

**MEMT 498 and 499**  
**Seminar in Student Teaching and Seminar in Internship**  
**Fall 2017, Wednesdays, 5:00-6:15 PM, Rm 448D or Swarthout Hall**

**Professor:** Dr. Debra Hedden, Music Education & Music Therapy, University of Kansas  
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**Faculty Conducting Observations:** **Dr. Melissa Grady, choral; Dr. Jacob Dakon and Dr. Martin Bergee, instrumental; Dr. Hedden and Miss Potter, general music**

**Graduate Teaching Assistant:** Miss Jennifer Potter, [potter.jenny32@gmail.com](mailto:potter.jenny32@gmail.com)

**Course Description:** This course is for music education majors who are placed in the classroom as student teachers and interns. The course content is focused on the development of successful and appropriate knowledge, skills, behaviors, and competencies in teaching in the music classroom.

**Course Goals:**

1. To enhance the classroom learning experience in student teaching/interning through discussion, problem solving, and reflection.
2. To gain skills in analyzing and resolving learning situations, classroom management problems, and general school issues.
3. To prepare for the acquisition of a teaching position through the assembly of materials for credential files, a professional portfolio, and job interviews; and to complete the Kansas Performance Teaching Portfolio (KPTP) for state licensure requirements.
4. To complete Goal 5 of the KU Core for graduation.

**Course Requirements:**

1. Attend every class seminar and be on time; attend school everyday and arrive early. \*There are no personal days in student teaching. You are expected to be at school and be fully prepared for each day.
2. Exhibit positive attitudes and behaviors toward the profession, teachers, schools, KU, and fellow colleagues.
3. Provide a schedule of your classes and map to your building(s) for your student teaching/internship placements to Dr. Hedden or the appropriate KU faculty observer on the assigned dates.
4. Participate in the viewing and critiquing of the student teaching/interning experiences.
5. Assemble a professional portfolio, including an updated and perfected philosophical statement of music education for you; a letter of application; and a current and professional résumé.
6. Provide completed, printed tasks (4) for the KPTP on assigned dates.
7. Deposit quality work on the designated dates.
8. Submit the weekly attendance/punctuality sheet at each seminar. This must be signed by your supervisory teacher for each week of student teaching and interning. A completed sheet for each course, MEMT 498 and 499, is required for successful fulfillment of those courses and is due on designated dates. We expect consistent attendance and punctuality for your student teaching and internship as well.
9. **Submit your KPTP tasks *on time* to the KU faculty and to the School of Education as per instructions from Dr. Hedden and Dr. Kelli Thomas. Part of your student teaching grade is based on quality and timeliness.**
10. **You must follow your schools' calendars for the semester in terms of teaching.**
11. All work planned, delivered, and submitted must be of original origin with absolutely no group efforts among students nor those employed that might be considered as plagiarized.
12. All assignments are due on the dates listed. If work arrives late to us, you can expect the final grades of your 498 and/or 499 courses to be reduced by a letter grade for each infraction. All grades for 498 and 499 are assigned according to consultation with all KU faculty who observe and work with you during the semester. (No single person assigns grades.)
13. If any KU coursework remains unfinished, you can be administratively withdrawn from 498 and 499 for the current semester.

14. You will need to purchase a new binder with clear windows on the front, extra-length divider tabs (available only at office supply stores), high-quality paper for printing résumés, and provide a teaching DVD for the portfolio in preparation for job interviews.
15. Provide individual participation in seminar discussions of questions to satisfy KU Core Goal 5 of “Practic[ing] Social Responsibility and Demonstrat[ing] Ethical Behavior;” document 40+ hours of service learning in the community/school situation with students/parents/faculty during student teaching/interning; complete a reflection paper that provides a thoughtful, insightful response to a particular question that is posed; and complete the culminating round-table discussion required for Goal 5.

