New Course Request

Indiana University
South Bend Campus

Check Appropriate Boxes: Undergraduate credit ☑️ Graduate credit ☐ Professional credit ☐

1. School/Division: ARTS/MUSIC
2. Academic Subject Code: MUS-M
3. Course Number: 216 (must be cleared with University Enrollment Services)
4. Instructor: Staff
5. Course Title: Music Education Lab/Field Experience
   Recommended Abbreviation (Optional): (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2010
7. Credit Hours: Fixed at _____ 0 _____ or Variable from ______ to ______

8. Is this course to be graded S/F (only)? Yes ☑ No ☐
9. Is variable title approval being requested? Yes ☐ No ☑
10. Course description (not to exceed 50 words) for Bulletin publication: See attachment (IPFW)

11. Lecture Contact Hours: Fixed at _____ 0 _____ or Variable from ______ to ______
12. Non-Lecture Contact Hours: Fixed at _____ 0 _____ or Variable from ______ to ______
13. Estimated enrollment: 20 of which 0 percent are expected to be graduate students.
14. Frequency of scheduling: Fall, Summer. Will this course be required for majors? Yes ☑
15. Justification for new course: Required for new Bachelor of Mus Ed.
16. Are the necessary reading materials currently available in the appropriate library? Yes ☑
17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.
18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.
19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date 11/09/09
Department/Chair/Director

Approved by: [Signature] Date 11/20/05
Dean

Dean of Graduate School (when required)

University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724 University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
MUS M216 - Music Education Lab/Field Experience

Taken concurrently with M236. Field experiences and observations in vocal and instrumental music program K-12. 
Cr. 0.
M216 Introduction to Music Education Field Experience

REQUIREMENTS:
- Students must complete a total of 15 hours of observation in a variety of music teaching and learning situations.
- Observations will be logged on a grid and recorded in journal-style entries.
- A minimum of 7.5 hours must be completed, with documentation turned in, by Monday, October 20. The remaining 7.5 hours must be completed, with documentation turned in, by Monday, December 1. All work will be graded at that time. A combined grade of less than 70% will result in the student receiving a grade of Unsatisfactory in M216 and having to repeat M216.

GUIDELINES:
Observations must reflect the scope of preK-12 music education by including at least five (5) different settings, including elementary general music classrooms; middle school general music, vocal and instrumental ensembles; high school choral and instrumental ensembles; approved community-based programs.

Visits must include:
- Elementary/general K-5 classroom
- Middle school ensemble or general music classroom
- High school ensemble or general music classroom
- Community-based musical organization (see above)
- Teacher interview

At least one observation of a string program or orchestra.

Take this opportunity to broaden your experiences. Do not return to your old high school, or count hours at a school where you may be currently working. If you grew up in a rural area, visit a city school, and vice versa. If you are an instrumentalist, be sure to visit choral ensembles.

PREPARATION:
- Before you visit, complete your Limited Criminal History Report. Send a copy to Office of the School of Education, give a copy to be put in your file, and take a copy with you when you go to observe.
- Re-read chapter 15, “Out in the Field,” in Musician and Teacher. Lots of good advice here!
- Contact the teacher to set up your visit. Do not show up at the school if your visit has not been confirmed.
- Dress professionally, so that you would be mistaken for a teacher, not a student.
- Arrive before the class start time. Go first to the school office, and sign in using whatever procedure is in place. Upon arrival at the classroom, introduce yourself to the teacher and sit discretely where directed.
- If you are invited to participate, seize the opportunity!
- Take notes while you observe. Type them into an organized and legible format as soon as possible. Hand-written notes will not be accepted by the instructor.
- Be sure to fill out the grid with the amount of time you spent, and obtain the teacher’s signature before you leave.

DOCUMENTATION:
- Use one of the three observation models provided as you write your report of each visit.
- Use the guidelines for Interviews on p. 279 to do the interview portion of this assignment.
- Write a note of thanks to the teacher afterwards.