Field Placement Pacing Guide for UTL 640 Student Interns

Overview:
⇒ UTeach-LA student enrolled in UTL 640 must complete a field internship of 40 hours of combined observation and teaching in a high school classroom.
  o During the internship, student interns (SIs) are required to write 6 lesson plans in order to deliver 8 teaches (2 lessons will be taught twice for credit).
  o The fall internship will conclude on or before April 12th. SIs must plan to spend ~4 hours/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: Jan 16-26th – Setting Up

☐ Work with the CT to determine the observation and teaching schedule for the semester. 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 the end of the 3rd week – contact your FS 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 Lesson Plan (ideally, during placement week 4 or 5).
☐ Discuss with the CT the dates and lesson topics for their lesson plans they will teach for the semester or at least Lesson plans 1 and 2. Aim to do your first lesson sometime during week 4.
☐ 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.

Week 3: Jan 29th–Feb 2nd – Begin Observations

☐ Begin the practice of
  – Arriving promptly at the time scheduled with the CT.
  – Keeping track of their field placement hours on campus and/or online and using the UTEACH-LA UTL 640 Weekly Hours Log - (Social Studies) form to record and submit your hours at the end of each week in the internship placement. *For detailed instructions on how to use this, see page 2 of THIS document.
  – 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.
Week 4-6: Feb 5th-23rd – Planning & Delivering Lessons 1-2 (and 3?)

- Continue observing. 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 2 lessons in order to conduct their first 2 teaches.** If at all possible, schedule lesson 3 to take place during this window.
  - 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 of implementation (not including weekends).

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- Promptly initiate the UTeach-LA UTL 640 Evaluation Form – Cooperating Teachers (Social Studies) – 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.** *For detailed instructions on how to use this important electronic form, consult page 1 of THIS document.
- Upon receipt of their CT’s DocuSign observation form, **complete the reflection task** in response to the CT’s evaluative input, and then **submit the completed DocuSign document.**
- **Schedule your first FS observation for lesson 2 or 3.** Submit your lesson plan for it to your FS at least 48 hours prior.
- **Participate in the FS’s first official University Observation and post-observation debrief.**
  - When concluding the first observation debrief, **schedule the second official University Observation and post-observation debrief to occur during the 5th or 6th teach (ideally, during week 8 or 9).** *If the date of the 5th teach 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 observation and debrief, **acknowledge via email their FS’s electronic observation evaluation form** upon receipt.

Weeks 7-9: Feb 26th-March 22nd – Planning and Delivering Lesson Plans 4-6

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.
- **Schedule and Implement Lesson Plans 4-6.** You will need to teach 2 of these lesson plans for 2 periods to reach your total of 8 teaches.
- **Aim to have all your lesson plans taught by the end of week 9.**
- **Make sure to videotape yourself teaching:** Once during Lesson Plan 3 or 4 and once during LP 5 or 6.
- **Contact their FS with sufficient advance notice in order to schedule their second official University Observation and post-observation debrief to fall during their 5th or 6th teach (ideally, during week 8 or 9).** *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.
  - Subsequent to the FS’s observation and debrief, **acknowledge via email their FS’s electronic 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.

**Weeks 10-11: March 25th-April 5th — 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 Lesson Plans and 8 teaches.**

- 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.

*NOTE:*

If an SI will need additional time beyond 4/12 to complete field placement observation hours due to extenuating circumstances, the SI must obtain the University Instructor’s permission by or before noon on 4/11 in order to continue the placement for the following week. Please be advised that no more than one lesson may be submitted and implemented for credit that week.