#### **Grades for MEMT 498 and 499:**

Grades will not be submitted until you have completed all requirements for the courses (including the list above). Your final grade for each course is dependent upon your performance in the classroom, your fulfillment of all professional responsibilities associated with student teaching/interning, and your completion of all requirements for the 498/499 seminars. In addition, MEMT requires that your attendance and punctuality be documented. Your supervisory teacher will need to sign attendance/punctuality sheets every week which will be deposited with the professor at seminars. Absences of 1, 2, or 3 days during the semester are acceptable for illness and/or job interviews and/or deaths within your IMMEDIATE family, but **not** for travel or for personal reasons. Any absence of 4 or more days during the semester, whether it be for illness and/or job interviews, will be replaced with the corresponding number of days at the end of the experience, even if this extends beyond the graduation date. If there are additional days of absence incurred, an incomplete grade will be given and reassignment of either the student teaching or interning experience will ensue in a different semester. For punctuality, any tardiness beyond two for student teaching and two for interning will result in a reduced grade by one letter for each additional infraction. If the student teacher/intern fails to provide complete documentation (the signed sheet provided by the professor and completed by the supervisory teachers each week during the semester) of attendance and punctuality, an incomplete will be given for the semester and the particular field experience(s) will be repeated in a subsequent semester.

A = student teacher has been consistent in school attendance, has no tardies, has completed all assignments successfully for seminars/school, has completed all assignments on time for seminars/school, has attended all seminars with punctuality, has demonstrated successful classroom management skills in the classroom, has submitted complete lesson plans during KU faculty observations, has effectively and consistently planned and delivered lessons in the schools that comply with the teachers’ curricula and advance student learning, and has effectively and completely finished and submitted each KPTP task on time. **For the elementary teaching assignment, a minimum of 4-5 activities are planned and delivered during each primary class and 3-5 for intermediate classes in order to maintain students’ attention, motivation to learn, pacing, and maximize learning. For secondary classes, have a minimum of 3 activities per 45-minute class. You are expected to learn all students’ names within three weeks and use them to reduce discipline problems.**

B = student teacher has been consistent in school attendance, has only one tardy, has completed all assignments for seminars/school with a high degree of quality, has completed all assignments on time for seminars/school with the exception of one, has attended all seminars with but has been tardy one time, has demonstrated successful classroom management skills in the classroom a majority of the time, has submitted complete lesson plans during KU faculty observations, has effectively and consistently planned and delivered lessons in the schools that comply with the teachers’ curricula and advance student learning nearly all of the time, and has effectively and completely finished and submitted each KPTP task within 3 days of the assigned time. **For the elementary teaching assignment, a minimum of 3 activities are planned and delivered during each primary class and 2-3 for intermediate classes although this reduction will provide greater opportunities for discipline problems in nearly all instances. For secondary classes, have a minimum of 2 activities per 45-minute class. You are expected to learn all students’ names within three weeks and use them to reduce discipline problems.**

C = a grade of C will not get you hired in any school system and is considered a failing grade.

**\*\*\* You must have a grade of C or better in each of MEMENT 498 and 499 to be recommended for licensure for the state of Kansas.**

It is critical to be on time for school in order to adequately prepare you for the expectations of assuming a music teaching position. This is crucial to your career, therefore the requirements of being punctual will be rigorously enforced. Reasons for absences are typically due to illness or job interviews; reasons for tardiness are related to inadequate planning on your part. It is essential for you to understand that four tardiness allowances are four more than would be tolerated in the job situation. We expect you to be punctual every day during the semester. You will lose credibility if you choose to ignore this.

**\*\*\* See attached attendance and punctuality sheet. Keep this with you at all times and make back-up copies frequently.**

As the instructor, I reserve the right to change the date of class meetings in the event of a professional presentation, meeting, or other unusual circumstance; however, it is unlikely such change would be needed.

**Mission of the School of Education and Conceptual Framework:**

*Within the University, the School of Education serves Kansas, the nation, and the world by (1) preparing individuals to be leaders and practitioners in education and related human service fields, (2) expanding and deepening understanding of education as a fundamental human endeavor, and (3) helping society define and respond to its educational responsibilities and challenges.*

This course stresses the components of the conceptual framework in that it (1) is based on the principles of professionalism, content and pedagogical knowledge, and research in best practice; (2) facilitates further practice in assessment, evaluation, enhancement, and performance. The principles are accomplished through the depth and breadth of assignments in researching methodologies, designing and delivering lessons to peers and children that incorporate each of these elements, and facilitating practice in acquiring particular skills for successful teaching. Examples include creating lesson plans that infuse specific methods, pedagogies, classroom management, and assessment measures for each teaching assignment. The students are expected to broach all responsibilities professionally, exhibit professional dispositions indicative of successful teachers, and prepare for successful teaching that is representative of a degree from KU's School of Music and School of Education.

