Instructions for completing Application for Student Teaching in Music Education
MUED 485-486: Spring, 2020

I. For this application to be accepted you must have:
   A. Successfully entered Candidacy for the Music Education degree
   B. Maintained a minimum overall 2.8 GPA; 3.0 in Music Education coursework

II. Be certain your application is complete, with all required attachments and signatures. An incomplete application will be rejected - if resubmitted after the deadline of noon, Monday, 24 August 2020, the application will not be processed and you will need to wait to Student Teach in Spring, 2021.

III. Attachments

1. Philosophical Statement: Attach one (1) copy of an essay in which you state the reasons you have selected Music Education as your profession and the purpose of Music Education in PK-12 education. Create a title page with the headings: Music Education Philosophical Statement, your full name, and the date.

2. VCU transcripts: Print out one copy of your unofficial transcripts from eServices and attach it to application.

3. Other transcripts: If you have received a degree from another institution, attach three (3) photocopies of that transcript to this application.

4. Copy of Required Assessments passing scores: SAT/ACT minimum or Praxis I/Core alternative; VCLA; Praxis II – Music Content

5. Special accommodations/requests: (Included on the application.)
   If you have a physical limitation which requires special accommodations, you must attach an explanation on a separate page in which you describe the limitations and necessary accommodations you require. If you expect to be absent due to pregnancy, surgery, or other serious circumstances, you must attach a separate page on which you describe the reason for the anticipated absence and inclusive dates you expect to be out. Special requests will only be granted under serious extenuating circumstances and must be approved in advance by the Music Education Program Director, Music Department Chair and the Associate Dean of the School of Education. It is your responsibility to obtain written approval from these three individuals. If it is approved, attach this documentation to your application.

   Please note: any time missed must be made up in its entirety. You should also consider whether this is a reasonable time for you to engage in this internship.

6. Tuberculosis Screening:
   Any intern/student teacher who is not employed with a public school division must provide results from a TB screening prior to beginning the internship / student teaching experience. VCU Student Health Services provides free TB screenings to students. Please call (804) 828-8828 for more information. Those individuals who are currently employed with a public school division must submit documentation showing proof of employment.
IV. General Information

A. **Due Date:** No later than noon, Monday, 24 August 2020; submit to Dr. Sandy B. Goldie.

B. **Notification:** Notification of placement will be provided to you by Dr. Greennagel as well as via mail by the School of Education Student Services Center. Once the school division has finalized your placement, and you have been notified, it cannot be changed.

C. **Course Registration:** You should register for **MUED 485 and 486 Section 001 - Student Teaching in Music Education.** You will receive two placements – eight weeks in a secondary program setting and eight weeks in an elementary general music setting. **Enrollment in ensembles, applied lessons, or other courses is prohibited during the Student Teaching semester.**

Criminal Background Check Required for all Placements (Hanover, Henrico, Richmond City, and Chesterfield):

For Student Teachers placed in Hanover, Henrico County Public Schools, or Richmond City, a criminal background check is now required. **Students are responsible for paying for their own background check.** Details regarding the background check will be emailed once placements have been confirmed. This background check must be processed through the Virginia State Police.

For Student Teachers placed in Chesterfield County Public Schools (CCPS) you are required to complete a background check. **CCPS will be providing the service at no charge to students.** Anyone who has not been an employee of CCPS within the last twelve months will need to be fingerprinted in their office located at 9900 Krause Road 23832. Details regarding the background check will be included with placement information. If you are currently employed by Chesterfield County Public Schools, you will not need to complete another background check.

Additionally, **each Student Teacher must submit a Child Protective Services Background Search** request to the Virginia Department of Social Services. Information on the appropriate form and process will be emailed once placements have been confirmed.

Certification/licensure applications should be completed at the end of the Student Teaching experience in May, 2020. **Applications can be downloaded at the Virginia Department of Education website.** Fully completed applications should be submitted to the Director of Music Education by the date noted in Student Teaching Seminars.