

# **UWW Music Education Handbook**

## **2018-19**

## Freshman Year

### Freshman, First Semester

- ❑ Attend the Music Education meeting
- ❑ Familiarize yourself with your “advising grid” (<http://www.uww.edu/cac/music/academics/degrees-x71289>) & other materials on the Department website ( <http://www.uww.edu/cac/music/>).
- ❑ Get to know your academic advisor
- ❑ Be successful in all classes, including studio
- ❑ Join professional organizations. Most of the following professional music organizations have active collegiate chapters at UWW. It’s never too early to start thinking like a professional!
  - CNAfME (Collegiate National Association for Music Educators, affiliated with Wisconsin Music Educators Association) (<https://nafme.org/membership/collegiate/>)
  - ASTA (American String Teachers Association, affiliated with Wisconsin American String Teachers Association) (<https://www.astastrings.org/>)
  - NATS (National Association of Teachers of Singing) (<https://www.nats.org/>)
  - ACDA (American Choral Directors Association) (<https://acda.org/>)
  - JEN (Jazz Educators Network) (<http://jazzednet.org/>)
- ❑ Attend the Wisconsin Music Education Association Conference in Madison. Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>).
- ❑ Begin volunteer work in music educational settings to satisfy the 250 hour requirement for the “Experience with Learners” required for admission to the College of Education and Professional Studies (COEPS).
  - You can find the Volunteer Verification Form on the music department website and in the Appendix, page 15.

### Freshman, Second Semester

- ❑ BE CERTAIN to register for MUSED 160 *Introduction to Teaching Music* which will include some school observations that can be used for ed hours. (Volunteer Verification form is found in Appendix, page 15)
- ❑ Pass English 102 *Introduction to College Writing, Reading, & Research* with a “C” or better.
  - If you did not get a “C” or higher, take English 102 over next semester.
- ❑ Maintain your GPA
  - You will need a minimum **2.75** GPA to apply to College of Education & Professional Studies (COEPS)
  - Keep tracking your GPA (information found in the Appendix, page 11)
- ❑ Throughout your years as a music education major, should your professors have any concern as to your professional potential, they will complete the ***Music Education Professional Qualities and Dispositions Rating Form; Form for students exhibiting areas of concern or exceptional excellence*** (information found in Appendix, pages 19-20)

## Sophomore Year

**(Choral Ed students: always read the requirements a semester ahead because the requirements below are tailored to the instrumental ed degree.)**

### Sophomore, First Semester

- ☐ Take and pass COMM 110 *Introduction to Public Speaking* with a “C” or higher.
  - To be eligible for admission to College of Education & Professional Studies (COEPS), students must pass each of these courses with a “C” or higher: English 101, English 102, COMM 110
- ☐ Renew your CNAfME membership and other professional memberships
- ☐ Attend the Wisconsin Music Education Association Conference in Madison. Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>).
- ☐ Maintain your GPA
  - You will need a minimum **2.75** GPA to apply to COEPS
  - Keep tracking your GPA (information found in the Appendix, page 11)

### Sophomore, Second Semester

- ☐ Take and pass the Phase 1 & 2 requirement on the COEPS website:  
<https://www.uww.edu/coeps/advising-admissions/admission-to-professional-education/phase-1and2>
- ☐ Pass your piano proficiency.
- ☐ Pass your upper divisional jury.
- ☐ Maintain your GPA
  - You will need a minimum **2.75** GPA
  - Keep tracking your GPA (information found in the Appendix, page 11)
- ☐ Keep volunteering and working in educational settings. You will need 250 hours of verified experiences to be able to apply for admission to Professional Education. **You can find information about “verification of experience with learners and professional service in musical context” and forms on music department website and in Appendix, page 15.**

### College Entrance Tests

Note: **Effective September 1, 2015**, only passing scores from within the past **10** years (from the date of submission of application for Admission to Professional Education) will be accepted, see table below.

