



**University of Nevada, Las Vegas
Student Teacher Handbook**

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INTRODUCTION AND STATEMENT OF PURPOSE

Student Teaching is the culmination of the Music Education curriculum. It is designed to provide opportunities for practical application of skills and knowledge previously gained in the classes specified in the curriculum. Enhancing this practical experience is a thoroughly experienced and qualified public school Cooperating Teacher who closely supervises student teachers. An assigned University Supervisor also observes student teachers.

STUDENT TEACHER REGISTRATION

The Office of Field Experience at <http://education.unlv.edu/ofe/> in the Department of Curriculum and Instruction, School of Education handles registration for the student teaching semester. The following prerequisites apply:

- Undergraduate degree with overall GPA of 2.75 or higher,
- 90 degree-applicable credits,
- Praxis I (PPST): passing scores for Reading, Writing, and Mathematics, and
- Nevada School Law, U.S. Constitution, Nevada Constitution.

Application for admission to student teaching may be found at <http://education.unlv.edu/ofe/applications/>. Please note the deadlines for applications listed on the application pages.

COMPLETED APPLICATIONS ARE TO BE TURNED INTO THE COORDINATOR OF MUSIC EDUCATION BY MID-SEMESTER, THE SEMESTER BEFORE YOU WISH TO STUDENT TEACH.

Please note:

- The Registrar's Office requires two weeks to put your graduation application together therefore, initiate the graduation application in the Registrar's Office once you have earned the 90 degree-applicable credit minimum.
- The College of Education Advising Center will forward your student teaching application to Field Experiences and your graduation application to the Music Department for necessary signatures
- You will need to register yourself (after consulting with your adviser) through the Registrar's online registration.

INSURANCE WAIVER

CCSD is now requiring ALL student teachers and practicum students to complete an insurance waiver before you can be placed at ANY CCSD school. In order to complete the waiver you must go to one of the following links and complete the form.

ALL UNDERGRADUATE STUDENTS:

<https://education.nevada.edu/ofeonline/form/undergraduate/>

ALL GRADUATE STUDENTS:

1. Download, fill out, and print application from <http://education.unlv.edu/ofe/ecs/graduate/>
2. Student also submits liability form at:

THE PPST AND PRAXIS I AND PRAXIS II

You are required to have your PPST (PRAXIS I) tests taken and passing scores delivered to the Field Experience office prior for applying for ANY Field Experience course. Take the test no later than 8 weeks prior to your Student Teaching application.

Although the PRAXIS II is not required to complete the UNLV Music Education Program, initial licensure through the Nevada Department of Education requires applicants to have taken and passed the **Principles of Learning and Teaching (PLT) grades K-6 (0622)** with a passing score of 160 or **PLT grades 7-12 (0624)** with a passing score of 157. Additionally, applicants must take and pass the **Praxis II® Subject Assessment Content and Instruction (0114)** with a passing score of 162.

Specific information about the PPST is available at:
<http://education.unlv.edu/Advising/undergraduate/ppst.htm>

Specific information about the PPST is available at:
<http://www.ets.org/praxis/index.html>

STUDENT TEACHER PLACEMENTS

Clark County School District (CCSD) personnel make all student teacher placements. Student teachers will complete two 8-week placements, one in an elementary school and one a middle or high school. The state of Nevada issues a K-12 license and therefore the placements at both elementary and secondary school are valued.

- Students will NOT be permitted to student teach anywhere outside of the CCSD area.
- Students may NOT negotiate with schools and/or teachers. To do so might jeopardize placement. Student teachers find out placements at orientation.
- In some cases, the school where you are placed may contact you regarding your placement prior to orientation. This is not a guarantee of placement, nor should you expect the cooperating school to notify you prior to orientation.

Anyone enrolling in student teaching needs to be fingerprinted. Information regarding this process is available at: <http://education.unlv.edu/ofe/requirements/fingerprinting/index.html>.

GRADING

Student teachers must realize the importance of a successful student teaching experience to a career in teaching. Student teachers will be performing very much the same work for the same hours as a fully employed, professional teacher. Please note that

- Student teachers are to follow the same schedule of their Cooperating Teacher including attendance at all in-service meetings, games, festivals, concerts, etc., and
- Student teachers are to attend all schedule seminar meetings. Work outside of student teaching commitments must be scheduled around all student teaching activities. Grading is the ultimate responsibility of the University Supervisor. Cooperating Teachers submit written evaluations with a suggested grade. This is considered in the University Supervisor's determination of the midterm and final grades.

