

## GCAOSA 2015-2016 Workshop Series Graduate Credit Information

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*If you are taking Greater Chicago America Orff-Schulwerk Association (GCAOSA) 2015-2016 Workshop Series (course number 7265) for credit, you should be aware of the following policies of VanderCook College of Music.*

**Credit:** *Greater Chicago America Orff-Schulwerk Association (GCAOSA) 2015-2016 Workshop Series* Workshop Series may be taken for one (1) or two (2) graduate credits. To earn graduate credit for the *Greater Chicago America Orff-Schulwerk Association (GCAOSA) 2015-2016 Workshop Series*, a participant must attend 12.5 hours of the workshop sessions 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 Patrick Benson, Director of Professional & Continuing Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL 60616, for evaluation and grading.

### **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 2015).
- Table of Contents
- Page numbers
- All information must be typed and neatly formatted in a manner befitting graduate credit. No handwritten 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 Patrick Benson no later than May 13, 2016, one month after the GCAOSA Workshop Series has ended. Notebooks must be postmarked by this date. Notebooks will be returned to students after evaluation and grading.

**Dates and Location:** All GCAOSA workshops will be held at Prairie Oak School, in Berwyn, IL.

VanderCook College of Music, 3140 S. Federal St., Chicago, IL, 60616  
312.225.1139  
meca@vandercook.edu



@VanderCookMECA



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

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**Workshop Registration:** Students seeking credit must also register with GCAOSA for each workshop. VanderCook tuition is in addition to fees assessed by GCAOSA. Please visit [www.gcaosa.org](http://www.gcaosa.org) for more 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. Questions regarding transcripts should be directed to the Registrar's Office at 312.788.1151.

**For further information:** If you have any additional questions, please do not hesitate to write or call: VanderCook College of Music, Attn: Patrick Benson, Director of Professional and Continuing Education, 3140 S. Federal St., Chicago, IL, 60616; 312.225.1139 or [pbenson@vandercook.edu](mailto:pbenson@vandercook.edu)

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**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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