Graduate Handbook

2014-2016

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VanderCook College of Music
Graduate Handbook

INTRODUCTION
Welcome to VanderCook College of Music, a private institution dedicated exclusively to the preparation of music teachers. VanderCook has a long, illustrious history of serving the educational needs of music teachers through a practical approach. Candidates are able to immediately apply the methods and techniques learned through course work at VanderCook to everyday teaching situations. The graduate student body typically represents at least 15 states and 70 undergraduate institutions, giving a fresh perspective and new insights on what others in the field are doing.

VanderCook’s full and part time faculty members make up an impressive profile in the fields of music and music education. As accomplished teachers and performers, they will provide you with both practical and innovative instruction. In addition, VanderCook attracts visiting professors from major colleges and universities, as well as leading professionals in music education and performance who teach elective courses in our continuing education program.

The Graduate Student Handbook has been developed as an addendum to the College Catalog. The handbook contains information concerning everyday life at VanderCook; policies that govern the Master of Music Education degree program, the Master of Music Education and Certification program, and the Music Education Center of America (MECA) Continuing Education program; student services available on the Illinois Institute of Technology campus; and cultural offerings in the city of Chicago.

VANDERCOOK’S MISSION
VanderCook College of Music is dedicated to the mission of enriching the lives of present and future generations through the preparation of teachers in the instrumental, choral and general music disciplines. Through a broad-based curriculum, the College strives to prepare excellent music teachers with strong character, skill in the process of teaching, and respect for the essential role of music in our culture. The College’s educational philosophy is pragmatic, oriented towards school music, and guided by the words of H.A. VanderCook, “No man can be rightly taught unless he is aware of a real need in his life or in his work.”
CORE DISPOSITIONS AND CANDIDATE OUTCOMES
Our broad-based curriculum upholds the College's mission by preparing teachers with strong character, skill in the process of teaching, and respect for the essential role of music in our culture. To that end, the College's triad of dispositions and related candidate outcomes also guide VanderCook’s graduate programs.

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<th>Dispositions</th>
<th>Candidate Outcomes</th>
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<td>Strength in Character</td>
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<td>• Academic ability and diligence leading to a lifetime of learning</td>
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<td>• Inter- and intra-personal skills</td>
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<td>• Professionalism in action, word and appearance</td>
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<td>Excellence in Music</td>
<td>• High level of musicianship</td>
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<td>• Academic ability and diligence leading to a lifetime of learning</td>
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<td>Professionalism in Teaching</td>
<td>• Skill in the process of teaching</td>
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<td>• Good citizenship and personal integrity</td>
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<td>• Inter- and intra-personal skills</td>
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<td>• Building of pragmatic links with educational programs in diverse communities</td>
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<td>• Professionalism in action, word and appearance</td>
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GRADUATE PROGRAMS
VanderCook offers the master of music education degree for candidates who are experienced and certified music teachers. Candidates with a minimum of a bachelor’s degree in an area of music other than music education may earn the master of music education degree while also completing the requirements for teacher certification. Candidates may also earn graduate elective credits through the MECA continuing education program.
A. Master of Music Education Degree

The Master of Music Education degree offers a very practical course of study. The curriculum is driven by the career goals of the candidates and the fact that a master's degree is a must for music educators today.

The summers-only format of the Master's Degree program is another important indication of how VCM serves the music teacher in the field. The convenient six-week sessions are scheduled to begin in mid-June (just after the spring semester) and end in late July. Music educators are able to pursue an advanced degree or earn additional credit hours without taking a leave of absence from teaching.

The graduate curriculum consists of:
• A set of core requirements that all candidates complete
• Classes that are organized for a particular course of study in either band, choral or string music education
• Master’s Project, Lecture/Recital or Lecture/Demonstration
• Written Comprehensive Examination or Professional Teaching Portfolio

Graduate enrollment forms are available in the Graduate Dean's office or at http://www.vandercook.edu/current/graduate.asp.

B. Master of Music Education Degree and Certification

Many candidates who receive undergraduate degrees in musical disciplines other than music education express an interest in becoming certified to teach music in the public schools. To meet this need, VanderCook offers candidates the opportunity to pursue the master of music education degree while completing the necessary course work to satisfy the requirements for teacher licensure as specified by the Illinois State Board of Education. A master of music education and certification candidate may select a course of study with either band, choral or string emphasis.

The graduate curriculum consists of:
• A set of core requirements that all candidates complete
• Courses that are organized for a particular course of study in either band, choral or string music education
• Master’s Project, Lecture/Recital or Lecture/Demonstration
• Written Comprehensive Examination or Professional Teaching Portfolio

Certification requirements consist of:
• General education courses
• Professional education requirements (includes the student teaching experience)
• Comprehensive Performance Examinations
• 100 hours of pre-clinical experiences
• ISBE tests – Test of Academic Proficiency, Music Content, Assessment of Professional Teaching
Enrollment forms are available in the Graduate Dean's office or at http://www.vandercook.edu/current/graduate.asp.

C. Music Education Center of America (MECA) Continuing Education Program
MECA is the continuing education program at VanderCook College of Music and is a component of the graduate division offering graduate-level non-traditional, accelerated courses designed to fill the practical needs of band, choral, string and general music educators. Courses are structured in concentrated one-week blocks during the summer, in a variety of weekend formats in the fall and spring, and online.

VanderCook’s continuing education program is not a degree program but a limited number of credits earned may be applied as elective credits to the master of music education degree.

