

Field Placement Pacing Guide for UTL 640 Student Interns, Fall 2025

Overview:

- ⇒ UTeach-LA student enrolled in UTL 640 must complete a field internship of **50 hours** of combined observation and teaching in a high school classroom, be it in-person or virtual.
 - During the internship, student interns (SIs) are required to write **six lessons** in order to deliver **at least six teaches** – *SIs are encouraged to double teach as many lessons as possible after lesson 2.* All 640 lessons will be designed for in-person or synchronous remote delivery.
 - The fall internship will conclude on or before **November 21, 2025**. SIs must plan to spend 4.5-5 hours/week in the field—in person and/or online—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 Intern Handbooks throughout the internship. *This Pacing Guide aims to support both the CT and SI in this regard. Consult it weekly 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 1-3 (9/08-26) – 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 physical or virtual classroom; use only those necessary to deliver instruction.
 - Keeping track of their field placement hours on campus and/or online and using the [UTL 640 Weekly Hours Log – DocuSign Form](#) to record and submit your hours **at the end of each week in the internship placement.**
 - Referring to Canvas on a routine basis to keep track of the various field-related assignments, such as directed observations, and their associated timelines and directions.
- ☐ **Work with the CT to determine the observation and teaching schedule from 9/08 to 11/21/2025.**
Mapping out a schedule of specific dates and times you will be present to observe and projected dates on which you will teach during the internship will provide you and your CT with something to refer back to as the semester gets busy and will be helpful to you when it comes to scheduling your Field Supervisor's two required observations.
- ☐ Contact their UT field supervisor (FS):
 - By or before 9/23 to provide them with information as to this established observation schedule, along with specific information about the placement class meeting times / block scheduling and how they will access the technology platform of the placement school and classroom.
 - With sufficient advance notice to schedule their first official University Observation and post-observation debrief to fall during their 2nd or 3rd teach—during placement week 5 or 6.
- ☐ Review the list of student names in the CT's classes for which they will deliver lessons and start memorizing these names.
- ☐ Review the campus handbook. Discuss with the CT any questions or concerns they have about policies or procedures described therein.
- ☐ Observe their CT and, with the CT's direction, assist with organizing and managing materials.
- ☐ Discuss with the CT the semester units and curriculum for the course(s) with which they'll work and which lessons they may teach during the internship—*or at least within placement weeks 3-6.*
- ☐ Begin reading any materials/texts around which they'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 texts or supporting supplemental materials can be accessed electronically, perhaps with the assistance of the campus technology lead or administrator.

The CT will...

- ☐ Provide the SI with a place in the classroom where the SI may be stationed when physically present in the CT's classroom and, if permissible, with the appropriate login credentials to access the online learning platform.
- ☐ 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 and the fall professional learning days, student/staff holidays, and any bad weather make up days scheduled during the internship period (9/08-11/21/2025), along with any contingency protocols to follow in the event of a classroom or campuswide viral outbreak.
 - 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 (9/19)**, help the SI determine which lessons may be taught during their internship.
If settling on dates for all 6 lessons proves problematic, aim to schedule at least the first 2-3 lessons to take place between 9/26 and 10/17. **SIs are encouraged to double teach as many of their lessons as scheduling permits after delivering their 2nd lesson.*
- ☐ Confirm the attendance hours accrued by the intern—on campus and/or online—using the [UTL 640 Weekly Hours Log](#) DocuSign form initiated by the SI **at the end of each placement week**.

Week 4-6 (9/29-10/17) – Planning & Delivering Lessons 1-3

The SI will...

