
If you are taking American Choral Directors Association (ACDA) 2019 National Conference: A Retrospective (course numbers 7229A and 7229B) for credit, you should be aware of the following policies of VanderCook College of Music.

Credit: *American Choral Directors Association (ACDA) 2019 National Conference: A Retrospective* may be taken for one (1), or two (2) graduate credits. To earn graduate credit for the *American Choral Directors Association (ACDA) 2019 National Conference: A Retrospective*, a participant must attend 12.5 hours (sixty minute clock hours) of sessions at the American Choral Directors Association (ACDA) 2019 National 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 Patrick Benson, Director of Continuing and Online Education, VanderCook College of Music, 3140 S. Federal St. Chicago, IL 60616, for evaluation and grading. Sample notebooks will be available for perusal 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 (Spring 2019).
- 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 Patrick Benson no later than April 5, 2019, one month after the American Choral Directors Association (ACDA) 2019 National Conference has ended. Notebooks must be postmarked by this date. Notebooks will be returned to students after evaluation and grading.

(OVER)

VanderCook College of Music, 3140 S. Federal St., Chicago, IL, 60616
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<https://www.facebook.com/VanderCookCollege>

American Choral Directors Association (ACDA)
2019 National Conference: A Retrospective
Graduate Credit Information



Dates and Location: The American Choral Directors Association (ACDA) 2019 National Conference takes place February 27-March 2, 2019, in Minneapolis, MN.

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

Clinic Registration: Registration for graduate credit through VanderCook is separate from the registration fee required to attend American Choral Directors Association (ACDA) 2019 National Conference. Please visit <https://acda.org/conferences.asp> 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. 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 Continuing and Online Education, 3140 S. Federal St., Chicago, IL, 60616; 312.788.1139 or pbenson@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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