



**SCHOOL OF  
Music**

**MUS 405: Music Clinical Teaching I**

**MUS 455: Music Clinical Teaching II**

**Course Syllabus: Spring 2026**

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### **INSTRUCTOR INFORMATION**

Instructor:	Dr. Darla Meek, Lecturer in Music Education
Webpage:	<a href="http://www.darlameek.com">www.darlameek.com</a>
Classroom Location:	Dallas Campus, Room 2030
Office Location:	Music Building, Room 222
Office Phone:	903-886-5294
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University E-mail:	<a href="mailto:Darla.Meek@etamu.edu">Darla.Meek@etamu.edu</a>
Preferred Form of Communication:	email
Communication Response Time:	48 hours, or please email again
Office Hours:	Tuesday/Thursday 1:30–4:30 W/F appt. via Zoom

### **COURSE INFORMATION**

#### **Course Description**

Clinical Teachers perform all aspects of student teaching in an EC-12 school setting. Working closely with a Cooperating Teacher and under the supervision of a University Field Supervisor, Clinical Teachers learn the process and concepts of teaching in the real-world setting.

The grade for **Music Clinical Teaching I** is comprised of an average of the evaluations scores for the first clinical teaching rotation (the first eight weeks of the semester). The grade for **Music Clinical Teaching II** is comprised of an average of the evaluation scores for the second clinical teaching rotation (the second eight weeks of the semester).

This course content is aligned with the standards established by the Texas Education Code, covering areas such as Music, the Commissioner's Rules, Pedagogy and Professional Responsibilities, Technology, and English Language Proficiency. To review these standards, please visit the Music Education Program D2L Shell and select "Standards and Objectives."

#### **Student Learning Outcomes**

##### Domain I. Designing Instruction and Assessment to Promote Student Learning

##### Competency 001

The teacher understands human developmental processes and applies this knowledge to plan instruction and ongoing assessment that motivate students and are responsive to their developmental characteristics and needs.

Competency 002

The teacher understands student diversity and knows how to plan learning experiences and design assessments that are responsive to differences among students and that promote all students' learning.

Competency 003

The teacher understands procedures for designing effective and coherent instruction and assessment based on appropriate learning goals and objectives.

Competency 004

The teacher understands learning processes and factors that impact student learning and demonstrates this knowledge by planning effective, engaging instruction and appropriate assessments.

Domain II. Creating a Positive, Productive Classroom Environment

Competency 005

The teacher knows how to establish a classroom climate that fosters learning, equity, and excellence and uses this knowledge to create a physical and emotional environment that is safe and productive.

Competency 006

The teacher understands strategies for creating an organized and productive learning environment and for managing student behavior.

Domain III. Implementing Effective, Responsive Instruction and Assessment

Competency 007

The teacher understands and applies principles and strategies for communicating effectively in varied teaching and learning contexts.

Competency 008

The teacher provides appropriate instruction that actively engages students in the learning process.

Competency 009

The teacher incorporates the effective use of technology to plan, organize, deliver, and evaluate instruction for all students.

Competency 010

The teacher monitors student performance and achievement; provides students with timely, high quality feedback; and responds flexibly to promote learning for all students.

Domain IV. Fulfilling Professional Roles and Responsibilities

Competency 011

The teacher understands the importance of family involvement in children's education and knows how to interact and communicate effectively with families.

Competency 012

The teacher enhances professional knowledge and skills by effectively interacting with other members of the educational community and participating in various types of professional activities.

### Competency 013

The teacher understands and adheres to legal and ethical requirements for educators and is knowledgeable of the structure of education in Texas.

### Required Textbook

No required text.

### Recommended Course Materials

Materials for Clinical Teachers Google folder:

[https://drive.google.com/drive/folders/1J9WnCr1gLZPTZdaQLW0eiQIQCD7hFBge?usp=drive\\_link](https://drive.google.com/drive/folders/1J9WnCr1gLZPTZdaQLW0eiQIQCD7hFBge?usp=drive_link)

**Personal Clinical Teacher Google Folder** (shared between the Coordinator of Music Education, the assigned Field Supervisor, and the Clinical Teacher)

## COURSE REQUIREMENTS

### Student Responsibilities or Tips for Success in the Course

1. Demonstrate professionalism with your students, your Cooperating Teacher, and the faculty at your campus in the field.
2. Read and implement every directive in your Clinical Teacher Reference Guide.
3. Work with your Cooperating Teachers to follow the schedule to take on more and more responsibility of your field-based classes.
4. Turn in your tasks on time.
5. Read your emails every day and respond promptly.
6. Apply the lessons from Seminar and your coursework in your work in the field classroom.
7. Show appreciation and respect for your Cooperating Teachers, Field Supervisors, and instructors. We are all here to help you become the best teacher possible, and your success is our success.

