

## Internship II Music Education Policies

Music education students in Internship II will be expected to adhere to all of the policies and expectations put forth by the College of Education. Please see the Internship II handbook for all of this information. In addition to this handbook, however, interns will also be held to the expectations and regulations outlined below. All information has been established to protect all parties involved and to uphold the integrity of the music education program at UCA.

- I. Internship II semester
  - a. Interns are expected to be in attendance at all music education intern meetings. These meetings will include professional discussions and vital information on assignments.
  - b. Interns should be finished with all other coursework prior to the internship semester. The purpose of this semester is to be immersed in the profession of teaching. Interns are encouraged to limit other activities that directly interfere with the preparation and carrying out of Internship expectations.
- II. Lesson Plans
  - a. TESS lesson plans and lesson analysis forms for formal observations shall be turned in 48 hours ahead of time. If plans are not turned in by this time, the supervisor reserves the right to cancel the observation.
  - b. The mentor teacher must review the lesson plan **BEFORE** the plan is officially submitted to the supervisor in Chalk and Wire for assessment.
  - c. All other lesson plans (regardless of form) should be kept in a format that can be seen and read by supervisors at each formal observation.
- III. Teaching
  - a. All students should accumulate a minimum of 150 hours of teaching. At least 75 of these hours should be as the primary teacher for a regularly scheduled class. Other hours may be in the form of active team teaching, sectionals, private work, etc.
  - b. Lesson plans of all types should have technology integration highlighted in some way that is easy to visually identify.
- IV. Records
  - a. Aside from lesson plans and teaching hours, interns should also have records of parental contact, professional development, collaboration, and other professional logs distributed by the College of Education in the Internship II binder.

- b. Any pieces of evidence which support these logs or files should also be kept in the Internship II binder for permanent record and perusal by the supervisor.

V. Professionalism

- a. Interns are encouraged to be proactive in obtaining teaching time at their placement. This includes readily accepting teaching assignments and having an opportunistic outlook.
- b. Interns are expected to be in attendance at all times and for all things for which the mentor must be. This includes meetings, before and after school rehearsals, concerts, etc.
- c. Interns are expected to act professionally at all times when in front of students, the mentor teacher, parents, and other colleagues at the school.
- d. All journals and assignments are to be submitted on or before 8:00 a.m. on Monday (journals) or Friday (assignments) the week it is listed on the week-by-week assignment calendar. **If the assignment is not submitted on time, the grade for that assignment will be lowered. Habitual tardiness of submitted assignments may result in the intern's removal from the placement.**

VI. Communication

- a. Interns are also expected to be proactive and timely in terms of communication to the mentor, supervisor, and College of Education. This is particularly the case with absences, sickness, travel, etc.
- b. All absences from internship should be reported following the procedures outlined by the College of Education, including an email addressed to the mentor, supervisor, and building principal.

**FAILURE TO ABIDE BY ANY OF THESE POLICIES MAY RESULT IN THE INTERN BEING PULLED FROM HIS/HER PLACEMENT!**