Description: Management and Organisation of an Instrumental Music Program

<table>
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<tr>
<th>Subject</th>
<th>Cat-nbr</th>
<th>Class</th>
<th>Term</th>
<th>Mode</th>
<th>Units</th>
<th>Campus</th>
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Academic group: FOEDU
Academic org: FOE003
Student contribution band: 1
ASCED code: 070109

STAFFING
Examiner: Michelle Lovett
Moderator: Mark Dawson

RATIONALE
This course will focus on the fundamental organisational and managerial aspects that contribute to the successful implementation and maintenance of an instrumental music program in a school. These components will be presented in a situational framework which acknowledges the current practices and policies of education in Queensland and interstate. Such an overview will provide students with the basic skills and understandings that will enable them to implement a new program in a school or to re-organise an existing program so as to accomplish the optimum environment for both the realisation of student potential and the operational efficiency of the instrumental music program.

SYNOPSIS
Modules of this course will investigate various management and organisational strategies such as recruitment, marketing, legal responsibilities and budgeting within the overarching policies of school and community education settings. Students will be expected to demonstrate a synthesis of all these components from which will evolve a foundation management and action document for their programs. This document should demonstrate sufficient flexibility to enable portability between schools.

OBJECTIVES
On successful completion of this course students will be able to:

1. demonstrate an understanding of the current policies that are shaping music education
2. identify relevant standard practice instructions that are specific to instrumental music in schools
3. demonstrate a knowledge of the overarching legal responsibilities involved in managing an instrumental music program
4. develop a relevant recruitment process for instrumental music program
5. market an instrumental music program within the wider school community
6. establish an effective budgetary process to maintain an instrumental music program
7. place the above basic organisational and management strategies in a policy framework that is appropriate for implementing and maintaining an instrumental music program

TOPICS

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
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<tr>
<td>1. Management and organisational strategies</td>
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<tr>
<td>2. Departmental policies</td>
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<td>3. Standardised operational, Organisational policies and strategies for the instrumental music program</td>
<td>10.00</td>
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<tr>
<td>4. Legal aspects of instrumental music education</td>
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<td>5. Recruitment processes</td>
<td>15.00</td>
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<tr>
<td>6. Marketing an Instrumental Music Program</td>
<td>20.00</td>
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<tr>
<td>7. Budgeting processes</td>
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TEXT and MATERIALS required to be PURCHASED or ACCESSED:

ALL textbooks and materials are available for purchase from USQ BOOKSHOP (unless otherwise stated). Orders may be placed via secure internet, free fax 1800642453, phone 07 46312742 (within Australia), or mail. Overseas students should fax +61 7 46311743, or phone +61 7 46312742. For costs, further details, and internet ordering, use the 'Textbook Search' facility at http://bookshop.usq.edu.au click 'Semester', then enter your 'Course Code' (no spaces).

Other prescribed publications obtained from sources such as Education Queensland are to be supplied by the student. These publications are listed in the introductory book.


REFERENCE MATERIALS:
Reference materials are materials that, if accessed by students, may improve their knowledge and understanding of the material in the course and enrich their learning experience.

STUDENT WORKLOAD REQUIREMENTS:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>HOURS</th>
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<tbody>
<tr>
<td>Assessment</td>
<td>40.00</td>
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<td>Directed Study</td>
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ASSESSMENT DETAILS

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<th>Description</th>
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<th>Wtg(%)</th>
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<tr>
<td>ESSAY</td>
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<td>30.00</td>
<td>27 Aug 2004</td>
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<td>PROPOSAL</td>
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<td>MANAGEMENT PLAN</td>
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IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
There are no attendance requirements for this course. However, it is the students' responsibility to study all material provided to them or required to be accessed by them to maximise their chance of meeting the objectives of the course and to be informed of course-related activities and administration.

2 Requirements for students to complete each assessment item satisfactorily:
To complete each of the assignments satisfactorily, students must obtain at least 50% of the marks available (or at least a grade of C-) for each assignment.

3 Penalties for late submission of required work:
The Department of Further Education and Training has an extension policy which enables students to be within two weeks of the due date for assignments before they need to contact the course examiner. If more than two weeks late with submission of assignments, students must contact the course examiner to negotiate a further extension.

4 Requirements for student to be awarded a passing grade in the course:
To be assured of a passing grade, students must demonstrate, via the summative assessment items, that they have achieved the required minimum standards in relation to the objectives of the course by satisfactorily* completing all summative assessment items. * As stated in Assessment 2.

5 Method used to combine assessment results to attain final grade:
The final grades for students will be assigned on the basis of the weighted aggregate of the marks (or grades) obtained for each of the summative assessment items in the course.
6 Examination information:
   There is no examination in this course.

7 Examination period when Deferred/Supplementary examinations will be held:
   There will be no Deferred or Supplementary examinations in this course.

8 University Regulations:
   Students should read USQ Regulations 5.1 Definitions, 5.6. Assessment, and 5.10
   Academic Misconduct for further information and to avoid actions which might
   contravene University Regulations. These regulations can be found at the URL
   http://www.usq.edu.au/corporateservices/calendar/part5.htm or in the current USQ
   Handbook.

ASSESSMENT NOTES

1 All pieces of graded summative assessment in this course will be graded using one
   of the following letter grades: HD, A, B, C, F or Incomplete. Plus and minus may
   be used with each of these letter grades.

2 Any pieces of ungraded summative assessment will be assessed using only Pass/Fail
   categories.