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

Dr. Dawn Harmon McCord

Spring 2018

Class:  3-9 credit hrs.  
Field Placement through COE

Office: Humanities 233  
770-839-6266

Email: dmccord@westga.edu

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

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. This announcement will not happen until midsemester.

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.

Music Internship Orientation Document

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 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) **Internship Orientation and Professional Development Day** – January 8  
   8 AM Meeting for Carroll County Interns  
   9 AM-3 PM—For All Interns  
   Education Center Classrooms 1, 2, and 3  
   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.  
   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/](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*  

4) April 30—This is the last internship day if you do not have days that must be made up. If intern participated in the Beginning School Experience, credit will be applied as based on full days of participation up to 3 days.  

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

6) 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 sources for this information.  

7) Important Dates Deadlines—edTPA  
   a) edTPA workshops  
      i) 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. Be prepared to write and be productive. If you do not attend the workshop, you must be at your internship placement.  
      
      | Date       | Day       | Time      | Workshop Type     |
      |------------|-----------|-----------|-------------------|
      | January 22 | Monday    | 1:00-3:00 | Task 1 Workshop   |
      | February 12| Monday    | 1:00-3:00 | Task 2 Workshop   |
      | February 26| Monday    | 1:00-3:00 | Task 3 Workshop   |
      | March 12   | Monday    | 1:00-3:00 | All Tasks Workshop|

   a) Upload Assistance—COE will provide assistance in uploading edTPA portfolio. Students are strongly encouraged to upload during one of these times when this
assistance is available Prior to coming to the lab, have all of the files uploaded to your tk20 account Computer Lab in Ed Center (2nd floor).

i) Wed. March 14 4:00 - 6:30
ii) Wed. March. 28, 4:00 - 6:30

b) edTPA Submission Dates/Deadlines:

<table>
<thead>
<tr>
<th>To Receive Your edTPA Score on:</th>
<th>Submit Portfolio by 11:PM Pacific Time On:</th>
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</thead>
<tbody>
<tr>
<td>March 22, 2018</td>
<td>March 1, 2018</td>
</tr>
<tr>
<td>April 5, 2018</td>
<td>March 15, 2018</td>
</tr>
<tr>
<td>April 19, 2018</td>
<td>March 29, 2018</td>
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<tr>
<td>May 3, 2018</td>
<td>April 12, 2018</td>
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Note: Early submission is encouraged in order provide in field corrections.

c) March 15 Preferred Deadline for edTPA submission; scores delivered April 5 with limited possibility of retake submission during remaining days in field placement.

d) April 12 Final Deadline for edTPA submission

**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.

**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.