



## THE UNIVERSITY OF TEXAS AT DALLAS TEACHER DEVELOPMENT CENTER

### TEA Required MAKE-UP Student Observation Hours Description & Requirements

The TAC description of the TEA required 30- clock hours of student observation is presented so both instructors and students understand precisely what is required of each student “by TEA rule.”

- There may **NOT** be any deviation from student observation “rules” as stated below.
- Required student documentation resulting from student observation (in-the-field-based experiences):
  1. Two completed Time Records reflecting a minimum of 15 clock hours per Time Record of student observation of their field-based experiences as described in 19 TAC §228.35(e)(1)(A)(i-1v); AND
  2. Two written Reflective Essays—one for each 15 clock hours of student observation of their field-based experiences.

#### TEA Rule

**19 TAC §228.35(b)** states “. . . a candidate shall complete the following *prior to* any clinical teaching or internship.

- (1) a minimum of 30 clock hours of field-based experience. Up to 15 clock hours of this field-based experience may be provided by use of electronic transmission or other video or technology-based method; and

**19 TAC §228.35(e)** states:

Educator preparation program delivery. An EPP shall provide evidence of ongoing and relevant field-based experiences throughout the EPP in a variety of settings with diverse student populations, including observation, modeling, and demonstration of effective practices to improve student learning.

- (1) For initial certification in the classroom teacher certification class, each EPP shall provide field-based experiences, as defined in §228.2(17) of this title (relating to definitions), for a minimum of 30 clock hours. Field-based experiences must be completed prior to assignment in an internship or clinical teaching.
  - (A) Field-based experiences must include 15 clock hours in which the candidate, under the direction of the EPP, is *actively engaged in* instructional or educational activities that include:
    - (i) authentic school settings in public school accredited by the TEA or other school approved by the TEA for this purpose.
    - (ii) instruction by content certified teachers.
    - (iii) actual students in classroom/instructional settings with identity-proof provisions.
    - (iv) content or grade-level specific classrooms/instructional settings; and
    - (v) written reflections of the observation.



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**MAKE-UP Student Observation Hours Responsibilities:**

1. If you did not fulfill 15 clock hours of student observation from field-based experiences in ED 3314: American Public School *AND* in ED 4352: Reading I *OR* ED 4353: Reading in the Secondary Content *in full* as described in TAC then you **MUST MAKE-UP** these hours.
2. **Student observations MUST occur in a variety of grade levels and content areas.**
3. Keep Time Records for each 15 hours of field-based experience work updated for submission with all required information evident as indicated on Time Record.
  3. Name, TEA-ID#, school/campus, classroom teacher signature, dates; start/end times, total time.
  4. Brief description of interactions with students; (Use prompt)
  5. Time in classroom with students; *AND*
  6. Classroom teacher signature *AND* teacher initials.
  7. Complete a time record for each campus level, (Elementary, Middle and High School.)
  8. Complete 5 hours of field-based experience work at each campus level.
  9. **Complete time record in ink. Pencil will not be accepted.**
4. Write a thoughtful Reflective Essay about each 15 clock-hour field-based experience(s) providing brief descriptions of their experience(s) and their reflective thoughts, insights about the experience(s).
5. Students completing the first 15 hours (Make-Up) Time Log and Reflection, **will use the following file naming format:**  
C4\_last name.first initial\_TEА-ID #\_obsdoc1
6. Students completing their second 15 hours (Make-up) Time Log and Reflection Essay, **will use the following file naming format.**  
C4\_last name.first initial\_TEА-ID #\_obsdoc2
7. ALL students **MUST email** [karen.rimes@utdallas.edu](mailto:karen.rimes@utdallas.edu) PDFs of your Time Logs and Reflections using the correct file naming format.
8. ALL students engaged in the MAKE-UP student observation hours **MUST submit hard copies** of their Time Records and Reflective Essay to the TDC Office.

**Note: TEA rule for being formally admitted**

***According to TEA rule, a student must be officially admitted to the Teacher Development Center BEFORE taking any educational classes. Observation hours accrued prior to official acceptance, may NOT count towards this requirement.***



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**Time Record Example**



**Student Observation Time Record**

*Oliver Nemo RockStar*  
Student Name

(Gladden-ED 331) AND  
McNeel-ED 4332 OR Brooks-ED 4333  
(CIRCLE ONE)  
**007199**  
Student TEA-ID

*Pacific Coast/Ocean Beach ISD*  
School Campus / District

*Spring 2024*  
Semester & Year

Date	Start Time	End Time	Description: What you observed AND <i>how you engaged with students</i>	Grade/Subject Observed	Hours	Host Teacher Initials
1/22	8:41	9:27	Pacific Coast ES: assisted students w/ station work	2nd/ELAR	46m	Sally Owens
2/15	10:45	12:38	Pacific Coast ES: read BIG book to students	3rd/Math	1h 53m	Ali Wong
2/29	9:00	10:05	Pacific Coast ES: assisted students working in small groups	1st/ELAR	2h 5m	Emma Davis
3/26	1:00	3:30	Blue Bay MS: assisted students w/ station work AND assisted students with editing their essays	7th/ExH	1h 30m	Brian Pitt
4/6	2:05	3:20	observed teacher + student routines + procedures	11th/Chem	1h 25m	Aam Burkett
4/9	12:15	1:15	assisted students in coop. learning inculcating unit projects	10th/WHH	1h	Harvey Rimes
4/15	11:30	12:40	assisted teacher w/ jigsaw activity	9th ELAR	1h 10m	Carey Stimpel
4/15	12:45	3:45	assisted student w/ slope lesson + project	8th Math	3h	A. Einstein
4/30	8:30	11:45	assisted students w/ pool lab frog dissection	10th Biol	3h 15m	Isaac Newton
<b>TOTAL HOURS</b>					<b>16h.4m.</b>	

♦ University of Texas at Dallas ♦ Teacher Development Center ♦ Phone (972) 883-2730 ♦

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**Instructor Responsibilities**

1. Provide a *due date* for student Time Records and Reflective Essay to be complete and given to the instructor at the end of each semester.
2. Collect each student's electronic Time Records and Reflective Essay **AND** the student's hard copy Time Records and Reflective Essay.
3. Check to be certain each student's documentation is **complete**.
4. Incomplete student documentation will be returned to the instructor for student completion.
5. Reminder: Assemble and submit collected student documentation electronically in "zip" file and email to Karen Rimes ([karen.rimes@utdallas.edu](mailto:karen.rimes@utdallas.edu)).
6. Assemble and MAIL\* each student's hard copy Time Records and Reflective Essay to TDC Office at the end of each semester, but no later than the close of the grade reporting period each semester, **OR**
7. Bring each student's Time Records and Reflective Essay to the TDC Office at the end of each semester, but no later than the close of the grade reporting period each semester.

Mail to: Karen Rimes  
UTD Teacher Development Center  
800 W Campbell  
Mailstop: HH32  
Richardson TX 75050