

CapitalUniversity
Ask. Think. Lead.

Master of Music in Music Education

Student Handbook

Conservatory of Music

2017

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Directory of Offices

Dean of the Conservatory of Music	614-236-6782
Program Director for the Instrumental Emphasis	614-236-6261
Program Director for the Jazz Pedagogy Emphasis	614-236-6373
Program Director for the Kodály Emphasis	614-258-9420
Adult and Graduate Education Office (Graduate Admission)	614-236-6996
Bookstore	614-236-6116
Career Development	614-236-6606
Center for Excellence in Learning and Teaching (CELT)	614-236-6327
Financial Aid	614-236-6511
International Education	614-236-7102
Multicultural Affairs	614-236-6908
Publications and Marketing	614-236-6196
Registrar	614-236-6150
Student Accounts	614-236-6123

About Capital

With a foundation based in a history of academic excellence in the tradition of Lutheran higher education, Capital University's undergraduate and graduate programs are preparing students for lifelong learning and professional goals in the global environment of the 21st century. Founded in 1830 as a Lutheran seminary, and chartered as a university in 1850, Capital has been at the forefront of preparing students personally and professionally to achieve their vocational calling.

Capital University includes The College and Law School. The university offers four undergraduate degrees with more than 70 majors. Graduate offerings provide opportunities for degrees in law and graduate tax programs, the master of business administration, the master of science in nursing, the master of arts in education, and the master of music in music education with emphases in Instrumental, Jazz Pedagogy and Kodály.

Since Capital is in a metropolitan setting in the Columbus suburb of Bexley, students enjoy academic, cultural, recreational and social activities. Theatres, galleries, museums, shops, restaurants and sporting events are just minutes away from campus.

As the state capital and the largest city in Ohio, Columbus is the home for an increasing number of national corporations. The academic experience at Capital includes a rich variety of internships and educational opportunities for students in cooperation with these businesses, health and other non-profit agencies and governmental offices. In addition, the business community of Columbus is an important employer of Capital University graduates.

Identity

Knowing ourselves

Capital University is a comprehensive, independent university, grounded in the Lutheran tradition. It offers diverse undergraduate and graduate programs in the arts, sciences, and professions. It emphasizes excellence in teaching in a personalized, student-centered environment of robust academic challenge. It is committed to using multiple approaches to intellectual development in order to serve the lifelong learning of a heterogeneous population. It seeks to prepare individuals to live holistic lives of leadership and service.

Mission

Transforming lives through higher education

By drawing upon its Lutheran heritage of free inquiry, Capital University:

- Provides for personal growth by encouraging, enabling, and celebrating learning;
- Prepares individuals to be knowledgeable, independent, critical thinkers—educated for lives of leadership and service in an increasingly diverse society;
- Inspires individuals to be morally reflective, spiritually alive and civically engaged through our Lutheran heritage of free inquiry.

University Learning Goals

Capital University prepares a diverse student body for life and work through undergraduate and graduate curricula that balance liberal studies with professional and career fields. Through an extensive curriculum and numerous student-centered activities, the effectiveness of which is assessed, Capital University students will develop skills in:

- thinking critically,
- reasoning logically and
- communicating clearly.

Students also will be encouraged to:

- develop their leadership and service potentials,
- become independent, lifelong learners,
- develop a sense of values that guides personal decision making and develop intercultural competencies and the ability to work in diverse groups.

Affiliation

Capital University is one of the oldest institutions of higher education of the Evangelical Lutheran Church in America.

The University

The University's Academic Affairs division has two primary divisions, the College, under which all academic programs on the Bexley campus are organized, and the Law School, which provides legal and related studies on a separate campus located in downtown Columbus. Five schools comprise the College; The Conservatory of Music and The School of Communication, The School of Humanities, The School of Natural Sciences, Nursing and Health, The School of Social Sciences and Education, and The School of Management and Leadership.

The Conservatory of Music

Dean—Roseberry

Professors—M. Baker, Breithaupt, Cox, Fischer, Hasseler, Lochstampfor, Mathias, Moore, Roseberry, Lentsner, T. Zugger, Jelle, Wang

Associate Professors— Smith, G. Zugger, Parton

Assistant Professors—Barlow-Ware, Loughrige, Paton, Ryan, Shaw, Zilincik

Adjunct Faculty—M. Alexis, R. Alexis, Aliyeva, Anders, Archembault, C. Baker, Banion, D. Bennett, Boggs, Burleson, Courtney, Eileen Davis, DesChamps Banion, J. Dowdy, S. Dowdy, Durrenberger, Gilliland, Hamilton, Hartung, C. Herrmann, Hines, Hook, Keller, Kilgore, Kristoff, Matsuda, McCann, Mollenhauer, Mueller, Nagy, Nienkirchen, Owen, P. Rakowczyk, Sarh, Schmitt, Shaw, Stohrer, B. Swank, J. Swank, Todt, Townsend, Wang, Zilincik, G. Zugger

History and Background

During the 1918-19 academic year, a department of music was established at Capital University. In 1926, the initial department became the Conservatory of Music. Throughout the years, music has become a thoroughly established and vital part of Capital University, and the Conservatory has grown in size and excellence providing intensive training on the collegiate level, as well as providing opportunities for middle school and high school ensemble performers and pre-collegiate students desiring private instruction. All members of the faculty represent professional expertise and diversity of background and experience. Several members of the faculty hold prominent positions in the greater metropolitan area's music organizations, including the Columbus Symphony Orchestra, Columbus Jazz Orchestra, and ProMusica Chamber Orchestra, as well as in major professional and academic organizations throughout the nation.

As an outgrowth of the university mission, it is the goal of the Capital University Conservatory of Music to provide the finest in musical education and training for its students.

The Conservatory of Music offers undergraduate degree programs during the fall and spring semesters and a summers only master of music in music education (MMME) degree program with emphases in Kodály, Instrumental, or Jazz Pedagogy.

In addition to degree offerings, the Conservatory serves the Greater Columbus Area through its Conservatory Preparatory Division for pre-collegiate musicians, Early Music in Columbus, hundreds of musical recitals and concerts annually, as well as major events such as the Christmas Festival, Jazz and World Music Festival, NOW MUSIC Festival, New Band Music Reading Clinic, The Complete Band Director Workshop, and The Winds and Percussion Camp for middle school students.

Mission

The Capital University Conservatory of Music promotes excellence through creativity, performance and scholarship to enhance the value of music in everyday life.

Core Values

1. We support the Capital University mission: *Transforming Lives Through Higher Education*.
2. We value a blend of professional and liberal arts education.
3. We believe in providing an atmosphere dedicated to scholarly and creative activity.
4. We recognize and value the role of music within our diverse culture and the culture of others.
5. We create advocates for musical arts, education and culture in our society.

Goals

Goal: To provide quality curricular programs.

Objective: We will review and evaluate our programs through employing national standards as our benchmarks.

Goal: To understand and meet the changing needs of our students, community and society through individual inquiry and a dynamic curriculum.

