

MUE 3942: Internship I

Department of Music, College of Arts and Humanities

3 Credit Hours

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Instructor Information

- University Supervisor: Dr. Christine Lapka
- Office Location: PACM 208
- Office Hours: Virtual Office Hours: 2:00-3:30 M/W | Virtual Office Hours 3:30-4:30 T/TH | or by appointment, Christine.Lapka@ucf.edu
- Cell Phone: 309.224.1472 call or text
- Digital Contact: Christine.Lapka@ucf.edu email or [Webcourses@UCF](#) messaging

Internship Coordinator

- Dr. Kelly Miller
- Office Location: PACM 224
- Office Hours: Virtual Office Hours: MWF 9:30-10:30; T/TH 1:30-2:30; or by appointment
- Phone: 407.823.4545
- Digital Contact: Kelly.miller@ucf.edu or [Webcourses@UCF](#) messaging

Course Information

- Term: Spring 2021
- Course Number & Section: MUE 3942
- Course Name: Internship I

- Credit Hours: 3
- Class Meeting Days: M/W/F or T/TH
- Class Meeting Time: Regular school day hours of Supervising Teacher/Clinical Educator
- Class Location: On location as scheduled
- Course Modality: Internship

Enrollment Requirements

Course Prerequisites (if applicable): MUE 4311, MUE 3333, EDG 4410, TSL 4080, EDF 4603 and RED 4043.

Course Description

Students experience various roles of a music teacher in elementary and secondary settings, including observation, microteaching, and the completion of various assignments. Graded S/U.

Course Purpose

Internship I Overview:

During Internship I, interns spend two days per week in classrooms in area schools. Approximately seven weeks are spent in an elementary school setting, and seven weeks in a secondary school setting. The interns have the opportunity to observe teaching and to work with students in order to gain an experiential background in how schools operate. Supervising teachers observe the interns working with students in various capacities (e.g., micro-teaching, leading sectional rehearsals and warm-ups, teaching full lessons if the intern is capable) and provide meaningful feedback (written and verbal) to them. By the end of Internship I, interns should have a good understanding of school operations and the role of a teacher. Interns are expected to submit weekly reflections and bi-weekly assignments.

Course Materials and Resources

Required Materials/Resources

- Ability to video
- Internet access

Third-Party Accessibility and Privacy Statements

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted

publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

Student Learning Outcomes

Internship Structure and Goals

- After a short period of orientation and observation, interns should be given the opportunity to work with individuals and small groups.
- When appropriate, they should be given the opportunity to teach short segments of a rehearsal. Having only 14 days with this experience, it is likely not appropriate to expect that interns will be capable of successfully teaching a full rehearsal on a regular basis.
- Rather, this should be treated as a lab experience to develop working skills the interns will take with them to Internship II.

Course Activities and Submissions

- Submit the First Day Report to University Coordinator by the end of the first week. Webcourses
- Submit FEAP assignments to University Coordinator as **email attachments (Last name, FEAP #). Webcourses**
- Submit written reflections to University Coordinator via email at the end of every week (due Sunday evening). Webcourses

Observations by University Coordinators

Interns are observed twice during each placement. The observations are scheduled with the interns and supervising teachers via phone or e-mail. On the day of an observation, time is needed for a brief pre- observation conference and a post-observation conference. Lesson plans, copies of handouts, and music being rehearsed should be available for the University Coordinator during an observation. Lesson plans should include a conceptual objective, behavioral objectives, lesson procedure, materials needed, strategies/activities, accommodations for students with exceptionalities, and assessment methods. They should also indicate Next Generation Sunshine State Standards that are to be addressed.

During COVID, Observations may take place as submitted videos by the intern. Interns will video tape their actions and avoid having students on the video.

Attendance/Participation

M/W/F or T/Th; regular school day hours of Clinical Supervisor (Supervising Teacher).

Make-up Exams and Assignments

Per university policy, you are allowed to submit make-up work (or an equivalent, alternate assignment) for authorized university-sponsored activities, religious observances, or legal obligations (such as jury duty). If this participation conflicts with your course assignments, I will offer a reasonable opportunity for you to complete missed assignments and/or exams. The make-up assignment and grading scale will be equivalent to the missed assignment and its grading scale. In the case of an authorized university activity, it is your responsibility to show me a signed copy of the Program Verification Form for which you will be absent, prior to the class in which the absence occurs. In any of these cases, please contact me ahead of time to notify me of upcoming needs.

Religious Observances

Students must notify their instructor in advance if they intend to miss class for a religious observance. For more information, see the UCF policy at <https://regulations.ucf.edu/chapter5/documents/5.020ReligiousObservancesFINALJan19.pdf>

Assessment and Grading Procedures

The final grade (S or U) will be assigned by University Coordinator based on the following:

- Midterm evaluation report from supervising teacher
- Final evaluation report from supervising teacher
- Observations & Evaluations from the University Coordinator
- Timely submission of weekly reflections and eight bi-weekly FEAP assignments

Consult the latest Undergraduate or Graduate [catalog](#) for regulations and procedures regarding grading such as Incomplete grades, grade changes, and grade forgiveness.

