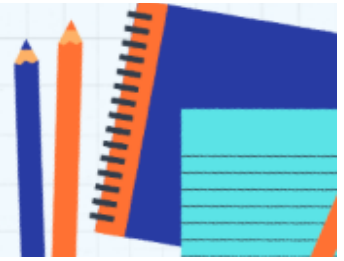


STUDENT TEACHING PACING GUIDE



Day X/~70	Accomplish	DocuSign Forms
Days 1-5	Observe and interact with the two periods you will eventually take over.	Document daily hours accrued using the Student Teacher Attendance Log!
Days 6-10	Begin co-teaching the two periods you will eventually take over.	
Days 11-15	Fully take over the first of your two periods, utilizing CT's curriculum and gradually increasing the modifications and additions you make.	
Days 16-20 (within hours ~110-140)	FS Obs. 1 occurs in this window, with CT obs. a day or two beforehand.	*CT Observation Form 1 (initiated by ST) *FS Observation Form 1
By Day 20	Fully take over the second of your two periods; continue utilizing CT's curriculum and increasing the modifications and additions you make.	
Between FS Obs. 1 and 2	FS Informal Obs. A	*FS Informal Obs. Form
Between Days 21 and 65	Teach the Unit Plan that you designed within this window (in full).	
Days 29-34 (within hours ~195-235)	FS Formative Obs. Occurs in this window, with CT Formative Obs. a day or 2 before-hand. After FS Obs., conduct a 3-way formative meeting with ST, CT, and FS to discuss progress.	*CT Formative Observation Form (initiated by ST) *FS Formative Observation Form
Between Formative and FS Obs. 3	FS Informal Obs. B	*FS Informal Obs. Form
Days 45-50 (within hours ~310-350)	FS Obs. 3 occurs in this window, with CT obs. a day or two before-hand.	*CT Observation Form 3 (initiated by ST) *FS Observation Form 3
Between FS Obs. 3 and Summative	FS Informal Obs. C	*FS Informal Obs. Form
Days 61-66 (within hours ~420-465)	FS Summative Obs. Occurs in this window, with CT Summative Obs. a day or two before-hand. After FS Obs., conduct a 3-way formative meeting with ST, CT, and FS to discuss progress shown.	*CT Summative Observation Form (initiated by ST) *FS Summative Observation Form

Overview:

*Student teachers (ST) must complete a 490-hour field placement as required by TEA. This roughly translates to ~70 days in the field, depending on your placement campus's daily bell schedule.

- Your regular placement day starts when the first instructional bell of the day rings and ends when the final bell of the day rings. **This will amount to approx. seven hours per day.*
- The district student teacher orientation meeting and district/campus Professional Development hours after the first day of instruction DO count toward the 490-hour requirement.
- Faculty/staff holidays, August PD days prior to the first day of instruction, and days missed due to bad weather do NOT count.

*Your TEA Field Supervisor (FS) will conduct 4-5 formal observations, spread out in specific windows according to the pacing guide.

*Your Cooperating Teacher (CT) will need to complete 4 formal observation forms over your teaching; these should fall a day or two before each of your FS's scheduled formal observations.

*Between each formal observation, the FS will also conduct 3 informal observations to observe the targeted skill for improvement that they identify with you during the debrief after each formal observation.

Forms:

There are four forms that CTs need to complete. The ST will maintain the Attendance Log and initiate all observation/evaluation forms through DocuSign; these documents will be sent via email to the CT.

- **Student Teacher Attendance Log:** This form will be maintained daily by the ST; the CT will check for accuracy every 2-3 weeks. On the last day of the placement, the completed form will be uploaded in DocuSign and sent to the CT via email for verification and signature.
- **UTL 360 Observation Form:** ST will initiate this form for their CT before they conduct the first and third scheduled lesson observations, and they can be filled out during or after the lesson.
- **UTL 360 Formative Evaluation Form:** ST will initiate this form for their CT before they conduct the second lesson observation and participate in the formative evaluation meeting. It can be filled out during or after the lesson, but it should be completed prior to the FS's formative observation visit.
- **UTL 360 Summative Evaluation Form:** ST will initiate this form for their CT before they conduct the fourth and final lesson observation and participate in the summative evaluation meeting. It can be filled out during or after the lesson, but it should be completed to the FS's summative observation visit.

Unit Plan:

UTeach-LA student teachers plan a complete unit, including learning objectives, lesson plans, formative and summative assessments, and more. They then implement this unit during the field experience—ideally sometime between days 21 and 65. More details will be relayed during the semester.