- ☐ Continue
 - Observing their CT and with the CT's direction, assisting with organizing, managing, and creating materials.
 - Working to learn students' names in the classes they're observing and will teach.
 - Keeping track of a) their placement hours accrued on campus and/or online using the UTL 640 Weekly Hours Log and b) timelines associated with the various field-related 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.
- ☐ **With the CT's assistance and according to the expectations of their UTL 640 course, design and implement their first 3 lessons in order to conduct their first 3 teaches.** *Conducting 3 lessons during this window may enable the SI to accomplish as many as 4 teaches in this timeframe.*
Take care to **submit each lesson plan and ALL corresponding instructional materials to both the 640 Instructor and the CT for review at least 48 hours in advance of implementation (not including weekends) according to the following timetable:**

If I plan to TEACH a lesson on	My LESSON PLAN must be submitted via email & in Canvas on	BY or BEFORE
Monday	Thursday	1:00 PM
Tuesday	Friday	1:00 PM
Wednesday	Monday	10:00 AM
Thursday	Tuesday	10:00 AM
Friday	Wednesday	10:00 AM

- ☐ Promptly initiate the [UTeach-LA UTL 640 Observation Form – Cooperating Teachers](#) to be completed by the CT in advance of each lesson's delivery. *Make a routine of completing this task the night before the lesson's scheduled delivery as part of your preparation for the next day's teach.*
- ☐ Upon receipt of their CT's DocuSign observation form following each lesson's implementation, thoroughly review the CT's evaluative input, and then **submit the completed DocuSign document**.

- ☐ **At least 4 days prior to the date of lesson 2 or 3**, confirm with their FS their scheduled first observation and post-observation debrief. **If the observation will be conducted remotely, ensure that the FS has the needed information to access to the online learning platform.*
- ☐ **Submit lesson 2 or 3 to your FS at least 48 hours** prior to her scheduled observation. **For convenience, feel free to simply include the FS in the lesson submission email sent to the UTL professor and CT.*
- ☐ **Participate in the FS's first official ~30-minute pre-observation conference** to discuss your FS's questions about / suggestions for the lesson she will observe. *Make revisions as needed following this conference and send the updated lesson plan to the FS, CT, and UTL professor.*
- ☐ **Participate in the FS's first official University Observation and 30- to 45-minute post-observation conference.**
 - When concluding this conference, **schedule the second official University Observation and post-observation debrief to occur during the 5th or 6th lesson** (*during placement weeks 9-10*). **If the date of these lessons is unknown at this time, schedule a date by which the SI will provide the FS with this information with sufficient advance notice.*
 - Following the FS's post-observation conference, **acknowledge via email their FS's electronic observation evaluation form** upon receipt.
- ☐ Look ahead to their 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.
- ☐ **Review and provide helpful feedback on the SI's lesson plans**, orally or in writing, at least 18 hours before delivery. *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 the SI when teaching their first 3 lessons (*they are encouraged to double teach lessons beginning with lesson 3 if/when the SI and CT's schedule permits*) using the [UTeach-LA UTL 640 Observation Form – Cooperating Teachers](#) form initiated by the SI through DocuSign.
 - These are official program documents; **please aim to complete and submit them no more than 48 hours after a lesson's delivery**. *Upon receipt, the SI is responsible for reviewing and signing this document before it can be submitted as complete.*
- ☐ 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/or engagement of students, and demonstrated professionalism).
- ☐ Continue to provide guidance in determining the topics and materials for the SI's upcoming lessons.

Weeks 7-9 (10/20-11/07) – Developing Further Through Continued Practice

The SI will...

- ☐ Continue
 - Observing their CT and assisting with classroom duties at the CT's direction.
 - Working to learn students' names if necessary.
 - Keeping track of their placement hours as accrued via the UTL 640 Weekly Hours Log and of the timelines associated with field assignments.
- ☐ **If the SI has yet to schedule the second official University Observation**, contact the FS with sufficient advance notice to schedule said observation and post-observation conference to fall during their 5th or 6th teach—*ideally, during placement week 9 or 10.*
- ☐ **With the CT's assistance and according to the expectations of UTL 640, continue designing and implementing lessons in order to complete at least 5 lessons/teaches (of 6 required) by the end of week 9.** Remember to:
 - Incorporate engaging media into your lessons (video clips, photographs, art, music, etc. in addition to print texts) and effectively manage the technology to enhance learning and instruction.

