



UNIVERSITY OF
TEXAS
ARLINGTON

COLLEGE OF EDUCATION

Handbook for Field Experiences

ESL/EC-6 and Bilingual Programs

Department of Curriculum and Instruction

2020-2021 Academic Year

The University of Texas at Arlington and the College of Education are accredited by:

NCATE

The Standard of Excellence
in Teacher Preparation

TEA
Texas Education Agency

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About This Handbook

The official version of this Handbook is available on the College of Education web page:

<http://www.uta.edu/coed/academics/fieldexperience/handbooks.php>

Any copies of this handbook, printed or electronic, excepting the content of fillable fields and other sections meant to be modified by the user, are official only as long as they match the version posted online on the Handbook page of the Office of Educational Field Experiences, linked above.

Dates to Remember

Fall 2020	Spring 2021
Early Field Experience Placement Dates (EFS I): <i>(placement 1)</i> Begin when placement is confirmed: End Date: Dec. 8	Early Field Experience Placement Dates (EFS II): <i>(placement 2)</i> May start with the ISD: End Date: May 7
Clinical Teaching Placement Dates (Clinical I): (1 day a week for seniors) Start with the ISD: Start second Placement on Oct. 12 End Date: Dec. 8	Clinical Teaching Placement Dates (Clinical II): (every day following the ISD calendar) Start with the ISD: Start second Placement on March 8 End Date: May 7 Spring Break is with your District
	Clinical Teaching Seminars: Virtual 3:30-5:00 January 11 February 1 March 1 April 5 May 3 Career Fair - March 29

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Quick Reference Chart for Field Experiences by Program

Program	Placement Requirements	Early Field Experience I & II	Clinical Teaching I & II
ESL/EC-6	ESL Classrooms - 2 Placements: Pre-k through Grade 2 & Grades 3 through 6	Junior year: Hours embedded in key assessment courses. Fall – placement 1 Spring – placement 2	Senior year: Fall: 1 day a week for 8 weeks in each placement. Spring: Full time; start with ISD 8-9 weeks in each placement
Bilingual/EC-6	Bilingual Classrooms – 2 Placements: Pre-k through Grade 2 & Grades 3 through 6	Junior year: Hours embedded in key assessment courses. Fall – placement 1 Spring – placement 2	Senior year: Fall: 1 day a week for 8 weeks in each placement. Spring: Full time; start with ISD 8-9 weeks in each placement
Middle Level (4-8)	2 placements: Jr. High placement & Elementary placement	Junior year: 20 hours in the fall semester (EDML 4300) 40 hours in the spring semester (LIST 4378) Fall – placement 1 Spring – placement 2	Senior year: Fall: 1 day a week for 8 weeks in each placement. Spring: Full time; start with ISD 8-9 weeks in each placement
Secondary (7-12)	2 placements: Jr. High placement & H.S. placement	Observations embedded in courses.	Fall: 1 day a week for 8 weeks in each placement. Spring: Full time; start with ISD 8-9 weeks in each placement.
All-Level Music	School levels vary	Observations embedded in courses.	Fall or Spring: Full time; start with ISD 16-18 weeks
All-Level Art	2 placements: Elementary & Jr. H/High School	Observations embedded in courses.	Fall or Spring: Full time; start with ISD 16-18 weeks
All-Level Physical Education	2 placements: Elementary & Jr. H/High School	Observations embedded in courses	Fall or Spring: Full time; start with ISD 16-18 weeks
UTeach Program	1 placement Jr. H. or High School	Observations embedded in courses	Fall or Spring: Full time; start with ISD 16-18 weeks

Acknowledgement of Clinical Teaching Handbook, Liability Insurance, and Waiver of Liability

Clinical Teaching Handbook Information

My signature below acknowledges that I have accessed the University of Texas at Arlington Clinical Teaching Handbook online. I have read the Handbook and agree to abide by the standards, policies, and procedures defined or referenced in the Handbook.

I understand that I have an obligation to inform my university supervisor of any changes in personal information, such as name, phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

Professional Liability Insurance

Clinical Teaching at UTA is not covered by professional liability insurance. Liability insurance is available through the membership in the student branch of:

ATPE Liability Insurance

Application for FREE liability insurance with the Association of Texas Professional Educators (ATPE). We recommend joining online: Go to <https://www.atpe.org/en/My-Account/Join> and join ATPE with a Teacher Trainee Membership. A print-and-mail application is also available on the above Join page. There are other associations that will give you insurance; just be sure we get confirmation.

Read and follow the directions in regard to the ATPE liability insurance. Once you have applied, please provide documentation by uploading it to your TK20 portfolio.

Waiver of Liability

By my signature below, I understand and accept the condition that the College of Education at the University of Texas at Arlington and the assigned school district are released from any liability related to accidents or any other unexpected events which may occur in conjunction with my participation in required or voluntary activities during Clinical Teaching. I acknowledge that it is the recommendation of the College of Education that I obtain general medical/health insurance if I am not already covered.

Complete the Acknowledgement of Clinical Teaching Handbook, Liability Insurance, and Waiver of Liability form in the Appendix B of the Handbook; this is a TK20 portfolio submission.

General Requirements for Clinical Teaching

The Clinical Teacher is a teacher preparation candidate in the final semester of teacher preparation. Clinical Teachers are in the classroom every day, all day, for the entire semester, following the ISD calendar. They are to be released from their classroom responsibilities early on days on which they have UTA Clinical Teaching Seminars scheduled. Clinical Teachers assist the Cooperating Teacher and assume 100% classroom responsibilities that lead to preparing, implementing and assessing lessons for a minimum of two weeks in each grade level assignment. Clinical Teachers are required to complete the semester with professional dispositions and ethical behaviors expected of teachers, and to strive toward the proficiencies for teachers as mandated by the Texas Education Agency and the College of Education at the University of Texas at Arlington.

To be a Clinical Teacher, the candidate must have the following:

- 2.75 cumulative GPA
- 3.0 GPA in all education course work
- No grade below a "C" in all education coursework
- Cleared criminal record check (CRC)
- No courses remaining other than the Clinical Teaching course
- Additional requirements specific to each certification level:

<http://www.uta.edu/coed/undergradadvising/programs/certification-areas.php>

- The TK20 Portfolio must be completed and assessed to enter into clinical teaching with the exception of the CT and supervisor observations which will be completed during the clinical teaching semester.

Clinical Teaching II Semester

Cooperating Teachers need to organize a logical plan of teaching experiences for the Clinical Teacher before the full teaching assignments begin. Cooperating Teachers may want to assist the Clinical Teacher by providing lessons to teach and talking through the lesson with the Clinical Teacher in advance. By the time the Clinical Teacher is taking full responsibility, she/he should be designing original lessons with Cooperating Teacher monitoring.

