

Commonwealth University Music Education Unit

Report of Pre-Professional Experience II General Music Observation

Submit completed forms to:
Music Education
(prerequisite for MUSI330)

Student's signature

Student's name printed

Pre-Professional II Reports **MUST** be completed prior to
enrollment in MUSI330

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. All students have required clearances completed and on file at Commonwealth University. They will bring copies to the office when they come to observe in your school.

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 II: General Music Observations

PPII is a prerequisite for MUSI330: General Music Methods

Total hours of observation for PPE II are equal to 10 hours. Students must complete the observation assignments outlined below.

PPII – General Music Observations:

2 hours of general classroom music	K-3
2 hours of general classroom music	4-6
2 hours of instrumental lessons/classes	4-6
1 hour of either pre-school music classes or special education music classes	K-9
2 hours of general classroom music	6-8
1 hour classroom music (theory, music appreciation, guitar, keyboards, technology)	9-12

The following guidelines must be carefully followed:

1. Secure the Pre-Profession II form (this form).
2. At least two weeks before the expected observation write or telephone the school administrator and music teacher to ask for permission. Identify yourself as a CU student enrolled in the teacher preparation program, state specific dates that you wish to observe.
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. Look at the field experiences handbook for rules and consequences of improper use of electronic media as you observe in the schools. **LEAVE YOUR PHONE AT HOME!**
5. When you have completed your 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. Complete the necessary report forms for each class observed while the experience is fresh in your mind. When the 16 hours of required observations are complete, submit the signed cover sheet, observation reports for each class, and the verification signatures.
7. At your earliest convenience, write two notes of appreciation for being permitted to be a guest in their school, one addressed to the principal by name and the other addressed to the teacher you observed.

All observations should be written up using the following guidelines. **Each observation should be written up as a separate report.** All reports should contain:

1. Name of school
2. City and State
3. Date and time of observation
4. Teacher's name
5. Grade level and type of class
6. Number of students, and number of periods the class meets per week

Type a brief summary for each observation describing each of the following – ***this is the most important part of the observation report:***

1. The students; attitudes, interest, effort; interaction between students; interaction between student and teacher.
2. Lesson content; musical concepts being taught or reinforced, musical activities explored.
3. Teacher; classroom management, how do they engage students, pacing.
4. Musical characteristics of students, differences in age, ability.

As a final summary:

1. Describe things that you observed in the classroom that were effective – it could be lesson materials, classroom management techniques, transitioning ideas, questioning/discussion strategies, etc.
2. Choose one grade and area that you observed and discuss how you as a teacher might do things in a similar manner or differently. Why?