

Student Intern Handbook

UTeach-Liberal Arts (UTLA)
University of Texas at Austin

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Definitions

Student Intern

UTL 101 & 202 - An individual who has been approved to take UTeach-Liberal Arts introduction to teaching courses.

UTL 640 - An individual who has been admitted to the professional development sequence in preparation to be formally admitted to the UTeach-Liberal Arts Program and teacher certification.

Cooperating Teacher (TAC 228.2(19))

- An educator collaboratively assigned by the educator preparation program (EPP) and campus administrator to support a student intern.
- Currently certified in the subject for which the student intern is seeking certification.
- Has at least three years of teaching experience.
- Accomplished educator as shown by student learning.
- Completed required Cooperating Teacher (CT) Training by the EPP at least once every five years.
- Guides, assists, and supports the student intern in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; reports the student intern's progress to the UTLA instructor.

Field Supervisor (TAC 228.2(28))

- A currently certified educator, who preferably has advanced credentials, hired by the educator preparation program to observe UTL 640 interns and UTL 360 student teachers, monitor their performance, and provide constructive feedback to improve their effectiveness as educators.
- Currently certified in the class in which supervision is provided.
- Has at least three years of credible experience.
- Accomplished educator as shown by student learning.
- May have experience as a district or campus administrator and hold a current certificate.
- Trained by UTeach-Liberal Arts annually, and by a TEA-approved organization at least every three years. (Field supervisors who maintain valid T-TESS certification are not required to renew TEA training.)

Field Experiences (TAC 228.2.27)

Field experiences are an integral component of the UTeach-Liberal Arts program and are built on strong collaborations with school districts. These experiences involve the observation of elementary, middle, and high school classrooms and are designed to be sequential, cumulative, and performance-based as they prepare our graduates to implement and evaluate effective practices with diverse student populations. Our future teachers engage in field experiences that assist them in mastering their subject knowledge and pedagogical skills, learning how to work collaboratively with stakeholders, developing dispositions to be active citizens, and offering students the opportunity to develop these characteristics themselves.

Required Coursework for Student Intern

UTL 101 - Introduction to the Teaching Profession

UTL 101 is the first course that students are expected to complete in the UTeach-Liberal Arts program. This course focuses on the basics of lesson design, the learning environment, classroom management, and professional responsibilities. As part of this course, students are required to complete 10 hours of field experience in an elementary school setting: three hours of classroom observations, four hours of co-teaching/solo teaching, and three hours meeting with their cooperating teacher on Zoom. The field experience should occur over a period of 8 to 10 weeks.

UTL 202 - Introduction to Teaching Middle School

UTL 202 student interns will experience a secondary classroom for the first time. This course will go into more depth than UTL 101 about lesson design, the learning environment, classroom management, differentiation, and school climate. As part of this course, students are required to complete 20 hours of field experience in a middle school classroom in which they will observe their assigned CT as well as design and teach four lessons in their specific content area. The field experience should occur over a period of 8 to 10 weeks. This is the last course that students will complete before officially committing to the UTLA program.

UTL 640 - Teaching in Secondary Schools

In UTL 640, student interns have been admitted to the Professional Development Sequence (PDS) of the UTeach-Liberal Arts program and have begun the certification process. This course focuses on content standards, lesson design, assessment, and a variety of teaching strategies in the students' specific content area. It also prepares the student to take part in the teacher certification process. As part of this course, students are required to complete 50 hours of field experience in a high school classroom in which they will observe their assigned CT as well as design and teach six lessons in their specific content area. The field experience should occur over a period of 10 to 11 weeks.

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UTL 640 student interns need instructor approval to enroll in more than 16 college credit hours taken at UT Austin, or any other institution of higher education.

Coursework Policies and Guidelines

Grading Policy

All courses required by UTLA (except UTL 670) must be taken on a letter grade basis. Students who receive an incomplete grade in any UTLA sequence course (UTL 101, UTL 202, UTL 640, UTL 360) must complete the requirements for the course before the start of the next UTL course:

- Students who receive an “X” in one of the aforementioned courses but plan to enroll in a subsequent UTL course the next semester must complete the course requirements, and the UTLA instructor must report a final course grade by the first class day of the following long session semester. Any student who does not receive a grade of at least a B in the incomplete course by the first class day will be dropped from their current semester’s UTL course.
- Students who receive an “X” in one of the aforementioned courses but do not plan to enroll in subsequent UTL courses the next semester are required to adhere to University policy.