The following policies govern the continuing education program:
• Participants eligible for the MECA program must have earned a degree in music or a bachelor’s degree in another discipline with a minimum of 60 hours of music credits at the undergraduate level.
• Participants must attend all classes, complete an exit requirement, and be assessed by the instructor to receive a grade.
• Up to 12 hours of graduate credit earned through the MECA program may be applied to VanderCook's Master of Music Education degree as elective credit.

MECA courses are published under separate cover each fall, spring and summer. Please visit our website at http://www.vandercook.edu for current course offerings and a registration form.

ASSESSMENT STATEMENT
VanderCook is committed to a practical, hands-on program that prepares students to be effective professional music educators and responsible, well-informed citizens. VanderCook follows a standards-based approach focused on the college’s mission, Conceptual Framework, dispositions and outcomes, in addition to state and national standards for certified teachers (see visual overview).

Assessment is an ongoing process aimed at understanding and improving student learning. It involves both gathering and using information to modify and improve student outcomes.

Assessment is the mechanism used to keep standards high while assuring that candidates acquire the knowledge and skills necessary to become effective music educators. Throughout its century-long history, VanderCook has assessed performance to determine the academic, musical, and pedagogical skill level of its students, and continues to be steadfast in the evaluation of its programs.
Candidates who qualify for the Master of Music Education and Certification option are assessed for successful completion of six assessment system benchmarks:
- Admission to the College
- Teacher candidacy skills assessment (TCSA)
- Admission to student teaching
- Completion of student teaching
- Graduate program completion (includes the Comprehensive Written Examination or Professional Teaching Portfolio and Master’s Project)
- Degree conferment and recommendation for entitlement

Certified teachers accepted into the Master of Music Education degree program are assessed for successful completion of five assessment system benchmarks:
- Admission to the college
- Completion of all required course work
- Comprehensive Written Examination or Professional Teaching Portfolio
- Master’s Project
- Degree conferment

Music educators who wish to continue their professional development may elect to take courses in VanderCook’s Music Education Center of America Continuing Education Program (MECA). Because graduate credits are transferable to VanderCook’s master’s degree, and possibly to other graduate programs, candidates must meet the following three assessment system criteria:
- Candidate qualifications
- Completion of Course
- Completion of assessment activities
Qualifications
A well-rounded, well-educated person who is also a fine musician is of the utmost importance to the field of music education. Music educators must serve as intellectual role models for students, be able to relate to and converse with colleagues in other academic disciplines, and be advocates for music as an academic subject.

Transition 1: Admission to the College
- Application and application fee submitted to the admissions office.
- Submission of an essay that states the candidate's philosophy of music education and specifically addresses the dispositions of excellence in music, strength in character and professionalism in teaching.
- Official transcripts from the candidate's undergraduate institution(s), indicating a GPA of 3.0 or above, course work that supports a quality music education program, and date of graduation. VanderCook reserves the right to require the Graduate Record Examination (GRE) of any candidate whose undergraduate GPA is lower than 3.0.
- Official transcripts indicating any prior graduate level coursework that may be considered for transfer to the VanderCook program.
• Resume indicating educational and musical background, history of successful teaching, professional affiliations and references.
• Successful completion of a state-approved teacher education program, certified to teach music, and have completed at least one year of teaching experience in a school music program.
• Three reference questionnaires completed by professionals in the field that attest to the candidate’s musical, professional, and personal attributes (assessing the institutional outcomes).

**Transition 2: Course Completion**

- Satisfactory completion of all graduate core, track-specific, and elective course work
- A strong working knowledge of various musical instruments and the voice
- Skill in the area of arranging/composition
- An understanding of computer technology
- Knowledge and appreciation for the history and literature of music
- A strong grasp of various research techniques
- A high level of musical performance and conducting
- Satisfactory performance in the applied studio and required ensembles
- Earn a GPA of 3.0 or higher through traditional assessment of student work (tests, projects, and presentations).

**Transition 3: Written Comprehensive Examination or Professional Teaching Portfolio**

- Graduate students must pass a Comprehensive Written Examination consisting of three areas:
  - Foundations
  - Major area of study (band, chorus, general music, orchestra)
  - Two minor areas, or
- Create a Professional Teaching Portfolio that reflects professional growth and development throughout the degree program to include:
  - Representative work samples, reflection papers, self-assessments, programs, repertoire, arrangements, lesson plans, curricula, and similar items derived from coursework studied while completing the master’s degree (including MECA continuing education classes).
  - A master's project related to one of the professional teaching standards.
  - Work samples such as videos of lessons, concert programs, assessments and similar items related to the candidate’s growth as a teacher during the academic year between summer school sessions.

**Transition 4: Master’s Project**

- Candidates may choose to complete a research paper, present a lecture demonstration or perform a lecture recital.
- The project should address a topic in music education that is beneficial to the writer's life and work.
- Ideally, the project will benefit other music educators who may learn from and apply the outcomes of the project.
• Project advisors and readers evaluate master’s projects and assess the student’s work as A Honors, A, or Pass.
• The research is shared at a formal poster session.

**Transition 5: Degree Conferment**
• Successful completion of all course work with a minimum cumulative GPA of 3.0
• Successful completion of the Written Comprehensive Examination or Professional Teaching Portfolio
• Proven competency on the master’s project
• Proven competency on the abstract and poster to communicate the project’s main points.
• Participation in the annual poster session.