**Passing scores must all be from the same test session.**

Test	Wisconsin Passing Scores
ACT <a href="http://www.act.org">www.act.org</a>	<b>September 17, 2017 to present</b> <b>Composite score of 22</b> with minimum score of 20 on English, Math, and Reading  Prior to September 2017 Composite score of 23 with a minimum score of 20 on English, Mathematics, and Reading

<p><b>SAT</b> www.sat.collegeboard.org</p>	<p><b>March 1, 2016 to Present</b> <b>Composite score of 1100</b></p> <p>Prior to March 1, 2016 Minimum score of 510 on Critical Reading, 480 on Writing, and 520 on Math</p>
<p><b>GRE Revised General Test</b> www.ets.org</p>	<p><b>August 1, 2011 to Present</b> <b>Minimum score of 150 on Verbal Reasoning,</b> <b>3 on Analytical Writing,</b> <b>145 on Quantitative Reasoning</b></p> <p>Prior to August 1, 2011 Minimum score of 450 on Verbal Reasoning, 3 on Analytical Writing, and 540 on Quantitative Reasoning</p>

❑ If you *didn't* meet the criteria above for ACT scores, you will need to will need to take the Praxis I/Core (Core Academic Skills Test for Educators). This is the site you will find information on registration, fees, and taking the test - <https://www.ets.org/praxis/>.

- **Take and pass the Praxis/Core during this semester.**
- The Praxis/Core test is an academic skills (reading, writing, mathematical) assessment designed to be taken early in your college career to measure the basic academic skills vital to all teacher candidates.
- Plan ahead as the testing schedule is regular, but may not be as often as you wish.
- How to prepare for the Praxis? The website above has free test-prep links. The library has preparation materials as well at: <http://libguides.uww.edu/praxis>
  - ❑ You can use the Online Test Prep options as well. In addition to ebooks, there are full-length, timed tests available via Learning Express which is a Badgerlink Resource.

## Test Prep Resources for Teacher Licensing

**Praxis & Core**

- Praxis CORE Test
- Praxis II: Content Area Tests
- ➔ Online Test Prep
- WIFOR: Foundations of Reading
- Content Area Review
- edTPA ↗

Know Your Requirements! Basic Information

**Praxis CORE Test**

The Wisconsin Department of Public Instruction requires preparation programs.

- **Praxis CORE Academic Skills for Educators**  
Locate these test prep books in Andersen Library
- **Complete Praxis and Teaching Exam Prep Catalog**  
The library does hold Praxis test prep books for books, but verify your state's requirements using

**Additional test copies for Praxis Core and Praxis II**  
Winther Hall Front Desk.

- Students are required to pay "ETS-Praxis I Series" for the tests (this is done online during the registration process). Go to [https://www.ets.org/praxis/register/centers\\_dates](https://www.ets.org/praxis/register/centers_dates) to find the closest site. The computer-delivered tests are given year-round by appointment.

- **What if you fail a section?** Arrange to retake that section as soon as possible! If you do not have a 2.75 combined cumulative GPA, you will either need to pass all three sections before applying to Professional Education.

## **Junior Year**

***(Choral Ed students: always read the requirements a semester ahead because the requirements below are tailored to the instrumental ed degree.)***

### **Junior, First Semester**

- ❑ Maintain your GPA
  - You will need a minimum **2.75** GPA to apply to COEPS
  - Keep tracking your GPA (information found in the Appendix, page 11)
- ❑ Renew your CNAfME membership and other professional memberships
- ❑ Attend the Wisconsin Music Education Association Conference in Madison. Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>).
- ❑ Make sure to have your 250 hours by the end of the semester.
- ❑ Bring your 250 ed hours to the music ed area chair for approval.
  - You will get a letter indicating this music requirement is completed, so you can proceed with applying to COEPS
- ❑ See the information from COEPS in the appendix, page 12-14
- ❑ Take and pass the Foundation Block courses *this semester or next semester* WITH A “C” OR BETTER. Students must gain permission to register for the Foundations Block Courses. Students must contact the Department of Educational Foundations to receive permission to enroll in all three courses (WH 6035).
  - EDFOUND 212 *Educational Psychology*
  - EDFOUND 243 *Education in a Pluralistic Society*
  - EDFNDPRC 210 *Observation & Participation*
- ❑ Once you are *enrolled* in these courses, have obtained a “C” or better in Comm 110, and can provide evidence of your 250 hours of experience with learners, you are eligible to apply for admission to the College of Education and Professional Studies.
- ❑ At the beginning of each semester, you will receive an email from the Advising Coordinator linking you to the application you must complete to be considered for admission to the college. Make sure you pay close attention to this email as there are deadlines for the applications to be submitted in the Fall, Spring, and Summer sessions.

