Student Intern Instructions for Initiating DocuSign UTL 640 Observation Form
(This is the form CTs will use to evaluate lessons taught by interns.)
Email kaitlyn.crawford@austin.utexas.edu for assistance.

Do not initiate the form until you are ready for your Cooperating Teacher (CT) to receive it. If you want to preview the form, there are samples on the Student Intern page of the website. Each time you open a document and enter the access code, you create an open document.

Form Location:
• https://liberalarts.utexas.edu/uteach/students/student-interns.html.
• Go to the UTL 640 Observation Forms – DocuSign section at the bottom of the webpage.
• Click UTL 640 Evaluation Form - Cooperating Teachers.

Initiating the Observation Form:
Note: Names will appear on the form as they are entered.
• Enter your properly capitalized first and last name and your @utexas.edu email address.
• Enter the information requested. Be sure to copy and paste your faculty’s name and email as shown on the form.
• Click BEGIN SIGNING and enter the Access Code: uteach
• A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
• Once the code is entered and you begin the form, you will receive an email automatically generated by DocuSign. It will show that it is from Kaitlyn Crawford via DocuSign <dse@docusign.net>.

Completing the Top Portion of the Observation Form:
• Click CONTINUE or FINISH LATER. (If you choose to finish later, you’ll need to refer to the Docusign email and then click on the yellow REVIEW DOCUMENT button. After re-entering the code, you will be taken back to where you left off.)
• Fill in the following:
  o Lesson # – Also indicate separate blocks if you are teaching the same lesson twice.
  o Lesson Format.
  o School and School District.
  o Observation Date.
  o Topic – If necessary, abbreviate to make it fit into the field.
  o Click the yellow FINISH button when you’re finished.
  o The form will then be routed to the CT for their evaluation.

Once completed, you should receive a certified copy of the document. If you can’t locate a copy, email Kaitlyn.
Student Intern Instructions for Initiating DocuSign UTL 640 Weekly Hours Log
(This is the form where you will enter your hours/minutes.) Email kaitlyn.crawford@austin.utexas.edu for assistance.

Initiate the form when you are ready for your Cooperating Teacher (CT) to sign off on your time. This should be done EVERY week. Work with your CT to determine the best day to initiate the form.

Form Location:
- [https://liberalarts.utexas.edu/uteach/students/student-interns.html](https://liberalarts.utexas.edu/uteach/students/student-interns.html).
- Go to the UTL 640 Weekly Hours Log section.
- Click the 640 Weekly Hours Log - Docusign Form link.

Initiating the Weekly Observation Log:
- Enter your properly capitalized first and last name and your @utexas.edu email address.
- Enter the required information. Be sure to copy and paste your faculty’s name and email as shown on the form.
- Click BEGIN SIGNING and enter the Access Code: uteach.
- A box may pop up asking you to allow your current location. You may select whatever option you’d like. It will not affect the completion of the form.
- Once the code is entered and you begin the form, you will receive an email automatically generated by DocuSign. It will show that it is from Kaitlyn Crawford via DocuSign <dse@docusign.net>.

Completing the Top Portion of the Weekly Observation Log:
- Click CONTINUE or FINISH LATER. (If you choose to finish later, you’ll need to refer to the Docusign email and then click on the yellow REVIEW DOCUMENT button. After re-entering the code, you can begin where you left off.)
- For the week you are reporting, enter the dates you worked next to their corresponding weekdays. Then select the start and stop time for each date. The form should calculate the total for each day and for the entire week. If the hours for a day are not calculating correctly, try re-selecting the start and stop time for that day.
- If you need to enter a second time period for a specific day of the week, use one of the “Additional Hours” entries to select the second time period for that date.
- Sign and initial the document, entering your UT EID and TEA ID.
- Finally, enter your CT’s school, their district, and the name of your UTL 640 instructor at the bottom.
- Click the yellow FINISH button.
- The form will then be routed to the Cooperating Teacher.

Once completed, you, the CT and your professor will receive a certified copy of the document.
Student Intern Instructions for Viewing
DocuSign UTL 640 Observation Form from the Field Supervisor
Email kaitlyn.crawford@austin.utexas.edu for assistance.

• You will receive an email from DocuSign <dse@docusign.net> that the document has been completed.
• To review the completed form, click on the VIEW COMPLETED DOCUMENT button.
• You will NOT be signing the document. Reviewing the document will complete your step in the process. THE DOCUMENT WILL NOT SHOW UP AS COMPLETE UNTIL YOU OPEN AND VIEW THE FORM.