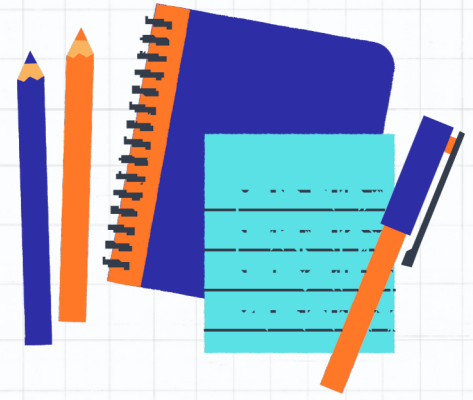


FIELD EXPERIENCE PACING GUIDE

UTL 640 – Teaching in Secondary Schools



DATE	Aim to Accomplish	REQUIRED DOCUSIGNS
Weeks of 8/24 - 9/4	Contact CT to arrange for Field Placement Schedule	“Summarize your Field Placement” assignment in Canvas
Week of 9/7 - 9/11	Complete 5 out of 50 observation hours total .	Weekly Hours Log
Weeks of 9/14 - 10/2	Complete 20 out of 50 observation hours Plan and Deliver Lesson Plans 1 and 2 Have FS observe Lesson 2 (pref) or 3	Weekly Hours Log CT Evaluation forms for LP 1 +2 FS Eval form for Obs 1
Weeks of 10/5 - 10/23	Complete 35 out of 50 observation hours Plan and Deliver Lesson Plans 3 and 4. Have FS observe Lesson 3 if they did not observe lesson 2	Weekly Hours Log CT Evaluation forms for LP 3 +4 FS Evaluton form for Obs 1
Weeks of 10/26 - 11/13	Complete 50 out of 50 observation hours Plan and Deliver Lesson Plans 5 and 6 Have FS observe lesson 5 (with 6 as back up if they can’t observe #5).	Weekly Hours Log CT Evaluation forms for LP 5 +6 FS Evaluton form for Obs 2
Weeks of 11/16 - 12/4	If you were unable to complete your 50 hours or teach 6 lesson plans before now, you must contact and obtain approval from your 640 Professor to use these weeks to finish. You might also be assigned a 7 th LP to do here.	

OVERVIEW

- **UTL 640 students must plan to teach a minimum of 6 (possibly 7) unique lesson plans**
- UTL 640 requires **50 hours of field time** by the student intern of observations and lessons.
- 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 2 different Lesson Plans **The UTL 640 student interns**
- **should aim to spend 5 hours in the field each week, resulting in a placement of about 10 weeks.**

FORMS

We will be using digital forms in UTL 640. There are two forms that we will ask the CT to complete this semester.

Weekly Hours Log: These forms will arrive via email each week and should take no more than 15 seconds for the CT to complete.

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

Lesson Plans

- Student Interns should collaborate with the CT on the lesson plan to implement.
- While it is expected that initially the student intern might mainly deliver a CT's lesson with small tweaks, the hope is that they gradually earn more responsibility to plan their own activities for a lesson, as long as they effectively cover the required material.
- Intern will submit each lesson plan and its corresponding instructional materials for review to both the 640 Instructor and the CT at least 48 hours in advance (not including weekends).
- **Lesson plans not submitted on time cannot be taught and will have to be redone.**

If I plan to teach on	My lesson plan must be submitted on	BEFORE
Monday	Thursday	Noon
Tuesday	Friday	Noon
Wednesday	Monday	Noon
Thursday	Tuesday	Noon
Friday	Wednesday	Noon

- Interns will promptly **prepare the digital observation evaluation form to be completed by the CT** in advance of each lesson's delivery.
- CT will review and provide helpful feedback on the SI's lesson plans, orally or in writing, at least 18 hours before delivery.
- CT will observe and evaluate the student intern when teaching their lessons using the UTL 640 DocuSign forms. These are official program documents; **please aim to complete them no later than 48 hours after a lesson's delivery.**
- CT and Intern will debrief about what was observed when they taught their lessons.