

**DEPARTMENT OF CURRICULUM & TEACHING  
AUBURN UNIVERSITY  
SYLLABUS**

**Course Number:** CTMU 7910 / CTMU 7916  
**Course Title:** Practicum in Area of Specialization: Orientation  
**Credit Hours:** 1-6  
**Prerequisites:** Admission to Graduate School, Departmental Approval  
**Corequisite:** None  
**Date Syllabus Prepared:** Summer 2012, by Jane Kuehne

**Instructor:** Dr. Jane M. Kuehne  
**Office Hours:** TBA - Summer  
**Contact Information:** Office Phone: 334-844-6852  
Email: Send messages questions through Canvas. It will notify me.  
Cell Phone: 334-332-7228 – text or call – only in an “emergency”  
(for example: if you cannot access the class during the class time).

**Class Day and Time:** Thursdays, 1 hour TBA

**TEXTS OR MAJOR RESOURCES**

**Required Texts:**

- MENC. (1994). The school music program: A new vision — The k-12 national standards, prek standards, and what they mean to music educators. Retrieved January 1, 2012 from <http://www.nafme.org/resources/view/national-standards-for-music-education>

**Materials:**

Computer hardware sufficient to participate effectively and actively in this course. Available to do both audio and video chat.

**COURSE DESCRIPTION**

This course is designed to orient students to graduate study in music education, specifically at Auburn University. It includes completion of Citi training, modules on using specific systems at Auburn University (canvas, big blue button, panopto), an introduction to planning research and finding research articles, and submit required program, college, and university paperwork.

**COURSE OBJECTIVES**

Students will:

- Complete a media release form
- Complete a graduate student information form
- Complete class archive notes
- Complete tutorials in: conferences, chat, and panopto
- Complete a research plan
- Complete a research bibliography to accompany the research plan
- Complete Citi Training through Auburn University
- Complete a Plan of Study Draft

*\* These Alabama State Department of Education objectives will be documented via the College of Education Inventory of Candidate Proficiencies (ICP) which can be found online at <https://fp.auburn.edu/education/assessment/> .*

**COURSE CONTENT AND SCHEDULE**

Students will meet once per week to discuss necessary course requirements and for question/answer sessions as needed.  
*Course Calendar including content and schedule is on Canvas.*

## COURSE REQUIREMENTS/EVALUATION

### Requirements

- Attend weekly sessions for class to ask questions, receive feedback, etc.
- Complete 5 modules in Canvas which include assignments listed below (in the next bullet).
  - a. Required Paperwork
  - b. Video Conferencing and Multimedia Chat
  - c. Class Archives
  - d. Research in Graduate Study
  - e. Completing a Plan of Study
- Specific Assignments include:
  - a. Complete a media release form
  - b. Complete a graduate student information form
  - c. Complete class archive notes
  - d. Complete tutorials in: conferences, chat, and panopto
  - e. Complete a research plan
  - f. Complete a research bibliography to accompany the research plan
  - g. Complete Citi Training through Auburn University
  - h. Complete a Plan of Study Draft

Note: Extensive quoting of material is not acceptable. All work in this course should be original work.

### Grading System

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. You must have at least a 3 (B) on each separate assignment/requirement to pass the class (receive an "S"). All assignments are weighted equally. The grading scale for this class is:

A = 4    B = 3    C = 2    D = 1    F = 0

### CLASS POLICY STATEMENTS

The instructor apologizes for the need to state so many course policies, however, all will have a more pleasant and educational experience if expectations are explained ahead of time. Any questions regarding policies should be directed to the instructor within the first week of class, otherwise, it is assumed that all understand the requirements. If one cannot conform to these expectations, they should drop the course no later than the first week of classes. The tone of these guidelines is not intended to be punitive nor are the guidelines intended to squelch interaction, but are provided for your success and consideration of all participants' efforts and energies.

Participation. Students are expected to participate in all class activities in a professional manner. 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. Students are responsible for all materials posted by the instructor to the course web site or sent via email. (Five points will be deducted from the final grade for each failure to participate in class discussions and activities.) Discussion participation will be evaluated on frequency, professionalism, and scholarly content. If a student's lack of timeliness is detrimental to their assigned peer partner, then the peer may be assigned to another group and the student will fail the course.

