



Course Syllabus: Fine Arts Learning Management Systems
Fain College of Fine Arts, Spring 2026
MUSC 4101 Section 201
T 12:30pm – 1:50 pm Fain C117A

Contact Information

Instructor: Dr. Susan Harvey
Office: Fain C1170
Office hours: Posted Outside Office
Office Phone: (940) 397-4916
E-mail: susan.harvey@msutexas.edu

Course Description

Prerequisite(s): Junior, Senior, or Second Baccalaureate student. Must be accepted into the West College of Education. Music Education majors must have completed MUSC 2621 Sight Singing and Ear Training II and MUSC 2623 Theory II with minimum grades of C.

Catalog Description: This course prepares students to use a Learning Management System(s) for use in fine arts K-12 classrooms. Students learn to design lesson plans, create assessments, manage grades, track student progress, and manage delivery of music instruction using one or more learning management systems. Additionally, students will study current developments in fine arts.

Note: Entrance, Acceptance, and Graduation requirements for the College of Education (COE) may change. Students are advised to consistently look at the website for the COE for any updates.

THIS COURSE IS SUBJECT TO CHANGE BY THE WCOE AT ANY TIME.

Course Objectives

This course provides fine arts education students with a knowledge base of the environment in which they may teach.

The objectives of this course are as follows:

- To provide educational experiences that incorporate current technologies
- To engage students in their professional growth and developmental leadership

- To prepare for the Texas Examinations of Educator Standards (TExES) through the review and synthesis of the following frameworks and standards:
 - Texas Essential Knowledge and Skills for Fine Arts:
 - [Fine arts Link](#)
 - [Fine arts PDF](#)
 - Texas SBEC Standards/Test Frameworks for [Pedagogy and Professional Responsibilities Standards \(EC-Grade 12\)](#).
 - Texas SBEC Texas Administrative Code
 - Texas SBEC [Technology Applications Standards](#)
 - [International Society for Technology in Education \(ISTE\) Standards](#)
- To pass the TExES practice exams – content and PPR
- To complete a Technology Portfolio (create professional website) and include ISTE standards
- To prepare for and take the Google 1 and 2 teacher certification tests
- To complete required study hours from the COE
- To complete a data literacy project (COE requirement)

Required Course Materials

- Computer access

TExES Art Preparation Materials Website:

https://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX178_PrepMaterials.html

TExES Music Preparation Website:

https://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX177_PrepMaterials.html

TExES Theatre Preparation Website:

https://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX180_PrepMaterials.html

Texas PPR (Pedagogy and Professional Responsibilities) EC-12 Materials:

https://www.tx.nesinc.com/TestView.aspx?f=HTML_FRAG/TX160_PrepMaterials.html

Google for Education Teacher Certification Website:

https://edu.google.com/intl/ALL_us/teacher-center/?modal_active=none

Grading/Assessment

All assignments must be completed to pass the class. Assignments are pass/fail via completion.

You CANNOT pass this course if you do not complete ALL assignments.

Table 1: Points allocated to each assignment

Assignments	Percentage
TExES Practice PPR Examination (must pass – WCOE Requirement)	20
TExES Practice Examination for EC-12 Art/Music/Theatre (must pass* - WCOE requirement)	20
TK20 Technology Pre-Assessment - Completed	5
TK20 Technology Post-Assessment - Completed	5
Data Literacy Modules - Completed	10
Google Educator Level 1 – Take Test	10
Google Educator Level 2 – Take Test	10
Personal Technology Portfolio (Professional Website)	20
Total Percentage	100

The instructor reserves the right to cancel or adjust assignments as the course progresses. Students will be informed how this may affect grading.

Table 2: Total points for final grade.

Grade	Percentage
A	90-100
B	80-89
C	70-79
D	60-69
F	Less than 60

Assignments

Data Literacy Module

1. Complete all Data Literacy Modules in D2L
2. Upload assignments into TK20

Technology Portfolio with ISTE Standards

1. Complete a Personal Technology Portfolio. All students will create a professional website, which MUST include ISTE Standards for Educators.