Following is an **EXAMPLE** of a possible Clinical Teacher schedule:

Clinical Teacher (Two grade levels) Assignment 1

18 weeks placement	Suggested Clinical Teaching schedule of gradual teach and release.
Week 1	Candidates resume any responsibilities from the fall semester, support the teacher, and learn more about the curriculum.
Week 2	Candidate takes on transition responsibilities and begins teaching one class. Begin conversations about the data-driven assessment project.
Week 3-4	Classes and responsibilities are added.
Week 5-6	The candidate teaches all day as often as possible and starts planning all classes.
Week 7	The candidate assumes all teaching responsibilities.
Week 8	Gradually release of responsibilities.
Weeks 9-16 (2 nd placement)	Follows similar structure of 1 st 8 weeks.

Procedures Statements for Field Experiences

A. Health Care Expenses

Candidates are responsible for their own health care while participating in field-experiences. Candidates bear the burden of any expenses incurred in conjunction with injuries that may occur during field-based classes/components, Field Experience and Clinical Teaching. The University of Texas at Arlington will not reimburse candidates for any expenses related to injuries.

B. Transportation and Meals

Candidates are responsible for their own transportation to and from their field experiences. Candidates are responsible for their own meals while participating in field experiences.

C. Criminal Records Check

Candidates are responsible for completing forms for a criminal record check as per the requirements of the school district to which they have been assigned.

D. Absence Policy for Clinical Teaching

Clinical Teachers are allowed three (3) days of absences to be used due to illness, to attend job fairs and to interview for positions.

In the case of emergency, Clinical Teachers will be required to submit documentation with regard to each absence. If a Clinical Teacher is scheduled to teach and is absent, the Clinical Teacher must have all lessons and materials ready for the Cooperating Teacher to use in the same way that teachers must have lessons and materials ready for a substitute. This may necessitate the Clinical Teacher delivering lesson plans and materials to the school or the Cooperating Teacher prior to the beginning of any classes on the day of the absence.

E. Absence Procedures for Clinical Teachers

1. Clinical teachers will call the Cooperating Teacher as soon as they know they must be absent. This must be done before the school day begins.
2. Clinical teachers must email the Field Experience Office (coedfield@uta.edu) and the UTA Supervisor to report the absence on the date of the absence.
3. Clinical teachers will arrange to take care of any classroom responsibilities they may have planned for the day (just as the Cooperating Teacher must do to prepare for a substitute).
4. Clinical teachers will follow the school's procedures for reporting teacher absences. This will vary from school to school and may include calling the and secretary or principal. Ask your Cooperating Teacher about the school's attendance policy when you first meet.
5. All Clinical Teachers are expected to work the same hours as the Cooperating Teacher. The Office of Educational Field Experiences will contact any Clinical Teacher who does not follow these expectations. Failure to follow the official teacher work day hours may be counted as an absence.

F. Clinical Teacher Teaching Schedules

Clinical Teachers keep the same hours as their Cooperating Teacher(s). Clinical Teachers are expected to participate in all activities and duties in which their Cooperating Teachers are involved (i.e., open house, PTA, UIL, staff development, faculty meetings, ARD meetings, bus duty, and playground), except when these would conflict with required UTA course meetings. Candidates should arrive to class by or just before the time that teachers are required to be on campus by their principals. Be sure to provide sufficient time to check into the office. Candidates are required to stay on campus for the duration of the school day and ay leave at the time in which principals permit teacher to leave their campus.

Clinical Teachers are assigned to two Cooperating Teachers each semester. Clinical Teachers will experience all teaching responsibilities in each classroom. Assignments and schedules will be coordinated by the Cooperating Teachers and the UTA Supervisor.

G. Substitute Teaching

Clinical Teachers may be used as a substitute teacher for only one day during the Clinical Teaching field experience. A Clinical Teacher may not be paid for any service during the Clinical Teaching experience.

H. Weekly Report and Reflection

In order to track experiences and allow for reflection during Clinical Teaching, candidates will complete, in collaboration with the Cooperating Teachers, and submit, weekly reports of their teaching and non-teaching activities. During Clinical Teaching I semester (1 day a week) and during the Clinical Teaching II semester. In the Clinical Teaching II semester choose your supervisor from the drop- down box for submission.

IMPORTANT: Reports must be received by the UTA supervisor by midnight on Friday of each week.

This form is available on the College of Education, Office of Educational Field Experiences website.

<https://www.uta.edu/coed/fieldexperience/weekly-report-reflection.php>

“Note: other reflections may be required by individual programs

I. Pregnancy during Field Experience and/or Clinical Teaching

Pregnancy is an exciting time for parents-to-be but may require special planning when occurring during the Field Experience/Clinical Teaching year. If you or your partner are expecting a baby during your Field Experience/Clinical Teaching, please share this with your UTA Supervisor as early as possible during your Early Field Experience semester. Keep in mind that federal guidelines do not recognize pregnancy as a disability; therefore, neither the public schools nor the University are required to make accommodations in your daily activities or the program’s expectations. Successful completion of Clinical Teaching requires you to complete the public-school academic year working with children and your Cooperating Teachers in public school classrooms. Clinical Teaching is a university course; course requirements must be met for your successful completion of the program. Maternity/paternity leave is not granted. Should your or your partner’s pregnancy or delivery prohibit your completion of the required time in your Clinical Teaching, UTA faculty will work with you to plan continuing experiences in the next semester that will allow you to meet the program’s requirements. Graduation and certification can only occur when all continuing clinical teaching experiences have been completed.

J. Professional Dispositions

[https://www.uta.edu/coed/downloads/Policy and Guidelines for Professional Dispositions-Approved 2-13-2018.pdf](https://www.uta.edu/coed/downloads/Policy%20and%20Guidelines%20for%20Professional%20Dispositions-Approved%202-13-2018.pdf)

In accordance with state and national standards, educator preparation candidates at the University of Texas at Arlington are assessed on their knowledge, skills, and dispositions. Knowledge assessment occurs primarily through courses and is reflected in course grades and the candidate's grade point average (GPA). Skills are assessed through the candidate's classroom practice, particularly the clinical field experiences.

Dispositions are assessed by the disposition assessment process described herein. According to the Council for the Accreditation of Educator Preparation (CAEP) and the Interstate Teacher Assessment and Support Consortium (InTASC) Model Core Teaching Standards, dispositions are "the habits of professional action and moral commitments that underlie an educator's performance." Therefore, this process shall apply to candidates' dispositions as reflected in their performance in field experiences and related coursework.

