Dr. Dawn Harmon McCord

Office Hours:

Day and Time

M  12:00-3:00 PM
T  8-11:30 AM
R  8-11:30 AM

Appointments are available at other times

Course Description:

Prerequisite: Admission to Teacher Education.

Teaching in the public schools under the supervision of an experienced, qualified classroom teacher on the level of and in the field of intended certification. A seminar is scheduled as an integral part of the student-teaching sequence. Meeting times and places are scheduled by the university supervisor(s). Application for field experience is required prior to enrollment.

Required Materials:

Handbooks for Teacher Candidates, Interns, Cooperating Teachers, and University Supervisors can be found at the following website: http://www.westga.edu/ofe/Tk-20

edTPA (This is paid through a course fee and should not be purchased separately as refunds are difficult to acquire. Instructions for receiving the voucher is provided by the UWG Office of Field Experiences and should happen midsemester.

Video camera/camera phone/laptop to record and submit edTPA lessons

Admission to Teacher Education

COE ID provided in MUSC 3900; fee charged for replacement IDs. IDs required when on site for field experiences.

Music Internship Orientation Document

Calendar

The following is a tentative and flexible plan and will be amended as necessary. All changes will be announced in CourseDen. It is the student’s responsibility to stay current with changes to the schedule and share with the cooperating teacher.

1) The students participating in the Beginning School Experience (BSE) will have a different end date than other interns. Of course, if BSE participants missed days for illness and such, those days should be made up before the end of finals.

2) With the exception of makeup days, student teaching begins with the first day of UWG classes and ends on the last day of UWG classes.
3) Orientation Schedule, January 4, 2019—All orientations/meetings are mandatory. Be on time! A tardy attendance or an absence will result in a Professional Conference which will be documented and placed in your file. Dress professionally to all orientations & meetings.
   a) 8:45-10:00 “Career Launch,” Ed. Ctr. Classrooms 1& 2
   b) 10:15-11:00 “Teaching 411,” Ed. Ctr. Classrooms 1&s2
   c) 11:00-1:00 Bring your lunch to HUM XXX for orientation with Drs. Byrd, Swift, and McCord, HUM 235. Agenda:
      (1) Lunch and Learn
      (2) Intern supervisor expectations
      (3) edTPA and Workshops
      (4) Breakout Sessions with assigned university supervisor
   d) 1:00-3:00 “Code of Ethics Seminar,” Ed. Ctr. Classrooms 1& 2

4) Please contact your Cooperating Teacher by email or phone prior to reporting to your school site. Handbooks for Teacher Candidates, Interns, Cooperating Teachers, and University Supervisors can be found at the following website: http://www.westga.edu/ofe/ Download the Teacher Preparation Handbook that applies to you. You will find these under the “Student Resources” tab.

   Educator Preparation Handbook for Field Experiences – All Candidates
   Educator Preparation Handbook for Internship – All Interns

5) Memorandum of Understanding (MOU) Should be completed prior to entering field placement. MOU access is in Tk20.

6) January 23-26: GMEA In-Service Conference

7) April 29, Monday—This is the last internship day if you do not have days that must be made up. If you participated in the Beginning School Experience, credit will be applied as based on full days of participation up to 3 days.

8) May 7—Last Day to make up days missed during internship This opportunity for a limited number of make-up days occurs during UWG finals week.

9) Intern will follow the same schedule as their field supervisor and shadow all activities. You must stay through the scheduled day and that includes teacher arrival time, duty assignments, and the required period of time after the last class (usually 30 minutes contracted but could include rehearsals).
   a) Should an occasion arise that would necessitate a tardy or absence, contact the cooperating teacher and university supervisor
      (1) An email to the university supervisor is usually sufficient for notification.
      (2) Discuss the proper process for notification at your school. The cooperating teacher will be the source for this information.

10) Other Important Dates—edTPA
   a) edTPA workshops
      i) For each of the workshops below, come with a complete draft of the assigned Task. The purpose of the workshops is to provide an opportunity for peer review and editing. Attendance is expected but should you choose to not participate, you should remain in your field assignment. Be prepared to write
and be productive. If you do not attend the workshop, you must be at your internship placement.