### **Junior, Second Semester**

- ❑ Maintain your GPA
  - You will need a minimum **2.75** GPA to apply to COEPS
  - Keep tracking your GPA (information found in the Appendix, page 11)
- ❑ Take and pass the Foundation Block courses WITH A “C” OR BETTER
  - EDFOUND 212 *Educational Psychology*
  - EDFOUND 243 *Education in a Pluralistic Society*
  - EDFNDPRC 210 *Observation & Participation*
- ❑ **After you have been admitted to the College of Education and Professional Studies**, you will receive an email from COEPS with a link to the advising obligation form you must submit for admission to COEPS. You will also be instructed to complete a criminal background check (information is found in the Appendix, page 14) and schedule an appointment with the Music Department Advising Coordinator (Dr. Holmes) to check your Academic Advising Report verifying your eligibility to enroll in upper level Methods courses.
- ❑ If you are only 1 year away from student teaching, sign up for student teaching with the music ed coordinator.

- ☐ Complete a student teaching interview with the Student Teaching Seminar instructor two semesters before you wish to student teach (Interview Form in Appendix, Page 17-18)
- ☐ Following that interview, your request to student teach will be processed through the Office of Field Experiences
  - You will receive an email from the Office of Field Experiences regarding the mandatory meeting (date/time/location) one semester before you student teach
  - Other mandatory requirements prior to this meeting include:
    - ☐ TB skin test
    - ☐ Resume to Office of Field Experiences
    - ☐ Criminal Background Check (information found in Appendix, page 14)

## Senior Year

***(Choral Ed students: always read the requirements a semester ahead because the requirements below are tailored to the instrumental ed degree.)***

### Senior, First Semester

- ☐ Maintain your GPA
  - You will need a minimum **2.75** GPA
  - Keep tracking your GPA (information found in the Appendix, page 11)
- ☐ Renew your CNAfME membership and other professional memberships
- ☐ Attend the Wisconsin Music Education Association Conference in Madison. Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>).

The following checklist is to be completed ONE year in advance of your student teaching:

- ☐ Complete all of the Recital Attendance requirements
- ☐ Complete the Phase 3 edTPA Portfolio as part of the Methods and Lit Strat coursework (see requirements in the Appendix, page 16)
  - Pass the Phase 3 edTPA portfolio is a requirement for Student Teaching
  - Requirements/Information about Phase 3 is presented during the various music methods courses
  - Your methods instructors will score your Phase 3 edTPA portfolio
  - The deadline for completing Phase 3 edTPA portfolio will be announced (it is usually due at the end of the semester before the exam week)
  - Portfolio scores are displayed in "View Test Results" section of WINS. Evidence of passing Phase 3 Portfolio (Phase 3 edTPA portfolio) must be on your AAR
- ☐ Complete your senior recital
  - NO student teacher placement will be submitted until the senior recital is successfully completed
- ☐ If you are only 1 year away from student teaching, sign up for student teaching with the music ed coordinator.
- ☐ Complete a student teaching interview with the Student Teaching Seminar instructor two semesters before you wish to student teach (Interview Form in Appendix, Page 17-18)
- ☐ Following that interview, your request to student teach will be processed through the Office of Field Experiences
  - You will receive an email from the Office of Field Experiences regarding the mandatory meeting (date/time/location) one semester before you student teach
  - Other mandatory requirements prior to this meeting include:
    - ☐ TB skin test
    - ☐ Resume to Office of Field Experiences
    - ☐ Criminal Background Check (information found in Appendix, page 14)
- ☐ **Praxis II and Content Area Assessments** - As of September 18, 2017, in order to qualify for student teaching and licensure, students must either:
  - Pass the appropriate Praxis subject assessment test **OR**
  - **Have a 3.00 or greater GPA in their major and licensure courses**
  - Students must complete these requirements by March 1st for Fall student teaching or October 1st for Spring student teaching in order to be placed by the Office of Field Experience (OFE).
  - The Praxis website: <https://www.ets.org/praxis> - you need to create an account before you can get detailed information on the Music Content Test (5113) - registration, dates, and test centers.