RESPONSIBILITIES OF THE STUDENT TEACHER

First School Visit: Upon entering the school for the first time, student teachers must report to the office and state the purpose of their visit. Contact with the Cooperating Teacher, by telephone or e-mail, should be made prior to the first visit. The Cooperating Teacher will have been sent the assigned Handbook, a Timeline, and appropriate assessment forms.

Schedule: As soon as the student teaching schedule is finalized the schedule form should be completed (Appendix A) and given to the University Supervisor. Any subsequent changes should be sent in writing before they occur, if at all possible. Observation visits by the University Supervisor are based on these schedules.

Attendance: The student teaching semester runs for the full semester duration. Holidays during the semester are determined by the public school calendar. Student teachers are expected to teach every scheduled day for the full school day except as otherwise arranged with the University Supervisor and Cooperating Teacher.

- Any absence without prior notification to the University Supervisor and Cooperating Teacher subjects the student teacher to immediate dismissal with the grade of “F”.
- Prior notification is absolutely essential for any absence as far in advance as possible.
- Emergency notification (illness or other) should be attempted in the following order:
 - Cooperating Teacher
 - Cooperating School Office Manager
 - University Supervisor
 - **Missed time must be made up**

Lesson plans: Whenever you teach a lesson, you must have a completed lesson plan, which has been approved by your Cooperating Teacher. This lesson plan should be available for any observer. Please have the following available upon observation by your University Supervisor:

- A copy of the lesson plan
- Your weekly log/journal

Logs and Portfolios: Each student expected to keep a log and portfolio during the student teaching semester. You should record a brief journal entry consisting of informal notes daily. At the end of the week, a reflection form will be completed and sent to the University Supervisor. Continue to update your portfolio. Do not throw anything away, keep a few samples of student work, and take pictures of lessons when permitted. This portfolio will serve as a

Music Library Assignment: At the end of the semester you will submit a library spreadsheet of materials used in each 8-week placement. (A formatted document will be available on WebCampus.)

1. Create a database with accompanying Excel spreadsheet for concert band, orchestra music, elementary general music, choral music, etc..
2. Minimum 50 entries to include an additional set of 10 method book series and supplementary materials.
3. Database should include:

1) Title	7) Character (solo with band, march, etc.)
2) Composer	8) Special needs (unusual percussion, English horn Special needs students, etc.)
3) arranger (if applicable)	9) description of the pieces
4) Publisher	10) Available recording(s) of the work
5) Date published	
6) Grade	

ATTIRE

Student teachers are expected to dress professionally. Attire must be neat and clean.

- No extreme dress (“belly” shirts, exposed and/or excessive piercings, etc.)
- Men -shirt, tie, dress slacks or pressed khakis
- Women -skirt, blouse, dress, or pantsuit
- Sneakers are not considered appropriate footwear unless you provide your teacher or the Music Education Coordinator with documentation of a medical condition.
- Poor grooming, lack of personal hygiene will **not** be tolerated in the field.

TEACHING LICENSE INFORMATION

Music students receive at K-12 teaching license from the Nevada Department of Education, Office of Teacher Licensing. The Music license is considered a special endorsement. Complete requirements may be found at

<http://www.doe.nv.gov/licensing/endorsements/spencendor/attachment/300965/musicend.pdf>

Applications may be found at:

<http://www.doe.nv.gov/licensing/appforms.attachment/300945/APPLinitial.pdf>

NAfME Student Chapter:

The Music Education Department sponsors a student chapter of the National Association for Music Education (formerly Music Educators National Conference, hence the acronym MENC). NAfME is dedicated to music education advocacy and providing resource materials to educators in both the public and private schools. Membership is on an academic year basis (September through June). The fees are nominal and include: *The Music Educators Journal* (5-6 issues, odd months) *Teaching Music* (5-6 issues, even months)

Other Benefits: Reduced admission charges for the NMEA (Nevada Music Educators Association) All-State Conference. Dues must be paid by check/money order.

