# AUBURN UNIVERSITY COURSE SYLLABUS

**Course Number**: CTMU 4920

**Course Title**: Clinical Residency

**Credit Hours**: 12 semester hours

**Prerequisites**: Admission to Clinical residency

**Date Syllabus Prepared:** Updated August 2022

**Supervisor Info:** Contact your supervisor(s) for their info (cell phone, office phone, email)

## TEXTS OR MAJOR RESOURCES

Assigned readings from professional journals and other publications (including electronic and on-line sources) may be recommended and/or requiredby the supervising university faculty member, and cooperating teacher.

## COURSE DESCRIPTION

Supervised on-the-job experience in a school, college, or other appropriate setting, accompanied by regularly scheduled discussions with supervising faculty provide evaluation and analysis of the clinical residency experience.

## COURSE OBJECTIVES

Course objectives include a subset of key indicators from the Alabama Quality Teaching Standards, Educate ALABAMA, edTPA®, the Music Education Abilities Form, and our Professional Development Continuum. All of these are found in the Clinical Residency Handbook or in TK20. Specifically, the goal of Clinical Residency is to prepare candidates for successful independent teaching in both elementary and secondary settings. To that end, students will:

1. Independently plan, teach, and assess lessons in both elementary and secondary levels. See the Clinical Residency for additional requirements regarding time.
2. Complete and submit for evaluation an edTPA® portfolio that includes all written and video tasks (this is required for graduation – see the Clinical Residency Handbook).
3. Work with both cooperating teacher and university supervisor(s) to implement constructive feedback in lesson planning, teaching, assessment, and reflection.
4. Maintain at all time as *professional and respectful attitude* using speech in the same way with ALL personnel, including public school students, parents, fellow Candidates, cooperating and collaborating teachers, school staff and administration, and university supervisor(s).

## COURSE CONTENT AND SCHEDULE

Weeks 1-15+ Directed professional experience at the placement sites. (Note: Elementary and secondary placements are required for N-12 certification).

To prepare students for N-12 certification, the clinical residency is divided between an elementary-level school and a secondary-level school. The exact schedule of activities during the clinical residency assignments is contingent upon school schedules and calendars and will be determined collaboratively for each candidate by the university supervisor, the cooperating teachers (elementary and secondary placements), and the candidate.

## CLINICAL RESIDENCY HANDBOOK

You will receive a copy of this for each of your teachers during the OSS meeting (day before clinical residency). You may download a copy for yourself from Canvas. Become familiar with the requirements in this handbook.

## COURSE REQUIREMENTS AND EVALUATION

Students will complete all clinical residency requirements specified by the College of Education, any additional requirements as specified in the clinical residency orientation meetings, and unique requirements required by the cooperating schools (elementary and secondary placement required for N-12 certification in Music Education).

Candidates evaluate their own performances each week through their daily journal entries, weekly log sheets (as needed), edTPA ®, and Unit Plans. Candidates will also be evaluated by the university supervisor (who will observe the candidate a minimum of four times – 2 times at each placement) and the cooperating teacher.

See Canvas for specific assignments.

## EVALUATION/GRADE

The final clinical residency grade (S = Pass, U = Fail) is determined by the university supervisor with cooperating teachers’ input based on the key assessments and assignments that include a holistic evaluation of the student’s performance throughout the semester, in BOTH placements.

All assignments must be passed to pass the class. Some assignments are Complete/Incomplete (100/0) while others are assessed using rubrics. Canvas includes information about how each assignment is assessed.

***Successful submission of your edTPA Portfolio before the end of the semester is required to pass Clinical Residency, and to graduate. Passing edTPA is required for certification.***