**Master of Music Education and Certification**
**Six-stage Formal Assessment System**

Each box represents a benchmark on the path to program completion. Data collected for each benchmark are listed. Benchmark data are used to inform revision of the curriculum.
Qualifications
Many candidates who receive undergraduate degrees in musical disciplines other than music education express an interest in becoming certified to teach music in the public schools. To meet this need, VanderCook offers candidates the opportunity to pursue a graduate degree in music education while completing the necessary course work to satisfy the requirements for teacher licensure as specified by the Illinois State Board of Education. A Master of Music Education and Certification candidate may select a course of study with band, choral or string emphasis.

Transition 1: Admission to the College
- Must have earned a degree in music from an accredited institution.
- Admission essay requires the candidate’s philosophy of music education and addressing the dispositions of strength in character, excellence in music and professionalism in teaching.
- Audition on major instrument or voice; a high level of musical performance is expected as a result of having already completed a bachelor’s degree in music.
- Interview with the audition panel based on the VanderCook dispositions, using the candidate outcomes to guide questions.
- MMEd/Certification candidates are expected to have satisfactorily completed a written theory and ear training sequence, piano classes and form & analysis at their undergraduate institution.
- Written theory, ear-training, piano, and form & analysis assessments are given to determine satisfactory preparedness. The candidate may be required to complete remedial work.
- All candidates must pass the Illinois State Board of Education Test of Academic Proficiency (TAP) prior to being admitted.
- The undergraduate GPA is closely scrutinized. If a candidate’s GPA is below 3.0, that candidate will be required to take the Graduate Record Examination General Test (GRE) to be considered for admission.
- The graduate faculty committee assesses the candidate’s file to determine commitment to music teacher education.
- Three reference questionnaires completed by professionals in the field that attest to the candidate’s musical, professional, and personal attributes (assessing the institutional outcomes).

Transition 2: Teacher Candidacy Skills Assessment
- Professional readiness assessment (faculty and self-assessment) is used to determine the degree to which the candidate meets the eight candidate outcomes.
- A student is notified of acceptance into the teacher education program when passing scores from the TAP and written theory, ear training, piano, and form & analysis proficiency assessments are submitted.
Transition 3: Admission to Student Teaching
- Satisfactory completion of all general education, professional education and music education course work.
- Complete at least 100 hours of pre-clinical experiences. Previous teaching experience is considered with proper documentation.
- Complete comprehensive performance exams, including conducting.
- Earn a cumulative GPA of 3.0 or higher.
- Pass the ISBE music content area test.
- Complete the student teaching paperwork as required.

Transition 4: Completion of Student Teaching
- Receive a final grade of C or better for the student teaching experience
- Cooperating Teacher (four assessments and one grade).
- Supervising Teacher (four assessments and one grade).
- Candidate (four self-assessments).

Transition 5: Graduate Program Completion
- Satisfactory completion of all graduate core and track-specific graduate level course work
- Satisfactory completion of the master’s project.
- Satisfactory completion of the Professional Teaching Portfolio or the Comprehensive Written Examination.

Transition 6: Degree Conferment and Recommendation for Entitlement
- Successful completion and review of the edTPA Portfolio.
- Successful completion of the ISBE Assessment of Professional Teaching Test (APT).

GRADUATE HANDBOOK USE
Almost inevitably, inconsistencies or discrepancies may be found in a student handbook that conflict with official documents. Candidates should always consult with the Dean of Graduate Studies when such discrepancies arise. In cases where there are disparities between an official publication and the Graduate Student Handbook, the official publication takes precedence.

ACADEMIC POLICIES
A. Add/Drop Policy
Graduate candidates may add classes during the first two days of the six-week summer session. Permission from the instructor and full tuition payment are required. No classes may be added after the two-day deadline.

Classes may be dropped without academic or financial penalty during the first week of the six-week summer session.
Add/Drop Forms are available from the Graduate Dean's office.

B. Withdrawal Policy
Graduate candidates may officially withdraw from courses through the end of the third week of the summer term. A grade of “WP” (Withdraw Pass) or “WF” (Withdraw Fail), as appropriate, will be entered on the student's permanent record. Please see the College Catalog for information concerning refund policies and withdrawals.

Withdrawal Forms are available in the Graduate Dean's office.

C. Applied Study
Graduate candidates are encouraged, through private study of an instrument or voice, to further develop their expertise as a musician and educator for continued success in all levels of school music teaching. To this end, candidates may choose to study their major instrument or voice, but are encouraged to consider studying a secondary instrument. Candidates who plan to perform a graduate lecture recital must study their major instrument or voice for two summers.

D. Transfer Credit
Candidates who have completed course work in VanderCook's continuing education program may apply a maximum of twelve (12) credit hours to the master's degree as elective credits. Please request a transcript from the VanderCook registrar to be placed in your admissions file. Candidates who have completed course work at another college or university may request to have a maximum of four credits considered for transfer to VanderCook under the following conditions:
• Grades no lower than “B” will be considered
• All course work applied to the MMEd degree must fall within a seven year timeframe (computer courses must have been completed within the last three years)
• The request must be submitted in writing to the Dean of Graduate Studies prior to the first term of enrollment
• Submit an official transcript from the graduate institution where coursework was completed
• Only credits completed prior to acceptance into VanderCook's degree program will be considered for transfer

Please note, grades of “C” or better may be accepted in transfer to the general education and professional education requirements for certification candidates.

