

Music Application to Student Teaching (MAST)
Adapted/Extracted from the Student Handbook
(please check the most current version of the *Student Handbook*)

The procedure by which a Professional Music Education track student may be recommended for Student Teaching closely parallels the guidelines outlined on the College of Education website under the section *Requirements for Admission to Student Teaching* (see link below). The student initiates the procedure by submitting the Music Application to Student Teach to the Coordinator of Music Education and other supporting/written materials (see below). Students may not enroll in Student Teaching unless they are in the Professional Music Education track (i.e., have passed Sophomore Review), and may not student teach until all professional education and music/music education degree courses have been successfully completed with a “C” or better. Furthermore, students must have a cumulative GPA is 2.75 or higher, and a Music GPA of 3.0 or higher. **Policies change from year-to-year, so it is the responsibility of the student to check frequently with the Coordinator of Music Education and the College of Education for any changes.**

Upon submission of the student teacher’s written materials, the Music Education Committee will review the candidate’s eligibility to student teach, and may ask for further recommendations from the Department of Music Faculty. If any reason is apparent to prevent the candidate from student teaching, a written notification will be given explaining any and all reasons before the end of the semester preceding the intended student teaching semester. If the candidate is eligible for student teaching, a meeting with the student teaching candidate and his/her university supervisor will take place to discuss the school and cooperating teacher placement. The placement of a student teacher is a delicate and complex process, and the final decision for placement will be (a) based partly on personalities, program specifics, student goals, and any special circumstances; and (b) the ultimate responsibility of the University, and *not* the student. **Students are prevented from setting up student teaching placements on their own or making contact with schools. Any unethical coercion by a student for a student teaching placement is a violation of the Professional Dispositions agreement and may result in expulsion from the Music Education Degree Program.**

Written Materials Required for MAST

1. The student will address a cover letter to the Coordinator of Music Education expressing his or her desire and stating the academic readiness to student teach. The letter will address the student’s degree specialty (Instrumental-Wind; Instrumental-Strings; General Music, or Choral). The letter will also address the student’s cumulative GPA and music GPA. If there are any special circumstances that are important to consider please include these, too, in your letter. Finally, the student will express specific goals of the student teaching experience that (s)he wishes to accomplish: e.g., intended grade levels of teaching (elementary, middle school, high school, or combination); strengths to use in the student teaching situation; perceived areas of teaching to improve during the student teaching experience (classroom management, conducting, pacing, etc.); etc.

2. Music Application for Student Teaching filled out completely; **two copies** to be submitted along with your degree checksheet (in the Music Department Office or the Coordinator of Music Education).
3. **Three copies** of a CAPP degree audit from Banner.
4. **Five copies** of an updated résumé (Four for COED; one for MUED).
5. Upon entrance to the teacher education program, students were subjected to a Criminal Background Check. It may be that another check will occur as school districts have this requirement for student teachers as well as a drug test. If you fail a drug test, you may be delayed in your student teaching placement by one year, or you may be dropped from the degree program.
6. List up to three choices of schools of possible placement that you and your intended University Supervisor have discussed; this is also on the application form, but a separate sheet is requested (Dr. Whitaker, instrumental; Dr. Haldeman, choral; Dr. Spano, general music).
7. All materials/copies requested by the College of Education plus one copy for the Department of Music: http://education.uncc.edu/ofe/year_interns.htm (one week prior to the COED interviews).
8. A TaskStream check will take place of your online portfolio. By the end of the semester prior to student teaching, you must have all evidences completed except those that will be fulfilled during student teaching.
9. *Note:* You do not need to submit the handwritten statement that is asked for by the College of Education.
10. Submit all materials by week 4 of the semester to the Coordinator of Music Education.