# AUBURN UNIVERSITY COURSE SYLLABUS

**Course:**  CTMU 1020 Music Education Lab I

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

**Prerequisites:** Departmental Approval (fingerprinting must be completed BEFORE you enter a physical school building)

Date: Updated January 2024

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

**Office Hours:** Dr. Kuehne – sign up for an appointment: <https://aub.ie/drkappts> or email for an appointment.

## SYLLABUS MODIFICATION

The instructor(s) reserve the right to modify this syllabus to best fit the educational and/or professional needs of the students, or due to unforeseen circumstances (like COVID). Students will be notified of changes through Canvas and/or AU email.

## Texts or Major Resources/Materials

* National Core Standards (see Canvas) and Alabama Course of Study (see Canvas)
* Resources found online, journal articles (see Canvas, AU Library)
* Up-to-date Computer with video camera (or webcam), microphone, speakers, stable high-speed internet.
* Zoom, Microsoft Office software.
* Mask and hand sanitizer.

## 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, audio editing, e-materials, etc.)
* Students will teach and/or observe in schools (or via Zoom) for 28 hours.
* NOTE: Completing ALL hours in CTMU 1020 and 2010 *will exempt you from having to complete an additional pre-teaching experience.* These two courses will count in lieu of the pre-teaching experience. When you apply for teacher education, send the pre-teaching evaluation form to Dr. Kuehne.

## Course Content Outline

* Week 1 Expectations, plans, self-assessment, lesson planning process
* Weeks 2/3-14 Lesson Planning. Teaching at LES. Complete weekly Reflections. On off days, meet by Zoom or other location.
* Finals Week Final Reflection

## Assignments/Projects

40% Attendance at school placement or other designated location. This includes submitting your fingerprinting and background check within the first two weeks of the semester, bringing your Driver License to the school EVERY WEEK, signing in and out at the school each week (we will take photos of the sign-in/out sheets to verify attendance), etc.

40% Lesson plans, materials lists, assessment documents… basically everything you need to effectively teach your lessons each week. One person from each group submits these items each week on Canvas.

20 % Weekly Teaching Reflection. Submit on Canvas each week after teaching your lessons.

## Grades

* Assignments will be graded in one of two ways: Complete or Incomplete (this will be scored as 100 or 0), or an A-F based on the following scale: A = 90 – 100, B = 80 – 89.99, C = 70 – 79.99, D = 60 – 69.99, F = Below 60
* *Final grades will be assigned based on the same A-F scale (above).*

## Class Policy Statements

Please see the *Student Policy eHandbook* for important information: [*http://www.auburn.edu/student\_info/student\_policies/*](http://www.auburn.edu/student_info/student_policies/)

* Attendance: Although Auburn University does not required attendance, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence. In addition, attendance is part of the grade as it is a necessary skill that must be demonstrated for future success in a teaching classroom or other employment.
* Excused absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student’s immediate family, the death of a member of the student’s immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoena for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the *Tiger Cub* for more information on excused absences.
* Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absences(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstance, no make-up exams will be arranged during the last three days before the final exam period begins.
* Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the *Tiger Cub* will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.
* Disability Accommodations: Students who need special accommodations in class, as provided by the Americans with Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodations Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).
* Course contingency: If normal class and/or lab activities are disrupted due to illness, emergency, or crisis situation, the syllabus and other course plans and assignments may be modified to allow completion of the course. If this occurs, and addendum to your syllabus and/or course assignments will replace the original materials.
* Professionalism: 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: (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.
* You must make a “C” or better in this class for it to count toward degree credit (or in the case of S/U, you must make an “S” for it to count for degree credit).

## COLLEGE OF EDUCATION POLICIES

* **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:
  + All discussion about a student should only be conducted with the teacher, peer teacher(s) or supervisor(s).
  + Discussions should be in private (not public) places (for example at the school, after teaching, etc.).
  + Refrain from discussion about students with people external from the school.
  + Limit discussion to those involved with your assignment and/or/ teaching.
  + Use pseudonyms, or general statements like “this one student” versus student names.
  + Refrain from posting private student- and school-related content on social media unless is pre-approved by the school administrator and your faculty supervisors.
  + OVERALL: Respect the privacy of the students, teachers, administration, staff of the school in which you are working.

