



The University of the Arts
School of Music
Music Education

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Division of Music Education
MUED495(595) and MUED496(596) - Music Education Fieldwork Guidelines

PART 1. General Information about fieldwork

1. For each course, MUED495 and MUED496, you need to complete 20 hours of observation and exploration, with a teacher who currently has a teaching certification in the state where they are teaching.
2. **YOU MAY NOT go into any school without the written confirmation from the Division of Music Education, Keith Hodgson.**
3. MUED495 is purely observation.
4. MUED496 suggests that you have the opportunity to integrate into the lesson/rehearsal and to help students and to begin to explore teaching.
5. **YOU MUST receive the OKAY from Keith Hodgson as to where you will complete your fieldwork studies. This can be done by emailing Keith the name of the teacher, the school district and the school where you are completing your fieldwork hours.** Keith will then reply with a confirmation email.
6. **YOU MUST OBTAIN YOUR STUDENT TEACHING CLEARANCES FOR ALL FIELDWORK.** Information about the documentation you need to obtain is in the next section of the fieldwork guidelines. Email Keith with any questions.
7. **In order to begin your fieldwork, Keith Hodgson must have received either electronically, copies of the student teaching clearances.**
8. For each course you will be assessed in 2 domains. First your COMPLETION of 20 hours of observation/exploration. Please have the teacher you are working with sign off on your documents that you have completed 20 hours of service. Second, you will be assessed on your completion of the MUED495 and MUED496 rubrics. These documents outline very clearly each and every question that you need to respond to. It is anticipated that you will be thoughtful and thorough in your responses, and that you will be cognizant of proper grammar and spelling. You will type into these Word documents and the boxes will expand as you type. Remember the FINAL component of each of these documents (495 and 496) asks you for you to write a narrative about your experiences.
9. The rubric for your assessment of your completion of the documents is as follows: Score of 4 (A) = you have thoroughly and thoughtfully answered the questions and prompts and you have turned the document in on time. Score of 3 (B) = you have adequately provided basic information about your experiences through the prompts and have turned the document in on time. Score of 2 or a C = you have basically completed the document but it is lacking in depth and completion and have turned the document in on time. Score of 1 or (D) = the document is not turned in on time and it lacks basic information as well as completion of the questions and prompts. Score of 0 (F) = the document is not completed or turned in by the due date.
10. **ALL DOCUMENTATION FOR MUED495 and MUED496 is due electronically - emailed to khodgson@uarts.edu by the FINAL DAY OF CLASSES.**

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1. The files to be used are **RTF** files which means that you need to save them to your desktop and then **OPEN WITH** Microsoft Word. If you just click on them from your desktop, they will not open properly.
2. The Pennsylvania Department of Education as does UARTS (and Keith), take fieldwork **VERY** seriously. Failure to complete stages 1 and 2 as per the guidelines of the courses, will mean failure to pass the courses and may delay your future application plans to the MAT.

If you need assistance with a placement opportunities - please email Keith Hodgson ASAP.

You **MAY** attend a high school marching band camp as a fieldwork experience.

You **MAY NOT** attend or work at a summer camp as a fieldwork experience.

You **MUST** complete your fieldwork with a teacher who currently holds an active teaching certificate in the state where they are teaching.

If you have further questions, email Keith Hodgson at khodgson@uarts.edu or call/text his cell at 609-317-0906.

Part 2. Obtaining student teaching/fieldwork clearances

MUED495 and MUED496 require that students obtain there Pennsylvania Teaching Clearances as listed below.

These clearances must be submitted to the MUED Music Minor Supervisor for Music Education, Keith Hodgson, **PRIOR TO BEGINNING** fieldwork for MUED495 or MUED496. These clearances are valid for **ONE YEAR** from date of issue. So you will technically **ONLY** have to have them done once if you complete MUED495 and MUED495 in subsequent semesters.

CLEARANCES MUST BE FREE AND CLEAR OF ANY VIOLATIONS, ARRESTS, CONVICTIONS. Failure to have a clear record will delay the start to fieldwork for MUED495 and MUED496. If clearances are not free and clear, it is the responsibility of the students to go through the process of having any violations on his/her record expunged. Once records are clear, and re-submitted, the student may complete courses MUED495 and MUED496.

