



**UNIVERSITY OF CALGARY**  
**FACULTY OF ARTS**  
**SCHOOL OF CREATIVE AND PERFORMING ARTS**  
**Course Number and Title: MUED 417.13/MUED 671.11 Topics in Music**  
**Education (Pedagogy Private Music Teaching)**  
**Session: Winter 2024**

Instructor	<b>Dr. Jani Parsons</b>
Email	<b>jani.parsons@ucalgary.ca</b>
Office Hours	<b>Meetings outside of class time can be arranged by setting up an appointment by email</b>
Day(s),time(s):	<b>Tuesday/Thursday, 9am-10:15am</b>
Learning resources: required readings, textbooks and materials	<ul style="list-style-type: none"> <li>• Conway, C. M. (2019). <i>Private Music Lessons: A Manual for Teachers</i>. Tecumseh, MI: Conway Publications. (Available in the UCalgary bookstore)</li> <li>• Other required readings will be linked in D2L on the course calendar</li> <li>• Device for recording teaching demonstrations</li> <li>• Device for recording an interview</li> </ul>
Learning Technologies and Requirements	<p>There is a D2L site for this course which contains required readings and other relevant class resources and materials (see <a href="https://d2l.ucalgary.ca">d2l.ucalgary.ca</a>). D2L is the hub for all information for this class, as well as the place for submitting assignments and receiving grades.</p> <p>Submissions of videos should be uploaded directly to D2L or if the file is large, upload to SharePoint/OneDrive and submitted with a shareable link uploaded to D2L. If I want you to upload teaching demonstrations to shared Google folders, that information will be included in the assignment description. Please ensure videos are accessible in the settings.</p>
Prerequisites	Must be a music student (BMus or MMus) in Performance, INTG, BMus/Ed, Education, or Composition with a primary instrument or be pre-approved.
Course description	<p>The Pedagogy of Private Music Teaching is designed for music students of any instrument preparing for a career that includes teaching private music lessons to pre-college students. The course will examine various pedagogical methods, curriculum, and approaches to teaching in a private lesson. Topics covered will include learning styles, adaptive teaching methods, lesson planning, repertoire sequencing, approaches to technique, musicianship, aspects of studio business management (including marketing, scheduling, financial matters, and contracts), best practices for studio management and considerations in teaching children with special needs. The course will include selected readings with reflection questions, graded observations of your colleagues and community teachers, teaching demonstrations, activities and assignments, and self-reflection. One term paper is required for graduate students.</p> <p>Activities outside of class time:</p> <ul style="list-style-type: none"> <li>• Recorded teaching demonstrations (with pre-college students)</li> <li>• Interview with private lesson teacher</li> <li>• Observation of a community teacher (at a mutually convenient time)</li> </ul>

Course learning outcomes	By the completion of this course, successful students will be able to: <ol style="list-style-type: none"> <li>1. Begin to grapple with the joys and challenges of teaching private lessons to pre-college students, developing strategies and best practices for working effectively with a wide range and age of children.</li> <li>2. Reflect constructively on their own teaching and on the teaching of others.</li> <li>3. Develop best practices in teaching body awareness, notation, rhythm, technique, musicianship, and expression/sensitivity.</li> <li>4. Optimize repertoire selections and excerpts (methods and sequencing) and design effective lesson plans.</li> <li>5. Develop studio assets such as welcome letter, policy, and teaching philosophy.</li> <li>6. Manage aspects of running a studio business including marketing, scheduling, and financial matters.</li> </ol>		
Course schedule	This course is designed to model the ideal private instructor's priorities, which is week-to-week growth and attentiveness rather than a midterm or final examination or performance. There are many small assignments to this course at regular intervals listed in detail on the course calendar posted on D2L.		
Components (Assignment, Paper, Project, Quiz, or Test)	Description	Due Date	Worth (%)
<i>Readings and Class Assignments/Participation</i>	Various writing or class presentation assignments in response to readings listed on the course calendar. Students are expected to actively engage and participate in class discussions based around the readings.	Written assignments are due throughout the semester by 5pm the day prior to class discussions related to the topic. Any assignments that say BRING can be brought to class directly.	20%
<i>Teaching Observations</i>	Two teaching observations will be conducted throughout the semester, one with an online, pre-recorded lesson provided to you, and the other with a private instructor from the Calgary community. A list of instructors will be provided to you to coordinate an in-person observation.	Week 2 and Week 7	10% (5% each)
<i>Interview with Private Instructor</i>	You will develop questions and conduct an interview (via online conferencing, phone, or in person) with a teacher of your choice.	Week 10	10%
<i>Teaching Demonstrations</i>	You will submit three specific teaching demonstrations (5-10 minutes in length) of yourself teaching a private student with specific tasks outlined on D2L	Week 4, Week 9, and Week 12	30% (10% each)
<i>Student Handbook</i>	Specific writing assignments will be assembled into a student handbook that will contain a welcome letter for students/parents, studio policy, sample lesson templates, curricular outline, etc.	Written assignments are due throughout the semester by 5pm as outlined on D2L	10%
<i>Colleague Observations</i>	You will be given access to specific videos of your colleagues in the class teaching privately over the course of the term, and will offer them feedback	Throughout term	10%
<i>Final Project</i>	You will be given a specific piece of music from which a series of pedagogical questions will be posed. Some answers can be written down, and a	April 15, 2024	10%

