

#7467 Chicago Area Kodály Educators (CAKE)  
2016-2017 Workshop Series  
Graduate Credit Information

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*If you are taking #7467 Chicago Area Kodály Educators (CAKE) 2017-2018 Workshop Series for credit, you need to be aware of the following policies of VanderCook College of Music.*

**Credit:** *Chicago Area Kodály Educators (CAKE) 2017-2018 Workshop Series* may be taken for one (1) graduate credit. To earn graduate credit for the *Chicago Area Kodály Educators (CAKE) 2017-2018 Workshop Series*, a participant must attend four sessions (12.5 hours) during the workshop series. Students must attend all four scheduled sessions to earn credit.

**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 Patrick Benson, Director of Continuing and Online Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL 60616, for evaluation and grading. In addition to summary and critique, the notebook should include reflections on how the information presented will impact one's teaching, programming, and/or classroom instruction. Please see the attached evaluation rubric for details.

### **Guidelines for Notebook**

#### Materials Needed

- Three-ringed notebook - size that is appropriate for materials
- Tabbed dividers - quantity that is appropriate for materials

#### Parameters

- Include a title page stating course number and title, your name, address, phone, email, and the term (Fall 2017).
- Table of Contents
- Page Numbers
- All information must be typed and neatly formatted in a manner befitting graduate credit. Handwritten work will not be accepted.
- Full sentences, and correct grammar and spelling are required.
- All handouts and supporting materials must be included.

**Notebook Due Date:** Please submit notebooks to Patrick Benson no later than May 7, 2018, one month after the final CAKE session in the 2017-2018 series has taken place. Notebooks must be postmarked by this date. Notebooks will be mailed back to students after grading.

**Dates and Location:** Workshop sessions take place on Saturday, September 30, 2017, Saturday, November 4, 2017, Saturday, February 28, 2018, and Saturday, April 7, 2018 at Grove Elementary School, Barrington, IL. All workshops will be held from 9:00 a.m. to 1:30 p.m. The workshop on November 4th, 2017 will be held at Old Town School of Folk Music from 9:30-1:30pm.

VanderCook College of Music, 3140 S. Federal St., Chicago, IL 60616  
312.788.1133  
meca@vandercook.edu

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**Workshop Registration:** Students seeking credit must also register with CAKE for each workshop. VanderCook tuition is in addition to fees assessed by CAKE. Please visit <http://cake.oake.org> for more information.

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

**Transcripts:** VanderCook College of Music issues only 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) put in writing name, social security number, where transcript is to be sent, dates of attendance, and sign and date the letter. 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. Patrick, Director of Continuing and Online Education, 3140 S. Federal St., Chicago, IL 60616-3731; 312.788.1139; [pbenson@vandercook.edu](mailto:pbenson@vandercook.edu)

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**ABOUT VANDERCOOK:** VanderCook College of Music is the only independent college in the country dedicated exclusively to preparing music teachers. We are fully accredited by the Higher Learning

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Commission of the North Central Association of Colleges and Schools, the National Association of Schools of Music, and the Illinois State Board of Education. The weekend and on-line courses are part of VanderCook's Music Education Center of America (MECA) continuing education program, designed to enhance the skills of music educators already in the field.

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**Fall 2016 CHICAGO AREA KODALY EDUCATORS (CAKE) 2016-17 WORKSHOP  
REGISTRATION FORM**

VanderCook College of Music, 3140 S. Federal St., Chicago, IL 60616  
312.788.1133  
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