All educator preparation candidates, faculty, and academic advisors will be provided with a copy of the *Policy and Guidelines for Professional Dispositions*. Candidates will be made aware of the professional dispositions for which they will be assessed each semester as well as when digressions occur. The purpose of assessing professional dispositions is to document candidates' growth as they matriculate through the educator preparation program. As well, documentation will occur for repeated digressions from professional dispositions that will constitute grounds for a decision regarding professional remediation or separation from the UTA educator preparation program.

K. Termination of Clinical Teaching

A student may be removed from his/her Field Experiences or Clinical Teaching at any time upon the request of the building principal or the Cooperating Teacher. If this happens during the Early Field Experience semesters, the Office of Field Experience will attempt to identify a second placement in which the student can finish all required activities and hours during that semester. If the student is asked to leave his/her placement during the Clinical Teaching I or Clinical Teaching II semester and an alternative placement cannot be found, the student will receive a grade of Incomplete for the clinical teaching course and be assigned to a second placement for the following semester. Should the student be asked to leave his/her Clinical Teaching during this second placement, he/she may be terminated from the Program. All students must meet requirements stated in the Professional Dispositions Document.

A candidate may be subject to expedited dismissal from the teacher education program for an egregious violation of the COED Dispositions Policy. Examples of possible egregious violations include but are not limited to: engaging in illegal or unethical conduct involving minor children or conduct which would be grounds for dismissal from a teaching position, mishandling of private and confidential student information, and serious violations of the University of Texas at Arlington Honor Code and Code of Conduct.
(Professional Dispositions)

L. Professional Appearance

Maintaining a professional appearance is very important to becoming a professional educator. Not only is it a requirement, unprofessional appearance may keep you from getting the job you want. Additionally, the more professional you appear, the more students and others will see you as a professional educator.

Whenever you are on a public-school campus, you are expected to dress professionally. This includes teacher work-days, conferences with teachers or administrators, visits to other campuses, and participation in extra-curricular activities. JEANS (blue or black) ARE NOT PROFESSIONAL ATTIRE AND ARE NOT ALLOWED except on spirit days when the entire faculty may wear jeans.

- No hats, athletic or beach shoes
- No shorts
- No tight-fitting clothing (tops, skirts, slacks)
- No expensive or attention-getting jewelry
- No strong colognes or perfumes; some students may be allergic to them
- Long hair should be pulled back from your face
- Tattoos and/or other body art should be covered when you are at school
- Facial and/or mouth piercings must be removed when you are at school
- Jeans are not permitted, except on designated spirit days at your school
- Check skirt length when sitting down and bending over
- No blouses and tops that gape when you bend over
- Your navel should be covered, even when you raise your arms above your head
- Low-heeled shoes are recommended
- Application of make-up should be conservative
- Facial hair is prohibited in some school districts
- Slacks and collared shirts are recommended
- Closed-toe shoes are recommended and may be required in some cases

M. School Partners' Demographic Data

The College of Education is required to collect demographic data on classes AND schools where our students are placed. Please collect classroom and campus data on both Placement 1 and Placement 2. You will enter this data into the Clinical Teacher Progress Survey completed in the middle of the final semester in your teacher certification program. This survey will be sent in an email. See Appendix B for additional information on what data needs to be collected.

Guidelines for a Successful Clinical Teaching Experience

You will be assigned to a Cooperating Teacher in an approved public-school classroom. You will be observing and participating in your Cooperating Teacher's classroom during the entire year. The full year experience is an important part of the pre-service preparation of becoming a teacher. Your teaching assignment runs with the public-school calendar, not the UTA calendar for most programs.

Please follow these directions and suggestions during your Clinical Teaching:

1. Know when and where you are to report to the campus.
2. When you report back to the school, re-introduce yourself to the office staff. Let them know who you are, the nature of your assignment, and the Cooperating Teacher(s) you have been placed with.
3. Be on time, and if you must be absent, call the school, your Cooperating Teacher and the UTA Office of Field Experiences. Notify them as far in advance as possible.
4. Name tags are ALWAYS to be worn in the schools. Security within a school is very important and your nametag will identify you as a person who has a valid reason for being there. Your UTA ID should be worn as your name tag unless a district nametag is required.
5. Your professional manner is of utmost importance. You are NOT a college student during the time you are in the schools; you are a professional on the teaching staff. You should look and act accordingly.
6. Give your Cooperating Teacher(s) the utmost cooperation and respect.
7. Follow through and complete all assignments.
8. Accept suggestions for improvement in a positive and professional manner. Your Cooperating Teacher is there to help you learn and grow. You may not agree but remember that experience helps make you a great teacher.
9. **Confidentiality is extremely important. Breach of confidentiality can cost you your job and the opportunity to continue in the profession you have chosen - and, most importantly, it hurts children and families.** Please remember this when you conference with your Cooperating Teacher(s), professors, principals, parents, other teachers, and friends. Learning about and following professionalism begins now.
10. Do not criticize the school, teachers, or students. You are a guest in the building with the expectation that you will learn all you can. Do not jeopardize the opportunity to complete your assignment.
11. Students will imitate your language. Use correct English at all times.
12. If you have a problem with any aspect of your assignment, discuss this with your Cooperating Teacher or UTA Supervisor only. Handle concerns professionally by going directly to those people who have the authority to adjust assignments. You may also inform your program coordinator and the Office of Educational Field Experiences.

Ethics

Statement of Purpose

The Texas educator shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom. The Texas educator, in maintaining the dignity of the profession, shall respect and obey the law, demonstrate personal integrity, and exemplify honesty. The Texas educator, in exemplifying ethical relations with colleagues, shall extend just and equitable treatment to all members of the profession. The Texas educator, in accepting a position of public trust, shall measure success by the progress of each student toward realization of his or her potential as an effective citizen. The Texas educator, in fulfilling responsibilities in the community, shall cooperate with parents and others to improve the public schools of the community.

The Texas Educator Code of Ethics is available online in the Texas Administrative Code, Title 19, Part 7, Chapter 247, Rule §247.2 and it posted online at TEA website.

http://tea.texas.gov/index2.aspx?id=2147501244&menu_id=771&menu_id2=794

The Texas Educator Code of Ethics is also available in Appendix A of this handbook.

Creating a Responsibilities Plan for Clinical Teaching

The following two pages should be used to devise a plan for assuming responsibilities specific for your classroom.

1. Use the blank form to complete your daily schedule
2. Reproduce the completed schedule form – complete as needed
3. Highlight what you will be responsible for week-by-week, after discussion with your Cooperating Teacher
4. Provide a complete copy to your Cooperating Teacher and UTA Supervisor.

In the event that your schedule changes, your UTA Supervisor must be given the revised schedule. There may be times when the UTA professor will drop by the school and expect to see you where your schedule indicates; changes should be communicated immediately.

