



**SCHOOL OF
Music**

MUS 405: Music Clinical Teaching I

MUS 455: Music Clinical Teaching II

Course Syllabus: Fall 2026

INSTRUCTOR INFORMATION

Instructor:	Dr. Darla Meek, Lecturer in Music Education
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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.

Required Course Materials

1. Materials for Clinical Teachers Google folder:
https://drive.google.com/drive/folders/1J9WnCr1gLZPTZdaQLW0eiQIQCD7hFBge?usp=drive_link
2. Personal Clinical Teacher Google Folder (shared between the Coordinator of Music Education, the assigned Field Supervisor, and the Clinical Teacher)
3. TK-20. This online binder will house all paperwork necessary for certification.

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. Submit 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
- 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.

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>

Attendance, Engagement and Civility Policy

ATTENDANCE

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.**

ENGAGEMENT

Students are expected to remain fully engaged in class activities during class time. Any student who disengages from class (texts, checks social media, works on assignments for other classes) will be issued a Growth Plan.

CIVILITY

All students are expected to 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: <https://www.etamu.edu/student-code-of-conduct>. The tenets apply to all communication to the instructor and your classmates.

Demonstrate commitment to your course of study by contributing thoughtfully to class discussions, turning in assignments in a timely manner, being prompt and dependable, supporting your peers and the instructor, and accepting critiques graciously. Be open-minded about other's opinions and thoughts, encouraging them to stretch their boundaries and take risks, and listen attentively to their performances.

Cell phones should be turned off before class begins and concealed from view throughout the duration of the class period. If you need to bring a bottle of water, please take care keep the cap secured. Dispose of all food and chewing gum before class begins.

Be open-minded about other's opinions and thoughts, encouraging them to stretch their boundaries and take risks, and listen attentively to their performances. Failure to conform to these expectations of behavior will result in a lowered grade. Engagement/Performance grades will be given according to the instructor's discretion:

- An A will be earned by the student who arrives early with all materials, exhibits superior attentiveness, is fully prepared for class, participates with enthusiasm, and is a leader and role model to others.
- A B will be earned by the student who exhibits excellent attentiveness, is prepared for class, participates with enthusiasm, and is a valued asset to others.

- A C will be earned by the student who exhibits average attentiveness, preparation, and class participation.
- A D will be earned by the student who exhibits little attentiveness, preparation, and participation.
- An F will be earned by the student who exhibits no attentiveness, preparation, or participation. This student will be instructed to drop the course and will be removed from the EPP.

ACADEMIC INTEGRITY

Academic integrity is a fundamental expectation of this course and of the School of Music. Students are expected to complete all assignments honestly and to submit work that represents their own knowledge, effort, and creativity. Any form of academic dishonesty undermines the learning process and is inconsistent with the ethical standards expected of university students and future music professionals.

Students found responsible for cheating, plagiarism, or other forms of academic misconduct will receive a grade penalty, which may include a zero on the assignment or examination, a failing grade for the course, or other sanctions at the instructor's discretion, consistent with university policy. Incidents of academic misconduct will be reported to the Dean of Students and may result in additional disciplinary action.

Cheating includes, but is not limited to:

- Using unauthorized materials, devices, or assistance during quizzes, tests, or examinations.
- Receiving unauthorized help on assignments, papers, projects, or other coursework.
- Obtaining or distributing examination materials without permission.
- Submitting the same paper or project for more than one course without the prior approval of all instructors involved.
- Collaborating on work intended to be completed individually.
- Any action intended to gain an unfair academic advantage.

Plagiarism includes, but is not limited to:

- Presenting another person's words, ideas, research, or creative work as your own without proper acknowledgment.
- Using direct quotations or paraphrased material without appropriate citation.
- Submitting work prepared wholly or in part by another individual or commercial service.
- Failing to properly credit sources, whether published, unpublished, or obtained through digital media.

Unless explicitly authorized by the instructor, all submitted work must be created by the student(s) enrolled in the course. Students may not hire another person or company to complete coursework on their behalf.

Students who are uncertain whether a particular resource or type of assistance is permitted should consult the instructor **before** submitting the assignment.

