University of West Georgia  
MUSC 4186, 4187, 4188 Teaching Internship in Music

Dr. Dawn Harmon McCord

Fall 2017

Class:  3-9 credit hrs.  
Field Placement through COE
Office: Humanities 233  
770-839-6266

Office Hours:  
Day and Time
T 8-11:00
R 8-11:00, 4:30-5:30
F 2:00-5:00
Appointments are available at other times

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.

Video camera/camera phone/laptop to record and submit edTPA lessons
Completed Memorandum of Understanding (available through Tk20)

Admission to Teacher Education

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

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.

Calendar

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

January 9, Monday

COE meeting location is in University Campus Center rooms 108.3 and 108.4

Music (and maybe art) meeting location is in HUM 235.

9:00 – 10:00— “Career Launch” (COE)  
10:15 – 11:00— “Teaching 411” (COE)
11:00 – 11:20—Pick up your lunch somewhere (or bring from home)
11:20 – 12:45—Join university supervisors (Byrd, Cline, McCord in HUM 235) for lunch and meetings; please be prompt as we have much to cover. We will meet together and then separate meeting with university supervisors. (Music and Art)

1:00 – 3:00—“Code of Ethics Seminar” (COE)

3:15 + If we are not able to finish the music/art meetings, we will reconnect at this time so be prepared to stay if needed. (Music and Art)

January 10, Tuesday

First day date at assigned internship site. Contact site cooperating teacher for arrival times and policy for signing in to the site.

Carroll County Interns (not Carrollton City or Bremen City)

Carroll County Orientation—You are required to attend an orientation meeting led by Carroll County Schools administrators on Jan. 10. The meeting will be held at the Teaching & Learning Center at Central High School at 8:30 am. Take the first entrance to the school (coming from HWY 27/S. Park St. after turning on the street between Chick Filet and Arby's) and drive straight back towards the old gym. This is where you will park. Someone will be standing at the door to the building that you will enter to direct you to the meeting. It will be in one of those back buildings. Arrive early!! Carpool if you can from the Home Depot parking lot.

When the meeting is over, you will report to your Internship placement for the remainder of the day.

edTPA workshops

For each of the workshops below, come with a complete draft of the 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.

| January 23 | Monday | 1:00 | Task 1 Workshop |
| February 13 | Monday | 1:00 | Task 2 Workshop |
| March 13 | Monday | 1:00 | Task 3 Workshop |

edTPA deadlines

- **March 14 and 15, 4-6 PM.** COE will provide assistance in uploading edTPA portfolio. Students are strongly encouraged to upload during one of these times when assistance is available. Prior to coming to the lab, have all of the files uploaded to your tk20 account. (There will also be assistance March 28 and 29 but this is post-preferred times.)
- **March 16 Preferred Deadline for edTPA submission; scores delivered April 6 with limited possibility of retake submission during remaining days in field placement.**
March 30 **Final** Deadline for edTPA submission; scores delivered April 20

**May 1**
This is the last internship day if you do not have days that must be made up.
Opportunity for a limited number of make-up days will occur during UWG finals week.

**May 3-9**
Make up days for absences (maximum of 5 days available)

**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.

**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.
Degreed persons teaching full-time teaching 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.