

# Oakland University

## School of Music, Theatre and Dance

### PROFESSIONAL EXPECTATIONS

On your visits to the school, you are encouraged to remember that you are an ambassador of Oakland University and the School of Music, Theatre and Dance. You are also building your reputation in the world of educators. With this in mind, we hope that these expectations will promote positive and professional relationships between you, your mentor teacher, and your sponsoring school.

- **Behave as a guest in the school.**
  - Be routinely prompt and professionally dressed.
  - Learn and follow the school's visitor policy.
- **Be respectful of the teacher's time.**
  - Ask your teacher about how best to notify him/her regarding an unplanned absence. You are responsible to arrange to make up the field hours in case of a missed visit.
  - Arrange times to speak with the teacher when he/she is not responsible for students.
- **Balance being a learner and a teacher.**
  - Learn classroom policies, procedures, and routines.
  - Pay close attention and observe critically while your teacher is conducting class.
  - Seek critical feedback and respond with observable changes.
  - Respect and protect confidentiality in your communications with students, parents, colleagues, and other stakeholders in education.
- **Arrive prepared.**
  - Properly prepare yourself to perform scheduled activities. Pay attention to your personal grooming and professional attire.
  - Promptly return materials borrowed from the classroom or loaned to you by the mentor teacher.
  - Take initiative to help tidy up after lessons and projects.
- **Build rapport.**
  - Strive to maintain a positive atmosphere by practicing safety and order in the classroom.
  - Make a conscious effort to act as a positive role model.
  - *Send a "thank you" to your mentor teacher as a gesture of appreciation and respect.*

A teacher is held to a higher ethical, moral, and intellectual standard than the general public. Hence, exhibiting professionalism is an important aspect that contributes to the positive perception of you as an educator. As a professional, you will exhibit accountability, respectfulness, and regularly perform beyond expectations. Since superior content knowledge is expected and the ability to teach to all the individuals in your care will be required, devoting the

time and energy needed to be well-prepared is essential to your success. Finally, teaching requires participation as a lifelong learner who actively contributes to the health of the profession.

## OU Field Students

Below is the helpful information you will need to effectively complete the requirements of any field placement after major standing and before student teaching:

### Before You Begin

1. **You will receive a confirmation from the Music Field Services Coordinator.**
2. **Check your district's website for volunteer forms.** Check the District Protocols document for additional requirements.
3. **Contact your Mentor Teacher.**
  - **Make initial contact with your mentor teacher as soon as possible.** You will receive your mentor teacher's email in your confirmation email.
  - Confirm **two things: how** to meet any school district requirements and/or pre-screening prior to your first day (see the list above) and **when and where** you will meet your mentor teacher on the first day.
  - **Begin** your field placement within one week of being notified of your school/mentor.

### During the Term

1. **On your first day:**
  - Bring any necessary documents, including a **photo ID**.
  - Be sure to map your route so that you can be early, park, register in the main office, and arrive early to the classroom.
2. **Log your hours daily/weekly.**
  - Be thoughtful about scheduling your hours with your mentor, knowing that advance planning will benefit both of you.
3. **Improve and respond.**
  - Set a date to meet with your mentor teacher and have a midterm conference about your progress and opportunities for improvement. Your methods course instructor will have goals and expectations for your work in your field placement.
4. **Show gratitude.**
  - Compose a **"thank you"** card or email to your mentor teacher, specifically mentioning the ways in which he/she has been able to contribute to your growth as an aspiring teacher.
5. **Have your mentor teacher sign your completed field log.** Make a copy to keep and turn in a copy to your methods course instructor or to the Field Services Coordinator (if not currently in a methods course).