

AUBURN UNIVERSITY

APPROVAL FOR INDEPENDENT STUDY / DIRECTED READINGS

Part I – To Be Completed By Student

Name: Joe Heiberger

Student ID#: jd0012

College: Education

Major: Music Education

Semester: Summer, 2011

Class #: CTMU 7906

Professor: Dr. Kimberly Walls

Professor Department: Curriculum

Grade option: ☒ Letter grade ☐ S/U

Number of credit hours to be awarded upon completion of course: 3

Part II – To Be Completed By Instructor

Faculty-student agreement/ Syllabus must be attached.

I. Objective of the course:

To evaluate 3 current music technology products for application in music curriculum and develop curriculum units which employ the products.

II. Nature of the teaching-learning process and the proposed schedule of meetings:

Each of 3 units include a mid-point progress report for feedback and a culminating 30-minute presentation to report findings.

III. Proposed work products:

3 curriculum units with supporting references and sources. 3 Presentations

IV. Criteria to assess the work products.

Alignment & quality of unit objectives, plans, assignments, assessments; Thoroughness of review of related sources; and clarity/content of presentations

Kimberly Walls
Student Signature

3/24/11
Date

Digitally signed by Kimberly Walls
Date: 2011.04.07 20:19:17 -05'00'

Kimberly Walls
Instructor Signature

4/11/11
Date

Kimberly Walls
Dept. Head/Chair (or Dean) Date

**College of Education Supplement to
AU Approval for Independent Study/Directed Readings Form**

The student is responsible for obtaining all compliance documentation and submitting it to the head of the department offering the course prior to the 10th class day (5th class day if summer semester). Compliance documentation consists of (1) the AU Approval for Independent Study/Directed Reading; (2) the College of Education Supplement; and (3) the syllabus. The department head forwards a copy of all compliance documentation to the Associate Dean of Academic Affairs for final approval (signature required in Part III).

Name of Student Requesting Individual Study Joe Heiberger
Course number and Title CTMU 7906 Semester Summer 2011

Part I. Verification of Eligibility to Take an Individual Study Course

The student's advisor initials each of the following boxes if the eligibility requirement is met.

- ☐ Junior standing or higher
- ☒ Course taken for credit toward the student's major minor (circle one)
- ☒ Individual study course not offered as a regular course
- ☒ No more than 9 hours of individual study coursework (i.e., X90X, X93X, X96X) is included on the student's degree program. (Written approval from the student's dean and the provost must be attached if taking the course would cause the student to exceed the 9 hour limit.)

Digitally signed by Kimberly Walls
Date: 2011.04.07 20:15:36 -05'00'

Advisor's Signature

Date

3/24/11

Student's Signature

Date

Note: If one or more of the eligibility requirements listed above are not met, the advisor must provide a rationale for approving an eligibility waiver. The student then secures the signatures below.

IF AN ELIGIBILITY WAIVER IS BEING REQUESTED, attach a rationale for the waiver and obtain the following signatures. Signatures indicate approval of an eligibility waiver.

Instructor's Signature

Date

Signature of Head of Department offering course (or dean/associate dean if instructor serves as department head)

Date

Part II. Verification of Eligibility to Teach an Individual Study Course

The instructor offering the individual study course initials each of the following boxes if the eligibility requirement is met.

- ☒ My course assignments do not exceed the 3 student limit for offering individualized coursework this semester.
- ☒ I understand that I will not receive courseload credit for teaching this individual study course.

Digitally signed by Kimberly Walls
Date: 2011.04.07 20:17:04 -05'00'

Instructor's Signature

Date

Part III. Permission to Remain/Enroll in an Individual Study Course

The department head forwards all compliance documentation to the Associate Dean of Academic Affairs for final approval.

Fall 2006: If the associate dean's approval has not been obtained by the 10th class day, the student will be dropped from the course.

Spring 2007 and afterwards: Once all compliance documentation has been received, the associate dean will notify the department that the student may be enrolled in the course.

Sam X. Kelly
Signature of Associate Dean of Academic Affairs

4/12/11
Date

**AUBURN UNIVERSITY
DEPARTMENT OF CURRICULUM AND TEACHING
COURSE SYLLABUS**

1. **Course Number:** CTMU 7900/7906
Course Title: Independent Study
Credit Hours: 1-6 semester hours (may be repeated for credit not to exceed 6 hours)
Prerequisites: Departmental approval
Corequisites: None

2. **Date Syllabus Prepared:** Updated January 2007

3. **Texts:** Resources selected appropriate to the directed independent study.

4. **Course Description:**

This course is designed to give students an opportunity to pursue topics of special interest that extend learning in other courses the students have taken or that are not treated in other course offerings. Each student develops an individual plan of study, which the professor approves before work begins. Students' learning efforts are guided toward completion of objectives in the plan through regularly scheduled conferences with the professors.

