General Syllabus
Course Description/Expectations
UTL 360 – Spring 2014

Coordinator: Rosemary Morrow, PhD
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Office Hours: Thursday, 4 to 5, or by appointment

Instructors:

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LOTE	Rose Potter	rpotter@austin.utexas.edu
Social Studies	Rosemary Morrow	rmorrow@austin.utexas.edu

Seminars: Thursday evening, 5:00 p.m. to 8:00 p.m.

General Session	**CLA 0.112**
Breakouts	
English Language Arts	**CLA 0.112**
Languages Other Than English	**CLA 1.102**
Social Studies	**CLA 0.118**

Prerequisites:

- successful completion of UTL 101
- a grade of A or B (84 or above) in UTL 202
- a grade of A or B (84 or above) in UTL 640
- overall UT GPA of 2.75 or above and GPA of 3.0 in certification area
- laptop computer

Course Description: UTL 360 will provide students with support for the student teaching experience and an in-depth application 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 middle school or high school campus. For UTL 670, students will begin teaching one to two classes then reach the maximum number of classes allowed 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 middle or high school students.

- Apply state and national standards when designing lessons.
- Analyze one's 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 (minimum of 2) as you can during the 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)
- **Professionalism** 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.
- **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 through the application of methodologies learned in the UTeach-Liberal Arts program.**

- **Attend seminar regularly**. Five points will be deducted from the final average for every absence after **one** absence. If you must miss the seminar, or will be late, please contact your breakout instructor.

- **Assignments:** Complete assignments on time.
  - Submit assignments digitally in Word format (.doc or .docx) on or before midnight of the due date.
  - Assignments will be taken as late for 48 hours only with a starting grade of 80% of the original grade. *After 48 hours, no late work will be accepted and a grade of zero will be recorded.*
  - See Course Products for due dates (p. 10)

- **Complete seminar-assigned readings**. Come prepared to participate! Note: The instructor maintains the right to change the syllabus and will inform you during the seminar. You are responsible for changes even if you are absent. Check Blackboard frequently.

- **Technology** is of ever increasing importance to you as a teacher.
  - You have been developing computer skills in the previous UTL courses. These competencies include communications via e-mail including attachments, word-processing, and searching Web sites for new materials, educational resources, and school information.
  - Bring your laptop to each seminar.

  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:

- **Effective Student Management** **20%**
- **Unit Plan First Draft** **20%**
- **Constructing Résumé and Philosophy** **20%**
- **Unit Plan Second Draft** **30%**
- **Presentation of Unit Plan** **10%**

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:

Email and the University's Blackboard system will be the primary sources of communication for the larger group. Blackboard will also be a means of communication in the breakout sessions.

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 CLA.

Student Teaching Experience:

• Tuesday, January 7	First day most districts resume classes after winter break. Some districts may start back on a different day. Students may choose to begin their student teaching on this date.
• January 9	Student Teacher Orientation for UTeach-Liberal Arts
• January 13	UT classes begin. Students may choose to begin their student teaching on this date.
• Week of January 27	Take 1-2 classes with CT present
• Week of February 3	Take 1-2 classes fully without CT model
• Week of February 17	Take over maximum number of classes allowed
• Week of April 7	Transition to 1-2 classes
• Week of April 15/21	Transition classes back to CT

Evaluations:

- **Formative:** Completed by February 21

- **Summative:** Completed by April 11

UTL360 STUDENT TEACHING SEMINAR – SPRING 2014

Date	Seminar Topic	Faculty
11/25/13	**Letter** Goes out to Student Teachers and Cooperating Teachers – Invitation to Participate on January 9.	**Coordinator** Rosemary Morrow
01/09 **Seminar 1**	**PRE-SEMINAR WORKSHOP:** Introduction to Faculty and Field Observers; Overview of Course Structure, Calendar and Daily Responsibilities in your Placement School, Complete "White Card" **BREAKOUT:** with Cooperating Teachers and Field Observers 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	**Coordinator** Rosemary Morrow **English (ELA)** Julia Haug **Languages Other Than English (LOTE)** Rose Potter **Social Studies** Rosemary Morrow
01/16 **Seminar 2**	**SEMINAR FOCUS: Social Media in the Classroom** GUEST SPEAKERS: AMELIA BLIGH, BRITTANY BUSSELL AND GRACE EDSEL, ROUND ROCK ISD **BREAKOUT:** Debrief using social media in the classroom Review Assessment and Grading; Discuss Harry Wong Articles and first week of school **CLOSURE**: Q & A Sharing **ASSIGNMENT**: Effective Student Management (Handout) **Due:** January 30, Seminar 4	