E. Program Completion
All candidates enrolled in the master of music education degree program must complete all degree requirements within seven (7) years from the date of initial registration. All credits that apply toward the MMEd degree must fall within this timeframe. Undergraduate credits in the areas of general and professional education that transfer for certification purposes are exceptions to this policy.
ADVISING AND REGISTRATION

Graduate advising may take place by phone at 312-788-1145, via mail at rrhodes@vandercook.edu, or by making an appointment for a personal advising session with the Dean of Graduate Studies. Please refer to the College Catalog for all curricular requirements and course descriptions.

A. Advice on Registering for Classes

Fall and Spring Registration for MMEd and Certification Candidates

Master’s and Certification candidates who enroll in classes during the fall and spring semesters will follow the undergraduate class schedule. Please contact the Dean of Graduate Studies for this information. **A deposit of $100 is due at the time of registration.**

Residency Summer Registration for all Graduate Candidates

During the first week of April of each year, candidates admitted to the graduate program will receive registration information. The following materials will be posted at [http://www.vandercook.edu/current/graduate.asp](http://www.vandercook.edu/current/graduate.asp):

- Enrollment form
- Tuition payment form
- General information sheet
- Registration advice
- Housing and parking website links
- Class schedule
- Graduate course of study suggestions
- Master's project information
- Professional Teaching Portfolio information
- Comprehensive Written Examination Study Guides
- College catalog
- Loan worksheet
- Financial aid information
- Summer MECA brochure
- Miscellaneous items to assist you

Please complete the appropriate enrollment form and the tuition payment form and mail them to the Graduate Dean along with your tuition deposit. Candidates are strongly encouraged to register early by mail, no later than June 1. Enrollment forms may also be faxed (312-225-5211). **A $100 deposit is required of all graduate candidates (including those receiving financial aid) and is due at the time of registration.**

Graduate course registration generally is completed by mail, but candidates are encouraged to make an appointment with the Graduate Dean for an advising session prior to arriving on campus. If distance prohibits a personal meeting, please schedule an advising session by phone (312-788-1145) or by email (rrhodes@vandercook.edu).

Please remember that **no more than twelve (12) credit hours may be taken during the entire summer.** This includes any configuration of residency courses and/or
MECA courses in one summer. MMEd and Certification candidates follow a somewhat different set of course requirements, but are also limited to twelve (12) credits per summer.

Upon receipt, the enrollment form and tuition payment form will be reviewed and an official schedule will be available in the student portal. Candidates will be contacted by phone if a major problem or discrepancy is discovered, or the Graduate Dean will make the adjustment if the problem appears to be minor. All program requirements will be reviewed for candidates who are planning to graduate to determine if all requirements have been completed.

Please review the registration information carefully. Candidates are encouraged to call with any and all questions. All candidates must register in advance of the first day of graduate school.

The enrollment form and the tuition/fees invoice are available in the Graduate Dean's office or at http://www.vandercook.edu/current/graduate.asp

B. Applied Music
Candidates are required to study applied music for two residency semesters and must select the instrument of choice when registering. VanderCook's philosophy on applied music is different in graduate school than it is at the undergraduate level. Candidates are not required to study a major instrument unless planning to perform a graduate lecture recital as one of the exit requirements. Studying a secondary instrument provides the opportunity to strengthen playing and teaching skills.

Applied study in conducting and improvisation are also available with permission from the instructor. Private conducting is reserved for those candidates who have already completed the conducting course requirement and who receive permission from the Dean of Graduate Studies.

C. Computer Accessibility
It is strongly recommended that graduate candidates become familiar with the Apple computers. The electronic Music Center and the Ruppel Library are equipped with Apple computers and printers. Candidates not familiar with notation programs are encouraged to enroll in MECA courses to address this deficiency.

Instructional Design is limited to 20 and will involve the development of a multi-media computer project.

D. Elective Courses
Most electives are offered on a rotating basis. If an elective course is on the schedule this summer, that course will probably not be offered next summer. Up to 12 credit hours of MECA courses may be taken as elective credit, but the remaining elective credits required by each track must be taken during the residency summers. If the candidate is not interested in the MECA program option, taking additional courses during the six-week residency program may
complete the elective requirement. Please contact the Dean of Graduate Studies for further clarification.

E. Performing Ensembles
All candidates are required to take two semesters of Chorus. Vocal majors must also take two semesters of Collegiate Chorale, band majors must take two semesters of Symphonic Band and string majors must take two semesters of Philharmonic Strings.

F. Required Courses
It is required that candidates register for Introduction to Graduate Study during the first residency summer. Choral majors must register for either Secondary Choral Methods or Secondary General Music Methods, and either Vocal Mechanism or Choral Conducting during the first residency summer; band majors must register for either Band Conducting or Percussion Methods the first summer. General music and string majors must carefully check the class schedule for required courses that rotate each summer.

Since most required courses are offered every summer, candidates may pick and choose as desired. However, please be aware that this schedule remains fairly static. If two required courses meet at the same time this summer (Instructional Design and Music History II), the same will be true next summer. Therefore, it would be wise to take one of those courses the first summer.

DEGREE PROGRAM EXIT REQUIREMENTS
All graduate candidates must complete either a master’s project, graduate lecture recital or graduate lecture demonstration and sit for the written comprehensive examination or create a professional teaching portfolio to receive the Master of Music Education degree. Complete requirements and guidelines are available on the VanderCook website at [http://www.vandercook.edu/current/graduate.asp](http://www.vandercook.edu/current/graduate.asp).

A. Written Comprehensive Examination
The Written Comprehensive Examination is an essay-style examination to evaluate breadth and depth of competence developed for candidates seeking the master of music education degree.

