

Student Handbook

UTeach – Liberal Arts (UTLA)



THE UNIVERSITY OF TEXAS AT AUSTIN

WHAT STARTS HERE CHANGES THE WORLD

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UTeach – Liberal Arts

WELCOME

We recognize the fundamental role that education plays in the fabric of our society. Without great teachers in our public schools we would not have great students at institutions of higher education like UT-Austin. UTeach-Liberal Arts strives to produce excellent teachers and you are about to embark on a wonderful journey.

Our secondary school teacher preparation program is designed with a practical and theoretical approach to teacher education. While pursuing your liberal arts degree, you will complete your teacher preparation courses through the UTeach-LA Program. As a UTeach-LA student, you will also benefit from coursework that emphasizes hands-on field experience in public school classrooms.

In 2015, the UTeach-Liberal Arts Program is strong and growing. We have over 225 students that are accessing our courses each semester and that are working with students in the classroom teaching and observing. Our program has graduated nearly 850 teachers over the last 15 years. Our graduating teachers are winning Rising Star and Teacher of the Year Awards

nationwide each year. We are proud of our students and we look forward to having you join the ranks of our graduates in the classroom.

Welcome to the program and we look forward to seeing you in the classroom.

Sincerely,

Tina Melcher

UTeach-Liberal Arts Director

Chapter I: *The UTeach-Liberal Arts Program*

UTeach-Liberal Arts is a professional middle and high school teacher preparation program at The University of Texas at Austin. The program has undergraduate and post-baccalaureate students planning to teach English, languages other than English, or social studies. Our four-semester program aims to transform secondary school teacher certification from the ground up with a balanced approach that is both practical and theoretical in nature.

UTeach-Liberal Arts students benefit from an innovative program emphasizing the UTeach-LA philosophy of practical, hands-on field experience in public school classrooms throughout the length of the program. Students take advantage of intensive coursework and field experiences in local area schools that provide an excellent first-hand glimpse into the world of teaching.

UTeach-Liberal Arts provides a supportive environment for students to build professional networks through cohort groups and faculty interaction. Personal attention and guidance of UT faculty, many of whom are highly experienced public school master teachers, prepare students for a career in the classroom.

KEY FEATURES

Field Experience with Hands-On Practice

The UTeach-Liberal Arts emphasis on hands-on practice and classroom experience begins in the first semester of the program. Each semester students engage in fieldwork where they observe in local area classrooms and design and teach their own lessons. Students observe and teach in a variety of classrooms at all levels including elementary, middle school, and high school classrooms. Through these field experiences, UTeach-Liberal Arts students encounter a broad range of student and classroom situations before completing student teaching in their senior year.

Cooperating Teachers and Seminar Instruction

All UTeach-Liberal Arts students participate in UTeach faculty-led seminars (UTL 101, 202, 640 and 360) on the UT-Austin campus. The seminars are typically small, and are designed to provide theoretical background and practical strategies for implementing sound

instructional practice. Each seminar is complemented by field experience in local area classrooms. UTeach-Liberal Arts students complete field experience under the guidance of experienced Cooperating Teachers who have a successful record for teaching diverse pupils with a range of abilities. Cooperating Teachers serve as models for observation as well as collaborators in lesson planning and delivery, and offer practical one-on-one direction and insights that students can bring back to their university study.

Cohort Support

As a natural outcome of the above-described approaches, students will form supportive cohorts with other UTeach-Liberal Arts students who share common experiences as they move through the program together. The value of this collective experience cannot be overestimated.

Discipline-Specific Teacher Preparation

To complement the broader pedagogical coursework, UTeach-Liberal Arts offers pedagogy courses that are discipline-specific. For example, the Spanish major will take a course that directly addresses the areas of greatest difficulty for English speakers when learning Spanish, as well as methods for teaching heritage speakers.

Literacy Preparation

UTeach-Liberal Arts fosters reading and writing instruction across the curriculum and prepares all pre-service teachers in liberal arts – not just teachers of English – to use writing assignments to further pedagogical goals. Additionally, all UTeach-Liberal Arts students are trained in reading strategies and reading difficulties. Depending on the certification area, students will take one or two literacy courses while in the UTeach-Liberal Arts Program.

Innovative Use of Technology

The program integrates technology into every course to help students develop the knowledge and skills necessary for using technology in the classroom.

ADVISING

Each UTeach-Liberal Arts student has two advisors – one in his/her major, and one in UTeach-Liberal Arts. The UTeach-Liberal Arts Program advisor will help students coordinate the program of study for their degrees along with the UTeach-Liberal Arts Program coursework. We encourage students to meet with the program advisor and their departmental advisor at least once per semester and to maintain frequent contact throughout their time in UTeach-Liberal Arts. Contact the UTeach-Liberal Arts advisor to schedule an appointment:

<http://liberalarts.utexas.edu/uteach/undergraduate-program/advising.php>

NONDISCRIMINATION

The University of Texas at Austin and the UTeach-Liberal Arts Program are committed to an education and working environment that provides equal opportunity to all members of the University community. In accordance with federal and state law, UTeach-Liberal Arts prohibits unlawful discrimination on the basis of race, color, sexual orientation, religion, national origin, gender, age, disability, citizenship, and veteran status.

