Teaching Internship: P-12 Programs  
Spring 2018 • COURSE SYLLABUS • EDUC 497  
FROSTBURG STATE UNIVERSITY - DEPARTMENT OF MUSIC

Dr. James Reddan  
Email: jmreddan@frostburg.edu  
Office Hours: MWF 2-3pm; TR 2:30-3:30pm  
Additional office hours available by appointment.

Office: PAC 203  
Phone: 301-687-4110  
Course Credits: 12  
Cell Phone: 702-533-3423

Catalog Description  
Supervised practicum in teaching in elementary and secondary schools. Joint supervision by school system and university personnel. Daily, full days for one semester. Graded P/F. Every semester. Prerequisite: Phase III admission or permission of Department Chair.

Course Objectives  
Students will have two 35-day (70 days total) placements (35 days in elementary and 35 days in secondary) with mentor teachers to experience real-world classroom situations and build on their initial experiences from EDUC 392. Students will continue establishing rapport with students and faculty, will continue learning to develop effective lesson plans, and will continue developing their teacher identity through actual teaching situations on an extended basis. (InTASC 1,2,3,4,5,6,7,8,9,10)

Required Materials  
- Music Education Undergraduate Internship Handbook (Blackboard)  
- Subscription to Task Stream  
  https://www1.taskstream.com/  
- NAfME/MMEA Collegiate Membership  
  http://musiced.nafme.org/collegiate/

Course Requirements  
- Students will be expected to follow all policies and procedures outlined in the Music Education Undergraduate Internship Handbook

- Participate fully in the daily activities of the school. You will experience everything your mentor teacher experiences (faculty meetings, rehearsals, professional development days, after school meetings, etc.) Interns should exhibit professional dress, respecting the culture of the school, while completing each placement.

- Develop lesson plans (Task Stream format) for ALL teaching at both placements of your Internship. All lesson plans should be SAVED in Task Stream. The Professor may ask to see a lesson plan for any present or previously taught lesson at any point during the Internship. Be sure to save all lessons plans in your Task Stream account.

- Maintain daily time sheets (see Internship Handbook). Tally your time every day - do not wait until the end of the week. Your activities will be classified as either “Teaching,” “Observation” or “Other.” Remember that “Other” is anything that is not teaching or observing. When describing your “Other” activities, be as detailed as the space permits on the time sheet.

   Traditional Path:

- Concurrent enrollment in EDUC 406: Leadership Seminar. You will complete a digital Professional Portfolio during this course, which will center upon the four Components of Professional Practice, as outlined by the Four Domains of the Framework for Teaching model by Charlotte Danielson. You will work on this Portfolio throughout your Internship, with assisted direction by the Music Education faculty, in preparation for assessment during Portfolio Night, scheduled at the end of the semester.

- Submit “Teaching Weekly Activity Reports,” as found on Blackboard. There are 15 different reports - be sure to complete the correct report for each week of your Internship. Reports are due each Sunday evening by 11:59 pm for the completed week. Some Reports require the submission of lesson plans, videos or video analysis forms. All forms are on Blackboard. Please email all written assignments as a Word document attachment. Videos are strongly suggested to be submitted as a link to an online host site (see Professor for more
information). Plan your time accordingly so that these reports and forms are done in a timely manner, including the video.

- Videotape teaching sessions at least once a week. Two to three times a week is preferred. Make sure that you thoroughly review your videos, and make a point of including your mentor teacher in some of these viewings, if possible. Watching your videos is a crucial part of your reflective learning.

- Compile a Unit Plan of Study for each placement. Unit plans are to be comprised of a minimum of 5 lessons and should include detailed instructional activities, assignments and assessments, along with references to Maryland State and National Core Arts Standards. Be sure to read through the Unit Plan Assignment documents listed on Blackboard, as there is an Overview document to be completed first, and a Reflections document to be completed after writing and teaching the Unit during each Internship.

**edTPA Path:**

Complete all tasks in Planning, Teaching, and Assessment as outlined in the edTPA Handbook and Guides.

Coordinate with mentor teacher on all tasks. Accumulate all required artifacts/evidence/documents according the edTPA guidelines (please be sure to read carefully as these are extremely experience).

Upload all required documents/artifacts/evidence into TaskStream as completed. Be sure to review documents as directed with both your University Supervisor AND your EDUC 422 instructor.

- Concurrent enrollment in EDUC 422: Leadership Seminar (edTPA). You will complete your edTPA portfolio and refine your submissions during this course. As part of the internship requirements, you will incorporate the unit and documents from the second placement into your edTPA portfolio ONLY for portfolio nights in conjunction with the Music Education Faculty. Please see your University Supervisor for more details on this. Do NOT mix the edTPA portfolio you are submitting to be scored with your portfolio for portfolio night.

- Complete the requirements for the traditional Unit Plan and assessment for the second placement.

- Due to the requirements and overlap in assignments between edTPA and internship, those pursuing edTPA are not required to complete the weekly reflections as this is already being completed in the edTPA requirements.