The approved project/product/research/activity associated with independent study should require at least 30 hours of documented work for each one (1) hour of assigned credit.

5. **Course Objectives:**

Students will be able to:

- A. Identify a specific area of interest to study.
- B. In consultation with the professor, select a topical area of study.
- C. Write a proposal to guide completion of the study. The proposal will include a description of the study, objectives, methodology to be used in completing the study or project (including resources), and assessment/evaluation procedures. Submit the proposal as a file attachment via E-mail or as a fax. (See attached Guidelines.)
- D. List references used during completion of the study. Deliver the list through E-mail, fax, or postal mail.
- E. Submit evidence of study/project completion, e.g., a finished product or paper. Deliver the product through E-mail, fax, or postal mail.

6. **Course Content:**

The course is designed to provide students an opportunity to initiate study of a specific topic or completion of a project through directed independent study. Students will gain experience in conceptualizing a study or project, reviewing related literature, using various libraries and resource centers, and conducting computer-assisted searches in a specific area of interest. In addition, students will assume responsibility for completion of the project or study and presenting it in a paper or finished product.

7. **Course Requirements:**

1. Schedule a telephone, personal, or electronic orientation session with professor.
2. Identify a topic and obtain approval from professor.

3. Write a proposal describing the study/project and a plan for completing and evaluating the study/project. Submit the proposal as a file attachment via E-mail or as a fax.
4. List references using a standard style guide, as approved by professor, such as APA, MLA, or Chicago Manual of Style. Deliver the list through E-mail, fax, or postal mail.
5. Schedule a minimum of six telephone, personal, or electronic meetings with professor during the semester (checkpoints to be established for each meeting) including the orientation session. Depending upon the approved proposal, the meeting may require 1-3 hours.
6. Submit paper or finished product. Deliver the paper or product through E-mail, fax, or postal mail.
 - A. Orientation meeting during Week 1
 - B. Week 2 or Week 3
 - C. Week 5 or Week 6
 - D. Week 8 or Week 9
 - E. Week 11 or Week 12
 - F. Week 13 or Week 14
6. Submit paper or finished product when completed: Week 15
7. Present paper or product: Week 15

8. Evaluation:

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 the following:

Final paper or product and presentation of paper or product	up to 70 points
Proposal	up to 10 points
Meeting with professor and checkpoints completed	up to 10 points
References (number and type of references, format)	up to 10 points

Satisfactory grades will be assigned only to independent study projects that earn at least 80 points.

9. Class Policy Statements:

Participation. Students are expected to participate in all class discussions and participate in all exercises, including field experiences and observations. 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.

Attendance/Absences: Attendance is required at each class meeting. If an exam is missed, a make-up exam will be given only for University-approved excuses as outlined in the *Tiger Cub*. Arrangement to take the make-up exam must be made in advance. Students who miss an exam because of illness need a doctor's statement for verification of sickness and should clear the absence with the instructor the day they return to class. Other unavoidable absences from campus must be documented and cleared with the instructor **in advance**. Five points will be deducted from the final grade for every two absences or three tardies (or early departures from class), except in the case of documented illness. Note: Appointments for routine medical and dental checkups are not considered excused absences.

Unannounced quizzes: There will be no unannounced quizzes.

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. Bring 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.

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

PROPOSAL GUIDELINES FOR INDEPENDENT STUDY
(Prepare two copies: one for the instructor and one for the student)

A. Cover Page

1. Heading: CTMU 7900 Independent Study in (Area of Specialization).
2. Professor's Name
3. Title of project
4. Semester and Year
5. Student Information
 - a. Name
 - b. Address
 - c. Phone number and email address
6. Date
7. Contract sign off _____

(Student)

(Date)

(Professor)

(Date)

B. Body of Proposal

1. The problem, activity or concern and its significance
Discuss the educational problem(s) involved in the specific area of the proposed study/project.
Relate theory to practice.
2. Description of the problem, activity, or concern
Describe the features and major dimensions of the proposed problem, activity, area of study, or concern. Indicate and describe the variables associated with the proposed problem, activity, or concern.
3. Supporting evidence
Describe preliminary planning already accomplished, observations made, problems between theory and practice, and review of related literature which provide a rationale for the proposed objectives of the study or project.
4. Objectives
Write the specific objectives to be achieved by the proposed study or project. Each written objective should represent a variable or combination of variables (described in #2) affecting the evaluation of the problem. Describe variables and explain how they are to be measured or evaluated.
5. Activity Design
Describe the operational plan and indicate why the plan is appropriate for achieving the stated objectives. Describe how you envision the final product and its implications and/or possible contributions.
6. Activity Management
Indicate in chronological order the events and the time frame for their completion.
7. Resources
List the resources needed to complete activities and objectives and explain how they are to be used.
8. Evaluation
A final research paper/product and an oral presentation of the final paper/product are required. Propose an evaluation scheme for the final product which reflects the unique nature of the independent study.