UTeach-Liberal Arts 101 Pacing Guide • Spring 2024
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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 (CT).

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.

CT Meetings

<table>
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<tr>
<th>#</th>
<th>Meeting Type</th>
<th>Suggested Dates</th>
<th>Required DocuSign Forms</th>
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<tr>
<td>1</td>
<td>Zoom 1</td>
<td>Jan. 22 – 26, 2024</td>
<td>Weekly Hours</td>
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<td>2</td>
<td>Classroom Observation (1)</td>
<td>Jan. 29 – Feb. 02, 2024</td>
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<td>Classroom Observation (2)</td>
<td>Feb. 05 – 09, 2024</td>
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<td>4</td>
<td>Co-Teach</td>
<td>Feb. 12 – 16, 2024</td>
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<td>Co-Teach*</td>
<td>Feb. 20* – 23, 2024*</td>
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<td>Teach</td>
<td>Feb. 26 – Mar. 01, 2024</td>
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<td>Classroom Observation (3)</td>
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<td>Zoom 3</td>
<td>Apr. 01 – 05, 2024</td>
<td>Weekly Hours</td>
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● *There is NO SCHOOL on Monday, Feb. 19. Please adjust as necessary to account for this schedule shift.
● Make-up weeks: Apr. 01 - 05 and Apr. 08 – 12, 2024

Digital DocuSign Forms
All attendance and evaluation forms in UTL 101 are digital via DocuSign. There are three forms that you will complete this semester. Each will arrive via email and is initiated by your UTeach intern.

- **Attendance Forms**- This is the official attendance for each field visit.
- **Midterm Evaluation**- This form should be completed during your Zoom 2 meeting with your intern. You will review and discuss your intern’s progress during this meeting.
- **Evaluation Form**- You will complete this evaluation form four times: once for each lesson (co)taught by your intern. Interns create goals based on your feedback. You will discuss the evaluations and goals thoroughly during the final Zoom meeting.

Each of these DocuSign forms will be generated and sent to you via email by your intern. DocuSign serves as official attendance.

Student 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 DocuSign 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.** FAILURE to submit the lesson plan 48 hours in advance may result in 20 late points deducted from the initial grade and the Cooperating Teacher denying your teaching on 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

**CT 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. You should also notice that all communications to you from your intern will also copy (cc) me.

- **DocuSign Forms** - Please complete all DocuSign forms as promptly as possible. If you are not receiving your DocuSign forms in a timely manner from your intern, please let me know so that I can address that with the student. If you have any questions regarding the completion of the DocuSign forms, please don’t hesitate to let me know. These are our official records of your intern’s attendance.

- **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.