**KSDE Professional Education Standards (basis for KPTP for licensure):**

**Standard 1: Learner Development.** The teacher understands how learners grow and develop, recognizing that patterns of learning and development vary individually within and across the cognitive, linguistic, social, emotional, and physical areas, and designs and implements developmentally appropriate, relevant, and rigorous learning experiences. **#2: Learning Differences.** The teacher uses understanding of differences in individuals, cultures, and communities to ensure inclusive learning environments that enable each learner to meet rigorous standards. **#3: Learning Environment.** The teacher works with others to create environments that support individual and collaborative learning, includes teacher and student use of technology, and encourages positive social interaction, active engagement in learning, and self-motivation. **#4: Content Knowledge.** The teacher understands the central concepts, tools of inquiry, and structures of the discipline(s) he or she teaches and creates content-specific learning and literacy experiences that make the discipline accessible and relevant to assure mastery of the content. **#5: Application of Content.** The teacher understands how to engage learners through interdisciplinary lessons that utilize concept based teaching and authentic learning experiences to engage students in effective communication and collaboration, and in critical and creative thinking. **#6: Assessment.** The teacher understands how to use multiple measures to monitor and assess individual student learning, engage learners in self-assessment, and use data to make decisions. **#7: Planning for Instruction.** The teacher plans instruction that supports every student in meeting rigorous learning goals by drawing upon knowledge of content areas, technology, curriculum, cross-disciplinary skills, and pedagogy, as well as knowledge of learners and the community context. **#8: Instructional Strategies.** The teacher understands and uses a variety of instructional strategies to encourage learners to develop deep understanding of content areas and their connections, and to build skills to apply knowledge in relevant ways. **#9: Professional Learning and Ethical Practice.** The teacher engages in ongoing professional learning and uses evidence to continually evaluate his/her practice, particularly the effects of his/her choices and actions on others (learners, families, other professionals, and the community), and adapts practice to meet the needs of each learner. **#10: Leadership and Collaboration.** The teacher seeks appropriate leadership roles and opportunities to take responsibility for student learning, to collaborate with learners, families, colleagues, other school professionals, support staff, and community members to ensure learner growth, and to advance the profession.

## Calendar for MEMT 498 and 499:

**Tuesday, August 8 at 8:30: Orientation for student teachers/interns in 150 JRP. Music education student teachers/interns meet with Dr. Hedden immediately following in the snack area on level 2 (approximately 9:30-11:00 AM).**

**Portfolio assembly requirements.**

*Classroom management revisited.*

*Learning experiences in the classroom: for preK-3<sup>rd</sup> in a 30-minute class, have a minimum of 5 different activities that focus on one concept so you do not confuse the students; for 4-6 in a 30-minute class, have a minimum of 4 activities; for 7-12 in a 30-minute class have a minimum of 3 activities. Maximize their attention spans.*

## Seminars:

**Wednesday, August 23, 5:00:**

**Send by email before seminar; be sure this is complete:**

**\* For your 6-week student teaching assignment, email your schedule of all classes, contact information for you (home and school) and your supervisory teacher (school), and maps and directions to your building(s) are due in printed or emailed form. Make sure we can clearly understand your schedule. Send all of this in one document named YourName.pdf to Dr. Hedden.** I will disseminate these to the KU faculty who will observe you.

*Preparing your résumés and reviewing interview protocol.*

*Creating your credential file.*

*\* KU Core Goal 5 presentation of discussion and reflection questions.*

**\*Attendance sheet due at seminar (no late ones!).**

**Wednesday, August 30, 5:00:**

*\*Writing a letter of application.*

*\* Preparation of portfolio.*

**\*Attendance sheet due at seminar (no late ones!).**

**Wednesday, September 6, 5:00:**

**\*Letter of application is due.**

*\*\*Preparation for KPTP: overview and documents.*

**\*Attendance sheet due at seminar (no late ones!).**

**Wednesday, September 13, 5:00-6:15:**

**Meet in Swarthout with Brock Babcock for instruction on sound engineering.**

*\*\* Preparation for KPTP Tasks 1 and 2.*

**\*Attendance sheet due at seminar (no late ones!).**

**Wednesday, September 20, 5:00:**

**Meet in Swarthout with Brock Babcock for instruction on sound engineering.**

***Prior to seminar: \* For your 12-week internship, email your schedule of all classes, contact information for you (home and school) and your supervisory teacher (school), and maps and directions to your building(s) are due in printed or emailed form. Make sure we can clearly understand your schedule! Send all of this in one document named YourName.pdf to Dr. Hedden.***