Objective: We will investigate and employ best practices and methodologies for both existing and potentially new areas of curricular development.

Goal: To provide aesthetic and educational experiences for Conservatory students and the university community.

Objective: We will enhance the experience of our students and university community through ongoing programs and course offerings, guest artists, lectures, tours and other opportunities.

Goal: To demonstrate our expertise with the music profession through educational programs, service and events.

Objective: We will expect the highest level of scholarship, leadership and performance from our students and faculty as they interact with prospective students and collaborate with the professional arts community.

Goal: To engage in expanded forms of community outreach.

Objective: We will develop and lead initiatives to connect with a broader constituency.

Goal: To use technology in advancing the mission of the Conservatory.

Objective: We will incorporate technology as a tool for teaching, research and learning for our Conservatory faculty and student body.

The Conservatory of Music is an accredited institutional member of the National Association of Schools of Music (NASM). Its programs are accredited by the North Central Association of Colleges and Secondary Schools and the National Council for Accreditation of Teacher Education. In addition, the Conservatory is an affiliate member of the National Association of Music Merchants Affiliation of Music Business Institutions.

The Conservatory of Music occupies a state-of-the-art complex that includes Mees Hall, Bexley Hall and Leonard Hall. In addition, the Conservatory has a cooperative arrangement with The Recording Workshop in Chillicothe, Ohio, for students in the music technology degree program to study and practice in multiple recording studio environments. On-campus instructional equipment includes a full complement of instruments, a comprehensive electronic music studio, multiple recording and production spaces, an electronic class keyboard room, a computer classroom/lab, practice rooms, the 180-seat Huntington Recital Hall, and the 950-seat Mees Auditorium with a world-class Shantz organ.

Accreditations and Memberships

North Central Association/Higher Learning Commission; 1921-present

Ohio Board of Regents; 1969 to present

National Association of Schools of Music; 1932 to present

Council for the Accreditation of Teacher Educator Preparation; 1966 to present

Equal Opportunity Policy

Capital University admits qualified students regardless of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, sexual orientation, class, religion, gender, age, disability, or national or ethnic origin in admission, employment, programs, services or activities.

Students with Disabilities

Capital University welcomes students with disabilities to be an integral part of the educational community. Our mission is to coordinate support services and accommodations for students with disabilities to ensure equal educational opportunities and equal access to university life. The Office of Disability Services (ODS) seeks to make reasonable accommodations for students with disabilities through appropriate modification of educational procedures and methods used to assess student performance. Students with disabilities who wish to receive assistance from the ODS are responsible for disclosing their disability to the ODS. Students should use the following steps as a guideline for requesting services: (a) complete the Student Request for Accommodations form; (b) submit a Certificate of Professional Authority completed by a qualified evaluator, accompanied by supporting records; and (c) arrange an appointment with the Disability Services Coordinator.

The aforementioned forms can be located in the ODS or online at

<http://www.capital.edu/disability-services>. The ODS is located in the Center for Health and Wellness. For additional information, please contact the ODS by telephone (614-236-6114) or by e-mail (disabilityservices@capital.edu)

Academic Support

Blackmore Library

The staff of the Blackmore Library is committed to the academic success of all Capital students. The library demonstrates this commitment with a wide range of services and resources. Library instruction is provided in various formats, including in-class sessions, personalized appointments and streaming video tutorials available on the library web page. The Reference Desk is staffed by professional librarians and questions may be submitted via email to refdesk@capital.edu, by telephone 614-236-6351 and in person.

The library Web site is the gateway to a robust collection of online resources available 24/7. These include hundreds of research databases that are accessible on campus and off campus. Library resources include e-books, e-journals, DVDs, and CDs as well as traditional library materials.

The Blackmore Library is an information commons style library. Students can locate books, articles, and then write their papers on the library computers. Food and Drink is permitted in all areas of the library, and there are vending machines in the 24 hour study area for snacks and beverages.

Please check the website for the most current library hours.

Bookstore

The Capital University Bookstore, located in the Campus Center, is the primary source for textbooks and supplies for textbooks and supplies for students enrolled in Capital University. The Capital University Bookstore has all textbook options, RENTAL, DIGITAL, USED, AND NEW. Check out your textbooks at your campus bookstore online at www.capital.bncollege.com through the textbook tab or on the “View my schedule” link on WebAdvisor. Shop our Web site for any school spirit apparel. For the convenience of students and faculty, the Bookstore is open extended hours at the beginning of each semester. The Bookstore buys back current edition books from any source, at any time of the year with a student ID. All Bookstore questions may be directed to 614- 236-6116 or bookstore@capital.edu.

Information Technology

The office of Information Technology provides and supports the following services:

- Telecommunications
- Computer Labs
- Service Desk
- Instructional Technology & Academic Support
- ID services
- Web Site Management/Development
- Classroom/Multimedia Support
- Network/User Account Administration
- Security & Incident Response

IT is located in the lower level of Blackmore Library. Contact IT via email at: servicedesk@capital.edu or telephone at: 614/236-6508. Detailed information can be found online at: WWW.capital.edu/IT.

International Education Office

Located in the Campus Center, the International Education Office provides services to faculty, international students, visiting scholars and American students who want to study abroad. The following areas are included:

- admission policies for non-immigrant students;
- advice about immigration regulations;
- academic and personal counseling;
- guidelines for faculty-led short-term study abroad programs;
- orientation for new international students;
- International Student Association advising;
- facilitation of study abroad (including Capital's own program in Hungary as well as countries worldwide);
- ESL (English-as-a-Second-Language) program serving students with TOEFL scores below 500/173/61;
- periodic newsletters.

Admission Information

Capital selects students who present a combination of ability, maturity, motivation, character and commitment. The admission committee carefully considers a student's academic record, as well as a student's motivation, character and citizenship record as demonstrated through the application process. Capital University admits qualified students regardless of race, color, religion, gender, age, disability or national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the university.

Admission Requirements

- Bachelor degree from an accredited institution (*An undergraduate degree in music is highly recommended*)
- Minimum undergraduate GPA of 3.0 (on 4.0 scale). *Applicants with lower marks will be considered on an individual basis.*
- International students must demonstrate language proficiency by meeting one of the following requirements:
 - TOEFL score of 550 (paper)
 - TOEFL score of 213 (computer)
 - TOEFL score of 80 (internet-based) or an
 - IELTS score of 6 or higher

Application Procedures

Applications are reviewed on a rolling basis. We recommend applying by April 15, though application review and admission will continue beyond this date as space permits.

1. Submit a completed online application for the Master of Music in Music Education.
2. Submit the \$25 application fee if application if not completed online.
3. Submit a 200-300 word writing sample (typed) with your application summarizing your current competencies and skills, reason(s) for seeking graduate education, and areas of competency you wish to enhance in graduate school.
4. Submit a résumé or curriculum vita with your application.
5. Forward official transcripts of all previous undergraduate and graduate course work. International transcripts are required to submit an official course by course [WES](#) evaluation.
6. Submit the names of three references you have requested to write letters of recommendation addressing your academic/musical skills and your potential for success in graduate studies. Possible references include former faculty and your current associates/supervisor.
7. For information about the Free Application for Federal Student Aid (FAFSA) and other available financial aid, contact Capital's Financial Aid Office at (614) 236-6511. Your application for financial assistance will not influence the admission decision.
8. International students must demonstrate language proficiency by meeting the TOEFL requirements. Please address immigration document questions to: oi@capital.edu

All documents should be submitted to:

Capital University
Adult and Graduate Education
1 College and Main
Columbus, OH 43209

Completing and submitting the registration form confirms the student's intent to enroll.