For more details and the definition of academic dishonesty see the following procedures:

- [Undergraduate Academic Dishonesty University Procedure 13.99.99.R0.03](#)
- [Undergraduate Student Academic Dishonesty Form](#)
- [Graduate Student Academic Dishonesty University Procedure 13.99.99.R0.10](#)
- [Graduate Student Academic Dishonesty Form](#)

ETAMU STATEMENT: ARTIFICIAL INTELLIGENCE USE IN COURSE

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course. Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

- 13.99.99.R0.03 Undergraduate Academic Dishonesty
- 13.99.99.R0.10 Graduate Student Academic Dishonesty

VIRTUAL LEARNING EXPECTATIONS

The following expectations are provided should virtual synchronous events be utilized for any reason:

- Students should maintain a professional appearance as would be expected in the classroom.
- Students attending synchronous classes should have their video turned on and be attentive throughout the class. Please position your camera in a well-lit professional environment so that your face is displayed.
- The camera must remain on and the student must actively participate.
- Consult the Rules of Netiquette for more information regarding how to interact with others in an online forum: <https://www.britannica.com/topic/netiquette>

University Policies

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 East Texas A&M University School of Music 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.

STUDENTS REQUESTING ACCOMMODATIONS DUE TO DISABILITIES

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, contact:

Student Disability 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
Website: [Student Disability Services](#)

Please note that faculty members are unable to make accommodations unless they have received a letter from SDRS.

NONDISCRIMINATION NOTICE

ETAMU will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained. Please let me know what pronouns you would prefer I use for you in class and in conversation.

EAST TEXAS A&M SUPPORTS STUDENTS' MENTAL HEALTH – COUNSELING SERVICES

The Counseling Center at East Texas A&M University, 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/>.

MENTAL HEALTH AND WELL-BEING

The University aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code or go to

https://studentsupport.telushealth.com/us/about#download_app to download the app and explore the resources available to you for guidance and support whenever you need it.



As an Institutional Member of the National Association of Schools of Music, East Texas State A&M University supports the Association's commitment to student health and wellness. The following web address provides links to information for resources related to physical and mental well-being, as well as assists in offering preventative measures that students can take to avoid serious and/or chronic conditions:

<https://www.etamu.edu/music/musician-health-and-safety/>

CAMPUS CONCEALED CARRY STATEMENT

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce 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 ETAMU Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to Carrying Concealed Handguns on Campus (<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 ETAMU campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

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 and posted on D2L.

Course Calendar

DATE	EVENT	NOTES
July 31, Friday	Seminar 1, 9:00-3:00	INTRODUCTION TO CLINICAL TEACHING: Introduce Field Supervisors TK-20 with Jill Woodruff Effective Leadership Teacher Candidate Responsibilities and Expectations Mental Health Training and Context for Learning DUE Seminar 2
August 3, Monday (approx.)	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.
August 10, Monday	Seminar 2, 9:00-3:00	ATPE with Joseph Cruz Responsibilities: Context for Learning, POP Cycle; Lesson Planning; T-TESS Rubric (watch video and evaluate the teacher) Building Relationships with Students Student Achievement (SAC) Chart Mental Health Certificates DUE to TK-20 Context for Learning DUE to D2L
August 11-21	Initial Meeting with Field Supervisor	Field Supervisors meet with Clinical Teachers and Cooperating Teachers to discuss the Reference Guide and TK-20.
August 14, Friday	DEADLINE for Cooperating Teachers to complete their training.	Instructions sent in an email.
August 24 – Sept 4	PERFORMANCE EVALUATION 1 WINDOW. September 4 is the DEADLINE for 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.
August 31, Monday	Seminar 3, 9:00-3:00	Getting the Job Review Special Populations: SPED; UDL; ESL, 504 (Michelle Hanks) Trauma Informed Teaching (Amy Corp)
Sept 21 – Oct 2	PERFORMANCE EVALUATION 2 WINDOW. October 2 is the DEADLINE for 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.
October 2, Friday	Final Day at First Site	All evaluations completed on TK-20. 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.
October 5, Monday	Seminar 4, 4:00-6:00	SEL with Loren Tarnow Resume and Cover Letter due in Google folder and TK-20
October 6, Monday	First day at Second Site	Rotation 2 begins (or date determined by the Coordinator of Music Education)
	FALL BREAK	Clinical Teachers will follow their district calendars.
October 26, Monday	Seminar 5, 9:00-3:00	Love & Logic Capturing Kids Hearts Administrator Panel Student Achievement Chart DUE to Google folder and D2L
November 2-13	PERFORMANCE EVALUATION 1 WINDOW. November 13 is the DEADLINE for 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.
November 16, Monday	Seminar 6, 9:00-3:00	Tech Savvy Presentations
Nov 17 – Dec 4	PERFORMANCE EVALUATION 2 WINDOW. December 4 is the DEADLINE for 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.
November 23-27	THANKSGIVING BREAK	
December 4, Friday	Final Day of Student Teaching (or date determined by the Coordinator of Music Education)	All evaluations completed on TK-20. All materials submitted to TK-20. 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.
December 7, 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

December 7-11	Make-up days	(In the event the Clinical Teacher has accumulated more than three excused absences)
December 12, Saturday	Commencement	Reception following, if possible