01/23 **Seminar 3**	**SEMINAR FOCUS: Unit Plan Design** Short General Session **BREAKOUT: Discuss Unit Plan Assignment and begin work on first draft of unit design** **CLOSURE**: Q & A Sharing **ASSIGNMENT**: Unit Plan Project: ▪ **First Draft Due**: February 13, Seminar 6 ▪ **Final Draft Due**: April 3, Seminar 12 **Presentation of Unit Plan**: April 17, Seminar 14	
01/30 **Seminar 4**	**SEMINAR FOCUS: Organizational Boot Camp 101** GUEST SPEAKERS: MILYBETT LLANOS-GREMILLION, JUDITH KEMP, AND J.J. MELGAR, ROUND ROCK ISD **BREAKOUT:** Review of Organizational Boot Camp; **CLOSURE**: Q & A Sharing **ASSIGNMENT**: **Effective Student Management assignment is due TODAY.**	*Week of January 27 ST begins responsibility for 1-2 classes with CT model.*
02/06 **Seminar 5**	**SEMINAR FOCUS: Resume** **Writing/Interviewing/Philosophy** GUEST SPEAKER: ERICA PRENGER, LIBERAL ARTS CAREER SERVICES **BREAKOUT**: Building your resume/Defining your philosophy Review of résumés and résumé assignment **CLOSURE**: Q & A Sharing **ASSIGNMENT: Résumé and Philosophy due February 20.**	*Week of February 3, ST takes over maximum number of classes allowed this week*

02/13 **Seminar 6**	**District Orientations (scheduled at various times)** *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.* **ASSIGNMENTS**: **First Draft of Unit Plan due TODAY Résumé and Philosophy due by midnight on February 20.**	**No Seminar** *Student teachers take over maximum number of classes allowed!*
02/20 **Seminar 7**	**SEMINAR FOCUS: Teaching Diverse Populations** GUEST SPEAKERS: JENNIFER BREWER, AUSTIN ISD; ROB HILLHOUSE; AUSTIN ISD; MARIO MORALES, AUSTIN ISD; NICOLE SHANNON, ROUND ROCK ISD SPECIAL GUEST: DA'SHADE MOONBEAM, *former Reagan HS student.* Differentiation: Special Education; English Language Learners; Gifted & Talented; 504 Modifications **CLOSURE**: Q & A Sharing **ASSIGNMENTS**: **Résumé and Philosophy due today.** OPTIONAL: Send your résumé to Eileen Manning by March 27 if you wish to share it with districts. (emanning@austin.utexas.edu) **FORMATIVE EVALUATION** *should be completed by Friday of this week.*	*Week of February 17 ST working with 1st and 2nd class fully without the CT model*
02/27 **Seminar 8**	**SEMINAR FOCUS: HB 5 AND STAAR** GUEST SPEAKERS: KELLY CALLAWAY AND VICTORIA YOUNG, TEXAS EDUCATION AGENCY **BREAKOUT:** Discussion of HB 5 and Preparing for STAAR **CLOSURE**: Q & A Sharing	

03/06 **Seminar 9**	**SEMINAR FOCUS: Professional Communication and Teacher Certification Issues** GUEST SPEAKERS: FREDDIE MCFARLAND, PFLUGERVILLE ISD; PAM MYERS; ROBERT STELL, PFLUGERVILLE ISD Student conferences, Parent conferences, Performance Reviews and working with a difficult colleague **BREAKOUT:** Professional Communication **CLOSURE**: Q & A Sharing	
03/10-03/14	**SPRING BREAK – BE SAFE!**	
03/20 **Seminar 10**	**SEMINAR FOCUS: Project Share** GUEST SPEAKERS: KAREN KAHAN AND KATHY FERGUSON TEXAS EDUCATION AGENCY **BREAKOUT:** Project Share review on-line **CLOSURE**: Q & A Sharing	
03/27 **Seminar 11**	**SEMINAR FOCUS: Job Search Tools Workshop** GUEST SPEAKERS – HOUSTON ISD AND YES PREP ACADEMY (*Wear professional dress)* Time to meet with school representatives **BREAKOUT:** Mock Interview **CLOSURE**: Q & A Sharing **ASSIGNMENT: Final Unit Plan due April 3.**	

04/03 **Seminar 12**	**NO CLASS: MANDATORY - Teacher Education Career Fair, TBA** 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 appointment only) Remember that your Summative Evaluation is due a week from this Friday. **ASSIGNMENT: Final Unit Plan due TODAY**	**Next week:** Week of 04/10: *Student teachers begin to transition responsibility for 1st and 2nd classes back to CT*
04/10 **Seminar 13**	**SEMINAR FOCUS: State Board of Education** GUEST SPEAKERS: PATRICIA HARDY (R), DISTRICT 11; MAVIS KNIGHT (D), DISTRICT 13 **BREAKOUT:** Discuss implications of HB 5 and other SBOE topics **ASSIGNMENT**: **Begin Unit Presentations** **Continue Unit Plan Presentations next week** **SUMMATIVE EVALUATION** *should be completed by Friday of this week.*	Week of 4/10 or 04/17: *ST transitions responsibility for remaining classes back to CT*
04/17 **Seminar 14**	**SEMINAR FOCUS: Evaluation; Student Presentations by Discipline** **Short meeting for any updates** **BREAKOUT:** Presentation and Assessment of Unit Plan **CLOSURE**: Q & A Sharing	
04/24 **Seminar 15**	**SEMINAR FOCUS** Presentations as needed	

COURSE PRODUCTS

	DUE on or before Midnight on:	PROJECT
1	January 30	Effective Student Management
2	February 13	Unit Plan First Draft
3	February 20	Constructing Résumé and Philosophy
4	No later than Friday, February 21	Formative Evaluation
5	April 3	Digital Unit Plan Final Draft
6	No later than Friday, April 11	Summative Evaluation
7	April 17	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