Course Number: CTMU 7920/7926  
Course Title: Internship  
Credit Hours: 3-10 semester hours  
Prerequisites: None  
Corequisites: CTSE 4200/4203  

Date Syllabus Prepared: Updated September 2007, Revised October 2007  

Texts or Major Resources: Assigned readings from professional journals and other publications (including electronic and on-line sources) may be recommended by the supervising university faculty member and the cooperating public school teachers.  

Course Description: Supervised on-the-job experience in a school, college or other appropriate setting, accompanied by regularly scheduled discussions with supervising faculty to provide evaluation and analysis of the intern experience.  

Course Objectives:  
Course objectives include a subset of key indicators from the Alabama Quality Teaching Standards (AQTS) and program-specific indicators. Indicators assigned to CTMU 7920/7926 are highlighted on the performance assessment templates included in the attachments.  

Course Content and Schedule:  
Weeks 1-15 Directed professional experience at the placement sites. (Note: Elementary and secondary placements are required for P-12 certification).  

Students will complete all of the internship requirements specified in the College of Education’s Internship Handbook, any additional requirements as specified in the internship orientation meetings, and unique requirements required by the cooperating schools (elementary and secondary placement required for P-12 certification in Music Education). Students will complete a minimum of 15 weeks of internship.  

In order to prepare students for P-12 certification, the internship is divided between an elementary and a secondary school. The exact schedule of activities during the internship assignments is contingent upon school schedules and calendars and will be determined collaboratively for each intern by the university supervisor, the cooperating public school teachers (elementary and secondary placements), and the intern.  

Course Requirements/Evaluation:  
All objective must be fulfilled in a satisfactory manner to pass this course. (S/U Grading)  
Interns evaluate their own performances through their daily journal entries, weekly log sheets, and two Professional Work Samples (PWS). Each intern will prepare an exit portfolio during the internship experience that will include a Philosophy Statement, Resume, Elementary Music Unit and PWS, Secondary Music Unit and PWS, Concert/Performance Programs, and Director’s Handbook.  

Interns will also be evaluated by the university supervisor (who will observe the intern a minimum of four times) and the cooperating teacher. All abilities cited in objectives must be demonstrated in order to pass. University supervisors provide written and oral feedback following each observation of teaching. The supervisor and cooperating teacher use the College of Education Advanced Inventory of Candidate Proficiencies (ICP) Rubric and Professional Work Sample
Rubric as well as the Advanced Music Education Abilities Evaluation form to evaluate student achievement.

(On-campus students: The evaluation process for CTMU 7920 takes place in the intern’s school during a face-to-face conference involving the cooperating teacher, the university supervisor and the intern. Distance students: The evaluation process for CTMU 7926 takes place online between the intern, the cooperating teacher and the supervisor through Blackboard’s Live Classroom.)

Requirements at each placement include the following components: Music Education Abilities Evaluation Form, Inventory of Candidate Proficiencies, and Professional Work Sample. Information is provided in the Internship Handbook.

The final internship grade (S, U) is determined by the university supervisor and the cooperating teachers based on the key assessments which include a holistic evaluation of the student’s performance throughout the semester (e.g., Inventory of Candidate Proficiencies). The Inventory of Candidate Proficiencies (ICP) is completed by the cooperating teacher and university supervisor at two points: mid-term and the semester’s end.

(Accommodations for Distance students: All assessment forms from cooperating teachers will be faxed or submitted electronically to the university supervisor.)

Students completing all course requirements at a satisfactory level of proficiency will be assigned a grade of “S” for the course. Students failing to complete any course requirements or students who fail to complete any requirement at a satisfactory level of proficiency will be assigned a grade of “U” for the course.

Class Policy Statements:

Attendance: Since this course is tied to certification, all students must complete 15 weeks of professional work in an approved school setting. Students must notify the instructor and the cooperating teacher when they have an emergency and the student will not be attending school. All absences must be made up so that the student is at the school for a minimum of 70 days.

