Handbook for Field Experiences

ESL/EC-6 and Bilingual Programs

Department of Curriculum and Instruction

2018-2019 Academic Year

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

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## Dates to Remember

<table>
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<th>Fall 2018</th>
<th>Spring 2019</th>
</tr>
</thead>
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<tr>
<td><strong>Early Field Experience Placement Dates (Clinical I):</strong></td>
<td><strong>Early Field Experience Placement Dates (Clinical I):</strong></td>
</tr>
<tr>
<td>Start with the ISD:</td>
<td>Start with the ISD:</td>
</tr>
<tr>
<td>(AISD, BISD, HEB, GPISD, FTW, Irving = Aug. 20; MISD = Aug. 15; DISD = Aug. 28)</td>
<td>(AISD, BISD, GPISD, MISD, Irving = Jan. 8; HEB = Jan. 7; DISD, FTW = Jan. 9)</td>
</tr>
<tr>
<td>Start second Placement on Oct. 15</td>
<td>Start second Placement on March 5</td>
</tr>
<tr>
<td>End Date: Dec. 7</td>
<td>End Date: May 3</td>
</tr>
</tbody>
</table>

| **Clinical Teaching Placement Dates (Clinical II):**                     | **Clinical Teaching Placement Dates (Clinical II):**                      |
| Start with the ISD:                                                      | Start with the ISD:                                                       |
| (AISD, BISD, HEB, GPISD, FTW, Irving = Aug. 20; MISD = Aug. 15; DISD = Aug. 28) | (AISD, BISD, GPISD, MISD, Irving = Jan. 8; HEB = Jan. 7; DISD, FTW = Jan. 9) |
| Start second Placement on Oct. 15                                        | Start second Placement on March 5                                          |
| End Date: Dec. 7                                                         | End Date: May 3                                                           |

| **Clinical Teacher Seminar Dates:**                                      | **Career Fair:**                                                          |
| Determined by Program – will be announced.                               | March 25                     |

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Contacts

Office of Educational Field Experiences
Phone: 817-272-2831
Email: coedfield@uta.edu
Office: 514 Carlisle Hall

Academic Advising
Advising by appointment only.
Phone: 817-272-2956
Email: coedadvising@uta.edu
Office: 501 Carlisle Hall

ESL/EC-6 and BIL/EC-6 Program Coordinator
Dr. Joyce Myers
rjem@uta.edu

Middle Level Program Coordinator
Dr. Melissa Hulings
hulings@uta.edu

Secondary Program Coordinator
Dr. Holly Hungerford-Kresser
hhkresser@uta.edu

Assistant Dean for Student Affairs/Certification Officer
Patty Motlagh
pmotlagh@uta.edu

Director, Office of Educational Field Experiences
Dr. Denise Collins
coedfield@uta.edu

Chair, Department of Curriculum and Instruction
Dr. Daniel Robinson
daniel.robinson@uta.edu

Dean, College of Education
Dr. Teresa Doughty
teresa.taberdoughty@uta.edu
# Quick Reference Chart for Field Experiences by Program

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<th>Program</th>
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<th>Early Field Experience I &amp; II</th>
<th>Clinical Teaching I &amp; II</th>
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<td>ESL/EC-6</td>
<td>ESL Classrooms - 2 Placements: Pre-k through Grade 2 &amp; Grades 3 through 6</td>
<td>Junior year: Hours embedded in key assessment courses.</td>
<td>Senior year: Fall: 1 day a week for 8 weeks in each placement. Spring: Full time with ISD start 8-9 weeks in each placement</td>
</tr>
<tr>
<td>Bilingual/EC-6</td>
<td>Bilingual Classrooms – 2 Placements: Pre-k through Grade 2 &amp; Grades 3 through 6</td>
<td>Junior year: Hours embedded in key assessment courses.</td>
<td>Senior year: Fall: 1 day a week for 8 weeks in each placement. Spring: Full time with ISD start 8-9 weeks in each placement</td>
</tr>
<tr>
<td>Middle Level (4-8)</td>
<td>2 placements: Jr. High placement &amp; Elementary placement</td>
<td>Junior year: Hours embedded in key assessment courses.</td>
<td>Senior year: Fall: 1 day a week for 8 weeks in each placement. Spring: Full time with ISD start 8-9 weeks in each placement</td>
</tr>
<tr>
<td>Secondary (7-12)</td>
<td>2 placements: Jr. High placement &amp; H.S. placement</td>
<td>Observations embedded in courses.</td>
<td>Fall: 1 day a week for 8 weeks in each placement. Spring: Full time with ISD start 8-9 weeks in each placement</td>
</tr>
<tr>
<td>All-Level Music</td>
<td>School levels vary</td>
<td>Observations embedded in courses.</td>
<td>Fall or Spring: Full time with ISD start 16-18 weeks</td>
</tr>
<tr>
<td>All-Level Art</td>
<td>2 placements: Elementary &amp; Jr. H/High School</td>
<td>Observations embedded in courses.</td>
<td>Fall or Spring: Full time with ISD start 16-18 weeks</td>
</tr>
<tr>
<td>All-Level Physical Education</td>
<td>2 placements: Elementary &amp; Jr. H/High School</td>
<td>Observations embedded in courses.</td>
<td>Fall or Spring: Full time start date with UTA 15-17 weeks</td>
</tr>
</tbody>
</table>
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.

