

PRE-CLINICAL EXPERIENCE GUIDELINES

Candidates are required to complete 75 hours of pre-clinical experiences prior to student teaching and degree completion. Pre-clinical experiences should:

- Reflect diverse settings, locations and teaching situations;
 - Provide visual learning and guided practice in preparation for student teaching; and
 - Create professional growth opportunities and allow candidates to become familiar with potential student teaching sites and cooperating teachers.
All pre-clinical experiences must be documented on the [Pre-Clinical Experience Form](#), available online and from the director of professional and continuing education.
 - Forms must be submitted within two weeks after the visit date.
 - Activities documented during semester breaks must be submitted within the first two weeks of the new semester.
 - Notes may be attached to the form.
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- Candidates may only document 20 hours in any one setting.
 - Off-site concerts, festivals, clinics or seminars require a copy of the program cover (cover only) with event name, date and location.
 - VanderCook events are limited to no more than six hours for each event. The VanderCook faculty or staff member who observes or works with the candidate must sign the Pre-Clinical Experience Form for VanderCook festivals and clinics.
 - Lessons, musicals, summer camps or any other paid activity may count for no more than 25 experience hours.
 - Non-music classes such as English, math, science, foreign language, etc., are acceptable and encouraged forms of experience but may account for no more than 20 experience hours.
 - Observing a family member qualifies but may count for no more than 10 experience hours.
 - Community service qualifies but may not count for more than 10 experience hours.
 - Candidates with teaching experience are encouraged to consult with the director of professional and continuing education for additional information.

Candidates are required to keep a log of their activity history and copies of all submitted forms and notes. Types of experiences should reflect diversity in the following areas:

Location: Urban, suburban, rural, other

School Type: Public, private, alternative, charter

Age Group: Elementary, middle/junior high school, secondary

Venue: Classroom, rehearsal, lesson, camp, festival, event, concert

Activity Type: Band, choir, orchestra, general music, special education

Experience Type: Observation, tutoring (one-on-one or small-group), non-instructional assistance, simulation lab experiences, community service/volunteerism, professional meeting, other visits to pre-clinical experience sites are part of candidates' professional requirements. Candidates are to adhere to all site policies, and professional etiquette and appearance are expected at all times. Candidates should dress professionally and remember to send a thank-you note to the cooperating teacher and any other school personnel who assisted in hosting the visit.

Candidates may be required to complete a fingerprint criminal background check just prior to observation at certain schools. Candidates should check with the cooperating school for any background check requirements. This is in addition to the fingerprint criminal background checks required of all VanderCook candidates upon admission to the college and just before student teaching.