

PACING GUIDE

UTL 202



DATE	Week	202
Week of 9/5	2	Zoom Meeting Introduction (30 minutes)
Week of 9/8	3	Classroom Visit (2 hours)
Week of 9/15	4	Classroom Visit (2 hours)
Week of 9/22	5	Classroom Visit (2 hours) *Give Learner Profile *Directed Observation 1 Assignment - Classroom Culture
Week of 9/29	6	Classroom Visit (2 hours) *Directed Observation 2 Assignment - Lesson Planning
Week of 10/6	7	Classroom Visit and Teach lesson 1 (30 minutes minimum) (2 hours total)
Week of 10/13	8	Classroom Visit (2 hours)
Week of 10/20	9	Classroom Visit and Teach lesson 2 (30 minutes minimum) (2 hours total)
Week of 10/27	10	Classroom Visit and Teach lesson 3 (45 minutes minimum) (2 hours total)
Week of 11/3	11	Classroom Visit (2 hours) *Directed Observation 3 Assignment - Technology In The Classroom
Week of 11/10	12	Classroom Visit and Teach lesson 4 (45 minutes minimum) (2 hours total)

OVERVIEW

- UTL 202 students must teach 4 times, including 4 original lessons. **For lesson 3 and 4, students will either teach the lesson twice (schedule allowing) or video a portion of the lesson.**
- UTL 202 requires 20 hours of observation by the student intern. Within the 20 hours of observation, student interns are required to observe their cooperating teacher and teach **FOUR original 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 UTL 202 student interns should begin their field experience the start of September and finish mid November. This means **interns should spend 2 hours a week in the classroom.**
- If the student and CT schedule allow, lessons 3 and 4 should be repeated. If the schedule does not allow, the student will video a portion of their lesson instead.
- If the student needs to make up time or 1 lesson, they can do so during **the week before Thanksgiving.**

FORMS

We will be using digital forms in UTL 202. 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.

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

UTeach LA Evaluation Form: Students must initiate these forms **BEFORE** teaching each lesson. These forms will arrive via email to the CT **before** a scheduled lesson and can be filled out during or after the lesson.

WEEKS 1-4

- CT and student intern work together to determine the observation schedule for the length of the internship.
- CT and student intern work to get comfortable with each other and the students before the intern starts teaching.
- Interns should work on memorizing student names for classes they will consistently visit.
- Determine a place in the classroom where the student intern may be seated and place their materials and personal items while in the classroom.
- CT and intern should discuss the daily schedule, emergency procedures (fire drill, tornado alert, etc.), discipline expectations, and procedures for dealing with problems.
- CT and student intern discuss the current semester units and curriculum for the course with which they will be working and if applicable, district curriculum documents.
- CT and student intern work to determine which lessons may be taught during the internship.
- If applicable, intern assists CT with daily processes and procedures such as distributing handouts, books, etc.
- During week 3, student intern does a small activity to get to know the students – using a learner profile we are working on in seminar. If the CT has already done an activity like this with students, feel free to share the data and have the student intern do another small activity – maybe your do-now, warm-up, etc.

Weeks 5-10

- Have student intern design and teach lessons – at least 4 total.
- Review unit/lesson TEKS and expectations for alignment to district curriculum.
- Intern will submit each lesson plan and its corresponding instructional materials for review to both the 202 Instructor and the CT at least 48 hours in advance of implementation (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 202 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.