

7164 Handbell Week 2014 Graduate Credit Information

If you are taking Handbell Week 2014 (course 7164) for credit, you need to be aware of the following policies of VanderCook College of Music.

Credit: *Handbell Week 2014* may be taken for one (1) credit. To earn graduate credit for the *Handbell Week 2014*, a participant must attend 12.5 hours (sixty minute clock hours) of sessions, including the final concert performance, 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. The notebook should be mailed to Rick Palese, Director of Professional and Continuing Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL 60616, for evaluation and grading.

Guidelines for Notebook

Materials Needed

- Three-ringed notebook
- 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 (Summer 2014).
- 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.
- All handouts and supporting materials must be included.

Notebook Due Date: Please submit notebooks to Rick Palese no later than July 31st, 2014, three weeks after the Handbell Week 2014 has ended.

Dates and Location: The workshop will take place at Good Shepherd Lutheran Church – West Campus, 7291 County Highway Pd. on July 7-10 in Verona, WI

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

Workshop Registration: Registration for graduate credit through VanderCook College may be separate from registration fees required to attend the Handbell Week 2014. Please consult the event organizers or visit the workshop website, www.maestromeb.com, for additional information.

(OVER)

VanderCook College of Music, 3140 S. Federal St., Chicago, IL, 60616
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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. Rick Palese, Director of Professional and Continuing Education, 3140 S. Federal St., Chicago, IL 60616-3731; 312.788.1133; rpalese@vandercook.edu

ABOUT VANDERCOOK: VanderCook College 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. Courses offered through the MECA Continuing Education program are designed to enhance the skills of music educators currently in the field.

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