Students wishing to take The Complete Band Director Workshop must also complete The Complete Band Director Workshop registration form, which can be found on the Capital University website at <http://www.capital.edu/Academics/Adult-and-Grad-Programs/Complete-Band-Director-Workshop>.

Types of Admission

Rolling admission: The candidate meets all the qualifications for admission as a degree candidate. Admission decisions are made throughout the year as applications are completed on a space available basis.

Transfer admission: The candidate has taken courses for graduate credit at another college or university after graduating with their bachelor degree. Transfer credit is awarded for courses successfully completed at a regionally accredited college or university as per "Transfer of Credit." The acceptance of these credits toward Capital's degree program requires the approval of the program in which the student enrolls. The maximum amount of credit accepted will be 6 semester credit hours.

Non-degree and Kodály Certificate admission: Students who are pursuing university courses for reasons other than earning a degree at Capital University are considered to be non-degree students. Applicants are expected to submit the appropriate admission application and the \$25 nonrefundable application fee. Students who plan to pursue degrees elsewhere should consult with that institution prior to enrolling at Capital.

Students taking non-degree courses for graduate credit may, at any time, apply for degree status at the university through the Adult and Graduate Education office with a waiver of the application fee. Students are subject to the policies, regulations and degree requirements in effect at the time of initial matriculation into the university as degree-seeking students.

Readmission: A student who has been absent from the university for one summer or longer must apply for readmission through the Adult and Graduate Education office.

Financial Information

Costs

Capital University is a non-profit educational institution. The tuition, fees and other charges paid by students cover approximately 75 percent of the institution's instructional and operating costs. The balance is provided by generous gifts from alumni and friends, income from university endowment, and support from the Evangelical Lutheran Church in America.

I. Tuition, Room and Board

Tuition and General Fee	Rate
Graduate Credit Rate (per credit hour)	\$550
Lodging (per week in Campus Apartments)	\$285

Fee waiver certificates are applicable only to a portion of credit fees.

II. Special Fees

Fees	Rate
Auditing a Course (per credit hour) <i>See section on Auditing a course</i>	\$100
I.D. Card Replacement	\$15
Late Payment Fee (summer semester)	\$150
Late Registration Fee (per course)	\$50
Non Degree Credit	
Complete Band Director Workshop Fee*	\$240
Graduate transcripting fee (per credit hour)	\$150
Undergraduate transcripting fee (per credit hour)	\$50
Kodaly Certificate – registration fee (per registration hour)	\$210
Non-degree Graduate Credit (per credit hour)	\$550
Parking Permit for the summer	\$45
Private Music Lesson	\$285
Returned Check/Refused Credit Card Form Charge	\$25
Transcript Issuance (per transcript after first issuance)	
Electronic Copy – online request	\$4
Pay Copy – online request	\$6
Same-Day Service – Registrar's office	\$10
Tuition Waiver Certificate Service Fee	\$50

* Complete Band Director Workshop can be taken for elective credit in the MMME Instrumental Emphasis for a cost of 2 graduate credit hours. Workshop fee will be waived.

Payment Policies

Terms of Payment. All tuition, fees and deposits for each semester are due and payable as provided in this bulletin. University charges may be paid by cash or check. The student is

responsible for prompt payment of university charges unless other payment arrangements are requested in writing and approved by the Student Accounts Office prior to the payment due date. Student billing information will be available electronically at the students capital.edu e-mail address, payments also may be made via the Web. For additional information, please refer to the Student Accounts web site at <http://www.capital.edu/student-accounts>.

Students who have been awarded financial aid will receive information from the Financial Aid Office and Student Accounts explaining how the financial aid will be applied toward the student's account.

Transcripts and Graduation - Satisfactory settlement of all financial obligations to the university is required before graduation or before academic transcripts are released.

Special Deposits and Fees

1. *Tuition Waiver Certificate Service Fee.* Persons wishing to use a Tuition Waiver Certificate issued to their employer must submit the certificate with a \$50 per course service fee to the Finance Office.

Withdrawal: Payment Obligations and Refunds. To withdraw from an individual course or to withdraw completely from the university, the student must complete and submit the appropriate form to the Registrar's Office. No refund will be made without such official written notification.

For a student who officially withdraws from the university during a term, the amount of tuition refunded is determined by the student's official withdrawal date as set by the Adult and Graduate Education Office. Course fees will only be refunded if they are dropped during the add/drop period. The amount of tuition refunded is calculated using the following schedule for course that are 3-7 weeks in length:

- Through 2nd day of the course: 100%
- Through 4th day of the course: 75%
- Through 6th day of the course: 50%
- After 6th day of the course: 0%

The deadline for course fees to be refunded is the end of the 2nd day of course. No refunds for course fees will be issued after this date. For information regarding courses offered for other timelines, please view the Student Accounts website at <http://www.capital.edu/student-accounts>.

Students who withdraw from Capital and are on the university room and board plan will be charged the full room charge for the term will be prorated based on the date of checkout and key return with the Office of Residence Life and Housing.

Financial aid awards for students who withdraw also are subject to adjustment.

A student who feels that individual circumstances warrant exception to the above policy may file a written appeal with the director of Student Accounts.

Tuition and Fees Refund Policy. When students register for courses or request an assignment in our residence halls, students are accepting responsibility for charges unless they withdraw in accordance to university policies. The following are Capital University's refund policies:

- Tuition, Room and Meal Policy
- Standard Academic Year Refunds
- Non-Standard Refunds
- Room and Board Refunds
- Financial Aid and Refunds

Exceptions to these rules are made only under conditions determined by the University.

Notice of Withdrawal

In order to be eligible for a refund upon withdrawal and/or the dropping of a course, a student must complete the Adult and Graduate withdrawal form, submit it to the Adult and Graduate Education office and should complete the course drop online via WebAdvisor. Tuition refunds are calculated as of the date of withdrawal or last class attended as verified by the instructor of the course being dropped.

Medical withdrawals will follow the university's approved withdrawal policy. Medical appeals will be handled on a case by case basis. The effective date of withdrawal and or drop is determined by the last date attended as verified by the instructor.

Any unpaid charges owed by the student will be deducted from the calculated refund.

Room and Board Refunds

Students who withdraw from the University during the semester must move out of university housing within 48 hours. The effective move out date will be determined by the Director of Residence Life and Housing and generally coincides with the date items are removed from the residence halls and when keys are returned. Exceptions must be approved by the Director of Residence Life and Housing. Upon checking out, students must turn in the appropriate paperwork along with the key.