## CLASS POLICY STATEMENTS

1. Students who need accommodations in class, as provided by the American Disabilities Act, should arrange a confidential meeting with the instructor during office hours the first week of classes, or as soon as possible if accommodations are needed immediately. Your instructor should have a copy of your accommodation memo available through AU Access. Ensure this is completed by contacting the Office or Student Accessibility (1228 Haley Center, 334-844-2096).
2. Be aware of, and follow, the Auburn University Academic Honesty Code: <https://www.auburn.edu/academic/provost/academic-honesty/>
3. Be aware of Student Policy eHandbook: <http://www.auburn.edu/student_info/student_policies/>
4. Auburn University permits individual faculty members to require face coverings in their classrooms. Students in this class are required to wear face coverings that appropriately cover the nose and mouth to limit the spread of infectious disease. Failure to comply with the requirement represents a potential Code of Student Conduct violation and may be reported as a non-academic violation. Please consult the [Policy on Classroom Behavior](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf) for additional details.
5. 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 dispositions are as follows: (a) Engage in responsible and ethical professional practices; (b) Contribute to collaborative learning communities; (c) Demonstrate a commitment to diversity; and (d) Model and nurture intellectual vitality
6. Be aware of and follow the [Family Educational Rights and Privacy Act (FERPA)](https://www.ecfr.gov/cgi-bin/text-idx?rgn=div5&node=34:1.1.1.1.33) which assures parents that all information concerning their child will be kept confidential and will remain as private knowledge (not public knowledge). The U.S. Department of Education’s [Student Privacy Website](https://studentprivacy.ed.gov/) which provides training and resources. Note that educational records *cannot be released without the written consent of the parents*. In compliance with this federal law, follow these guidelines.
7. All discussion about a student should be conducted with the teacher or university supervisor only. Do not discuss with other parents, other students, other agencies, etc.
8. Be aware of unintended listeners. Discussion should be conducted in the privacy of the classroom or the teacher/supervisor's office and limit discussion to those involved with your assignment as a clinical residency educator.
9. When providing reports, class observations, lesson plans for university classes, identify the student by a pseudonym or his/her first name only.
10. In edTPA® documents, use pseudonyms or mark out student names to protect their privacy. Even though their parents sign a release, do your best to protect student identity.
11. When using online sites, be aware that ALL of these guidelines apply.
12. *Avoid ALL social media posts regarding your students, even if your cooperating teacher says it is okay.* Please note: Posting school-related images and/or text that specifically names students, teachers without permission is grounds for candidate removal from clinical residency.
13. If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation (such as an H1N1 flu outbreak, or COVID quarantine), the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, an addendum to your syllabus and/or course assignments will replace the original materials. See your supervisor if you have questions about this addendum.
14. To ensure successful completion of clinical residency, adhere to the following requirements.
	1. ATTENDANCE. Attend all days of Clinical Residency and remain at your placement all day, until your teacher leaves. Attend school for work days, in-service days, conference days, etc. These are not “off” days for candidates.
		1. If you discover you must miss a day (or days) for personal illness, death in your immediate family, or other serious reason, immediately call your teacher, your supervisor, and the school so that all are aware of the situation. Provide documentation as evidence of personal serious illness or death in immediate family to your teacher, supervisor(s) and, if applicable, your school. *If your teacher and/or supervisor(s) prefer text message, you may do that in lieu of a call.*
		2. *ALL absences must be made up, with the exception of Education Interview Day and edTPA Writing Session(s).* You are not required to make up Education Interview Day. However, if you do not attend the event, you MUST be at school. You may be allowed 1-2 days for an edTPA writing session (held on campus) in preparation for submitting your portfolio. If do not participate in the writing session(s), you must attend clinical residency.
	2. PUNCTUALITY. *Arrive on time at your clinical residency schools*. Sign in at the required time and place specified at the school. This is BEFORE the school day begins, typically by 7:00 a.m. for elementary placements, and 7:30 a.m. for secondary-level placements. If your teacher requires earlier arrival, then arrive when he/she requests.
		1. If you discover you will be late for any reason, whether it is your fault (oversleeping, dawdling), or through no fault of your own (unusually heavy traffic due to accident, your own car accident, your car is stalled, you get a traffic ticket, etc.), immediately call your cooperating teacher, school, and your clinical residency supervisor(s) to inform them of the situation. *If your teacher and/or supervisor(s) prefer text message, you may do that in lieu of a call.*
	3. ASSIGNMENT COMPLETION. Thoroughly complete and submit *all* assignments no later than the due dates and times set forth by your clinical residency supervisor(s) and/or teacher(s).
	4. ASSIGNMENT REVISION. When asked to revise an assignment, you must do this in a timely manner, typically no later than one week from initial request.
	5. ETHICS. In this course you will be working with music teachers and describing their teaching, and students. All discussion of teachers, their students, and their programs are to be *CONFIDENTIAL*, confined to our classroom and the supervisor’s office. You should not discuss teachers or programs in a negative light with other professors, friends, or students.
	6. DRESS CODE. Dress professionally and appropriately. You will be working with students from ages 4 or 5 through ages 18 or 19 (or older in some cases. Wear appropriate shoes. No flip-flops or “ratty workout shoes.” Clothing should fit appropriately and be ***MODEST IN NATURE*.** Men should wear dress pants and either button-up or nice polo-style shirt (or suit if preferred). A tie may be required. Women should wear dress pants or skirt and a *blouse/shirt that reaches at least to the waist and is not cut too low in front or back, nor should your shirt ride up to show your midriff*. Skirts should be modest, and the length should be to your knee. *Leggings are NOT pants.* Check with your teacher and/or school personnel *BEFORE* wearing cropped/Capri-type pants or (nice) blue jeans. They may not be acceptable.

