

DEPARTMENT OF CURRICULUM & TEACHING
AUBURN UNIVERSITY
SYLLABUS
Fall 2012

Course Number: CTMU 7970 / CTMU 7976
Course Title: Practicum in Music Education – Doctoral Students (Grad Music Ed Seminar)
Credit Hours: 1-3

Instructor: Dr. Jane Kuehne – kuehnjm@auburn.edu – 334-844-6852 – 5090 Haley Center
Office Hours: Tuesdays 9:30 a.m. – 11:30 a.m. and Thursdays 9:30 a.m. – 11:30 a.m./1:00 p.m. – 3:00 p.m.

Texts or Major Resources:

Textbooks and/or other resources (journals, research monographs, unpublished research, etc.) are selected as appropriate for the individual practicum topics.

Course Description: Experience relating theory, practice, and/or research. This course is designed to provide students with cooperatively selected activities that will assist them in gaining expertise/experience within a selected area of theory, practice, and/or research activities. In addition it is to help doctoral candidates learn more about working in a higher education setting.

Course Objectives:

Students will:

1. Work with their supervisor to select a topic of study related to their area of specialization (meet with supervisor).
2. Prepare a proposal and timeline for completion of project (initial timeline and proposal)
3. Prepare a reference list and/or annotated bibliography to accompany project, or other format as agreed in class.
4. Prepare materials for debate and/or discussions in seminar classes (powerpoints, papers, etc.)
5. Submit documentation of meetings with supervisor (completed checksheet)
6. Present and submit final product professionally documenting study over this semester (paper, presentation materials, etc.).

Course Content and Schedule:

Distance students meet with the professor in individual appointments and with the class in seminar using Wimba Live Classroom audio chat. Individual appointments are scheduled via email.

Week 2	Seminar Start – Friday, January 21, 2011
Weeks 3-4	Meet with Supervisor. Write proposal and time line. Submit to professor.
Weeks 5-7	Meet with Supervisor.
Weeks 7-9	Midterm – Seminar 2 – date and time TBA
Weeks 9-11	Meet with Supervisor.
Weeks 12-14	Meet with Supervisor
Week 15	Final – Seminar 3 – date and time TBA

Course Requirements/Evaluation:

1. Attend orientation session with the professor.
2. Identify a topic and obtain approval from the professor.
3. Write a proposal describing the study/project and a plan for completing and evaluating the study/project.
4. Obtain appropriate written permission to work in schools (as needed) as well as approval from Auburn University's Institutional Review Board to use human subjects.
5. Prepare and expand an annotated bibliography using *Publication Manual of the American Psychological Association* (5th Ed.) as work on the practicum progresses (*submit via Open Blackboard email two full weekdays before appointment*)
6. Schedule appointments with the professor or class seminars during the semester. (*attend appointments via Live Classroom or in professor office, attend 2 doctoral seminars in person*)

Note: Extensive quoting of material is not acceptable. All work in this course should be original work.

Grading System: The professor will determine whether the student has met the criteria established jointly by professor and student and will assign an S (Satisfactory) or U (Unsatisfactory) for the course. Weighted components will be:

Proposal and Timeline	10 %	up to 10 points (100 point scale)
Final Product and Presentation, and References	50 %	up to 50 points (100 point scale)
References for Final Product, agreed upon number and format	10 %	up to 10 points (100 point scale)
Debate and/or Discussion Preparation Materials	20 %	up to 20 points (100 point scale)
Documented Meetings with Supervisor and 3 Seminars	10 %	up to 10 points (100 point scale)

Satisfactory grades are only assigned to project earning at least 80 points.

Class Policy Statements:

Participation: Students are expected to participate in all class activities in a professional manner. It is the student's responsibility to contact the instructor if assignment deadlines are not met. Students are responsible for initiating arrangements for missed work. Students are responsible for all materials posted by the instructor to the Blackboard course site. (Five points will be deducted from the final grade for each failure to participate in class discussions and activities.) Discussion participation will be evaluated on frequency, professionalism, and scholarly content.

Attendance/Absences: Students are expected to participate in all seminar and on-line discussions and participate in all exercises. Students who anticipate missing more than one on-campus seminar should register for the course as a distance education student (MUSI 7916).

Unannounced quizzes: There will be no unannounced quizzes.

Final exam: There is no final exam.

Due dates and Formats: Homework and course requirements must be submitted in the format indicated by the instructor, including all parts listed, to receive credit. All materials should be cited in APA format and extensive quoting of material is not acceptable. The instructor reserves the right to assign a grade of 0 for any suggestion of plagiarism.

Incompletes: Final semester grades of Incomplete will not be given except in cases of documented illness. Incompletes must be removed by the third week of the following semester.

Loaned materials: Students must return loaned course materials owned by Auburn University to the instructor by the due date given to receive a grade in this course.

Accommodations: Students who need accommodations are asked to arrange a meeting during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. If you have a conflict with my office hours, an alternative time can be arranged. To set up this meeting, please contact me by e-mail. *Fax or email* a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have an Accommodation Memo but need accommodations, make an appointment with the Program for Students with Disabilities at 1244 Haley Center, 844-2096 (V/TT).

Honesty Code: The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.

