Iowa State University
Course Syllabus – Fall 2013
Music 480k – Practicum I, II & III

Instructor:  Dr. Natalie Steele Royston
Music Hall 207
ISU Phone: 294-6829
Email: nasteele@iastate.edu

Course Description:
As required by the State of Iowa, all students in education must complete (a minimum of) 84 hours of observation of school-age students in classroom settings prior to the student teaching term. This requirement is designed to help prepare teacher education candidates to be more successful during the student teaching experience. Students will be placed in different settings for each practicum to include experience at the elementary and secondary levels. Music students take Music 480k to receive credit for the observations as follows:

<table>
<thead>
<tr>
<th>Observation Hours</th>
<th>Observation Course</th>
<th>Credit when taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 hours</td>
<td>Music 280K</td>
<td>0.5 credit taken concurrently with Music 266</td>
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</table>

Apply for Acceptance into University Teacher Education (sophomore year – after 266)

<table>
<thead>
<tr>
<th>Observation Hours</th>
<th>Observation Course</th>
<th>Credit when taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>24 hours</td>
<td>Music 480 K</td>
<td>1.0 credit taken concurrently with Music 366*</td>
</tr>
<tr>
<td>24 hours</td>
<td>Music 480 K</td>
<td>1.0 credit taken between Music 366 and 466*</td>
</tr>
<tr>
<td>24 hours</td>
<td>Music 480 K</td>
<td>1.0 credit taken concurrently with Music 466*</td>
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Expectations:
This is part of your professional program. The course is based on requirements for student teaching and for success as a teacher. This is an opportunity to help determine your direction as a future music educator. The most important qualities for you to exhibit are: being courteous, displaying a positive attitude, being flexible and willing to help when asked, and showing appreciation for this opportunity to observe the teacher and his/her classroom. Dress appropriately for all observations, turn off your cell phones, do not take food or drinks or chew gum, be prompt.

Attendance Policy:
Perfect attendance is required. If you are ill you must contact the school and the teacher to report the absence before it occurs. If there is an emergency, report the absence as soon as it is possible. Include Dr. Royston in the notification of any absences.
School Behavior/Dress Code

All ISU students are expected to behave as guests of the schools where they are placed. Students will adhere to dress and behavior codes of the host district as well as ISU expectations. Respecting confidentiality and establishing appropriate professional relationships are imperative.

Practicum students are instructed to call their cooperating teacher if they are going to be absent or late. Upon arrival at the school site, students must register at the main office each time they visit to announce their presence in the building. All ISU students should wear identification. If there is no formal system in place at the site, wear your ISU card secured in a plastic badge holder.

Process – Timetable – Requirements (1 credit):

1. Fill out an application for Practicum I, II, or III and return it with a schedule to Dr. Royston by the end of the semester before the anticipated practicum placement. You must have open blocks of time, 2-3 hour minimum, during the public school day (8:00AM – 3:00PM). Transportation is your responsibility. (all Practicum assignments cannot and will not be in the Ames schools)

2. You must meet with Jaime Boeckman in Teacher Education services during the first week of the new semester. You will need to take an updated schedule as well as other forms which she will email to you.

3. Dr. Royston will work with Jaime to secure an appropriate placement.

4. Jaime will contact the cooperating teacher and you of the placement and schedule via e-mail when it is official.

5. Follow the observation schedule established (report any absences to the cooperating teacher – see attendance requirements). Observations should last the entire semester. You may attend more than the minimum time.

6. Take notes at all sessions where you discuss and reflect upon what you are observing – you may use the questions on the observation form to focus your observation and stimulate your thinking/reflecting.

7. Assist the teacher as requested – some students may have the opportunity to teach lessons, work with small groups and/or work with an ensemble/classroom. Be proactive, ask if you can help.

8. Complete the 24 hours for your current practicum experience by December 11.

9. Turn in a summary and daily journal from your practicum (must be submitted through Blackboard electronically) to Dr. Royston by December 13. Be sure to include references to Iowa Standards and National Music Education Standards within your daily journal. You must also submit a 1-2 page synthesis paper (on BlackBoard) and the time log and teacher signature sheet (can be found in Music Education handbook) confirming your attendance and hours (in hard copy) by December 13.

10. The cooperating teacher should fill out the evaluation form and returns it electronically or in hardcopy to Dr. Royston. (you should make sure this is completed)

11. Dr. Royston determines/reports the earned grade based on completion of all requirements and evaluation from the cooperating teacher.
**Grading Policy:**

Grades are determined based on:

- Attendance
- Daily observation journal on Blackboard (quality and quantity, content and construction)
- Signature sheet with hour log (found in music education handbook)
- Synthesis paper
- Cooperating teacher evaluation

**Disability Policy:**

If you have a documented disability and anticipate needing accommodations in this course, please make arrangements to meet with me soon. Please request that a Student Disability Resource staff send a SAAR form verifying your disability and specifying the accommodation you will need.
Professional Behavior/Demeanor

Display an eagerness to actively learn and a willingness to seek out new experiences.

Proceed with an attitude that all students wish to learn.

Respond professionally to feedback.

Use appropriate written and oral communication (i.e., avoid use of profanity, slang, and communication structures considered to be excessively casual or informal).

Carefully prepare for all lessons/classes for which you are responsible, consulting your cooperating teacher and/or supervisor well ahead of time.

Avoid absences—unless you encounter an emergency situation (e.g., flat tire on the way to site) or have a legitimate illness (e.g., running a high temperature or vomiting). In such cases you need to contact site personnel and your supervisor immediately, as they are planning for your arrival.