For students withdrawing on a voluntary basis, housing and board refunds are granted on a pro-rated basis and generally coincide with the date items are removed from the residence hall and when keys are returned.

Statement of Financial Responsibility

Before registering for classes at Capital University, you must read and accept this agreement acknowledging that you understand and agree to the following terms and conditions of financial responsibility:

1. I have a legally binding obligation to pay Capital University all tuition, room and board (if applicable), and other applicable fees by the due date.
2. I understand that the billing information will be communicated to me through my capital e-mail account; however, I also understand that my payment obligation is binding whether or not I access my electronic billing information (eBill), and whether my account is being paid by me or by another person.
3. If my account is not paid by the due date, I understand that I may be assessed a late payment fee.
4. Failure to attend classes does not constitute an official drop or withdraw. I understand that to drop or withdraw from a class, I must complete and submit all required paperwork in a timely manner. If my account becomes delinquent, I will not be allowed to register for the next semester and, if I am a graduating student, I may not be allowed to participate in Commencement and I will not be issued a transcript or diploma until the account is paid.
5. I understand that I shall be responsible for, and I hereby agree to pay, all collection costs and attorney fees that Capital University may incur to collect any unpaid balance on my student account.
6. I understand that I will be asked to re-certify the Terms and Conditions for the Financial Responsibility Statement when I engage in a change of my registration throughout the semester.

Financial Aid

General Information

We strongly encourage students to complete the FAFSA electronically at www.fafsa.ed.gov. This online format will reduce the number of potential errors and allow the process to go as quickly as possible. The student will need a PIN to sign the form electronically. All instructions for this are available at the FAFSA website. Any questions can be directed to the Financial Aid Office at 614-236-6511.

All financial aid awards are subject to change or modification if a student changes enrollment status, housing plans or receives additional funding not considered at the time of the original award. This may include Capital University academic-based awards in the event that a student's direct costs are met by other resources.

Students must be degree seeking and registered for a minimum of 3 credit hours in order to qualify for federal student loans.

Federal Stafford Loan Program

The Federal Stafford Loan Program provides low-interest loans to students to assist with educational expenses.

The Stafford Loan Program is federally guaranteed. There are three minimum criteria that a student must meet to receive the Stafford Loan:

1. The borrower must be a United States citizen or national, or an eligible non-citizen.
 2. The borrower must not be in a current "default" status on a previous federal educational loan.
 3. The borrower must not have exceeded the aggregate Federal Stafford Loan limit (\$138,500).
- If you meet these minimum criteria, you are eligible to borrow through the Stafford Loan Program. The maximum amount that a student may receive in the Stafford Loan Program is \$20,500 per academic year. The Financial Aid Award Letter will indicate specifically the amount that each student is eligible to borrow.

Federal Unsubsidized Stafford Loans

Federal Unsubsidized Stafford Loans will begin to accrue interest once disbursed; however, the student is required to make payments six months after the term has completed. (Note that loan payments will be paid each year between classes.) The interest rates on the Federal Stafford Loans are determined by the federal government and are the same for all borrowers. The maximum amount that a student can receive in unsubsidized loan eligibility is \$20,500.

Federal Subsidized Stafford Loans

Graduate students are no longer eligible to receive subsidized loans.

Loan Application Process

Students will receive an e-mail stating your Financial Aid Award Letter is now available for review on WebAdvisor. Students must determine how much they would like to borrow. Once this determination has been made, students must contact the Financial Aid Office if they wish to decline any portion of the loan.

Students are encouraged to carefully read all correspondence from the lender and ask questions. They must complete an Entrance Counseling, then sign and return the promissory note (if applicable) to ensure timely disbursement of funds. Loan funds are transmitted electronically to Capital University and applied to your tuition charges at the start of each semester. If a student borrows in excess of the tuition charges to assist with living expenses, the university will issue a refund check directly to the student.

Full-time is defined as a minimum of six (6) semester hours.

Good standing is defined as:

- G.P.A. of at least 3.0 on a 4.0 scale;
- No outstanding fees or charges; and
- No academic probation for any reason

Scholarships

Gregory Von Stein and Sandra L. Mathias Scholarship Fund for Graduate Kodály Students – Established October, 1989, by family and friends in memory of Greg Von Stein ('77) as a scholarship for one “teacher” student to complete a third summer of the Kodály Concept and received the Kodály certificate.

The award totals \$1,000 and may be split between two students. The faculty awards this scholarship at the end of the second year. The scholarship is awarded based on student achievement. Students must also show evidence of excellent musicianship skills and teaching abilities.

Verification/Quality Assurance

Capital University is responsible for assuring accuracy of data reported on the FAFSA by the student and/or the student’s family. If requested, the student will need to provide additional documentation. This process is called Verification and is required by the Department of Education.

If a student is selected for Verification, which is done based on federal and institutional criteria, we will require the student to submit documentation before any aid can be made awarded. Generally, the Financial Aid Office will require signed tax returns from the prior tax year, all W-2s and a Verification Worksheet that will be sent to the student’s home. All documents must be signed and submitted to the Financial Aid Office as directed. Any changes identified in originally reported FAFSA data will result in a recalculation of need-based aid eligibility.

Resources for Books and Living Expenses

Delivery of Loan Proceeds—*All students should make arrangements to have sufficient personal funds to cover non-billed costs such as books and living expenses each term until excess loan funds can be made available.*

The federal government requires the institution to deliver loan proceeds to students' accounts, or directly to the borrower when appropriate, in a timely manner upon receipt of electronically transmitted loan funds. The regulation applies to Federal Direct Loans and Federal Direct Loans.

Capital will attempt to deliver all loan proceeds as soon as possible within federal guidelines. All students who are receiving funds in excess of institutional charges **must** request receipt of these funds by completing a **Refund Request Form** (available through the Student Accounts Office). This form cannot be completed any sooner than the first official day of each term.

Alternative Loan Programs—Many lending institutions have tailored educational loans for students. These programs usually carry higher interest payments and are based on parent/co-signer's credit. In most cases, repayments can be deferred until graduation or termination from school. Details are available at www.capital.edu/alternative-loans or in the Financial Aid Office.

Student Life

Capital University offers opportunities for engagement with faculty, staff and students outside the classroom experience.

Campus Health Services

The Center for Health and Wellness (CHW) located in the Kline Building, 2311 E. Main Street, offers free medical, counseling, and disability services to all students who are enrolled at Capital University.

- **Medical Services** - The CHW physician and certified nurse practitioners test for and treat a variety of illnesses, including but not limited to, strep throat, bronchitis, influenza, ear infections, skin rashes, and urinary tract infections. They offer gynecological exams and birth control, blood draws, physicals, and health promotion and disease prevention materials and brochures. Additionally, on-site testing, including sexually transmitted diseases, pregnancy, urinalysis and TB, are available at a nominal fee. Walk-in hours and scheduled appointments are available Monday-Friday.
- **Counseling Services** - All Capital students are eligible for 10 free counseling sessions per academic year, or 15 when enrolled year-round. Licensed mental health clinicians provide individual, relationship, and group counseling services, in addition to outreach programming and consultation services. Emergency counseling services are made available daily.
- **Disability Services** - The Office of Disability Services collaborates with students and professors to aid in the implementation of services and accommodations approved for students with disabilities. Students may request accommodations by providing

documentation of their disability to the Coordinator of Disability Services for review (see Students and Disabilities for more specific information).