Teaching Schedule Form – Elementary

Clinical Teacher:_____

Week/Dates:_____

Cooperating Teacher/School:_____

Grade:_____

Comments:_____

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM DUTIES					
PM DUTIES					

Sample Teaching Schedule – Elementary

Week/Dates: Week 4 / April 1 – 26

Comments: I will be taking over Morning Math and adding it to the Read Aloud and Reading Buddies

Time	Monday	Tuesday	Wednesday	Thursday	Friday
AM DUTIES					
8:20 - 9:30	Math	(Math Computers) Math	Math	Math	Math
9:30 - 10:20	Science	Science	Science	Science	Science
10:25 - 10:40	Recess	Recess	Recess	Recess	Recess
10:40 - 11:42	(11:15 - 11:30 Library) Language	Language	Language	Language	Language
11:42 - 12:20	Lunch	Lunch	Lunch	Lunch	Lunch
12:20 - 12:50	Read Aloud	Read Aloud	Read Aloud	Read Aloud	Read Aloud
12:50 - 1:35	P.E./Planning	P.E./Planning	P.E./Planning	P.E./Planning	P.E./Planning
1:35 - 2:25	Reading	Reading	(Computers) Reading	Reading	Reading
2:25 - 3:00	Reading Buddies	Reading Buddies	Reading Buddies	Reading Buddies	Reading Buddies
PM DUTIES					

Checklist for **Fall Semester of Senior Year**

The following items should be completed by the Student:
(Please share with your cooperating teachers.)

___ One day a week in the classroom, full day, with your cooperating teachers.

- Day of attendance to be determined with your cooperating teacher.
- Attendance = start with your ISD.
Monday holidays must be made up if your attendance day is on a Monday.
- First weekly report is due the 2nd week of attendance.

___ Weekly Report and Reflection (completed by the Clinical Teacher and Cooperating Teacher and submitted electronically each week)

<https://www.uta.edu/coed/fieldexperience/weekly-report-reflection.php>

___ Help the cooperating teacher as needed.

___ Teach one Literacy lesson signed by the Cooperating Teacher.

___ Teach one Math lesson signed by the Cooperating Teacher.

___ Teach one Science lesson signed by the Cooperating Teacher.

___ Teach one Social Studies lesson signed by the Cooperating Teacher.

___ Turn in the signed lesson plan form "Fall Teaching Log" to your program coordinator.

___ Returning date for Clinical Teaching is the first day your district starts.

Lesson Plan Requirements

On the next several pages, you will find the standard lesson plan format. The following guidelines apply to preparation of lesson plans.

This is the adopted lesson plan format for the EC-6/ESL and EC-6/Bilingual programs. Clinical Teachers are required to complete a lesson plan for all lessons that will be formally evaluated by the Cooperating Teacher(s) and/or Field Supervisor(s). The proposed lesson plan has to be submitted to the appropriate evaluator 72 hours prior to the evaluations.

Once the lesson is delivered, Clinical Teachers are required to complete the Lesson Reflection Form included in this handbook. It is required that Clinical Teachers share it with the Cooperating Teacher/UTA Field Supervisor and submit it on line.

If Clinical Teachers begin to have sustained responsibility for classes, the Cooperating Teacher may decide to allow him/her to use an abbreviated lesson plan used by the school. This choice is up to the discretion of the Cooperating Teacher and will be agreed upon by the Cooperating Teacher and the Clinical Teacher prior to conducting the lesson.

EC-6 ESL/Bilingual Lesson Plan Format

A. Background Information

1. Name:
2. Content Area:
3. Topic:
4. Grade:

B. Goals and Objectives

1. TEKS:
Write out the specific TEKS
2. Content Objective:
This should be state behaviorally (condition, skill (from the TEKS), action verb, & criteria)
3. ELPS:
Write out the specific ELPS
4. Language Objective:
From the ELPS
5. Materials Needed:
6. Technology Needed:

C. Pre-Assessment related to TEKS and Objectives

Collection of data to determine what students already know related to the TEKS and Objectives. Activating prior knowledge

D. Key Vocabulary:

The new vocabulary the students will encounter during the lesson. To be presented within the context of the lesson. (Minimum of five).

E. Instructional Procedures

This section must include the instructional procedures. Below is an example of what this would look like for a Direct Instruction Lesson. You can reorder the components for an Indirect Lesson or include the components of a 5E Lesson Plan.

- **Introduction of the Topic**

- Anticipatory Set (Focus) - Sometimes this is called the “hook” or “mind capture” and is used to grab the student’s attention. Describe exactly what you are going to do or say to the students to relate to them the objectives of the lesson and put them in a receptive frame of mind.
- Purpose of Introduction is to:
 - To focus the student’s attention on the lesson
 - To create an organizing the framework for the ideas, principles, or information that is to follow (sometimes called “advance organizers”)
 - To extend the understanding and the application of abstract ideas through the use of examples or analogies)
 - To refer to prior learning
- Teaching: Input – The teacher provides the information needed for students to gain the knowledge or skill through lecture, film, tape, video, pictures, exploration, experimentation, discussion, etc.

- Teaching: Modeling – *Once the material has been presented, the teacher uses it to show students examples of what is expected as an end product of their work. The critical aspects are explained through labeling, categorizing, comparing, etc. (AKA “I do it”)*
- Guided Practice – *This is an opportunity for each student to demonstrate their understanding of the new learning by working through an activity or exercise under the teacher’s direct supervision and with the teacher’s support (scaffold). The teacher moves around the room to determine the level of mastery and to provide individual remediation as needed. (AKA “We do it”)*
- Checking for Understanding– *This is a determination of whether students have “got it” before proceeding. It is essential that students practice doing it right, so the teacher must know that students understand before proceeding to Independent Practice. If there is any doubt that the class has not understood, the concept/skill should be re-taught before Independent Practice begins.*
- Re-Teaching
 - *How will you teach these objectives again in a different way for: students who did not meet them in the lesson? all students as a review?*
- Modifications
 - *What modifications would you make for students with special needs/IEP?*
 - *What language modification would you do for beginners, intermediate, advanced English learners (ELs)*
- Extensions
 - *How might you extend this lesson for children of more advanced abilities?*

F. Assessment

- Independent Practice – *Once pupils have mastered the content or skill, it is time to provide for reinforcement for practice. It may be homework, or individual work in class. It is the opportunity for students to apply what they have learned. (“You can do it)*
- *What did the students do during this lesson to let you know they had met the objectives stated above?*
- *What were the behaviorally/observable ways that he students met the objectives for this lesson?*

G. Summary for the Students of What Has Been Learned

- Closure - *made up of actions or statements by a teacher that are designed to bring a lesson presentation to an appropriate conclusion. Closure is used to help students bring things together in their own minds, to make sense out of what has just been taught. “Any questions? No. OK let’s move on” is **not** closure. Closure is used to:*
 - *To cue students to the facts that they have arrived at an important point in the lesson or the end of a lesson*
 - *To help organize student learning*
 - *To help form a coherent picture, to consolidate eliminate confusion and frustration, etc.*

- *To reinforce the major points to be learned...to help establish a network of thought relationships that provide a number of possibilities for cues for retrieval.*
- *To review and clarify the key points of a lesson, tying them together into a coherent whole, and ensuring their utility in application by securing them in the student's conceptual framework.*

References

Be sure to include an APA 6th ed. reference for all sources of information used in planning this lesson – including the TEKS and ELPS standards.

