

## Early Field Experience for Fall 2015 Freshmen

### Introduction

The early field experience requirement for music students seeking admission into OSU's teacher education program is designed to be helpful in confirming students' professional goals to be realistic and personally suitable. Additional documents to these instructions include the 100 Hours Field Experience Log and the Music Education Early Field Experience template.

***As of August 24, 2015, all early field experiences must be supervised by an SOM employee and must go through an approval process within the OSU Music Education Area and EHE's Office of Educator Preparation. Supervised early field experiences only occur during the fall and spring semesters with the exception of the approval of the area head when an SOM employee agrees to evaluate an early field experience during May or summer terms.***

As of August 24, 2015, freshmen are required to complete 100 hours of supervised field experiences the semester prior to student teaching. Of the 100 hours, 50 hours will consist of supervised early field experiences. These 50 hours are a requirement for professional standing, the official entry point for the music education degree. Fifty additional field experience hours will be completed through music education coursework. You will be required to document these additional hours, as well, through the 100 Hours Field Experience Log. Together, these 100 hours satisfy state accreditation and licensing practices of NASM, CAEP, and the Ohio Department of Education.

### Applying for Early Field Experiences

Students must complete 50 hours of supervised early field experiences before being admitted to professional standing. ***Of the 50 hours of supervised early field experiences, 10 hours must be in a pre-school setting.*** The types of settings you wish to complete the remaining hours depend on your interest area and being able to apply early for your field experiences. Students are encouraged, though, to diversify field experiences in terms of music cognate area (e.g., general music, choral, strings, band) and setting (e.g., urban, suburban, rural). To complete the 50 hours, the schedule below is strongly encouraged:

**2<sup>nd</sup> Semester Freshman year:** 17 hours

**1<sup>st</sup> Semester Sophomore year:** 17 hours

**2<sup>nd</sup> Semester Sophomore year:** 17 hours

**End of Sophomore year:** Apply for Professional Standing

**To apply field experience, students must submit the Music Education Intent to Register Form and the Early Field Experience Music Education Application Form by October 1 for the spring semester and March 1 for the fall semester.**

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In addition, you must complete the additional requirements associated with a field placement before the semester begins (FBI, BCI & I, Resume, EHE Field Placement Form, Behavior Form, Activities with Minors Certification). Failure to meet these deadlines could negatively impact your time to degree completion.

### Checklist

Please follow the checklist below to complete your early field experience application.

#### Applying for Spring Semester:

By October 1, you must:

- Complete the Early Field Experience Music Education Application Form and deliver it to **Tom Cook in Hughes 101D (cook.24@osu.edu)**.
- Complete the Music Education Intent to Register Form and deliver it to **Tom Cook in Hughes 101D (cook.24@osu.edu)**.
- Apply for an updated **background check** (FBI and BCI & I) ASAP from Ohio State's Human Resources Office (This can take between 6 to 8 weeks.) You need to update this yearly. It is suggested that you update again May 15 and have that be the time when you update background checks on a yearly basis. More information can be found at (<https://music.osu.edu/music-education-0>)
- Enroll and complete the Activities with Minors video and quiz on Carmen. Directions are here: <http://ehe.osu.edu/educator-preparation/field-placement/>.
- Send to Casey Hammond ([hammond.474@osu.edu](mailto:hammond.474@osu.edu)) in the Office of Educator Preparation (these steps need to be done every year):
  - An OSU **Early Field Experience Application** that is on the music education documents webpage (<https://music.osu.edu/music-education-0>).
  - An updated resume.
  - A signed Behavior Form (Casey Hammond is the administrator who will sign it for you on your behalf).
  - The completion certificate of the Activities with Minors course on Carmen.

#### Applying for Fall Semester:

By March 1, you must:

- Complete the Early Field Experience Music Education Application Form and deliver it to **Tom Cook in Hughes 101D (cook.24@osu.edu)**.

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- Complete the Music Education Intent to Register Form and deliver it to **Tom Cook in Hughes 101D (cook.24@osu.edu)**.

By May 15, you must:

- Apply for an updated **background check** (FBI and BCI & I) ASAP from Ohio State's Human Resources Office (This can take between 6 to 8 weeks.) You need to update this yearly. (I suggest that May 15 be your deadline for all future background checks.)

By August 1, you must:

- Enroll and complete the Activities with Minors video and quiz on Carmen. Directions are here: <http://ehe.osu.edu/educator-preparation/field-placement/>.
- Send to Casey Hammond ([hammond.474@osu.edu](mailto:hammond.474@osu.edu)) in the Office of Educator Preparation (these steps need to be done every year):
  - An OSU **Early Field Experience Application** that is on the music education documents webpage (<https://music.osu.edu/music-education-0>).
  - An updated resume.
  - A signed Behavior Form (Casey Hammond is the administrator who will sign it for you on your behalf).
  - The completion certificate of the Activities with Minors course on Carmen.

### Procedures

Students will be informed of your placement before the beginning of the semester if you meet all the requirements listed on the application checklist. At this point, students may contact your host teacher to confirm the dates and times of your early field experience.