Citizenship / Community Expectations

Capital University has established expectations that are designed to protect individual freedoms and build a strong collaborative, ethical and just community of learners. All Capital students assume an obligation to conduct themselves in a manner compatible with the University's function as an educational community. We also understand that living and learning in a community is not without difficult dialogues, personal challenges, differences of opinions and perspectives and that often we need support, opportunities to reflect and guidance. The Dean of Students is charged with helping all learners live in community that is civil and promotes effective citizenship.

All Capital students, faculty and staff have a responsibility to understand the Student Code of Conduct, the Academic Integrity Policy, as well as policies, practices and procedures identified in the Student Handbook. Whether in the classroom, outside of the classroom, in an off campus residence, on a Capital or student organization sponsored trip or in the Bexley community, all students are obligated to know the Code and abide by community standards of integrity, responsibility, respect, fairness and community.

Department of Public Safety

The mission of the Department of Public Safety at Capital is to provide a safe and secure environment for the university community by enforcing the laws of the United States of America, the State of Ohio, the City of Bexley and the rules and regulations of Capital University.

Dining Facilities

Personal Relationships...Exceptional Culinary Experiences. Everyday, Aramark Dining Services serves a variety of menu options tailored to the tastes of Capital's campus community in three dining areas (located in the Harry C. Moores Campus Center): The Capital Court Main Dining Room offers everything from Asian stir-fry, to American classics and a fresh salad bar. One and Main Café is an American grill and deli. The Capital Grounds (located in Saylor Ackerman Lobby) proudly serves Crimson Cup coffee, On-the-Go sandwiches, snacks and pastries as well as delicious smoothies.

Please call the Dining Services office at 614-236-7100 with any questions. You can view the hours of operation and specialty theme meals posted in these locations. (*Hours are limited during the summer term.*)

Housing

The Residence Life staff works collaboratively with students to create a living and learning environment that supports academic and personal development. Students are responsible for becoming familiar with the policies and procedures as outlined in the Capital University Student Handbook.

All students wishing to live on campus during the summer months must submit complete the appropriate application, found at www.capital.edu/summer-housing by June 1st.

Identification Cards

Current students are eligible to receive a Capital University Identification card (ID). New incoming students should check with their Adult and Graduate Education office to obtain information for acquiring their own ID. ID cards are normally issued at orientation. A current identification card:

- identifies students as someone authorized to be on campus
- admits students to most campus events,
- serves as a student's library card,
- grants students access to some campus buildings,
- may be used to obtain student discounts where offered.

Never bend, break, or punch a hole in the ID card. There is a \$15 replacement fee to replace a lost, stolen, or damaged ID card. The fee must be paid in the Finance Office in Yochum Hall. The student will be issued a receipt that should be taken to the IT Service Desk (lower level of Blackmore Library). Non-functioning cards that are not visibly damaged will be replaced free of charge, provided the old card is returned. All ID cards are available during IT Service Desk operating hours. For more information, contact IT via e-mail: servicedesk@capital.edu, telephone: 614-236-6508, or by visiting www.capital.edu/IT.

International Students

International students are an important part of Capital University. Capital is aware that international students will make significant contributions in countries around the world. While they are on campus, they provide an important perspective to the education of U.S. students. Capital has students from more than 35 countries.

International students pay the same fees and must meet most of the same admission criteria as American students. In addition, international students need a TOEFL score of at least 550-paper based, 213-computer based, 80 on the internet-based TOEFL or 6.5 on the IELTS, to ensure that they can experience success in the classroom.

International students and their dependents on Capital's I-20 or DS-2019 designation must meet the university's health insurance requirements, which minimally require major medical coverage of U.S. \$500,000; medical evacuation coverage of U.S. \$50,000 and repatriation of remains at U.S. \$25,000. Capital University works with the Lewer Agency, Inc., to provide coverage. Requests for waivers must be approved by the International Education Office.

The Office of International Education offers support services to students such as personal counseling, advice about immigration regulations, tutoring help, vocational counseling and workshops. In addition, each student may use their program director to assist him or her with decisions affecting course work.

Capital's ESL (English-as-a-Second-Language) program offers intensive instruction of up to 20 classroom hours per week at three different levels for non-native speakers of English to prepare them for university study. The basic skill areas are covered: reading, writing, grammar, listening and speaking. American culture and study skills are incorporated in the coursework. Individualized experiences are provided in the conversation partner program and in tutorials. After achieving the necessary language proficiency in the ESL program, students may choose to apply to Capital University. ESL students who are at the advanced level and who have also applied to the undergraduate program and who are close to the required TOEFL level may take courses at Capital University with the approval of the ESL director and the course instructor. The ESL program follows the academic calendar and the language students are invited to participate in the activities of the university.

Motor Vehicles

All vehicles parking on university property must be registered with the university and display a university parking permit (F, S, D, O, W) in a clearly visible and easily readable location of the front windshield. All student permits must now be paid for online. Payment will no longer be accepted in the Public Safety office. After completing the online purchase procedure the student should print out two receipts, one to keep for their records and one to be turned in at the time of application in the public safety office. Public Safety is located at 661 College Avenue, and business hours are 8:00 a.m. until midnight weekdays, closed weekends. Visitors and guests of the University must get a visitor pass at no charge from Public Safety. It is their host's responsibility to see that they have one.

For additional regulations, see the Public Safety Website, which can be found at <http://www.capital.edu/safety>.

Student Records Policy

Capital University complies with the Federal Family Educational Rights and Privacy Act as amended. A copy of the university's student records policy may be obtained from the Registrar's Office or the Dean of Students.

Academic Policies, Regulations and General Information

Enrollment, Courses and Graduation

1. Master of Music in Music Education (MMME) students may consult with the Associate Dean of the Conservatory of Music and School of Communication, Program Coordinator of the Master of Music in Music Education and Adult and Graduate Education office regarding any enrollment, matriculation or graduation questions.
2. Students must complete all degree requirements within five academic years of starting their first course; an exception to policy can be requested if outside the five year limit.
3. Full time graduate study in the MMME Program is six or more credit hours of course work.
 - o The grading scale for MMME courses is the following:

	Grade % Ranges	Grade Symbol	Numeric Equivalent	Grade Point Equivalent
Superior	---	A+	100	---
	96-100	A	97	4.00
	92-95	A-	93	3.67
Above Average	88-91	B+	89	3.33
	84-87	B	85	3.00
	80-83	B-	81	2.67
Average	76-79	C+	77	2.33
	72-75	C	73	2.00
	68-71	C-	69	1.67
Marginally Passing	64-67	D+	65	1.33
	60-63	D	60	1.00
Failing	0-59	F	0-59	0.00
Excessive Absences	---	FX	---	0.00

4. When circumstances prevent the student from completing required grading instruments before the end of the term, the instructor may assign the grade of I (incomplete). The incomplete grade must be resolved within the following semester; otherwise the officially recorded grade becomes F. Student should consult the instructor regarding the policy for assigning the grade of I.