Lesson Reflection Form

Professionals improve their teaching and improve student learning through consistent and meaningful reflection. Following the teaching of each lesson, reflect in writing on the following:

1. How did the lesson go?
2. How was my planning?
3. In what ways were the objectives met? Not met?
4. What did the pre-assessment tell me about the students' knowledge of this objective?
5. During the lesson, what worked? What didn't work?
6. What does the post-assessment tell me about the students' mastery of the objectives?
7. What adjustments do I need to make for next time?
8. If group or individual management was challenging, why? What change(s) will make a difference for next time?
9. What effect did the grouping of students have?
10. What were the strong parts of the lesson?
11. Of what am I most proud? Where do I show growth in my teaching?

EC-6 ESL/Bilingual Lesson Plan Format – Science

A. Background Information

1. Name:
2. Content Area:
3. Topic:
4. Grade:

B. Goals and Objectives

1. TEKS
Write out the specific TEKS (Include at least 2 TEKS: 1 that addresses the Scientific investigation and reasoning skills and 1 that address a specific content)
2. Content Objective:
This should be state behaviorally (condition, skill (from TEKS), action verb, and criteria)
3. ELPS:
Write out the specific ELPS
4. Language Objective:
From the ELPS
5. Materials Needed:
6. Technology Needed:

C. Pre-Assessment related to TEKS and Objectives

Collection of data to determine what students already know related to the TEKS and Objectives. Activating prior knowledge.

D. Key Vocabulary:

The new vocabulary the students will encounter during the lesson. To be presented within the context of the lesson. (Minimum of five)

E. Instructional Procedures

This section must include the instructional procedures. Below is an example of what this would look like for an inquiry-based, 5E learning cycle.

- **Engage**
 - *Sometimes this is called the “hook”, “mind capture”, or “anticipatory set” and is used to grab the student’s attention. Describe exactly what you are going to do or say to the students to put them in a receptive frame of mind.*
 - *Purpose of the Engage is to:*
 - *Focus the student’s attention on the lesson*
 - *Create an organizing of the framework for the ideas, principles, or information that is to follow*
 - *Refer to prior learning*
- **Explore**
 - *What inquiry-based, hands-on activity will you provide students which allow them to begin constructing concepts and developing skills?*

- *Teacher Modeling: What information will the teacher share (without providing the concept) to assist students in the investigation? What instructions will students need to safely complete the investigation?*
- *Guided Practice: What will students do to develop understanding of a concept? What data will students be collecting and analyzing?*
- *Checking for Understanding: What questions will the teacher ask while students are investigating to guide them to understanding the concept?*
- **Explain**
 - *How will students be encouraged to share their ideas once the investigation is complete?*
 - *How will the teacher clarify any misconceptions or misunderstandings?*
 - *Checking for Understanding: What questions will the teacher ask to determine student understanding?*
 - *Teaching: Input – The teacher clarifies any misunderstandings the students may have.*
- **Elaborate**
 - *How will students connect their understanding to new, yet similar, situations?*
 - *How will students connect their understanding to the real-world?*
- **Re-Teaching**
 - *How will you teach these objectives again in a different way for: students who did not meet them in the lesson? All students as a review?*
- **Modifications**
 - *What modifications would you make for students with special needs/IEP?*
 - *What language modification would you do for beginners, intermediate, and advanced English learners (ELs)?*
- **Extensions**
 - *How might you extend this lesson for children of more advanced abilities?*

F. Assessment

- **Evaluate** - *How will students be assessed? Use a variety of methods of evaluation; both formative and summative as well as need to be identified and explained.*
 - *What did the students do during this lesson to let you know they had met the objectives stated above?*
 - *What were the behaviorally/observable ways that the students met the objectives for this lesson?*

G. Summary for the Students of What Has Been Learned

- **Closure** – *made up of actions or statements by a teacher that are designed to bring a lesson presentation to an appropriate conclusion. Closure is used to help students bring things together in their own minds, to make sense out of what has just been taught. “Any questions? No. OK let’s move on” is **not** closure. Closure is used to:*
 - *Cue Students to the facts that they have arrived at an important point in the lesson or the end of a lesson.*
 - *Help organize student thinking.*
 - *Help form a coherent picture, to consolidate/eliminate confusion and*

- *Reinforce the major points to be learned...to help establish a network of thought relationships that provide a number of possibilities for cues for retrieval.*
- *Review and clarify the key points of a lesson, tying them together into a coherent whole, and ensuring their utility in application by securing them in the student's conceptual framework.*

References

Be sure to include an APA 6th ed. reference for all sources of information used in planning this lesson – including the TEKS and ELPS standards.

The UTA Supervisor

Your UTA Supervisor is your link to successful completion of the Clinical Teaching experience. Maintain communication and check your UTA email often. All questions and concerns should be directed to your UTA Supervisor.

- UTA requires supervisors to complete a minimum of three observations on each Clinical Teacher: these may be completed on a lesson plan that has been sent to the supervisor 48-72 hours in advance of the observation. Other visits to the candidates will be made as determined on a student by student basis.
- The lesson plan observations consist of a minimum of 45 minutes for an observation, followed by a minimum of 20 minutes for feedback, both written and verbal. These formalized documents will be sent via their iPads to the Cooperating Teacher, building principal, Clinical Teacher and the Office of Educational Field Experiences.
- The first contact with the students must occur within the first 3-weeks of all placements.
- Clinical Teachers are required to develop a minimum of three detailed lesson plans for observations (may vary by program). Other lesson plans may be developed according to a more abbreviated format if approval is given by the Cooperating Teacher and the UTA Supervisor. Clinical Teachers are to use the Observation Form provided for all lessons formally evaluated by Cooperating Teachers, UTA Supervisors, or peers. Cooperating Teachers, UTA Supervisors, and peers evaluating lessons must have a copy of the lesson plan at least 48-72 hours before the lesson is to be taught so that final revisions can be made, if necessary, before the actual teaching is done.
- Reflections are due 48 hours after the completion of the Formal Observation
- A printed lesson plan must be provided to the UTA Supervisor or Cooperating Teacher when the teacher candidate is formally observed.