Participation: Students are expected to participate in all online conferences. It is the student’s responsibility to contact the instructor if they need to change observation dates. Students are responsible for providing the university supervisor with lesson plans and other materials to be used in the observed lesson. Distance students will email or fax all lesson plans and other materials for the university supervisor to use while viewing their videotapes.

Unannounced quizzes: There will be no unannounced quizzes.

Honesty Code: The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.

Professionalism: As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College’s conceptual framework. These professional commitments or dispositions are listed below:

- Engage in responsible and ethical professional practices
- Contribute to collaborative learning communities
- Demonstrate a commitment to diversity
- Model and nurture intellectual vitality

Accommodations: Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternative time can be arranged. To set up this meeting, please contact me by e-mail. Bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Program for Students
with Disabilities at 1244 Haley Center, 844-2096 (V/TT).

Other: An advanced level of proficiency in Spanish or French is desirable to successfully meet the objectives required to pass this course.

The university supervisor cannot be available 24 hours per day, but will keep weekly electronic office hours as indicated at the first organizational meeting. During these periods, the instructor will check e-mail and discussion postings through Blackboard and will be available through Live Classroom as well as telephone. Students may request additional office appointments.

**Distance students:** Videotaped lessons and related materials must be submitted by the scheduled due dates. Otherwise satisfactory completion of this course will be jeopardized.

Students and cooperating teachers must have access to a computer system with broadband Internet access (cable modem or DSL suggested), and a current Web browser program. Students must also have access to a VHS video camera or a digital video camera to tape their lessons for observation; however, the digital video camera must create a tape that can be played on any standard player using an adaptor. A FAX machine for cooperating teacher documentation is necessary as well. Students are responsible for knowing the operation of these aforementioned technologies. The university supervisor can give suggestions but cannot be relied upon to talk through problems that should be handled in detail by software/hardware experts.

**Justification for offering CTMU 7920/26 Internship: Music Education**

This course provides current teachers and pre-service teachers an opportunity to complete the requirements for an “A” Certificate from the State of Alabama. Pre-requisite to the course is the completion of an accredited bachelor degree in music and admission to the master of music education program.

**INFORMATION FOR DISTANCE APPROVAL PROCESS**

**DELIVERY SYSTEMS**

See Course Content and Schedule above concerning the four required observations. Graduate assistants will upload observation videotapes to the RealMedia server for viewing by the supervisor using the equipment available in Haley Center 1408. No other services or facilities beyond that normally provided for on-campus courses or distance students are needed.

**RESOURCES**

Students will need equipment and Internet access as described in the syllabus. They will also need access to a VHS or mini-DV camcorder. Normal student support for Blackboard and IT will be required.

**ADJUSTMENTS**

Distances students and their cooperating teachers will participate in discussion with the university supervisor via Live Classroom in Blackboard. Distance students will submit videotapes for observation lessons.

**STUDENT EVALUATION**

Evaluation processes are identical to the on-campus course. These are explained in the syllabus above for both on-campus and distance students. Cooperating teachers and university supervisors will determine whether a student receives a satisfactory or unsatisfactory evaluation in consultation with each other. **Distance students** will be assessed via Live Classroom.

**COURSE REVIEW**

This course will be evaluated with the AU Instructional Assessment System and anonymous surveys concerning the delivery mode. Faculty involved in the M.Ed. in Music Education will meet to periodically review the effectiveness of distance courses.

**TARGET POPULATION**
Students enrolled in the Alternative M.Ed. program in Music Education who need an internship experience for certification purposes and who are too far from Auburn for university supervisors to observe in person. This would include uncertified teachers from Alabama.

LOGISTICAL SUPPORT
A graduate assistants in music education is responsible for materials duplication and dissemination. Office staff in Curriculum and Teaching are responsible for financial management. The program advisor coordinates marketing with the help of graduate assistants. Since this course will be part of our comprehensive Distance Education program for Music Education the previously mentioned logistical support is already in place.

FINANCIAL ASPECTS
The tuition rate will be the same as that already set for the Distance M.Ed. program in Music Education.