General Syllabus
Course Description/Expectations
UTL-360–Fall 2012

Coordinator: Rosemary Morrow, PhD **Office:** 1.308 Gebauer
Phone: 232-2789 **E-mail** rmorrow@austin.utexas.edu
Office Hours: Thursday, 4 to 5, or by appointment

Lecturers:

ELA	Pat Conquest	pconquest@suddenlink.net
LOTE	Sylvia Laurel	sylvia.laurel@austinisd.org
Social Studies	Rosemary Morrow	rmorrow@austin.utexas.edu

Meetings:

General Session	**Welch 2.308**
Breakouts	
English Language Arts	**Welch 3.402**
Languages Other Than English	**Gebauer 1.308**
Social Studies	**Welch 2.308 (same as general session)**

Prerequisites:

- successful completion of UTL 101
- a grade of A or B (84 or above) in UTL 202, overall and certification area GPA of 2.5
- a grade of A or B (84 or above) in UTL 303, overall and certification area GPA of 2.5
- laptop computer

Course Description: UTL 360 will provide students with support for the student teaching experience and an in-depth study of the theory and practice that is necessary to design and deliver excellent instruction. Students attend a three hour course on the UT campus as support for teaching on a high school campus. Students will begin teaching one to two classes then reach Total Teach after about three weeks. The cooperating teacher will work with the UTeach student to improve their teacher abilities as the semester progresses. The formative evaluation with the student teacher, cooperating teacher, and observer will be completed mid-way through the teaching experience. The summative evaluation with the student teacher, cooperating teacher, and observer will be completed at the end of the teaching experience.

Course Objectives:
Students will

- implement instructional strategies that meet the needs of a diverse student population.
- address curricular issues such as vertical and horizontal alignment, organization of content, and development of skills.
- design and deliver interactive lessons.
- prepare and implement learner-centered instructional activities.
- focus on-time-on task issues during instruction.

- construct and implement a successful classroom management strategy appropriate for high school students.
- apply state and national standards when designing lessons.
- analyze their own personality and learning style as it relates to teaching.
- serve as a role model by demonstrating clear communication, pleasant demeanor, interest in each individual student, and accurate content.
- design and teach lesson plans appropriate for the subject area observed.
- demonstrate how and when to assess student performance.
- become reflective practitioners using reflections to improve over time.
- begin to prepare for state certification exams, professional development opportunities, and appraisal systems.
- utilize technology to communicate, collaborate, investigate, and instruct.

Student Teaching Experience:

- You are responsible for teaching as many classes as you can during the fall semester. Specific guidelines for student teaching and evaluations of your work will be provided. Your observer and CT will make periodic observations and will provide feedback to you. Both formative and summative evaluations will be conducted with the ST, CT, and observer present.
- A schedule is listed for the student teaching experience and for assignments due for the course are included in the detailed course syllabus.
- Check in at the front office of the school each day you are there. For security reasons most schools require that you pick up a guest pass before walking through the school. Introduce yourself to the receptionist and to the principal if you see him or her. Learn their names!
- Sign-in and out with your cooperating teacher *every* time you are there.
- Dress appropriately and professionally when going to schools. Follow the school's dress code for teachers. Avoid t-shirts with messages that could be offensive in a high school environment. Don't wear shorts or inappropriate footwear. (i.e. flip-flops)
- **Professional behavior** is a must! Be on time and prepared. If you are unable to go to your school, follow the procedure listed below for emergencies. *Plan to make up your time at the end of your teaching experience.* If you are unable to attend the class, e-mail the coordinator and your instructor. Your mentor, your students, and your instructor are counting on you!
- **Immediately report any problems to your observer and the coordinator.**

IF AN EMERGENCY ARISES AND YOU HAVE TO MISS YOUR SCHEDULED HIGH SCHOOL CLASS, NOTIFY YOUR COOPERATING TEACHER, OBSERVER, AND YOUR INSTRUCTOR AS SOON AS YOU KNOW. Do not miss your teaching assignment due to a transportation problem. ***Be sure to add the time missed to the end of your teaching experience. Your students, cooperating teacher, observer, and instructor are counting on you.***

Course Expectations:

- **UTL 360 is an opportunity to provide support for your student teaching experience and is designed to help you grow as an educator.**
- **Regular class attendance** is important for success.
- **Turn in assignments on time. It is important that assignments be completed on time. This is an issue of professionalism that we take very seriously. Assignments will be taken as late for 48 hours only with a starting grade of 80.** ***After 48 hours, no late work will be accepted.*** See What's Due When or the Course Syllabus.
- **Technology** is of ever increasing importance to you as a student and teacher. You have been developing computer skills in the previous UTL courses. These competencies include
  - communications via e-mail including attachments
  - word-processing
  - searching Web sites for new materials, educational resources, and school information.