### Assessments

You will be evaluated formally four times: a midterm and final at your first site, and a midterm and final at your second site. Both your Cooperating Teacher and your Field Supervisor will evaluate you. You will be observed informally, as well. All evaluation forms are in your TK-20 binder. **It is strongly advised that you read the evaluation forms in TK-20 thoroughly so that you understand what your evaluators will be looking for.** You will also be informally observed four times throughout the semester.

### Grading

A semester letter grade is earned based on the average of your final ILT Evaluation scores. The total points are then applied to a percentage system:

A = 90 – 100 %      B = 80 - 89 %      C = 70 - 79 %      D = 60-69 %      F =59 % or below

### Technology Requirements

All course sections offered by East Texas A&M University have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

- LMS Requirements:
- <https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

- LMS Browser Support:
- [https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)
- YouSeeU Virtual Classroom Requirements:
- <https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

### Access and Navigation

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, an ETAMU campus open computer lab, etc.

### Communication and Support

If you have any questions or are having difficulties with the course material, please contact your instructor.

### Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

## COURSE AND UNIVERSITY PROCEDURES / POLICIES

### Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

### Attendance Policy

Clinical Teachers must be on campus all day, every day during their clinical teaching semester. **Only three (3) excused absences** are allowed during the entire semester during your field-based student teaching (MUS 405/455). Any missed day/s in excess of the three (3) absences will need to be made up during the week prior to Commencement in order to receive a passing grade.

An excused absence is one for which the Clinical Teacher has the approval of his or her Cooperating Teacher(s), Coordinator of Music Education, and the University Field Supervisor and follows the attendance policy stated in the college catalog and Clinical Teacher Reference Guide. Approval for absences must be obtained prior to the start of the school day to be missed. If you are ill and will be absent from the field, you must notify the Coordinator of Music Education, your University Field Supervisor and your Cooperating Teacher(s) prior to the start of the school day.

If the Clinical Teacher has more than three absences, an ILT meeting will be held to determine the CT's status. Clinical Teachers **may be issued a Growth Plan or immediately removed from the program for any unexcused absences.**

Tardiness is not acceptable in the field. You **MUST** arrive in your classroom on time. Again, your lack of attendance and/or punctuality will result in a poor evaluation, being placed on a Growth Plan, or removal from the program.

TEA requires Cooperating Teachers to log their Clinical Teachers' attendance. This log must be uploaded to your TK-20 binder or you will not be certified. **It is YOUR responsibility to make sure the log is initialed every day, signed by your Cooperating Teacher, and submitted to your Field Supervisor/s so they can upload it into your TK-20 binder.**

### **Student Conduct**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

### **Academic Integrity**

Students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all scholastic work. For more details and the definition of academic dishonesty see the following procedures: [Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

### **Students with Disabilities-- ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

#### **Office of Student Disability Resources and Services**

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: [studentdisabilityservices@etamu.edu](mailto:studentdisabilityservices@etamu.edu)

Website: [Office of Student Disability Resources and Services](#)

### **Campus Concealed Carry Statement**

Campus Concealed Carry - Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in East Texas A&M University buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant

to Penal Code (PC) 46.035 and East Texas A&M Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to <https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/34safetyofemployeesandstudents/34.06.02.r1.pdf> and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all East Texas A&M campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **East Texas A&M Supports Students' Mental Health**

The Counseling Center at East Texas A&M, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit <https://www.etamu.edu/counseling-center/>

### **University Mission Statement**

East Texas A&M University nurtures and educates for success through access to academic, research, and service programs of high quality.

### **School of Music Mission Statement**

The School of Music of East Texas A&M University promotes excellence in music through the rigorous study of music history, literature, theory, composition, pedagogy, and the preparation of music performance in applied study and ensembles to meet the highest standards of aesthetic expression.