Chapter II: *UTeach-Liberal Arts Coursework*

PEDAGOGY TRAINING: THE FOUR-SEMESTER COURSEWORK SEQUENCE

The UTeach-Liberal Arts Program begins with four core courses taken sequentially, regardless of the semester one enters the program. Semester 3 and semester 4 (UTL 640 and UTL 360/670) must be taken consecutively. The coursework involves consistent and continuing classroom exposure, and courses are offered during long semesters (spring and fall) only. Please see the Undergraduate Catalog for official course descriptions.

Semester 1: UTL 101 – Introduction to the Teaching Profession

UTL 101 involves one seminar hour per week on campus with a University faculty member, as well as field placement in an elementary school for a minimum of **ten hours** during the semester under the supervision of a Cooperating Teacher. Seminar topics include basic classroom management, lesson design, assessment, technology, diversity, and special student populations.

Semester 2: UTL 202 – Introduction to Teaching in the Middle School

UTL 202 involves two seminar hours per week on campus with a University faculty member, as well as field placement in a middle school for a minimum of **twenty hours** during the semester under the supervision of a Cooperating Teacher. Seminar topics include classroom management, lesson design, assessment, technology, diversity, special student populations, conferencing techniques, and school organization.

Semester 3: UTL 640 – Teaching in Secondary Schools

UTL 640 involves six seminar hours per week on campus with a University faculty member, as well as field placement in a high school for a minimum of **forty-five hours** under the supervision of a Cooperating Teacher. UTL 640 is offered in subject-specific areas, and seminar topics include standards, curriculum and lesson design and implementation, assessment, teaching strategies, technology, and vertical and horizontal teaming.

Semester 4: UTL 360 – Problems/Principles of Secondary Education

UTL 670 – Directed Teaching in Secondary Schools

Directed Teaching in Secondary Schools (UTL 670) involves **twelve weeks** of student teaching in a secondary school during the final semester of the UTeach-Liberal Arts Program. In tandem with UTL 670, students enroll in the seminar Problems/Principles of Secondary Education (UTL 360), which involves 45 hours of class time on the UT-Austin campus. The seminar addresses a myriad of topics related to the student teachers' fieldwork – effective instructional and motivational strategies, curricular issues, helpful resources, and political and cultural influences on adolescents' learning.

DEVELOPMENTAL COURSEWORK

ALD 322 – Individual Differences (*Prerequisite: Psychology 301 or the equivalent*)

ALD 322 involves three lecture hours per week, with 15 hours of fieldwork to be arranged. An introduction to individual differences among people through the life span, this course examines areas of exceptionality within the context of typical development – current research trends, theoretical and legal considerations, and practice-related issues, including family involvement, cultural and linguistic diversity, and educational perspectives. The course also involves orientation to assistive technology.

EDP 363M – Adolescent Development

EDP 363M involves three semester hours per week. The goal of this course is to help students understand the physical, social, and cognitive changes that take place during adolescence, including how these changes may be impacted by variables of gender and culture. Students will explore topics such as peer culture, school violence, body image, identity development, sex, drugs, and the media. An additional goal of this course is to help students reflect upon their own transition from adolescence to adulthood in a meaningful way.

EDC 339F – Adolescent Literacy

EDC 339F approaches adolescent literacy as a multi-faceted set of meaning-making and communicative practices. The course explores the various roles that literacy plays in our own and students' lives, both in and out of school. It explores the development of literacy skills, what it means to read a text, how to incorporate literacy strategies into lessons, how to help struggling readers in class, and how to sequence reading activities. Students will learn and practice some strategies and methods for incorporating various types of adolescent literacies into their teaching. (*Approved Alternative: EDC 339E – Secondary School Literacy Across the Disciplines* [ESL Component])

CONTENT AREA COURSEWORK

Refer to the College of Liberal Arts website for degree plans for Chinese, economics, English, French, geography, German, government, history, Japanese, Latin, and Spanish majors: <https://liberalarts.utexas.edu/student-affairs/Majors-and-Degrees/Degree-Plans.php>.

Note: Some majors require specific courses for UTeach-Liberal Arts students. Students should see the advisor in their major to obtain their official degree plan, and see the UTeach-LA website or program advisor for the most current information on UTeach-Liberal Arts requirements.

STUDYABROAD

UTeach-Liberal Arts encourages its students to participate in study abroad programs and has scholarship funds available for UTeach-LA students planning to study abroad. Please see the *Scholarships* section of the handbook for more information.

Study abroad is crucial for future LOTE (Languages Other Than English) teachers. As a LOTE teacher, one must possess a command of the language and knowledge of culture that allow one to teach classes in the language while integrating culture into each lesson. To demonstrate this high level of proficiency, one must be able to demonstrate the ability to communicate in the language both orally and in writing.

A portion of the certification exam to teach a world language requires students to demonstrate oral proficiency. While some future teachers are able to successfully pass the examination without study abroad, most cannot. The success rate greatly increases with study abroad.

Also, as an English or social studies teacher, it is important to have in-depth knowledge of world cultures, histories, societies and incorporate a variety of sources of information into each lesson to enhance students' levels of understanding. Living and studying in a country where the target language is spoken will immerse students in the language, history and culture of that country.

