

Student Teacher Handbook

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

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Definitions

Student Teacher (TAC 228.2(15))

UTL 360 & 670 - An individual, who has been formally admitted to the UTeach-Liberal Arts program, has completed UTL 640 Teaching in Secondary Schools, and has been approved for student teaching in preparation for teacher certification.

Candidate (TAC 228.2(9))

An individual who has been formally or contingently admitted into an EPP.

Cooperating Teacher (TAC 228.2(19))

- An educator collaboratively assigned by the educator preparation program (EPP) and campus administrator to support a clinical teacher candidate during the clinical teaching experience.
- Currently certified in the certification category for the clinical teaching assignment in which the clinical teacher candidate is seeking certification.
- Has at least three years of teaching experience.
- Accomplished educator as shown by student learning.
- Completed Cooperating Teacher (CT) training by the EPP no earlier than six weeks before and no later than three weeks after the placement start date.
- Guides, assists, and supports the candidate during the candidate's clinical teaching in areas such as planning, classroom management, instruction, assessment, working with parents, obtaining materials, district policies; and who reports the candidate's progress to that candidate's field supervisor.

Field Supervisor (TAC 228.2(28))

- A currently certified educator, who preferably has advanced credentials, hired by the educator preparation program to observe candidates, 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 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 Teacher

UTL 360 - Problems/Principles of Secondary Education

UTL 360 Practicum Seminar is a letter grade course which consists of 45 hours of class time either on the UT-Austin campus or virtually (as determined by the instructor) on Thursday evenings from 5:00–8:00 p.m. Each seminar is divided between presentations on current pedagogical topics and time for curricular cohorts to meet and discuss said topics through their own curricular lens.

UTL 670 - Directed Teaching in Secondary Schools (TAC 228.67)

The UTL 670 Secondary School Teaching Practicum is a pass/fail course that involves a supervised educator assignment at a public school accredited by the Texas Education Agency (TEA) or other school approved by TEA that will lead to the completion of the UTeach-Liberal Arts program and a standard teaching certificate. The assignment consists of a minimum of 490 hours in the subject area and grade level of certification sought, approximately 70 full-time teaching days, Monday through Friday.

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.

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](#).*

Seeking Approval to Take Additional Coursework During Student Teaching

Student teachers are not permitted to take additional courses during the student teaching semester (UTL 360 & UTL 670). If additional courses are necessary, approval must be granted by the instructor and program director prior to registration.

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.

Responsibilities of Student Teacher

- Contact CT before or at the beginning of the semester to make introductions and confirm the 490-hour placement start date.
- 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 district and school, 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 debriefing sessions with the CT and periodic pre- and post-observation discussions with the field supervisor.
- Submit lesson plans in advance of all scheduled formal and informal observations and share copies with the CT and field supervisor when being observed.
- Communicate in advance with the field supervisor to schedule all required formal and informal observations.
- Create and implement an original unit plan with corresponding supplemental instructional materials, formative and summative assessments, and recorded daily performance reflections.
- Take over a minimum of two class periods for a period of at least 8 to 10 weeks, including lesson planning and grading.

- Maintain a detailed daily attendance record via the shared Student Teacher Attendance Log. Promptly communicate with UTLA instructor regarding absences incurred and record them accordingly.
- Use email to communicate with CT, UTLA instructor, and field supervisor. Emailing creates a professional written record; while text conversations may be more time efficient in certain instances, they do not serve as official program documentation.
- Wear the UTLA lanyard and badge during the student teaching experience.
- Become familiar with the school climate and culture, and when possible, become acquainted with 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.

Additional Student Teacher Considerations

- Student teachers are only to grade papers for students of their CT.
- Hold outside activities (e.g., employment, sports, sororities, fraternities, student organizations) to a minimum during student teaching to ensure that they do not interfere with upholding the responsibilities of student teaching.
- Instructional materials created using supplies provided by the campus will remain with the campus at the completion of the student teaching assignment unless the policy of the school district allows said materials to be kept by the student teacher.
- Student teachers are never allowed to administer prescription or over-the-counter medicine to students. This is prohibited by University policy.
- Student teachers must follow district/campus policy when coming into contact with blood or any other potentially harmful substances. When in contact, 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 Teacher

