

## Instructions for Completing Application for Student Teaching in Music Education. MUED 485-486. Spring, 2027

- 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, **Thursday, August 23, 2026**, the application will not be processed and you will need to wait to Student Teach in Spring, 2027.
- III. **Attachments**
  - A. **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.
  - B. **VCU transcripts:** Print out one copy of your unofficial transcripts from eServices and attach it to the application.
  - C. **Other transcripts:** If you have received a degree from another institution, attach **three (3) photocopies** of that transcript to this application.
  - D. **Special accommodations/requests:** (Included on the application.)
    1. 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.
    2. **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.
- IV. **Tuberculosis Test Required (not a “screening”):**

- A. Any intern/student teacher who is not employed with a public school division must provide negative results from a TB test prior to beginning the internship / student teaching experience. VCU Student Health Services provides TB tests for a fee to students. Please call (804) 828-8828 for more information. Pharmacies are another resource for testing. Those individuals who are currently employed with a public school division must submit documentation showing proof of employment. Please attach your negative TB results with your application. They are valid for 1, 2, or 3 years; please note the expiration date of your results.

**V. General Information**

- A. **Due Date:** No later than noon, Thursday, August 23, 2026; submit to Dr. Sandy Goldie
- B. **Notification:** Notification of placement will be provided to you by Dr. Goldie 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 placement period.***
- D. **Background checks** are required for all placements. Guidance will be provided for you when you receive your placement, as not all school districts handle them in the same way. Background checks are done in October preceding student teaching. (Earlier background check results will not be accepted).

*Certification/licensure applications should be completed at the end of the Student Teaching experience in **May, 2027**. 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. A copy of the application is included in the Student Teaching Guidelines booklet for your preview.*