Course Schedule

First Placement officially begins the week of 1/18

First Day From due to University Supervisor 1/22

Weekly Reflections due every Sunday evening.

8 FEAP Assignments & Due Dates (does not have to be in numerical order):

FEAP 2/1

FEAP 2/8

FEAP 2/15

FEAP 3/1

FEAP 3/15

FEAP 3/29

FEAP 4/12

FEAP 4/23

First Placement ends for Internship I	TBA
Midpoint Evaluation due to University Supervisor	TBA
Second Placement begins for Internship I begins the week of	TBA
First Day Form due for Second Placement	TBA
Second Placement Ends	TBA
Final Evaluation due to Dr. Lapka, University Supervisor, and Dr. Miller	TBA

University Services and Resources

Academic Services and Resources

A list of available academic support and learning services is available at [UCF Student Services](#). Click on "Academic Support and Learning Services" on the right-hand side to filter.

Non-Academic Services and Resources

A list of non-academic support and services is also available at [UCF Student Services](#). Click on "Support" on the right-hand side to filter.

If you are a UCF Online student, please consult the [UCF Online Student Guidelines](#) for more information about your access to non-academic services.

Policy Statements

[COVID-19](#)

To protect members of our community, [everyone is required to wear a facial covering](#) inside all common spaces including classrooms. Students who choose not to wear facial coverings will be

asked to leave the classroom by the instructor. If they refuse to leave the classroom or put on a facial covering, they may be considered disruptive (please see the [Golden Rule](#) for student behavior expectations). Faculty have the right to cancel class if the safety and well-being of class members are in jeopardy. Students will be responsible for the material that would have been covered in class as provided by the instructor.

Depending on the course of the pandemic during the semester, the university may make changes to the way classes are offered. If that happens, please look for announcements or messages in Webcourses@UCF or Knights email about changes specific to this course.

COVID-19 and Illness Notification

Students who believe they may have a COVID-19 diagnosis should contact UCF Student Health Services (407-823-2509) so proper contact tracing procedures can take place.

Students should not come to campus if they are ill, are experiencing any symptoms of COVID-19, have tested positive for COVID, or if anyone living in their residence has tested positive or is sick with COVID-19 symptoms. CDC guidance for COVID-19 symptoms is located here: (<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>)

Students should contact their instructor(s) as soon as possible if they miss class for any illness reason to discuss reasonable adjustments that might need to be made. When possible, students should contact their instructor(s) before missing class.

If the instructor falls ill during the semester, there may be changes to this course, including having a backup instructor take over the course. Please look for announcements or mail in Webcourses@UCF or Knights email for any alterations to this course.

Accommodations may need to be added or adjusted should this course shift from an on-campus to a remote format. Students registered with Student Accessibility Services should speak with their instructor and should contact sas@ucf.edu to discuss specific accommodations for this or other courses.

Academic Integrity

Students should familiarize themselves with [UCF's Rules of Conduct](#). According to Section 1, "Academic Misconduct," students are prohibited from engaging in:

- *Unauthorized assistance*: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
- *Communication to another through written, visual, electronic, or oral means*: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.

- *Commercial Use of Academic Material*: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.
- *Falsifying or misrepresenting* the student's own academic work.
- *Plagiarism*: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
- *Multiple Submissions*: Submitting the same academic work for credit more than once without the express written permission of the instructor.
- *Helping another violate* academic behavior standards.

For more information about Academic Integrity, students may consult [The Center for Academic Integrity](#).

For more information about plagiarism and misuse of sources, see "[Defining and Avoiding Plagiarism: The WPA Statement on Best Practices](#)".

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, [The Golden Rule](#). UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and when necessary respond to academic misconduct. Penalties can include a failing grade in an assignment or in the course, suspension or expulsion from the university, and/or a "Z Designation" on a student's official transcript indicating academic dishonesty, where the final grade for this course will be preceded by the letter Z. For more information about the Z Designation, see <http://goldenrule.sdes.ucf.edu/zgrade>.

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need specific access in this course, such as accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with [Student Accessibility Services](#) (Ferrell Commons, 7F, Room 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.

Campus Safety Statement

Fully online course sections (W, V)

Though most emergency situations are primarily relevant to courses that meet in person, such incidents can also impact online students, either when they are on or near campus to participate

in other courses or activities or when their course work is affected by off-campus emergencies. The following policies apply to courses in online modalities.

- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://my.ucf.edu> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.

Sections with face-to-face components (M, RA, RV)

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide’s physical location and review the online version at http://emergency.ucf.edu/emergency_guide.html.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see the [AED Locations Page](#).
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <https://my.ucf.edu> and logging in. Click on “Student Self Service” located on the left side of the screen in the toolbar, scroll down to the blue “Personal Information” heading on the Student Center screen, click on “UCF Alert”, fill out the information, including e-mail address, cell phone number, and cell phone provider, click “Apply” to save the changes, and then click “OK.”
- Students with special needs related to emergency situations should speak with their instructors outside of class.
- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video [You CAN Survive an Active Shooter](#)

Deployed Active Duty Military Students

Students who are deployed active duty military and/or National Guard personnel and require accommodation should contact their instructors as soon as possible after the semester begins and/or after they receive notification of deployment to make related arrangements.

Copyright

This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.