Transfer Credits

A student who has attended other regionally accredited colleges or universities must submit to Capital University Adult and Graduate Education office an official transcript for each institution attended. All transcripts must be issued and dated within a year prior to a student's beginning term at Capital. Any student with transcripts issued and dated more than a year prior to this must have transcripts resubmitted. A student may transfer credit to Capital University according the following conditions:

1. Each student may transfer a maximum of 6 credit hours into the MMME program.

2. Credit will be granted on a semester-equivalent basis for courses successfully completed with a grade of B or better.
3. Students may only transfer in classes for which they earned Masters credit.
 - a. *In order for those to transfer in, any student who has taken Kodaly level I courses at another institution for certification purposes, would need to have those classes upgraded to Master's credit. This must be done at the original institution and not every institution will allow it. Students should check with the director of the Kodaly program they were previously enrolled in to see if this is a possibility. Otherwise, the student will start with level I or receive credit by testing out of level I.*
4. The institution previously attended must be regionally accredited (or course work completed within two years of the institution's accreditation).
5. Grades earned at other institutions are not included in computing the grade point average at Capital University.
6. Student must be enrolled at Capital as a degree-seeking student.
7. Any credits that meet the grade requirement and were taken through a program that does not meet the listed criteria must be reviewed by the program director and admission committee. Students may be asked to provide syllabuses, evaluations and samples of coursework.
8. Credit accepted in transfer is expressed in semester credit hours. Note the following equivalency between quarter and semester credit hours.

<u>Quarter Credit Hours</u>	<u>Equivalent Semester Hours</u>
1	2/3
2	1 1/3
3	2
4	2 2/3
5	3 1/3

9. Transfer credit may be granted through approved workshops and conferences. Credit is typically given in .5 increments and will satisfy elective credit hours. An official transcript must be submitted showing credit earned in order to transfer.

Conversion of Academic Credit

Students are able to convert their Kodály certificate hours and/or their Band Directors Workshop hours to graduate credit. The student will be required to complete the Conversion of Academic Request and pay the remaining difference in tuition price per credit hour for the 2017

current school year. A student only has 1 year to convert their registration hours to academic credit.

Academic Standing Policy: Graduate

Letter of Concern: Student fails to achieve a semester 3.0 GPA (but cumulative GPA remains above 3.0). The student receives a letter of concern from the Director of the Master of Music in Music Education.

Probation: Student fails to achieve a cumulative 3.0 GPA. The student receives a letter notifying them of their probation from the Director of the Master of Music in Music Education.

Suspension: Student fails to achieve a cumulative 3.0 GPA a second time and has not shown significant academic progress (a semester GPA of at least 3.0). A student can also be suspended if they display a pattern of academic indifference and lack of academic achievement. The student receives a letter notifying them of their probation from the Director of the Master of Music in Music Education. Student will be required to remain out of school for one full semester.

Dismissal: Following suspension from and reinstatement to the university, the student fails to achieve a cumulative 3.0 GPA and shows no sign of significant academic progress. Academic progress is defined as a semester GPA of 3.0 or higher. A student can also be dismissed if they display a fundamental lack of ability or motivation to achieve a master's degree.

The student receives a letter notifying them of their dismissal from the Director of the Master of Music in Music Education.

1. A grade point average of 3.0 or higher for all course work is required for graduation.
2. Repeating courses – The Associate Dean of the School of the Conservatory of Music and School of Communication, representing the faculty may ask any student whose GPA falls below a B average in the Master of Music in Music Education to repeat courses selectively. A student who earns a D in a core course will be asked to repeat the course, even if the student has a 3.0 GPA in core courses. A student may not repeat any course without faculty approval. Students may not repeat the courses in which they received a grade of B or better, or any other course without faculty approval.
3. It is the student's responsibility to file an official drop/withdrawal from a course(s). Forms for this purpose are available from the Adult and Graduate Education office (614-236-6996).
4. Refund schedules for Master of Music in Music Education courses are available from the Finance Office (614-236-6123). Note that a refund is based on the date of last attendance and not on the date on which the drop was filed.
5. The 100% refund of paid tuition is available to students who officially drop an MBA course on or before the first day of the trimester. Thereafter, the amount that is

refunded is less than the amount paid. The refund schedule indicates the percent to be returned.

6. When a course is officially dropped, the notation of W is noted on the transcript.
7. The last day to officially withdraw from a course is prior to the last meeting date. Official withdrawal is noted on the transcript with W.
8. When a Master of Music in Music Education student registers for an MMME course, attends at least one class and thereafter stops attending and does not officially drop/withdraw from the course, the course is noted with the grade of FX on the transcript.

Graduation

1. The application for graduation must be completed and submitted to the university Registrar's Office through WebAdvisor two semesters prior to your anticipated graduation. Contact the Registrar's office at (614-236-6152) with questions.
2. Eligibility for graduation consists of the following:
 - o If a student has earned a D in one of the required core courses then the course must be repeated, and a grade of C or better must be earned.
 - o The cumulative grade point average is 3.0 or higher.
 - o Incomplete grade(s) must be resolved by completing the requirements of the course(s).
 - o All financial obligations have been met.
 - o Graduation "With Distinction" is noted for students who completed all course work with a grade point average of 3.75 or better.
 - o Graduation "With Highest Distinction" is noted for students who have completed all course work with a grade point average of 4.0.
3. Participation in the University Commencement Ceremony is available to Master of Music in Music Education students who complete degree requirements before the cutoff date established by the University.

Related Matters

1. Students may take a semester off without withdrawing. However, if a student has not been enrolled for more than one summer then s/he must formally reapply to the program. Request for readmission to the Master of Music in Music Education program should be directed to the program director of the Master of Music in Music Education.
2. Use, in part or in full, of the work, ideas or writing of another without credit is considered plagiarism and is subject to disciplinary action.
3. Consulting material(s) is the preparation of a grading instrument that is (are) not allowed by the course instructor is considered a serious violation. In this situation, the instructor may assign a grade of F for the instrument and for the course.
4. Students may appeal or dispute grades and other actions by instructors or administrators of the MMME program. In the case of grade dispute or related course matters, the appeal begins with the course instructor. If the matter is not resolved there, student may make an appeal to the Associate Dean, Conservatory of Music and School of Communication. If a satisfactory outcome is still not reached, the appeal may

be elevated to the Dean of the College. Appeals beyond the Dean require the involvement of the Associate Provost followed by the Provost and Vice President, Academic Affairs.

Academic and Course Requirements

The Masters of Music in Music Education is a practice-oriented program. The principal goal of this degree is to prepare professional music educators. The degree is designed as a summers-only program, which can be completed in three summers but must be completed in a maximum of 5 years, to suit the needs and schedules of both public and private music educators. The curriculum is based on significant music educational philosophies, with an emphasis on practical application and best practice scenarios. Students must select one of the following three emphases.

