

# **MUSIC 898 GRADUATE REPORT HANDBOOK (SYLLABUS)**

HYBRID COURSE, 2 CREDITS

**REPORT AND FINAL EXAMINATION  
DR. RUTH GURGEL, GURGEL@KSU.EDU**

KANSAS STATE UNIVERSITY, MASTER OF MUSIC,  
EMPHASIS IN MUSIC EDUCATION

**VIRTUAL OFFICE HOURS:** I WILL ANSWER EMAILS WITHIN 24 HOURS THROUGHOUT COURSE. I AM AVAILABLE TO MEET VIA “ZOOM” (VIDEO) OR IN PERSON AT YOUR REQUEST.

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## **GRADING SCHEME: (2 ASSIGNMENTS, TALLING 100 POINTS)**

90-100 A, 80-89 B, 70-79 C, 60-69 D, under 60- F

## **OVERVIEW OF LEARNING OBJECTIVES**

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Your graduate report will consist of 2 segments.

- 1) Committee presentation with a video teaching demonstration.**
- 2) Written Report (submitted to K-Rex and the Graduate School).**

These two segments work together to accomplish the purposes described below. Feedback will be provided for you when you submit in two assignment dropboxes on Canvas based on the two segments above (50 points each, 100 points total). While final due dates are listed, you may submit (and are encouraged to submit) prior to these deadlines. Work submitted after the deadlines may or may not be scored at instructor’s discretion. See Canvas for rubrics and this handbook for submission criteria.

## **PURPOSE AND LEARNING OUTCOMES OF THE COMMITTEE PRESENTATION WITH VIDEO TEACHING DEMONSTRATION:**

Your committee presentation will help you develop your presentation skills, preparing you to become a leader in music education, able to share what you know and do at local and national conferences. Preparing your teaching demonstration will enable you to connect your coursework to your classroom practice. As you prepare your teaching demonstration, you will focus on applications of projects you have developed, new theories learned, new classroom learning techniques, and creative ideas for interactions, lessons, and musicking.

## **PURPOSE AND LEARNING OUTCOMES OF THE WRITTEN REPORT:**

Your report will be a synthesis of your master's work. As you look back on your coursework, you will be able to identify common themes and new modes of thinking and teaching. Revisiting these themes and modes will assist you as you move forward as a leader in music education.

## **TEACHING DEMONSTRATION COMPONENTS**

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**IN YOUR TEACHING DEMONSTRATION VIDEO (RECORDED IN THE YEAR BEFORE YOUR FINAL SUMMER), INCLUDE UP TO 3 VIDEO CLIPS OF YOUR WORK WITH YOUR ENSEMBLES (BAND AND CHORAL FOCUS) AND/OR MUSIC CLASSES (GENERAL FOCUS). YOUR VIDEO SEGMENTS SHOULD TOTAL BETWEEN 5-10 MINUTES IN LENGTH. THE TEACHING SEGMENTS WILL DEMONSTRATE:**

The following national standards in music education can guide your selection of teaching demonstration segments: 1) Creating: instruction that resulted in students improvising, composing, or creating new musical ideas. 2) Performing: instruction that encourages your students to perform music. 3) Responding: Instruction that resulted in students responding to music with critical thought.

# REPORT COMPONENTS

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## IN YOUR REPORT, INCLUDE:

- Completed Report Template, with the following:
  - A title page.
  - Abstract. (150-500 words)
    1. Summary of your lesson plan(s) shown in the video teaching demonstration. (2-3 sentences.)
    2. Summary of your development as a teacher during your Masters' Program (include at least two major developments in your teaching).
- Table of Contents (3 Chapters)
- List of Tables or Figures (only if included in your report)
- Chapters (3)
  1. Teaching Philosophy (include revisions made in Music 807)
    - Include a paragraph at the end of your philosophy, answering this question: How is your philosophy reflected in the lesson you will describe and present?
  2. Lesson Plan shown in Video Demonstration AND reflection on this instruction. Optional: Create links to your video clips via K-Rex.  
Reflect on:
    - What were your goals?
    - What did the students learn?
    - What instructional strategies did you employ?
    - What assessments did you use?
    - How will you continue to adjust this instruction moving forward?
    - How did this instruction expand your thinking and enhance your teaching practice?
  3. Reflection on your growth and development.
    - Describe how your teaching, thought processes, student learning, and classroom environment have changed and developed throughout your work in the Masters' Program at K-State in Music Education. Length requirement: at least 3 pages double-spaced.
- Bibliography (if Citations are included)

