**Paperwork Schedule Guideline**  
**University Facilitator**

<table>
<thead>
<tr>
<th>Week of Apprentice Teacher Field Experience</th>
<th>Forms Used and Turned in to UTeach Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 3, 2018</td>
<td>None Required</td>
</tr>
<tr>
<td>September 10, 2018</td>
<td>None Required (Introduce yourself to Apprentice Teacher and Cooperating Teacher)</td>
</tr>
<tr>
<td>September 17, 2018</td>
<td>Positive/Delta Form OR Focused Proficiency Observation</td>
</tr>
<tr>
<td>September 24, 2018</td>
<td>Focused Proficiency Observation</td>
</tr>
<tr>
<td>October 1, 2018</td>
<td>Focused Proficiency Observation</td>
</tr>
<tr>
<td>October 8, 2018</td>
<td>Focused Proficiency Observation</td>
</tr>
<tr>
<td>October 15, 2018</td>
<td>Mid Semester Evaluation</td>
</tr>
<tr>
<td>October 22, 2018</td>
<td>Focused Proficiency Observation</td>
</tr>
<tr>
<td>October 29, 2018</td>
<td>Focused Proficiency Observation</td>
</tr>
<tr>
<td>November 5, 2018</td>
<td>Focused Proficiency Observation OR Positive/Delta Form</td>
</tr>
<tr>
<td>November 12, 2018</td>
<td>Focused Proficiency Observation OR Positive/Delta Form</td>
</tr>
<tr>
<td>November 19, 2018</td>
<td>None Required—THANKSGIVING BREAK</td>
</tr>
<tr>
<td>November 26, 2018</td>
<td>Final Evaluation Form</td>
</tr>
<tr>
<td>December 3, 2018</td>
<td>Letter of Recommendation OR Final Email to Apprentice Teacher (cc: Pam at UTeach)</td>
</tr>
<tr>
<td>December 10, 2018</td>
<td>None Required</td>
</tr>
</tbody>
</table>

Please post these forms each week on the secured website, they serve as officially documentation for the University of Texas at Austin UTeach Natural Sciences Program. I highly encourage you to keep copies for your records.

Please contact Pamela Powell (ppowell@austin.utexas.edu) if you are at any time unable to complete the schedule as indicated above.