

If you are taking one of the following Summer 2018 MECA Continuing Education Retrospectives for credit, you need to be aware of the following policies of VanderCook College of Music.

## Fall 2018 MECA Continuing Education Retrospectives

*Chicago Area Kodaly Educators (CAKE) 2018-2019 Workshop Series*

(Course 7388A, 1 credit; 7388B, 2 credits;)

*Greater Chicago American Orff-Schulwerk Association (GCAOSA) 2018-2019 Workshop Series*

(Course 7398A, 1 credit; 7398B, 2 credits;)

*GIA Fall Institute 2018 (Course 7368, 1 credit)*

*Illinois ASTA String Teacher Workshop 2018 (Course 7378, 1 credit)*

*The Midwest Experience: A Retrospective (Course 7358A, 1 credit; 7358B, 2 credits;)*

---

**Credit:** To earn graduate credit for the **Fall 2018 MECA Continuing Education Retrospectives**, participants must attend 12.5 hours (60-minute clock hours) of sessions per credit hour.

**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. Completed notebooks should be mailed to Patrick Benson, Director of Professional and Continuing Education, at the address below for evaluation and grading.

### Guidelines for Notebook

#### Materials Needed

- Three-ringed notebook
- Tabbed dividers - quantity that is appropriate for all materials/sections

#### Parameters

- Include a title page stating course number and title, your name, address, phone, email, and the term (Fall 2018).
- 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.
- Please make sure all materials are secure in the binder before mailing.

**Registration/Notebook Due Date:** Please submit registrations and notebooks to Patrick Benson,

---

VanderCook College of Music, 3140 S. Federal St., Chicago, IL, 60616  
312.788.1139 [meca@vandercook.edu](mailto:meca@vandercook.edu)



@VanderCookMECA



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

postmarked no later than one month after the last day of the event.

**Dates and Locations:**

*Chicago Area Kodaly Educators (CAKE)* 9/8/18 -11/17/18 - 3/2/19 - 4/13/19 - Concordia University, River Forest, IL

*Greater Chicago American Orff-Schulwerk Association (GCAOSA)* Concordia University, River Forest, IL

*GIA Fall Institute 2018* October 11-13, Fourth Presbyterian, Chicago, IL.

*The Midwest Experience: A Retrospective* December 19-22, Chicago, IL

**October 13, 2018 at Wheaton North High School**

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

**Workshop Registration:** Participants must register with each hosting organization in addition to registering for graduate credit through VanderCook.

**Transcripts:** VanderCook College of Music only issues official transcripts. **All transcript requests must be made the request in writing.** Students may either complete a transcript request form (available online); or submit a written request including name, social security number, where the transcript is to be sent, and dates of attendance. All requests must be signed and dated. There is a \$5.00 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 Patrick Benson, Director of Professional and Continuing Education, at 312.788.1139, [pbenson@vandercook.edu](mailto:pbenson@vandercook.edu) or the address below.

---

**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 Center of America (MECA) Continuing Education Program, designed to enhance the skills of working music educators.

---

VanderCook College of Music, 3140 S. Federal St., Chicago, IL, 60616  
312.788.1139 [meca@vandercook.edu](mailto:meca@vandercook.edu)



@VanderCookMECA



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