American Orff-Schulwerk Association:

An affiliate member of NAfME, The American Orff-Schulwerk Association (ASOA) is a professional organization dedicated to the creative teaching approach of Carl Orff and Gunild Keetman. A local chapter, Nevada’s Desert Valley Chapter (NDVC) holds five meetings a year, with nationally acclaimed clinicians presenting at three of those meetings. The core of Clark County School District’s elementary music curriculum is based on the Schulwerk. ASOA and the local chapter, NDVC, can be accessed through the ASOA website at <http://www.asoa.org>.

National members receive 4 quarterly issues of the organization’s journal *The Orff Echo*, as well as 4 quarterly newsletters, *Reverberations*.

Appendix A

Student Teaching Information – Contact Sheet

Name: _____ e-mail _____ Phone(s) where
I can be reached _____ Please complete the school
schedule and indicate where you begin to teach specific classes.

Please circle: 1st 8 weeks 2nd 8 weeks

Cooperating Teacher's name _____

Hour	Time	Class Name	Day	I will teach this beginning (<i>date</i>)	Responsibility
0					
1					
2					
3					
4					
5					
6					
7					

Appendix B

WEEKLY MEETING/REFLECTION FORM

COMPLETE THIS FORM AND EMAIL WITH ATTACHED LESSON PLANS BY SUNDAY OF EACH WEEK.
Please complete and send lesson plans even if CT created plans.

To: eugenieburkett@unlv.edu, AND susan.mueller@unlv.edu (US) WITH A CC TO YOUR COOPERATING TEACHER (CT) (ALL ADDRESSES IN ONE EMAIL, PLEASE)

YOUR NAME: CT NAME: DATE OF MEETING: SUBJECT/CLASS:

I. DO YOU HAVE LESSON PLANS FOR EACH CLASS/TOPICS/LESSON THAT YOU WILL TEACH NEXT WEEK COMPLETED AND APPROVED BY YOUR COOPERATING TEACHER? YES NO

II. SUMMARY OF WEEKLY DISCUSSION WITH COOPERATING TEACHER (CT):

SUGGESTIONS: *planning management, instructional pacing, monitoring student behavior, school/classroom rules/expectations, discipline, parent involvement/conferences, grading/testing, student skill development, instructional techniques, music selection, rehearsal techniques, student motivation, etc.*

III. Summary of efforts to implement suggestions:

What did your CT suggest you do to become better and how well did you accomplish it?

- 1.
- 2.

IV. Weekly reflection:

SUGGESTIONS: What activity/lesson/class did you teach/observe, what did/didn't you accomplish, what did/didn't you learn, what were the highlights/frustrations, were/weren't you an educator, etc.

Appendix C Music Library Assignment

1. Create a database with accompanying Excel spreadsheet for concert band, orchestra music, elementary general music, choral music, etc..
2. Minimum 50 entries to include an additional set of 10 method book series and supplementary materials.
3. Database should include:
 - 1) Title,
 - 2) Composer,
 - 3) arranger (if applicable),
 - 4) Publisher,
 - 5) Date published,
 - 6) Grade,
 - 7) Character (solo with band, march, etc.),
 - 8) Special needs (unusual percussion, English horn, etc.),
 - 9) description of the pieces.,
 - 10) Available recording(s) of the work.

Student Teacher Portfolio Checklist

The following checklist is the content of the Student Teacher Portfolio. This will be reviewed at the end of the 16 week student teaching. Submit in a 3-ring binder, with 10 tabs, everything typed.

Prepare an electronic version of the contents as well.

Prepare your resume (no. 0 and 1) prior to the first day of your student teaching and submit electronically to Dr. Burkett and Prof. Mueller. This will be forwarded to your cooperating teacher.

0. _____ cover page
1. _____ job seeking/resume
 - _____ academic history; classes you have taken (degree sheet), experiences assisting with NMEA, CMENC, lectures or performances that you have attended...
 - _____ work history; experiences you have had working with students or children
 - _____ awards, honors
 - _____ professional organizations
 - _____ personal statement to include current and future goals
2. _____ long-range plans
3. _____ first day (what will you include?)
4. _____ lessons (table of contents)
5. _____ assessments
6. _____ classroom management strategies
7. _____ choir and/or ensembles
8. _____ substitute materials
9. _____ resources
 - _____ resource library assignment
 - _____ technology resources (Smart technology, iPad apps. etc.)
10. _____ observations/evaluations

