## Proposal Form For Addition And Revision Of Courses

1. **Proposing College / School:** Education  
   **Department:** CTCH

2. **Course Prefix and Number:** CTMU 4910  
   **Effective Term:** Spring 2013

3. **Course Title:** Practicum in Area of Specialization  
   **Abbreviated Title (30 characters or less):** Practicum Area Specialization

5. **Requested Action:**  
   - [ ] Renumber a Course  
   - [X] Add a Course  
   - [ ] Revise a Course  
   **Current Course Number:**  
   **Proposed Course Number:**  
   **Type of Revision:** gr, pre, res

6. **Course Credit:**  
   **Contact/Group Hours:**  
   **Scheduled Type:** Practicum  
   **Weekly or Per Term:** Weekly  
   **Credit Hours:** 1-6  
   **Anticipated Enrollment:** 25  
   **Maximum Hours (Repeatability):** 6  
   **Total Credit Hours:** 1-6

7. **Grading Type:**  
   - [X] Regular (ABCDF)  
   - [ ] Satisfactory/Unsatisfactory (S/U)  
   - [ ] Audit

8. **Prerequisites/Corequisites:**  
   Use “P:” to indicate a prerequisite, “C:” to indicate a corequisite, and “P/C:” to indicate a prerequisite with concurrency.  
   **P:** None; **Restriction:** minor (code assigned to Community Music).

9. **Restrictions:** List specific restriction in space above.  
   - [ ] College  
   - [X] Major  
   - [ ] Standing  
   - [ ] Degree

10. **Course Description:**  
    (20 Words or Less; exactly as it should appear in the Bulletin)  
    Cooperatively selected field experience. CTMU 4910 and CTMU 4913 may be repeated for a combined maximum of 6 credit hours. Clear background check required.

11. **May Count Either:**  
    **Program Type**  
    - [ ] CTMU 4910  
    - [ ] CTMU 4913  
    **Program Title**  
    - Major  
    - BME Music Education  
    - Minor  
    - Community Music  
    **Requirement or Elective?**  
    - Elective  
    - Required

12. **Affected Program(s):**  
    (Respond “N/A” if not included in any program; attach memorandum if more space is required)  
    - Major  
    - BME Music Education  
    - Minor  
    - Community Music

13. **Overlapping or Duplication of Other Units’ Offerings:**  
    (If course is included in any other degree program, is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)  
    - [ ] Applicable  
    - [ ] Not Applicable
14. Justification: Graded basis allows for more accurate assessment. Prerequisite and restriction change allows new community music education minor to enroll in course.

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources: Not Applicable

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes: To facilitate professional growth and development through interaction with a professional music educator and students in a field setting. Throughout the practicum, the student will be expected to:
1. Review materials for music education and critique these materials.
2. Reflect upon music education as a profession and record these reflections in a journal.
3. Observe student-teacher interactions within the music class setting.
4. Assist as deemed appropriate by the supervisor and cooperating professional, including opportunities for individual, small-group, and large-group instruction.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline: Week 1 Expectations, plans, self-assessment; 3-way meeting with supervisor and cooperating professional
Weeks 2-8 DAILY JOURNALS AND WEEKLY ANNOTATED BIBLIOGRAPHY ENTRIES DUE; Weekly meetings with supervisor
Weeks 9-14 DAILY JOURNALS AND WEEKLY ANNOTATED BIBLIOGRAPHY ENTRIES DUE; Two meetings with supervisor
Week 15 ANNOTATED BIBLIOGRAPHY AND SELF-EVALUATION NARRATIVE DUE
Week 16 Finals Week: Review and critique of practicum

(Provide a comprehensive, week-by-week breakdown of course content, including assignment due dates)

18. Assignments / Projects: Field-Based Experiences
Students and faculty cooperatively select appropriate field-based experiences and requirements. Each student will be assigned to assist a professional music teacher for a minimum of 3 hours per week per credit hour. (Exact time of scheduled field visits will be arranged with the cooperating professional.) (Outcomes 1-4)
Daily Journal
Each student will keep a daily journal of their experiences (including lesson plans and assessments) during the practicum to be shared with the instructor via Canvas. (Outcomes 2-4)
Annotated Bibliography
Each student will prepare an annotated bibliography of all materials for music education encountered during the practicum. Bibliography entries will be posted weekly. (Outcome 1)
Self-Evaluation Narrative
Each student will submit a detailed self-evaluation narrative documenting the practicum. (Outcomes 2-4)

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale: Attendance and professionalism at labs is expected and students will be held responsible for any content covered in the event of an absence. Note that poor attendance, tardiness or unprofessionalism as defined in the Music Education Professionalism Policy may result in removal from the program and an incomplete grade will be assigned if a student does not
complete the field-based labs.
Daily Journals, Bibliography Entries, and Self-Evaluation Narrative must be submitted on time and in a professional manner to pass this course.
Daily Journals = 35%
Bibliography Entries = 35%
Self-Evaluation Narrative = 30%
A= 100-90
B= 89-80
C= 79-70
D= 69-60
F= <60

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: not applicable

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))

(Include below are standard statements regarding course policies. If necessary, a statement may be altered to reflect the academic policies of individual faculty members and/or the academic unit or department, provided that there is no conflict with the Tiger Cub, Faculty Handbook, or any existing university policy.)

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 absence(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 circumstances, 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 for 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 Accommodation 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, 129N Haley Center, 844-2086 (V/TT).