# AUBURN UNIVERSITY COURSE SYLLABUS

**Course Number:** CTMU 2010

**Course Title:** Music Education Lab II

**Credit Hours:** 1 semester hour (3 hours lab time)

**Prerequisites:** Departmental Approval fingerprinting must be completed in the first weeks of the course)

**Date Syllabus Prepared:** August 2023

**Instructors:** Dr. Jane Kuehne (kuehnjm@auburn.edu), Dr. Macy Bell

**Office Hours:** By Appointment. You may make an appointment with Dr. Kuehne using this link: <https://aub.ie/drkappts>

## Texts or Major Resources

* National Core Standards (see Canvas)
* Alabama Course of Study (see Canvas)
* Resources found online, journal articles (see Canvas, LRC, AU Library)
* Up-to-date Computer with video camera (or webcam), microphone, speaker
* Zoom software
* Stable high-speed internet

## Course Description

* Development and documentation of vocal or instrumental music instructional abilities and dispositions for school and community music educators.

## Student Learning Outcomes

* Students will plan and teach weekly music teaching experiences in schools.
* Students will develop professional dispositions as educators.
* Students will demonstrate appropriate technological skills (zoom, video editing)
* Students will teach and/or observe in schools (or via Zoom) for a minimum of 28 hours.

## Course Content Outline

* Week 1 Expectations, preparation, etc.
* Weeks 2-16 Planning, Teaching at LES, Reflecting through Journal

## Assignments/Projects

All assignments are posted on Canvas and include weekly lesson plans (group), weekly journaling reflections (individual), successful background check, and other assignments that may be posted throughout the semester in these categories:

* Weekly Lesson Plans – 40%
* Weekly Journals – 40%
* Video Reflection – 20%

## Grades

* Assignments will be graded as indicated in Canvas using rubrics, or complete/incomplete formts.
* Final grades will be assigned based on these final totals:
	+ A = 100-89.5, B = 80-89.49, C = 70-79.49, D = 60 – 69.49, F = below 60

## 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.