

Commonwealth University Music Education Unit

Report of Pre-Professional Experience I Non-music Observations

Submit completed forms to:
Music Education Coordinator, by campus

student's signature

student's name printed

Pre –Professional I Reports **MUST** be completed
prior to enrollment in MUSI330



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

Dear Principal,

_____ is a student at Commonwealth University enrolled in the Music Education Degree Program. As part of the teacher education process, students are required to complete several hours of teacher observation. If it is convenient with your staff, I would appreciate your permission to allow our student to observe in your school. The student is not expected to engage in any formal activities while observing, but interaction with your students is at the discretion of the classroom teacher.

The observation of quality educators is an integral part of the teacher training process and we appreciate your assistance in this endeavor. Please feel free to contact me if you have any questions or concerns.

Sincerely,

Music Education Unit
Commonwealth University

Pre-Professional Experience I: Non-music observations
Prerequisite for MU 130: Foundations of Music Education

During the freshman year, music majors entering the Music Education degree program complete an observation experience of 3 consecutive days of general classroom teaching (non-music) in an elementary, middle level or high school classroom in a public school (7 hours each day) with the same teacher. This experience must be documented and is a prerequisite for Pre-Professional Experience II, and the first of the music education courses, MUSI130.

Students are expected to make their own arrangements for this school visit during breaks, or after the completion of the semester. Students who know a classroom teacher they wish to observe should secure permission first from the teacher then from the school principal. Students, who are not acquainted with a teacher to observe, should contact a building principal for permission and request a suggested teacher for observation. The following are outlined and should be strictly followed:

1. Secure the Pre-Profession I form from the Music Department (this document).
2. At least two weeks before the expected observation write or telephone the school principal to ask for permission. Identify yourself as a CU student enrolled in the teacher preparation program, state specific dates that you wish to observe, mention the teacher that you have secured permission from or ask the principal to assign you to a non-music teacher.
3. Upon arrival at the school, report to the office, introduce yourself, present the letter of introduction and state your purpose. You are a guest of the teacher you are observing, the principal and the school system, so dress and act in a professional manner. Also remember you are representing Commonwealth University, and the Music Department.
4. Keep a log of the day's activities according to grade level, section, time, subject matter, teacher's duties, and student's reactions. Pay particular attention to the following:
 - a. Teacher/Student interaction (questioning techniques, discussion, pacing, student-centered or teacher-centered class)

- b. Classroom management techniques (class rules, school rules, how teacher manages situations that may arise in the classroom)
5. When you have completed the 3-day observation, express your appreciation for the opportunity to visit, and **ask the teacher to sign the verification form**. Fill out other information on the form prior to obtaining the teacher's signature.
6. Write a 2 page summary of your observation and include the following you observed:
 - a. Planning, preparation, use of PA or NY (or state where observations took place)
Academic Standards
 - b. Communication in the classroom, questioning and discussion techniques, nonverbal and verbal communication, methods of communicating instructional goals, procedures and content
 - c. Characteristics of students, age and grade; how needs of students were met
 - d. Classroom management techniques, student to student interaction, teacher to student interaction – questioning techniques, class discussion
 - e. Classroom resources, materials, technology – how were they used to engage students.
7. Present to Commonwealth University a summary of your experience, which becomes a part of your application for entrance into the teacher preparation program and includes:
 - a. cover page signed by you (p. 1 of packet)
 - b. a 2-page summary of the 3-day experience in good essay form (typed)
 - c. a copy of your log (may be several pages, may be hand-written)
 - d. the verification form signed by the teacher you observed
8. At your earliest convenience, write two thank you notes of for being permitted to be a guest in their school their school, one addressed to the principal by name and the other addressed to the teacher you observed.

VERIFICATION FORM: Classroom Teacher

This is to verify that _____ completed three consecutive days of observation in my classes on _____.

Teacher's signature

Teacher's Remarks:

School _____

Address _____

School Phone _____ Clock Hours _____

To the Teacher: Your cooperation in permitting prospective teachers to visit your classes is greatly appreciated and recognized as an important contribution to their professional development.

Music Education
Mansfield University
(570) 662-4710