Chapter III: *Program Admissions*

APPLICATION PROCESSES

Applying to the UTeach-Liberal Arts Program

The UTeach-Liberal Arts Program requires a four-semester commitment. UT-Austin students may enter as early as their freshman year. Transfer students are also eligible to apply. Please see the UTeach-Liberal Arts Program advisor for more information.

Undergraduate applicants apply online via the Undergraduate Admission section of the UTeach-Liberal Arts website: <http://liberalarts.utexas.edu/uteach/undergraduate-program/admissions.php>.

The program advisor will notify applicants of their admission status via email. Once admitted, students will be allowed to officially sign up for UTL 101. Once signed up, they may register for the course during normal registration access times.

Post-baccalaureate applicants complete two separate applications, one for admission to UT-Austin and one for admission to UTeach-Liberal Arts. Refer to the *Post-Baccalaureate* section of our website for additional information: <http://liberalarts.utexas.edu/uteach/post-baccalaureate-program/admissions.php>.

Applying to the Professional Development Sequence

The Professional Development Sequence (PDS) is the final two semesters of the UTeach-Liberal Arts Program: UTL 640 and UTL 360/UTL 670. To be eligible to enter the Professional Development Sequence students must:

- Have successfully completed UTL 101 with the grade of at least B;
- Be enrolled in UTL 202 OR have successfully completed UTL 202 with the grade of at least B;
- Complete the official PDS Advising Meeting with the UTeach-Liberal Arts advisor to review remaining course requirements and to ensure eligibility;
- Complete the PDS online application at the College of Education website.

Appeals for the Professional Development Sequence are due to the UTeach-Liberal Arts Program advisor no later than 5:00 pm on the last class day of the semester.

Applying for Re-Admittance

UTeach-Liberal Arts students who have completed UTL 101 or UTL 202 may be absent from the UTeach-Liberal Arts Program for a maximum of three consecutive long semesters; they will not need to reapply to the program. Students in UTL 640 must enroll in UTL 360/670 the following semester if they wish to continue with the program. In extenuating circumstances, a student who has entered UTL 640 may take a leave of absence of no longer than one semester, subject to approval by the Performance Review Committee, and the student must apply for re-admittance to the program. Acceptance back into the program is not guaranteed. To re-apply students must:

- Be admitted to UT-Austin for the semester in which they seek UTeach-Liberal Arts re-admittance;
- Prepare an essay stating why they wish to pursue teaching as a profession and why they should be allowed to continue in the UTeach-LA Program;
- Meet all Professional Development Sequence requirements.

Re-admittance applications should be submitted to the UTeach-Liberal Arts advisor as early as possible, but are accepted as late as one month before the first class day. Subsequent appeals to the Director must be made within 30 days following the decision.

Applying for Certification

Students begin the certification process during their Student Teaching semester (UTL 360/670). Guidance on the certification process will be provided to students during the UTL 640 class.

To be eligible to apply for certification, students must:

1. Successfully complete all coursework for the UTeach-Liberal Arts Program and the degree program;
2. Successfully complete the appropriate certification exams (i.e., TExES, ExCET, etc...);

3. Submit a complete application and fees to the State Board for Educator Certification (SBEC).

Exam Registration and Application Process:

1. Students are required to create an account with the State Board for Educator Certification (SBEC) via the TEA Login website, or TEAL (<https://pryor.tea.state.tx.us/>), prior to registering for certification exams and applying for certification. Upon creating an account students receive a TEA identification number. A TEA ID is required for both exam registration and certification application.
2. Using their TEAL login, students can register for the certification exams. Certification exam dates and registration are available on the Educational Testing Service (ETS) website (www.texas.ets.org/testdates).
3. After passing the exams and receiving the test results, students formally apply for certification online via the TEAL website.* Instructions for fingerprinting and submitting fees are included in the online application.
4. Additional information can be found on the College of Education website: <http://epc.edb.utexas.edu/education/cert/about/steps/>.

A student will become officially certified when:

1. He/she successfully applies for certification via the SBEC website;
2. He/she officially graduates and the degree is conferred;
3. UTeach-Liberal Arts verifies coursework for successful completion;
4. The College of Education has officially notified TEA of program completion.

** Students will have a three-year time frame after program completion and/or graduation in which to officially apply for certification. If a student does not apply within this three-year timeframe, he/she will be required to go through an appeals process, which may involve retaking certification exams or completing additional coursework, before being eligible for certification.*

Additional information about certification procedures, including adding new levels or fields of certification by exam after receiving initial certification, is available on the FAQs section of the UTeach website: <http://liberalarts.utexas.edu/uteach/faq/common-questions.php>.

PROGRAM REQUIREMENTS

To enter the program and enroll in UTL 101 (Introduction to the Teaching Profession):

- Overall GPA of 2.5 or above
- Attend mandatory UTeach-LA *New Student Orientation**

To enroll in UTL 202 (Introduction to Teaching in the Middle School):

- Overall GPA of 2.6 or above
- Competence in major or certification area
- Grade of at least B in UTL 101

To enroll in UTL 640 (Teaching in Secondary Schools):

- Overall GPA of 2.75 or above
- GPA of 3.0 in certification area
- Grade of at least B in UTL 202
- Successful admission into the Professional Development Sequence

To enroll in UTL 360 (Problems/Principles in Secondary Education) and UTL 670 (Directed Teaching in Secondary Schools):

- Overall GPA of 2.75 or above
- GPA of 3.0 in certification area
- Grade of at least B in UTL 640

***New Student Orientation** (*required for all incoming UTeach-Liberal Arts students*)

All new students are required to attend the *New Student Orientation* at the beginning of the program. Dates vary per semester. The UTL 101 instructor and the UTeach-LA advisor will notify students of the date.

