

# Commonwealth University Music Education Unit

## Report of Pre-Professional Experience III Music Ensemble Observation

Submit completed forms to:  
Music Education  
(prerequisite for MUSI430 or MUSI431)

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
Student's name printed

Pre-Professional II Reports **MUST** be completed  
**after** MUSI350 or MUSI351 and  
**prior** to enrollment in MUSI430 or MUSI431

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,

Commonwealth University  
Music Education Unit

## **Pre-Professional Experience III: Music Ensemble Observations**

**PPIII is a prerequisite for MUSI430 or MUSI431**

Total hours of observation for PPE III are equal to 8 hours. Students must complete the observation assignments outlined below.

### **PPIII – Music Ensemble Observations:**

- 1 hour of elementary vocal ensemble
- 1 hour of elementary instrumental ensemble
- 1 hour middle level instrumental lessons/classes
- 1 hour middle level vocal ensemble
- 1 hour middle level instrumental ensemble
- 1 hour high school instrumental ensemble
- 1 hour high school vocal ensemble
- 1 hour of high school instrumental/vocal lessons

The following guidelines must be carefully followed:

1. Secure the Pre-Profession III form from the Music Department (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. Rehearsal/lesson content; warm-up, exercises, repertoire rehearsed.
3. Teacher: rehearsal techniques: pacing of rehearsal, large group vs. small group work, error detection and correction, classroom management.
4. Conducting: patterns, cuing, expression, verbal and non-verbal communication.

As a final summary:

1. Describe things that you observed in the rehearsal that were effective – it could be repertoire, rehearsal 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?