

## AUBURN UNIVERSITY COURSE SYLLABUS

<b>Course Number:</b>	CTMU 4923
<b>Course Title:</b>	Clinical Residency
<b>Credit Hours:</b>	12 semester hours
<b>Prerequisites:</b>	Admission to Internship
<b>Co-requisites:</b>	None for current degree (some may be required to take CTSE 4200)
<b>Date Syllabus Prepared:</b>	Updated January 2016
<b>Supervisor Info:</b>	Office phones and email addresses for course instructors are below. Your instructor may provide you with his/her cell phone number for emergencies. Dr. Nancy Barry, office: 334-844-6787 , nbh0002@auburn.edu Dr. Guy Harrison, office: 334-844-6790, 334-844-4165, gfh0002@auburn.edu Dr. Jane Kuehne, office: 334-844-6852, kuehnjm@auburn.edu

### TEXTS OR MAJOR RESOURCES

Assigned readings from professional journals and other publications (including electronic and on-line sources) may be recommended and/or required by the supervising university faculty member, with input from the cooperating public school teacher as needed.

### 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 intern experience.

### COURSE OBJECTIVES

Course objectives include a subset of key indicators from the Alabama Quality Teaching Standards and program-specific indicators. Indicators assigned to CTMU 4923 are highlighted on the performance assessment templates included in the attachments. [Or noted below.] NOTE: Students must satisfy all course objectives in order to pass clinical residency. The objective of internship is to facilitate professional growth and development through a comprehensive, field-based experience. Ability to:

- Play a piano or other appropriate keyboard instrument with sufficient skill for demonstration and accompaniment, including transposition and improvisation. AL 290-3-3-.32 (1)(b) 2. CP1
- Play pitched and non-pitched classroom instruments. AL 290-3-3-.32(1)(b)3. CP1
- Utilize score reading, stylistic analysis, rehearsal management, performance practice, and conducting techniques while conducting music ensembles. AL 290-3-3-.32(1)(b)4. CP1
- Interpret representative works of the past and present and evaluate the quality of musical works and performances. AL 290-3-3-.32 (1)(b)6. CP1
- Coordinate the efforts of a large group of students with diverse backgrounds and abilities so as to accomplish desired musical objectives. AL 290-3-3-.32(1)(b)7. CP6
- Teach students to play both rhythmic and melodic classroom instruments. AL 290-3-3-.32(1)(b)8. CP5
- Play woodwind, brass, percussion, and string instruments with sufficient skill to teach; perform as a soloist; use the singing voice as a teaching tool; conduct choral as well as instrumental ensembles; and teach instrumental music to individual students and groups. AL 290-3-3-.32(1)[c]2. CP5
- Use the voice effectively in demonstrations; perform as a soloist; use woodwind, brass, percussion, and string instruments as teaching tools; and conduct ensembles. AL 290-3-3-.32(1)(d)2. CP5

### 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).

In order to prepare students for N-12 certification, the internship is divided between an elementary and a secondary school. The exact schedule of activities during the internship assignments is contingent upon school schedules and calendars and will be determined collaboratively for each intern by the university supervisor, the cooperating public school teachers (elementary and secondary placements), and the intern.

## CLINICAL RESIDENCY HANDBOOK

You will receive a copy of this for each of your teachers during the PES meeting (day before internship). You may download a copy for yourself at: <https://auburn.tk20.com/>

## COURSE REQUIREMENTS/EVALUATION

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

Interns evaluate their own performances each week, through their daily journal entries, weekly log sheets (as needed), EdTPA, and Unit Plans. Interns will also be evaluated by the university supervisor (who will observe the intern a minimum of four times – 2 times at each placement) and the cooperating teacher. All abilities cited in objectives must be demonstrated in order to pass.

Each intern will complete the following assignments during the internship experience:

### Due Each (EVERY) Week on Sunday Evening (See Canvas)

1. Lesson Plan Overviews – Each week write a few sentences for each class/grade level describing what they will learn/work on in the upcoming week. Upload full lesson plan(s) in Canvas the day before your supervisor(s) observe you. *NOTE: You should submit full lesson plans every time you teach, regardless of whether your teacher has them or not.*
2. Journals – Each week write (at least) couple of paragraphs for EACH DAY describing what occurred during the previous week. Some students choose to sit for a few minutes each evening and write about the day's events. On a normal 5-day week, you will have a minimum of 5 entries, one for each day. If there is a holiday or bad weather day, indicate that in your journal.