TExES Certification Test Sequence - ESL

ESL EC-6 Cohort (Fall, 2019-Spring 2021) For Spring 2021 – Graduating Seniors

TExES 160 - Pedagogy and Professional Responsibilities (PPR) (Summer, 2020)

Complete EDUC 3301, EDUC 4318, EDUC 4319, ELED 4317

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take and pass the PPR practice test (90% score)
- Be cleared for the PPR by the Certification Officer and the Program Coordinator.

TExES 291 - EC-6 Core Subjects (Take before 12/27/2020)

Complete ELED 4311, ELED 4312, ELED 4314, & LIST 4373

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the Core Subjects practice test with a passing grade of 90% on each domain.
- Be cleared for the Core Subjects test by the Certification Officer and the Program Coordinator.

TExES 293 - Science of Teaching Reading (STR) Exam (available January, 2021)

Complete LIST 4373, LIST 4374, LIST 4376, & BEEP 4384

Certify Teacher:

- Complete 6 hours of practice (certificate of completion).
- Take the STR practice exam with a passing grade of 90%
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

TExES 154 – ESL Supplemental Exam

Complete BEEP 3381, BEEP 4306, BEEP 4384, and BEEP 4385

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the Bilingual exam with a passing grade of 90%.
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

TExES Certification Test Sequence - ESL

ESL EC-6 Cohort (Fall, 2020-Spring 2022) **Fall 2020 – Entering Juniors**

TExES 291 - EC-6 Core Subjects – Take Spring 2021

Complete ELED 4311, ELED 4312, ELED 4314 & LIST 4373

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the Core Subjects practice test with a passing grade of 90% on each domain.
- Be cleared for the Core Subjects test by the Certification Officer and the Program Coordinator

TExES 293 - Science of Teaching Reading Exam –Take Fall 2021

Complete LIST 4373, LIST 4384, LIST 4376, & BEEP 4384

Certify Teacher:

- Complete 6 hours of practice (certificate of completion).
- Take the STR practice exam with a passing grade of 90%
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

TExES 160 - Pedagogy and Professional Responsibilities (PPR)-Take Spring 2022

Complete EDUC 3301, EDUC 4318 EDUC 4319, ELED 4317

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the PPR practice test with a passing grade of 90%.
- Be cleared for the PPR by the Certification Officer and the Program Coordinator.

TExES 164 - ESL Supplemental Exam

Complete BEEP 3381, BEEP 4306, BEEP 4384, and BEEP 4385

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the ESL exam with a passing grade of 90%.
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

TExES Certification Test Sequence - BIL

Bilingual EC-6 Cohort (Fall, 2019-Spring 2021) For Spring 2021 – Graduating Seniors

TExES 190 - Bilingual Target Language Proficiency Test (BTLPT)

Complete Complete SPAN 3305, SPAN 3315, and BEEP 4305

- Complete BEEP 4305 Oral proficiency test, instructor and Program Coordinator permission to take BTLPT exam.
- Be cleared for the BTLPT by the Certification Officer and the Program Coordinator.

TExES 160 - Pedagogy and Professional Responsibilities (PPR)

Complete EDUC 3301, EDUC 4318 EDUC 4319, ELED 4317

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take and pass the PPR practice test (score 90%)
- Be cleared for the PPR by the Certification Officer and the Program Coordinator.

TExES 291 - EC-6 Core Subjects (Take before 12/27/2020)

Complete BEEP 4311, BEEP 4312, BEEP 4314, & LIST 4373

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the Core Subjects practice test with a passing grade of 90% on each domain.
- Be cleared for the Core Subjects test by the Certification Officer and the Program Coordinator.

TExES 293 - Science of Teaching Reading (STR) Exam (available January 2021)

Complete LIST 4373, & LIST 4376, BEEP 4382 & BEEP 4384

Certify Teacher:

- Complete 6 hours of practice (certificate of completion).
- Take the STR practice exam with a passing grade of 90%
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

TExES 164 - Bilingual Supplemental Exam

Complete BEEP 3381, BEEP 4306, BEEP 4384, and BEEP 4319

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the Bilingual exam with a passing grade of 90%.
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

TExES Certification Test Sequence - BIL

Bilingual EC-6 Cohort (Fall, 2020-Spring 2022)

Fall 2020 – Entering Juniors

TExES 291 - EC-6 Core Subjects – Take Spring 2021

Complete BEEP 4311, BEEP 4312, BEEP 4314

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the Core Subjects practice test with a passing grade of 90% on each domain.
- Be cleared for the Core Subjects test by the Certification Officer and the Program Coordinator

TExES 293 - Science of Teaching Reading Exam – Take Fall 2021

Complete LIST 4373, & LIST 4376, BEEP 4382 & BEEP 4384

Certify Teacher:

- Complete 6 hours of practice (certificate of completion).
- Take the STR practice exam with a passing grade of 90%
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

TExES 190 - Bilingual Target Language Proficiency Test (BTLPT) – Take Fall 2021

Complete Complete SPAN 3305, SPAN 3315, and BEEP 4305

- Complete BEEP 4305 Oral proficiency test, and SPAN 3305, SPAN 3315, and permission by Program Coordinator to take BTLPT exam.
- Final clearance for the BTLPT exam by the Certification Officer.

TExES 160 - Pedagogy and Professional Responsibilities (PPR) – Take Spring 2022

Complete EDUC 3301, EDUC 4318 EDUC 4319, ELED 4317

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the PPR practice test with a passing grade of 90%.
- Be cleared for the PPR by the Certification Officer and the Program Coordinator.

TExES 164 - Bilingual Supplemental Exam – Take Spring 2022

Complete BEEP 3381, BEEP 4306, BEEP 4384, and BEEP 4319

Certify Teacher:

- Complete 6 hours of practice (certificate of completion)
- Take the ESL exam with a passing grade of 90%.
- Be cleared for the exam by the Certification Officer and the Program Coordinator.

Appendix A

Texas Educators' Code of Ethics

Texas Administrative Code

TITLE 19 EDUCATION

PART 7 STATE BOARD FOR EDUCATOR CERTIFICATION

CHAPTER 247 EDUCATORS' CODE OF ETHICS

RULE §247.2 Code of Ethics and Standard Practices for Texas Educators

Enforceable Standards.

(1) Professional Ethical Conduct, Practices and Performance.

(A) Standard 1.1. The educator shall not intentionally, knowingly, or recklessly engage in deceptive practices regarding official policies of the school district, educational institution, educator preparation program, the Texas Education Agency, or the State Board for Educator Certification (SBEC) and its certification process.

(B) Standard 1.2. The educator shall not knowingly misappropriate, divert, or use monies, personnel, property, or equipment committed to his or her charge for personal gain or advantage.