## School attendance, COVID, ILLNESS, FACE COVERINGS

*If requested by your school or teachers*, you must wear a well-fitting (over nose and mouth), quality mask. The mask cannot be mesh-like or see through. We will have a limited number of disposable masks in the event you arrive in an unacceptable mask, but it is your responsibility to obtain a mask that meets these requirements. Do NOT be offended if someone asks you to fix your mask (put over nose, mouth). We are all trying to be safe.

## HEALTH AND CLASS PARTICIPATION

Your health and safety, and the health and safety of your peers, are my top priorities. If you are experiencing any symptoms of COVID-19, or other serious illness,

* Notify me in advance of your absence, if possible.
* Provide me with medical documentation before or after the absence so it can be excused.
* Keep up with coursework as much as possible.
* Participate in class activities and submit assignments remotely as much as possible.
* Notify me if you require a modification to the deadline of an assignment or exam.
* Finally, if remaining in a class and fulfilling the necessary requirements becomes impossible due to illness-related issues, please let me know as soon as possible so we can discuss your options.

## HEALTH AND WELL-BEING RESOURCES

These are difficult times, and academic and personal stress is a natural result. Everyone is encouraged to take care of themselves and their peers. If you need additional support, there are several resources on campus to assist you:

* COVID Response Team ([ahealthieru.edu](http://www.ahealthieru.edu/))
* Student Counseling and Psychological Services (<http://wp.auburn.edu/scs/>)
* AU Medical Clinic ([https://cws.auburn.edu/aumc/)](https://cws.auburn.edu/aumc/)

If you or someone you know are experiencing food, housing or financial insecurity, please visit the Auburn Cares Office (<http://aucares.auburn.edu/>)

## COURSE EXPECTATIONS RELATED TO COVID or other health-related issues

* **Face Coverings**: As a member of the Auburn University academic community you are required to follow all university guidelines for personal safety with face coverings, physical distancing, and sanitation. Face coverings are required in this class and in all campus buildings. Note that face coverings must meet safety specifications, be worn correctly, and be socially appropriate.  
  You are required to wear your face coverings at all times. If you remove your face covering or are non-compliant with the university’s [policy on face coverings)](https://ocm.auburn.edu/news/coronavirus/updates/20200618-face-masks-required.php?ref=coronavirus), you will be instructed to leave the classroom and will be held to the protocols outlined in the [Auburn University Policy on Classroom Behavior)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf). Any student who willfully refuses to wear a face covering and does not have a noted accommodation may be subject to disciplinary action.
* **Physical Distancing**: Students should observe appropriate physical distancing and follow all classroom signage/avoid congregating around doorways before or after class. If the instructional space has designated entrance and exit doors, you should use them. **Students should exit the instructional space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.**
* **Course Attendance**: If you are quarantined or otherwise need to miss class because you have been advised that you may have been exposed to COVID-19, you will be expected to develop a plan to keep up with your coursework during any such absences. Please see [COVID-19 Resource Center | Auburn University](http://auburn.edu/covid-resource-center/) for more information about what to do when you are exposed or diagnosed with COVID.
* **Course Meeting Schedule**: This course might not have a traditional meeting schedule in Fall 2020. Be sure to pay attention to any updates to the course schedule as the information in this syllabus may have changed. Please discuss any questions you have with me.
* **Technology Requirements:**This course may require particular technologies to complete coursework. If you need access to additional technological support, please contact the AU Bookstore at [aubookstore@auburn.edu](mailto:aubookstore@auburn.edu).
* ***Note:*** Disruptive or concerning classroom behavior involving the failure to wear a face covering, as directed by Auburn University, represents a potential Code of Student Conduct violation and may be reported as a non-academic violation. Please consult the [Classroom Behavior Policy)](https://sites.auburn.edu/admin/universitypolicies/Policies/PolicyonClassroomBehavior.pdf).

## COURSE DELIVERY CHANGES RELATED TO COVID or other health-related issues

Please be aware that the situation regarding COVID or other health-related issues is ongoing. The delivery mode of this course may adjust accordingly. In the event that the delivery method is altered, please be assured that the learning goals and outcomes of the course will not change; however, some aspects of the course will change in terms of the mode of delivery, participation, and testing methods. Those details will be shared via Canvas as soon as possible. Please be prepared for this contingency by ensuring that you have access to a computer and reliable Internet.

## JUSTIFICATION FOR GRADUATE CREDIT (when offered at graduate level)

Graduate students are expected to demonstrate their advanced music knowledge and skills developed as well as higher-order level of written and oral synthesis of research and professional literature.