  In addition to the previously listed skills, you will now
  - create interactive multimedia lessons
  - present multimedia lessons to small or large groups of public school students
  - create and use databases and spreadsheets
  - explore sample subject-specific educational software packages
  - design a web page or blog

Grading System:

- **Classroom Design** **20%**
- **Unit Plan First Draft** **20%**
- **Constructing Résumé and Philosophy** **20%**
- **Unit Plan Second Draft** **20%**
- **Job Bank/Loading Résumé** **10%**
- **Presentation of Unit Plan** **10%**

Completing your work in a timely fashion is an important professional attribute and extremely important in the teaching field. Therefore, all work must be turned in on time to receive full credit. Time due for any work that is e-mailed to me: Midnight of the date due. If you miss this time, then you have 48 hours to turn work in for a maximum of 80. After 48 hours, you will receive a 0. Check Blackboard for your grades any time you wish.

Grading Scale:

- Grades: Your final course grade will be based on the following grading scale:

A	93%-100%	A-	90%-92%
B+	87%-89%	B	83%-86%
B-	80%-82%	C+	77%-79%
C	73%-76%	C-	70%-72%
D	60%-69%	F	59% and below

Communication:

The University's Blackboard system will be our primary means of communication outside of class. You must check Blackboard every day.

Safety in the Building and on Campus:
University of Texas Police Department
512-471-4441; http://www.utexas.edu/police/
Please familiarize yourself with the exits from Welch and Gebauer.

Student Teaching Experience:

- August 27 — First day public school classes can begin in Texas. Some districts start a day or two later.
- Week of September 6 — Take 1-2 classes with CT present
- Week of September 13 — Take 1-2 classes fully without CT model
- Week of September 27 — Total teach begins
- Week of November 11 — Total Teach Ends
- Week of November 8 — Transition to 1-2 classes
- Week of November 15 — Transition classes back to CT

UTL360 STUDENT TEACHING SEMINAR – FALL 2012

Date	Seminar Topic	Faculty
8/2	**Letter** Goes out to Student Teachers and Cooperating Teachers – Invitation to Participate on August 23	**Coordinator** Rosemary Morrow **English (ELA)** Pat Conquest **Languages Other Than English (LOTE)** Sylvia Laurel **Social Studies** Rosemary Morrow
8/23 **Seminar 1**	**PRE-SEMINAR WORKSHOP:** Introduction to Faculty and Field Observers; Overview of Course Structure, Calendar and Daily Responsibilities in your Placement School **BREAKOUT** with Cooperating Teachers and Field Observers **BREAKOUT with Students:** Review of Student Teaching Handbook, Expectations & Timelines; Certification Information *(also on Blackboard);* Testing; Discipline Specific Course Information and Handbook Review; Observation Guidelines **CLOSURE:** Q & A Sharing **ASSIGNMENTS** Harry Wong articles http://teachers.net/gazette/wong.html "How to Start a Class Effectively" October 2000 "A First Day of School Script" March 2003 "The First Ten Days of School" January 2005	
8/30	**SEMINAR: Classroom Design**	

Seminar 2	SPEAKER: ROSE POTTER "Creating an Active Learning Classroom" **BREAKOUT:** Review of Classroom Management, Assessment and Grading; Discussion of Harry Wong articles **CLOSURE**: Q & A Sharing **ASSIGNMENT**: Classroom Design **DUE**: Seminar 3, September 6	
9/6 **Seminar 3**	**SEMINAR: Unit Design / Backward Design - 1** GUEST SPEAKER: JOE KIEKE **BREAKOUT:** Complete first draft of unit design LOTE: Editing video for the Classroom **CLOSURE**: Q & A Sharing **ASSIGNMENT**: Unit Plan Project: ▪ **First Draft Due**: September 13 ▪ **Second Draft Due**: October 25 ▪ **Presentation of Unit Plan**: November 15	*ST begins responsibility for 1-2 classes with CT model.*
9/13 **Seminar 4**	**SEMINAR: Unit Design / Backward Design - 2** GUEST SPEAKER: JOE KIEKE Project Share **BREAKOUT: Hands On – Planning Your Unit** **CLOSURE**: Q & A Sharing **ASSIGNMENT:** Unit Plan Project First Draft Due Today	*ST takes on 1st and 2nd class fully without the CT model*
9/20 **Seminar 5**	**Seminar Focus: Teaching Diverse Populations** GUEST SPEAKER: TBA Special Ed, ESL and GT Special Needs, Accommodations and Modifications Specialists **BREAKOUT** Review: ESL Across the Curriculum; Reading Across the Curriculum; review appropriate materials **CLOSURE**: Q & A Sharing	*ST working with 1st and 2nd class fully without the CT model*
9/27	**District Orientations**	No Seminar

