

PDS TEA-Required Documents by Semester

Intern I Semester TEA-Required Forms

Field supervisor uses the [Informal Observation Template](#) for recording observations (required/suggested number of observations determined by Cohort Coordinator). Field Supervisor (FS) initiates the DocuSign, which collects the Intern I and FS signature and also includes the completed observation template, via the [DocuSign Forms for the College of Education](#). Cooperating Teacher is included in the DocuSign and receives a copy, but does not provide signature. FS loads into UTBox.

CT Student Observation Forms – Cooperating Teachers of Intern I's may use Student Teacher Observation Template or other anecdotal forms (Formal or Informal) located on COE Field Experiences Wiki at <https://wikis.utexas.edu/display/COEfieldexperiences/Student+Assessments> for documenting observations (required/suggested number of observations determined by Cohort Coordinator). Preservice teacher and CT sign via the [DocuSign Forms for the College of Education](#). Intern I's are responsible for the DocuSign of CT observations. Field supervisor must check and document that the Intern I's have loaded CT observation forms into UTBox throughout the semester, and that all are DocuSigned and uploaded correctly by the end of the semester due date.

[UT \(Pre-Student Teaching\) Field Based Observation and Active Engagement Log \(OAE\)](#) - Intern logs their placement attendance throughout semester; CT signs at the end of semester. Once completed by the intern and approved by the field supervisor and/or cohort coordinator, the Intern I submits form via the [DocuSign Forms for the College of Education](#) webpage. Intern I loads into UTBox. Field supervisor must check and document that the Intern I's have loaded the completed and DocuSigned OAE into UT Box by the end of the semester due date. It is suggested that the Field Supervisor informally check that the logs are being updated weekly by the Intern I.

[Reflection Form of Observations and Active Engagement](#) – Intern completes this one-page reflection at the end of semester based on their field placement experiences with children upon direction of the Field Supervisor and/or Cohort Coordinator. For confidentiality purposes, this form goes only to the Field Supervisor, NOT to the Cooperating Teacher. Field supervisor loads the form into UTBox. No DocuSign required for this reflection form.

Formative Assessment (Short) – Using the [Online Evaluation System](#), the **Short Formative** is required to be completed by the Field Supervisor, the Cooperating Teacher and the Intern I at the end of the semester and shared in an end of semester 3-way, face-to-face conference. (*Required end of semester and optional at midterm (paper copy would be used at midterm)*). Field Supervisor should review the OES and offer guidance to the Intern I and the Cooperating Teacher on completion of the *Short Formative Assessment* and that all sections are completed and reviewed electronically.

PDS Semester Summary of TEA Required Forms

Intern II/III Semester TEA-Required Forms

Field supervisor uses the [Informal Observation Template](#) for recording observations (required/suggested number of observations determined by Cohort Coordinator). Field Supervisor (FS) initiates the DocuSign, which collects the Intern and FS signature and also includes the completed observation template, *via the [DocuSign Forms for the College of Education](#) webpage*. Cooperating Teacher is included in the DocuSign and receives a copy, but does not provide signature. FS loads into UTBox.

CT Student Observation Forms – Cooperating Teachers of Interns may use Student Teacher Observation Template or other anecdotal forms (Formal or Informal) located on COE Field Experiences Wiki at <https://wikis.utexas.edu/display/COEfieldexperiences/Student+Assessments> for documenting observations (required/suggested number of observations determined by Cohort Coordinator). Intern and CT sign *via the [DocuSign Forms for the College of Education](#)*. Intern is responsible for the DocuSign of CT observations. Field supervisor must check and document that the Intern has loaded CT observation forms into UTBox throughout the semester, and that all are DocuSigned and uploaded correctly by the end of the semester due date.

[UT \(Pre-Student Teaching\) Field Based Observation and Active Engagement Log \(OAE\)](#) - Intern logs their placement attendance throughout semester; CT signs at the end of semester. Once completed by the Intern and approved by the Field Supervisor and/or Cohort Coordinator, the Intern submits form *via the [DocuSign Forms for the College of Education](#) webpage*. Intern loads into UTBox. Field Supervisor must check and document that the Intern has loaded the completed and DocuSigned OAE Log into UT Box by the end of the semester due date. It is suggested that the Field Supervisor informally check that the logs are being updated weekly by the Intern.

Formative Assessment (Short) Mid-Term – Using the [Online Evaluation System \(OES\)](#) the **Short Formative** is required to be completed by the Field Supervisor, the Cooperating Teacher and the Intern at the mid-point of the semester and shared in a 3-way, face-to-face conference to discuss progress and set goals. Field Supervisor should review the OES and offer guidance to the Intern and the Cooperating Teacher on which form to use and that all sections are completed and reviewed electronically.

Formative Assessment (Long) End of Semester – Using the [Online Evaluation System \(OES\)](#), the **Long Formative** is required to be completed by the Field Supervisor, the Cooperating Teacher and the Intern at the end of the semester and shared in a 3-way, face-to-face conference to discuss progress and set goals. Field Supervisor should review the OES and offer guidance to the Intern and the Cooperating Teacher on which form to use and that all sections are completed and reviewed electronically.