	<p>short demonstration video will be required. Graduate students will submit a term paper (10 pages) on a topic agreed upon with consultation of the instructor.</p>		
<p>Assessment expectations</p>	<p><u>Guidelines for Submitting Assignments:</u> D2L will be the hub for all assignment descriptions, due dates, and where you should submit written assignments, links to videos, and final projects. Please do not email me assignments or video links/files. It is your responsibility to ensure that any video submissions are accessible/viewable in the video settings. Google folders will be provided for you for teaching demonstrations that will be accessible to your classmates.</p> <p><u>Missed or Late Assignments:</u> Because of the activity-based nature of this course, it is important that you stay up to date on assignments. I will not be offering assignment extensions, except in specific situations cleared with me, as it may cause other assignments to suffer. All assignments contributed late will be accepted for one week beyond the deadline, with a grade reduction. All missing assignments will receive a zero.</p> <p><u>Attendance and Participation Expectations:</u> Attendance is required for all classes. Please discuss any need for missing classes with me. Grades will be affected by absences, as you will not be able to contribute and engage in class activities and discussions. Any student missing more than 3 classes will receive a failing grade for the course.</p> <p><u>Expectations for Writing:</u> Writing skills are important to academic study across all disciplines. Consequently, instructors may use their assessment of writing quality as a factor in the evaluation of student work. Please refer to the Undergraduate Calendar E.2 Writing Across the Curriculum policy for details.</p>		
<p>Grading scale</p>	<p><b>Undergraduate:</b> <a href="https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html">https://www.ucalgary.ca/pubs/calendar/current/f-1-1.html</a></p> <ul style="list-style-type: none"> <li>• A grade of "C-" or below may not be sufficient for promotion or graduation, see specific faculty regulations.</li> <li>• The number of "D" and "D+" grades acceptable for credit is subject to specific undergraduate faculty promotional policy.</li> </ul> <p><b>Graduate:</b> <a href="https://www.ucalgary.ca/pubs/calendar/current/f-1-2.html">https://www.ucalgary.ca/pubs/calendar/current/f-1-2.html</a></p> <ul style="list-style-type: none"> <li>• All grades of "C+" or lower are indicative of failure at the graduate level and cannot be counted toward Faculty of Graduate Studies course requirements. Individual programs may require a higher passing grade.</li> </ul>		
<p>Guidelines for Zoom Sessions</p>	<p>Zoom is a video conferencing program that will allow us to meet at specific times for a "live" video conference, so that we can have the opportunity to meet each other virtually and discuss relevant course topics as a learning community.</p> <p>To help ensure Zoom sessions are private, do not share the Zoom link or password with others, or on any social media platforms. Zoom links and passwords are only intended for students registered in the course. Zoom recordings and materials presented in Zoom,</p>		

