

Conn-Selmer Institute: A Retrospective Graduate Credit Information

If you are taking #6233 or #6233A Conn-Selmer Institute: A Retrospective for credit, you should be aware of the following policies of VanderCook College of Music.

Credit: *Conn-Selmer Institute: A Retrospective* is being offered for one (1) and two (2) graduate semester hours of credit. To earn graduate credit for #6233 *Conn-Selmer Institute: A Retrospective*, a participant must attend 12.5 hours for one credit (60-minute clock hours) 2023 Conn-Selmer Institute. For the 2-credit option for course #6233A *Conn-Selmer Institute: A Retrospective*, a participant must attend 25 hours of sessions..

Course Exit Requirement: PLEASE READ THIS SECTION CAREFULLY! An E-Binder consisting of reflections summarizing and critiquing all sessions attended must be completed. You should include copies of all handouts and any other supporting materials. The assignment should be uploaded to Schoology, VanderCook's online learning platform, by July 12, 2023 for evaluation and grading. Wayde Fong, Assistant Director of IT, will email Schoology login credentials to each registered participant. Please email Wayde at wfong@vandercook.edu for Schoology information or for login help.

Guidelines for E-Binder

The E-Binder is an electronic document that includes the following:

- Cover page
- Table of contents
- Scans of handouts
- Your notes

Each session should be summarized in a 1 to 2-page document. Each summary should include specific details about the areas in your own teaching you want to develop or improve. Compare your expectations and professional goals to what you actually learned.

This document should demonstrate sufficient depth of thought and an opportunity to transfer the information observed/learned.

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- All summaries and reflections must be written, 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 taken during clinics and concerts may be included however, detailed narratives are expected for summaries and reflections.
- All handouts and supporting materials must be included.

Assignment Due Date: Please submit all materials to the Schoology course shell no later than July 12th, 2023, two weeks after Conn-Selmer Institute has ended. Grades will be available after assignments have been evaluated.

Dates and Location: Conn-Selmer Institute takes place June 11-14, 2023 (Sunday - Wednesday) at Bethel College in Mishawaka, IN. 1001 Bethel Cir, Mishawaka, IN 46545, USA

Grade Sheets: Each registered participant will automatically be sent a grade sheet to their 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 Conn-Selmer Institute. Please call the Conn-Selmer office at (574) 522-1675. or visit their [website](#) for information about registering to attend Conn-Selmer Institute.

Transcripts: VanderCook College of Music issues only official transcripts. To receive a transcript of coursework, **students must make the request in writing.** Students may complete a transcript request form by clicking on this [link](#). There is a \$10 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. Alivia Brooks, 3140 S. Federal St., Chicago, IL 60616-3731; 312.788.1139; abrooks@vandercook.edu.

Conn-Selmer Institute: A Retrospective
Graduate Credit Information

ABOUT VANDERCOOK: VanderCook College of Music is an independent, nonprofit, 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. Our teacher certification programs are approved by the Illinois State Board of Education. Off-campus and on-line courses 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. Credits earned through the MECA program may be applied as elective credits to VanderCook's Master of Music Education degree. For information about the MEd degree program at VanderCook, please contact Kimberly Farris, Director of Admissions, at kfarris@vandercook.edu or call 312-788-1126.