Chapter IV: *UTeach-Liberal Arts Policies and Guidelines*

COURSEWORK POLICIES AND GUIDELINES

Fieldwork

In addition to attending the seminars on the UT-Austin campus, UTL 101, 202, 640, and 360/670 require field placement in area schools for an increasing number of hours each semester. This means that students must allow time during public school hours to complete this field experience. Students should take care to budget for more than the allotted classroom time to account for travel to and from the assigned school.

Pass/Fail and Transfer Credit Policy

All courses required for UTeach-Liberal Arts – except UTL 670 – must be taken on a letter grade basis. UTeach-Liberal Arts courses that would be considered electives in a degree plan, for example ALD 322, must also be taken on a letter grade basis. In addition, students must be able to receive UT-Austin course credit for all transferred coursework. Example: A letter grade of “D” in HIS 309L from Austin Community College does not count as UT-Austin course credit.

Incomplete Grade Policy

Students who receive the symbol X (an incomplete grade) in any of the five core UTeach-LA sequence courses (UTL 101, 202, 640, 360/670), must complete the requirements for the course before the start of the next UTL course:

- Students who receive an “X” in one of the aforementioned courses, but plan to enroll in a subsequent UTL course the next semester must complete the course requirements *and* the instructor must report a final course grade by the 1st class day of the following long-session semester. Any student who does not receive a grade of at least B in the incomplete course by the 1st class day will be dropped from his/her current semester’s UTL course.

- Students who receive an “X” in one of the aforementioned courses, but do **not** plan to enroll in subsequent UTL courses the next semester are required to adhere to University policy:

UT Policy: If an undergraduate student receives the symbol X in a course, the student must complete the requirements for the course and the instructor must report a final course grade by the last date for grade reporting of the following long-session semester, or an F will be recorded as the final grade in the course.

Course Substitution Policy

Students wishing to substitute courses must submit a course syllabus and a detailed course description for the substituting course to the UTeach-Liberal Arts Program advisor. All substitutions must be approved by a UTeach-LA professor within the content area and the UTeach-LA Program advisor.

Student Teaching: Outstanding Coursework Policy

Students are expected to complete all required coursework for the UTeach-Liberal Arts Program, for their major, and for graduation *before* their final student-teaching semester (UTL 360/670). Any student lacking coursework for his/her degree and/or certification must seek approval from the UTeach-Liberal Arts Program advisor to determine eligibility for enrollment in UTL 360/670. Students lacking coursework may be required to complete said coursework before beginning student teaching.

Student Teaching: Additional Coursework Policy

Students are not allowed to take any coursework other than UTL 360/670 during the final student-teaching semester without approval from their UTeach-LA Clinical Professor and UTeach-LA Program advisor.

Coursework for the UTeach-Liberal Arts Program is dictated by the Texas Higher Education Coordinating Board and the State Board for Educator Certification, not by University catalogs. Therefore, changes in requirements may be independent of major and University requirements

and may take place at any time. Please contact the UTeach-Liberal Arts Program advisor for recent changes.

ACADEMIC AND PERFORMANCE POLICIES AND GUIDELINES

Overall GPA and Certification Area GPA Policy

The UTeach-Liberal Arts advisor reviews the GPAs of all UTeach-LA students each semester. If either of a student's overall GPA or certification area GPA does not meet the UTeach-LA GPA requirements (see the *Program Requirements* section of the handbook), he/she must raise it to the required level or file an appeal to petition for continuation in the program:

- Students must contact the UTeach-LA Program advisor to receive the *Appeals Form*.
- GPA appeals deadlines vary per semester.* The program advisor will contact students regarding deadlines.
- The *GPA Appeals Committee* will evaluate appeals packets and render decisions regarding continuation in the UTeach-LA Program.
- Students will be notified of the committee's decision before the beginning of each subsequent long semester.
- If a student successfully appealed in a previous semester and has an overall and/or certification-area GPA below the required minimum, that student will *not* be required to re-appeal *as long as* his/her GPA increases or remains the same. However, if the GPA decreases, the student will be required to re-appeal to be eligible for continuation.

Be advised that going through this appeals process does not guarantee approval for continuation in the program.

****Please note that appeals for the Professional Development Sequence are due to the program advisor no later than 5:00 pm on the last class day of the semester.***

Performance Standards Policy

UTeach-Liberal Arts students who earn a letter grade of "B-" or below in UTL 101, UTL 202, and UTL 640 are automatically suspended from the program and need to re-apply to continue:

- The *Performance Standards Committee* chair will notify students within seven (7) calendar days of the grade posting.
 - Re-application consists of a reflective essay that examines performance in the UTeach-Liberal Arts Program and why the student should be allowed to continue. Essay guidelines and instructions will be provided in the notification email.
 - The *Performance Standards Committee* and UTeach-LA Director will conduct a review of the student's UTeach-LA course records and reflective essay before rendering a decision regarding re-admission to the program.
-
- Deadline for essay submission is seven (7) calendar days before the first class day for fall and spring semesters. The student will be notified by the UTeach-LA advisor of the committee's decision before the beginning of each subsequent long semester.