Read and follow the directions in regards to applying or the ATPE liability insurance. Once you have applied, please provide documentation by either copying your confirmation page into an email, saving the confirmation page as a document and emailing it to coedfield@uta.edu, or emailing us your confirmation number.

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 public 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 and submit it to the university supervisor or program coordinator during the clinical teaching orientation.
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
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:

<table>
<thead>
<tr>
<th>Clinical Teacher (Two grade levels)</th>
<th>Assignment 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week One</td>
<td>Continue responsibilities from Field Experience semester</td>
</tr>
<tr>
<td>Week Two</td>
<td>Assume responsibilities for transitions between classroom and other activities</td>
</tr>
<tr>
<td>Week Three</td>
<td>Add planning and teaching math for the entire week</td>
</tr>
<tr>
<td>Week Four</td>
<td>Add planning and teaching social studies for the entire week</td>
</tr>
<tr>
<td>Week Five</td>
<td>Add planning and teaching science for the entire week</td>
</tr>
<tr>
<td>Week Six</td>
<td>Add planning and teaching language arts for the entire week</td>
</tr>
<tr>
<td>Week Seven</td>
<td>Plan, teach, and assess everything all week</td>
</tr>
<tr>
<td>Week Eight</td>
<td>Plan, teach, and assess everything all week.</td>
</tr>
<tr>
<td>Week Nine</td>
<td>Plan, teach, and assess everything all week.</td>
</tr>
</tbody>
</table>

**Assignment 2**

| Weeks Ten - Eighteen | Repeat a similar schedule as Assignment 1 |
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 records 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 make arrangements 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, but may include calling the 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.

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**
Students are required to meet weekly with their Cooperating Teachers to complete the Weekly Report and Reflection during both the Field Experience and Clinical Teaching semesters. Students will complete and submit this form to their UTA Supervisor from the UTA Office of Educational Experiences website before midnight on Friday of each week.

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. **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 semester, 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 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 will be terminated from the Program. All students must meet requirements stated in the Professional Dispositions Document.
K. Professional Appearance

Although your appearance may not get you the job you want, an unprofessional appearance may be enough to keep you from getting the job you want. A teaching wardrobe for the public schools may be very different from what you typically wear to university classes, social activities, etc.

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

L. Professional Dispositions

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.
**M. Weekly Report & 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.

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.

**N. 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. 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 make adjustments. You may also inform your program coordinator and the Office of Educational Field Experiences.
Clinical Teacher Statement of Intent

I, the undersigned, understand that I have been accepted to participate in the Teacher Certification Program, a field-based teacher education program authorized by the University of Texas at Arlington, cooperating local school districts, Texas Education Agency, and Texas Higher Education Coordinating Board. I understand that this is a once-in-a-lifetime career opportunity to which I must give my complete attention. I also agree to the following commitments:

I COMMIT to full participation in the year-long field-based program and agree to follow the public school calendar for both the fall and spring semesters (typically beginning the 3rd week in August through December, and immediately following the winter break, usually the first week in January through May).

I COMMIT that, during my Field Experience (first semester) and Clinical teaching (second semester), I will be in the public schools with my Cooperating Teacher or in workshops and/or seminars.

