

Cover Sheet: Request 13400

MUE 4140 Music Student Teaching Seminar

Info

Process	Course Modify Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	William Bauer wbauer@ufl.edu
Created	12/11/2018 6:06:27 PM
Updated	3/11/2019 1:17:28 PM
Description of request	Course name change and credit hour change.

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	CFA - Music 011303000	Kevin Orr		12/13/2018
No document changes					
College	Approved	CFA - College of Fine Arts	Jennifer Setlow		1/18/2019
No document changes					
University Curriculum Committee	Commented	PV - University Curriculum Committee (UCC)	Lee Morrison	Added to February agenda.	2/13/2019
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			2/13/2019
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|Modify for request 13400

Info

Request: MUE 4140 Music Student Teaching Seminar
Description of request: Course name change and credit hour change.
Submitter: William Bauer wbauer@ufl.edu
Created: 3/11/2019 1:16:47 PM
Form version: 2

Responses

Current Prefix MUE
Course Level 4
Number 140
Lab Code None
Course Title Administration of Music Ed.
Effective Term Fall
Effective Year 2019
Requested Action Other (selecting this option opens additional form fields below)
Change Course Prefix? No

Change Course Level? No

Change Course Number? No

Change Lab Code? No

Change Course Title? Yes
Current Course Title Administration of Music Ed.
Proposed Course Title Music Student Teaching Seminar
Change Transcript Title? Yes
Current Transcript Title Admin of Music Educ
Proposed Transcript Title (21 char. max) Student Teach Seminar
Change Credit Hours? Yes
Current Credit Hours 2
Proposed Credit Hours 3
Change Variable Credit? No

Change S/U Only? No

Change Contact Type? No

Change Rotating Topic Designation? No

Change Repeatable Credit? No

Maximum Repeatable Credits 3
Change Course Description? Yes
Current Course Description Principles and practices of developing and administering K-12 Public School Music Program.
Proposed Course Description (50 words max) Principles and practices of developing, teaching, and administering K-12 public school music programs.
Change Prerequisites? No

Change Co-requisites? No

Rationale Music education students take two classes while student teaching, MUE 4940 (currently at 10-credits) and MUE 4140 (this class, currently at 2-credit hours), for a total of 12 credit hours. We are reducing the credit in MUE 4940 from 10 to 9 (an additional proposal for this action is part of this curriculum revision package). The hour reduction will be used to add one credit hour to this class, MUE 4140, with the total credit hours for both classes remaining at 12. This change will better reflect the amount of work that students complete for MUE 4140 in relation to MUE 4940.

SYLLABUS
School of Music
University of Florida

MUE 4140: Music Student Teaching Seminar (3 credits)

Professor: To be determined

Office:

Phone:

Email:

Office hours:

Course Description

MUE 4140 examines the principles and practices of developing, teaching, and administering K-12 public school music programs. Co-requisite: MUE 4940.

Required Reading

Journal articles and other resources will be available through Canvas.

Additional Resources

- Students will be provided with a copy of the music education *Student Teaching Handbook*, which contains additional information about the music student teaching seminar.
- A Canvas course site has been established for use in this course. To access it use a World Wide Web browser and open the following URL: <https://ufl.instructure.com/>

Course Goals

Through full participation in this course, the pre-service music teacher will:

1. read and discuss research and pedagogical literature on music teaching and learning.
2. reflect on personal teaching practice, assessing strengths and areas for improvement.
3. observe experienced teachers and connect those observations to personal teaching practice.
4. discuss the administration of K-12 music programs.
5. engage in purposeful, professional development.
6. develop a professional cover letter, resume, and portfolio that may be used in the search for employment.

UNIVERSITY OF FLORIDA POLICIES

Students Requesting Accommodations due to Disabilities

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, www.dso.ufl.edu/drc/) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Academic Honor Policy

UF students are bound by The Honor Pledge which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor of this class.

Health and Wellness Resources

- *U Matter, We Care*
If you or a friend is in distress, please contact umatter@ufl.edu or 352 392- 1575 so that a team member can reach out to the student.
- *Counseling and Wellness Center*
<http://www.counseling.ufl.edu/cwc/Default.aspx>, 392-1575; and the University Police Department: 392-1111 or 9-1-1 for emergencies.
- *Sexual Assault Recovery Services (SARS)*
Student Health Care Center, 392-1161.
- *University Police Department*
392-1111 (or 9-1-1 for emergencies). <http://www.police.ufl.edu/>

Academic Resources

- E-learning technical support, 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>.
- Career Resource Center, Reitz Union, 392-1601. Career assistance and counseling. <http://www.crc.ufl.edu/>
- Library Support, <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.

Course Evaluation Process

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

ASSIGNMENTS & ACTIVITIES

All assignments are due on the date specified. Grades on late assignments will be lowered by 10% for each day they are late. No credit will be given for assignments received later than two weeks following the due date. An exception to this policy is if the student is personally ill, has a death in his/her immediate family, or other such emergency. The student should see the instructor immediately upon his/her return to make arrangements to complete missed assignments at the earliest possible date.

