

## EXAMPLE: Student Teaching Letter

If you are Student Teaching at a grade school as part of a Student Teaching course at UTA, you might be able to be deemed as attending UTA at the fulltime rate of pursuit. To achieve this, the UTA-VA Office can utilize a Student Teaching Letter from your UTA Academic Department Representative or the Teacher who will be supervising you on site at the school where you will be teaching.

We need the information below in order to Certify the Clock Hours portion of your course. Clock hours are measured in hours per week the Student teaches and/or works at the School, which is similar to the number of hours worked per week at a place of employment. Most Student Teaching courses at UTA meet or exceed the full-time measurement.

The required information for the Student Teaching Letter follows:

1. The Student Teaching Letter should be on UTA or applicable grade school letterhead;
2. UTA Student Teacher name and UTA ID (100XXXXXXX);
3. Name of school where Student Teaching will occur;
4. Semester, year, and begin and end dates for the timeframe UTA Student will be teaching;
5. Number of hours per week (Sunday-Saturday) UTA Student will be teaching or working at school;
6. Class at UTA the Student Teaching is correlated to;
7. Printed name and signature of Teacher or Representative who will supervise Student Teacher on site.

Please feel free to use the list above by copying and pasting it into a Word doc and then filling in the applicable information for each item.

The Student Teaching Letter may be submitted by Fax: 817-272-7013; Email: va@uta.edu; or in person in Davis Hall Room 252. If you have any questions, please call UTA-VA at 817-272-3017.

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You might have to Certify for a combination of Credit and clock hours in VA-Once.

Complete the following for a student taking only the Student Teaching course:

If certifying by clock hours only in VA-Once, put "0" in the "Res" and "Dist\*" fields, then put the applicable Clock hours in the "Clock" field.

If adjusting from "Res" and/or "Dist\*" hours to "Clock" hours because it is to the advantage of the student, select "Other (Explain In Remarks)" in the "Reason for Adjustment" field, then put the sentence below in the "Remarks" section (after selecting, "Other", then "Other"):

"Student teaching course measured in clock hours according to M22-4, Part IV, Paragraph 7.09. "