Performance Standards Policy

UTLA students who earn a letter grade of “B-” or below in UTL 101, UTL 202, and UTL 640 are automatically suspended from the program and need to re-apply to continue:

- UTLA will notify students within seven (7) calendar days of the grade posting.
- Re-application consists of a reflective essay that examines performance in UTLA and why the student should be allowed to continue. Essay guidelines and instructions will be provided in the notification email.
- The *Performance Standards Committee* and UTLA director will conduct a review of the student’s UTLA course records and reflective essay before rendering a decision regarding re-admission to the program.
- Deadline for essay submission is 14 calendar days before the first class day for fall and spring semesters. The UTLA director will notify students of the committee’s decision before the beginning of each subsequent long semester.

Note: Going through this appeals process does not guarantee approval for continuation in the program. Students who do not re-apply will be withdrawn from the program.

Two-Attempt Policy

No student may attempt any UTLA course (UTL 101, UTL 202, UTL 640, UTL 360/670) more than twice. *Other academic and coursework policies and guidelines can be found [on the UTLA website](#).*

Taking UTL 101 & UTL 202 Simultaneously

College of Liberal Arts undergraduate students could be allowed to take UTL 101 and UTL 202 in the same semester if they meet the following criteria:

- 2.75 overall UT GPA
- Enrolled in partnering UTeach-Liberal Arts academic major
- Have at least 60 hours of total college credits
- Meet with UTeach-Liberal Arts academic advisor for coursework planning
- Meet with UTL 101 and UTL 202 professors to evaluate readiness
- Joint UTL 101/202 internship placements will fulfill UTL 202 placement requirements
- Additional criteria specific to Foreign Language students:
 - UTL 101/202 LOTE interns will be placed in a
 - 4th or 5th grade (most ideal option)
 - language immersion classroom in the target language, or
 - Two-way dual language classroom in which the target language is used for instruction;
 - 6th grade Introduction to World Languages classroom, or
 - 7th or 8th grade World Language classroom in the target language.
 - UTL 640 LOTE interns will have a high school placement in target foreign language.
 - UTL 360 LOTE student teachers will have a middle or high school placement in target foreign language, depending on their UTL 101/202 placement. *If the UTL 101/202 placement was in a(n):
 - Middle school classroom, the student will student teach at the middle or high school level in accordance with their interest, transportation needs, and CT availability;
 - Elementary school classroom, the student will student teach at the middle school level.

Language Proficiency Standards

Clear, effective communication skills with students, parents, and/or colleagues are necessary for teacher success. Below is the procedure for identifying students who enter the UTLA program who have difficulty with the spoken or written language.

- During UTL 101, students will be given a written evaluation to be analyzed and submitted to the *Language Support Review Committee* if support is needed.
- Any UTLA instructor, CT, field supervisor, or advisor working with a UTLA student may identify the student for evaluation. A student may also self-refer.
- Postbacc students with a degree from a foreign university are required to take the TOEFL IBT exam. The minimum required score is 79 overall and minimum scores for writing and speaking sections are 27.
- The initial referral and documentation is submitted to the *Language Support Review Committee* chairperson. If further information is needed, the committee may schedule an interview with the student.
- The committee determines if support is needed, and if so, the nature of that support. If support is needed, the committee develops a *Language Support Plan* for the student. Specific goals and target dates are detailed in the plan.
- The student's instructor may monitor progress throughout the semester. Further recommendations for support may result accordingly.

Responsibilities of Student Intern

- Contact CT at the beginning of the semester to make introductions and schedule or confirm observation time.
- Recognize and accept that the CT has the ultimate responsibility for what may or may not be done in the classroom.
- Know and follow the rules, regulations, and policies of the school and district, including irregularities in the schedule.
- Maintain an ethical and professional attitude. This includes a professional relationship with students, teachers, and administrators, professional dress, arriving with sufficient time to prepare, and utilizing discretion regarding students' confidential information.
- Be available for regular planning and feedback sessions with the CT when requested, and your field supervisor if you are a UTL 640 student.
- Submit lesson plans in advance of observations according to your instructor's syllabus and share copies with the CT and UTLA instructor. If you are a UTL 640 student and being observed by your field supervisor, also submit your lesson plan to your field supervisor.
- Use email to communicate with CT and UTLA instructor, as well as your field supervisor if you are a UTL 640 student.

