

If you are taking 2014 Music Research and Teacher Education National Conference: A Retrospective (course number 7134) for credit, you should be aware of the following policies of VanderCook College of Music.

Credit: 2014 Music Research and Teacher Education National Conference: A Retrospective may be taken for one (1) or two (2) graduate credits. To earn graduate credit for 2014 Music Research and Teacher Education National Conference: A Retrospective, a participant must attend 12.5 hours (sixty minute clock hours) of sessions at the 2014 Music Research and Teacher Education National Conference.

Course Exit Requirement: PLEASE READ THIS SECTION CAREFULLY! A notebook summarizing and critiquing all sessions attended must be compiled. The notebook should include copies of all handouts, programs, and any other supporting materials. The notebook should be mailed to Rick Palese, Director of Professional & Continuing Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL 60616, for evaluation and grading. Two sample notebooks will be available for perusal at the VanderCook booth, located in the exhibit hall, during the conference.

Guidelines for Notebook

Materials Needed

- Three-ring notebook
- Tabbed dividers - quantity that is appropriate for materials

Parameters

- Please include a title page stating course number and title, your name, address, phone, email, and the term (Spring 2014).
- Table of Contents
- Page numbers
- All information must be typed and neatly formatted in a manner befitting graduate credit. No hand written work will be accepted.
- Full sentences, and correct grammar and spelling are required.
- Notes may be included, however narrative is expected for summaries and reflections
- All handouts and supporting materials must be included.

Notebook Due Date: Please submit notebooks to Rick Palese no later than May 12, 2014, one month after the conference has ended. Notebooks must be postmarked by this date.

Dates and Location: The 2014 Music Research and Teacher Education National Conference takes place April 10-12, 2014, at Union Station-Doubletree a Hotel by Hilton, located in St. Louis, Missouri.

Grade Sheets: Each registered participant will automatically be sent a grade sheet to her/his home address upon successful completion of the course.

(OVER)

VanderCook College of Music, 3140 S. Federal St., Chicago, IL, 60616
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@VanderCookMECA



<https://www.facebook.com/VanderCookCollege>

Clinic Registration: Registration for graduate credit through VanderCook is separate from the registration fee required to attend the 2014 Music Research and Teacher Education National Conference. Please visit <http://research2014.nafme.org> for information.

Transcripts: VanderCook College of Music only issues official transcripts. To receive a transcript of coursework, **students must make the request in writing.** Students may either: 1) complete a transcript request form (available at the college); or 2) submit a written request including writing name, social security number, where transcript is to be sent, and dates of attendance. All requests must be signed and dated. There is a \$5 fee for each transcript requested. Please allow two weeks for delivery.

For further information: If you have any additional questions, please do not hesitate to write or call: VanderCook College of Music, Attn: Rick Palese, Director of Professional and Continuing Education, 3140 S. Federal St., Chicago, IL, 60616; 312.788.1133 or rpalese@vandercook.edu

ABOUT VANDERCOOK: VanderCook College of Music is an independent, not-for-profit, degree-granting institution, fully accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and the National Association of Schools of Music. VanderCook's teacher certification programs are approved by the Illinois State Board of Education. Off-campus courses offered are part of VanderCook's Music Education Centers of America (MECA) Continuing Education Program, designed to enhance the skills of music educators currently in the field.

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