

SYLLABUS  
School of Music  
University of Florida  
Spring 2020

**MUE 4140: Administration of Music Education (2 credits)**  
**&**  
**MUE 4940: Student Teaching (10 credits)**

Professor: Dr. Megan M. Sheridan  
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Office Hours: Time available by appointment

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### Course Description

- *MUE 4140* examines the principles and practices of developing and administering K-12 public school music programs. Co-requisite: MUE 4940.
- *MUE 4940* is student teaching in selected classrooms of public schools. Special seminars and continuous evaluation of teaching experiences occur. To enroll in MUE 4940, all coursework must be completed except MUE 4140. Co-requisite: MUE 4140.

### Required Texts

- 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 and requirements for which they are responsible.
- A Canvas course site has been established for use in these courses. To access it use a World Wide Web browser and open the following URL: <https://ufl.instructure.com/>

### Course Goals

Through full participation in these courses, the pre-service music teacher will:

1. **plan** music instruction for K-12 school music students that includes alignment of (a) music learning outcomes that address curricular goals and standards, (b) materials and resources appropriate to the learning context, (c) varied instructional strategies and learning activities, and (d) assessment of learning outcomes.
2. **teach** K-12 music students through implementation of varied teacher- and student-directed learning activities that include providing frequent, specific, formative feedback.
3. **assess** student learning using assessment instruments and techniques appropriate to the developmental level of students, the specific learning environment, and that align with learning outcomes.
4. **reflect** on the teaching-learning process to inform future planning and teaching, and to continually improve as a music educator.
5. **manage** the classroom environment, including classroom procedures, student behavior, and the physical space.
6. **exhibit** professional dispositions in all interactions with students, K-12 teachers, K-12 administrators, parents, the local community, and university supervisors.
7. **meet** all Florida Educator Accomplished Practices (FEAPs) at a minimum level of *Accomplished*.

## 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/](http://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](mailto: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](mailto: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 professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive

from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/publicresults/>.

### ASSESSMENT & GRADING

- Written and verbal feedback will be provided to the student from his/her University Supervisor and Cooperating Teacher.
- Other assignments and activities will be assessed by Dr. Sheridan.
- Students will receive a letter grade (A, B, C, D, F) for MUE 4140.
- MUE 4940 is graded S/U.
- 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>

<p style="text-align: center;"><b><u>MUE 4140</u></b></p> <p style="text-align: center;"><i>Assignments and grade weight:</i></p> <ul style="list-style-type: none"> <li>• Professional reading and discussion - .15</li> <li>• Weekly Log - .15</li> <li>• Rehearsal/Class Recording and Reflection - .15</li> <li>• Observations - .10</li> <li>• Cover letter &amp; resume - .10</li> <li>• Professional development - .10</li> <li>• Portfolio - .10</li> <li>• The student teaching Impact Project is completed at an Accomplished level - .15</li> </ul>	<p style="text-align: center;"><b><u>MUE 4940</u></b></p> <p style="text-align: center;"><i>A grade of “S” will be received when:</i></p> <ul style="list-style-type: none"> <li>• Lesson plan repository is kept up-to-date, contains each lesson plan taught, and is made available to Dr. Bauer and the university supervisor throughout the semester.</li> <li>• An overall rating of Accomplished is received on the final student teacher Intern Evaluation by the Cooperating Teacher and University Supervisor, during both placements.</li> </ul>
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Grading Scale		Letter to Numerical Grade Conversion	
100	A+	<i>Letter Grade</i>	<i>Numerical Equivalent</i>
93-99	A		
90-92	A-	A+	100
87-89	B+	A	95
83-86	B	A-	91
80-82	B-	B+	88
77-79	C+	B	85
73-76	C	B-	81
70-72	C-	C+	78
67-69	D+	C	75
63-66	D	C-	71
60-62	D-	D+	68
59 & below	F	D	65
		D-	61
		F	55

## COURSE CALENDAR

See reading assignments and other details as posted in the Canvas course site.

### January

- 6 On Campus Meeting – UA – Friends of Music Room, 8:30am-4pm
- 7 First Placement Begins
- 10 Email your teaching schedule; cooperating teacher's name, email, and school phone #; name and physical address of your school to Dr. Sheridan and your University Supervisor
- 27 Online Student Teaching Seminar (via Zoom) – 3:30pm-5pm

### February

- 26 First Placement Ends
- 27 On Campus Meeting –Friends of Music Room, 8:30am-4pm
- 28 Second Placement Begins

### March

- 6 Email your teaching schedule; cooperating teacher's name, email, and school phone #; name and physical address of your school to Dr. Sheridan and your University Supervisor
- 23 Online Student Teaching Seminar (via Zoom) – 3:30pm-5pm

### April

- 22 Second Placement Ends
- 23 On Campus Meeting – 8:30am-4pm

**This syllabus is a guide. It may be varied as needed.**