**All Paths:**

- Interns will be formally observed and evaluated a minimum of 3 times during each placement. Observation times are coordinated with the mentor teachers and the university supervisor.

- Mentor teachers will evaluate students twice during each placement: at the midpoint and at the end. Interns will also participate in the evaluation process. There is an Intern/Practicum Performance Rating Form to be completed by your mentor, yourself and the university supervisor at the midpoint and at the end of each placement. There is also an evaluation of your Music Education Competency Form to be filled out in the same manner (midpoint and final). (These forms are in the Internship Handbook, also on Blackboard.)

NAfME/MMEA Membership
NAfME (National Association for Music Education) [http://www.nafme.org/](http://www.nafme.org/)
MMEA (Maryland Music Educators Association) [http://www.mmea-maryland.org/](http://www.mmea-maryland.org/)
You are required to be a Collegiate NAfME Collegiate member and participate in the FSU Collegiate Chapter activities. (Membership in NAfME automatically includes state membership to MMEA.)
(Collegiate NAfME Membership: [http://www.nafme.org/membership/collegiate/](http://www.nafme.org/membership/collegiate/))

FYI: MMEA Spring In-Service Conference is Friday and Saturday, March 9 and 10, 2018 in Baltimore, MD. You are strongly encouraged to attend the Conference - see website for more information. You are permitted to miss an internship day for professional development to attend the Conference. Be sure to plan for this absence in advance, to fulfill the required number of internship days. It is an excellent opportunity to begin to grow professionally and network with peers and public school administrators.

FYI: ACDA Regional Conference is Wednesday through Saturday, March 7 through 10, 2018 in Pittsburg, PA. You are encouraged to attend the first part of this conference prior to the MMEA conference if you are able to. You are permitted to
miss internship days for professional development to attend this Conference with prior approval from the Music Education faculty. This is an excellent opportunity to attend a regional sized conference, especially being so close to home!

**Contact Information**
The instructor will use FSU email addresses to contact students as needed. It is the responsibility of the student to check their FSU email account frequently throughout the semester. In addition, information may be posted on the bulletin board outside the instructor’s office door, PAC 203, or posted on Blackboard. The instructor reserves the right to change, add or amend this syllabus as needed, with notification to students by email and/or announcement with at least 2 weeks notice.

**Blackboard**
Course syllabus, additional handouts, resource information and grades will be posted on Blackboard.

**Academic Dishonesty**
Academic dishonesty is defined to include any form of cheating and/or plagiarism. Cheating includes, but is not limited to:
- Stealing or altering testing instruments;
- Falsifying the identity of persons for any academic purpose;
- Offering, giving, or receiving unauthorized assistance on an examination, quiz, or other written or oral material in a course;
- Falsifying information on any type of academic record

Plagiarism is:
- The presentation of written or oral material in a manner which conceals the true source of documentary material; or
- The presentation of materials which uses hypotheses, conclusions, evidence, data, or the like, in a way that the student appears to have done work which s/he did not, in fact, do.

In cases involving academic dishonesty, a failing grade or a grade of zero (0) for an assignment and/or a course may be administered. “Students expelled or suspended for reasons of academic dishonesty…shall not be admissible to any other University of Maryland System institution if expelled, or during any period of suspension” (Bylaws, Policies & Procedures of the University System of Maryland, Section III)

**Disruptive Behavior**
The University will not tolerate disorderly conduct which substantially threatens, harms, or interferes with university personnel or orderly university processes and functions. All students are expected to be reasonable and respectful to fellow students, guest speakers, and me. See FSU Student Code of Conduct at [http://static.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf](http://static.frostburg.edu/fsu/assets/File/Administration/policies/policystatements.pdf) for a description of disruptive student behavior and its consequences.

Note: Your instructor has the right to require a student to leave the classroom when his/her behavior disrupts the learning environment of the class. A student found responsible for disruptive behavior in the classroom may be administratively withdrawn from the course.

**Reporting of Child Abuse**
Please be aware that according to state law in Maryland, educators are required to report current and past child abuse and neglect even when the former victim is now an adult and even when the former alleged abuser is deceased. If you disclose current or past abuse/neglect in class, in papers, or to me personally, I am required by law to report it. Please see me if you are interested in more information about this law.

**Beacon Early Warning System**
All students should have a network of people who will support them in their educational journey. For that reason, the University uses a system known as Beacon, whereby your instructors and coaches, if applicable, can post notices about observable behavior. For example, if you are absent repeatedly from a class or are not completing assignments, your instructor may post a notice on Beacon. That information may be shared with your other instructors and/or your athletic coach. Your instructor will be monitoring notices posted on Beacon for issues to be addressed before they become obstacles to your academic success.

**Students with Learning or Physical Disabilities**
If you have a documented disability, please contact the Director of Disability Support Services at 301-687-4483, Pullen Hall 150, to set up an appointment and discuss appropriate accommodations.