

UW-Whitewater
Music Education
Handbook

2023-24

VOLUNTEER HOURS

To prepare you for your career in music education, we at UWW, pride ourselves on getting music students into the field of music education early in your degree work. These hours must be completed and recorded prior to applying to the College of Education and Professional Studies (COEPS) and Student Teaching.

Below are the TOTAL number of hours now required for each degree year for all current MUSED students enrolled as of 2022-23:

DEGREE YEAR	TOTAL NUMBER OF VOLUNTEER HOURS REQUIRED
FRESHMEN	100
SOPHOMORE	100
JUNIOR	100
SENIOR	75
TRANSFER STUDENT	75, consult Dr. Holmes

These hours are to be volunteer service engaging with children across all ages. This is NOT to be a paid position, i.e. studio teaching, performances, etc. You can use up to 50 hours at UWW music camps. YOU record your volunteer hours using the UWW Volunteer form (found in the Appendix). Be sure to have your form signed and add your comments to each event your volunteer.

In order to volunteer with children, ALL UWW music education majors must complete a Criminal Background Check (CBC) every semester you have a field placement aligned with MUSED 160, MUSED 437, MUSED 438, MUSED 439, MUSED 452, CIFLD 411, CIFLD 412, CIFLD 414, CIFLD 492. (The CBC instructions and form are available in the Appendix). This is a personal expense and cannot be included in your financial aid. Failure to complete the CBC will result in no field placement or student teaching placement; hence, you will not be able to complete the degree & licensure.

First Year, First Semester

- Attend the Music Education meeting
- Familiarize yourself with your “advising grid”
& other materials on the Department website (<http://www.uww.edu/cac/music/>).
- Get to know your academic advisor
- Be successful in all classes, including studio
- Join professional organizations. Most of the following professional music organizations have active collegiate chapters at UWW. It’s never too early to start thinking like a professional!

- CNAfME (Collegiate National Association for Music Educators, affiliated with Wisconsin Music Educators Association) (<https://nafme.org/membership/collegiate/>)
- ASTA (American String Teachers Association, affiliated with Wisconsin American String Teachers Association) (<https://www.astastrings.org/>)
- NATS (National Association of Teachers of Singing) (<https://www.nats.org/>)
- ACDA (American Choral Directors Association) (<https://acda.org/>)
- JEN (Jazz Educators Network) (<http://jazzednet.org/>)
- ❑ Attend the Wisconsin Music Education Association Conference in Madison. Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>).
- ❑ Begin volunteer work in music educational settings to satisfy the requirement for the “Experience with Learners” required for admission to the College of Education and Professional Studies (COEPS).
 - You can find the Volunteer Verification Form on the music department website <https://www.uww.edu/documents/colleges/cac/music/verification-form-music-ed.pdf>
- ❑ Pass ENG 101 (as well as the rest of your courses - for degree & entrance to Professional Studies)

First Year, Second Semester

- ❑ BE CERTAIN to register for MUSED 160 *Introduction to Teaching Music* which will include **20 hours** of school observations that can be used for ed hours.
- ❑ If you passed ENG 101, take and pass English 102 *Introduction to College Writing, Reading, & Research* with a “C” or better.
 - If you did not get a “C” or higher, take English 102 over next semester.
- ❑ Maintain your GPA
 - You will need a minimum **2.75** GPA to apply to College of Education & Professional Studies (COEPS)
 - You will need a minimum **3.00** GPA or Pass Praxis Exam to be eligible for student teaching

Second Year, First Semester

- ❑ Take and pass COMM 110 *Introduction to Public Speaking* with a “C” or higher.
 - To be eligible for admission to College of Education & Professional Studies (COEPS), students must pass each of these courses with a “C” or higher: English 102, COMM 110, & **EDFOUND 243**.
- ❑ Renew your CNAfME membership and other professional memberships.
- ❑ Attend the Wisconsin Music Education Association Conference in Madison.
 - Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>).
- ❑ Maintain your GPA
 - You will need a minimum **3.00** GPA or Pass Praxis Exam to be eligible for student teaching
 - You will need a minimum **2.75** GPA to apply to COEPS