At the completion of the final residency summer, a candidate may sit for the exam, which will include questions from each of the following areas: 1) Foundations; 2) Major area – band, chorus, general music, strings; and 3) two minor areas selected from brass, choral music, conducting (band, choral or orchestral), curriculum and administration, elementary general music, music technology, percussion, secondary general music, strings, vocal mechanism, and woodwinds.

Candidates select their major and minor areas through FormSite two weeks prior to the exam date. A Study Guide is available on the VanderCook website.
Please register for the written comprehensive exam on the graduate enrollment form.

B. Professional Teaching Portfolio
Graduate candidates have the choice of creating a professional teaching portfolio that reflects their professional growth and development throughout the time they took to complete the MMEd degree, or sitting for the comprehensive written examination.

The Professional Teaching Portfolio will be an electronic portfolio using the GoogleSites template provided. It needs to be organized around the Professional Teaching Standards and the VanderCook Conceptual Framework. The portfolio should contain the following, appropriately placed within the relevant section.

1. Two or three representative work samples, reflection papers, self-assessments, programs, repertoire, arrangements, lesson plans, curricula, and similar items derived from coursework studied while completing the MMEd degree (including MECA classes). Students must cite the classes represented.
2. A Master's Project related to one of the Professional Teaching Standards.
3. Work samples such as videos of lessons, concert programs, assessments and similar items related to a candidate’s growth as a teacher during the academic year between summer sessions.

The Professional Teaching Portfolio will be submitted during the candidate’s final summer and reviewed by faculty. Each section of the final portfolio should begin with a brief essay in which the candidate describes his or her growth within the standard or framework while a student at VanderCook.

C. Master’s Project
The master’s project should represent a serious, scholarly effort to create a product that is of benefit to some segment of the music teaching profession and that is applicable to some aspect of your life and work. All projects are expected to meet standards of graduate-level scholarship and musicianship. A copy of the Master’s Project guidelines and Master’s Project Proposal form may be found on the VanderCook website at www.vandercook.edu.

The master’s project may take one of several forms: a traditional scholarly paper; an experiment; a curriculum or teaching manual; a review of music or educational resources in a particular area; an original arrangement, composition or method book; or a computer-assisted instructional program in an area of interest.

Each student will be assigned an advisor and a reader. The advisor needs to approve the final draft and gives the final grade earned by the project.

Completed projects will be included in the annual Master’s Project Collection located on the Ruppel Library website.

Please register for the master’s project on the graduate enrollment form.
D. Graduate Lecture Recital
All lecture recitals are expected to meet standards of graduate-level scholarship and musicianship. An audition for permission to perform a graduate lecture recital must be scheduled with the Director of Applied Studies. Copies of the recital approval form and recital guidelines are available from the Director of Applied Studies or on the VanderCook website.

The graduate lecture recital should consist of 55 minutes of prepared music in addition to oral program notes researched by the recitalist. Graduate lecture recitals may be performed on the candidate’s major instrument or voice, as the conductor of an ensemble, or as the composer or arranger of music performed under his or her supervision.

A scholarly, referenced paper must be prepared and should include extensive research on the composers, events surrounding the writing of the music, an analysis of each piece, suggestions for teaching the selections being performed, or any other information deemed appropriate. Written and oral program notes are prepared from this paper. The exact format of the recital is up to the discretion of the instructor in consultation with the candidate.

Candidates who complete a graduate lecture recital must present a summary of their research at the annual poster session, and should be submitted for inclusion in the Master’s Project Collection. All papers must adhere to the timelines and structural guidelines established for master’s projects.

Please register for the graduate lecture recital on the graduate enrollment form.

E. Graduate Lecture Demonstration
The graduate lecture demonstration is an opportunity to share special subject matter with an audience in a teaching-oriented atmosphere. Topics may include comparing and contrasting musical styles, teaching jazz improvisation, ethnic instruments and musical styles, music or music education software, teaching methodologies and/or curricula, or other subjects that may be appropriate for this format.

The presentation must be no less than 60 minutes (not including intermission) and no more than 90 minutes (to include intermission), with the time being divided appropriately between lecture and demonstration. Performers may include the lecture demonstration presenter, guest soloists or ensemble participants, or student groups. Audience participation may be encouraged.

A scholarly, referenced paper must be prepared according to the guidelines provided for the master’s project. Written and oral program notes are prepared from this paper. The lecture demonstration program must accompany the paper.

Candidates who complete a graduate lecture demonstration must present a summary of their research during the annual poster session. In addition, the paper should be submitted for inclusion in the Master’s Project Collection.
An audition for permission to present a graduate lecture demonstration is not required. Please register for the graduate lecture demonstration on the graduate enrollment form.

F. Scheduling Graduate Lecture Recitals and Lecture Demonstrations
Only four proposals will be selected to present either a lecture demonstration or a lecture recital. If you plan to present a demonstration or recital, your proposal must be submitted to Dr. Rosenthal by the deadline posted on the master's project timeline. The master's project committee will review the proposals and select the top four candidates to present next summer. If your proposal is not accepted, you will be required to continue your topic as a traditional research project.

The first four Wednesday evenings of graduate school will be reserved for lecture demonstrations and lecture recitals, and your date will be selected for you. All presentations will begin at 7:00pm. Candidates will be required to advertise their event to the student body. A respectable audience of peers and faculty will be expected if the lecture demonstration and lecture recital format is to continue.