[Reflection Form of Observations and Active Engagement](#) – Intern completes this one-page reflection based on their field placement experiences with children at the end of semester upon direction of the Field Supervisor and/or Cohort Coordinator. For confidentiality purposes, this form goes only to the Field Supervisor, NOT to the Cooperating Teacher. Field supervisor loads the form into UTBox. No DocuSign required for this reflection form.

PDS Semester Summary of TEA Required Forms

Student Teacher Semester TEA-Required Forms

Field Supervisor's initial contact with Student Teacher (ST) must occur **within the first 3 weeks of placement** and must be documented on the [TEA Observation Record Log](#). Separate documentation is required to show evidence of initial contact per instructions on [Field Supervisor \(FS\) Initial Contact with Student Teacher Within First 3 Weeks of Placement Form](#) and submitted to UTBox.

Field supervisor uses the [Formal Student Teacher Observation Template](#) for 3 face-to-face, at least 45 minutes, TEA Observations to also be documented on the TEA Observation Log. (Virtual Observations require 2 in-person observations and 2 virtual observations.) It is required by TEA that the Formal ST Observation Template includes all information at the top of the form including the specific beginning and end date of the ST placement, the pre-observation reflection conference notes, the observation documentation notes, and the post-observation conference reflection notes. It is further required that one Formal Observation takes place within each one third of the ST placement dates.

Following the observation, the Field Supervisor (FS) initiates the DocuSign of each observation, which collects the ST and FS signature and also includes the completed observation, via the [DocuSign Forms for the College of Education](#). Cooperating Teacher is included in the DocuSign and receives a copy, but does not provide signature. FS loads into UTBox. Note: the CT is to be provided a copy of each observation following the observation date for their review and ongoing collaboration on student teacher progress.

[TEA Observation Record Log & Example \(Excel worksheet\)](#) – Field Supervisor uses this form to record date & time of each **Formal Observation** (3 required) during student teaching. Each formal observation must be at least 45 minutes long and be done in person. These 3 specific **Formal Observations** must take place within exactly each third of their Student Teaching placement dates. No signatures are required on this TEA Observation Record Log. Please use the example provided in the link as each detail must be included and accurate. At the end of semester, Field Supervisor emails the completed **TEA Observation Record Log** to fieldexp@austin.utexas.edu

Field Supervisor uses the [Informal Observation Template](#) for recording additional observations (number required/suggested by Cohort Coordinator). These **Informal Observations** would **not be included** in the TEA Observation Record Log described above. Student teacher and FS sign via the [DocuSign Forms for the College of Education](#) and Field Supervisor loads into UTBox. The CT is to be provided a copy of each observation following the observation date for their review and ongoing collaboration on student teacher progress.

CT Student Observation Forms – Field Supervisors should advise Cooperating Teachers that they may use Student Teacher Observation Template or other anecdotal forms (Formal or Informal) located on COE Field Experiences Wiki at <https://wikis.utexas.edu/display/COEfieldexperiences/Student+Assessments>. Student Teacher initiates the DocuSign process for the CT Observations. Student Teacher and CT sign via the [DocuSign Forms for the College of Education](#). Field supervisor must check that the Student Teacher has submitted the completed and DocuSigned CT observation forms into UTBox by the end of semester due date. Cohort Coordinators will suggest the number of CT observations to be collected.

[Student Teacher Attendance Log](#) – Student teacher logs daily attendance throughout the semester. With Cohort Coordinator/Field Supervisor check of accurate attendance documentation and final approval of Attendance Log, Cooperating Teacher and Student Teacher sign at end of semester via the [DocuSign Forms for the College of Education](#). Field supervisor checks that each ST Attendance Log is loaded into UTBox by the Student Teacher and

that each is completed and accurate. It is suggested that the FS check on ST Attendance Log during observation visits.

The [Formative Assessment \(Long\)](#) is required to be completed at mid-semester by the Field Supervisor, Cooperating Teacher and the Student Teacher using the [Online Evaluation System](#), followed by a scheduled 3 way face-to-face conference to discuss progress and set goals. The **Long Formative Assessment** is required at this time.

The [Summative Assessment](#) is completed at the end of the semester using the [Online Evaluation System \(OES\)](#), followed by a 3-way, face-to-face conference. The Summative Assessment must be completed for each Student Teacher by both the Field Supervisor and Cooperating Teacher (the ST does not complete the Summative). The Field Supervisor should review the Summative to note the levels of accomplishment available for documentation and also to note that the CT must provide a checkmark or a sentence for Recommendation of Certification of the Student Teacher. Following the 3-way conference, the Field Supervisor must check that the Summative is electronically reviewed (“Reviewed” button must be selected) by the Student Teacher so that the Coordinator can electronically approve before being routed to the Education Services Office for final approval.