(C) Standard 1.3. The educator shall not submit fraudulent requests for reimbursement, expenses, or pay.

(D) Standard 1.4. The educator shall not use institutional or professional privileges for personal or partisan advantage.

(E) Standard 1.5. The educator shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This standard shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents of students, or other persons or organizations in recognition or appreciation of service.

(F) Standard 1.6. The educator shall not falsify records, or direct or coerce others to do so.

(G) Standard 1.7. The educator shall comply with state regulations, written local school board policies, and other state and federal laws.

(H) Standard 1.8. The educator shall apply for, accept, offer, or assign a position or a responsibility on the basis of professional qualifications.

(I) Standard 1.9. The educator shall not make threats of violence against school district employees, school board members, students, or parents of students.

(J) Standard 1.10. The educator shall be of good moral character and be worthy to instruct or supervise the youth of this state.

(K) Standard 1.11. The educator shall not intentionally or knowingly misrepresent his or her employment history, criminal history, and/or disciplinary record when applying for subsequent employment.

(L) Standard 1.12. The educator shall refrain from the illegal use or distribution of controlled substances and/or abuse of prescription drugs and toxic inhalants.

(M) Standard 1.13. The educator shall not be under the influence of alcohol or consume alcoholic beverages on school property or during school activities when students are present.

(N) Standard 1.14. The educator shall not assist another educator, school employee, contractor, or agent in obtaining a new job as an educator or in a school, apart from the routine transmission of administrative and personnel files, if the educator knows or has probable cause to believe that such person engaged in sexual misconduct regarding a minor or student in violation of the law.

(2) Ethical Conduct Toward Professional Colleagues.

(A) Standard 2.1. The educator shall not reveal confidential health or personnel information concerning colleagues unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 2.2. The educator shall not harm others by knowingly making false statements about a colleague or the school system.

(C) Standard 2.3. The educator shall adhere to written local school board policies and state and federal laws regarding the hiring, evaluation, and dismissal of personnel.

(D) Standard 2.4. The educator shall not interfere with a colleague's exercise of political, professional, or citizenship rights and responsibilities.

(E) Standard 2.5. The educator shall not discriminate against or coerce a colleague on the basis of race, color, religion, national origin, age, gender, disability, family status, or sexual orientation.

(F) Standard 2.6. The educator shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

(G) Standard 2.7. The educator shall not retaliate against any individual who has filed a complaint with the SBEC or who provides information for a disciplinary investigation or proceeding under this chapter.

(3) Ethical Conduct Toward Students.

(A) Standard 3.1. The educator shall not reveal confidential information concerning students unless disclosure serves lawful professional purposes or is required by law.

(B) Standard 3.2. The educator shall not intentionally, knowingly, or recklessly treat a student or minor in a manner that adversely affects or endangers the learning, physical health, mental health, or safety of the student or minor.

(C) Standard 3.3. The educator shall not intentionally, knowingly, or recklessly misrepresent facts regarding a student.

(D) Standard 3.4. The educator shall not exclude a student from participation in a program, deny benefits to a student, or grant an advantage to a student on the basis of race, color, gender, disability, national origin, religion, family status, or sexual orientation.

(E) Standard 3.5. The educator shall not intentionally, knowingly, or recklessly engage in physical mistreatment, neglect, or abuse of a student or minor.

(F) Standard 3.6. The educator shall not solicit or engage in sexual conduct or a romantic relationship with a student or minor.

(G) Standard 3.7. The educator shall not furnish alcohol or illegal/unauthorized drugs to any person under 21 years of age unless the educator is a parent or guardian of that child or knowingly allow any person under 21 years of age unless the educator is a parent or guardian of that child to consume alcohol or illegal/unauthorized drugs in the presence of the educator.

(H) Standard 3.8. The educator shall maintain appropriate professional educator-student relationships and boundaries based on a reasonably prudent educator standard.

(I) Standard 3.9. The educator shall refrain from inappropriate communication with a student or minor, including, but not limited to, electronic communication such as cell phone, text messaging, email, instant messaging, blogging, or other social network communication. Factors that may be considered in assessing whether the communication is inappropriate include, but are not limited to:

- (i) the nature, purpose, timing, and amount of the communication;
- (ii) the subject matter of the communication;
- (iii) whether the communication was made openly, or the educator attempted to conceal the communication;
- (iv) whether the communication could be reasonably interpreted as soliciting sexual contact or a romantic relationship;
- (v) whether the communication was sexually explicit; and
- (vi) whether the communication involved discussion(s) of the physical or sexual attractiveness or the sexual history, activities, preferences, or fantasies of either the educator or the student.

The provisions of this §247.2 adopted to be effective March 1, 1998, 23 TexReg 1022; amended to be effective August 22, 2002, 27 TexReg 7530; amended to be effective December 26, 2010, 35 TexReg 11242; amended to be effective December 27, 2016, 41 TexReg 1032.

Appendix B

Clinical Teaching Check List

First Week of Clinical Teaching

Complete the Speech Competency in Instructional Settings Form and submit to Tk20.

Ongoing Items

- ☐ Complete the electronically-reported Weekly Report.

Placement One

- ☐ Complete Student Teaching Entry Survey at the beginning of Placement #1. This survey is delivered electronically to your university email during the first two weeks of your first placement.
- ☐ Submit completed Teacher Observation Record from Cooperating Teacher (Placement #1) to Tk20.
- ☐ Submit completed Teacher Observation Record from Cooperating Teacher (Placement #1) to Tk20.

Placement Two

- ☐ Submit completed Teacher Observation Record from Cooperating Teacher (Placement #2) to Tk20.
- ☐ Submit completed Teacher Observation Record from Cooperating Teacher (Placement #1) to Tk20.
- ☐ Complete Student Teaching Progress Survey at the beginning of Placement #2. This survey is delivered electronically to your university email during the first two weeks of your second placement. This survey includes the School Partners' Demographic Data.
- ☐ Complete Student Teaching Exit Survey at the end of Placement #2. This survey is delivered electronically to your university email at the conclusion of your second placement.

Appendix C

Acknowledgement of Clinical Teaching Handbook, Liability Insurance, and Waiver of Liability

Clinical Teaching Handbook Information

My signature below acknowledges that I have accessed the University of Texas at Arlington Clinical Teaching Handbooks online. I have read the Handbook and agree to abide by the standards, policies, and procedures defined or referenced in the Handbook.

I understand that I have an obligation to inform my university supervisor of any changes in personal information, such as name, phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation.