For your early field experience, students are expected to observe and to assist your host music teacher during their classes. **Attendance policy** is as follows:

- Early Field Experience (EFE) students are expected to follow their mentor teacher's (s') teaching schedule(s).
- If an absence is necessary, the mentor teacher(s) and supervisor(s) must be notified as early as possible via their preferred means of communication.
- All excused absences must be made up by the end of the semester. Excused absences include sickness accompanied by a doctor's note and must be approved by the area head.
- Communication among all is necessary to unanticipated schedule changes.

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You are expected to demonstrate professional behavior. **EFE students will:**

- Act professionally, respecting and observing the customs of dress, speech, and personal habits of the school and community.
- Maintain the confidentiality of information about students and/or colleagues.
- Be sensitive to individual student needs for personal space.
- Maintain a psychological and social distance appropriate in relationships with students.
- Be mindful of the need to communicate fully with both mentor teacher(s) and supervisor(s).
- Seek and follow mentor/supervisory advice about planning, teaching, classroom management, future plans, etc.
- Contact supervisor(s) immediately about any concerns related to their early field experience.
- Be aware that students may not be left unattended and has learned the procedures to follow in the event of an emergency.
- Show initiative, asks questions, and learns from others.
- Adopt a helping attitude and assists wherever and whenever possible.
- Develop a rapport with students, faculty, and staff.
- Learn and use student names as quickly as possible, using rosters, seating charts, etc., as needed.
- Do her/his best to maintain optimum physical and emotional health, even during times of stress.

By your third visit, you will need to prepare a ten-minute lesson in which you are demonstrating your musicianship through song and/or instrument playing and assisting your cooperating teacher with a lesson. It is at this time you will be evaluated by an Early Field Experience Supervisor. Dr. Pelletier-Blazakis will assist you in coordinating the time you will be teaching your lesson with the visit of your Early Field Experience Supervisor. This evaluation can be scheduled anywhere in between your third visit and your final visit at your school. Also, at the end of your early field experience, your host music teacher will fill out an evaluation as well. Please read the next section "Evaluation" for more details.

The information collected from these two evaluations will be sent to you at the end of your experience so that you may add this to your Professional Standing Early Field Experience Portfolio. Also, these data will be used as a measure for the required Dispositions Evaluation for professional standing. (Please see the Professional Standing Handbook Appendix to see a copy of the Dispositions Evaluation).

During your early field experience, you are expected to complete a journal of your experiences. Please see the Music Education Early Field Experience Journal

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template at the end of these directions for guidance in creating this reflection. Also, you will need to document your experience and collect a signature from your host teacher on the 100 Hours Field Experience Log.

### Evaluation

Both your cooperating teacher and your OSU EFE supervisor will be evaluating you in the below areas using the following scale: 3-strong, 2-acceptable, 1-needs attention, 0-not observed.

- Responsibility
- Conscientiousness
- Cooperativeness
- Punctuality
- Communication with groups of students
- Communication with individuals
- Communication with host teacher and OUS EFE supervisor
- Accompanying skills
- Hearing (e.g. error detection) skills
- Instrument playing skills
- Singing skills
- Musical knowledge

Also, both the cooperating teacher and OSU EFE supervisor will be asked, "What is your overall impression of your EFE student's potential for being a successful music educator?"

These evaluations will be sent to Dr. Pelletier-Blazakis. Upon the completion of your early field experience, you will be given the results of the evaluations to add to your early field experience portfolio for professional standing.

### **100 Hours Field Experience Log**

You will be responsible for logging all of your past and future field experiences on the 100 Hours Field Experience Log. From this point on, you can only keep track of field experiences that have been supervised by an SOM employee and approved by the OSU Music Education Area and EHE's Office of Educator Preparation. Almost all of your new field experiences will be associated with the following classes: Music 2470: Intro to Music Ed, Music 3578: Intro to General Music, Music 4572: MS General Music, Music 4574: Choral Music I, Music 4575: Choral Music II, Music 4576: Elem & MS Instrumental, Music 4577: HS Instrumental, and Music 4579: General Music II. ***The 100 Hours Field Experience Log is turned in two times. The first time is for your online professional standing application (TK20). The second time is the first Monday a month before the semester in which you student teach***

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*to Tom Cook in Hughes 101D ([cook.24@osu.edu](mailto:cook.24@osu.edu)). For fall student teaching, it will be due the first Monday in March. For spring student teaching, it will be due the first Monday in November.*

### **Professional Standing**

For Professional Standing, you will upload documentation associated with your early field experience as one PDF. You will need access to a scanner. The photocopiers in the main library are able to do this. Your submission should include:

- 100 Hours Field Experience Log
- Journal of your field experiences (You may use the template that is available on the OSU Music Education Documents. As of 9/16/15 this document is being revised and will be available soon. Check the BME newsletter for the update of this form.)
- Early Field Experience Evaluations from your host teacher and your OSU supervising teacher **for early field experiences after August 24, 2015**. Dr. Pelletier-Blazakis will email these evaluations to you upon completion of your early field experience.

*If you have any questions, please feel free to contact Dr. Pelletier-Blazakis at [pelletier-blazakis.1@osu.edu](mailto:pelletier-blazakis.1@osu.edu).*