Second Year, Second Semester

- ❑ **Pass your piano proficiency**
- ❑ Pass your upper divisional jury
- ❑ Pass Writing Proficiency in Music History II
- ❑ Maintain your GPA
 - You will need a minimum **2.75** GPA
 - You will need a minimum **3.00** GPA or Pass Praxis Exam to be eligible for student teaching
- ❑ Keep volunteering and working in educational settings.
 - You will have to complete the hours of verified experiences to be able to apply for admission to Professional Education.
 - **You can find information about “verification of experience with learners and professional service in musical context” and forms on the music department website**
<https://www.uww.edu/documents/colleges/cac/music/verification-form-music-ed.pdf>
- ❑ this is the semester to verify all your requirements to apply to COEPS
Information about admission to Professional Education
 - <https://www.uww.edu/coeps/advising-licensure>
- ❑ Required testing information for Admission to Professional Education -
<https://www.uww.edu/coeps/advising-licensure#admissions>

Third Year, First Semester

- ❑ Maintain your GPA
 - You will need a minimum **2.75** GPA to apply to COEPS
 - You will need a minimum **3.00** GPA or Pass Praxis Exam to be eligible for student teaching
- ❑ Renew your CNAfME membership and other professional memberships
- ❑ Attend the Wisconsin Music Education Association Conference in Madison. Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>)
- ❑ Make sure to have completed your required hours by the end of the semester.
 - Bring your documentation of required volunteer hours to the Music Department Music Education Coordinator (Dr. Holmes) for approval.
- ❑ IF you have not already applied, this is the semester to apply to COEPS. Take and pass EDFOUND 243 *Foundations of Education in a Pluralistic Society* **this semester or next semester WITH A “C” OR BETTER.** Students must contact the Department of Educational Foundations to receive permission to enroll in all three courses (WH 6035).
- ❑ Once you enrolled or have *passed EDFOUND 243 and* have obtained a “C” or better in English 102 & Comm 110, and can provide evidence of your completed hours of experience with learners, you are eligible to apply for admission to the College of

Education and Professional Studies.

Third Year, Second Semester

- Maintain your GPA
 - You will need a minimum **2.75** GPA to apply to COEPS
 - You will need a minimum **3.00** GPA or Pass Praxis Exam to be eligible for student teaching

IF YOU HAVE NOT APPLIED TO COEPS THEN THIS IS THE SEMESTER YOU APPLY

After you have been admitted to the College of Education and Professional Studies, you will receive an email from COEPS with a link to the advising obligation form you must submit for admission to COEPS. You will also be instructed to complete a criminal background check (information is found in the Appendix) and schedule an appointment with the Music Department Music Education Coordinator (Dr. Holmes) to check your Academic Advising Report verifying your eligibility to enroll in upper level Methods courses.

If you are **only 1 year away** from student teaching, sign up for student teaching with the Music Ed. Coordinator (Dr. Holmes) .

Fourth Year, First Semester

- Maintain your GPA
 - Keep tracking your GPA (information found in the Appendix)
 - You will need a minimum **3.00** GPA or Pass Praxis Exam to be eligible for student teaching
- Renew your CNAfME membership and other professional memberships
- Attend the Wisconsin Music Education Association Conference in Madison.
 - Check the October date of the conference on the WMEA website (<http://wmeamusic.org/>).

