INSTRUCTOR RESPONSIBILITIES

1. **DIAGNOSTIC EXAMS**
   Instructors must be available prior to each term for required planning meetings and to assist with the administration of diagnostic exams. The supervisor(s) will let you know when these events are scheduled to take place.\(^1\)

2. **FINAL EXAMS**
   Instructors must administer final exams that take place after the last day of classes. Written theory exam dates/times are in accordance with the university’s final exam schedule. These final exams must be graded within 72 hours of their administration. Aural skills dictation exams are given on the last day of classes. Aural skills individual exams are scheduled during finals week at a time agreed to by the supervisor, the instructor, and the students. (These exams may not be given on reading day.) Graded final exams of any kind are not returned to the student, but should be kept on file for one semester in case a grade discrepancy arises. Instructors who are leaving the university should give the graded exams to the supervisor.

3. **FINAL GRADE SUBMISSION**
   Grades must be submitted via e-mail using the Microsoft Excel spreadsheet template provided by the supervisor. Grade spreadsheets must be approved by the supervisor before final grades are entered into Self Service Carolina. Instructors cannot be too careful about this process. Instructors should double-check all calculations: for example, assignment weightings, attendance adjustments, and so forth. Spreadsheets must have a final letter grade. The theory core common grading scale is available in the course syllabus.

4. **COORDINATION MEETINGS**
   Instructors must regularly attend weekly coordination meetings\(^2\) and come prepared for each meeting according to the faculty supervisor’s instructions for that week. Preparation for meetings may include, for example: finding musical examples, preparing material for an assignment, and preparing test questions. Aural Skills Instructors must be available periodically during the semester to give audits outside of the regular class meeting times.

5. **FINDING A SUBSTITUTE TEACHER**
   In cases of emergency or conflicting professional obligation, it is the instructor’s responsibility to find a qualified substitute teacher. Instructors teaching the same course often substitute for one another. In any case, the supervisor(s) must always be notified when a substitute is requested, and can help you identify other qualified substitute teachers, as necessary.

6. **HONOR CODE**
   Instructors will familiarize themselves with USC’s Carolinian Creed and Honor Code, and will be respectful, helpful, and supportive of their students as they attempt to broaden their musical horizons through the study of music theory and aural skills.

7. **RECORDS KEEPING AND ATTENDANCE PROBLEMS**
   Instructors will keep careful attendance and grade records and will immediately inform the faculty supervisor about any students who are either not attending class or are not handing in assignments regularly.

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\(^1\) Planning meetings typically occur during the week before the fall term, and during the two business days before the spring term.

\(^2\) Coordination meetings take place on selected Fridays, 1:10-2:00 p.m.

Updated May 15, 2013
8. **SYLLABUS AND COURSE MATERIALS**
   The faculty supervisor will provide instructors with a syllabus, appropriate course materials, and daily lesson plans. Instructors will be responsible for preparing each lesson and should not deviate significantly from the concepts and approach discussed in the coordination meetings.

9. **HOMEWORK ASSIGNMENTS**
   Instructors are responsible for assigning and grading all of the assignments listed in the daily schedule, and for distributing all custom instructional handouts provided to them by the faculty supervisor. Instructors will grade each assignment and provide helpful suggestions for improvement as set forth in the guidelines provided by the faculty supervisor. Instructors will grade and return assignments by the next class session. If, on the rare occasion, this is not possible, the instructor will notify the faculty supervisor in advance to discuss a reasonable timetable for return of the assignments.

10. **TESTS**
    Tests should be carefully administered as directed by the supervisor. Instructors should read the grading rubric before the test is graded. If a student does not show up for a test, the supervisor will work with the instructor to determine if a make-up test should be administered. Please forward all correspondence with the student to the supervisor.

11. **ACCOMMODATIONS FOR STUDENTS WITH SPECIAL NEEDS**
    Students with an official letter from the Office of Disability Services have special accommodations. The instructor and supervisor will work together to make sure that all accommodations are met.

12. **OFFICE HOURS (BY APPOINTMENT)**
    Instructors will be available for helping students outside of the class up to, but not to exceed 2 hours per week.

13. **FREE PEER TUTORING**
    Students who struggle with daily homework assignments should be identified early and sent to the free peer-tutoring center immediately.

14. **PRIVATE TUTORING**
    Individual students requiring more than 30 minutes per week should solicit the services of a private tutor. Private tutor recommendations are available from your supervisor.