

**MUSIC EDUCATION FIELD EXPERIENCE REQUIREMENTS**  
**OBSERVATION HOURS CHECKLIST** *(revised Fall 2020)*

Requirement Completed	Semester	Experience	Description	# Hours
<b>60-65 Hours from Required Courses</b>				
	Following Semester 1	Winterim Partnership-Freshman	3 Day Shadow Study	15
	2 or 3	PME	Arranged by student	5
	Following Semester 3	Winterim Partnership-Sophomore	5 Day Shadow Study	25
	3 or 4	General Music Practicum	Hours added first day of semester prior to student teaching	15
	5 and/or 6	Elementary Band, String, Choral, GM2 Practicum	Student completes practicum log	5-10
	4 and/or 5	Special Ed. Partnership (if not enrolled in MSE Practicum)	2 Days of Sp. Ed. Observations	10
	Various	Music in Special Ed.	Arranged by student	5
	Various	High Needs	Many SLC schools are high needs; list is on bulletin board outside A315	2
	Various	Specialty Practicum Courses (choice)	Various	
	Various	General Observations	Various	
<b>80 Hours Required Prior to Observations with Cooperating Teachers</b>				
	7-8	Pre-Student Teaching	10 hours with each cooperating teacher PRIOR to the start of student teaching	20
<b>Grand Total</b>		<b>100 Hours</b>		

(more information on the back side)

## **PME GUIDELINES**

- *All PME observations are due no later than the last day of classes: December 11, 2020*
- 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 signature.
- Record each observation on the orange cover sheet. At the end of the semester, staple all observation report forms to the orange cover sheet and submit it to your PME instructor.
- Sophomore Evaluation is the semester after PME. 20 observation hours are required to pass sophomore evaluation.

## **COMPLETING OBSERVATION REPORTS**

- *Observation request forms 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 on Saturday or Sunday morning.
- You must observe certified music teachers and may only count time actually observing teaching. These are called "clock hours." Planning periods, lunch, passing time may not be included.
- During PME, you must write an individual report for each class observed. List the starting and ending times.
- A teacher's signature is required.
- After PME, you may put multiple classes by the same teacher on the same day on the same form. Record time accurately. You may not write 8:30—1:00 or 6 hours. When observing multiple classes, write the class and start/end times of each class in the left-hand column. If you prefer, you can use a different sheet for each class and just complete the back side once for each teacher observed. If you observe the same teacher on a different day, you need to complete the back side again. Staple them together when you submit them.
- Be sure to describe each class you observe even if it's the same lesson. You should notice differences among students and teaching strategies from class to class.
- You may observe extra-curricular rehearsals (musicals, jazz band, etc.) up to 10 hours per semester up to 20 hours but may not count performances. Only 2 of these type of hours are allowed during PME.

## **OBSERVATION BLACK-OUT DATES (St. Lawrence County schools)**

- February 15-19- mid-winter break
- April 2-9- spring break
- April 19-23, May 3-10—observations may be limited due to state testing

## **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 NOT contact St. Lawrence County teachers unless Mrs. Sterling has given you permission.
- Complete the request NO LATER than 4 pm on TUESDAY of the week prior.
- Please consider completing hours outside of Potsdam for greater flexibility in scheduling.

### **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 that is the case, please send Mrs. Sterling 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.