- Students admitted to the College of Education and Professional Studies will be provided the required Praxis subject assessment test numbers and/or content area exam names in their acceptance packet. Ultimately, it is the student's responsibility to know which test they will be required to take. Students must consult with their COEPS faculty advisor for clarification of which Praxis subject assessment test(s) and/or content area exam(s) they will be required to pass for licensable minors and/or non-declared programs.
- Be sure you check on the Praxis II deadline for your projected student teaching semester and for test registration.
- The official source of information about Praxis II test is the College of Education Winther Hall Information Window (Monday-Friday 8:00 a.m. to 4:30 p.m.) Telephone: 472-1184, Email: education@uww.edu.

### **Senior, Second Semester**

- ☐ **Apply for graduation!** You must apply for graduation on-line through the Registrar's Office a full semester beforehand. The website is:  
<http://www.uww.edu/registrar/graduation>
- ☐ Finish **Phase 3** portfolio (if you did not do it during first semester). (information found in Appendix, page 16)

## **Fifth Year**

### **Fifth Year, First Semester**

Some students choose to add a fifth year to accomplish an added minor/certificate/double licensure. If that is the case for you, careful consultation with your advisor and the music ed coordinator is needed to complete the necessary requirements/course work in a timely manner to proceed to student teaching.

- ❑ Maintain your GPA
  - You will need a minimum **2.75** GPA
  - Keep tracking your GPA (information found in the Appendix, page 11)

### **When you are Student Teaching**

- ❑ Attend the student teaching meeting at College of Education and Professional Studies. This meeting date will be sent via email from the COEPS.
- ❑ Register for 12 credits with the appropriate university professor's section of "Directed Student Teaching". If you are being licensed K-12, it will require registering for 6 credits of elementary Directing Teaching & 6 credits of secondary Directed Teaching to equal your 12 credits.
- ❑ Register for 2 credits in the MUSED Student Teacher Seminar with the music education instructor, NOT a non-music education instructor.
- ❑ Attend the Student Teacher Orientation meeting. Details of this meeting will be sent via email from the Office of Field Experience.
- ❑ Complete Directed Student Teaching following ALL necessary requirements as dictated.
- ❑ Pass the the **edTPA** Portfolio (Phase 4 Portfolio). Passing **edTPA** is a requirement for graduation and for licensure.
- ❑ You will get all information about your student teaching and edTPA (phase 4 portfolio) during special meetings and student teaching seminars.

# **Appendix**

## **Additional Materials**

**GPA:** Keeping track of your GPA and passing requirements is critical to your success. You can access this information at any time on your WINS Academic Record as seen below.

**Undergraduate Career**  
**Arts & Communication - Undergr Program**  
**Music BM Major**  
**Instrumental Education Emphasis**

Term	Status
2013 Fall Term	Not Satisfied
2013 Fall Term	Not Satisfied
2013 Fall Term	Not Satisfied

\*\*\* NOTICE: STUDENTS MUST APPLY FOR GRADUATION A FULL SEMESTER BEFORE THEY WISH TO GRADUATE. THE ONLINE APPLICATION CAN BE FOUND ON THE REGISTRAR'S WEBPAGE UNDER GRADUATION.\*\*\*

A MINIMUM OF 120 UNITS, A UWW CUM GPA OF 2.00 & FULFILLMENT OF ALL ACADEMIC REQUIREMENTS ARE REQUIRED TO GRADUATE. SOME PROGRAMS REQUIRE A GPA HIGHER THAN 2.00 AND/OR MORE THAN 120 UNITS FOR ADMISSION, RETENTION & GRADUATION. SOME PROGRAMS MAY REQUIRED THAT A COMBINED GPA BE USED.

