

## #7205 Total Band Director Workshop Graduate Credit Information

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*If you are taking Total Band Director Workshop (course #7205) for credit, you need to be aware of the following policies of VanderCook College of Music.*

**Credit:** *Total Band Director Workshop* may be taken for one (1) graduate credit. To earn graduate credit for the *Total Band Director Workshop*, a participant must attend 12.5 hours (60-minute clock hours) of sessions at the Total Band Director Workshop hosted by Eckroth Music.

**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 VanderCook College of Music, Attn: MECA Continuing Education, 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 2015).
- Table of Contents
- Page Numbers
- All information must be typed and neatly formatted in a manner befitting graduate credit. Handwritten work will not be accepted.
- Full sentences, and correct grammar and spelling are required.
- All handouts and supporting materials must be included.

**Registration/Notebook Due Date:** Please submit registrations and notebooks to Rick Palese, postmarked no later than August 31<sup>st</sup>, 2015.

**Dates and Location:** Eckroth Music will host the workshop on July 29-30 at Rush Creek Golf Club in Maple Grove, MN.

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

(OVER)

VanderCook College of Music, 3140 S. Federal St., Chicago, IL, 60616  
312.788.1133  
meca@vandercook.edu



@VanderCookMECA



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

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**Workshop Registration:** Registration for graduate credit through VanderCook College is separate from the registration fee required to attend the Total Band Director Workshop. Please visit <http://www.eckroth.com/> for additional 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.

**For further information:** If you have any additional questions, please do not hesitate to write or call: VanderCook College of Music, Attn. MECA Continuing Education, 3140 S. Federal St., Chicago, IL 60616; 312.788.1133 or [meca@vandercook.edu](mailto:meca@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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	<b>Poor (0-2)</b>	<b>Unsatisfactory (3-5)</b>	<b>Satisfactory (6-8)</b>	<b>Exemplary (9-10)</b>
<b>Organization</b>	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.
<b>Writing Skills</b>	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 sentence 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.
<b>Supporting Materials</b>	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 of 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.
<b>Reflections</b>	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.

<b>Grading Scale</b>	0-23, F	24-27, D	28-31, C	32-35, B	36-40, A
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Score: \_\_\_\_\_