Arrive early and leave only after consulting with cooperating teacher unless prearranged.

Maintain a professional relationship with students, parents, cooperating teacher, supervisor, and ISU faculty/staff.

Follow and uphold all school rules, including those regarding drug and alcohol use and sexual harassment, ISU expectations, legal requirements or obligations, including rules regarding Internet usage and the use of personal electronic devices.

Demonstrate respect for colleagues, administrators, parents and students and their differing opinions, backgrounds, abilities, and feelings.

Respect the confidentiality of students, colleagues, and parents in all spoken, written, and digital work (i.e., email, twitter, web pages, blogs).

Communicate regularly with your cooperating teacher and supervisor, using them as a resource and contacting them immediately when problems arise.
Professional Appearance

General guidelines for dress and appearance – Teachers, like other professionals, gain respect from their constituents partially through appearance. Therefore, a neat and clean appearance is required at all times. Clothing choices should meet or exceed the standards of your assigned district. All clothing should fit properly (neither too tight nor oversized and sagging) and provide a modest covering (avoid sheer fabrics, plunging necklines, and styles that do not cover mid sections or undergarments).

Specific guidelines (unless stated more stringently by assigned school district):
Grooming – Hair and nails should be clean and neat with attention given to bodily odors. Men must appear clean-shaven, with trimmed beards.

Body Pierces- Other than ears and those with religious significance, body piercings require the approval of the building principal.

Tattoos- Cover them

Footwear- Shoes should be comfortable and clean (e.g., no beach footwear or tattered cross trainers). Sandals can be worn if the district allows this.

Jeans and sweat pants- Jeans of any color are not allowed by ISU standards. Exceptions would be for sanctioned events such as “Casual Friday” or field trips. Sweat pants, yoga pants and loungewear are not considered professional attire. Wearing your best sweat pants is an option only for those teaching physical education (kinesiology).

Questionable wording Garments containing obscene, offensive or gang-related messages, or references to products that are illegal to minors are generally forbidden for students and therefore apply to you.

Recommended choices for Men:
Collared shirts tucked in, turtlenecks, sweaters. A few districts expect a shirt and tie.

Khaki pants, corduroy or cotton/permanent press pants worn with belts. NO SHORTS.

Recommended choices for Women:
Sweaters, collared shirts, turtlenecks, modest V necks, crew necks

Casual skirts (denim is fine here) of adequate length to enable bending over and sitting on the floor when necessary

Khaki pants, cotton or corduroy pants, leggings with modest length tunic top. NO SHORTS.

I have read and understand the above stated expectations and agree to follow them while completing my field experiences at Iowa State University.

Student Signature___________________________________  Date____________
Student Name (Printed) _______________________________________
Completed during a practicum (280, 468, 480, etc): _______
Completed during Student Teaching Meeting: _______
Other (describe): ______
Iowa State University
To Be Completed by Cooperating Teacher

Please share this with your practicum student before mailing.
Mail to: Natalie Steele Royston, 207 Music Hall, Ames, IA 50011
Or email to nasteele@iastate.edu

<table>
<thead>
<tr>
<th>Student's Name</th>
<th>School</th>
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<tbody>
<tr>
<td>Coop Teacher's Name</td>
<td>Grade</td>
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Please use the following scale to rate this practicum student. Circle the appropriate number for each item.

1 – Unacceptable  2 – Developing  3 – Acceptable  4 – Proficient

The ISU Practicum student:

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
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<tbody>
<tr>
<td>a. initiates communication with cooperating teacher</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>b. shows enthusiasm toward teaching.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>c. works cooperatively with teacher.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>d. accepts feedback, making appropriate changes.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>e. uses verbal communication that facilitates learning.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>f. uses written communication that facilitates learning.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>g. carries out planned activities effectively.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>h. shows initiative in planning / teaching.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>i. provides learning activities matched to student needs.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>j. is supportive of student learning.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>k. uses instructional strategies successfully.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>l. manages group behavior in a positive manner.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>m. uses technology to enhance student learning.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>n. fully engages in classroom activities.</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>o. uses formal and informal assessment strategies</td>
<td>1 2 3 4</td>
</tr>
<tr>
<td>p. uses reflective teaching practices</td>
<td>1 2 3 4</td>
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Is attendance a problem for this student? Yes No

Did the student contact you ahead of time to inform you of an absence or absences? Yes No

Has the student made up his/her absence (s)? Yes No

List activities /duties this student took responsibility for.
Describe this student’s strengths.

Describe any problems or challenges this student experienced.

What goals should this student set for the immediate future?

Please check one that applies

☐ Without reservation, this student is ready for the next field experience. (Composite score falls between 80 – 100% of total possible.

☐ With some reservation, I can recommend this student for the next field experience. ((Composite score falls between 60 – 79% of total possible)

☐ I cannot recommend this student for the next field experience at this time. (Composite score falls under 60% of total possible

Comments that would support your decision on the previous section:

__________________________________
_________________________

Signature                       Date
## Music Education

**Record of Practicum Completion**  
(Music 480K, section 1, 1 credit)

**Practicum I – II – III**  
(circle the appropriate one)

*submit to Dr. (Steele) Royston at the completion of the 24 hour requirement*

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Semester/Year</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Teacher</th>
</tr>
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<tbody>
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</table>

<table>
<thead>
<tr>
<th># of hrs completed</th>
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<table>
<thead>
<tr>
<th>School/District</th>
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<table>
<thead>
<tr>
<th>Primary Content Area Observed</th>
<th>Grade Level</th>
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Student Signature  

Teacher Signature