120 UNITS  
 > Units: 120.00 required, 162.00 actual (includes in-progress)

UWW GPA - (Any coursework prior to 1979 is not reflected in UWW Cumulative totals.)  
 > GPA: 2.000 required, 3.005 actual

COMBINED GPA - (The Combined GPA reflects all UWW and Transfer coursework. The Combined GPA for Transfer students prior to summer 2001 reflects only those transfer courses accepted for credit by UWW.)  
 > GPA: 2.000 required, 3.005 actual

CURRENT ACADEMIC STANDING: GOOD

1. STUDENTS ARE REQUIRED TO COMPLETE AT LEAST 30 UNITS AT UW-WHITEWATER IN ORDER TO

For Music majors, the calculation is under milestones.

**MILESTONES (2063): MUSIC BM, INSTRUMENTAL EDUCATION EMPHASIS**

RECITAL ATTENDANCE

WRITING REQUIREMENT

EXIT INTERVIEW

PIANO PROFICIENCY

TO RECEIVE ENDORSEMENT FOR LICENSURE, STUDENTS MUST HAVE A 3.0 GPA IN MAJOR CONTENT AREAS (LICENSURE, UNIQUE REQUIREMENTS, MAJOR/EMPHASIS REQUIREMENTS) OR HAVE PASSED THE PRAXIS II

CONTENT GPA 3.0  
 > GPA: 0.001 required, 3.077 actual

Term	Subject	Number	Course	Grade	Units	Type
Fall 13	MUSC	100	RECITAL ATTENDANCE	S	0.00	EN
Fall 13	MUSC	151	THEORY I	C+	2.00	EN
Fall 13	MUSC	153	AURAL SKILLS I	C+	2.00	EN
Fall 13	MUSC	160	PRV INSTR PRFM PRFRM (L1)	A-	2.00	EN
Fall 13	MUSC	162	ORCHESTRA	A	1.00	EN
Fall 13	MUSC	177	CLASS VOICE I	A-	1.00	EN
Fall 13	MUSC	186	CLASS PIANO I	B+	1.00	EN
Transfer 14	MR 150	1/00	RECITAL ATTENDANCE	S	0.00	EN

Information from COEPS *before* you register for Pre-block (typically Junior Year)

FOUNDATION BLOCK COURSES: A THREE-COURSE BLOCK FOR ALL PROFESSIONAL  
EDUCATION MAJORS SEEKING LICENSURE WITH THE EXCEPTION OF STUDENTS IN THE EARLY  
CHILDHOOD/DUAL LICENSURE PROGRAM

**PLEASE READ THE FOLLOWING PARAGRAPHS CAREFULLY**

1. All students entering the pre-professional education course, including undergraduates, transfer students, and baccalaureate degree holding students, must meet either requirements “A” or “B” below and complete requirement “C”
  - a. Passing scores on all sections of the Praxis CORE or passing scores as designated by the Wisconsin Department of Public Instruction and the ACT, SAT, or GRE **OR**
  - b. A 2.75 cumulative GPA (grade point average) under one of the following conditions:
    - i. A minimum of 12 credits **OR**
    - ii. A baccalaureate degree **OR****AND**
  - c. Watch the Phase 1 and 2 video and pass the D2L quiz
2. Students are required to enroll in one of the nine-credit EDFOUND blocks. All block courses must be taken together and in the same block: all three courses listed in the block are required.
3. Students must gain permission to register for the Foundations Block Courses. Students must contact the Department of Educational Foundations to receive permission to enroll in all three courses (WH 6035).
4. As part of the block experience, you will be required to spend eight Tuesdays (full day) in Milwaukee or Beloit schools. **Therefore, students must not schedule any other course before 6:00 pm on Tuesdays, or other activities (e.g. job, volunteer work, athletics and extracurricular activities) before 6:00 pm on Tuesdays when they are in Milwaukee or Beloit.** Other block courses will not meet during the eight Tuesdays students will be in schools. All absences must be made up.
5. Students are responsible for their own transportation to their site. Students who do not have their own vehicle are responsible for establishing their own carpooling. Students and their carpools should note the following:
  - a. The driver’s own private auto insurance would be responsible if a vehicle accident or other event were to happen while going to, at and returning from a placement site.
  - b. Drivers are to determine what, if any, shared costs there will be from riders.
  - c. Drivers are responsible for any traffic violations or parking fines.