2. Upload web address into TK20

Google Teacher Certifications

1. Complete the Technology Pre-Assessment in TK20.
2. Complete the Technology Post-Assessment in TK20.
3. Take Google Educator Level 1 Certification test. This test will be paid for by the COE. I will send over names to the COE and M#'s for processing the first week of classes. I will let you know when the codes are sent to take the test. Notes regarding this:
 - a) There is free online training at: <https://edu.google.com/learning-center/course-catalog/> All students need to take the training.
 - b) You MUST take the test for Google teacher Certification for Level I but are not required to pass.
 - c) Must upload official Google Teacher Certification results into TK20, regardless of passing or failing
4. Take Google Educator Level 2 Certification test. This test will be paid for by the COE. I will send over names to the COE and M#'s for processing the first week of classes. I will let you know when the codes are sent to take the test. Notes regarding this:
 - a) You MUST take the test but are not required to pass.
 - b) Must upload official results into TK20, regardless of passing or failing

Certify Teacher Study Hours and Practice Tests

If you are set up to use Certify Teacher, you will continue to use Certify Teacher. The West College of Education is switching to Tutoring 240.

- All students are required to complete 10 study hours for the TExES. This includes 10 hours for content area and 10 hours for PPR. Student access will be granted by the COE.
- All students in this class must pass the TExES Practice tests for their respective areas:
 - Music, Theatre, or Visual Arts
 - PPR
- Passing score for each test is 80 in each competency on the same test

Students will be assessed based on the requirements of the grading rubric and the projects needed for completion. You have a responsibility to the future students to be prepared, thorough, to think, and to participate with intent in personal development as an educator.

Tutoring 240 Pilot Program Spring 2026

Students have three months access that begins when you accept the invitation (link sent in email). Enroll in courses, set up user name and password. You will need to verify your email after registering to ensure you are a real person.

The practice test has 1-3 circles under exam weight. Three circles mean more questions will be asked from that area. One circle means fewer questions from that area. The practice test is not a full test. It is designed to create a study guide based on how you do on the practice test.

The test must be completed in one sitting. Once you start the exam, you cannot restart. The timer continues to run.

Modules have estimated time to let you know how long you should be spending on each page to read and understand concepts. Under instructional content, there are symbols for there is a transcript for each video. You may watch video or read transcript.

Challenge mode for flashcards is more higher level thinking regarding terminology. The timer on flashcards is for your information knowing how long it takes you to recognize the concept. It is only for your information.

You cannot retake the test until you complete all study guide modules. There are quizzes that must score a 70% to pass. One quiz per concept/module. To unlock practice test 2 – you need to go thru the instructional content, go thru flashcards, and pass all quizzes at 70%. If do not pass the quiz, a new quiz will be generated. When take practice test, must complete in one sitting.

Tutoring240 has a YouTube channel you may subscribe.

The phone number on the website may be used to call OR text if need help.

If account goes inactive, that means the MSU subscription has expired. You may pay for a subscription (50% discount) or will need to get a new invitation to access. The subscription is for 3 months each semester.

Additional Course Content Information

1. Social networking media such as wikis, Facebook, Twitter, and other such media were created with the idea that the people using them want to share information and ideas. It is also true that there are real problems when sharing information on social networking media and these include crossing over between your social life, your academic life, and your professional life. Be proactive, and make sure you only share information that you feel is appropriate for an academic setting.
2. Do not share your username or password for Google, GAFE, just as you do not share your username and password for D2L, WebWorld, or your email.
3. Do not respond to emails that ask for your username, password, or other private information. The instructor, the College of Education, and the University will not ask for such information by email.
4. If you are participating in Facebook, Twitter, or other such media, you are welcome to include that information in your Digital Portfolio that you will complete as part of your coursework. However, you should check your privacy settings beforehand, and make sure that you use the grouping and

privacy tools to share only the information you want to share with the class.

5. This class is in person. You are responsible for completing assignments on schedule.
6. You will use Google Suite and can use your MSU Google or your own personal Google Account.

Student Handbook

Refer to: [Student Handbook](#)

Core Values

One of Midwestern State University's stated core values is: "People-Centered: Engage others with respect, empathy, and joy". The professor considers the classroom a safe place where students are treated with respect as human beings, regardless of gender, race, ethnicity, national origin, religious affiliation, sexual orientation, political beliefs, age, or ability. Moreover, diversity of thought is appreciated and encouraged, provided the students can agree to disagree. The professor's expectation is that ALL students consider the classroom a safe environment.

Refer to: [Student Handbook](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work, not the individual to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading

The instructor reserves the right to cancel or adjust assignments as the course progresses.

Weekly Assignments and Due Dates

Date are assigned for each project. Students will self-pace through most of the assignments.

To complete assignments students will need to spend time outside of class to complete.

All projects must be completed to pass the class.

Mid-Term-Final Exam

No mid-term will be given.

No final exam will be given.

The final exam time will be used to complete all assignments and ensure they are uploaded into TK20.

Final Exam (we will use the Friday time scheduled for the class)
Thursday, May 14, 2026
10:30 a.m. – 12:30 p.m.