I COMMIT to maintaining all of the academic requirements of UTA relative to teacher education. I understand that, in order to be approved to begin Field Experience and continue Clinical Teaching, I must

a) be approved by the UTA faculty,
b) be approved by the school district, and
c) meet the minimum requirement for acceptance to Field Experience/Clinical Teaching; i.e., admission to teacher education 3.0 GPA overall; 3.0 GPA and no grade lower than C in all of my professional education courses.

I COMMIT to professionalism. That is, I will exhibit the behaviors of a professional educator who is committed to teaching, to excellence, to the learners in the classroom, and to my own personal and professional growth. These behaviors include, but are not limited to, appropriate dress; completing assigned work on time and in the best possible quality; being prompt with appointments and other commitments; keeping agreements with my Cooperating Teacher and UTA faculty; maintaining a positive attitude; demonstrating to others a true desire to be there; staying busy while in the classroom; avoiding eating and drinking in classrooms in front of the students, maintaining a high attendance record with minimal absences (UTA procedures on absences will be followed); soliciting constructive criticism and accepting it gracefully; being prepared; and maintaining a high level of professional ethics, integrity, and confidentiality.

I COMMIT to full partnership with my Cooperating Teacher, to seek his/her mentorship, to earn his/her respect, to participate with him/her in required and voluntary duties and activities, to be a decision-maker with him/her, and to assist my Cooperating Teacher in his/her efforts to provide the best education to learners.

I COMMIT, from the first day of school, to shed my identity as a student and to begin an identity as a teacher. I commit to thinking like a teacher, not a student. I will think of myself as a beginning teacher, be an initiator in my classroom, always look for ways to help children learn whether I am in charge or not, continually seek information from my Cooperating Teacher(s) and UTA faculty, find out as much as I can about how teachers think and make decisions, and work from the beginning to become the best teacher I can be.
I COMMIT to self-learning and self-improvement (i.e., I will ask questions, seek information, be reflective, be open to criticism, keep my defenses down, learn to recognize and state my own strengths as well as weaknesses, and recognize that I will not suddenly be effective but that I will continually be in a process of “becoming” more and more effective).

I COMMIT to the belief that all children can learn. I welcome the opportunity to learn to teach children of various diversities and disabling conditions, and I believe that all participants in my program (including K-12 teachers, UTA faculty, Clinical Teachers, and children) will be both teachers and learners.

I COMMIT to the understanding that the program I am in is developmental (i.e., not static but evolving, changing and improving, that it often requires evaluation and modification, that the roles of my professors and teachers may change from time to time, and that I will not only demonstrate flexibility but I will contribute information when I can that might help to improve the program).

I COMMIT to follow the rules and regulations of the program, to participate in the evaluation of the program, and to provide information and data important to the evaluation process. I agree to be audio and/or video recorded, to be photographed, to be interviewed, to participate in studies related to the training of teachers and teacher education, and to have my good work exhibited to other professional educators and/or at classes, conferences and workshops.

I COMMIT to student membership in one of the professional teacher organizations that includes, as part of the membership fee, professional educator liability insurance (free to Clinical Teachers). In the absence of such a membership, I will show proof that I have liability insurance through a private insurance carrier.

Complete the Clinical Teacher Statement of Intent form in the Appendix B of the Handbook and submit it to the university supervisor or program coordinator during the clinical teaching orientation.
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:**

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM DUTIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PM DUTIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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

<table>
<thead>
<tr>
<th>Time</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>AM DUTIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8:20 - 9:30</td>
<td>Math</td>
<td>(Math Computers)</td>
<td>Math</td>
<td>Math</td>
<td>Math</td>
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<tr>
<td>9:30 - 10:20</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
<td>Science</td>
</tr>
<tr>
<td>10:25 - 10:40</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
<td>Recess</td>
</tr>
<tr>
<td>10:40 - 11:42</td>
<td>(11:15 - 11:30 Library)</td>
<td>Language</td>
<td>Language</td>
<td>Language</td>
<td>Language</td>
</tr>
<tr>
<td>11:42 - 12:20</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>12:20 - 12:50</td>
<td>Read Aloud</td>
<td>Read Aloud</td>
<td>Read Aloud</td>
<td>Read Aloud</td>
<td>Read Aloud</td>
</tr>
<tr>
<td>12:50 - 1:35</td>
<td>P.E./Planning</td>
<td>P.E./Planning</td>
<td>P.E./Planning</td>
<td>P.E./Planning</td>
<td>P.E./Planning</td>
</tr>
<tr>
<td>1:35 - 2:25</td>
<td>Reading</td>
<td>Reading</td>
<td>(Computers)</td>
<td>Reading</td>
<td>Reading</td>
</tr>
<tr>
<td>2:25 - 3:00</td>
<td>Reading Buddies</td>
<td>Reading Buddies</td>
<td>Reading Buddies</td>
<td>Reading Buddies</td>
<td>Reading Buddies</td>
</tr>
<tr>
<td>PM DUTIES</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 2\textsuperscript{nd} week of attendance.