- Contact the UTLA instructor, CT and if applicable, the field supervisor at least 24 hours in advance or as quickly as possible if a visit needs to be cancelled. Reschedule the missed classroom visit as soon as possible.
- Wear the UTLA lanyard and badge when visiting the campus.
- Become familiar with the school climate and culture, and when possible, introduce yourself to campus teachers, administrators, and staff.
- Follow all university, UTLA, district, and campus policies, regulations, and guidelines. Failure to do so may result in disciplinary action and termination from the program.
- Instructional materials created using supplies provided by the campus will remain with the campus at the completion of the assignment unless the policy of the school district allows the student intern to keep the material.
- Student interns are never allowed to administer prescription or over-the-counter medicine to students. This is prohibited by University policy.
- When coming into contact with blood or any other potentially harmful substances, always use protective hand covering.
- Corporal punishment, even in the mildest form, is not permitted at any time. Refrain from any bodily contact with your students unless an emergency requires it.
- Providing student transportation to and from campus is prohibited. You will be held legally liable for any accidents or injuries.

Responsibilities of Cooperating Teacher with a Student Intern

- Complete the UTLA CT training at least once every five years or when assigned.
- Communicate with the UTLA instructor at the first cause for concern.
- Serve as a teaching model and mentor.
- Meet or communicate via email with your student intern to plan and schedule lessons.
- Require lesson plans from the student in advance of the teaching assignments in addition to following all district and campus policies regarding lesson plan submission.
- Evaluate required lessons taught by your student intern by observing the taught lesson and completing the appropriate observation form.
- Provide lesson performance feedback to the student intern during the debriefing time.
- Use email to communicate with your student intern, UTLA instructor, and if applicable, field supervisor.
- Contact the student intern in advance or as quickly as possible if a visit needs to be cancelled. Reschedule the missed classroom visit as soon as possible. Contact the UTLA instructor if unable to reach the student directly.
- Meets all administrative deadlines as established by UTLA.

Responsibilities of Field Supervisor – Applies only to UTL 640 Student Interns

- Communicate with student interns and CTs, offering guidance about the field experience.
- Communicate with the UTLA instructor as needed to ensure that the student intern is making progress and address any issues that may arise.
- Prior to each observation, conduct a pre-observation conference with the student intern to provide feedback on the plan and set specific goals for revision as needed.
- Observe the student intern two times and provide verbal and written feedback during a post-observation conference for each.
- Meet all administrative deadlines as established by UTLA.

Observation of Student Intern

The CT and student intern will meet to schedule when each required lesson will be taught. These lessons will be based on the CT's curriculum or instructional timeline and will be reviewed by the CT prior to the student intern teaching the lesson.

The CT will observe the student intern. Below are the required observations for student interns based on the course they are enrolled in:

- UTL 101 – Four observations by the CT followed by an informal debriefing.
- UTL 202 – Four observations by the CT followed by an informal debriefing as often as possible to discuss the student intern's performance.
- UTL 640 – Six observations by the CT and two observations by the field supervisor. After each observation, a debriefing will be held to discuss the student intern's progress.

Observation Forms

Depending on the course in which they are enrolled, the CT and field supervisor will use the observation forms below to document the progress of the student intern. These forms are the official documentation for UTLA and are based on the Texas Teacher Evaluation Support System (T-TESS).

UTL 101 CTs will complete four short observation forms—either on the Google document or on paper—and will sign one DocuSign summative form at the end of the field placement. The summative form will include a summary of the student's attendance.

Forms for UTL 202 and UTL 640 cooperating teachers will be initiated by student interns, then routed to the CT for completion. The intern and faculty will receive a copy. For UTL 640

interns, the CT form is then routed to field supervisors for viewing. Field supervisors will initiate their own observation forms in DocuSign. They will then route to the student, CT and faculty for viewing/signing.

