

Iowa State University
Course Syllabus – Fall 2017
Music 480k – Practicum I, II & III

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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 difference 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:

<u>Observation Hours</u>	<u>Observation Course</u>	<u>Credit when taken</u>
24 hours	Music 480 K	1.0 credit taken concurrently with Music 366*
24 hours	Music 480 K	1.0 credit taken between Music 366 and 466*
24 hours	Music 480 K	1.0 credit taken concurrently with Music 466*

Learning Outcomes:

- 1) The student will develop an awareness and recognition of quality instruction.
- 2) The student will develop an awareness and recognition of quality instructional planning.
- 3) The student will develop an awareness of, observe, reflect on, and implement effective classroom practices
- 4) The student will reflect upon implementation of the ISU Teaching Standards.

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. You must have open blocks of time during the public school day (8:00AM – 3:00PM). Transportation is your responsibility. (all Practicum assignments cannot and will not be in the Ames city schools)
2. You must meet with Jaime Boeckman in Teacher Education services during the first week of the new semester. You will need watch your email and submit all appropriate forms and materials.
3. Dr. Royston will work with Jaime to secure an appropriate placement.
4. Jaime will notify 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). You may attend more than the minimum requirement.
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. This should not be just a description of what you observe.
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 Wednesday, December 6, 2017.**
9. Turn in a **summary and daily journal from your practicum (must be submitted through Blackboard electronically)** to Dr. Royston by May 1. 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 Monday, December 11, 2017**
10. The cooperating teacher should fill out the evaluation form and return it electronically or in hardcopy to Dr. Royston or Jaime Boeckman (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 reflection 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.

End of Semester Checklist

_____ **Teacher Signature sheet (attached to this syllabus) – return to Dr. Royston**

_____ **Time log (template attached to this syllabus) – submit on Blackboard**

_____ **Evaluation form completed by cooperating teacher – return to Dr. Royston or
Teacher Education office**

_____ **Journal – submit on Blackboard**

_____ **Synopsis paper – submit on Blackboard**

_____ **Send written (hardcopy – paper) “Thank you” note to cooperating teacher**

IOWA STATE UNIVERSITY

Teacher Education

Expectations of Pre-Service Teachers in School Settings **--Standards for Professional Behavior and Dress Code--**

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.

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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): _____

Music Education
Record of Practicum Completion

(Music 480K, section 1, 1 credit)

Practicum I – II – III

(circle the appropriate one)

submit to Dr. Royston at the completion of the semester

Student Name

Semester/Year

Coop Teacher Name

School/District

Grade level

Primary Content Area Observed

of hrs completed

Teacher Signature

I verify that all observation hours as indicated on the log sheet are accurate.
Any intentional falsification of hours will result in failure of this practicum and possible removal from the teacher education program.

Student Signature