	<p>including any teaching materials, must not be shared, distributed or published without the instructor’s permission.</p> <p>The use of video conferencing programs relies on participants to act ethically, honestly and with integrity; and in accordance with the principles of fairness, good faith, and respect (as per the <a href="#">Code of Conduct</a>). When entering Zoom or other video conferencing sessions (such as MS Teams), you play a role in helping create an effective, safe and respectful learning environment. Please be mindful of how your behaviour in these sessions may affect others. Participants are required to use names officially associated with their UCID (legal or preferred names listed in the Student Centre) when engaging in these activities. Instructors/moderators can remove those whose names do not appear on class rosters. Non-compliance may be investigated under relevant University of Calgary conduct policies (e.g <a href="#">Student Non-Academic Misconduct Policy</a>). If participants have difficulties complying with this requirement, they should email the instructor of the class explaining why, so the instructor may consider whether to grant an exception, and on what terms. For more information on how to get the most out of your zoom sessions visit: <a href="https://elearn.ucalgary.ca/guidelines-for-zoom/">https://elearn.ucalgary.ca/guidelines-for-zoom/</a>.</p> <p>If you are unable to attend a Zoom session, please contact your instructor to arrange an alternative activity for the missed session (e.g., to review a recorded session). Please be prepared, as best as you are able, to join class in a quiet space that will allow you to be fully present and engaged in Zoom sessions. Students will be advised by their instructor when they are expected to turn on their webcam (for group work, presentations, etc.).</p> <p>The instructor may record online Zoom class sessions for the purposes of supporting student learning in this class – such as making the recording available for review of the session or for students who miss a session. Students will be advised before the instructor initiates a recording of a Zoom session. These recordings will be used to support student learning only and will not be shared or used for any other purpose.</p>
Academic Accommodation	<p>It is the student’s responsibility to request academic accommodations according to the University policies and procedures listed below. The Student Accommodations policy is available at <a href="https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations">https://ucalgary.ca/student-services/access/prospective-students/academic-accommodations</a>.</p> <p>Students needing an accommodation based on disability or medical concerns should contact Student Accessibility Services (SAS) in accordance with the Procedure for Accommodations for Students with Disabilities (<a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Accommodation-for-Students-with-Disabilities-Procedure.pdf</a>).</p> <p>Students who require an accommodation in relation to their coursework or to fulfill requirements for a graduate degree, based on a Protected Ground other than Disability should communicate this need in writing to their Instructor.</p> <p>SAS will process the request and issue letters of accommodation to instructors. For additional information on support services and accommodations for students with disabilities, visit <a href="http://www.ucalgary.ca/access/">www.ucalgary.ca/access/</a>.</p>
Academic integrity, plagiarism	<p>Academic Misconduct refers to student behavior which compromises proper assessment of a student’s academic activities and includes: cheating; fabrication; falsification; plagiarism; unauthorized assistance; failure to comply with an instructor’s expectations regarding conduct required of students completing academic assessments in their courses; and failure to comply with exam regulations applied by the Registrar.</p> <p>Please note that the use of AI or ChatGPT to complete written assignments is considered a form of plagiarism or cheating in this class. Unless you are directed to use it specifically by your instructor, you should assume all assignments are to be delivered in your own words and constructed with your reasoning.</p> <p>For information on the Student Academic Misconduct Policy and Procedure please visit: <a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-</a></p>

	<a href="#">Academic-Misconduct-Policy.pdf</a> and <a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Procedure.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Student-Academic-Misconduct-Procedure.pdf</a> . Additional information is available on the Academic Integrity Website at <a href="https://ucalgary.ca/student-services/student-success/learning/academic-integrity">https://ucalgary.ca/student-services/student-success/learning/academic-integrity</a> .
Internet and electronic communication device	The use of laptop and mobile devices is acceptable when used in a manner appropriate to the course and classroom activities. Please refrain from accessing websites and resources that may be distracting to you or for other learners during class time. Students are responsible for being aware of the University's Internet and email use policy, which can be found at <a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Electronic-Resources-and-Information-Policy.pdf</a> .
Intellectual Property	Course materials created by instructors (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the instructor. These materials may NOT be reproduced, redistributed or copied without the explicit consent of the instructor. The posting of course materials to third party websites such as note-sharing sites without permission is prohibited. Sharing of extracts of these course materials with other students enrolled in the course at the same time may be allowed under fair dealing.  Sharing or distributing of student teaching videos outside of the class is strictly forbidden.
Copyright	All students are required to read the University of Calgary policy on Acceptable Use of Material Protected by Copyright ( <a href="https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf">https://www.ucalgary.ca/legal-services/sites/default/files/teams/1/Policies-Acceptable-Use-of-Material-Protected-by-Copyright-Policy.pdf</a> ) and requirements of the copyright act ( <a href="https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html">https://laws-lois.justice.gc.ca/eng/acts/C-42/index.html</a> ) to ensure they are aware of the consequences of unauthorised sharing of course materials (including instructor notes, electronic versions of textbooks etc.). Students who use material protected by copyright in violation of this policy may be disciplined under the Non-Academic Misconduct Policy <a href="https://www.ucalgary.ca/pubs/calendar/current/k.html">https://www.ucalgary.ca/pubs/calendar/current/k.html</a> .
Freedom of Information and Protection of Privacy	Student information will be collected in accordance with typical (or usual) classroom practice. Students' assignments will be accessible only by the authorized course faculty. Private information related to the individual student is treated with the utmost regard by the faculty at the University of Calgary.
Student Support	Please visit this link for important information on UCalgary's student wellness and safety resources: <a href="https://www.ucalgary.ca/registrar/registration/course-outlines">https://www.ucalgary.ca/registrar/registration/course-outlines</a>
Arts Students' Centre Program Advising:	Have a question but not sure where to start? The Arts Students' Centre is your information resource for everything in the Faculty of Arts. Call us at 403-220-3580 or email us at <a href="mailto:ascarts@ucalgary.ca">ascarts@ucalgary.ca</a> . You can also visit the Faculty of Arts website at <a href="http://arts.ucalgary.ca/undergraduate">http://arts.ucalgary.ca/undergraduate</a> which has detailed information on common academic concerns.
Faculty of Graduate Studies:	For graduate studies email: <a href="mailto:graduate@ucalgary.ca">graduate@ucalgary.ca</a> or call 403 220 4938. Visit the Faculty of Graduate Studies for more details: <a href="https://grad.ucalgary.ca/">https://grad.ucalgary.ca/</a>