- Instrumental
- Jazz Pedagogy and
- Kodály (Elementary or Choral)

Instrumental

The Master of Music in Music Education with Instrumental emphasis provides a practical and applicable approach to education. The program, designed to be completed in a minimum of three-summer, meets the needs of current teachers by providing courses developed around the knowledge and skills necessary for success in 21st century music education.

Music Education (12 credit hours)

Music Courses (12 credit hours to be chosen from the table)

Electives (8 credit hours to be chosen from the table below)

MUSIC EDUCATION COURSES	
Course Name	Credit Hours
EDUCATION 601 Educational Psychology in the Music Classroom	3
EDUCATION 602 Research in Music Education	3
EDUCATION 603 Foundations of Music Education	2
MASTER OF MUSIC 670 Final Project	4

MUSIC COURSES	
Course Name	Credit Hours
MASTER OF MUSIC 667 Instrumental Conducting Seminar	2
MASTER OF MUSIC 668 Graduate Music Theory Seminar	2
MASTER OF MUSIC 671 Graduate Music History Seminar	2
MASTER OF MUSIC 680 Advanced Conducting and Rehearsal Techniques	2
MASTER OF MUSIC 681 Individual Studio Instruction	1 – 2
MASTER OF MUSIC 683 Instrumental Arranging	2
MASTER OF MUSIC 684 Composition Seminar	2
MASTER OF MUSIC 570 World Music Seminar	2
MASTER OF MUSIC 693 Special Topics in Music Education	2

ELECTIVES	
Course Name	Credit Hours

MASTER OF MUSIC 657 The Complete Band Director Workshop	2
MASTER OF MUSIC 664 Curriculum Development for Music Educators	2
MASTER OF MUSIC 665 Assessment of Music Learning	2
MASTER OF MUSIC 672 Music Technology Seminar	2
MASTER OF MUSIC 673 Instrument Repair and Maintenance Seminar	2
MASTER OF MUSIC 674 Music Supervision and Administration Seminar	2
MASTER OF MUSIC 675 Instrumental Teaching Methods and Materials	2
MASTER OF MUSIC 682 Marching Band Show Design Seminar	2
MASTER OF MUSIC 686 Brass Instrument Pedagogy	2
MASTER OF MUSIC 687 Woodwind Instrument Pedagogy	2
MASTER OF MUSIC 688 Percussion Instrument Pedagogy	2
MASTER OF MUSIC 689 String Instrument Pedagogy	2

Curriculum for First Year Students - Instrumental

SUBJECT	NUMBER	COURSE TITLE	CREDITS
Music Elective	MM 657	The Complete Band Director Workshop (optional- can be complete twice)	2
Summer Session I			
*Non-Degree	MM 502	Music History Review (subject to diagnostic exam)	*1
Music Education	EDUC 601	Educational Psychology in the Music Classroom	3
Music Education	MM 603	Foundations of Music Education	2
Music Course	MM 681	Individual Studio Instruction	1
Summer Session II			
*Non-Degree	MM 501	Music Theory Review (subject to diagnostic exam)	*1
Music Course	MM 570	World Music Seminar	2
Music Course	MM 681	Individual Studio Instruction	1
Music Elective	MM XXX	Music Elective	2
Total Semester Hours			13

Curriculum for Second Year Students - Instrumental

SUBJECT	NUMBER	COURSE TITLE	CREDITS
Music Elective	MM 657	The Complete Band Director Workshop (optional- can be complete twice)	2
Summer Session I			
Music Education	EDUC 602	Research in Music Education	3
Music Course	MM 681	Individual Studio Instruction	2
Summer Session II			
Music Course	MM 693	Special Topics in Music Education	2
Music Elective	MM XXX	Music Elective	2
Total Semester Hours			11

Curriculum for Third Year Students - Instrumental

SUBJECT	NUMBER	COURSE TITLE	CREDITS
Music Elective	MM 657	The Complete Band Director Workshop (optional- can be complete twice)	2
Summer Session I			
Music Course	MM 681	Individual Studio Instruction	2
Summer Session II			
Music Elective	MM XXX	Music Elective	2
Music Education	MM670	Final Project	4
Total Semester Hours			8

Jazz Pedagogy

The principal goal of this graduate degree in jazz pedagogy is to provide students with a practical education of the highest quality. It is designed as a summer-only program for music educators who wish to focus on developing their skills in a program of study that is based upon theory, nomenclature and practices of jazz.

Music Education (12 semester hours)

Music Courses (13 semester hours)

Electives (8 semester hours to be chosen from the menu below)

MUSIC EDUCATION COURSES	
Course Name	Credit Hours
EDUCATION 601 Educational Psychology in the Music Classroom	3
EDUCATION 602 Research in Music Education	3
EDUCATION 603 Foundations of Music Education	2
MASTER OF MUSIC 670 Final Project	4

MUSIC COURSES	
Course Name	Credit Hours
MASTER OF MUSIC 620 World Music Seminar	2
MASTER OF MUSIC 625 Seminar in Musical Styles and Application	2
MASTER OF MUSIC 636 Seminar in Jazz/Contemporary Theory/Aural Skills	2
MASTER OF MUSIC 637 Seminar in Jazz Improvisation	2
MASTER OF MUSIC 656 Seminar in Musical Leadership	2
MASTER OF MUSIC 658 Seminar in Rhythm Section Techniques	1
MASTER OF MUSIC 672 Music Technology Seminar	2

ELECTIVES	
Course Name	Credit Hours
MASTER OF MUSIC 604 Seminar in Arts Business and Administration	2
MASTER OF MUSIC 638 Seminar in Jazz Composition	2
MASTER OF MUSIC 639 Seminar in Jazz Arranging	2
MASTER OF MUSIC 681 Individual Studio Instruction	1 or 2
MASTER OF MUSIC 685 Special Topics in Jazz Pedagogy	2
MASTER OF MUSIC 686 Brass Instrument Pedagogy	2
MASTER OF MUSIC 687 Woodwind Instrument Pedagogy	2
MASTER OF MUSIC 688 Percussion Instrument Pedagogy	2
MASTER OF MUSIC 689 String Instrument Pedagogy	2

Curriculum for First Year Students- Jazz Pedagogy

SUBJECT	NUMBER	COURSE TITLE	CREDITS
Summer Session I			
Music Education	EDUC 601	Educational Psychology in the Music Classroom	3
Music Education	MM 603	Foundations of Music Education	2
Summer Session II			
Music Course	MM 656	Seminar in Musical Leadership	2
Music Course	MM 625	Seminar in Musical Styles and Application	2
Music Elective	MM XXX	Music Elective	2
Total Semester Hours			11

