University of Central Florida
MUE 4943 – Internship II
University Supervisor: Dr. Christine Lapka
Office Location: PACM 208
Office Hours:
Virtual Office Hours: M – 2:00-4:00; W 1:00-3:00 T/Th – 3:00-4:00; 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

Internship Important Dates

Placement officially begins
First Day From due to University Supervisor
Resume and Letter of Intent due to University Supervisor
Midpoint Evaluation due to University Supervisor & Dr. Miller
Video and Video Self-Assessment #1 due to University Supervisor
Teacher Work Sample completed (can be flexible)
Via Electronic Portfolio completion due to Dr. Miller
Video and Video Self-Assessment #2 due to University Supervisor
Placement Ends
Final Evaluation Form due to University Supervisor and Dr. Miller
Summative Reflection due to University Supervisor and Dr. Miller

Orientation Meeting
Friday, August 21, 2020, UCF Music Department Interns Meeting 1:00; Zoom

As of Fall 2014, all faculty members are required to document students’ academic activity at the beginning of each course. In order to document that you began this course, please complete the following academic activity by the end of the first week of classes, or as soon as possible after adding the course, but no later than January 10th. Failure to do so will result in a delay in the disbursement of your financial aid. The academic activity is attendance and participation at the meeting on Friday, August 21.

Course Description

Student Teaching in an elementary or secondary school under supervision of a certified classroom teacher.
Graded S/U.

Internship II Overview
Interns are placed in schools and assume the work schedule of a full-time teacher, all day, five days a week, for a full semester. Interns practice to develop knowledge, skills, and dispositions of the teaching profession as described in the UCF Music Teaching Competencies and as measured by the Florida Educator Accomplished Practices (FEAPs). Particular emphasis is placed on planning, in which interns practice long-range,
intermediate, and daily planning for student performance based on planned instruction; and using time management and classroom management skills that are essential to student achievement.

**Internship Structure**

Internship II is divided into four phases of activities. These are *observing, assisting, teaming, and teaching.* *Observing* provides the intern with opportunities to become familiar with the teaching environment. *Assisting* involves the intern being placed in roles that give support or aid to the Supervising Teacher. The Supervising Teacher maintains full responsibility for the instructional process but plans with the intern. *Teaming* involves a cooperative effort in the teaching process between the Supervising Teacher and the intern. *Teaching* assigns the intern with total responsibility for one or more subjects during the day. The Supervising Teacher will determine when the intern is prepared to move from one phase to the next. The Supervising Teacher may take back the classroom gradually towards the end of the internship, allowing the intern time to visit other music classrooms during the final weeks, including opportunities to observe diverse music classes such as music theory, music appreciation, jazz, class piano/guitar, etc.

**Student Learning Outcomes**

- Demonstrate regular and punctual attendance at assigned placement location.
- As much as the schedule permits, attend professional activities in the evenings and on weekends, as well as in-service days with the supervising teacher.
- Demonstrate professionalism in dress and interactions with others.
- Demonstrate integrity and responsibility at all times.
- Maintain effective communication.
  - Communicate all anticipated absences to your Supervising Teacher and University Coordinator ASAP in advance.
  - Please notify the University Coordinator of any absences or class cancellations.
  - Understand what the supervising teacher expects.
  - Coordinate site observations with University Coordinator.

**Course Activities**

- Submit the First Day Report to University Supervisor by the end of the first week.
- Submit your Teacher Work Sample to Dr. Miller—Via
- Submit written reflections to University Coordinator to Webcourses at the end of every week (due Sunday evening).
- Submit two video excerpts of your teaching along with a completed video assessment form to University Coordinator
- Complete the VIA electronic portfolio to Dr. Miller

**Required Materials/Resources**

- **ViaTM** https://ccie.ufc.edu/explore-via/
- Video Capabilities
- Internet Access

**Attendance**

Interns are expected to be in their assigned school each day, and to follow the school calendar. It is the responsibility of the intern to follow daily reporting procedures as outlined by the school, and to notify the Supervising Teacher and the University Coordinator before the start of the day of the anticipated absence. It is not acceptable to leave a message only with the Supervising Teacher; the school administrative office must also be notified. All missed days are to be made up are to be made up at the end of the internship. Only the following absences do not need to be made up:
1) Seminars facilitated by the University Coordinator
2) Any days missed due to natural disasters or unforeseen school closures (hurricanes, tornados, etc.).

Please note: Attendance is considered in the overall evaluation of the internship.

Videos
Prior to the mid-term evaluation and the final evaluation, interns are required to record a video of themselves delivering a 20-minute segment of direct instruction. Interns will then complete a written self-analysis of this video and will submit both the video and self-analysis to the University Coordinator.

Observations by University Coordinators
Interns are observed 3-4 times during the 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. Each lesson observed should consist of 20 to 30 minutes of direct instruction.

All formal observations will be recorded on the University of Central Florida observation form. All observations will be evaluated using a rubric as outlined below. Specific feedback will also be provided to interns.

The Internship Evaluation Rubric is designed to be used on a continuum and is based on the Florida Educator Accomplished Practices (FEAPs). The levels of performance are Exemplary (3), Proficient (2), Developing (1), and Unacceptable (0). The indicators of performance for each FEAP are in two categories: (a) Knowledge and Performance, and (b) Dispositions. It is possible for an intern to be at a Proficient level in Knowledge and Performance, but not at the same level in Dispositions. It would be expected that by the end of the semester, the intern would be at a balanced performance level in all areas.

Substitute Teaching
According to Florida Statutes, Chapter 1012.39, “It is the intent of the Legislature that school personnel certified in this state possess the credentials … to provide high-quality education in the public schools.” An intern is in the process of gaining experience as a teacher under the supervision and guidance of a certified supervising teacher and University personnel. If the supervising teacher is absent from school, a certified substitute should be appointed as temporary supervising teacher. This must be done even though the student teacher is directing and teaching the classes. A student teacher cannot be paid as a regular substitute teacher during his/her student teaching even though he/she may hold a Florida Substitute Teaching Certificate. During the time that the student teacher takes over the classroom and is totally responsible for it, the supervising teacher may leave the classroom for one or two hours with the permission of the principal. At this time a substitute teacher is not required, provided someone in the building has been designated to supervise the student teacher. If a teacher is out of the building or away from the classroom for an extended absence (more than ½ a day), a substitute teacher must be hired.
Evaluation

Definitions of Levels of Performance

- Exemplary (3) – The intern has demonstrated required knowledge and skills that exceed standards according to pre-professional level benchmarks and indicators.
- Proficient (2) - The intern has demonstrated required knowledge and skills that meet standards according to pre-professional level benchmarks and indicators.
- Developing (1) - The intern has begun to develop the required knowledge and skills according to pre-professional level benchmarks and indicators.
- Unacceptable (0) – The intern has not demonstrated the required knowledge and skills at pre-professional level benchmarks and indicators.

Assessment and Grading Procedures

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

1. Midterm evaluation report from supervising teacher
2. Final evaluation report from supervising teacher
3. Observations & Evaluations from the University Coordinator
4. Timely submission of weekly reflections
5. Timely submission and satisfactory completion of all assignments including videos, reflections, teacher work sample, and Via™ eportfolio.

*Interns with one or more ratings lower than a “2” on the final evaluation may not pass the Internship.

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

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](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](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.

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.