

UTL 101 Pacing Guide - Fall 2026

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Dates	Week	Student Intern Tasks	Forms
Sept. 7-11	1	Zoom Meeting #1 & Video	Weekly Log Video Assignment
Sept. 14-18	2	Classroom Observation #1	Weekly Log Observation #1 Assignment
Sept. 21-25	3	Classroom Observation #2	Weekly Log Observation #2 Assignment
Sept. 28-Oct. 2	4	Classroom Observation/ Co-Teach #1 Intern teaches a quick get-to-know-you activity.	Weekly Log Field Based Experience Form CT Short Feedback Form
Oct. 5-9	5	Classroom Observation/ Co-Teach #2 Intern teaches a community building activity.	Weekly Log Field Based Experience Form CT Short Feedback Form
Oct. 12-16	6	Teach #3 - 20 minutes Interns teaches a lesson that includes an anticipatory set, learning objectives, purpose, modeling, a check for understanding activity and guided practice	Weekly Log CT Feedback Form Intern Reflection Video
Oct. 19-23	7	Lesson Planning Week - No classroom visit Or make-up classroom observation or Co-Teach (if needed)	Weekly Log (if needed)
Oct. 26-30	8	Teach #4 - 30 minutes Intern teaches a full lesson with gradual release of responsibility.	Weekly Log CT Feedback Form Intern Reflection Video
Nov. 2-6	9	Zoom Meeting #2	Weekly Log
Nov. 9-13	10	Intern sends Field Record Submission DocuSign form to CT to sign	Field Record Submission DocuSign

Note: We understand that under unforeseen circumstances (i.e. illness, family emergencies), cooperating teachers and interns might be absent for one planned classroom visit. Therefore, the week of Nov. 16-20 will be a make-up week. If another make-up week is needed, interns must contact their professor for approval.

UTL 101 Overview

UTL 101 involves one seminar hour per week on-campus with a University faculty member, as well as field placement at the elementary level for a minimum 9-10 hours during the semester, under the supervision of a cooperating teacher.

Standards addressed by students in UTL 101 will include:

- Instructional planning and delivery which is both engaging and standards-based
- Formative assessment
- The importance of professionalism and self-care for educators
- Development of a safe, respectful and positive learning environment
- Basic classroom management techniques
- The use of reflection to improve over time
- Professional practices and responsibilities as well as legal and ethical requirements of the profession
- Technology used as a tool for communication, collaboration and instruction

Notes

1. 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.
2. If the cooperating teacher is absent or there is a conflict with the school's schedule (ie. STAAR testing), the intern can reschedule the observation.
3. In some cases, the intern might have to make up the hours by going for two hours the following week. The intern is required to inform their professor of any rescheduled observations or co-teaches.

Student Intern Responsibilities

As part of our focus in UTL 101 on professionalism, UTL interns will be responsible for the following:

- Communication with CT in a timely and professional manner.
- Sending all forms and/or giving CT a paper copy of forms in a timely manner.
- Arrive on time and dressed professionally to all observations and Zoom meetings.
- Participate enthusiastically in your classroom and serve as a role model to your students.
- Be willing to listen to and act on professional critique of their work and teaching.
- Follow professional and ethical standards as well as any classroom/campus rules or guidelines.
- Lesson plans are to be emailed to the CT **48 hours BEFORE teaching the lesson** to the cooperating teacher. **FAILURE to submit the lesson 48 hours in advance** may result in 20 late points deducted from the initial grade and the Cooperating Teacher denying your teaching that particular day. (Please see the chart below)

If I plan to teach on:	My lesson plan must be emailed to my CT BEFORE NOON on:
Monday	Thursday
Tuesday	Friday
Wednesday	Monday
Thursday	Tuesday
Friday	Wednesday

Cooperating Teacher Responsibilities

- 1st Day of Class - You will have met your intern during a Zoom meeting before they arrive in your classroom for their first official visit but I can assure you that your intern will still be very nervous about meeting your students for the first time. Please take a brief minute to introduce your intern to the class and have a place in your classroom for your intern to place their backpack or other belongings.
- Communication - Please reach out to me at ANY time if you have concerns (big or small) regarding your intern or their performance/participation in your classroom. My students want to do their best for you and your students but it is always possible that they will make some “rookie” mistakes. These are learning opportunities.
- Forms- Please complete and sign all forms as promptly as possible. If you are not receiving your forms in a timely manner from your intern, please let me know so that I can address that with the student. All forms will be in a Google Document or on paper (your preference), except for the Field Record Submission form which will be a DocuSign form.
- Please provide lesson planning information to the intern in ample time for the intern to formalize what they will teach on our lesson plan template to submit back to you 48hrs in advance of (co)teaching their lesson. If you do not receive the lesson plan 48 hours in advance, I fully support your not allowing the intern to (co)teach that lesson.

Interns and Cooperating Teachers' Tasks to Complete

Student Intern	Cooperating Teacher
Weekly hour log Google form	Short feedback form for Co-Teaches # 1 and #2
All observation and reflection assignments in Canvas	Feedback form for Teaches #3 and #4
Lesson Plan sent to CT 48 hrs before each co-teach and teach	Review, suggest edits and approve the intern's lesson plan
Field Record Form to be completed and DocuSign form to be initiated and sent to CT	Review the intern's field record form and sign DocuSign form. The field record form includes the weekly logs and the 4 CT's feedback forms.