

UTL 101 Intern Field Experience Schedule at a Glance FALL 2025 • **PLEASE REFERENCE THIS THROUGHOUT THE FIELD EXPERIENCE**

Field Experience	Suggested Dates	Meeting Type	DocuSign Forms	Intern and CT Activities
1	Sept.1-6 2025	Zoom 1	Attendance	- Student intern will email to schedule the first Zoom meeting and send a Zoom invitation to their CT - Introductions and an opportunity for the intern to ask questions - CT will share basic information about the class, students and campus - CT will assign the intern a job/task for their first classroom visit (<i>Reading, tutoring, assisting the CT, working with a small group. The goal is to get the intern working with the students so that they may get to know the students.</i>) - Intern will email DocuSign Attendance Form to CT. - CT will sign and submit the DocuSign Attendance Form.
2	Sept. 8-12 2025	Classroom Observation 1	Attendance	- CT will introduce the intern to the class - Intern will observe and complete the job/task assigned by the CT. - CT will assign the intern a job/task for their next classroom visit (<i>Can be done later via email if time to discuss during class is not available.</i>) - Intern will email DocuSign Attendance Form; CT will sign and submit the DocuSign Attendance Form.
3	Sept. 15-19 2025	Classroom Observation 2	Attendance	- Intern will observe and complete the job/task assigned by the CT - CT will give the intern part of a lesson (approx. 5-15 min.) to co-teach during the next classroom visit. Focus for Co-Teach 1: Anticipatory Set/Do Now/Warm-Up (<i>Can be done later via email if time is not available.</i>) - Intern will email DocuSign Attendance Form; CT will sign and submit the DocuSign Attendance Form.
4	Sept. 22-26 2025	Co-Teach 1	Attendance + Evaluation	- Intern will co-teach approx. 5-15 min. of an Anticipatory Set/Do Now/Warm-up provided by the CT. - Intern will spend the rest of the time observing or assisting the CT. - CT will provide the intern part of a lesson (approx. 10-20 min.) to co-teach during the next classroom visit. Focus for Co-Teach 2: Check for Understanding / Formative Assessment [(in)formally] (<i>Can be discussed later via email if time during class is not available.</i>) - Intern will email DocuSign Attendance Form <u>and</u> the Evaluation Form; CT will sign and submit the Attendance Form <u>and</u> Evaluation Form via DocuSign.
5	Sept. 30 - Oct. 3 2025	Co-Teach 2	Attendance + Evaluation	- Intern will co-teach approx. 10-20 min. of a lesson provided by the CT, focusing on Check for Understanding / Formative Assessment - CT will give the intern part of a lesson (up to 20 min.) to co-teach during the next classroom visit. Focus for Teach 3: Gradual Release of Responsibility Attention Signals and ensuring that full attention is obtained prior to moving forward - Intern will spend the rest of the time observing or assisting the CT. - Intern will email DocuSign Attendance Form <u>and</u> Evaluation Form to CT. - CT will sign and submit Attendance Form and Evaluation Form via DocuSign

6	Oct. 6-10 2025	Teach 3	Attendance + Evaluation	- Intern will teach up to 20 min. section of a lesson provided by the CT on Gradual Release of Responsibility with Active Learning activities along with past strategies and Attention Signals - Intern will email DocuSign Attendance Form and Evaluation form to CT. - CT will sign and submit the Attendance Form and Evaluation form via DocuSign. - Intern and CT will agree upon a day/time for the next week's meeting via Zoom. - Intern must email CT the Midterm Evaluation form prior to the Zoom meeting. - CT will submit the MidTerm Evaluation only AFTER the Zoom meeting.
7	Oct. 13-17 2025	Zoom 2	Attendance + Mid-Term Evaluation	- CT and intern will discuss the intern's progress during their first 5 visits. - Topics of discussion should include: - Intern strengths as well as areas for growth - Intern performance during co-teaching experience - Intern professionalism - Opportunities for intern to ask questions about the teaching profession and the CT to share their teaching experiences - CT will discuss the final teach with the intern: 30-40-min. section of a lesson to individually teach during their 3/24 - 3/28 final teach. Focus for Long Teach 4: Gradual Release of Responsibility with Active Learning Activities - Additional Focus: Improving based on feedback received from previous lessons taught, the midterm discussion, and from personal reflections. - Intern will email DocuSign Attendance Form for to CT - CT will sign and submit Attendance Form AND Mid-Term Evaluation Form
8	Oct. 20-24 2025	Classroom Observation 3	Attendance	- Intern will observe the CT in the classroom and assist with any jobs/tasks assigned by the CT - If not already provided, the CT should provide the intern with the TEKS/lesson topic for the intern's final individual lesson which will be taught next week - Intern will email DocuSign Attendance; CT will sign and submit the DocuSign Attendance Form.
9	Oct. 27-31 2025	Long Teach 4	Attendance + Evaluation	- Intern will teach a longer portion of the lesson 30-40 min. Focus of Long Teach 4: Improving from feedback regarding Gradual Release of Responsibility and Active Learning activities. - Intern and CT will agree upon a day/time for the next week's meeting via Zoom. <i>(Can be done via email if time to discuss during class is not available.)</i> - Intern/CT will let the students know that this is their last visit of the semester. - Intern will email DocuSign Attendance Form <u>and</u> Observation form to CT. - CT will sign and submit the Attendance <u>and</u> Evaluation Forms via DocuSign. THIS IS THE FINAL PHYSICAL CLASSROOM VISIT BY THE INTERN. THE NEXT TOUCHPOINT IS VIA ZOOM.
10	Nov. 3-7 2025	Zoom 3	Attendance	- Final Meeting between CT and Intern - CT and Intern will review the Observation Form completed by the CT. - Intern will email DocuSign Attendance Form; CT will sign and submit the Attendance Form.

Note: If the observation or co-teach date falls on a holiday, the student intern will need to reschedule with the CT, preferably for the same week.