MSU Final Exam Link:

<https://msutexas.edu/registrar/schedule/fallfinalexamschedule.php>

AI Statement

The use of generative AI tools (e.g. ChatGPT, AI Chat, etc.) are not permitted in this course; therefore, any use of AI tools for work in this class may be considered a violation of MSU Texas' Academic Integrity policy and the Student Code of Conduct since the work is not your own. The use of unauthorized AI tools will result in referral to the Office of Student Conduct.

Important Dates

- Last day for term schedule changes: January 23, 2026 [Academic Calendar](#).
- Deadline to file for graduation: February 16, 2026 [Academic Calendar](#).
- Last Day to drop with a grade of "W:" April 29, 2026 [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Google Drive

A Google drive will be set up for the class. The Data Literacy project will be done collectively as a group.

Attendance

Students are expected to attend all meetings of this class. We will meet once a week. In the event of an emergency or inability to attend due to illness, contact Dr. Harvey.

Instructor Class Policies

If you are having trouble with *any* aspect of this course, please see the instructor as soon as possible.

Most class assignments will be self-paced.

Students are to conduct themselves in a professional manner so that all students may learn without distraction or disruption. This includes cell phones turned off and no texting.

Weather Statement

This course follows MSU Guidelines for inclement weather. Classes will not meet if campus is closed during the time of class. The class will NOT meet online if campus is closed. If assessment deadlines coincide with university closure, an extension will be stated the next class meeting.

Cell Phones and Other Recording Devices

The use of cell phones and other recording or electronic devices is strictly prohibited during class. The instructor may direct, from time to time, on the possible use of cell phones for legitimate class reasons. Recording the class is prohibited, unless it is part of a reasonable accommodation under ADA, or by obtaining written consent by the instructor.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Privacy Statement

Federal privacy law prohibits the instructor from releasing information about students to certain parties outside of the university without the signed consent of the student. Thus, in almost all cases the professor will not discuss students' academic progress or other matters with their parents. Please do not have them call. Regardless of these important legal considerations, the professors' general policy is to communicate with the students, not their parents, even when a student has signed a consent form.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees, and room/board charges that were paid to MSU for the semester. However, if the student received financial aid (federal/state/institutional grants, loans, and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exist in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make an application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168,

(940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug-Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibit the unlawful possession, use, or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state, and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License-to-carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by the MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “Run. Hide. Fight.” which may be electronically accessed via the University police department’s webpage: ["Run. Hide. Fight."](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

- January 21
 - Review Syllabus
 - Technology Pre-Assessment Survey
 - Request Certify Teacher Access
 - Begin Google Training (online)
- January 28 – February 4, 11, and 18
 - Register Certify Teacher
 - Take PPR Practice Test
 - Homework – continue google training
 - Complete 10 study hours and study modules of PPR Review in Certify Teacher
 - Retake PPR to pass all domains with 80% pass on same test
 - If do not pass, a new study module must be completed before retaking the test again
- February 25 – March 4, 18, 25
(March 11 is Spring Break)
 - Take Art, Music, or Theatre Content TExES
 - Homework Continue Google Training
 - Complete 10 study hours and study modules of content review in Certify Teacher
 - Retake TExES content to pass all domains with 80% pass on same test
 - If do not pass, a new study module must be completed before retaking the test again
- April 1, 8, 15
 - Take Google teacher certification Level I and Level II tests
 - Do this on own. Allow 3 hours to take each test
 - A code will be provided to register
 - Technology Portfolio
- April 22, 29 – May 6
 - Data Literacy

Final Exam Time: Thursday, May 14, 2026

10:30 a.m. – 12:30 p.m.

- All assignments must be uploaded into TK20

Scientifically-Based Research and References

We use scientific research to keep our students up to date on the latest trends in the field. This course specifically uses excerpts from the following references:

- International Society for Technology in Education (ISTE). ISTE Standards for Students. Retrieved August 2022, from [ISTE Standards Students](#)
- International Society for Technology in Education (ISTE). ISTE Standards for Educators. Retrieved August 2022, from [ISTE Standards Educators](#)
- Journal of Research on Technology in Education
- Society for Information Technology and Teacher Education (SITE)

See Appendix A for a complete list of standards/competencies.

References/Scientifically-Based Research/Additional Readings:

International Society for Technology in Education (ISTE). ISTE Standards for Students. Retrieved August 2022, from [ISTE Standards Students](#)

International Society for Technology in Education (ISTE). ISTE Standards for Educators. Retrieved August 2022, from [ISTE Standards Educators](#)

Journal of Research on Technology in Education

Society for Information Technology and Teacher Education (SITE)