**Information from COEPS *after you are admitted to COEPS***  
**Welcome to the College of Education and Professional Studies**

Your application for admission to the College of Education and Professional Studies has been accepted. In order to complete your admission, please follow the steps below:

**Step One:** Complete the Advising Obligation and Admission Understanding form at the link below:

[http://uwwhitewater.co1.qualtrics.com/jfe/form/SV\\_0HZNjO0FrdPHa05](http://uwwhitewater.co1.qualtrics.com/jfe/form/SV_0HZNjO0FrdPHa05)

**Step Two:** Request a background check to be completed: Click on the link below, scroll to the bottom of the page, and select “Instructions for running criminal background checks”

<http://www.uww.edu/coeps/offices-services/fieldex/student-teaching>

**Step Three:** Please contact the Music Education Licensure Program Coordinator to set up an advising appointment.

In order to qualify for student teaching and licensure, students must either pass the appropriate Praxis II (Content) Test or have a 3.00 or greater GPA in their major and licensure courses. This requirement must be met and turned in to the Office of Field Experiences by the requirements deadline (October 1 for Spring Student Teaching or March 1 for Fall Student Teaching). Licensure in your minor may, or may not, require an additional Praxis II (Content) Test or a 3.00 or greater GPA in that area.

Praxis II or Content Area:

Major:5146

Minor:

Acceptance to your Professional Education program does not guarantee that you will be able to register for methods and student teaching during the semester, grade level, and/or location of your choice. Once a directed teaching slot has been determined by your licensure department, you are “locked in” to that semester. If you change your plans regarding when you should enroll in the Methods Block or Directed Teaching, then it is imperative that you contact the department of your licensure area(s) immediately. Changes to the methods block and directed teaching cannot be made without written consent of the coordinator of your licensure area(s).

Congratulations on your admission and good luck in your program!

Kelli Danielski  
Advising Coordinator

## **Criminal Background Check (CBC):**

The University of Wisconsin-Whitewater College of Education and Professional Studies requires a criminal background check conducted through <https://www.castlebranch.com/> for all students working in the field. The comprehensive background check includes a residency check, nationwide criminal background check, and a national criminal database.

1. Prior to field based placements, students are required to conduct their own background check at an initial cost of \$43 (subject to change without notice).
2. Each consecutive background check will cost \$19 (subject to change without notice). There is an installment option.
3. The results will be available to the student, the university, and other agencies and institutions.
4. **Do NOT buy the Badge (it's one of the options you have when you order your CBC). It will not save you from having to run future background checks.**

### **Instructions:**

1. Visit <https://www.castlebranch.com/>
2. Click on the PLACE ORDER tab
3. In the PLACE ORDER box, indicate UW-Whitewater package code:  
Initial Check: UG82  
Recheck: UG82re (only to be used for follow up background checks)
4. Review information and check agree to terms. Click on CONTINUE.
5. Enter your personal information. Double check all information for accuracy.
6. Complete your payment, create a login, and finish your order.
7. An automatic email will be sent to the email address you provided indicating that your background check has been requested.
8. Within two weeks, you will receive an additional email indicating that your background check has been completed.
9. Log back in to view, save, and print your results.
10. The UW-Whitewater College of Education and Professional Studies will receive your results from CastleBranch and will distribute them to your field based site. If there is history present on your background check, you will be notified by the Office of Field Experiences via email with further information in regards to composing a letter to accompany your background check. If you are not contacted, no further action on your part is required.

If you have any questions or concerns about this process, please contact the Office of Field Experiences at 262.472.1123 or [roehlj@uww.edu](mailto:roehlj@uww.edu).

