

**MUSIC EDUCATION FIELD EXPERIENCE REQUIREMENTS
OBSERVATION HOURS CHECKLIST *(revised July 2024)***

Experience	Associated Course(s)	Description	Hours
PME Hours	MUCE 205: PME (Principles of Music Education)	5 hours	5
Shadow Study Partnership-Elementary	MUCE 306: MTL (Music Teaching and Learning)	3-Day Observation (credited at 5 hours per day)	15
Shadow Study Partnership-Secondary	MUCE 316: Secondary General Music Practices OR MUCE 337: Secondary Wind Practices OR MUCE 339: Secondary Choral Practices OR MUCE 341: Secondary String Practices	5-Day Observation (credited at 5 hours per day)	25
Elementary General Music Practicum	MUCE 307: Elementary General Music Practicum	Supervised teaching	5
Band, String, Choral, or SGM Practicum	MUCE 318: Secondary General Music Practicum OR MUCE 336: Practicum in Teaching Beginning Instruments OR MUCE 334: Practicum in Vocal Ensembles OR MUCE 342: Practicum in String Teaching	Supervised teaching	10
Special Education	MUCE 445: Special Education Music	15 hours/ 3-day observation OR optional SE Practicum	15
Pre-Student Teaching	MUCE 467: Student Teaching in Music	12.5 hours with each of 2 cooperating teachers prior to the start of student teaching	25

OBSERVATION GUIDELINES

- Complete an observation report for EACH CLASS you observe; record the starting and ending time of the class and record the number of minutes on the report form.
- Write thorough reports. Minimal reports will not be accepted and you will have to re-do the observation. Be sure you get the teacher's actual signature. The observation cannot be accepted without the teacher's signature.
- ***Observation request forms for observations in St. Lawrence County are due by Tuesday at 4 pm the week PRIOR to the requested observation time.*** The Field Experience coordinator will notify you of your observation as soon as it is arranged, usually by the previous Friday.
- You must observe certified music teachers and may only count time observing actual teaching of student. These are called "clock hours." Planning periods, lunch, passing time, study halls, etc. may not be included.
- Be sure to describe each class you observe even if it's the same lesson you observed in another class. You should notice differences among students and teaching strategies from class to class.
- You may observe extra-curricular rehearsals (musicals, jazz band, etc.) but may not count performances.

OBSERVATION BLACK-OUT DATES 2024-2025 (St. Lawrence County schools)

- These dates apply only to the districts in the St. Lawrence-Lewis BOCES & individual staff development days, snow day give-backs, etc. may differ from district to district
- Classes do not begin until Thursday, September 5; most schools will not offer observations at least the first week
- Columbus Day- Monday, October 14
- Fall Staff Development Day- Friday, November 8
- Veterans' Day- Monday, November 11
- Thanksgiving break- Wednesday, Thursday, and Friday November 27, 28, & 29
- Winter break- Monday through Tuesday, December 23, 24, 25, 26, 27, 30, & 31, & Wednesday, January 1
- Martin Luther King Jr. Day- Monday, January 20
- Lunar New Year- Wednesday, January 29
- Mid-winter break- Monday through Friday, February 17, 18, 19, 20, & 21
- Spring Staff Development Day- Friday, March 21
- Spring break- Friday through Friday, April 18, 21, 22, 23, 24, & 25
- Memorial Day- Monday, May 26
- Juneteenth- Thursday, June 19
- Last day of school Friday, June 27, but many districts will give back snow days during that final week
- Individual districts may be administering state tests during the periods from April 7-16, April 29-May 1, May 7-9

REQUESTING OBSERVATIONS

OBSERVATION REQUEST LINK is available on the Music Education Forms section of the SUNY Potsdam website, along with other important documents for requesting and documenting observations.
<https://www.potsdam.edu/academics/crane-school-music/forms/music-education-forms>

ST. LAWRENCE COUNTY:

- All St. Lawrence County observations MUST be arranged through the Field Experience Coordinator. DO The request form will close at 4:00 pm each Tuesday for the following week.

OUTSIDE OF ST. LAWRENCE COUNTY:

- **Arrange in Advance:** You must arrange these on your own in advance. Some schools (especially on Long Island) require 6-8 weeks for approval. Many require Verification Letters (see below). Some require interviews, resumés, medical records, etc. You should get fingerprinted as soon as possible.

VERIFICATION LETTERS:

- Some schools may require a verification letter from the field experience coordinator. If you need a verification letter, please use the Verification Letter Request Form found on the website linked above. Make sure to allow adequate time for both the field experience coordinator and the school district to process the request.

DEADLINES: The initial 75 observation hours must be complete by the end of the semester prior to student teaching. The final 25 hours will then be completed between the end of that semester and the beginning of the student teaching semester. Specific dates will be provided by the student teaching coordinator in your pre-student teaching meetings during the two semesters prior to your student teaching semester.