- Complete the UTLA CT training.
- Supervise the student teacher for the 490-hour clinical teaching placement and serve as a teaching model for the UTLA student.
- Establish communication protocol. Exchange all contact information in case of emergencies.
- Discuss with the student teacher the daily schedule, emergency procedures (fire drill, tornado alert, etc.), discipline expectations and procedures for dealing with problems.
- Scaffold the transfer of classroom responsibilities to the student teacher. The student teacher should not be left alone in the classroom for an extended period of time or on a regular basis until the CT and student teacher have discussed and agreed upon the student teacher's readiness to manage the classroom independently.
- Allow the student teacher primary responsibility for classroom management while providing support when necessary.
- Phase in student teachers to take over a minimum of two classes for a period of at least 8 to 10 weeks, including lesson planning and grading.
- Meet with your student teacher to plan and schedule lessons.
- Require lesson plans and unit outlines from the student teacher in advance of teaching assignments, in addition to following all district and campus policies regarding lesson plan submission.
- Provide regular verbal feedback on the student teacher's lesson design and implementation.
- Document observation of the student teacher a minimum of four times during the placement—following each with a face-to-face post-observation conference—in accordance with the chart below:

First Quarter of Placement	Placement Midpoint	Third Quarter of Placement	Near to Placement End
Formal Observation 1	Formative Observation	Formal Observation 3	Summative Observation
Post-Observation Conference with Student Teacher (ST)	Three-way Conference with ST & Field Supervisor (FS)	Post Observation Conference with ST	Three-way Conference with ST & FS

- Meet with the student teacher and field supervisor for the formative and summative post-observation conferences.
- Communicate with the UTLA instructor throughout the semester, especially when the student teacher's performance or behavior is cause for concern.
- Meet all administrative deadlines as established by UTLA.

Responsibilities of Field Supervisor with a Student Teacher (TAC 28.101(b))

- Communicate with student teachers and CTs to offer guidance about the field experience.
- Communicate with the UTLA instructor as needed to ensure that progress is being made by the student teacher and to address any issues that may arise.
- Observe the student teacher a minimum of seven times (TAC 228.107(b)):
 - Four formal observations with a minimum of two during the first half of the assignment and a minimum of two during the second half of the assignment.
 - Each formal observation must be a minimum of 45 minutes in duration (TAC 228.105).
 - Three informal observations that are at least 15 minutes or more in duration and include observation and feedback on targeted skills. The first informal observation must occur within the first six weeks of clinical teaching (TAC 228.101(b)(5)(A-B)).
- Participate in an individualized pre-observation conference with the student teacher prior to each formal observation.
- Written feedback provided through DocuSign forms should be submitted within 72 hours of conducted an observation.
- Participate in an individualized post-observation conference with the student teacher following each formal observation. The post-observation conferences for the formative and the summative observations should include the field supervisor, CT, and student teacher.

Observations of Student Teachers

Both scheduled and unscheduled observations are essential to the development of student teachers. CTs will formally document four observations and are encouraged to conduct additional observations, especially in service of supporting the student teacher's needs or goals.

Observation Forms

The CT and field supervisor will fill out observation forms via DocuSign to document the progress of the student teacher. These forms are the official documents for the Texas Education Agency (TEA) and are based on the Texas Teacher Evaluation Support System (T-TESS). [Forms for cooperating teachers](#) will be initiated by student teachers in DocuSign. The forms will then route to the CT for official completion, and finally to the student teacher, field supervisor and faculty for viewing/signing. Field supervisors will initiate their own observation forms. They will then route to the student, CT and faculty for viewing/signing.

CT and FS Observation Forms include:

- UTL 360 Informal Observation Form (field supervisors only)
- UTL 360 Formal Observation Form
- UTL 360 Formative Observation Form
- UTL 360 Summative Observation Form

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

Post-Observation Conference

After each formal observation, a follow-up conference will be conducted to provide feedback about the lesson taught. This conference should last a minimum of 30 minutes. Evaluators will discuss with the student teacher their strengths, areas of concern, and ways to improve in preparation for the next lesson. The noted areas of concern and suggested methods for improvement documented in a field supervisor's post-observation conference will also serve to guide the targeted feedback for said field supervisor's subsequent informal observation of the student teacher. When completed, the student teacher, UTLA instructor and field supervisor will all receive a copy of these forms electronically to approve and retain for their files.

After the formative and summative observation, the student, CT, and field supervisor will schedule a face-to-face conference to discuss the observed lesson. These observations and conferences are required for teacher certification. The following information must be

recorded on the observation forms: name of student, date, start and stop time, and signatures. When completed, the student teacher, CT, UTLA instructor and field supervisor will all receive a copy of these forms electronically to approve and retain for their files.