Be advised that going through this appeals process does not guarantee approval for continuation in the program. Students who do not re-apply will be withdrawn from the program.

Two-Attempt Policy

No student may attempt any UTeach-Liberal Arts course (UTL 101, UTL 202, UTL 640, UTL 360/670) more than twice.

Individual Growth Plan (IGP)

The purpose of an Individual Growth Plan (IGP) is to clearly identify any aspect of student performance in class or in fieldwork that is unacceptable, and to establish goals and target dates for improved performance. The IGP is a means to help students overcome particular problems and learn from their experience. Each IGP includes specific documented information of the unacceptable performance as well as a plan to guide the student towards resolution of the problem:

- Any UTeach-Liberal Arts Clinical Professor, Cooperating Teacher, University Observer, or advisor working with a UTeach-Liberal Arts student may identify

problem area(s) for the individual student at any time. A student may also request an advisor refer him/her for evaluation (self-referral).

- The UTeach-Liberal Arts Clinical Professor documents each problem area and outlines a set of IGP guidelines, which include a description of performance issues, target goals and deadlines, and consequences for non-compliance.
- The student and instructor meet to discuss the IGP guidelines and sign the IGP. The student is expected to adhere to the IGP guidelines or face specific consequences outlined in the IGP. The student's instructor will monitor progress and meet with the student to discuss final resolution of the IGP.
- If a student does not wish to accept the terms of the IGP, he/she may appeal the IGP to the UTeach-Liberal Arts Director.

Oral and Written Language Proficiency Standards

Clear, effective communication skills are necessary for success as a teacher. Occasionally students in the UTeach-Liberal Arts Program have difficulties with spoken or written English that may cause difficulties in communication with students, parents, or colleagues. The following is the procedure for identifying such students, determining the support that is needed, and helping them receive that support:

- Any UTeach-Liberal Arts Clinical Professor, Cooperating Teacher, University Observer, or advisor working with a UTeach-Liberal Arts student may identify the student for evaluation. A student may also request an advisor refer him/her for evaluation (self-referral).
- The initial referral and documentation is submitted to the *Language Support Review Committee* chairperson. If further information is needed, the committee may schedule an interview with the student.
- The committee determines if support is needed, and if so, the nature of that support. If support is needed, the committee develops an Individual Growth Plan (IGP) for the student. Specific goals and target dates are detailed in the IGP.
- The student's instructor will monitor progress throughout the semester and submit work samples to the *Language Support Review Committee* for review. Further recommendations for support may result from that review.

Postbac students with a degree from a foreign university are required to take the TOEFL iBT exam. The minimum required score is 79 overall and minimum scores for writing and speaking sections are 27.

FIELD EXPERIENCE POLICIES AND STANDARDS

Field Experiences Mission Statement

Field experiences are an integral component of the UTeach-Liberal Arts Program and are built on strong collaborations with school districts. Our future teachers engage in purposefully crafted field experiences that cultivate depth of knowledge, research-based practices, and professional ethics. These experiences are designed to be sequential, cumulative, and performance-based, while preparing our graduates to implement and evaluate effective practices with diverse student populations in varied settings. As a result, teachers prepared at UTeach-LA will master subject knowledge and pedagogical skills, work collaboratively with all stakeholders, develop dispositions to be active citizens, and offer their students the opportunity to develop these characteristics themselves.

Criminal Background Check

Texas Education Code § 22.083 authorizes a school district to obtain criminal history record information from any law enforcement or criminal justice agency on applicants, employees, or volunteers of the district. All UTeach-Liberal Arts students will undergo a Criminal History Record Information check each semester they participate in a UTeach-LA course that requires a field placement (UTL 101, 202, 640, 360, and 670). School districts may terminate a field placement and UTeach-LA will withdraw the student from the course, if offenses on a student's record do not comply with district or state policy. Students with felony convictions will not be allowed to participate in the UTeach-Liberal Arts Program.

Students may consult the Texas Education Agency website (http://www.tea.state.tx.us/index2.aspx?id=5758&menu_id=846&menu_id2=794) to review a list of offenses that may prevent field placement or certification. Students with questions about their record should contact the Texas Department of Public Safety (<http://www.txdps.state.tx.us/>).

When applying for certification (after completion of the UTeach-Liberal Arts Program), the Texas Education Agency (TEA) will administer an additional criminal history check.

Professional Liability

The University does not provide liability insurance for the field experience. *This means that student interns should not be left alone in the classroom with students unless a true emergency arises.* *Student interns also should not be left alone on a playground or field trip with a group of students without a licensed teacher within “shouting distance.” These rules are for student interns’ protection, so it is important that student interns notify their University instructor/observer immediately in the case of noncompliance. Organizations such as the *Association of Texas Professional Educators* and the *Texas Classroom Teachers Association* (<http://www.tcta.org>) provide insurance coverage, which students may choose to acquire. (*During the student-teaching semester, student teachers may be left alone in the classroom with students.)

Students are entitled to the same protection of law accorded to their Cooperating Teachers and the principal in their assigned school. This protection does not apply in cases involving the use of excessive force in the discipline of students or negligence resulting in bodily injury to students. Nor does the protection apply to the operation or use of any motor vehicle.