- Submit each lesson plan and ALL corresponding instructional materials to both the 640 Instructor and the CT for review at least 48 hours in advance of implementation (not including weekends). **Revisit the timetable on page 2 as needed.*
- Promptly **initiate the UTeach-LA UTL 640 Observation Form to be completed by the CT** in advance of each lesson's delivery.
- Review the evaluative feedback recorded by the CT, and then sign and **submit the completed DocuSign document.**
- ☐ Offer to assist the CT with grading informal and/or formal assessments, if possible—*especially those which connect to the SI's own lessons.*
- ☐ **If the FS will be observing the SI's 5th lesson:**
 - Contact the FS at least 4 days prior to the date of lesson 5 to confirm the scheduled observation and post-observation conference. **If necessary, again confirm that the FS has the needed information to access to the online learning platform in order to observe the lesson in full from a remote location.*
 - Submit lesson 5 to your FS at least 48 hours prior to her scheduled observation. **For convenience, feel free to simply include the FS in the lesson submission email sent to the UTL professor and CT.*
 - Participate in the FS's second official ~30-minute pre-observation conference to discuss your FS's questions about / suggestions for the lesson she will observe. *Make revisions as needed following this conference and send the updated lesson plan to the FS, CT, and UTL professor.*
 - Participate in the FS's second official University Observation and 30- to 45-minute post-observation conference.
 - Subsequent to the FS's observation and debrief, acknowledge via email their FS's DocuSign observation evaluation form upon receipt.
 - Within one week following the FS's second observation, write a thank-you note (*by hand or via email*) to the FS.
- ☐ Look ahead to their upcoming 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 UTeach-LA UTL 640 Observation Form initiated by the SI through DocuSign.
 - Debriefing with the SI one-on-one following each observation and evaluation to provide affirmative and constructive feedback on the SI's overall performance.
 - Providing guidance in determining the topics and materials for the SI's upcoming lessons.

Weeks 10-11 (11/10-21) – Wrapping Up the Internship

The SI will...

- ☐ Continue
 - Observing their CT and assisting with classroom duties at the CT's direction.
 - Keeping track of their placement hours as accrued via the UTL 640 Weekly Hours Log and of the timelines associated with remaining field assignments.
 - **Planning and conducting lessons until they meet the course requirement of 6 teaches.**
 - Submitting lesson plans and ALL corresponding materials in advance as required, including initiating the CT's digital observation forms, and completing/ acknowledging said digital observation forms received through DocuSign as accrued.
- ☐ **If the FS will be observing the SI's final, 6th lesson:**
 - Contact the FS at least 4 days prior to the date of lesson 6 to confirm the scheduled observation and post-observation conference. **If necessary, again confirm that the FS has the needed*

information to access to the online learning platform in order to observe the lesson in full from a remote location.

- Submit **lesson 6** to your FS at least 48 hours prior to her scheduled observation. **For convenience, feel free to simply include the FS in the lesson submission email sent to the UTL professor and CT.*
 - Participate in the FS's second official ~30-minute pre-observation conference to discuss your FS's questions about / suggestions for the lesson she will observe. *Make revisions as needed following this conference and send the updated lesson plan to the FS, CT, and UTL professor.*
 - Participate in the FS's second official University Observation and 30- to 45-minute post-observation conference.
 - Subsequent to the FS's observation and debrief, acknowledge via email their FS's DocuSign observation evaluation form upon receipt.
 - Within one week following the FS's second observation, write a thank-you note (*by hand or via email*) to the FS.
- ☐ Return all borrowed materials to the CT and/or campus as needed.
 - ☐ In the final week of the placement, write a thank-you note (*by hand or via email*) to the CT and to any other district employee who has been helpful.

The CT will...

- ☐ Continue
 - Providing guidance in determining the topics and materials for the SI's remaining lesson(s).
 - Reviewing and providing helpful feedback on the SI's lesson plans at least 18 hours before delivery.
 - Observing and evaluating the SI when teaching using the digital UTeach-LA UTL 640 Observation Forms initiated by the SI through DocuSign.
 - Debriefing with the SI one-on-one following each observation and evaluation.

***NOTE:** *If an SI will need additional time beyond 11/21 to complete field placement observation hours due to extenuating circumstances, **the SI must solicit the University Instructor's permission in writing by or before 8AM on 11/20/2025** in order to continue the placement into the week of 12/01-05). Please be advised that no more than one lesson may be submitted and implemented for credit that week and said lesson plan will not be accepted after 10:00AM on 12/03.*