Professional Liability Insurance

Clinical Teaching at UTA is not covered by professional liability insurance. Liability insurance is available through the membership in the student branch of:

ATPE Liability Insurance

Application for FREE liability insurance for with the Association of Texas Professional Educators (ATPE). We recommend joining online: Go to <https://www.atpe.org/en/My-Account/Join> and join ATPE with a Teacher Trainee Membership. A print-and-mail application is also available on the above Join page. There are other associations that will give you insurance; just be sure we get confirmation.

Read and follow the directions for applying for the ATPE liability insurance. Once you have applied, please provide documentation by uploading it to your TK20 portfolio.

Waiver of Liability

By my signature below, I understand and accept the condition that the College of Education at the University of Texas at Arlington and the assigned school district are released from any liability related to accidents or any other unexpected events which may occur in conjunction with my participation in required or voluntary activities during Clinical Teaching. I acknowledge that it is the recommendation of the College of Education that I obtain general medical/health insurance if I am not already covered.

Signature: _____

Printed Name: _____

Date: _____ UTA Ten Digit Student ID Number: _____

NOTE: Go to your TK20 portfolio for upload directions.

Appendix D

Portfolio Information

Documents must be completed in your Tk20 Portfolio for successful completion of your program!

You can access the portfolio through Tk20. UTA College of Education Tk20 system (<https://go.uta.edu/tk20>) is accessed using your university issued NetID and password. If you need to recover your NetID password, you can do so with the self-service page (<https://webapps.uta.edu/oit/selfservice/>) or you can call the UTA OIT Helpdesk at 817.272.2208.

Specific instructions (with downloadable forms) are provided for each tab. If you do not have a Tk20 portfolio send a request to: tk20@uta.edu.

There are four tabs with requirements the first 2.5 tabs need to be completed as follows:

1. UTA/TEA Required Documents (signature only for most)

- Acknowledgement of Clinical Teaching Handbook, Liability Insurance, and Waiver of Liability (**signature and upload of proof of insurance**)
 - Sign your name now
 - Apply for insurance at the beginning of your senior year and upload proof
- FERPA Consent to Release Educational Records and Information
 - Type your name after reading all information
- Professional Disposition Acknowledgement
 - Type your name after reading all information
- Notification of Pending Criminal Background Check
 - Type your name after reviewing all information

2. TEA Required Trainings

- Code of Ethics Training
 - Watch the linked video playlist; electronically sign to acknowledge the information presented
- Dyslexia Training
 - Follow the link, complete the training module; upload your certificate of completion.
- Mental Health Training
 - Read the linked information; upload your written response
- Substance Abuse Awareness Training
 - Read the linked information; upload your written response
- Suicide Prevention Training
 - Follow the link, complete the training module; upload your certificate of completion.
- Texas Behavior Support Initiative (TBSI) Training
 - Follow the link, complete the training module; upload your certificate of completion.

3. Cooperating Teacher Documents (upload)

- First Fifteen Days of School Observation
 - Signed by your teacher of observation in the Fall semester (August)
- Observation Logs (Total of all logs must be 30 hours or more)
 - Complete in coursework before entering clinical teaching
 - The logs must contain a written reflection for each time you were in the classroom and signed by the teacher you are observing.

During your clinical teaching semester, you will complete the following (be sure all documents are signed):

Also under Cooperating Teacher Documents:

- Speech Competency in Instructional Settings
 - Only one cooperating teacher completes; you upload
- Cooperating Teacher Observations
 - T-TESS completed by each cooperating teacher

4. UTA Supervisor Observations

- 3 formal T-TESS observations completed by your UTA Supervisor
- Also upload the lesson plan.

We have created a support document and video to help you navigate the portfolio:

- Support Documentation: <https://rebrand.ly/certportfolio>
- Video: <https://rebrand.ly/tk20portfolio>

Please open your portfolio and begin the completion of these requirements for clinical teaching. Once you have uploaded a document hit the save button; (never hit submit in the portfolio) and wait for it to post before closing your portfolio.

Appendix E

School Partners' Demographic Data (this is a sample)

Candidate: _____

TEA ID: _____ Teacher Certification: _____

School District: _____

Placement 1: School _____ Title I School? Yes / No

If yes, % Free/Reduced Lunch _____ Placement

2: School _____ Title I School? Yes / No

If yes, % Free/Reduced Lunch _____

The College of Education is required to collect demographic data on classes AND schools where our students are placed. Please collect classroom and campus data on both Placement 1 and Placement 2. You will enter this data into the Clinical Teacher Progress Survey completed in the middle of the final semester in your teacher certification program.

Campus data can be found on the TEA website: <https://tea.texas.gov/perfreport/tapr/index.html>

Categories	
Male	Special Education
Female	Economically Disadvantaged
African American	English Language Learners
Hispanic	
White	
American Indian	
Asian	
Pacific Islander	
Two or more races	

Appendix F

Speech Competency in Instructional Settings Form

This form is to be completed by the Cooperating Teacher and submitted to your Tk20 portfolio.

UTA Clinical Teaching Candidate: _____

Cooperating Teacher and School: _____

UTASupervisor: _____

This form is to be completed by the Cooperating Teacher. Cooperating teachers should initial each item to verify response. Circle each item, Yes or No.

_____ 1. The UTA candidate uses grammatically correct speech including verb tense, pronouns, etc.

YES NO

_____ 2. The UTA candidate clearly enunciates sounds and words so that his/her students can clearly understand words and sentences.

YES NO

_____ 3. The UTA candidate correctly pronounces words, especially technical terms or names in the content area.

YES NO

_____ 4. The UTA candidate speaks loudly enough so that his/her students can hear him/her, and at appropriate loudness for the size of the room.

YES NO

_____ 5. The UTA candidate speaks at an appropriate speed or rate so that students can clearly understand him/her.

YES NO

_____ 6. The UTA candidate gives clear verbal directions, descriptions, and explanations.

YES NO

_____ 7. The UTA candidate is free of speech defects that would impair his/her ability to communicate clearly (such as lisping, stuttering, etc.), or appropriately compensates for the defect.

YES NO

_____ 8. The UTA candidate communicates with students using appropriate eye contact, gestures, and body movements.

YES NO

CONTINUED ON NEXT PAGE

_____ 9. The UTA candidate communicates with students with appropriate enthusiasm, variation of tone, and expression.

YES NO

_____ 10. The UTA candidate communicates with his/her students with poise and self- confidence.

YES NO

_____ 11. The UTA candidate is free of inappropriate verbal and body mannerisms which are distracting for students.

YES NO

_____ 12. The UTA candidate makes consistent use of inclusive language (gender/culture).

YES NO

_____ 13. The UTA candidate uses professional speech and mannerisms.

YES NO

_____ 14. The UTA candidate greets other professionals and students in a positive manner.

YES NO

OVERALL COMMENTS / SUGGESTIONS:

Cooperating Teacher Signature

Date

Campus and Grade: _____