lesson.

Lesson Plans

- Student interns (SIs) should collaborate with the CT on the lesson plan to implement.
- While it is customary for the student intern to initially deliver lessons that mirror their CT's with a few minor changes, they ideally will be given more freedom and responsibility in designing their instructional activities in alignment with the learning objective provided by the CT.
- The SI will submit each lesson plan--and ALL corresponding instructional materials--for review to both the 640 Instructor and the CT at least 48 hours in advance of implementation (not including Saturdays/Sundays). Follow the chart below to determine a lesson's submission deadline
- **Lesson plans not submitted on time cannot be taught and will have to be redone.**

If I plan to TEACH a lesson on	My lesson plan must be SUBMITTED on	BY OR BEFORE
Monday	Thursday	1:00PM
Tuesday	Friday	1:00PM
Wednesday	Monday	10:00AM
Thursday	Tuesday	10:00AM
Friday	Wednesday	10:00AM

- The SI will promptly **initiate the digital UTL 360 Observation Form to be completed by the CT** in advance of each lesson's delivery.
- The CT will review and provide helpful feedback on the SI's lesson plans, orally or in writing, at least 18 hours before delivery.
- The CT will observe and evaluate the student intern when teaching their lessons using the DocuSign form initiated by the SI. These are official program documents; **please aim to complete them within 48 hours after a lesson's delivery.**
- The CT and SI will debrief following the lesson about what was observed, allowing the CT to provide additional affirmative feedback, explain the constructive comments provided in the form, and answer any questions the SI has about the evaluation form or the lesson's implementation.