## COMMITTEE PRESENTATION COMPONENTS

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**YOUR COMMITTEE PRESENTATION (20 MINUTES) GIVES YOU A CHANCE TO SHARE WHAT YOU HAVE LEARNED AND HOW IT HAS IMPACTED YOUR TEACHING. IN YOUR LIVE PRESENTATION TO YOUR COMMITTEE, YOU WILL:**

- 1) Introduce yourself, your teaching history, and give an overview of your presentation.
- 2) Share your video clip(s) totaling between 5-10 minutes. Before each video clip, describe:
  - a. The learning objective(s),
  - b. How this instruction demonstrates an expansion of your teaching strategies,
  - c. Your thought processes in designing this lesson segment.
- 3) Following each clip, describe:
  - a. Your reflection on the teaching and learning in the lesson containing the video clip.
- 4) To close your presentation:
  - a. Provide a summary of how your thinking about music teaching and learning as well as your own teaching practice has developed throughout your time in Kansas State University's Masters of Music program.
  - b. Describe how you plan to continue developing your teaching practice, including goals for yourself and your students in the next 5 years.

## TIMELINE FOR COMPLETING AND SUBMITTING YOUR GRADUATE REPORT

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**TO GRADUATE, YOU MUST SUBMIT YOUR GRADUATE REPORT TO K-REX AND THE GRADUATE SCHOOL. DO THIS ONCE YOUR REPORT HAS BEEN APPROVED BY DR. GURGEL AND YOUR FINAL EXAMINATION HAS BEEN COMPLETED.**

Before May 1:

- 1) Work with Dr. Burrack and Dr. Gurgel to schedule your final examination and complete your title page and abstract. Fill out and upload your

[Approval to Schedule Final Examination Form](#), title page, and abstract to Canvas by May 1. Your committee members will sign and return this form to you.

Before June 1:

- 2) Submit (to the graduate school) your signed Approval for Final Examination as well as your title page and abstract.
- 3) Complete your Written Report and submit to Canvas for Dr. Gurgel's approval and edits.

During your On Campus week at KSU in June:

- 4) Complete your Final Examination.
- 5) See detailed timeline for completion and submission: <https://www.k-state.edu/grad/etdr/submit/masters-thesis/>
- 6) Meet with Dr. Gurgel, Dr. Burrack and all graduating masters' students for an informational dinner to go over timelines for graduation. For 2019: Tuesday, June 18, 4:00-5:30, Bluestem Bistro in Aggieville (tentative location).

Before the Deadline on the Timeline link above:

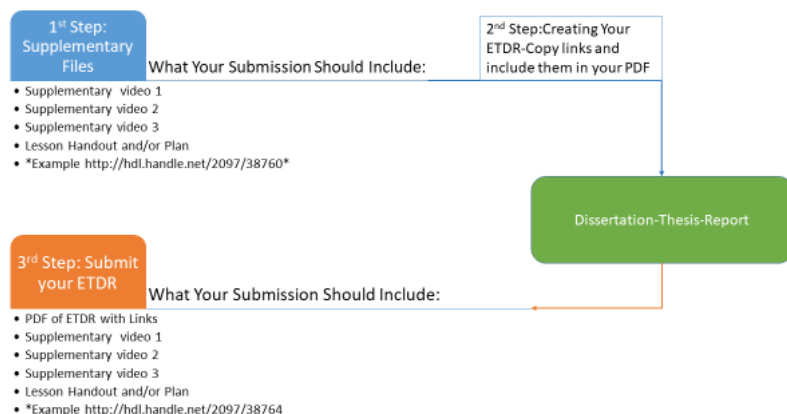
- 7) Be sure your ballots for both completion of Final Examination and Written Report have been approved and submitted to the graduate school by your committee. Do NOT move on to Step 8 until you are sure this is done.
- 8) Submit your documents to K-Rex (The K-State Research Exchange, a digital repository where your report will be made available to other researchers). Upload your Video first to obtain a link(s). Note: Video uploads are optional. Then you will add those link(s) to your graduate report and upload both that report and video(s) (upload only if no students are shown). This site contains all the information you will need to submit as well as a helpful video. <https://www.k-state.edu/grad/etdr/submit/subkrex.html>.