G:/Criminal Background Checks/CBC Directions 03 14 18





**UW-Whitewater Music Department  
Verification Form  
Experience with Learners and  
Professional Service in a Music Context**

**NAME**

**DATE**

**TIME**

**LOCATION**

**NAME OF VERIFIER (PRINT)**

**SIGNATURE OF VERIFIER**

**DESCRIPTION OF ACTIVITY**

**WRITE A BRIEF SUMMARY OF WHAT YOU LEARNED FROM THIS EXPERIENCE**

**NUMBER OF HOURS**

## Phase 3 edTPA Requirements for Music Education

1. Section 1: Planning
  - a. Task – complete all the bullets based upon **2 consecutive lessons**, not 3-5 as the handbook indicates
    - i. Refer to pages 8-9 in the handbook
  - b. Commentary – address writing prompts 1, 2 (with explanation from your Methods instructor), 3, 4, and 5
    - i. Refer to pages 10-12
2. Section 2: Instruction
  - a. Task – complete all the bullets based on **1 video, not 2 as indicated in the handbook**
    - i. Refer to pages 18-19 in the handbook
  - b. Commentary – address all writing prompts
    - i. Refer to pages 20-21
3. Section 3: Assessment
  - a. Task – Complete all of the bullets under “What Do I Need to Do” except the 3rd one. This will be assigned and monitored in MUSED 466 - Lit & Assess Strat class.
    - i. Refer to pages 27-28 in the handbook
  - b. Commentary – address all of the writing prompts
    - i. Refer to pages 29-31 in the handbook

	Task	Commentary	Handbook page #s
<b>Planning</b>	All bullets – <b>based on 2 consecutive lessons</b> , not 3-5 as the handbook indicates	Address all writing prompts (extra explanation about what to write for #2 from your Methods Instructor)	8-12
<b>Instruction</b>	All the bullets except the 1 <sup>st</sup> one – <b>based on 1 video</b> , not 2 as indicated in the handbook	Address all writing prompts	18-21
<b>Assessment</b>	Complete all of the bullets except the 3rd one. This will be assigned and monitored in MUSED 466 - Lit & Assess Strat class.	Address all writing prompts	27-31

## Student Teacher Interview Form

**Student Name:** \_\_\_\_\_

**Student ID# :** \_\_\_\_\_

**Major for Placement Request:**

Instrumental Band only \_\_\_\_\_

Instrumental Strings only \_\_\_\_\_

Instrumental Band & Strings Combination \_\_\_\_\_

Instrumental & General \_\_\_\_\_

Choral only \_\_\_\_\_

Choral & General Music \_\_\_\_\_

**Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Hometown:** \_\_\_\_\_

**Schools Attended in WI:** Elem \_\_\_\_\_

MS \_\_\_\_\_

HS \_\_\_\_\_

**Field Study Sites:** Elem \_\_\_\_\_

MS \_\_\_\_\_

HS \_\_\_\_\_

**Prerequisites Completed:**

Piano Proficiency Passed: YES NO

Senior Recital Completed: YES NO

What will you use for acceptance standard?

• Music GPA Computation \_\_\_\_\_ Applied for review: YES NO

• Praxis II/Content Area Test \_\_\_\_\_ Test Completed: YES NO

Resume & Letter of Introduction to Field Office? YES NO

TB Test Completed: YES NO

Additional Comments:

**Student Teaching Personal Information:**

Is a reliable vehicle available? YES NO

Is a reliable computer available? YES NO

Where will you be living during your Student Teaching Experience?

\_\_\_\_\_

Any special circumstances which you would like considered in your placement?

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**Please indicate your placement preference for edTPA:**

Elementary General Music \_\_\_\_\_

Middle School \_\_\_\_\_ Choral \_\_\_\_\_ Strings \_\_\_\_\_ Band \_\_\_\_\_

High School \_\_\_\_\_ Choral \_\_\_\_\_ Strings \_\_\_\_\_ Band \_\_\_\_\_

**IF you have a special preference for your Student Teaching placement(s), please indicate below:**

1st Choice ( District & School)

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Field Office Region \_\_\_\_\_

Additional Comments:

2nd Choice (District & School)

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Field Office Region \_\_\_\_\_

Additional Comments:

3rd Choice (District & School)

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Field Office Region \_\_\_\_\_

Additional Comments:

**I hereby acknowledge that I will NOT be able to student teach if I have not completed and passed the "Phase 3" portfolio (mini-edTPA) and have passed all the Prerequisites according to the dates specified.**

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**Student Signature**

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**Date**

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**Coordinator/Interviewer Signature**

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**Date**

***Music Education Professional Qualities and Dispositions Rating Form  
Form for students exhibiting areas of concern or exceptional excellence***

Student \_\_\_\_\_ Date \_\_\_\_\_

Semester \_\_\_\_\_ Evaluator \_\_\_\_\_

Objective: Being a successful educator requires an individual to possess particular professional dispositions as reflected in this evaluation. The semester evaluations are intended to allow pre-service candidates a continuum of assessment as they progress toward graduation and teacher licensure.