- [UTL 101 Co-Teach #1 - Student Engagement Activity-Sample](#)
- [UTL 101 Co-Teach #2 - Community & Classroom Management Activity-Sample](#)
- [UTL 101 CT Observation Form for Teach #3 and #4-Sample](#)
- [UTeach-LA 202 Observation Form](#) (CT)
- [UTL 640 Observation Form](#) (CT)
- [UTL 640 Observation Form](#) (Field Supervisor)

Using these required forms, CTs and field supervisors will rate each observable behavior and cite specific examples as supporting evidence.

Weekly Hours Log

UTL 101 student interns will track their attendance via a Google document that will be shared with both their CT and their UTL 101 professor.

UTL 202 and UTL 640 student interns will initiate observation forms in DocuSign, which will be emailed to the CT for signature. These interns will document the time spent observing and teaching with the CT. Each week, the CT will sign and verify the dates and times listed on the form. A copy of the form will be provided to the student intern, UTLA instructor, and CT.

Non-Participation Exit Policy (TAC 228.31(b))

Students admitted to the PDS who do not complete coursework, training, testing requirements, and certification within a one-year period will be formally dismissed for inactivity. Please take note of the following factors that may impact seeking certification in the State of Texas at a future date:

- Certification testing approval was established under UTeach-Liberal Arts at admission to the Professional Development Sequence (PDS). A formal request for release of testing approval is required in the event of application to another Educator Preparation Program (EPP) and/or Alternative Certification Program (ACP) in the State of Texas.
- Leaves of Absence are recommended not to extend past one long-semester. Leaves of Absence longer than one year (two long semesters) will cause removal from the TEA system and will require readmission to the PDS.
- Missing coursework, new and/or added TEA requirements for certification, and other program requirements are the responsibility of the student to complete before final program approval for certification.

- Student must contact the UT-Austin Admissions Office for readmissions procedures and deadlines after non-enrollment for one fall or spring semester.

Any adverse outcomes of withdrawing from UTeach-Liberal Arts or failing to maintain the prescribed program sequence—including ineligibility for testing or recommendation for certification, application to other programs, and exclusion or disqualification of completed coursework toward program requirements—are the sole responsibility of the student and UTeach-Liberal Arts will bear no liability for these or any similar circumstances.

Attendance Policy for Student Intern

University Attendance Policy

Regular attendance at all class meetings is expected. Instructors are responsible for implementing attendance policy and must notify students of any special attendance requirements. Special regulations of colleges and schools, required by the unique nature of their programs of study, may be enacted through the normal approval process. These special regulations may not conflict with University regulations on class attendance and absence.

Religious Holy Day

A student who misses classes or other required activities, including examinations, for the observance of a religious holy day should inform the instructor as far in advance of the absence as possible so that arrangements can be made to complete an assignment within a reasonable period after the absence. A reasonable accommodation does not include substantial modification to academic standards, or adjustments of requirements essential to any program of instruction. Students and instructors who have questions or concerns about academic accommodations for religious observance or religious beliefs may contact the Department of Human Resources. The University does not maintain a list of religious holy days.

Absence for Military Service

In accordance with section 51.9111 of the Texas Education Code, a student is excused from attending classes or engaging in other required activities, including exams, if they are called to required military service of a reasonably brief duration. The maximum time for which the student may be excused has been defined by the Texas Higher Education Coordinating Board (THECB) as “no more than 25 percent of the total number of class meetings or the contact hour equivalent (not including the final examination period) for the specific course or courses in which the student is currently enrolled at the beginning of the period” of required military service. The student will be allowed a reasonable time after the

absence to complete assignments and take exams. Policies affecting students who withdraw from the University for military service are given in the [Withdrawal](#) section.

Professional Liability

Student teachers are entitled to the same protection of the law accorded to teachers and administrators. This protection does not apply in cases where there is use of excessive force in the discipline of students or negligence resulting in bodily injury to students. Nor does the protection apply to the operation or use of any motor vehicle.

This means that in the weeks before taking over teaching the classes full time, the CT should not leave student teachers alone for an extended period or on a regular basis. In addition, they should not be left alone on a field trip with a group of students without a certified teacher. If these rules are violated or a student teacher has been placed in an uncomfortable situation, a UTLA faculty or staff member should be contacted immediately.

The University does not provide liability insurance to student teachers. Insurance coverage can be purchased by student teachers and is offered by organizations such as the American Federation of Teachers (AFT), Association of Texas Professional Educators (ATPE), Texas Classroom Teachers Association (TCTA), and other professional teacher organizations.