Dress Code

First impressions are extremely important in the public schools, and we expect all student interns to maintain a professional appearance for the field experience. Because dress codes vary from campus to campus, students should inquire about appropriate attire each time they are assigned to a new school. Dress codes for personnel are posted on district websites and all UTeach-Liberal Arts students are expected to follow them.

Absences

Perfect attendance and punctuality in UTeach-Liberal Arts courses and field experience is expected. If a student must be absent or tardy for any reason, it is his/her responsibility to contact both the Cooperating Teacher and the UTeach-Liberal Arts instructor as far ahead of time as possible and to receive, in advance, their approval for

scheduling make-up time and work. If at any time a student's absences exceed the allotted maximum in the syllabi, that student's assignment may be terminated.

Substituting During Field Experience

School districts in the area have different policies when it comes to substitute teaching. UTLA's policy is that student interns and student teachers may not serve as substitute teachers during the days and times required for their field experience.

If you have been approved as a paid substitute teacher in the district in which you are student teaching, you may substitute after your student internship and student teaching experience is complete.

Use of School Materials

Instructional materials prepared using supplies provided by the school usually remain with the school at the completion of a teaching assignment. Students should consult with their Cooperating Teacher in order to obtain necessary supplies.

Medication

University policy, and most school policies, do not permit administering medicine, either prescription or over-the-counter, to students at any time.

Injuries Involving Blood

Take care when coming in contact with student blood, and always use protective hand covering. This includes situations involving young students losing teeth. Students must follow district/campus policy anytime they come in contact with blood or any other potentially harmful substances.

Student Discipline and Physical Contact With Students

Inappropriate physical contact with students is not acceptable under any circumstance. Check with the school faculty and/or administration for appropriate physical contact guidelines.

Transporting Students

UTeach-LA students should not drive students on field trips or to deliver them anywhere away from campus. Student interns could be legally liable for any accidents or injuries.

Personal Medical Information

Some districts may require student interns and/or student teachers to provide proof of current vaccinations prior to entering the classroom. Refer to the specific independent school district policy prior to entering.

Responsibilities of Student Intern

1. Recognize and accept that the Cooperating Teacher has the ultimate responsibility for what you may or may not do in the classroom.
2. Know and follow the rules, regulations, and policies of the district and school. This includes the use of any and all confidential information you may obtain through student records, conversations, etc.
3. Maintain an ethical and professional attitude toward all members of the school community. Utilize discretion with reference to students, teachers, staff, and/or administrators during conversations at all times.
4. Make yourself available for regular planning and feedback sessions with your Cooperating Teacher and UTLA University Observer.
5. Submit your lesson plans a minimum of 48 hours in advance of teaching assignments and share copies with the Cooperating Teacher and UTLA University Observer. Some districts may require earlier submission of lesson plans.
6. Attend all scheduled meetings and classes.
7. Dress in a professional manner.
8. Meet the principal and assistant principal(s) and become familiar with the school climate and culture.
9. Your placement may lead to potential employment. Always be professional.
10. A violation of any UTeach-Liberal Arts, university, district, or campus policy, regulation, or guideline may result in disciplinary action, including termination from the program. If your actions cause you to be removed from your placement, you will be terminated from the UTeach-LA Program.

Chapter V: *Evaluation Procedures*

UTL 101 AND 202 EVALUATIONS

The UTL 101 and 202 courses consist of the following three components on which students will be evaluated:

Field Experience

The Cooperating Teacher provides written feedback on each lesson the student intern presents during the field experience in the classroom, and a midterm and a final assessment. The lesson feedback forms, the midterm and the final assessment are placed in the student intern's permanent UTeach-Liberal Arts file. We expect all student interns to be present and on time for their field experience. No absences from scheduled fieldwork are permitted and absences may impact one's grade in the course. Contact the instructor with extenuating circumstances.

Seminars

The UTL 101 and 202 seminars are designed to provide professional development and preparation for a career in teaching. Because consistent attendance and punctuality are expected of all teachers in the field, we urge all students to develop these habits by being present and on time consistently for all UTL seminars. Review the course syllabi for absence policies and contact the instructor with extenuating circumstances.

Portfolio

While taking UTL 101 and 202, student interns will maintain portfolios documenting their experience in the elementary and middle school classrooms. The UTeach-Liberal Arts professors will provide guidelines for the portfolios and will use the portfolios in evaluating students at the end of each semester. Student interns can use their portfolios later when applying for a teaching position, as the portfolio will document the work they have done as a pre-service teacher.

UTL 640 EVALUATIONS

Evaluation for UTL 640 (Advanced Methods) involves three elements:

Seminars

The UTL 640 seminars continue the professional development and preparation for a career in teaching that began in UTL 101 and 202. Review the course syllabi for absence policies and contact the instructor with extenuating circumstances.

Field Experience

To earn a grade for the seminars, students must satisfactorily complete the required tasks in their field placement, as well as the assignments. With the Cooperating Teacher's assistance, each student intern will teach nine lessons. Interns' lessons should reflect the best-practice strategies, theories and research results that they have learned throughout the UTeach-LA Program. In order to provide support and guidance, UTeach-LA professors, the Cooperating Teacher and UT observer(s) will offer helpful oral and written feedback on both lesson plans and teaching. Student interns will also be assisting their Cooperating Teacher with other tasks (e.g., teaching portions of lessons, tutoring individual students, preparing instructional materials, providing students with oral and written feedback, monitoring tests, guiding small-group discussions).