Seminar 6	*ST should assume full teaching responsibilities for teaching; student teacher may be left alone in the classroom with the students if the CT feels the ST has developed adequate behavioral management skills.*	*Total Teach begins!*
10/4 **Seminar 7**	**Seminar Focus: Professional Communication** GUEST SPEAKER: Becky Donald, Round Rock ISD Student conferences, Parent conferences, Performance Reviews and working with a difficult colleague **BREAKOUT** Professional Communication **CLOSURE**: Q & A Sharing	*Student Teachers in Total Teach this week*
10/11 **Seminar 8**	**SEMINAR: Resume Writing/Interviewing** GUEST SPEAKER: Dana Downey, Senior Career Coach at Liberal Arts Career Services **BREAKOUT**: Building your resume / Defining your philosophy Review of résumés and résumé assignment; **CLOSURE**: Q & A Sharing **ASSIGNMENT**: Résumé & Philosophy due October 18 **FORMATIVE EVALUATION** *should be completed this week.*	*Student Teachers in Total Teach this week*
10/18 **Seminar 9**	**Focus: STAAR** Guest Speaker: Victoria Young, Texas Education Agency **BREAKOUT:** Preparing for STAAR **CLOSURE**: Q & A Sharing **ASSIGNMENT**: Résumé & Philosophy Due Today	*Student Teachers in Total Teach this week*
10/25 **Seminar 10**	**Seminar Focus: Job Search Tools Workshop** Guest Speakers – Three Principals: School District Recruiter Panel *Wear professional dress)* **BREAKOUT** Meet with HS Principals for Q and A; Mock Interview GUEST SPEAKER: Certification and Career Services Information Specialist TBA **CLOSURE**: Q & A Sharing **ASSIGNMENT:** Unit Plan Project Second Draft Due Today **ASSIGNMENT**: Job Bank/Load Résumé Due November 1	*Student Teachers in Total Teach this week*

11/1 **Seminar 11**	**Seminar Focus: Law Seminar** GUEST SPEAKER:TBA Ethics and Legal Issues, Social Media, Professionalism Specialist **BREAKOUT** Ethics **CLOSURE**: Q & A Sharing **ASSIGNMENT**: Job Bank/Load Résumé by TODAY **SUMMATIVE EVALUATION** *should be completed this week.*	Total Teach Ends this week.
11/8 **Seminar 12**	**MANDATORY - Teacher Education Career Fair, November 7 (This is a change of date from November 8)** Location: Frank Erwin Center, open to the public ▪ 9:00 - 11:30 a.m. (Browsing) ▪ 12:30 - 4:30 p.m. (Interviews for some –by appt. only) **Deadline for returning Unit Plans**: November 12, MON	No Seminar *Student teachers begin to transition responsibility for 1st and 2nd classes back to CT*
11/15 **Seminar 12**	**SEMINAR: Student Presentations by Discipline** **Short meeting for any updates** **BREAKOUT: Presentation and Assessment of Unit Plan** **CLOSURE**: Q & A Sharing **Return to 3-Content Cohort**: Share the Best Unit Presentations.	*Student teachers transition responsibility for remaining classes back to CT*
Seminar 13	**HAPPY THANKSGIVING**	No Seminar
11/29 **Seminar 14**	**Seminar Focus: Evaluation** **BREAKOUT:** Final Feedback/Certification Requests	

COURSE PRODUCTS

	DUE DATE	PROJECT
1	September 6	Classroom Design
2	September 13	Unit Plan First Draft
3	No later than Friday, October 12	Formative Evaluation
4	October 18	Constructing Résumé and Philosophy
5	October 25	Unit Plan Second Draft
6	November 1	Job Bank/Loading Résumé
7	No later than Friday, November 2	Summative Evaluation
8	November 15	Presentation of Unit Plan

TExES Testing Information: http://www.testdatescentral.com/texes-test-dates.html

- English Restricted Computer Administered Tests: Specific Dates
- LOTE Computer Administered Tests: Any Date
- Social Studies Computer Administered Tests: Any Date

University Electronic Mail Notification Policy
(Use of E-mail for Official Correspondence to Students)
All students should be familiar with the University's official e-mail student notification policy. It is the student's responsibility to keep the University informed as to changes in her or his e-mail address. Students are expected to check e-mail on a frequent and regular basis in order to stay current with University-related communications, recognizing that certain communications may be time-critical. It is recommended that e-mail be checked daily, but at a minimum, twice per week. The complete text of this policy and instructions for updating your e-mail address are available at http://www.utexas.edu/its/policies/emailnotify.html. In this course, e-mail will be used as a means of communication with students. You will be responsible for checking your e-mail regularly for class work and announcements.

Core Values and Policy on Scholastic Honesty:
The core values of The University of Texas at Austin are learning, discovery, freedom, leadership, individual opportunity and responsibility. Each member of the University is expected to uphold these values through integrity, honesty, trust, fairness, and respect towards peers and community. Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Refer to the Student Judicial Services website at http://deanofstudents.utexas.edu/sjs/scholdis.php to access official University policies and procedures.

Accommodations for Students:
The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. For more information, contact the Dean of Students at 471-6259; 471-4641 TTY.

Emergency Evacuation Policy
Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling
outside.

Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.

Students requiring assistance in evacuation shall inform their instructor in writing during the first week of class.
In the event of an evacuation, follow the instruction of faculty or class instructors.

Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.