UNLV, CCSD Student Teaching Calendar, Fall 2013

UNLV Instrumental Student Teacher Supervisor - Dr. Eugenie Burkett

Eugenie.burkett@unlv.edu Office Phone: 895-1206 or 702-513-0868 (before 7 PM)

UNLV Elementary Student Teacher Supervisor – Prof. Sue Mueller

susan.mueller@unlv.edu Office Phone: 895-3087 or 338-7729 (before 7 PM)

Important Reminders:

1. **This is a suggested calendar only. Dates may be subject to change depending upon changes in the university calendar and schedule seminars with the College of Education.**
2. **CCSD teachers attend Professional Development in-service days throughout the semester.**
3. **You observe CCSD Spring Break dates – same as UNLV.**
4. **This calendar primarily reflects the elementary teaching schedule. Secondary assignments of specific classes and/or repertoire is negotiated between the Cooperating Teacher, the University Supervisor, and the Student Teacher.**
5. **Dates for CCSD Fingerprinting, Practice Interviews, etc. were not set at the time of this printing. These may be added as the semester progresses.**
6. **Communication is key to a positive and successful student teaching experience. Please contact either of us and/or your cooperating teacher if any issues arise.**
7. **You are responsible for submitting your lesson plans and weekly reflection in a timely manner. These are due Sunday evening by e-mail. Please use the form included on WebCampus.**
8. **Sanitize your Facebook account!**
9. **ITEMS NEEDED NOW**
 - ✓ **A complete schedule with periods, class times, and type of class.**
 - ✓ **Specific contact information for your Cooperating Teacher – telephone/email**
 - ✓ **Semester calendar, if available.**
 - ✓ **Purchase scores, if applicable.**
 - ✓ **Check into WebCampus site.**

Appendix D Student Teaching Seminar Rubric

	A Highly effective	B Effective	C Somewhat effective	D Ineffective	F Unacceptable
Lesson plans	Student submits all lesson plans to up(s) in a timely manner by e-mail. Plans are complete with stated goals, procedures, strategies and assessments.	Plans are submitted but late and 1 or 2 elements are missing.	Plans are very late (more than 2 days). Plans are incomplete, messy, unclear, and missing 2 or more elements.	Plans are more than 1 week late, incomplete.	Lesson plans not submitted.
Seminar attendance	Student attends all seminar meetings, including orientation. Any excused absences are followed with the appropriate e-mail to the up.	Student attends all seminars, including orientation. One excused absence without an e-mail follow-up.	Student attends orientation. Student misses 1 seminar as an unexcused absence.	Students miss 2 seminar meetings as unexcused absence.	Did not attend.
Seminar participation	Student actively engages, listens and supports other students in an ongoing basis in seminar discussions; comments advance the depth of the dialogue; evidence that student is developing knowledge of issues related to the seminar; group dynamic and level of participation are consistently better through this student's participation.	Student makes an honest effort to interact, plays an active role in seminar discussions; actively engages, listens and supports in most seminar discussions; comments tend to advance the depth of the dialogues and group dynamic is enhanced.	Limited interaction with instructor or other students; participates in discussion only when prompted; very little evidence that the student is developing knowledge of the issues; group discussions are not affected by the student's participation.	Virtually no interaction; student rarely engages in seminar discussions even upon prompting; comments are vague or drawn from outside the material or question; demonstrates a noticeable lack of interest at times; evidence that the student is not developing knowledge of the issues; group dynamic and discussion are either not affected by the student's participation or are harmed by the student's presence.	Student does not attend nor engage in seminar discussions; demonstrates a noticeable lack of interest in the material; group dynamic may be, or are, significantly harmed by student's participation.
CT conferences	Student meets and provides documentation for weekly CT conferences in a timely manner.	Student meets with CT on a weekly basis but does not provide documentation.	Student infrequently meets with the CT and provides scant documentation for meetings.	Student meets with CT less than 3 times per school assignment. Student does not provide documentation	Student does not meet with CT and provides no documentation.
Observations	Student provides lesson plan and assessment sheet for each up observation. Student provides assessment sheets for CT and requests a minimum of 5 observations.	Students misses 1 lesson plan for an observation, does not have an assessment sheet. Requests CT observation only 3 times.	Student misses 2 lesson plans for an observation and does not have an assessment sheet.		Does not provide lesson plans or assessment sheets.