### Due Over the Semester (See Canvas) on Sunday Evenings

1. Philosophy of Music Education – This should be a SERIOUS attempt, not “fluff.” Consider what you may be asked during job interview(s) and what you might say. Also, be sure you are separating philosophical values (what you believe) and advocacy values (what sounds good for political reasons). Develop this based on previous writing and your clinical residency experiences.
2. Résumé – complete your résumé before the Education Interview Day and submit to your supervisor. You may want to ask your supervising teacher(s) to review it also. If you want your supervisor to review it before the interview day, please do early enough to allow revision.
3. EdTPA Documents and Videos – complete the EdTPA documents and videos as described on Canvas. If you are in the EdTPA Academy, or submitting officially to Pearson, submit your documents as required by the academy. Take a screen shot of the confirmation screen that indicates you have submitted your documents and video(s). Upload that in canvas. If you are not in the EdTPA Academy, then you will upload your documents and videos to canvas.
4. Second Placement General Music Unit or Rehearsal Plan – If for general music, 3-5 interrelated lesson plans for lessons you taught. If for rehearsal, 3-5 day rehearsal plan and comprehensive “analysis” for one of the pieces you are rehearsing. Submit both your score (scan it!) and your rehearsal plans. Your university supervisor may ask for additional materials.

5. Technology and Teaching Files – Upload TWO files you USED in your teaching to Canvas. One needs to be electronic, though BOTH could be. Examples: PowerPoint or SmartBoard (or Promethean) file that you used in a lesson, Musical Arrangement YOU created (in notation program), Worksheets YOU created, Manipulatives YOU created for students, Rhythm Sheets YOU created, Melody Sheets YOU created, etc.

## Evaluation/Grade

The Alabama State Board of Education requires all students completing teacher certification programs to be assessed using the Alabama Quality Teaching Standards and program-specific standards. Assessments that are completed during each placement to assess these standards are:

- Professional Work Sample/EdTPA Documents
- Educate Alabama Internship Assessment Form
- Music Education Abilities Evaluation Form
- Classroom Observation Instrument for Music Education
- There may be other forms required – your supervisor will inform you

The final internship grade (S = Pass, U = Fail) is determined by the university supervisor with the 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.

Each assignment is graded using a scale of 0 to 100. Satisfactory = 80.00-100 and Unsatisfactory = 79.99 or less. *Final grade of S = indicates you earned an 80.00 or higher on ALL assignments. Please see MUSIC EDUCATION PROGRAM REQUIREMENTS and MUSIC EDUCATION PROGRAM CONSEQUENCES below.*

## CLASS POLICY STATEMENTS FOR CLINICAL RESIDENCY

- Disability Accommodations: 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. You must bring a copy of your Accommodation Memo and an Instructor Verification Form to the meeting. If you do not have these forms but need accommodations, make an appointment with the Program for Students with Disabilities, 1244 Haley Center, 844-2096.
- Honesty Code: The University Academic Honesty Code and the Tiger Cub Rules and Regulations pertaining to Cheating will apply to this class.
- 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 dispositions 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
- The Family Rights and Privacy Act (Public Law 93-380). This Act 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.
- Contingency Statement If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation (such as an H1N1 flu outbreak), 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 Dr. Kuehne if you have questions about this addendum.

## MUSIC EDUCATION PROGRAM REQUIREMENTS

To ensure successful completion of internship. Students in the music education program must adhere to the following requirements.

- ATTENDANCE. Attend all days of Internship and remain at your placement all day. You will stay at your school until school personnel are allowed to leave school. You must remain at school for all after school rehearsals, meetings, etc. You are not allowed to miss internship for any reason other than for personal serious medically diagnosed and documented illness (Flu, Pneumonia, Etc.), death in immediate family, or pre-approved professional development. Please note the stipulations and required processes below. Your supervisor(s) may also require a personal internship log signed each day by your supervising teacher that indicates you were in attendance all day and that you arrived on time. This log must be scanned and submitted when asked.
  - a. If you discover you must miss a day (or days) for personal illness or death in immediate family, you must immediately call the school, call your teacher call your internship supervisor(s), and upon return immediately provide 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.* You must make up missed internship days for illness or death in the family.
  - b. For all pre-approved professional development activities (Education Interview Day, AMEA Conference, and if applicable EdTPA Academy) you must provide verifiable evidence that you attended. Examples include: registration receipt, official nametag(s), session documents signed by the presenters that demonstrate attendance all day for day(s) attended, checking in with music education faculty members who will also be in attendance, etc.
  - c. Please note CONSEQUENCES below.
- PUNCTUALITY. Arrive on time at your internship schools. Sign in at the required time as set forth by school administrative personnel. At minimum, this is no later than the time your teacher is expected to arrive. You must be in attendance for all before school activities/duties and/or rehearsals. 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, etc.), you must immediately call your cooperating teacher, call the school, and call internship 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.* Your supervisor(s) may also require a personal internship log signed each day by your supervising teacher that indicates you were in attendance all day and that you arrived on time. This log must be scanned and submitted when asked. Please note CONSEQUENCES below.
- ASSIGNMENT COMPLETION. Thoroughly complete and submit all assignments no later than the due dates and times set forth by your internship supervisor(s) and/or teacher(s). Please note CONSEQUENCES below.
- 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. Please note CONSEQUENCES below.
- 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 instructor's office. Although there is no law except those of slander and libel, professional ethical behavior includes refraining from critical or derogatory statements of teachers 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 poor reputation for your integrity and the integrity of Auburn University and can damage teacher's careers (and your own). Please note CONSEQUENCES below.