Individual Development Plan

When a student demonstrates a need for professional or academic support based on UTLA's Portrait of a Graduate Rubric, an Individual Development Plan (IDP) will be created to support growth in the student's identified areas of need.

The IDP provides a description of demonstrated and documented performance issues, target goals, deadlines, and consequences for failing to meet those goals. The UTLA instructor will meet with the student to complete the IDP contract. The UTLA instructor will monitor the student's progress and discuss the results of the IDP.

Failure to comply with the expectations established in the IDP will result in a meeting with the program director, and UTLA instructor, and dismissal from the UTLA program.

Electronic Media Policy

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video-sharing web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and web-based applications.

If a UTLA student chooses to use a social network site or similar media for personal purposes, they are responsible for the content of their page, including content added by the UTLA student, the UTLA student's friends, or members of the public who can access the UTLA student's page, and for web links on the UTLA student's page. The UTLA student is also responsible for maintaining privacy settings appropriate to the content.

During student teaching, UTLA students must read and understand the district electronic media policy and FERPA and receive written permission from their CT before any exchange of electronic media occurs with students. If permission is granted, electronic media may be used to communicate with currently enrolled students about matters within the scope of the UTLA student responsibilities. UTLA students' use of electronic media to communicate with currently enrolled students for social reasons is prohibited.

Code of Ethics Policy

Per Texas Administrative Code (Title 19, Part 7, Chapter 247, Rule 247.2), UTLA students shall comply with the Code of Ethics and Standard Practices for Texas Educators. UTLA students shall also comply with standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as UTLA student interns. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination from the teacher certification preparation program.

Substitute Teaching and the Student Intern

School districts in the area have different policies when it comes to substitute teaching. UTLA policy does not permit UTLA student interns to substitute while enrolled in a UTL course. After completion of the course, student interns are free to be paid substitutes for any school district.

Recording Devices in Classrooms

Audio or visual recording devices may not be used in university classrooms or laboratories unless specifically approved by the instructor or Disability and Access. Instructors may create electronic recordings of their classes and have the discretion to allow or disallow students or visitors to make electronic recordings of their classes. Any recording(s) must be limited to legitimate educational purposes and may not be shared with or distributed to others in any form unless otherwise permitted by [HOP 9-1610](#), Student Rights Under the Family Educational Rights and Privacy Act (FERPA). If an instructor permits a student to electronically record their class, the recording(s) must be used solely for the educational use of the student or other students in that section and year of the class. Individuals who violate these limitations may be subject to disciplinary proceedings. An instructor must allow a student to electronically record their class if the student has received an accommodation through Disability and Access that permits the student to electronically record class.

Generative Artificial Intelligence

The creation of artificial intelligence tools for widespread use is an exciting innovation. These tools have both appropriate and inappropriate uses in classwork. The use of artificial intelligence tools, such as ChatGPT, in this class is permitted on a limited basis. Students may utilize AI in the process of creating and developing lessons for employment in the field, including in their unit plan assignment. Doing so can be especially helpful with drafting questions for potential use in checking for understanding and in designing inquiry-based instruction, more generally, as well as for creating content for use in instructional materials. Conversely, AI is not appropriate to use when completing assignments like reading responses or seminar pre-work tasks. You're welcome to seek your content-area instructor's approval in advance about using AI to complete an assignment if you feel it necessary to improving your understanding of and/or ability to successfully execute a given assignment, but do not assume you are authorized to use it for all assignments. In any instance, AI writing tools should be used with caution and proper citation. Using AI writing tools without our authorization or failing to properly cite AI even where its use is permitted shall constitute a violation of UT Austin's Institutional Rules on academic integrity.

UTeach-Liberal Arts Internship and Field Experience Travel Policy

In accordance with Texas Educator Preparation Program requirements, UTeach-Liberal Arts students are responsible for providing their own transportation to all required internships, clinical experiences, and field-based placements associated the program. These experiences take place at approved public or accredited private school sites within or

beyond the candidate's immediate geographic area and are required components in order to complete the program.

UTeach-Liberal Arts will make reasonable efforts to coordinate placements and, when possible, consider candidate location. However, placement availability is determined by cooperating districts and campus needs, and candidates may be required to travel to meet program, practicum, and certification requirements.

