Welcome to The Supervision & Administration of the School Music Program. This on-line course is a graduate level course designed to introduce the student to the various aspects of administrating, evaluating, and leading a school music program.

Required Texts


Technology Requirements
This class is held via Desire2Learn. In order to access the course through D2L, you will need an active username and password to the system. The University of South Dakota has established minimum technology requirements for participation in on-line courses. These are outlined under the “Technology Support and Requirements” section in the CDE Online Orientation document in the Getting Started widget on the course homepage. All students have access to Microsoft Office 365 to use for the course. A student version of Microsoft Office 365 can be downloaded at the following URL: https://portal.usd.edu/technology/downloads/student/office-365.cfm

General Course Schedule
The course is divided into modules. A new module will be presented each week with textbook and supplemental readings. Additionally, weekly discussions to questions will enable the students to dialogue and share ideas with their peers on topics relevant to the module. The first three weekly modules will be available to students beginning on Monday at 12:00 AM CT. All readings, discussions, postings, so forth for the modules must be completed by 11:59 PM CT on Sunday. The initial response to the discussion questions must be posted by Friday at 11:59 PM CT. All discussion assignments scheduled for Weeks 14 & 15 will be shifted back to accommodate for Thanksgiving Break. The adjusted deadlines are posted in the syllabus and the course calendar. There will be no discussion assignments due the final week of the course.

General Course Requirements and Expectations
This is a 3-credit graduate-level music education course. It is expected that the student have an undergraduate degree in music education and preferably some classroom teaching experience with K-12 students.
This course will be delivered entirely on-line via Desire2Learn (http://d2l.sdbor.edu). Each week you will be required to complete a number of readings and assignments. Additional activities will include several projects. You should anticipate spending from 3 to 5 hours weekly for each course module readings and discussions. Projects will require additional time.

In terms of assessments, there will be weekly discussions relating to the assigned course material, two projects, and a research paper. Feedback from the instructor and grades will be returned within one week after the conclusion of each discussion topic, projects, and paper. All assignments for this course will be submitted via the course dropbox.

Most communications in this class will be conducted via e-mail or through the discussion boards. You should treat all communications in this class as you would in the business world. In other words, I expect communication to be formal, using proper grammar, spelling and netiquette. For examples of proper netiquette, please refer to the Online Student Handbook.

**Instructor statement**

The best way to contact me is via my email address listed above. If you have a question, concern, or comment on the course please email and I will respond within 24 hours. For information about the university's technical, academic, and student support services, as well as how to take advantages of these services, please refer to the Online Student Handbook (http://www.usd.edu/~media/files/usd-online/online-orientation-guide.ashx). This document also contains information pertaining to minimum technology requirements, registration information, as well as other university services and policies. Further assistance is available at the IT Student Help Desk: http://www.usd.edu/technology

**Getting Started**

First, you will want to access the course in Desire2Learn (D2L). This can be accomplished by entering either the USD student portal (http://myu.usd.edu) or via the South Dakota Board of Regents website (https://d2l.sdbor.edu). MUS 765 should be listed under “My Courses.” **NOTE: You will not be able to access the course prior to the start date listed in WebAdvisor.**

Please take time to navigate through the various aspects of the course. If you have not taken an on-line class or used Desire2Learn, you will no doubt have some questions. Take time to familiarize yourself with the CDE Online Orientation Guide, which is located in the Getting Started widget on the MUS 765 course homepage. This document contains important information on accessing USD’s resources on-line.