Pennsylvania Department of Education Clearances Information:

ALL applicants for employment with public and private schools including student teachers and independent contractors and their employees, but excluding employees who do not have direct contact with students must undergo background checks. As of April 1, 2007, there are three required background checks:

1. **PA State Police Criminal History Record:**

<https://epatch.state.pa.us/Home.jsp>

- **MAKE SURE TO COMPLETE THE ONLINE PROCESS AND NOT PAPER PROCESS FOR THIS AS IT IS MUCH QUICKER, AND YOU HAVE AN ELECTRONIC RECORD OF YOUR PAYMENT AND CONFIRMATION.**

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2. Department of Public Welfare Child Abuse Report:

<http://www.dpw.state.pa.us/findaform/childabusehistoryclearanceforms/index.htm>

- THIS CAN ONLY BE COMPLETED VIA SNAIL MAIL

3. Federal Criminal History Report (CHRI) - FBI Report:

<http://www.pa.cogentid.com>

- SELECT: PA DEPARTMENT OF EDUCATION

- THIS REPORT REQUIRES THAT YOU GET FINGERPRINTED

- HERE IS A LINK TO A MAP WHICH SHOWS WHERE YOU CAN GET YOURSELF FINGERPRINTED:

http://www.pa.cogentid.com/ohio/DPW/DPW_map/DPW_Regions_Clickable.html

4. TB TEST – Can be completed in 2 days by the UARTS nurse for free.

Once you have completed ALL FOUR clearances items above, scan and email or take pictures of, or provide paper copies to Keith Hodgson.

If you have any questions about student teaching/fieldwork clearances, feel free to contact Keith Hodgson at khodgson@uarts.edu.

Part 3. School Safety and Following School Protocol

School safety is the NUMBER ONE PRIORITY of every school. You are to observe and respect the rules of the building and the procedures put in place.

ANY time you step foot inside of a school building, whether working with students (on or off our campus, or at UARTS), or if you attend a music festival with a student group from a school district as a component of a UARTS course, you are representing yourself, the music education program, and the University.

It is your responsibility to act professionally at all times and to know and understand the protocol of the school you are working with.

When you are going to a school for observations/student teaching purposes make certain that you have nothing that can be construed as a weapon on your person or in your bag.

This includes pocket knives, and/or any tools/knives that you may use for instrumental purposes (for example something to shave/shape reeds with).

If you carry mace or pepper spray, please leave it at home during school hours. Or leave it in your car, if you have one. Do not bring it in to school. Please check your gig bags before entering schools, if you are bringing them with you.

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I realize that, at times, we inadvertently make mistakes and/or forget what we are carrying. But I can not stress enough, how important it is for you to be VERY cognizant of this when entering a school in this day and age. All schools have a heightened security level due to recent events, and we must respect this.

ALL student teachers and those completing fieldwork for MUED495 and MUED496 must have current clearances (with ZERO arrests or convictions on the reports).

Part 4. Professionalism during Fieldwork and Student Teaching

As stated in part 3, any time you engage with students as a component of the music education program at The University of the Arts, you are both establishing your own professionalism as well as sending a message about our program at UARTS.

This means, that at all times during your music education fieldwork experiences and student teaching you MUST be at your best.

What does this mean?

Using appropriate language and exhibiting a professional behavior.

Wearing appropriate clothing and grooming for the teaching situation:

For example, if you are observing and/or working with students at a summer marching band camp, it is appropriate to wear active and cool clothing. If you are completing fieldwork during the academic year, then you are dressing professionally like the teachers you are working with. No jeans, no sneakers. Appropriate clothing (both bottoms, tops and shoes), which are neat, clean, and professional. Grooming: you are clean, and organized in your appearance. If you have tattoos, we do not want to see them. If you are a smoker, we do not want to know. MOST school districts have a NO SMOKING ON SCHOOL grounds policy. You are expected to follow rules and regulations of the buildings and school districts in which you are completing your fieldwork.

Rapport with professional staff, administrators and teachers: AT ALL TIMES remember that you are a GUEST of the school and school district where you are completing your fieldwork. It is EXPECTED that AT ALL TIMES you will be respectful of the rules, protocol and regulations of the school in which you are working, but most importantly that you are respectful of every individual you engage with in the school. You are not to challenge ANY member of the school district faculty or staff about protocol or regulations. You are to follow guidelines for signing in and out of the building, for wearing proper identification, and any additional requests made by the school. **Failure to do so will have you removed immediately from the placement and may jeopardize your ability to complete your fieldwork hours.**

If you have read this far, email Keith Hodgson at khodgson@uarts.edu to let him know you have completed your first assignment for MUED495, and that you have both read and understand the guidelines for this course.

