The University of Texas at Austin

UTeach-Liberal Arts

FIELD SUPERVISOR TRAINING

January 2016

UTeach-Liberal Arts Mission

Believing in the crucial role public schools and public school teachers perform in a **democratic society**, UTeach-Liberal Arts prepares prospective teachers for **the rigors of today's diverse classrooms**. In keeping with the **liberal arts tradition**, critical reflection plays a central role in our program. Through proactive and competitive recruitment, we welcome a dynamic group of students into the world of teaching. In three comprehensive stages before, during, and after student teaching **our program links extensive content-area preparation and integrated university courses on teaching, with guided experience in public school classrooms**. We support this process with a solid grounding in learning theories and a broad understanding of community resources available to new teachers.

PROGRAM OVERVIEW

UTeach-Liberal Arts History

- 2001 – A Task Force was asked to conceptualize a new teaching program at UT-Austin.
- *Survey Public School Teacher*
  - *What best prepares undergraduates to become public school teachers?*
    - Real World Experience
    - Content Area Expertise
    - Understanding Human Development

Program Advantages

- Expertise of Master Teachers
- Experienced Field Supervisor
- High Quality Cooperating Teachers
- Field Experience
- Discipline-specific pedagogy training

Pedagogy Courses

Courses	Field Experience
Semester 1 – UTL 101	Elementary School 10 hours/3 teaches
Semester 2 – UTL 202	Middle School 20 hours/6 teaches
Semester 3 – UTL 640	High School 45 hours/9 teaches
Semester 4 – UTL 360/670	3 hour Seminar Full-Time Student Teaching

TEXAS EDUCATION AGENCY UPDATES

TEA Updates

- Field Supervisors trained annually
- Field Supervisor Log for Student Teachers
  - Start date of assignment, candidate's TEA ID#, initial contact date, dates of observation, duration of observation
- Meeting with Student Teacher must occur within the first three weeks of assignment.
  - by telephone, email or electronic communication

TEA Updates

- Minimum of three 45-minute face-to-face observations during the student teaching assignment
  - UTeach-LA offers four observations for student teaching and two for interns.
  - First observation for student teachers must occur within the first six weeks of the assignment
  - If an additional observation is needed, contact the clinical professor.

TEA Updates

- Interactive Conference for Student Teachers

  - To discuss the evaluation of the student teacher

  - Includes Cooperating Teacher, Field Supervisor and Student Teacher

  - Conducted during the debrief of Formative and Summative Observations

  - Documented as a separate block of time

RESPONSIBILITIES
FIELD SUPERVISOR AND STUDENT

Field Supervisor Responsibilities

- Help student intern/teacher to develop their skills as a teacher
- Assess and evaluate student intern/teacher
- Serve as a mentor
- Offer constructive criticism, encouragement, and advice
- Complete mileage and timesheet forms

Field Supervisor Responsibilities

Student Intern

- Establish communication with student intern
- Two scheduled observations
- Complete an evaluation form for each observation
- Debrief after each observation
- Meet with Clinical Professor as needed

Field Supervisor Responsibilities

Student Teacher

- Establish communication with student teacher within the first three weeks
- (4) Regular observations which includes a Formative and Summative Observation
- Complete an evaluation form for each observation and debrief after each observation
- Meet with Clinical Professor as needed
- Collaborate with Cooperating Teacher about student teacher's progress

Field Supervisor Responsibilities

All the forms, evaluations, and supervisor handbook are available on our web site:

http://www.utexas.edu/cola/uteach/observer-profiles/observer-resources.php

STUDENT RESPONSIBILITIES

EVALUATION FORMS

Observation Forms

- Interns & Student Teachers Observation Forms
  - UTL 640/UTL 360/UTL 670 Observation Forms
- Student Teacher Only Forms
  - TEA Field Supervisor Log
  - Attendance Documentation
  - Formative Assessment
  - Summative Assessment

Observation Forms

All forms due by the end of May/December.

	TEA Field Supervisor Log	Student Attendance Form
Description	Logs observations and meetings	Logs student attendance
Location	Website	Website
Completed By	Field Supervisor	Student Intern Student Teacher
Submitted To	End of May/December to Office Manager	Clinical Professor

Observation Forms

All forms due by the end of May/December.

	Observation Evaluation	Formative Assessment	Summative Assessment
Description	Records student actions during observations	Records student actions during mid-term observation	Records student actions during final observation
Location	Website or Handwritten	Website	Website
Student Being Observed	• Student Intern • Student Teacher	• Student Teacher	• Student Teacher
Completed By	• Cooperating Teacher • Field Supervisor (opt)	• Field Supervisor • Cooperating Teacher	• Field Supervisor • Cooperating Teacher
Submitted To	1) Student Teacher 2) Clinical Professor 3) Cooperating Teacher		

Financial Forms

- Payment Paperwork
  - Time/Stipend Log
  - Mileage Log
  - Maps (Map Quest preferred)
- Submit paperwork to Office Manager, Soo Aldrich
- Due by the end of May/December
- Payments can take 6-8 weeks

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