

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

**Course Number:** CTMU 8990/8996  
**Course Title:** Dissertation  
**Credit Hours:** 1-10 semester hours  
**Day/Time:** TBA, at minimum once weekly meetings meeting weekly deadlines specified below  
**Updated:** January 2015  
**Instructor:** Dr. Jane Kuehne \* 334-844-6852 \* kuehnjm@auburn.edu  
**Office Address:** 5090 Haley Center

**COURSE DESCRIPTION**

Field project formulated, planned, conducted, evaluated, and reported in appropriate written and oral formats under the direction of the student's major professor.

**TEXTS OR MAJOR RESOURCES**

American Psychological Association. (2009). *Publication manual of the American psychological association* (6th Ed.) Washington, DC: American Psychological Association.  
*Protocol for the Use of Human Subjects in Research* (and accompanying forms) - Auburn University, Office of Vice-President for Research - Samford Hall, Room 202.

**STUDENT LEARNING OUTCOMES:**

Upon completion of this course, students will be able to:

(a) Formulate, (b) plan, (c) conduct, and (d) report in appropriate written and oral formats an original field project under the direction of the student's major professor.

**COURSE CONTENT OUTLINE**

Course content will follow the sequencing of objectives and course requirements.

*Students submit weekly reports via TigerMail reporting progress and attaching agreed documents.*

*Students meet with the professor in weekly individual appointments.*

*Students attend EdS defenses on campus*

*Each student will fill in proposed meeting date/times and documents to be attached*

Week	Goals Completion Time Line <i>COMPLETE AND DISCUSS WITH PROFESSOR</i>	Meet with professor at least once weekly <i>LIST DATES FOR EACH WEEK</i>
1	Each student completes a goals timeline for each semester taken. If first semester, plan deadlines for dissertation submission and ultimate completion. Set meeting time for each week.	Meet to discuss semester goals.
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### ASSIGNMENTS/PROJECTS

- Students are required to complete the following components/activities:
  - Prepare a proposal for the field project and obtain the approval of the student's graduate advisory committee. (a, b)
  - Compile an extensive review of the pertinent literature. (c)
  - Formulate appropriate methodology and procedures for completing the project. (c)
  - Obtain Institutional Review Board approval for research dealing with human subjects if appropriate. (c)
  - Conduct the field project with the concurrence and guidance of the student's graduate advisory committee. (c)
  - Analyze and interpret the findings or results of the project. (c)
  - Write a summary of the project following approved guidelines. (d)
  - Orally defend the results of the field project. (d)
- Assignments and course requirements must be submitted in the format indicated by the instructor, including all parts listed, to receive credit. All materials should be cited in APA format and extensive quoting of material is not acceptable. The instructor reserves the right to assign a grade of 0 for any suggestion of plagiarism.
- Note: Extensive quoting of material is not acceptable. All work in this course should be original work.
- Class Participation. All students are expected to check TigerMail 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 should provide enough information so that the instructor can understand the questions.
- Weekly Assignments. Weekly assignments will be submitted by TigerMail attachment.

### RUBRIC AND GRADING SCALE

No grades are assigned to the Field Project.

### CLASS POLICY STATEMENTS

- Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.
- 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).

- F. 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.
- G. 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 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
- H. Harassment: Harassment of any kind, toward students or instructor, will not be tolerated. If it occurs, the policies set forth in the *Student Policy eHandbook* will be followed.
- I. The Family Rights and Privacy Act (Public Law 93-380) assures parents that all information concerning their child (children) will be kept confidential. The only person who may access records or information are those who are directly involved with the student's (students') education program. Educational records cannot be released without consent of the parents (guardians). In compliance with the federal law, the following guidelines must be followed:
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.
- J. Consequences for Unprofessional Behavior Depending on the situation, you may be removed from the music education program. The professor will meet with you, or

#### OTHER

- This syllabus may be modified to best fit the educational needs of the students.
- Students must satisfy all objectives to pass this course.