___ Weekly Report and Reflection (completed by the Clinical Teacher and Cooperating Teacher and submitted electronically each week)
    \textcolor{red}{http://www.uta.edu/coed/academics/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 48 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
      o 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.
      o 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
      o 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
     o 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.
     o 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
     o 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
o  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.

o  Review and clarify the key points of a lesson, tying them together into a coherent whole, and ensuring their utility in application b 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 or a general 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 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.
Examinations for the Certification of Educators

Information and Policies

Texas law requires all individuals seeking educator certification to pass examinations in the areas in which they seek certification. The purpose of these examinations is to ensure that each educator has the necessary academic content and professional knowledge to perform in Texas public schools. The Texas Examination of Educator Standards (TExES) was developed for this purpose. Visit the SBEC website to get information to prepare for the certification examinations: [http://texes.ets.org/prepMaterials/](http://texes.ets.org/prepMaterials/)

Candidates must pass all appropriate state exams (limit of four retests) and apply for appropriate state certification(s) with the State Board for Educator Certification/Texas Education Agency within six months of the completion of their student/clinical teaching or practicum program. If a candidate allows the six month period to go by without passing all state exams and applying for certification, additional coursework and/or state exams will be required for recommendation for certification. Additional coursework will be determined by the appropriate Program Coordinator in consultation with faculty.

System to Clear Students to Take TExES Examinations

Students seeking EC-6 Bilingual or ESL/EC-6 Certifications will be authorized to take the TExES examinations following the process that follows:

Table 2 TExES Timelines

<table>
<thead>
<tr>
<th>Tests</th>
<th>Content</th>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>TExES 190 Bilingual Target Language Proficiency Test — Spanish proficiency</td>
<td>Listening, speaking, reading and writing Number of items: 4 sections T Time: 3.5 hours</td>
<td>Bilingual Only</td>
</tr>
<tr>
<td>TExES 160 The Pedagogy and Professional Responsibilities Examination EC-6</td>
<td>Designing and implementing instruction, assessment, classroom management, and roles and responsibilities. Number of items: 90(10) Time: 4-5 hours</td>
<td>All EC-6 Students</td>
</tr>
<tr>
<td>TExES 154 ESL Supplemental</td>
<td>10 Competencies- 70 Questions Time: 4-5 hours</td>
<td>ESL Only</td>
</tr>
<tr>
<td>TExES 291 Core Subjects</td>
<td>ELA, mathematics, social studies, science, fine arts, health, and P.E. Number of items: 140(15) Time 4-5 hours</td>
<td>All EC-6 Students</td>
</tr>
<tr>
<td>TExES 164 Bilingual Supplemental</td>
<td>Four (4) Competencies- 70 Questions Time:4-5 hours</td>
<td>Bilingual Only</td>
</tr>
</tbody>
</table>
Certification Exam Approval Process

All ESL/EC-6 certification exams must be taken in the following order:

1) TExES 160 PPR
2) TExES 154 ESL Supplemental
3) TExES 291 Core Subjects

Approval Process for TExES 160 PPR

- Step 1: Complete ELED 4316, 4317, 4321
- Step 2: Go to this link and complete the practice test:
- Take practice PPR exam
- Step 3: Score 90%
- Step 4: Request clearance for the PPR 160 from the ESL/EC-6 Program Coordinator.
- Step 5: Register for TExES 160 exam with SBEC
- Step 6: Achieve a passing score on the TExES 160-PPR
  - Take at the end of the second semester Junior year

Approval Process for TExES ESL Exam

- Step 1: Pass the PPR EXAM
- Step 2: Complete BEEP 3381, 4384, and 4385 and be enrolled in BEEP 4306
- Step 3: Score 90% on the ESL T-ert exam
- Step 4: Request clearance for the ESL exam from the ESL/EC-6 Program Coordinator.
- Step 5: Register for the TExES ESL exam
- Step 6: Achieve a passing score on the ESL exam
  - Take during the Fall of the Senior Year.