- **DRESS CODE.** Students must dress professionally and appropriately and be aware they will be working with students from ages 4 or 5 through ages 18 or 19 (or older in some cases). Both men and women must wear appropriate shoes. No flip-flops. No "workout" shoes. All clothing should fit appropriately. Shirts, pants and/or skirts should be neither too tight nor too loose and they should be *MODEST IN NATURE*. No blue jeans should be worn except for special occasions (casual day at school, ask your cooperating teacher). If there is a "jeans" day, all above policies still apply. 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. Dress pants should not be "low rise" pants. Check with your teacher and/or school personnel *BEFORE* wearing cropped/Capri-type pants. They may not be acceptable. Please note CONSEQUENCES below.

## **MUSIC EDUCATION PROGRAM CONSEQUENCES**

If any of the above conditions are not met at any time during the internship, the following consequences will occur. *Consequences are cumulative. Depending on the situation, consequences may begin directly with 1, 2, or 3 below.*

1. **WARNING.** You will be sent an email to your Auburn University email address indicating which above condition(s) was/were not met. The email will be copied to music education faculty members. Depending on the situation, it may also be copied to Dr. Kim Walls (Curriculum & Teaching Department Head), and Dr. Peggy Dagley (Director of Professional Education Services). Once you have been warned, your prompt response to and resolution of unmet condition(s) is required no later than 24 hours after your warning email was sent. If this is not completed in 24 hours, you will progress to #2 below. Depending on the situation, a copy of your warning email will be placed in your official College of Education folder.
2. **ON-CAMPUS MEETING, POSSIBLE REMOVAL FROM INTERNSHIP.** You will meet on campus with your internship supervisor(s), music education Program Coordinator or other music education faculty member(s), Dr. Kim Walls (Department Head), and, if applicable, Dr. Peggy Dagley (Director of Professional Education Services) to determine if internship may still be completed. If you are allowed to continue in internship, additional conditions for completion will be developed. This meeting will be documented in a memorandum to be signed by all in attendance and placed in your official College of Education file. Your cooperating teacher(s) will be notified of new conditions for internship completion. If you are removed from internship, your Cooperating Teacher(s) will be notified that you will no longer attend.
3. **ON-CAMPUS MEETING, PROBABLE REMOVAL FROM INTERNSHIP.** You will meet on campus with your internship supervisor(s), music education Program Coordinator or other music education faculty member(s), Dr. Kim Walls (Department Head), and Dr. Peggy Dagley (Director of Professional Education Services) to determine if internship may still be completed. If you are on "step 3" of consequences, it is highly likely that you will be removed from internship. If you are allowed to continue in internship, additional conditions for completion will be developed. This meeting will be documented in a memorandum to be signed by all in attendance and placed in your official College of Education file. Your cooperating teacher(s) will be notified of new conditions for internship completion. If you are removed from internship, your Cooperating Teacher(s) will be notified that you will no longer attend.
4. **ON-CAMPUS MEETING, REMOVAL FROM INTERNSHIP.** Upon any additional violation of any condition listed above, you will meet on campus with your internship supervisor(s), music education Program Coordinator, Dr. Kim Walls (Department Head), and Dr. Peggy Dagley (Director of Professional Education Services). Reasons for removal from internship will be discussed in this meeting and documented in a memorandum which will be placed in your official College of Education file. Your Cooperating Teacher(s) will be notified that you will no longer attend.

## **FINAL INFORMATION**

The instructors reserve the right to modify this syllabus to best fit the educational and/or professional needs of the students. If changes are made, students will be notified of those changes through Canvas.