## CONSEQUENCES FOR UNPROFESSIONAL BEHAVIORS/WORDS

If any of the above conditions are not met at any time during the clinical residency, the following consequences will occur.

NOTE: At any point, unprofessional behaviors and words may be grounds for dismissal from clinical residency. See the Clinical Residency Handbook for Level 1, 2, and 3 behaviors and consequences examples. Music Education will use these cumulative and progressive steps as a model:

1. Warning by email. *For example, if you are not submitting your weekly journals on time you will receive an email from your supervisor to complete these in a timely manner. That email serves as your warning.*
2. Meet with your supervisor and program coordinator to determine if you need to continue clinical residency. If allowed to continue, an action plan/contract will be in effect. If not allowed to continue, you will discontinue clinical residency (*Withdrawal from Clinical Residency Form* will be completed).
3. Meet with supervisor, program coordinator, department head, and if applicable associate dean to determine if you need to continue clinical residency. If allowed to continue, an action plan/contract will be in effect. If not allowed to continue, you will discontinue clinical residency (*Withdrawal from Clinical Residency Form* will be completed).
4. Meet with supervisor, program coordinator, associate dean to determine if you need to continue clinical residency. If allowed to continue, an action plan/contract will be in effect. If not allowed to continue, you will discontinue clinical residency (*Withdrawal from Clinical Residency Form* will be completed).

## MENTAL HEALTH

If you are experiencing stress that feels unmanageable (personal or academic) during the semester, Auburn University’s Student Counseling & Psychological Services (SCPS) offers a variety of services to support you. The mission of SCPS is to provide comprehensive preventative and clinical mental health services to enhance the psychological well-being of individual students, as well as the broader campus culture. As an instructor, I am available to speak with you regarding stresses related to your work in this course, and I can assist in connecting you with the SCPS network of care. You can schedule an appointment yourself with the SCPS by calling (334)844-5123 or by stopping by their offices on the bottom floor of Haley Center or the second floor of the [Auburn University Medical Clinic.](http://auburn.edu/map/?id=150)

If you or someone you know needs to speak with a professional counselor immediately, the SCPS offers counseling during both summer term as well as the traditional academic year. Students may come directly to the SCPS and be seen by the counselor on call, or you may call 334.844.5123 to speak with someone. Additional information can be found at [http://wp.auburn.edu/scs](http://wp.auburn.edu/scs/).

## SCHOOL REQUIREMENTS, INCLUDING COVID

* When attending a lab, field experience, or clinical residency in a school, you MUST abide by the school’s health procedures. Failure to do so will result in removal from the experience and result in a failing grade, and may be reported for disciplinary action. See the Student Policy eHandbook: <http://www.auburn.edu/student_info/student_policies/>
* **COVID – When to Test**. If you feel ill, and you know it is not allergies or similar, do a COVID home test or go to a doctor for a COVID test.  If you are positive, follow your school's procedures for when you can return. Schools may require a doctor's note indicating the date you can return. Schools may require you to show a negative home test before returning. Talk with your teacher so you know what is expected.
* **Face Coverings**. Your teacher and/or school may require you to wear a mask. Always be prepared and have a well-fitting mask with you.

## FINAL INFORMATION

***The instructor(s) reserve the right to modify this syllabus to best fit the educational and/or professional needs of the students and to address any potential COVID or other health-related changes. If changes are needed, students will be notified of those changes through Canvas and/email.***