Description: Management and Organisation of an Instrumental Music Program

Subject | Cat-nbr | Class | Term | Mode | Units | Campus
---|---|---|---|---|---|---
MUS | 5008 | 67309 | 2, 2007 | EXT | 1.00 | Toowoomba

Academic group: FOART
Academic org: FOA005
Student contribution band: National Priority Teaching
ASCED code: 070109

STAFFING
Examiner: Phillip Gearing
Moderator: Martin Crook

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 polices 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. IMPORTANT NOTE: DO NOT PARTICIPATE IN ANY PRACTICAL EXPERIENCE WITH CHILDREN UNDER 18 UNLESS YOU POSSESS A CURRENT ‘BLUE CARD’: State law in Queensland requires that ALL adults (including university students, pre-service educators, trainers, vocational teachers, industry educators) working with children under the age of 18 in the State of Queensland*, obtain approval before commencing such work. Many education courses include a practical component (professional experience, project work, research, assessment etc) that may require engagement with children under the age of 18. It is your responsibility to ensure that you possess a current suitability card (Blue Card) before commencing any practical components of this course. For further information: http://www.childcomm.qld.gov.au/employment/bluecard/informationSheets.html *If you are
undertaking practical experience outside the State of Queensland, Australia you should check local requirements.

**OBJECTIVES**

On completion of this course students will be able to:

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

**TOPICS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management and organisational strategies</td>
<td>20.00</td>
</tr>
<tr>
<td>Departmental Policies</td>
<td>10.00</td>
</tr>
<tr>
<td>Standardised operational, organisational policies and strategies for the instrumental music program</td>
<td>10.00</td>
</tr>
<tr>
<td>Legal aspects of instrumental music education</td>
<td>15.00</td>
</tr>
<tr>
<td>Recruitment processes</td>
<td>15.00</td>
</tr>
<tr>
<td>Marketing an instrumental program</td>
<td>20.00</td>
</tr>
<tr>
<td>Budgeting processes</td>
<td>10.00</td>
</tr>
</tbody>
</table>

**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).

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>
</tr>
</thead>
<tbody>
<tr>
<td>Assessment</td>
<td>40.00</td>
</tr>
<tr>
<td>Directed Study</td>
<td>125.00</td>
</tr>
</tbody>
</table>

ASSESSMENT DETAILS

<table>
<thead>
<tr>
<th>Description</th>
<th>Marks out of</th>
<th>Wtg(%)</th>
<th>Due date</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSIGNMENT 1: ESSAY</td>
<td>100.00</td>
<td>30.00</td>
<td>31 Aug 2007</td>
</tr>
<tr>
<td>(see note 1)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSIGNMENT 2: PROPOSAL</td>
<td>100.00</td>
<td>20.00</td>
<td>05 Oct 2007</td>
</tr>
<tr>
<td>(see note 2)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSIGNMENT 3: MANAGEMENT</td>
<td>100.00</td>
<td>50.00</td>
<td>02 Nov 2007</td>
</tr>
<tr>
<td>PLAN</td>
<td></td>
<td></td>
<td>(see note 3)</td>
</tr>
</tbody>
</table>

NOTES

1. This assessment is aligned with Objectives 1, 2 and 3.
2. This assessment is aligned with Objectives 4, 5, 6 and 7.
3. This assessment is aligned with Objectives 4, 5, 6 and 7

IMPORTANT ASSESSMENT INFORMATION

1 Attendance requirements:
   There are no attendance requirements for this external course. However, it is the student's 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 successfully complete an individual assessment item, a student must achieve at least 50% of the marks or a grade of at least C-. This statement must be read in conjunction with Statement 4 below.

3 Penalties for late submission of required work:
   If students submit assignments after the due date without prior approval, then a penalty of 10% of the total marks available for the assignment will apply for each of the first FIVE working days late, after which a zero mark will be given.

4 Requirements for student to be awarded a passing grade in the course:
   To be assured of receiving a passing grade a student must achieve at least 50% of the total weighted marks available for the course.

5 Method used to combine assessment results to attain final grade:
   The final grades for students will be assigned on the basis of the aggregate of the weighted marks / grades obtained for each of the summative assessment items in the course.

6 Examination information:
There is no exam for this course.

7 Examination period when Deferred/Supplementary examinations will be held:
Given the details under (6) above, there are no deferred exams for this course. However, if any deferred/makeup work is granted, it would have to be submitted by a date set by the examiner.

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

ASSESSMENT NOTES

1 (a) The due date for an assignment is the date by which a student must despatch the assignment to the USQ. The onus is on the student to provide proof of the despatch date, if requested by the Examiner. (b) Students must retain a copy of each item submitted for assessment. This must be despatched to USQ within 24 hours if requested by the Examiner. (c) In accordance with University's Assignment Extension Policy (Regulation 5.6.1), the examiner of a course may grant an extension of the due date of an assignment in extenuating circumstances such as documented ill-health. (d) In the event that a due date for an assignment falls on a local public holiday in their area, such as a Show holiday, the due date for the assignment will be the next day. Students are to note on the assignment cover the date of the public holiday for the examiner's convenience. (e) Students who do not have regular access to postal services or who are otherwise disadvantaged by these regulations may be given special consideration. They should contact the examiner of the course to negotiate such special arrangements. (f) Students who have undertaken all of the required assessments in the course but who have failed to meet some of the specified objectives of the course within the normally prescribed time may be awarded the temporary grade: IM (Incomplete-Makeup). An IM grade will only be awarded when, in the opinion of the examiner, a student will be able to achieve the remaining objectives of the course after a period of non-directed personal study. (g) Students who, for medical, family/personal, or employment-related reasons, are unable to complete an assignment or sit for an examination at the scheduled time, may apply to defer an assessment in the course. Such a request must be accompanied by appropriate supporting documentation. One of the following temporary grades may be awarded: IDS (Incomplete - Deferred Examination); IDM (Incomplete Deferred Make-up); IDB (Incomplete - Both Deferred Examination and Deferred Make-up).

OTHER REQUIREMENTS

1 Students will require access to email and have internet access to USQConnect for this course.