

Department of Urban Education
Application to Use Teacher Aide Employment Site for Field-based Observation Courses

Return to: University of Houston-Downtown
College of Public Service Advising Office
Commerce Building, Suite 420
Houston, TX 77002

This application form is to be used by a certified instructional teacher's aide in a TEA accredited school to petition to use the place of employment as the site for field-based observations during the first two semesters of the professional development sequence.

Application deadlines: April 1 (Fall semester) October 1 (Spring semester)

Your name _____ UHD ID 900 _____ TEA number _____

Professional Development semester (circle one): PD 1 PD 2

Certification area (circle one): EC-6 Core Subjects/ESL EC-6 Core Subjects/Bilingual 4-8 Core Subjects/ESL 7-12

Your signature _____ Date _____
(Verifying that information above is correct)

Instructions for returning this form:

Teacher candidates who are certified instructional aides must submit to the advising office prior to the semester in which field-based observation occurs (either PD 1 or PD 2)

- The Application to Use Teacher Aide Employment Site for Field-based Observation Courses
- A current copy of the district contract indicating the assignment as an instructional certified teacher's aide
- The Principal's Verification of Educational Teacher Aide Status form along with verification that a minimum of 60 clock-hours during the semester will be working with teachers and students in an instructional setting (individual, small group, whole group)

Eligibility criteria:

- The teacher candidate must be admitted to the Professional Development sequence
- The teacher candidate must remain in a certified instructional teacher's aide assignment for the duration of the semester
- The work assignment must be in the certification subject area and certification grade level of the teacher candidate's degree plan, and a minimum of 60 clock-hours of field-based work will be arranged for the proposed semester.

The Professional Development Course sequence requires concurrent enrollment in specific field-based courses. A teacher candidate must be able to teach a minimum of two lessons in PD 1 and two lessons in PD 2 in her/his certification area while being observed by a University of Houston-Downtown supervisor. Additional work with children in collaboration with the classroom teacher (cooperating teacher) and UHD faculty will be required for some of the field-based courses.

Date received by CPS Advisor _____

Date received by CPDT coordinator _____