**Breakdown of Steps for submission of videos:**

1. Enter [K-REx Submission Process](#) (Click link, Login & then click link again) and selects the collection labeled "Music, Theatre, and Dance ETDR Supplementary Files"
  - **Important!** – Make sure you are submitting **ONLY** to the "Music, Theatre, and Dance ETDR Files." You should submit to "K-State Electronic Theses,

- Dissertations, and Reports: 2004 –“ only when submitting your final ETDR document & additional copies of your supplemental files.
2. Gathers together and organizes all the supplementary files they would like to supply links to in their ETDR.
    - Any videos or audio included should have an accompanying written description of what is covered in the video. **For instance, a video of a lecture should be accompanied by a written lesson plan, outline, summary, or transcript.**
    - Develop and implement a file naming convention for your files. Example style: **Short\_Description-Lastname-Year.FileExtension**
    - Use or convert to common file formats. **Mp4-Video, Mp3-Audio, PDF-Written Documents**
    - Ensure you have the proper rights and/or permissions to make any and all desired content openly available on K-REx and the web. For example, be sure to secure releases for the students being recorded for a lesson.
    - Example, student Jane Smith:
      - Lecture\_Recital-Smith-2018.mp4
      - Lesson\_Plan-Smith-2018.pdf
      - RecitalSegment1-Smith-2018.mp3
      - RecitalSegment2-Smith-2018.mp3
      - RecitalSegment3-Smith-2018.mp3
      - RecitalSegments\_Description-2018.pdf
  3. Fills out the K-REx item submission information:
    - Name (Last, First MI.)
    - Title (Proposed Title of Your ETDR: Supplemental Files)
    - Keywords – if applicable
  4. All desired supplementary files are added during the “upload” section of the submission process. Students will select a desired file with “Choose File” and then opt to “Upload file & add another.” This process is then repeated until all desired files are added.
  5. Accepts the K-REx non-exclusive distribution license and submits the submission for review.
  6. Once the submission becomes available in K-REx, they will have the opportunity to insert hyperlinks from the files in K-REx into sections of their ETDR.
    - Example:
      - Supplementary Files: <http://hdl.handle.net/2097/38760>
      - ETDR: <http://hdl.handle.net/2097/38764>
  7. **Important Final Note** – When submitting your final ETDR to “K-State Electronic Theses, Dissertations, and Reports: 2004 –“, include all the same supplementary files which were added to “Music, Theatre, and Dance ETDR Supplemental Files.” **Be aware that in the event that Kansas State University Libraries ever switches systems which host the university’s theses, dissertations, and reports, it is likely the hyperlinks (URLs) to supplemental files which may be in ETDRs will cease to work.** This is why it will be important that supplementary files are included in both places, the supplemental files collection and with your final ETDR submission. In the event that this happens, K-State Libraries’ personnel will, to the best of our abilities, attempt to ensure that all supplementary files will be transferred over to your ETDR record if they are not already present.

### Visual breakdown of what you should be submitting and where



### Additional information:

- Please be aware of K-State's Netiquette Policies: <http://global.k-state.edu/students/courses/netiquette/>
- Click here for other K-State Policies: <http://www.k-state.edu/policies/>
- Informational Technology Services can help you with any questions. <https://www.k-state.edu/its/helpdesk/>
- Media Development Center can help you as you prepare your videos. <https://www.k-state.edu/its/mdc/>
- K State Libraries are ready to help you find resources. <http://www.lib.k-state.edu>
- Please see this link for any assistance in using Canvas: <http://public.online.k-state.edu/help/>

**Dr. Gurgel's Biography:** Ruth Gurgel, Assistant Professor of Music Education, is a specialist in Elementary Music Education at Kansas State University. At Kansas State, she teaches graduate and undergraduate courses in music education and supervises student teachers. Dr. Gurgel holds a Ph.D. in music education from the University of Wisconsin-Madison, with minors in sociology and educational policy. She also holds a Master of Arts degree in Curriculum and Instruction from Colorado Christian University in Lakewood, Colorado, and degrees in flute

performance and instrumental music education from Lawrence University in Appleton, Wisconsin. Dr. Gurgel began her career teaching elementary music in large urban school districts both in Colorado and Wisconsin, instructing students in the areas of general music, band, choir, and orchestra. She brings an eclectic approach to her music instruction, integrating the techniques of Kodaly, Orff, Dalcroze, and Gordon with Culturally Relevant Pedagogy. She continues to present her research and teaching practices nationally. Dr. Gurgel's recent publications include a peer-reviewed article in Music Educators Journal and a book entitled *Taught by the Students: Culturally Relevant Pedagogy and Deep Engagement in the Music Classroom*.

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