For quick reference, consult the following chart when planning and scheduling the field supervisor's observations of the student teacher:

Observation (OBS)	Placement Timeframe to Conduct	Observation Length Requirement	Pre-Observation Conference Required	Post-Observation Conference Required
Formal Observation 1	Days 16-20 <i>(between 110-140 hrs)</i>	45 or more minutes	Yes—with Student Teacher (ST) only	Yes—with ST only
<i>Informal OBS 1 (face-to-face)</i>	<i>Ideally, days 22 to 26 (between 150-180 hours)</i>	<i>At least 15 minutes</i>	<i>None</i>	<i>None</i>
Formal Observation 2—the Formative Evaluation	Days 29-34 <i>(between 195-235 hrs)</i>	45 or more minutes	Yes—with ST only	Yes—Three-way Conference with ST & Cooperating Teacher (CT)
<i>Informal OBS 2 (face-to-face or virtual)</i>	<i>Ideally, days 36 to 42 (between 250-290 hours)</i>	<i>At least 15 minutes</i>	<i>None</i>	<i>None</i>
Formal Observation 3	Days 45-50 <i>(between 310-350 hrs)</i>	45 or more minutes	Yes—with ST only	Yes—with ST only
<i>Informal OBS 3 (face-to-face or virtual)</i>	<i>Ideally, days 52 to 58 (between 360-405 hours)</i>	<i>At least 15 minutes</i>	<i>None</i>	<i>None</i>
Formal Observation 4—the Summative Evaluation	Days 61-66 <i>(between 420-465 hrs)</i>	45 or more minutes	Yes—with ST only	Yes—Three-way Conference with ST & Cooperating Teacher (CT)

Attendance Policy for Student Teaching

The student teacher experience includes a minimum of 490 hours in the subject area and grade level of certification sought, occurring Monday through Friday, during a single semester. This equates to approximately 70 full-time teaching days; the total number of days in the placement will fluctuate based on the placement campus's daily bell schedule and the consistency of a student teacher's attendance. Professional development days following the placement campus's first day of instruction will count towards the 490 hours. Some tutoring and on-campus prep can count towards the professional development hours if under the guidance of the faculty and with the cooperating teacher's supervision. A student teacher's official assignment start date must be the first day of instruction with students at their assigned campus (TAC 228.2(5)).

If there is a cause for a student teacher to be absent, they will need to document their absence by notifying the CT and UTLA instructor in writing (along with the field supervisor, if necessary) as soon as possible. Absences will extend the placement timeline as the field experience cannot be considered complete until the student teacher has accrued at least 490 hours in the placement. The student teacher will assume responsibility for sending plans and/or materials to the school if an absence does occur.

If it becomes evident that a student cannot complete the 490-hour student teaching placement within the given UT semester, the individual will be removed from UTL 670, will receive a failing grade for the course, and not be referred for certification.

Absences include, but are not limited to, illness, bereavement, parental leave, military leave, out-of-town job interviews, and religious holidays. In the case of religious holidays, the student teacher will give advance notice to the CT and UTLA instructor (along with the field supervisor, if necessary) that this absence will occur and inform all parties if said absence will change the student teacher's projected placement end date. Attendance and punctuality will be evaluated on an ongoing basis. Absences and tardiness can result in the termination of the placement.

Attendance Form

Each student will document their time on campus by maintaining a detailed daily attendance record via the Student Teacher Attendance Log: this record should reflect daily hours earned and include PD/Planning and Prep days, student/staff holidays, and absences due to illness or personal business. This electronic spreadsheet will be shared with the student's professor, field supervisor, and cooperating teacher. At the end of the semester, the student teacher will upload a PDF of the Attendance Log to DocuSign for final verification and signature by the cooperating teacher. The UTLA instructor and field supervisor will receive a copy of the completed document.

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.

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 teachers. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination from the teacher certification preparation program.

Substitute Teaching Policy

UTLA student teachers will be allowed to substitute up to five days for their CT during their student teaching experience. Below are the requirements that must first be fulfilled to substitute during student teaching. Student teachers must

- Complete the district's substitute training,
- Complete at least 175 hours of student teaching,
- Obtain approval from their UTL 360 instructor to substitute, and
- Obtain approval from their campus administration.

Substitute teaching opportunities may be subject to district or campus restrictions. Student teachers should review local policies before accepting a substitute assignment.

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 227.1(b) & (d))

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.

UTeach-Liberal Arts students who complete all coursework, training, and testing requirements have a one-year time frame after program completion 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, 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. A Program Administrator will determine whether 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 UTeach-Liberal Arts program staff or [view the website](#) for more details. 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 UTeach-Liberal Arts 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 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 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.

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.

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.](#)

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 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.