UTeach-Liberal Arts students must ensure reliable transportation, maintain accurate contact and address information, and fully participate in all assigned field experiences as required by the Texas Education Agency (TEA) and State Board for Educator Certification (SBEC). Failure to meet field-based participation requirements may impact program completion and certification eligibility.

Criminal History Acknowledgement (TAC 227.10)

As required by HB1508, teacher certification applicants need to be aware of the following:

- In order to receive teacher certification in Texas, you must pass a criminal history background check.
- If you have been convicted of an offense that is considered not appropriate for an educator, you could be ineligible to earn this certification from the state of Texas.
- You have a right to request a preliminary criminal history evaluation letter from the Texas Education Agency prior to admission into this program. The Texas Education Agency currently charges a fee for this criminal history evaluation.
- More information on the Preliminary Criminal History Evaluation may be found at: https://tea.texas.gov/Texas_Educators/Investigations/Preliminary_Criminal_History_Evaluation-FAQs/

Applying for Certification

Students may begin the certification process during the UTL 640 semester and complete it during their student teaching semester (UTL 360/670). The registration and application process are provided in detail [on the UTeach-LA website](#) along with fingerprinting and fees.

If accommodations for testing need to be provided, students will complete an accommodation form for each test that they will take. The form is located on [the Texas Educator Certification Examination Program website](#) and needs to be submitted three weeks prior to the testing date for approval.

Program graduates have a two-year time frame after program completion in which to officially apply for certification. If you do not apply within this two-year timeframe you will be required to go through an appeals process, which may involve receiving a passing score on an approved practice content exam, completing appropriate teacher training workshops, modules, or videos, retaking certification exams, or completing additional coursework, before being eligible for certification.

Additional information about certification procedures, including adding new levels or fields of certification by exam after receiving initial certification, is available on the UTLA and SBEC websites.

Financial Aid

During the student teaching semester, most UTLA students will be registered for nine (9) hours of upper-division UTLA coursework (UTL 360/670). UTLA students are not allowed to take coursework other than UTL 360/670 during the final student teaching semester without approval from their UTLA instructor or administrator.

Financial aid will be proportionally adjusted based on the cost of tuition and actual hours enrolled. Students should contact the Office of Scholarships and Financial Aid if they need more information on how this will affect them. For students who receive financial aid, we recommend that they meet with their Financial Aid Counselor at least one full semester before student teaching to plan accordingly.

Tuition Rebate (for undergraduate students only)

UTLA undergraduates may be eligible for a tuition rebate at graduation if they have attempted no more than eleven (11) semester hours beyond the minimum number of hours required for the degree. Current policy states, “If the student earned a bachelor’s degree and a Texas teaching certificate concurrently, any required teacher education courses are not counted as hours attempted if they exceed the number of hours of free electives allowed in the bachelor’s degree program.” For more information, visit [the College of Liberal Arts Tuition Rebate webpage](#).

Military Service, Training, or Education

In accordance with 19 TAC 228.35 (a)(5)(A), UTLA evaluates, and may accept, military service, training, or education toward fulfillment of program prerequisite admission requirements. Military service, training, or education must be directly related to the certificate being sought and may not take the place of certification examinations. Service,

training, or education may not count as part of internship, clinical teaching, or practicum requirements and must be provided by an approved Educator Preparation Program or accredited institution of higher education within the past five years. The Program Director will determine whether or not military service, training, or education is relevant and could be used as a substitution.

Program Scholarships

Scholarships are available to UTeach-Liberal Arts students. Please contact the UTLA program staff or [view the website](#) for more details. In order to receive any of the following scholarships you must be an active student of UTeach-Liberal Arts. Please see individual scholarship details for additional eligibility requirements.

In the event you are no longer a student of UTLA when receiving a scholarship/award or do not attend the conference/study abroad program, the full scholarship/award must be reimbursed. Students will be financially responsible for any late, change, or cancellation fees.

Friends of UTeach-Liberal Arts Student Teacher Scholarship (for undergraduate and graduate UTeach-LA PDS students) This is a scholarship to help defray costs during the professional development sequence where need and merit are taken into consideration. Application links and deadline information will be sent to eligible students at the beginning of each semester. Application deadlines are typically in September and February.

