Field Experience is a New York State Requirement and means direct observation of teaching, participation in teaching, or teaching itself that is related to the teacher education program in which the candidate is enrolled. Each student must receive credit for 100 clock hours of field experience before the student is allowed to student teach.

Field experiences should provide candidates with experiences in a variety of settings and across the range of student developmental levels of the music teaching certificate (Pre-K—12). Observation experiences should include observations of classroom music, instrumental and choral ensembles and lessons, students with disabilities, English learner students, and socio-economically disadvantaged students.

FIELD EXPERIENCE REQUIREMENTS: 100 HOURS

Field experience hours may be gained in one of two ways:

• Direct Observation of Teaching: This is defined as observing certified teachers working with public school students
• Participation in Teaching: These experiences must be under the supervision of a college supervisor such as the Teaching General Music Practicum, Early Childhood Practicum or National String Project

Field Experience Requirements include:

• 80 clock hours of direct observation of teaching or participation in teaching
  o 40 clock hours including 2 clock hours in high needs district
  o 5 clock hours in PME
  o 5 clock hours needed for sophomore evaluation
  o 15 clock hours in general music practicum
  o 15 clock hours in special education
• 20 clock hours of observation of student teaching sponsor teachers prior to the start of student teaching

REQUIRED COURSES/EVALUATIONS WITH FIELD EXPERIENCE COMPONENT

Principles of Music Education (all students)
Students begin their field experience the semester they are enrolled in Principles of Music Education.
  • 5 Hours of observations—observation forms are submitted to PME instructor and will be documented by the Field Experience Coordinator upon successful completion of the course

Sophomore Evaluation (all students)
  • 5 Hours of additional direct observations.
  • NOTE: The first ten hours of observation must be of certified music educators and arranged by the individual student.

Teaching General Music Practicum (all students)
  • 15 Hours for teaching general music practicum documented upon successful completion of the course by the instructor and given to the Field Experience Coordinator. Hours are recorded the semester prior to student teaching.

Music in Special Education (all students)
  • 5 Hours for Music in Special Education documented upon successful completion of the course by the instructor and given to the Field Experience Coordinator

Band, Choral, String Practicum
  • 5-10 Hours of instruction given to a school-age child

DIRECT OBSERVATION OF TEACHING: ARRANGED INDEPENDENTLY BY STUDENTS

45 Hours of observation of certified teachers in K-12 public schools prior to the student teaching semester. These hours must be arranged by the individual student and document experiences observing in a variety of settings and age levels. If the school district where you plan to observe requires a letter verifying your need to complete observation hours, please contact the Field Experience Coordinator one week prior to your planned observation date.

January 2014
PARTICIPATION IN TEACHING: COLLEGE-SUPERVISED LEARNING EXPERIENCES

Students may use the following college supervised teaching opportunities to count toward the 50 hours of observation listed above. Teaching time must be documented by the individual student on a Practicum Observation Log, signed by the supervising professor and given to the Field Experience Coordinator.

NOTE* a maximum of 10 hours can be earned for each one of the structured, college supervised learning experiences outlined below per semester. No more than 40 total hours of this type of experience can be counted toward the total of 100 hours.

• 10 Hours for teaching in the National String Project, Music In Special Education Practicum, or Early Childhood Practicum
• 10 Hours for teaching at Crane Youth Music Camp or as part of the Jamaica Field Service Project
• 10 Hours for teaching a school-age child in Piano Pedagogy

FIELD EXPERIENCE OBSERVATION REPORT FORMS

All field experience direct observations of teaching must be documented on a Field Experience Observation Report Form and signed by the teacher observed. This form helps to focus your observation on the INTASC/EdTPA standards of professional practice. Completed observation report forms for all independent student arranged observations must be turned in to the Field Experience Coordinator in order for the student to receive credit toward his/her field experience hours.

STUDENT TEACHING LOG

The final 20 observation hours must be arranged by the individual student once s/he has received his/her off-campus student teaching placement. The final 20 hours requirement must include observations of both sponsor teachers to which the student teacher is assigned for the student teaching semester. The final 20 hours of observation must be documented by the individual student on a Student Teaching Log, be signed by the teachers observed, and turned in to the off-campus supervisor who gives the logs to the Field Experience Coordinator.

ARRANGING OBSERVATIONS

When making your own arrangements for direct observation of teachers, please be sure to adhere to the following protocol: It is imperative that observations be arranged in advance and professional courtesies be observed (be on time, sign in at school office, wear visitor identification, dress professionally). Contact the teacher at school and ask if the date you would like to observe is convenient for them. Let them know how long and what times you plan to observe. Use a field experience observation form for each teacher observed and be sure to have them sign the form.

VERIFICATION LETTERS

Schools may ask for a letter of authorization before scheduling your observation. Should you need a verification letter, please send an e-mail request one week in advance with the following information:

• School District/Building Name
• School District Official, Title, E-mail address
• School District Address, Telephone Number, FAX Number
• Date(s) you wish to observe or date range you wish to observe
• Teacher(s) you wish to observe

OBSERVATIONS IN THE POTSDAM AREA

Mrs. Madeja is available to assist with setting up direct observations in the Potsdam area. Please fill out a Field Experience Observation Request Form or see her for assistance. Forms are available on the bulletin board by her office and must be turned in by 4 pm on Wednesday to request observation dates for the following week. E-mail requests will not be accepted.

Field Experience Observation forms are available on the Crane Music Ed website and from:

Mrs. Tammara Madeja  
Field Experience Coordinator  
Schuette A315, Ext. 2948  
madejatd@potsdam.edu  
315-212-0187

Office Hours  
Monday, 5:30—6:30; Thursday, 3-4:30  
or by appointment

January 2014