Approval Process for TExES 291 Core Subjects

- Step 1: Complete BEEP 4311, 4312, and 4314
- Step 2: Take practice text for TExES 291
- Step 3: Score 90% on preparation materials
- Step 4: Request clearance for Core Subjects 291 from the ESL/EC-6 Program Coordinator
- Step 5: Register for TExES 291 exam with SBEC
- Step 6: Achieve a passing score on the TExES 291-Core Subjects EC-6
  - Take at the end of first semester of Senior Year.
All Bilingual EC-6 certification exams must be taken in the following order:

4) TExES 190 BTLPT
5) TExES 160 PPR
6) TExES 291 Core Subjects
7) TExES 164 Bilingual Supplemental

Approval Process for TExES 190 BTLPT

• Step 1: Complete BEEP 4305
• Step 2: Take BTLPT Interactive Practice test on the ETS website
• Step 3: Score 90% on practice test
• Step 4: Request clearance for the BTLPT 190 from the Bilingual EC-6 Program Director
• Step 5: Register for TExES 190 exam with SBEC
• Step 6: Achieve a passing score on the TExES 190-BTLPT
  • Take at the end of first semester of Junior Year

Approval Process for TExES 160 PPR

• Step 1: Complete ECED 4316 & 4317
  • BEEP 4306 & 4302
  • LIST 4373
• Step 2: Go to this link and complete the practice test:
  • http://cms.texas-ets.org/texes/prepmaterials/texes-preparation-manuals/interactive-practice-test
• Step 3: Score 90%
• Step 4: Request clearance for the PPR 160 from the Bilingual EC-6 Program Director
• Step 5: Register for TExES 160 exam with SBEC
• Step 6: Achieve a passing score on the TExES 160-PPR
  • Take at the end of second semester of Junior Year

Approval Process for TExES 291 Core Subjects

• Step 1: Complete BEEP 4311, 4312, and 4314
• Step 2: Take pre/post test for TExES 291 - BEEP 4311, 4312, and 4314,
• Step 3: Score 90% on preparation materials
• Step 4: Request clearance for Core Subjects 291 from the Bilingual EC-6 Program Director
• Step 5: Register for TExES 291 exam with SBEC
• Step 6: Achieve a passing score on the TExES 291-Core Subjects EC-6
  • Take at the end of first semester of Senior Year or January-February (Clinical Teaching)

Approval Process for TExES 164 Bilingual Supplemental

• Step 1: Take BEEP 4687, 4319, 4384 & 4385
• Step 2: Take practice test for 164 Bilingual Supplemental – BEEP 4319
• Step 3: Score 90% on the exam
• Step 4: Request clearance TExES 164 from the Bilingual EC-6 Program Director
• Step 5: Register for TExES 164 exam with SBEC
• Step 6: Achieve a passing score on TExES 164- Bilingual Supplemental
  • Take in February or March (Clinical Teaching)
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

☐ Submit verification of insurance to Tk20.
☐ Complete the Clinical Teacher Statement of Intent form in the Appendix of the handbook and submit it to the university supervisor or program coordinator during the clinical teaching orientation.
☐ Complete the Acknowledgement of Clinical Teaching Handbook, Liability Insurance, and Waiver of Liability form in the Appendix of the handbook and submit it to the university supervisor or program coordinator during the clinical teaching orientation.
☐ 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.

Placement Two

☐ Submit completed Teacher Observation Record from Cooperating Teacher (Placement #2) 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.
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 fall 2015/spring 2016 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.

Read and follow the directions in regards to applying or the ATPE liability insurance. Once you have applied, please provide documentation by either copying your confirmation page into an email, saving the confirmation page as a document and emailing it to coedfield@uta.edu, or emailing us your confirmation number.

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 public 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: Please print, sign and date one copy of this form and give it to your university supervisor at your Clinical Teaching Orientation.
Clinical Teacher Statement of Intent

I, the undersigned, understand that I have been accepted to participate in the Teacher Certification Program, a field-based teacher education program authorized by the University of Texas at Arlington, cooperating local school districts, Texas Education Agency, and Texas Higher Education Coordinating Board. I understand that this is a once-in-a-lifetime career opportunity that I must give my complete attention. I also agree to the following commitments:

I COMMIT to full participation in the year-long field-based program and agree to follow the public school calendar for both the fall and spring semesters (typically beginning the 3rd week in August through December, and immediately following the winter break, usually the first week in January through May).