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Workshop</th>
<th>Location</th>
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<tbody>
<tr>
<td>January 28</td>
<td>Monday</td>
<td>1:00-3:00</td>
<td>Task 1</td>
<td>HUM 235¹</td>
</tr>
<tr>
<td>February 11</td>
<td>Monday</td>
<td>1:00-3:00</td>
<td>Task 2</td>
<td>HUM 235¹</td>
</tr>
<tr>
<td>March 4</td>
<td>Monday</td>
<td>1:00-3:00</td>
<td>Task 3</td>
<td>HUM 235¹</td>
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<tr>
<td>March 25</td>
<td>Monday</td>
<td>1:00-3:00</td>
<td>All Tasks</td>
<td>HUM 235¹</td>
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</tbody>
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i) edTPA Submission Deadlines

<table>
<thead>
<tr>
<th>To Receive Your edTPA Score Profile On:</th>
<th>Submit Your Portfolio by 11:59 p.m. Pacific Time on:</th>
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<tbody>
<tr>
<td>February 21, 2019</td>
<td>January 31, 2019</td>
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<tr>
<td>March 7, 2019</td>
<td>February 14, 2019</td>
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<tr>
<td>March 21, 2019</td>
<td>February 28, 2019</td>
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<tr>
<td>April 4, 2019</td>
<td>March 14, 2019</td>
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<tr>
<td><strong>April 18, 2019</strong></td>
<td><strong>March 28, 2019</strong></td>
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<tr>
<td>May 2, 2019</td>
<td>April 11, 2019</td>
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<td>May 16, 2019</td>
<td>April 25, 2019</td>
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b) **March 28** Preferred Deadline for edTPA submission; scores delivered **April 5** with limited possibility of retake submission during remaining days in field placement.

c) **April 25 Final** Deadline for edTPA submission
d) It is possible that the COE will provide assistance on uploading the portfolio. If that is done, the information will come from the Office of Field Experiences.

**UWG Identification Requirements**
A UWG College of Education name badge MUST be visible on your body at all times when you are at your school site. Administrators have been notified that candidates/interns should not be allowed on school property without the College of Education name badge. If you have misplaced your badge or if you are a first semester teacher candidate, you will need to acquire a badge from Auxiliary Services (the round building in the center of the campus). Your UWG ID badge will not be accepted as identification in the schools.

¹ Music Lab is also reserved for computer access. Some students prefer to bring their personal laptop for work.
² Preferred submission date in order to have the opportunity to submit again if not passed. You will not have clearance to teach in the field at the end of the semester.
Common Language Syllabi Information
It is important that you review and understand the statements that are common to all
courses at UWG. These items address the Americans with Disabilities Act, UWG Email
Policy, Credit Hour Policy, and the University of West Georgia Honor Code.

These statements may be viewed at (use Chrome or Mozilla Browser)
http://tinyurl.com/UWGSyllabusPolicies

Email, Office Hours, and Expectations:
Most course materials, correspondence, and all grades will be available is on CourseDen.
Email from other accounts may not be answered. Grades will not be discussed through
email. Conferences are the appropriate venue for the discussion of grades.

ALL LESSON PLANS NEED TO BE SUBMITTED TO YOUR COOPERATING
TEACHER. When College Supervisor comes to site for observations and conference,
provide lesson plan and materials, e.g., score, handouts, quiz.

It is important that you meet all deadlines for Tk20 and edTPA. Instructions will be shared with
you through your my.westga.edu mail account. Check it on a regular basis. This is the semester
that you rise to meet professional expectation and that includes promptness and appropriate
communication.

Please note that student teaching is an opportunity to mirror your supervising teacher and work
with them in any and all facets of the program. Students choosing a “clock-in, clock-out”
approach (leaving after the school bell even though band, chorus, or orchestra events may still
be scheduled/taking place, etc.) may receive a failing grade for the course. For example, parent
meetings often take place at night and it’s tempting to leave/ask to leave… DON’T DO IT! Learn
as much as possible by experiencing everything available to you during this time!!

Evaluation
You will receive an “S” or “U”. The University supervisor in consultation with the
Field Supervisor determines the final grade based on intern performance as
demonstrated in behaviors associated with dispositions, planning, assignments, and
assessment.

University Supervisor Visits
The University Supervisor will visit the school 3-5 times during the semester. If
scheduling is difficult, the student may be asked to video tape a lesson for
evaluation.
Interns on non-renewable certificates and teaching full-time in a P-12 public school
music area (band, chorus, general music, elementary, orchestra) will have 2-3
observations by the university supervisor per semester.