## COURSE CALENDAR

DATE	EVENT	NOTES
Approx. January 5	Starting date at first site	Music Clinical Teachers are expected to begin the first professional development day of their school's semester. Refer to the calendar on the district website.
January 12, Monday	Seminar 1, 9:00-3:00	INTRODUCTION TO CLINICAL TEACHING: Effective Leadership Introduce Field Supervisors Teacher Candidate Responsibilities and Expectations Advocacy <b>Mental Health Training and Context for Learning DUE Seminar 2</b>
January 13 – 23	Initial Meeting with Field Supervisor	Field Supervisors meet with Clinical Teachers and Cooperating Teachers to discuss the Reference Guide and TK-20.
January 16, Friday	<b>DEADLINE</b> for Cooperating Teachers to complete their training.	Instructions sent in an email.
January 26, Monday	Seminar 2, 9:00-3:00	TK-20 with Jill Woodruff ATPE with Joseph Cruz Classroom Culture: Teacher Personalities Responsibilities: Context for Learning, POP Cycle; Lesson Planning; T-TESS Rubric (watch video and evaluate the teacher) TExES Prep: Assessment, Student Achievement (SAC) Chart; How to write effective questions; Statistics; Non-Standard assessment Student Achievement Chart (SAC) <b>Mental Health Certificates DUE to TK-20</b> <b>Context for Learning DUE to D2L</b>
January 27 - February 6	MIDTERM WINDOW. <b>February 6 is the DEADLINE</b> for Midterm Observation, ILT Evaluation, and ILT Meeting (See page 48)	Clinical Teacher uploads Lesson Plan to TK-20 and sends it to Field Supervisor 48 hours in advance. Cooperating Teacher completes the Cooperating Teacher Observation/Evaluation ILT Team completes the ILT Field Performance Evaluation and the Clinical Teacher uploads it to TK-20. Field Supervisor completes POP Cycle 1 in TK-20. Everyone completes Acknowledgement of ILT in TK-20.
February 9, Monday	Seminar 3, 9:00-3:00	Getting the Job: Interviewing Strategies Special Populations: SPED; UDL; ESL, 504 (Michelle Hanks) Trauma Informed Teaching (Amy Corp) TExES Review, Part 2
February 16-27	<b>FINAL WINDOW. February 27 is the DEADLINE</b> for	Clinical Teacher uploads Lesson Plan to TK-20 and sends it to Field Supervisor 48 hours in advance.

	Final Observation, ILT Evaluation, and ILT Meeting (See page 48)	Cooperating Teacher completes the Cooperating Teacher Observation/Evaluation. ILT Team completes the ILT Field Performance Evaluation and the Clinical Teacher uploads it to TK-20. Cooperating Teacher completes Cooperating Teacher Documentation in TK-20 Field Supervisor completes POP Cycle 2 in TK-20. Everyone completes Acknowledgement of ILT in TK-20.
February 27, Friday	Final Day at First Site	All evaluations completed on TK-20. <b>The first Video Self Evaluation is DUE in TK-20 before February 27—the final day at the first site. The footage must be from the FIRST school listed in TK-20.</b>
March 2, Monday	Seminar 4, 4:00-6:00	SEL with Loren Tarnow <b>Resume and Cover Letter due in Google folder and TK-20</b>
March 3, Tuesday	First day at Second Site	Rotation 2 begins (or date determined by the Coordinator of Music Education)
March 9 - 13 OR March 16 - 20	SPRING BREAK	Clinical Teachers will follow their district calendars.
March 23, Monday	Seminar 5, 9:00-3:00	Advocacy: Partnering with Families, Boosters, PTA, Community, Administrators, School Board, ESSA 2015 Love & Logic Capturing Kids Hearts Administrator Panel <b>Student Achievement Chart DUE to Google folder and D2L</b>
March 30 - April 10	MIDTERM WINDOW. <b>April 10 is the DEADLINE</b> for Midterm Observation, ILT Evaluation, and ILT Meeting (See page 48)	Clinical Teacher uploads Lesson Plan to TK-20 and sends it to Field Supervisor 48 hours in advance. Cooperating Teacher completes the Cooperating Teacher Observation/Evaluation ILT Team completes the ILT Field Performance Evaluation and the Clinical Teacher uploads it to TK-20. Field Supervisor completes POP Cycle 1 in TK-20. Everyone completes Acknowledgement of ILT in TK-20.
April 13, Monday	Seminar 6, 9:00-3:00	<b>Tech Savvy Presentations</b>
April 20-May 1	FINAL WINDOW. <b>May 1 is the DEADLINE</b> for Final Observation, ILT Evaluation, and ILT Meeting (See page 48)	Clinical Teacher uploads Lesson Plan to TK-20 and sends it to Field Supervisor 48 hours in advance. Cooperating Teacher completes the Cooperating Teacher Observation/Evaluation. ILT Team completes the ILT Field Performance Evaluation and the Clinical Teacher uploads it to TK-20. Cooperating Teacher completes Cooperating Teacher Documentation in TK-20 Field Supervisor completes POP Cycle 2 in TK-20. Everyone completes Acknowledgement of ILT in TK-20.
May 1, Friday	Final Day of Student Teaching	All evaluations completed on TK-20. All materials submitted to TK-20.



	(or date determined by the Coordinator of Music Education)	The second Video Self Evaluation is DUE in TK-20 before May 1—the final day at the second site. The footage must be from the SECOND school listed in TK-20.
May 4, Monday	Seminar 7, 9:00-3:00	TK-20 SUBMITTED Final Tasks: Evaluations of the CTs and FS; make videos of advice for the incoming group of Clinical Teachers Celebration Reception Alumni Association
May 5 - 8	Make-up days	(In the event the Clinical Teacher accumulated more than three excused absences)
May 9, Saturday	Commencement	Reception following, if possible