G. Graduate Lecture Recital and Lecture Demonstration Assessment
The graduate lecture recital and lecture demonstration are two forms of the graduate degree program exit requirement. As such, all lecture recitals and lecture demonstrations are expected to meet standards of graduate-level scholarship and musicianship. The candidate’s applied instructor and project advisor must be in attendance at the performance. Please refer to the guidelines governing the scholarly paper that must accompany the lecture recital and lecture demonstration located on the VanderCook website at http://www.vandercook.edu/current/graduate.asp.

EDUCATIONAL PLACEMENT OFFICE
VanderCook assists graduates in finding a teaching position upon graduation through the Education Placement Office. During the final year, the student may establish an Education Placement Office (EPO) File. This will consist of a resume, a transcript and a minimum of three letters of recommendation obtained from faculty members, student teacher supervisors, and other professionals. Materials and specific directions for establishing a file, creating a resume, requesting a transcript, and submitting credentials to schools where the student is applying for a teaching position may be obtained from the Director of the Education Placement Office. In addition, job openings are solicited and listed through this office.

INSTRUCTIONAL RESOURCES
A. Computer Laboratory
The College's Computer Laboratory (commonly referred to as the MIDI lab) is available for student use during regular building hours. There are presently 20 workstations that contain both an eMac and a multi-timbral synthesizer. Each
computer is loaded with general application software (Microsoft Office, AppleWorks, Internet Explorer), MIDI programs for music (MicroLogic AV, Sibelius, Finale) and multimedia development (QuickTime Pro, iTunes, HyperStudio, iMovie). Additional software is installed on specific computers for tasks such as scanning images, digital recording, and for burning CD's.

Competency is encouraged of all candidates in both general and music-specific applications. The College also provides limited access to the Internet. Candidates are also able to obtain e-mail accounts and computer access through the IIT computer center. It is expected that candidates limit their use of this service to those activities that fulfill research and study needs.

B. The Harry Ruppel Memorial Library
The Ruppel Library is located in Room 113, on the first floor of VanderCook's main building. It is organized into four parts: (1) a General Reference area in which current journals and bound references are housed; (2) a Main Area, which houses the librarian's desk, an on-line bibliographic searching terminal and reserve materials; (3) the Stacks, which house the College's collection of music, music education, and general education books and periodicals; and (4) a Listening Room in which there are listening stations equipped with tuners, amplifiers, headphones, and turntables. There is also a locked closet in the Listening Room where some educational computer software, audiotapes and videotapes are stored. The Librarian will provide access to these resources upon request.

The Ruppel Library is open approximately 60 hours per week. A schedule is posted each semester on the door of the library. A professional Librarian is available approximately 40 hours per week.

Books and back-issues of periodicals circulate for three weeks. Recordings, videotapes, reserve materials, current periodicals and general reference items must be used in the Library. (Special circumstances may apply. Consult the Librarian for specific circulation policies with respect to certain items.)

Overdue and missing materials are recorded with the Dean, Registrar and Business Manager at the end of the semester. As a means of protecting the library holdings for future generations of candidates, official transcripts, diplomas and grade reports will only be issued to candidates who have returned all borrowed materials and paid all fines assessed to them.

C. Instrument Rental
The College maintains an inventory of school-owned and manufacturer borrowed musical instruments for use in techniques classes and for assignment to candidates in band or string ensemble. There are also electronic keyboards available for candidates to check out.

Upon enrollment in a techniques class, candidates will be charged a fee for the rental of the appropriate instrument or instruments to be used in the class. The student to whom the instrument has been issued assumes full responsibility for
loss or damage. Please take exceptional care of all instruments. They are valuable and expensive to replace. When sharing an instrument, both parties are equally liable in the event of a loss. Store the instrument in a locker or locked room when it is not being used. Most damage and theft occurs when instruments are left out in practice studios or in classrooms.

Candidates who are asked to play a secondary instrument in band or string ensemble may use a school-owned instrument at no charge. However, the student remains liable for the loss or damage to the instrument.

Certification candidates who are practicing for comprehensive performance examinations may borrow instruments, but may need to adhere to stricter borrowing parameters depending upon the supply and demand for a particular instrument.

To borrow an instrument, please complete one of the applications that are available in the Ensembles Office (room 122). The instrument will be available within a day or two after completion of the form.

D. Piano Laboratory
The Piano Laboratory, which consists of eleven Korg electronic pianos, is open during building hours and is available for all candidates to use. All pianos are available on a first come, first served basis. Users should use headphones at all times. Please make an effort to insure that all eraser dust, and other particles are kept away from the keyboards. (The electronic sensing system breaks down when dust and dirt accumulates between the keys.)

E. Practice Rooms
The College provides access to practice rooms for all candidates on a first-come, first-served basis. Rooms should not be used for storage of instruments or personal items, and each student’s right to privacy must be respected at all times.

Any student who wishes to practice when the practice rooms are occupied may use a classroom or a teaching studio that is unoccupied. Keys for practice studios or classrooms may be checked-out from the Ruppel Library.

F. Alumni Association
The VanderCook College Alumni Association is the alumni support organization for the college. Membership dues support the Alumni Association’s activities, which include honoring distinguished alumni, awarding scholarships to outstanding undergraduates, publishing the Vanguard newsletter, and hosting the annual alumni reception at the Midwest Clinic.

OTHER STUDENT SERVICES

A. Bookstores
A complete line of textbooks, supplies, and general merchandise is offered on campus at the Barnes and Noble bookstore located in the McCormick Tribune
Campus Center. Textbooks for courses taken at VanderCook College may be purchased at the campus bookstore.