The following checklist is to be completed before student teaching:

- Complete all of the Recital Attendance requirements
- Complete the Music Education Student Work Portfolio as part of the Music Ed coursework
 - Pass the Music Education Student Work Portfolio a requirement for Student Teaching
 - Requirements/Information about the Music Education Student Work Portfolio are presented during the various music education courses.
 - Complete your senior recital
 - **NO student teacher placement will be finalized until the senior recital is successfully completed**
- If you are only 1 year away from student teaching, sign up for student teaching with the music ed coordinator.
- If you are 1 semester away from student teaching, complete a student teaching interview with the Music Ed Coordinator the semester before you wish to student teach (Interview Form in Appendix)
- You will receive an email from the Office of Field Experiences regarding the mandatory

meeting (date/time/location) before you student teach.

➤ Other mandatory requirements prior to this meeting include:

- TB skin test
- Resume to Office of Field Experiences
- Criminal Background Check (information found in Appendix)
- Praxis II and Content Area Assessments** - As of September 18, 2017, in order to qualify for student teaching and licensure, students must either: ➤ Pass the appropriate Praxis subject assessment test **OR** ➤ **Have a 3.00 or greater GPA in their major and licensure courses** ➤ Students must complete these requirements by March 1st for Fall student teaching or October 1st for Spring student teaching in order to be placed by the Office of Field Experience (OFE).

➤ The Praxis website: <https://www.ets.org/praxis> - you need to create an account before you can get detailed information on the Music Content Test (5113) - registration, dates, and test centers. ➤ Be sure you check on the Praxis II deadline for your projected student teaching semester and for test registration.

Apply for graduation!

➤ You must apply for graduation on-line through the Registrar's Office a full semester beforehand. The website is <http://www.uww.edu/registrar/graduation>

Fourth Year, Second Semester

- Finish Student Teacher Work portfolio (if you did not complete it during the previous semester)
- If you are 1 semester away from student teaching, complete a student teaching interview with the Music Ed Coordinator the semester before you wish to student teach (Interview Form in Appendix)

Fifth Year, First Semester

- Some students choose to add a fifth year to accomplish an added minor/certificate/double licensure. If that is the case for you, careful consultation with your advisor and the music ed coordinator is needed to complete the necessary requirements/course work in a timely manner to proceed to student teaching.
 - Maintain your GPA

When you are Student Teaching

- Attend the mandatory Student Teacher Orientation meeting. Details of this meeting will be sent via email from the Office of Field Experience.
 - This meeting date will be sent via email from the COEPS.
 - Register for 10 credits with the appropriate university professor's section of "Directed Student Teaching". If you are being licensed K-12, it will require registering for 5 credits of elementary Directing Teaching & 5

credits of secondary Directed Teaching to equal your 10 credits.

- ❑ Register for 2 credits in the MUSED Student Teacher Seminar, **CIGENRL 470** (with Dr. Holmes) 2 **Credits - Pass/Fail**
- ❑ Complete Directed Student Teaching following ALL necessary requirements as dictated.
- ❑ Pass the **UW-Whitewater Music Education Student Teacher Portfolio**
Passing the portfolio is a requirement for graduation and for licensure.
 - You will get all information about your student teaching and the **UW-Whitewater Music Education Student Teacher Portfolio** (formerly known as phase 4 portfolio and the edTPA) during special meetings and student teaching seminars.

Appendix

Additional Materials

Information from COEPS

<https://www.uww.edu/coeps/advising-admissions/admissions#FoundationsBlock>

CRIMINAL BACKGROUND CHECK INFORMATION

The University of Wisconsin-Whitewater College of Education and Professional Studies requires a criminal background check conducted through <https://www.castlebranch.com/> for all students working in the field. The comprehensive background check includes a residency check, nationwide criminal background check, and a national criminal database.

<https://www.uww.edu/adminaffairs/hr/policies-procedures/background-check>

Verification Form Experience with Learners

<https://www.uww.edu/documents/colleges/cac/music/verification-form-music-ed.pdf>

UWW - Music Education Student Work Portfolio satisfying DPI requirement for Student Teaching

To meet DPI requirements, each music education major must complete a portfolio which will be a collection of the work you have completed throughout your music education coursework. In each class, you will need to add specific assignments in Google Classroom or any platform you prefer in a portfolio that you share with your instructor. As part of each course grade, you will be required to add the assignments once they are in their final form, and **you must earn a grade of B or better on these assignments**. Your instructor will check your portfolio when they are due in each class to be sure they have all been included. In your Student Teaching Interview, your final portfolio will be checked by Music Education faculty members before you will be eligible to Student Teach.