Patricia Sandlin Pennington UTeach-Liberal Arts Scholarship (for undergraduate UTeach-LA PDS students) This is a scholarship to help defray costs during the professional development sequence where need and merit are taken into consideration. Application links and deadline information will be sent to eligible students at the beginning of each semester. Application deadlines are typically in September and February.

Ethel S. Gill Endowed Scholarship in Social Studies (for undergraduate UTeach-LA PDS students seeking certification in Social Studies) This is a scholarship to help defray costs during the professional development sequence where need and merit are taken into consideration. Application links and deadline information will be sent to eligible students at the beginning of each semester. Application deadlines are typically in September and February.

James F. Parker Endowed Scholarship in Social Studies (for undergraduate and graduate UTeach-LA PDS students seeking certification in Social Studies) This is a scholarship to help defray costs during the professional development sequence where merit is taken into consideration. Application links and deadline information will be sent to

eligible students at the beginning of each semester. Application deadlines are typically in September and February.

Lee and Joe Jamail Endowed Scholarship in Secondary Teacher Education (for all UTeach-LA students) This is a scholarship to help defray costs during the professional development sequence where merit is taken into consideration. Application links and deadline information will be sent to eligible students at the beginning of each semester. Application deadlines are typically in September and February.

UTeach-Liberal Arts Study Abroad Scholarship (for all UTeach-LA students) Scholarships based on need are available to help defray the cost of study abroad travel. Priority will be given to UTL 202, 640, and 360 students. Application links and deadline information will be sent to eligible students at the beginning of each semester. Application deadlines are typically in September and February.

Field Placement Travel Scholarship (for current UTL 101 and UTL 202 students only) This scholarship is intended to defray travel costs associated with the UTL 101 and 202 field placements, is needs-based, and for students who have extenuating travel circumstances. Application links will be sent to eligible students at the beginning of each semester. Deadlines are November 1 and April 1.

UTeach-Liberal Arts PDS Travel Stipends

The UTeach-Liberal Arts PDS Travel Stipends are available to help offset transportation expenses associated with required field placements in the Professional Development Sequence (PDS). Students enrolled in UTL 360 or UTL 640 who complete the required transportation survey may be eligible for stipend funding to support travel to assigned internship or clinical teaching placements. Eligible students will receive a survey link via email at the start of each semester.

Stipend amounts:

- UTL 640 - \$125
- UTL 360 - \$300

UTeach-Liberal Arts Conference Scholarship (for all UTeach-LA students) This scholarship is awarded to UTeach-Liberal Arts students to cover the cost of registration for professional conferences. Priority will be given to UTL 202, 640, and 360 students. Applications should be submitted to UTeach-Liberal Arts 45 days prior to the conference date. [The application is available on the UTeach-LA website.](#)

UTeach-Liberal Arts APSI Scholarship (for all UTeach-LA PDS students) This scholarship is awarded to UTeach-Liberal Arts students who wish to attend Advanced Placement Summer Institute (APSI) training offered through the College Board. To be eligible, students must complete UTL 640 or UTL 360/670 in the spring semester directly prior to the summer institute. Please contact the UTeach-Liberal Arts office for more details.

Austin ISD Future Teacher Scholarship (for UTeach-LA students seeking LOTE certification)

The AISD Future Teacher Scholarship is awarded to students seeking certification in critical needs areas. In UTeach-Liberal Arts, only students in Languages Other Than English fall into this category. LOTE students are eligible to receive the scholarship during the final four semesters before certification. The scholarship is provided by the Austin Independent School District, but does not require a student to accept a position with AISD upon graduation and/or certification. They must, however, apply for the scholarship each semester for which they are seeking aid. An application link will be sent to eligible students at the beginning of each semester.

Appleman Endowed Scholarship for Excellence in Texas Public School Teaching (for spring UTeach-LA 360 students)

This scholarship is awarded to students preparing to enter the Texas public school teaching profession. Preference is given to UTeach-Liberal Arts students, though students in other UTeach programs are also eligible to apply. Applicants must be in the academic period during which they are expected to graduate. Financial need is not considered. Students planning to teach in a charter or private school or in an independent school district (ISD) under a Texas Education Agency (TEA) or other state agency takeover are not eligible. An application link will be sent to qualifying students during the spring semester.