Faculty Evaluator Directions: Please use the rubric to assess the above named student's attributes in regards to any of the following professional dispositions. Indicate any specific area(s) of concern or a particularly positive characteristic with a checkmark. Please add comments in the box at the bottom to elaborate.

	Area of Concern	Proficient	Exemplary
<b>Professional Responsibility</b>			
1. Maintains a professional appearance, dresses according to program and school guidelines.			
2. Arrives on time for classes, field-based experiences and meetings			
3. Prepares fully for classes, field-based experiences, meetings and submits assignments and reports on time.			
4. Demonstrates high expectations that are developmentally, culturally and pedagogically appropriate for each individual learner.			
5. Abides by college, school, department, program, field placement and professional association policies and procedures.			
<b>Collaboration and Communication</b>			
1. Fosters positive relationships and collaborates with a variety of target groups (e.g. colleagues, faculty, students, families, local community members) when appropriate			

2. Treats others with dignity, respect and fairness			
3. Speaks and writes clearly, effectively and appropriately			
4. Maintains professionally appropriate etiquette in all forms of electronic communications			
5. Respects privacy and confidentiality of information where appropriate			
Professional Development and Reflective Practice			
1. Engages in reflective practice			
2. Responds well to feedback and makes timely adjustments			
3. Demonstrates resourcefulness in teaching			
4. Engages in positive problem solving when challenges arise			
5. Seeks out and participates in professional development opportunities			
Additional Comments			

### Assessing Professional Qualities and Dispositions

Exemplary models from university teacher preparation programs throughout the United States, hold and communicate clear expectations, and assessment of, the professionalism needed to support learning and development for all students. It is the desire of the UW-Whitewater music faculty to integrate a comparative model into the UW-W music preparation program. To that end, the following assessment tool and process is being instituted for all pre-service candidates. The assessment process is initiated at the end of semester one and concludes with the entrance into student teaching, where state-level assessment begins, currently identified as PI-34. The instrument, drawn from national models, includes 15 items categorized under three main headings; Professional Responsibility, Collaboration and Communication, Professional Development and Reflective Practice, all common traits to the teaching profession. The Professional Qualities and Dispositions process and assessment instruments are shared with students, published in the UW-W Music Education Handbook and posted on the department website.

### Rating Process

The evaluation of Professional Qualities and Dispositions occurs at the end of each semester for a student who is declared as a music education major, particularly if there is an area of concern or one in which a faculty member wishes to note exemplary performance. The three categories; Professional Responsibility, Collaboration and

Communication, Professional Development and Reflective Practice, will be assessed as “Exemplary,” “Proficient,” or “Area of Concern.”

The Process: Student reviews will be conducted at the end of each semester by Theory, Aural Skills, Piano and music education faculty as applicable to the student’s course load. For students with no identified area of concern, they are deemed to be meeting expectations and no further action will be taken. It is also perfectly fine to only assess one or a few categories that directly pertain to the student.

For any student with an area(s) of concern identified, a program representative will consult with the College faculty, community partners, and/or site supervisor as needed to develop a professional improvement contract. The contract will indicate any area(s) of concern, actions to be taken by the student, any applicable supports required, e.g. professional advising or counseling, as well as a timeline for action and a follow up review. The student and the appropriate program representative will meet to discuss the concern(s), the improvement plan; and timeline. Each will sign the contract.

At the follow up review meeting, if the area(s) of concern shows improvement, and is satisfactory, the student continues in the program as planned. If a student does not adequately meet expectations by the follow up review, the student will be advised of future options.