

If you are taking 2013 NAFME National In-Service Conference: A Retrospective (course numbers 7223A and 7223B) for credit, you should be aware of the following policies of VanderCook College of Music.

Credit: 2013 NAFME National In-Service Conference: A Retrospective may be taken for one (1) or two (2) graduate credits. To earn graduate credit for the 2013 NAFME National In-Service Conference: A Retrospective, a participant must attend 12.5 hours (sixty minute clock hours) of sessions at the 2013 NAFME National In-Service Conference for each semester hour of credit taken.

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 (Fall 2013).
- 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 November 29, 2013, one month after the 2013 NAFME National In-Service Conference has ended. Notebooks must be postmarked by this date.

Dates and Location: The 2013 NAFME National In-Service Conference takes place October 27-30, 2013, at Gaylord Opryland, located in Nashville, TN.

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

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



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

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Clinic Registration: Registration for graduate credit through VanderCook is separate from the registration fee required to attend 2013 NAFME National In-Service Conference. Please visit <http://inserviceconference.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 the. 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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	Poor (0-2)	Unsatisfactory (3-5)	Satisfactory (6-8)	Exemplary (9-10)
Organization	No organization is evident. Notebook lacks one or more of the following elements: title page, table of contents, typed responses.	Basic organization is evident, however, materials are not placed correctly within their location notebook.	Organization meets all requirements, however, it does not function intuitively. For example, the notebook does not include page numbers and/or a chronological construction.	Organizational structure is logical and easily navigated.
Writing Skills	The majority of written reflections include: incomplete sentences, poor grammar, and frequent misspellings.	Basic writing skills are demonstrated, however, errors in sentence structure, grammar, and/or spelling occur regularly.	Graduate-level writing skills are demonstrated, however, errors in sentences structure, grammar, and/or spelling occur occasionally.	Graduate level writing skills are demonstrated. Errors in sentence structure, grammar and/or spelling are rare or nonexistent.
Supporting Materials	No supporting materials are included. Supporting materials include handouts, brochures, and programs.	Supporting materials are included for some, but not all, sessions or concerts. -or- Supporting materials do not relate to or enhance most or all reflections.	Supporting materials are included for most, but not all, sessions or concerts. -or- Supporting materials do not relate to or enhance some reflections.	Supporting materials are included for all sessions or concerts, and are relevant to each.
Reflections	Reflections are incomplete and/or not included for sessions or concerts.	Reflections include only a summary of events for each given session or concert.	Reflections include a summary of events and analysis of the topics presented.	Reflections are thorough and include a summary of events, an analysis of topics, and a reflection upon how the information provided will impact ones teaching, programming and/or classroom.

Grading Scale	0-23, F	24-27, D	28-31, C	32-35, B	36-40, A
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Score: _____