MUSED 160:

- Philosopher Project Presentation

MUSED 278:

- Partner Teaching Assignment Journals
- Repertoire Selection Assignment

MUSED 437:

- Lesson Plan
- Theorist Paper
- Theorist Presentation

MUSED 438:

- Philosophy of Music Education
- CMP Song Analysis
- CMP Instructional Strategies
- Lesson Plan
- Final Presentation + handout

MUSED 439: TBD**MUSED 452:**

- Culture Unit
 - Presentation
 - Lesson Plans
- Music Technology
 - Lesson Plan
 - Original Composition

MUSED 466:

- Lesson Plan
- Assessment Project

Student Teacher Interview Form

Student Name: _____ **Student ID# :** _____

Major for Placement Request:

K-12 MUSIC

Email: _____

Cell Phone: _____

Hometown: _____

Schools Attended in WI: Elem _____

MS _____

HS _____

Field Study Sites: Elem _____

MS _____

HS _____

Prerequisites Completed:

Piano Proficiency Passed: YES No

Senior Recital Completed: YES NO

What will you use for acceptance standard?

- Music GPA Computation _____ Applied for review: YES NO
- Praxis II/Content Area Test _____ Test Completed: YES NO
- Resume & Letter of Introduction to Field Office? YES NO
- TB Test Completed: YES NO
- Additional Comments:

Student Teaching Personal Information:

Is a reliable vehicle available? YES NO

Is a reliable computer available? YES NO

Where will you be living during your Student Teaching Experience?

Any special circumstances which you would like considered in your placement?

IF you have a special preference for you Student Teaching placement(s), please indicate below:

1st Choice (District & School)

Field Office Region _____

Additional Comments:

2nd Choice (District & School)

Field Office Region _____

Additional Comments:

3rd Choice (District & School)

Field Office Region _____

Additional Comments:

I hereby acknowledge that I will NOT be able to student teach if I have not completed and passed the "Phase 3" portfolio and have passed all the Prerequisites according to the dates specified.

_____	_____	Student Signature	Date
_____	_____	Coordinator/Interviewer	
Signature	Date		

Music Education Juries (planned for Semester 6 on the grid)

Semesters 2 & 4

Students in Semesters 2 & 4 will have some sort of connection with music ed faculty to address concerns with GPA, applying to Professional Studies, problems with prerequisites, etc. This will be discussed for semester 2 students in MUSED 160. Semester 4 students will likely get an email from Dr. VanAlstine to make an appointment in semester 4 – right around registration time.

The Interviews will include:

- Going through your AAR
- Discussing strategies for addressing needs/concerns
- Looking ahead to coursework left in prep for student teaching

Semester 6

- Semester 6 students should be enrolled in at least 1 music education class. We plan to remind you of the juries & prompt you to sign up for them in class.
- If you don't have a music ed class (MUSED), please be sure to reach out for those details. Passing the jury is a pre-req for MUSED 452 (in semester 7).
- It's also a milestone that must be met prior to being eligible to student teach.

Components to prepare for your jury:

- Playing piano/singing the melody/lyrics while you play
- Sight Singing using solfege
- Playing either guitar or ukulele (you may choose)
- AAR check-up
- Interview to focus in on the final semesters, becoming a teacher, etc.
 - Consider your future and becoming a music teacher.
 - Please think about why these components are included in the juries, how they help you now, and how they connect to your future as a teacher.

Materials

- Music for the piano, guitar, & ukulele will all be placed into Canvas, so you will have access to it by the middle of the Fall semester.