**Western Carolina University Office of Field Experiences**

**Intern II Program Specific Guidelines and Checklist**

**Intern Name: Program:**

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| **Requirement** | **Description** | **Date & Initial when Completed** |
| Program Name | **Music Education** |
| Minimum Full Time Teaching Requirements | The minimum requirement for the Music Education program is six (6) weeks as lead teacher in all host teacher’s/teachers’ classes. This may include co-teaching in some classes or may be further modified, subject to *the needs of host school and CT* **and** to *the approval of the AS and academic program head*. University supervisors shall not make the decision to extend or abridge the period of lead or solo teaching.  |  |
| Lesson Plan Requirements | This will be determined on a case by case basis according to consensus among CT, US, AS, and intern; however, for every scheduled observation by US or AS, all Music Education teacher candidates must submit the coming week’s lesson plans to the CT *by Friday* morning of the prior week at the latest. |  |
| Reflection Requirements (including journaling) | All candidates will provide a brief *weekly* reflection (300-500 words, approximately two paragraphs) to AS each Sunday night (this may be by e-mail or on BlackBoard, as AS determines.) These reflections will follow prompts provided by the programs (a set of common prompts is in the process of development.) *The intern will select 5 of these reflections to share with US over the course of the semester.*  |  |
| Other | AS and US may choose to coordinate their observations or to complete them separately; joint conferences will be scheduled by consensus among AS, US, CT, and intern. No single member of the team will schedule joint conferences unilaterally.  |  |