DocuSign Forms for the College of Education

**Participating Cohorts for Fall 2018 include B, E, F, G, H, K, L, R, and Y**

**Interns**
- Submit Cooperating Teacher Observation via DocuSign
- Instructions for Submitting Log of Observations and Active Engagement
- Submit Log of Observations and Active Engagement via DocuSign
- Reflection Form of Observations and Active Engagement

**Student Teachers**
- Submit Cooperating Teacher Observation via DocuSign
- Instructions for Submitting Student Teacher Attendance Log
  - New 082118
- Submit Student Teacher Attendance Log via DocuSign

**Field Supervisors**
- FS DocuSign Training Manual
  - New 082118
- Submit Field Supervisor Observation via DocuSign
- Anecdotal Record Template
- Student Teacher Observation Template

**Coordinators**
- Observations and Active Engagement Log for Interns - Blank
- Observations and Active Engagement Log for Interns (Fall 2018)
- Student Teacher Attendance Log - Blank
- Student Teacher Attendance Log (Fall 2018)
- Instructions for Distributing and Completing Attendance Logs (click to expand) Added 082818

Your preservice teachers should use the appropriate log for their semester as an attendance log at their field placement. This sign-in log will serve as documentation of their attendance. At the end of the semester, students (under your guidance) will complete a digital version that will go through the DocuSign process to obtain the CT’s electronic signature and then eventually be uploaded to each student’s UT Box folder.

**DISTRIBUTING THE LOGS**

Download the appropriate log for your cohort (Intern I/II or Student Teaching). The log is an Excel spreadsheet. We provide a blank version and another with dates pre-filled for the upcoming semester.
You will notice that there are columns for Hours Observing CT Teach, Hours of Active Engagement with Students, and Active Engagement (AE) Type. This documentation is required by TEA.

- Each coordinator should enter the dates for the weeks when your cohort starts and ends the semester. If you use the pre-filled version, you may need to add or delete weeks to fit your cohort’s semester. Remember to adjust the sum formulas in the total cells at the bottom to account for any added weeks(rows).
- The Coordinator or Field Supervisor should copy a sheet for each student and put it in a folder or binder in the school office of the field placement. In most schools, there is in a binder or folder in the office marked UT Interns).
- Coordinators should download the digital version with dates to their desktop for use at the end of the semester.
- The Coordinator or Field Supervisor should instruct Intern I & Intern II students to:
  1. Initial each day they are at field placement.
  2. Indicate how they spent their time actively engaged at field placement that day “AE Type”, according to the legend at the bottom of the log. (In general, for each day in field placement, pre-service teachers will always have a #1 (interacting with students); Most Intern I students have a 1, 2, and 4 almost every day in field placement. NOTE: Student teachers do not have to indicate their type of engagement/observation on their log.
  3. Leave the columns “Hours observing CT Teach” and “Active Engagement with Students Hours” BLANK. You will complete these with your students at the end of the semester.

**COMPLETING THE LOG**

Prior to the seminar, Coordinators will fill in the digital version of the log with the documented hours below. These numbers are representative of a typical Intern I and Intern II week. Require pre-service teachers to bring their attendance logs to an end of the semester seminar, Coordinators/Field Supervisors should instruct pre-service teachers in how to complete the log.

**Inter I**

- **Hours Observing CT Teach:** 3 hours per week
  The agreed upon “Hours Observing CT Teach” is 2 hours on the full day and 1 hour on the half day at field placement for a total of 3 hours per week.

- **Hours of Active Engagement with Students:** 7 hours per week
  The agreed upon “Hours of Active Engagement with Students” is 4 hours on the full day and 3 hours on the half day at field placement for a total of 7 hours per week.

**Intern II**

- **Hours Observing CT Teach:** 4 hours per week
  The agreed upon “Hours Observing CT Teach” is 2 hours daily x 2 days per week for a total of 4 hours per week.

- **Hours of Active Engagement with Students:** 8 hours per week
  The agreed upon “Hours of Active Engagement with Students” is 4 hours daily x 2 days per week for a total of 8 hours per week.

**Student Teachers**

Student Teachers will enter their time (in-out) for each day of attendance.

**UPLOADING COMPLETED LOG VIA DOCUSIGN**

Refer students to the instructions for submitting the attendance log above.

Students are instructed to upload the signed log to their UT Box Cohort student folder. Please give students “Viewer Uploader” permission to their folder.

**Cooperating Teachers**

Interns and student teachers have been instructed to collect CT observations from you. They will initiate the DocuSign submission process. Expect an email from “UT Field Experiences via DocuSign.” That email will contain a “Review Document” link where you will sign electronically.

**DocuSign Unit Contact**

If you have any issues with DocuSign, please contact Julian Chapa, jchapa@austin.utexas.edu.