Books or course packs required for instrument techniques, methods classes, Introduction to Graduate Study and instrumental conducting class are available for purchase in the VanderCook Front Office.

B. Copy Service
A coin operated copy machine is located in the Ruppel Library. Copy machines are also located on the main floor of the Hermann Union Building or in the McCormick Tribune Campus Center. Copies are $.10 per page.

For larger, more involved copying work, a Kinko's is located at 1242 S. Canal St. (in the shopping mall at Canal St. and Roosevelt Rd.) or at the IIT Office Services department in the McCormick Tribune Campus Center.

C. Entertainment Information
Chicago offers a wealth of cultural events for your educational enhancement. Take advantage of the incredible, world-class offerings of the city.

<table>
<thead>
<tr>
<th>Chicago Symphony Orchestra Symphony Center</th>
<th>Lyric Opera of Chicago Civic Opera House</th>
<th>Art Institute of Chicago S. Michigan &amp; E. Adams St. Chicago</th>
</tr>
</thead>
<tbody>
<tr>
<td>220 S. Michigan Ave. Chicago 312-294-3000</td>
<td>20 N. Wacker Dr. Chicago 312-332-2244</td>
<td>312-443-3600</td>
</tr>
<tr>
<td>Shedd Aquarium 1200 S. Lake Shore Dr. Chicago 312-692-4352</td>
<td>U.S. Cellular Field 333 W. 35th St. Chicago 312-674-1000</td>
<td>Wrigley Field 1060 W. Addison St. Chicago 773-404-2827</td>
</tr>
<tr>
<td>Lincoln Park Zoo 2200 N. Cannon Dr. Chicago 312-742-2000</td>
<td>Chicago Cultural Center 78 E. Washington St. Chicago 312-744-6630</td>
<td>Navy Pier 600 E. Grand Ave. Chicago 312-595-7437</td>
</tr>
<tr>
<td>Harold Washington Library 400 S. State St. Chicago 773-542-7279</td>
<td>Grant Park Music Festival 78 E. Washington St. Chicago 312-747-4763</td>
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</tbody>
</table>

For specific events check the weekend editions of the Chicago Sun Times and the Chicago Tribune, The Reader (free) or Chicago Magazine.

D. Health Services
In the event of a medical emergency call 911 and the IIT campus security (312-808-6300). If you are a registered student in good standing who has paid the
student activity fee, you may visit IIT Health Services. Other resources for hospitals, emergency rooms and pharmacies are listed below:

<table>
<thead>
<tr>
<th>Hospital/Medical Center</th>
<th>Address</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Humana Hospital-Michael Reese</td>
<td>2929 S. Ellis, Chicago</td>
<td>312-792-2882</td>
</tr>
<tr>
<td>Northwestern Memorial Hospital</td>
<td>Superior St. &amp; Fairbanks Ct., Chicago</td>
<td>312-908-5222</td>
</tr>
<tr>
<td>Mercy Hospital &amp; Medical Center</td>
<td>26th Street &amp; Michigan Ave., Chicago</td>
<td>312-567-2000</td>
</tr>
<tr>
<td>Osco Drug</td>
<td>741 W. 31st (31st &amp; Halsted), Chicago</td>
<td>312-567-9044</td>
</tr>
<tr>
<td>Walgreen Drug Store</td>
<td>3000 S. Halsted, Chicago</td>
<td>312-225-0607</td>
</tr>
<tr>
<td>University of Chicago Hospitals</td>
<td>5815 S. Maryland, Chicago</td>
<td>773-702-1000</td>
</tr>
</tbody>
</table>

**E. IIT/VanderCook Identification Card**

Each degree candidate enrolled at VanderCook College of Music is required to have an Illinois Institute of Technology Identification Card, and to pay the student activity fee each term. The I.D. card is required for electronic access to the VanderCook building. VanderCook candidates are also permitted access to the IIT campus bookstore, the McCormick Tribune Campus Center (which houses a convenience store), Keating Hall, and Hermann Hall.

The following student services are also available:

- Keating Hall privileges including the pool, free weight room, racquetball courts, basketball and volleyball courts, fitness center, shower and locker room facilities;
- Borrowing privileges at the Paul Galvin Library and use of their electronic search facilities.
- Entrance to any IIT sponsored student activity and reduced admission price where applicable;
- Access to IIT’s Counseling and Health Services (for emergencies);

Student ID cards can be purchased in the HawkCard and Parking Services Office located in Hermann Hall.

**F. Lockers and Large Instrument Storage**

Candidates will be issued a locker on the second floor of the building to store personal belongings and musical instruments. Additional lockers are available for personal belongings and large instrument storage in the basement at the north end of the building. Please provide a lock.

**G. Mail Service**

A United States Post Office is located in the McCormick Tribune Campus Center. Mail boxes for incoming student mail are provided on the second floor of the VanderCook building. Packages received that are too large for the student mailboxes will be kept in the Front Office. Candidates may place stamped mail only in the Front Office mail bin for daily drop-off.
H. Parking
All candidates must follow the parking policies established by the Illinois Institute of Technology HawkCard and Parking Services Office located in Hermann Hall. To purchase a parking permit, please make arrangements through the IIT website at http://www.parking.iit.edu. Candidates who purchase IIT parking permits will be assigned a specific lot in which to park. Only those candidates who have purchased an IIT parking permit will be allowed to park on campus. Violators will be ticketed and/or towed.