UNLV Student Teaching Calendar

Eugenie.burkett@unlv.edu Office Phone: 895-1206 (*before 7 PM*)

Susan.mueller@unlv.edu Cell Phone: 338-7729 (*before 7 PM*)

ST = Student Teacher CT = Cooperating Teacher US = University Supervisor

August 21 1:00 PM. REQUIRED ORIENTATION – UNLV, HFA 222

First School Assignment: August 27 – October 19

Week 1 Aug 26 Officially begin Student Teaching Assignment w/limited
observing
Aug 29 Attend Thursday Music Seminar in HFA 224

All seminars are Thursday 4:00 -5:30 PM unless otherwise notified

Week 2 Sep 2 Continue one class w/ ST plans w/ CT supervision
Sep 5 Music Seminar
Submit lesson plans, reflection and weekly conference w/ CT

Week 3 Sep 9 Continue one class w/ limited CT supervision
Sep 12 No Music Seminar
Submit lesson plans, reflection and weekly conference w/ CT

Week 4 Sep 16 Continue one class w/ ST plans w/o CT supervision
US Observation week: Formal evaluation conference ST/US
Begin teaching 2nd class w/ CT plans and supervision
Sep 19 Music Seminar - possible guest, Jere Humphries
Submit lesson plans, reflection and weekly conference w/ CT

Week 5 Sep 23 Begin two classes w/ST plans w/limited CT supervision
Sep 26 No Music Seminar
Submit lesson plans, reflection and weekly conference w/ CT

Week 6 Sep 30 Continue two classes w/ ST plans w/o CT supervision
Begin teaching optional 3rd class with CT plans and
supervision
Oct 3 Music Seminar
Submit lesson plans, reflection and weekly conference w/ CT

Week 7 Oct 7 Continue two (three) classes w/ ST plans
Oct 10 No Music Seminar
Submit lesson plans, reflection and weekly conference w/ CT

***Fingerprinting on ???, Wednesday at 4:30 pm –Public Safety Office UNLV, East Harmon and Maryland –
by appointment***

Week 8 Oct 14 Last week at 1st placement, contact teacher at 2nd
placement
Midterm at UNLV
Oct 17 Music Seminar
Submit lesson plans, reflection and weekly conference w/ CT
Oct 18 Last Day at first Assignment

Second School Assignment: October 22 – December 14

Week 9	Oct 21 Oct 24	Teach one class w/ CT plans and supervision – New placement Music Seminar Submit lesson plans, reflection and weekly conference w/ CT
Week 10	Oct 28 Oct 31	Continue one class w/ ST plan w/limited CT supervision US Observation week: Formal evaluation and ST/US conference No Music Seminar Submit lesson plans, reflection and weekly conference w/ CT
Week 11	Nov 4 Nov 7	Continue one class w/ ST plan w/o CT supervision Begin teaching 2nd class w/ CT plans and supervision Mid Term evaluation and possible ST/CT/US conference Music Seminar Submit lesson plans, reflection and weekly conference w/ CT
Week 12	Nov 11 Nov 14	Continue two classes w/ ST plans w/o CT supervision US Observation week: No Music Seminar Submit lesson plans, reflection and weekly conference w/ CT <i>CCSD Interviews – Wed 4:30 p.m. in CCSD Ed Center Board Room on Flamingo</i>
Week 13	Nov 18 Nov 21	Continue two (three) classes w/ ST plans US Observation week: Final evaluation and possible ST/CT/US conference Music Seminar Submit lesson plans, reflection and weekly conference w/ CT
Week 14	Nov 25 Nov 28	Continue two (three) classes w/ ST plans ST observes other classrooms THANKSGIVING – NO Music Seminar Submit lesson plans, reflection and weekly conference w/ CT
Week 15	Dec 2 Dec 5	Teach a full schedule No Music Seminar MUSIC LIBRARY PROJECT DUE
Week 16	Dec 9 Dec 12 Dec 13 Dec 14	Last week of student teaching Last Music Seminar Last day of student teaching End UNLV semester
	Dec 2	<i>Exit Evaluation on line at http://education.unlv.edu</i>

***Fingerprint day is for those students who do not have a Nevada Substitute license.
Fingerprints may be taken at the public Safety Office on East Tropicana and Swenson.
Students must sign up for a time slot.
Jim Morrow – Administrator in charge of fingerprinting 702-895-4747 for current fee.***