I COMMIT that, during my Field Experience (first semester) and Clinical teaching (second semester), I will be in the public schools with my Cooperating Teacher or in workshops and/or seminars.

I COMMIT to maintaining all of the academic requirements of UTA relative to teacher education. I understand that, in order to be approved to begin Field Experience and continue Clinical Teaching, I must (a) be approved by the UTA faculty, (b) be approved by the school district, and (c) meet the minimum requirement for acceptance to Field Experience/Clinical Teaching: i.e., admission to teacher education (including required TASP scores); 3.0 GPA overall; 3.0 GPA and no grade lower than C in all of my professional education courses.

I COMMIT to professionalism. That is, I will exhibit the behaviors of a professional educator who is committed to teaching, to excellence, to the learners in the classroom, and to my own personal and professional growth. These behaviors include but are not limited to: appropriate dress; completing assigned work on time and in the best possible quality; being prompt with appointments and other commitments; keeping agreements with my Cooperating Teacher and UTA faculty; maintaining a positive attitude; demonstrating to others a true desire to be there; staying busy while in the classroom; avoiding eating and drinking in classrooms in front of the students, maintaining a high attendance record with minimal absences (UTA procedures on absences will be followed); soliciting constructive criticism and accepting it gracefully; being prepared; and maintaining a high level of professional ethics, integrity, and confidentiality.

I COMMIT to full partnership with my Cooperating Teacher, to seek his/her mentorship, to earn his/her respect, to participate with him/her in required and voluntary duties and activities, to be a decision-maker with him/her, and to assist my Cooperating Teacher in his/her efforts to provide the best education to learners.

I COMMIT, from the first day of school, to shed my identity as a student and to begin an identity as a teacher. I commit to thinking like a teacher, not a student. I will think of myself as a beginning teacher, be an initiator in my classroom, always look for ways to help children learn whether I am in charge or not, continually seek information from my Cooperating Teacher(s) and UTA faculty, find out as much as I can about how teachers think and make decisions, and work from the beginning to become the best teacher I can be.
I COMMIT to self-learning and self-improvement, i.e., I will ask questions, seek information, be reflective, be open to criticism, keep my defenses down, learn to recognize and state my own strengths as well as weaknesses, and recognize that I will not suddenly be effective but that I will continually be in a process of “becoming” more and more effective.

I COMMIT to the belief that all children can learn. I welcome the opportunity to learn to teach children of various diversities and handicapping conditions, and I believe that all participants in my program (including K-12 teachers, UTA faculty, Clinical Teachers, and children) will be both teachers and learners.

I COMMIT to the understanding that the program I am in is developmental, i.e., not static but evolving, changing and improving, that it often requires evaluation and modification, that the roles of my professors and teachers may change from time to time, and that I will not only demonstrate flexibility but I will contribute information when I can that might help to improve the program.

I COMMIT to follow the rules and regulations of the program, to participate in the evaluation of the program, and to provide information and data important to the evaluation process. I agree to be audio and/or video recorded, to be photographed, to be interviewed, to participate in studies related to the training of teachers and teacher education, and to have my good work exhibited to other professional educators and/or at classes, conferences and workshops.

I COMMIT to student membership in one of the professional teacher organizations that includes, as part of the membership fee, professional educator liability insurance (free to Clinical Teachers). In the absence of such a membership, I will show proof that I have liability insurance through a private insurance carrier.

Name of Clinical Teacher: _______________________________________________________

Name of Cooperating Teacher and School: ___________________________________________

Name of UTA Supervisor: ________________________________________________________

__________________________________________________

Clinical Teacher’s Signature   Date
School Partners’ Demographic Data

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

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Speech Competency in Instructional Settings Form
This form is to be completed by the Cooperating Teacher and submitted to either Blackboard or Tk20 by the Clinical Teacher (per instructions from the UTA Supervisor).

UTA Clinical Teaching Candidate: ______________________________________________________

Cooperating Teacher and School: ______________________________________________________

UTA Supervisor: ______________________________________________________________________

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: __________________________________________________________