Attendance/Absences. Students should check Big Blue Button for each live videoconferencing sessions. Students are expected to participate in all seminar and on-line discussions and participate in all exercises. Students who anticipate missing more than one on-campus seminar should register for the course as a distance education student (MUSI 7916).

Unannounced quizzes. There will be no unannounced quizzes.

Final exam. There is no final exam.

Due dates and Formats. These are specified in Canvas through the modules you will complete.

Incompletes. Final semester grades of Incomplete will not be given except in cases of documented illness. Incompletes must be removed by the third week of the following semester.

Loaned materials. Students must return loaned course materials owned by Auburn University to the instructor by the due date given to receive a grade in this course.

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. *Fax or email* 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 AU Oath of Honor, Academic Honesty Code and Tiger Cub Rules and Regulations will apply to this class.

- AU Oath of Honor (<http://www.auburn.edu/tigercub/oath.php>)
- Student Academic Honesty Code (<http://www.auburn.edu/tigercub/rules/section1a.pdf>)
- Tiger Cub (<http://www.auburn.edu/tigercub/rules/index.php>)

Office Hours and Assistance. Students may request appointments. I am in the office (generally, unless in a meeting or off campus observing undergraduates) during office hours listed at the top of this syllabus. If you call my office and I don't answer, leave a voice message, state your name clearly and enunciate the callback number clearly and slowly. Please allow at least 24 hours for a response and do not use multiple messages for the same inquiry (for example, use ONE email message or ONE phone message). The instructor will not respond to multiple versions of the same inquiry.

Professionalism. Student behavior and participation should adhere to the highest professional standards. Please report any instances of distracting communications from class participants to the instructor. Students should refer to Anti-Harassment & Non-Discrimination for Students ([https://fp.auburn.edu/president/policies/view\\_policies.aspx](https://fp.auburn.edu/president/policies/view_policies.aspx)), Auburn University Policy on Classroom Behavior, ([https://fp.auburn.edu/president/policies/view\\_policies.aspx](https://fp.auburn.edu/president/policies/view_policies.aspx)) and Policies of the Graduate School, (<http://www.grad.auburn.edu>) especially those regarding Plagiarism, Academic Progress, and the Graduate School Calendar. Students are also responsible for adhering to university academic deadlines such as those for registration and withdrawal.

The Family Rights and Privacy Act. (Public Law 93-380) 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.

Note: It is your professional responsibility to limit distribution of video files as appropriate.

Professional Ethics. In this course you will be observing music teachers and describing their teaching. All discussion of teachers and their programs are to be confidential, confined to our classroom. Although there is no law except those of slander and libel, professional ethical behavior includes refraining from critical or derogatory statements of teacher 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 bad reputation for your integrity and the integrity of Auburn University and can damage teacher's careers (and your own).

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

Office Hours: The instructor cannot be available 24 hours per day, but will keep weekly office hours as indicated in class. During these periods, the instructor will be available by telephone. If you leave a voice message, state your name clearly and enunciate the callback number clearly and slowly. Students may request additional office appointments. The instructor will generally check email each day, Sunday-Friday. If for some reason the instructor is not able to do so, students will be informed ahead of time. Please allow at least 24 hours for a response and do not use multiple message medium for the same inquiry. (For example, use email message or ONE phone message.) The instructor will not respond to multiple versions of the same inquiry. Students should contact the instructor or post to the discussion board questions related to the course content or course requirements.

Technology: All students are expected to check TigerMail (<https://tigermail.auburn.edu/>) and course web site communications regularly. Students are responsible for reading and responding to messages from the instructor in a timely professional manner. Students who send questions in email or via discussion board should provide enough information so that the instructor can understand the questions.

All students will be required to submit assignments to the course web site, and, are required to know how to do so. Students are responsible for obtaining access to and knowing how to operate standard software such as Microsoft Word and PowerPoint (or Open Office). Students should refer to the "Contacts" page on the Music Education website

Students are expected to utilize threaded discussions when appropriate instead of creating new threads. Threaded discussion assignments that are posted under new threads may not receive course credit. Student should also use the "Reply" function utilizing the heading in the received message in email.

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.

Other. Students must satisfy all course objectives in order to pass this course. This means that every assignment must be completed and receive a passing grade to pass the course. In addition, the professor reserves the right to change this syllabus to best fit the learning needs of the students who are enrolled.