Professional Reading and Discussion

Read the articles and other assigned materials and be prepared to discuss them with classmates during face-to-face and/or online seminars. Upload three “points for discussion” (PFD) to Canvas prior to the seminar meeting. You should also have access to them (either in digital or hard copy form) during the seminar so you can refer to them during our discussion. Each point for discussion should include the point and a brief reason why you personally found it of interest and/or outline a question you have about the reading.

Weekly Log

By 11:59 PM each Saturday, submit a log in Canvas that summarizes and reflects on your student teaching experience for the previous week. Describe what took place during the previous week and reflect on how your experiences are shaping you as a teacher? Think about what went well, new things you learned, self-diagnosed areas for improvement, and any other details you feel are pertinent. In addition, each week include a *technology audit* (list of all technology you used that week, with a brief description of how it was used) as part of your log.

Strive for a minimum of 1.5-2 pages of double-spaced text. Use your BEST professional writing in these logs. As teachers, we represent ourselves in various ways, including through the written word when communicating with parents, fellow teachers, administrators, and others. Practice writing in clear sentences, coherent paragraphs, and so on. Proofread before hitting the submit button.

Rehearsal/Class Recording and Reflection

Regularly (once per week, or even more frequently) video and/or audio record your classes and/or rehearsals. After watching/listening to the recordings, reflect on strengths and weaknesses of your students and yourself to continually improve as a music educator. Select one recording of a teaching episode from the first placement to share with the class at midterm. Select one recording of a teaching episode from the second placement to share with the class at the end of the semester.

Observation

At least one time during the first placement, and one time during the second placement, observe another teacher in your school who has the reputation of being an excellent educator. This should *not* be a music teacher. Reflect on what you observe and how it can be applied to your work as a music educator.

Professional Development

Engage in some form of purposeful, professional development during the student teaching semester. Various options for this will be discussed. Write a reflection on the experience.

Teaching Portfolio

Prepare a professional portfolio to document your student teaching experience. Specific details of the portfolio will be discussed. The portfolio may also become a tool you can use during job interviews.

Cover Letter and Resume

Create a cover letter and resume for a real or fictitious music teaching position. Further details of this assignment will be discussed.

ASSESSMENT & GRADING

Grading will adhere to the University of Florida *Grades and Grading Policies*, which can be found at <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Assignments and grade weight:

<ul style="list-style-type: none">• Professional reading and discussion - .15• Weekly Log - .15• Rehearsal/Class Recording and Reflection - .15• Observations - .10• Cover letter & resume - .15• Professional development - .10• Portfolio - .20	Grading Scale	
	100	A+
	93-99	A
	90-92	A-
	87-89	B+
	83-86	B
	80-82	B-
	77-79	C+
	73-76	C
	70-72	C-
	67-69	D+
	63-66	D
	60-62	D-
59 & below	F	

COURSE CALENDAR

Week	Topic/Assignments
1	<p>On Campus Meeting/Seminar – 8:30am-4:30pm</p> <p>First Placement Begins</p> <p>Email your (a) teaching schedule; (b) cooperating teacher’s name, email address, and school phone #; and (c) school’s name and physical address.</p> <p>Weekly Log Due</p>
2	<p>Weekly Log Due</p>
3	<p>Weekly Log Due</p>
4	<p>Weekly Log Due</p> <p>Reading Points for Discussion Due</p> <p>Zoom Seminar – 3:00-5:00pm</p>
5	<p>Weekly Log Due</p>
6	<p>Weekly Log Due</p>
7	<p>Weekly Log Due</p> <p>First Placement Ends</p> <p>On Campus Meeting/Seminar – 8:30am-4:30pm</p> <p>Reading Points for Discussion Due</p> <p>Rehearsal/Class Recording and Reflection # 1 Due</p> <p>Observation #1 Due</p> <p>Cover Letter & Resume Draft Due</p>
8	<p>Second Placement Begins</p> <p>Email your (a) teaching schedule; (b) cooperating teacher’s name, email address, and school phone #; and (c) school’s name and physical address.</p> <p>Weekly Log Due</p>

- 9 Weekly Log Due
- 10 Weekly Log Due
- 11 Weekly Log Due
- Reading Points for Discussion Due
- Cover Letter & Resume Final Version Due
- Zoom Seminar – 3:00-5:00pm
- 12 Weekly Log Due
- 13 Weekly Log Due
- 14 Weekly Log Due
- 15 Second Placement Ends
- On Campus Meeting/Seminar – Two days, 8:30am-4:30pm
- Reading Points for Discussion Due
- Rehearsal/Class Recording and Reflection # 2 Due
- Observation #2 Due
- Professional Development Report Due
- Professional Portfolio Due