I. Shuttle Bus
The Illinois Institute of Technology provides free round-trip shuttle bus service between the campus and train stations downtown. An IIT/VanderCook College of Music student I.D. card is required to ride the shuttle. Shuttle schedules are available from the IIT web site at: www.iit.edu/directory/shuttlebus.html

Questions or comments about the shuttle may be sent by email to mailto:shuttlebus@iit.edu.

GENERAL POLICIES

A. Academic Honesty
Candidates are expected to maintain the highest standards of integrity in their academic work. Failure to do so will jeopardize a candidate’s success in the program. Examples of academic dishonesty include:
- Presenting another's words, music, or concepts as your own by failing to acknowledge or properly cite the source.
- Communicating or receiving answers or information to/from another in a testing situation.
- Consulting notes or any other source of answers/information in a testing situation, unless the instructor authorizes such access.
- Making available or accessing tests or quizzes from current or previous classes unless explicitly authorized by the instructor.
- Bringing, by any means, answers or information into a testing situation except as explicitly authorized by the instructor.
- Collaborating or turning in jointly produced work on any test or assignment that is intended to reflect individual effort.

B. Commencement
All candidates are required to attend the commencement exercise. Candidates who are graduating must complete the Diploma Application and return it to the Dean of Graduate Studies. A copy of the diploma application can be found on the VanderCook website at http://www.vandercook.edu/current/graduate.asp.

C. Complaints
If a student wishes to file a formal complaint regarding an issue of concern, he or she may do so by submitting the complaint in writing to the Dean of Graduate Studies. Formal complaints will be addressed in a manner consistent with the process described in the College Catalog for handling grievances. A grievance
form can be accessed at
http://www.vandercook.edu/PDF/student_grievance_form.pdf

D. Disability Statement
If a candidate has a disability that might interfere with that person’s ability to function in any course, it is the responsibility of the candidate to notify the instructor at the beginning of the course.

E. Non-Discrimination
VanderCook College of Music is dedicated to the principle of equal opportunity for all. As such, members of the college community may not discriminate in hiring, admission to the College, or in day-to-day practice based on race, creed, color, gender, sex, sexual preference or disability.

F. Plagiarism
Plagiarism means taking someone else’s words, ideas, data or work and presenting them as your own. This could mean an exact duplication of someone else’s work without proper citation of the source, or it could mean you present it with only small changes and do not cite the source. Plagiarism can occur in art, music, literature, or technology – really in any area of intellectual work.

All work submitted should be properly credited to the original source of the information or idea whether the source is a book, Internet site, article, or any other medium. In written work, quotation marks or block indentations show direct quotations and the source must be cited. If information that is not common knowledge is paraphrased or summarized from a source, that source (including websites) must be cited. Failure to do so in academic assignments represents cheating and carries the appropriate penalties.

Copyright compliance is the goal of VanderCook College. Information to help with clarification of what constitutes fair use of copyrighted material, including photocopying, is on permanent reserve in the Ruppel Library.

No candidate should expect to receive a passing grade on any test or assignment that reflects dishonesty or academic irregularity. Cheating in any form may result in failure of the class and academic expulsion.

G. Sexual Harassment
Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when the conduct is sufficiently severe, persistent, or pervasive to limit a student's ability to participate in or benefit from the education program, or to create a hostile or abusive educational environment for any member of the VanderCook Community. Sexual harassment creates a discriminatory and negative educational and work environment that is not tolerated.

Any student, staff or faculty member experiencing or witnessing a hostile or abusive educational environment as a result of sexual harassment is urged to report or file a grievance with either the Graduate Dean, or the President. All
members of the VanderCook community are assured that such a report can be made without fear of reprisal.

It is incumbent upon the College to investigate and determine appropriate steps to end the harassment. Either an informal or formal process, as outlined in the College Catalog, may be followed. Such steps might include directions for no further contact among the involved parties, required counseling, loss of scholarship or work-study, loss of job, expulsion from school, restraining orders or other actions deemed appropriate after consultation with appropriate authorities.

H. Smoking, Drugs and Alcohol
Smoking is not permitted in the building. The state drinking age is 21.

The College provides a drug and alcohol free environment. Candidates and/or their guests may not purchase alcoholic beverages with College approved student fees or with any other student funds that are collected and administered by a student organization or club. Violation of this policy will result in disciplinary action.

Members of the college community are subject to federal, state and local laws. Illinois law prohibits the possession or use of marijuana, narcotics or hallucinogenic drugs either in the refined or crude form except under the direction of a licensed physician of dentist. The possession, use, distribution or sale of marijuana, narcotics or hallucinogenic drugs is prohibited.

Violations of these regulations may result in disciplinary action, ranging from a written statement or an official warning up to legal civil actions and expulsion from the College.

Individuals convicted of unlawfully possessing or distributing illicit drugs and alcohol face misdemeanor or felony charges that are punishable by sanctions up to and including imprisonment. If convicted of such a crime, you will be barred for life from receiving certification to teach in Illinois and most other states.

I. Student Conduct
All those associated with the College share a major concern for the welfare and personal development of each student. Those responsible for the operation of the College recognize and affirm the value of personal responsibility and accountability, and seek to provide an atmosphere where personal and professional growth can thrive.

General standards of professionalism at VanderCook include the following:
• Behavior which is in keeping with an atmosphere of dignity and mutual respect for all individuals, regardless of status, at all times.
• Willingness to help and cooperate with one another in the mutual pursuit of a dignified, respectful environment.