APPENDIX C: SAMPLE INFORMATIONAL POSTINGS

re: Your Teaching Requirements
Y'all are required to teach at least three large-group lessons. (This doesn't mean that the lessons can't include individual or group work, rather you can't just work with a small group of students and not worry about the rest of the class.) At least one of these lessons should be 45 minutes in length. Your teachers have received letters explaining this, but you have noticed how busy they are so you may need to remind them.

Let me offer up two pieces of support if you want to take advantage of them. I am available to meet with you before any of your lessons for a trial run or just a talking-through. Also, if you would like a friendly face and some feedback I can try to visit your class when you teach. Let me know early so I can arrange my schedule if you are interested in any of this.

re: Timesheet URL
You can find a copy of the "Observation Hours Document" at http://dpweb1.dp.utexas.edu/edapp/obshours.html

re: READ ME First Seminar 10/21
Our first face-to-face seminar will occur on Thursday, October 21st from 5-6:20 pm in UTC 3.120. For those of you in the 5-8 class, this is the day when class will begin at 6:30, so don't panic.

I expect you to make arrangements to be there, but if you absolutely cannot be there, please let me know and I will work with you on planning an alternate assignment.

Be there or be [] !

re: confidentiality awareness
Y'all have been posting terrific reflections on your observations. I just want to remind you that TeachNet is a very open system and confidentiality in teaching is very important.

I had forgotten to advise you on the use of pseudonyms when mentioning students and teachers in your postings. Don't worry up to this point, but this is a good habit to get into now. Also keep in mind that although UT is huge, the Austin community can be very small. The same care should be taken when discussing anything from your observations with friends in or out of the program. You never know who is eating at the next table, whose cousin works out in the gym, and who works at the movie theater. :)

re: Ed Job Fair info
Education Job Fair
Monday, November 29th
10:00 am - 1:30 pm
Erwin Center
Check out the schools coming:
http://dpwebl.dp.utexas.edu/edapp/jobfairpar.html
Dress purty and bring a resume if you'd like.
I'll be there the whole time for any handholding or practice conversations. :)
Be there or be [] !

**re: Suggestion for Organizing TeachNet**
For those of you who hate the mess of a big TeachNet folder here is one suggestion that may help you wade through all the messages.

When you are looking at the inside of the "Glazer" folder, under "View" you can select "Change View Properties." I set mine to sort on "last modified" and checked the box that says "reverse order" which puts the most recent messages first. Then I chose to group items on "subject" so that all the responses are matched up with their original messages. Finally I checked the other box, "collapse all groups" which will have me only seeing the last response to any posting. Then you will see a little + sign to the left of the subject of each message that had other messages in the same topic.

Hope this helped rather than confused you.

**re: career services office**
You asked for it - you got it . . .

When the time comes, you might like to take advantage of the education career services office at UT. You can find out all that they can do for you at
http://dpwebl.dp.utexas.edu/edapp/placement-service.html

The on-campus interviews and credential files can be invaluable and timesaving. I highly recommend taking advantage of these folks. Also, this office should be able to answer all your job searching questions!

**re: Cool Resource – Teacher Talk**  
(posted to all secondary students)
This is an online journal of practical advice, tips, and articles for student teachers and beginning teachers from the University of Indiana. If you have a question, chances are there may be one answer in Teacher Talk.

http://education.indiana.edu/cas/tt/tthmpg.html

**re: CHANGE in office hours for 11/15**
I will be out of town on Monday, November 15th and will only be available for office hours from 9-10 pm. If you need to talk to me and can't catch me on TeachNet then, remember you can email or call.
**re: THE END IS NEAR**

I know that we are all way busy with the end of semester and holidays, so here is the skinny for the rest of our time together.

**TASKS**

Your final task is posted. I will expect responses by 10:00 pm on Tuesday, November 30.

**TEACHNET OFFICE HOURS**

I will continue to hang around TeachNet on Monday, Nov 22 and Monday, Nov 29 from 7-10 pm in case you need me. If you need to catch me any other time you can email or call me.

**FORMS - DUE FRIDAY, DECEMBER 3**

You have 4 forms due to my box in the Field Experiences Office (SZB 294):

1. Observation Hours Record - should be signed by your teacher
2. Observation Reflections - filled out by you (expect to spend a little time on this one!)
3. Final Feedback Form - filled out by your teacher, shared with and signed by you, your teacher should give this to you to turn in
4. Checklist of Responsibilities - should be signed by you and your teacher

Your teacher should have copies of #3 and #4 in the orange folder that they got from the university. If you need them, copies of all the forms on the web at:

http://dpweb1.dp.utexas.edu/edapp/supvisorsecobs.html

Leniency will be granted on a case-by-case basis, but do us all a favor and try really hard not to ask! Thanks. I've enjoyed working with you guys (albeit mostly virtually) and would love to hear how things are going in your student teaching. Y'know goodnight, not goodbye, yadda yadda yadda.