**\*Portfolio is due.**

**\*Attendance sheet due at seminar (no late ones!).**

**Wednesday, September 27:**

**Prior to seminar, email this complete info to me:**

\* For your 12-week internship, **email your schedule of all classes, contact information for you (home and school) and your supervisory teacher (school), and maps and directions to your building(s) are due in printed or emailed form. Make sure we can clearly understand your schedule! Send all of this in one document named YourName.pdf to Dr. Hedden.**

\* **Résumé is due.**

\* **Preparing objectives, pre- and post-tests, and informal and formal formative assessments.**

\* **Interview protocol.**

\* **Attendance sheet due at seminar (no late ones!).**

**Wednesday, October 11:**

\* **KPTP Task #1 is due; email it to your designated person and bring a printed version of it to seminar; we will proof each other's work.**

Task 2 expectations.

\* **KU Core Goal 5 presentation of discussion and reflection questions.**

\* **Attendance sheet due at seminar (no late ones!).**

**Wednesday, October 25:**

\* **KPTP Task #2 is due; email it to your designated person and bring a printed version of it to seminar; we will proof each other's work.**

**Skype with Samatha Houston**

\* **Task 3 expectations.**

\* **Attendance sheet due at seminar (no late ones!).**

**Wednesday, November 15, 5:00:** Discussion of issues related to internship.

\* **KPTP Task #3 is due; email it to your designated person and bring a printed version of it to seminar; we will proof each other's work.**

\* **Task 4 expectations.**

\* **Attendance sheet due at seminar (no late ones!).**

**Monday, November 20: email KPTP Task #4 to your reader so that there is sufficient turnaround time before the entire document is due.**

**Wednesday, November 29, 5:00:** Discussion of issues related to internship.

\* **KPTP Task #4 due in printed version for sharing in seminar; we will proof each other's work.**

\* **Review of job interview protocol.**

\* **Attendance sheet due at seminar (no late ones!).**

**Wednesday, December 6, 5:00-6:30:** Class meeting; degree evaluations will be required (I will distribute these and instruct you); **REQUIRED** fulfillment of service learning for graduation by a round-table discussion that completes the mandate for your degree **with Raechel Cook.**

\* **KU Core Goal 5 culmination of round-table discussion.**

\* **Attendance sheet due at seminar (no late ones!).**

**KPTP is due by noon on Wednesday, December 6 (not as late as 5 PM due to the volume of documents being submitted). You will receive instructions on submission from Dr. Thomas, but also need to email a complete copy to me.**

**Thursday, December 14:** *Email completed attendance sheet is due in my office by NOON. You and your supervisory teacher also have two evaluations due and a grade recommendation (MEMT to me & School of Ed online).*

Maintain attendance sheet for each week of 498/499 (see on next page). Note that you will begin school on the same day as your supervisory teacher and that will be on inservice. Since that date varies from school to school, I am starting the attendance sheet on August 17.

NEXT PAGE HAS ATTENDANCE SHEET TO BE SIGNED EACH WEEK BY YOUR SUPERVISORY TEACHER.

**Required Documentation for MEMT 498/499  
Spring 2017**

**Attendance and Punctuality Information**

The supervisory teacher needs to complete this and sign it EACH WEEK during both student teaching and interning. Refer to the syllabus for failure to complete this requirement.

Please complete this for your student teacher/intern:

Name \_\_\_\_\_

<i>Date</i>	Excellent attendance: no absences (check if correct)	Dates of absences	Excused? Yes or No?	Excellent Punctuality (check if correct)	Dates of tardiness	Supervisory teacher's signature (required each week)
Aug 7-11						
Aug 14-18						
Aug 21-25						
Aug 28-Sept 1						
Sept 5-8						
Sept 11-15						
Sept 18-22						
Sept 25-29						
Oct 2-6						
Oct 9-13						
Oct 16-20						
Oct 23-27						
Oct 30-Nov 3						
Nov 6-10						
Nov 13-17						
Nov 20-22						
Nov 27-Dec 1						
Dec 4-8						
Dec 11-14						