Portfolio

While taking UTL 640, student interns will maintain an electronic or paper (binder) portfolio documenting their experience in the high school classroom. The UTeach-Liberal Arts professor will provide guidelines for the portfolio and will use the portfolio in evaluating each student intern at the end of the semester. The portfolio can be used later when applying for a teaching position, as it documents the work students have done as a pre-service teacher.

UTL 360 AND 670 EVALUATIONS

The work in UTL 360 is designed to complement the UTL 670 field experiences. Course assignments will be based on class readings, effective integration of technology during student teaching, and attendance at mandatory meetings (e.g., orientations, critical-issues seminars, job-skills workshops). UTL 360/670 consist of three components on which student teachers will be evaluated:

Observations

Student teachers will be formally evaluated four to seven times during the Teaching Practicum. These observations will be conducted both by a University Observer and the student's Cooperating Teacher. After each formal observation, the Observer or Cooperating Teacher will provide verbal and written feedback.

Mid-Term Conference

Student teachers will meet with a University Observer and their Cooperating Teacher at mid-semester to discuss and assess the student teacher's progress. Assessment will be based on progress toward the Professional Development and Assessment Sequence (PDAS) teacher proficiencies listed in the Formative and Summative Evaluations (see the Current Students section on the UTeach-Liberal Arts website:

<http://liberalarts.utexas.edu/uteach/current-students/student-teachers.php>).

Summative Evaluation

During the final weeks of UTL 360/670, a University Observer and the Cooperating Teacher will meet with the student teacher to discuss the Summative Evaluation. This final assessment is based upon the following PDAS proficiencies: planning for learner-centered instruction, classroom environment, instruction and communication, professional development and communication, subject matter knowledge and presentation, and Professional Development Sequence expectations.

Chapter VI: *Technology*

LAPTOP REQUIREMENT

A laptop is required by the time students enter the Professional Development Sequence to fulfill the course requirements. See syllabi for specific class products.

CORRESPONDENCE AND EMAIL

Email Policy

UTeach-Liberal Arts students will be communicating with teachers and school districts outside the University. Much of this communication is done via email and many schools and districts have email filters that **block** email address accounts such as "hotmail" or "gmail."

UTeach-Liberal Arts requires that all UTeach-LA students set up a **professional** [\[name\]@utexas.edu](mailto:[name]@utexas.edu) email address for correspondence with Cooperating Teachers.*

**We do not require that students use this email account for correspondence with UTeach-Liberal Arts or at UT-Austin. This is required for correspondence with Cooperating Teachers only.*

Utexas.edu email addresses can be created through UT's ITS website: <http://it.utexas.edu>. Users also have the option to set up "mail forwarding" so that their utexas.edu email will forward to their regular email account.

UTeach-Liberal Arts Listserv

Students will be subscribed to the UTeach-Liberal Arts listserv upon entering UTL 101. This listserv is our primary means of communicating program information and news. If a student does not receive an email from this listserv in his/her first semester, it is important that he/she contact the UTeach-Liberal Arts office (BEL 224) to inquire about the subscription status.

ELECTRONIC MEDIA POLICY

Electronic media includes all forms of social media, such as text messaging, instant messaging, electronic mail (e-mail), Web logs (blogs), electronic forums (chat rooms), video-sharing Web sites, editorial comments posted on the Internet, and social network sites. Electronic media also includes all forms of telecommunication, such as landlines, cell phones, and Web-based applications.

UTeach-LA students must read and understand school district electronic media policy.

UTeach-LA students must receive written permission from their Cooperating Teachers before any exchange of electronic media occurs with students. If permission is granted, electronic media may be used to communicate with currently enrolled students about matters within the scope of the UTeach-LA student intern/student teacher responsibilities. UTeach-LA students' use of electronic media to communicate with currently enrolled students for social reasons is prohibited.

If a UTeach-LA student chooses to use a social network site or similar media for personal purposes, the UTeach-LA student is responsible for the content on the UTeach-LA student's page, including content added by the UTeach-LA student, the UTeach-LA student's friends, or members of the public who can access the UTeach-LA student's page, and for web links on the UTeach-LA student's page. The UTeach-LA student is also responsible for maintaining privacy settings appropriate to the content.

Chapter VII: Educator's Code of Ethics

Per Texas Administrative Code (Title 19, Part 7, Chapter 247, Rule 247.2), UTeach-LA students shall comply with the Code of Ethics and Standard Practices for Texas Educators. UTeach-LA students shall also comply with standards of conduct set out in this policy and with any other policies, regulations, and guidelines that impose duties, requirements, or standards attendant to their status as UTeach-LA interns/student teachers. Violation of any policies, regulations, or guidelines may result in disciplinary action, including termination from the teacher certification preparation program.

Chapter VIII: *Resources*

EQUIPMENT/COPY/MEDIA RESOURCES

UTeach-Liberal Arts students are not allowed to use the UTeach-Liberal Arts office copier to produce classroom materials. The Cooperating Teacher should instruct and provide student interns/teachers with resources at each school. If the Cooperating Teacher indicates that student interns/teachers are not allowed to use the school resources, the student should notify his/her UTeach-Liberal Arts instructor.