Office Hours and Assistance: The instructor cannot be available 24 hours per day, but will keep weekly office hours as indicated in class. During these periods, the instructor will be available by telephone. If you leave a voice message, state your name clearly and enunciate the callback number clearly and slowly. Students may request additional office appointments. The instructor will generally check Blackboard email each afternoon, Monday-Friday. If for some reason the instructor is not able to do so, students will be informed ahead of time. Please allow at least 24 hours for a response and do not use multiple messages for the same inquiry.

Students should contact the instructor or post to the discussion board questions related to the course content or course requirements.

Professionalism: Student behavior and participation should adhere to the highest professional standards. Please report any instances of distracting communications from class participants to the instructor. Students should refer to Anti-Harassment & Non-Discrimination for Students, Auburn University Policy on Classroom Behavior, and Policies of the Graduate School, especially those regarding Plagiarism, Academic Progress, and the Graduate School Calendar. Students are also responsible for adhering to university academic deadlines such as those for registration and withdrawal.

The Family Rights and Privacy Act (Public Law 93-380) assures parents that all information concerning their child will be kept confidential. The only person who may access records or information are those who are directly involved with the student's educational program. Educational records cannot be released without the written consent of the parents. In compliance with this federal law, the following guidelines must be followed for students taking this course:

1. All discussion about a student should be conducted with the teacher or university supervisor only.
2. Discussion should be conducted in the privacy of the classroom or the teacher/supervisor's office. (Be aware of listeners in all settings.)
3. You should not discuss students with other parents, agencies, or other students.
4. Limit discussion to those involved with your assignment.
5. When providing reports, class observations, lesson plans for university classes, identify the student by a pseudonym or his/her first name only.
6. Do not violate any of the above guidelines in electronic communications such as e-mail, discussion boards, or stored documents such as word processor files stored in your computer.

Professional Ethics In this course you may be observing music teachers and describing their teaching. All discussion of teachers and their programs are to be confidential, confined to our classroom. Although there is no law except those of slander and libel, professional ethical behavior includes refraining from critical or derogatory statements of teacher and music programs outside of our classroom. You should not discuss teachers or programs in a negative light with other professors, friends, or students. Violation of these ethics creates a bad reputation for your integrity and the integrity of Auburn University and can damage teacher's careers (and your own).

Other: Students must satisfy all course objectives in order to pass this course.

College of Education Professionalism Policy

As faculty, staff, and students interact in professional settings, they are expected to demonstrate professional behaviors as defined in the College's conceptual framework. These professional commitments or disposition are listed below:

- Engage in responsible and ethical professional practices
- Contribute to collaborative learning communities
- Demonstrate a commitment to diversity
- Model and nurture intellectual vitality

Technology: All students are expected to check TigerMail and Blackboard communications regularly. Students are responsible for reading and responding to messages from the instructor in a timely professional manner. Students who send questions in Blackboard mail or discussion board should provide enough information so that the instructor can understand the questions.

All students will be required to submit assignments to Blackboard, and, are required to know how to do so. Students are responsible for obtaining access to and knowing how to operate standard software such as Microsoft Word and PowerPoint (or Open Office). Students should refer to the "Contacts" page on the Music Education Graduate Student Orientation and Community site or the OIT web page to obtain technical assistance.

Distance students are responsible for knowing how to access the electronic classroom tools and features and for troubleshooting and maintaining their own equipment. At least a 3 Mb broadband Internet service is required and computers should be up-to-date with plenty of RAM. Distance students must have a microphone/headset and webcam and use them correctly upon instructor request for video conferencing. All distance students should work through the Music Education Distance Training Music Education Graduate Student Orientation and Community site well ahead of the beginning of the course.

Fall 2012 Seminar Meeting 1

Research Expectations - Everyone will present by the final seminar. Choose from one of these options:

- Research Literature Review and Potential Method
- Pilot Study Results including Lit Review (summary), Method, Results, Discussion, Conclusions
- Dissertation Progress including Lit Review (summary), Method, Results, Discussion, Conclusions -- whatever you have done to this point -- there should be progress over the semester.
- NOTE: This is NOT punitive; it is to help you move forward (including me!).

APA Review

- Bring or have your APA manual available.
- We will go through the APA manual, specifically writing style, statistical reference in text, reference list (especially those that are less familiar), subject-verb agreement, etc.
- Complete the APA Checks and Balances Quiz on Canvas.

Dissertation Technology Help

- Microsoft Word and Excel tips to help formatting of tables, text, etc.
- Microsoft Word preferences to help avoid using passive voice (too much).

Fall 2012 Seminar Meeting 2 – Writing the Dissertation

What is a dissertation? What are AU's requirements? What is the value of a dissertation to the profession?

- Dissertation sections
- Dissertation formatting
- Time line for completion
- Working Through Writers Block and other Writing Troubles
- Time Management
- Value: Why "dissertate?" Who gains value?

What do you do with it after you've graduated?

- Where to send your paper (journals, etc.)
- Working on the "paper" (or papers) from your dissertation.
- Avoiding the "I must be a terrible writer" stoppage due to reviewers' comments/questions/requests.
- Examples of timelines for journal article completion.
- What's it like to be "published?"
- Professional Posters, Presentations – Research Dissemination

Fall 2012 Seminar Meeting 3 – Presenting Your Research

Everyone (including professor) will present research work today! See above (seminar 1) for your options.