# UT Austin Observation Sign Up Sheet Artifact

OBSERVATION STUDENT INSTRUCTIONS:

Step 1: Download the Observation Form and complete the pre observation questions and email it to your UT Coach BEFORE your observation

Step 2. Your Field Supervisor/Coach will observe you and add their notes and feedback and email it to you.

Step 3: Complete the post observation questions and visit with your UT Coach for feedback and reflection

August/ September- Initial meeting with Principal - Fill out and submit the Docusign to your principal and UT Coach.

Prior to meeting, review campus data and CIP. Be prepared to discuss possible PD topic a

September - Observation 1: Conduct Classroom Observations with you your coach/field supervisor using TTESS/AEL resources and skills. Please have your campus form walkthrough and provide your field/coach a copy to use. Download and complete the form.

October - November Observation 2: Plan and Facilitate Professional Development. Download and complete the form.

January- Principal spring meeting

February - March Observation 3: Lead a PLC/Data Meeting to address. Download and complete the form.

| FALL SEMESTER | | | | | | | | | | |
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| Dates for Initial Mtg with Principal | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Formal Observation #1 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #1 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Formal Observation #2 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #2 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #3 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #4 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| SPRING SEMESTER | | | | | | | | | | |
| Dates for Formal Observation #3 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #1 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Formal Observation #4 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #2 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #3 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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| Dates for Informal Observation #4 | 9:00 AM | 10:00 AM | 11:00 AM | 12:00 PM | 1:00 PM | 2:00 PM | 3:00 PM | 4:00 PM | | |
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