Scanners and copiers are also available at UT libraries for student use.

CAREER SERVICES

UTeach-Liberal Arts students are eligible to use career center resources provided by the College of Liberal Arts and the College of Education. Visit each career center for more information. Students may also contact UTeach-Liberal Arts faculty for additional career resource information. Refer to the *Contact Information* section of the handbook or visit <https://liberalarts.utexas.edu/uteach/faculty/index.php>.

College of Education Career Services

ECS assists current students and alumni with the job search process. Services at ECS include résumé writing workshops, one-on-one résumé critiques, interview preparation workshops, individual mock interviews, school district panels, networking opportunities, and job fairs.

Contact ECS at (512) 471-1511 to schedule an appointment. Visit the ECS website to view upcoming events and additional career information:

<http://www.edb.utexas.edu/education/edServices/career/>.

Liberal Arts Career Services

LACS assists students with every aspect of the job search process. Services at LACS include résumé writing, job interviewing, school district applications, and researching career options.

LACS also offers workshops, employer presentations, career fairs, and houses a resource library for professional research and exploration.

To schedule an appointment contact a Career Coach at (512) 471-7900. Visit the LACS website to view upcoming events, workshops and additional information:

<http://liberalarts.utexas.edu/lacs/>.

Chapter IX: *Financial Aid and Scholarships*

FINANCIAL AID

Student Teaching

During the Student Teaching semester most UTeach-LA students will be registered for nine (9) hours of upper-division UTeach-Liberal Arts coursework (UTL 360/670). UTeach-Liberal Arts students are **not** allowed to take coursework other than UTL 360/670 during the final student-teaching semester without approval from their UTeach-LA Clinical Professor and program advisor.

Financial aid will be proportionally adjusted based on the cost of tuition and actual hours enrolled. Students should contact Student Financial Services if they need more information on how this will affect them: <http://finaid.utexas.edu>. For students who receive financial aid, we recommend that they meet with their Financial Aid Counselor at least one full semester before Student Teaching to plan accordingly.

Tuition Rebate (*for undergraduate students only*)

UTeach-LA undergraduates may be eligible for a tuition rebate of up to \$1,000 at graduation if they have attempted no more than eleven (11) semester hours beyond the minimum number of hours required for the degree. Current policy states, "If the student earned a bachelor's degree and a Texas teaching certificate concurrently, any required teacher education courses are not counted as hours attempted if they exceed the number of hours of free electives allowed in the bachelor's degree program." For more information, visit the College of Liberal Arts Tuition Rebate webpage: <http://liberalarts.utexas.edu/student-affairs/Graduation/Tuition-Rebate.php>.

SCHOLARSHIPS

Several scholarships are available to UTeach-Liberal Arts students with financial need. Please speak with the UTeach-Liberal Arts Program staff for details.

UTeach-Liberal Arts Study Abroad Scholarships *(for all students)*

Scholarships based on need are available to help defray the cost of study abroad travel. Application deadlines are March 1 and October 1. Please see the UTeach-Liberal Arts Office Manager for more information.

Marilyn White APSI Scholarship *(for all students)*

The Marilyn White Scholarship is awarded to UTeach-Liberal Arts students who wish to attend Advanced Placement Summer Institute (APSI) training offered through the CollegeBoard (<http://apcentral.collegeboard.com>). To be eligible, students must complete UTL 640 or UTL 360/670 in the spring semester prior to the summer institute. Please see the UTeach-Liberal Arts Office Manager for more details.

AIISD Future Teacher Scholarship *(for LOTE students only)*

The AISD Future Teacher Scholarship is awarded to students seeking certification in critical needs areas. In UTeach-Liberal Arts, only students in Languages Other Than English fall into this category. LOTE students are eligible to receive the scholarship during the final four semesters before certification. They must, however, apply for the scholarship each semester for which they are seeking aid. Please see the UTeach-Liberal Arts Office Manager for more details.

English Oxford Program Fee Reduction

The Department of English at The University of Texas at Austin has sponsored a summer program in Oxford since 1984. The Oxford Summer Program gathers students to enjoy life and literature at Oxford University, the oldest English-speaking university in the world. UTeach-LA students are eligible to apply for a program fee reduction. For more information visit the English Oxford Program website (<http://liberalarts.utexas.edu/english/undergraduate-program/Oxford-Summer-Program.php>).

Jefferson Junior Fellows Scholars

The Thomas Jefferson Center for the Study of Core Texts and Ideas offers a competitive scholarship of \$300 per semester to students enrolled in a Core Texts and Ideas

course. For more information visit the Jefferson Institute website

(<http://liberalarts.utexas.edu/student-affairs/Majors-and-Degrees/Honors.php#JFellow>).

College of Liberal Arts Scholarships *(for all students)*

There are many scholarship and fellowship opportunities available to students in the College of Liberal Arts through UT Austin offices. General information about these scholarships can be obtained in the Liberal Arts Scholarships and International Programs Office in GEB 2.200 or at 475-7586. Contact Amelia Rey-Shannon for more information and referrals to other offices on campus concerning scholarship opportunities.

Departmental Scholarships *(for all students)*

Departmental scholarships are available. We suggest that students see their major advisor for specific information on them.

Appendix: *UTeach-Liberal Arts Administration*

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