Curriculum for Second Year Students- Jazz Pedagogy

SUBJECT	NUMBER	COURSE TITLE	CREDITS
Summer Session I			
Music Education	EDUC 602	Research in Music Education	3
Music Course	MM 570	World Music Seminar	2
Music Course	MM 658	Seminar in Rhythm Techniques	1
Summer Session II			
Music Course	MM 636	Seminar in Jazz/Contemporary Theory/Aural Skills	2
Music Course	MM 637	Seminar in Jazz Improvisation	2
Music Elective	MM XXX	Music Elective	2
Total Semester Hours			12

Curriculum for Third Year Students- Jazz Pedagogy

SUBJECT	NUMBER	COURSE TITLE	CREDITS
Summer Session I			
Music Course	MM 672	Music Technology Seminar	2
Music Elective	MM XXX	Music Elective	2
Summer Session II			
Music Elective	MM XXX	Music Elective	2
Music Education	MM 670	Final Project	4
Total Semester Hours			10

Kodály (Elementary or Choral)

Zoltán Kodály (1882 - 1967) was a Hungarian composer, ethnomusicologist, linguist, educator, author and philosopher who inspired a revolution in the teaching of music in Hungary. He, together with colleagues, established new principles for music education now known as the Kodály Philosophy of music education.

Music Education (12 semester hours)

Music Courses (20 semester hours)

MUSIC EDUCATION COURSES	
Course Name	Credit Hours
EDUCATION 601 Educational Psychology in the Music Classroom	3
EDUCATION 602 Research in Music Education	3
EDUCATION 603 Foundations of Music Education	2
MASTER OF MUSIC 670 Final Project	4

MUSIC COURSES	
Course Names	Credit Hours
MASTER OF MUSIC 641 Kodály Methodology I (elementary or choral)	2
MASTER OF MUSIC 642 Kodály Methodology II (elementary or choral)	2
MASTER OF MUSIC 643 Kodály Methodology III (elementary or choral)	2
MASTER OF MUSIC 621 Folk Song I (elementary)/Choral Research I (choral)	1
MASTER OF MUSIC 622 Folk Song II (elementary)/Choral Research II (choral)	1
MASTER OF MUSIC 623 Folk Song III (elementary)/Choral Research III (choral)	1
MASTER OF MUSIC 631 Musicianship I	2
MASTER OF MUSIC 632 Musicianship II	2
MASTER OF MUSIC 633 Musicianship III	2
MASTER OF MUSIC 651 Conducting I	0.5
MASTER OF MUSIC 652 Conducting II	0.5
MASTER OF MUSIC 653 Conducting III	0.5
MASTER OF MUSIC 601 Choral Ensemble (taken for three summers)	0.5
MASTER OF MUSIC 672 Music Technology Seminar	2
MASTER OF MUSIC Study in Hungary	

Curriculum for First Year Students– Kodály			
SUBJECT	NUMBER	COURSE TITLE	CREDITS
Summer Session I			
Music Education	EDUC 601	Educational Psychology in the Music Classroom	3
Music Education	EDUC 603	Foundations of Music Education (odd years)	2
Summer Session II			
Music Course	MM 601	Choral Ensemble	0.5
Music Course	MM 621	Folk Music I (elementary) / Choral Research I (choral)	1
Music Course	MM 631	Musicianship I	2
Music Course	MM 641	Kodály Methodology I (elementary or choral)	2
Music Course	MM 651	Conducting I	0.5
		Total Semester Hours	11

Curriculum for Second Year Students– Kodály			
SUBJECT	NUMBER	COURSE TITLE	CREDITS
Summer Session I			
Music Education	EDUC 602	Research in Music Education	3
Music Course	MM 672	Music Technology Seminar (even years)	2
Summer Session II			
Music Course	MM 601	Choral Ensemble	0.5
Music Course	MM 622	Folk Music II (elementary) / Choral Research II (choral)	1
Music Course	MM 632	Musicianship II	2
Music Course	MM 642	Kodály Methodology II (elementary or choral)	2
Music Course	MM 652	Conducting II	0.5
		Total Semester Hours	11

Curriculum for Third Year Students– Kodály			
SUBJECT	NUMBER	COURSE TITLE	CREDITS
Summer Session I			
Music Education	MM 670	Final Project	4
Summer Session II			
Music Course	MM 601	Choral Ensemble	0.5
Music Course	MM 623	Folk Music III (elementary) / Choral Research III (choral)	1
Music Course	MM 633	Musicianship III	2
Music Course	MM 643	Kodály Methodology III (elementary or	2

		choral)	
Music Course	MM 653	Conducting III	0.5
		Total Semester Hours	10

Kodály Certificate (Elementary or Choral)

Zoltán Kodály (1882 - 1967) was a Hungarian composer, ethnomusicologist, linguist, educator, author and philosopher who inspired a revolution in the teaching of music in Hungary. He, together with colleagues, established new principles for music education now known as the Kodály Philosophy of music education.

Final Project (4 registration hours)

Music Courses (18 registration hours)

MUSIC EDUCATION COURSES	
Course Name	Registration Hours
MASTER OF MUSIC 670 Final Project	4

MUSIC COURSES	
Course Names	Registration Hours
MASTER OF MUSIC 641 Kodály Methodology I (elementary or choral)	2
MASTER OF MUSIC 642 Kodály Methodology II (elementary or choral)	2
MASTER OF MUSIC 643 Kodály Methodology III (elementary or choral)	2
MASTER OF MUSIC 621 Folk Song I (elementary)/Choral Research I (choral)	1
MASTER OF MUSIC 622 Folk Song II (elementary)/Choral Research II (choral)	1
MASTER OF MUSIC 623 Folk Song III (elementary)/Choral Research III (choral)	1
MASTER OF MUSIC 631 Musicianship I	2
MASTER OF MUSIC 632 Musicianship II	2
MASTER OF MUSIC 633 Musicianship III	2
MASTER OF MUSIC 651 Conducting I	0.5
MASTER OF MUSIC 652 Conducting II	0.5
MASTER OF MUSIC 653 Conducting III	0.5
MASTER OF MUSIC 601 Choral Ensemble (taken for three summers)	0.5
MASTER OF MUSIC Study in Hungary	

Curriculum for First Year Students – Kodály Certificate

SUBJECT	NUMBER	COURSE TITLE	HOURS
Summer Session II			
Music Course	MM 601	Choral Ensemble	0.5
Music Course	MM 621	Folk Song I (elementary)/Choral Research I (choral)	1
Music Course	MM 631	Musicianship I	2
Music Course	MM 641	Kodály Methodology I (elementary or choral)	2
Music Course	MM 651	Conducting I	0.5
		Total Registration Hours	6

Curriculum for Second Year Students– Kodály Certificate

SUBJECT	NUMBER	COURSE TITLE	HOURS
Summer Session II			
Music Course	MM 601	Choral Ensemble	0.5
Music Course	MM 622	Folk Song II (elementary)/Choral Research II (choral)	1
Music Course	MM 632	Musicianship II	2
Music Course	MM 642	Kodály Methodology II (elementary or choral)	2
Music Course	MM 652	Conducting II	0.5
		Total Registration Hours	6

Curriculum for Third Year Students– Kodály Certificate

SUBJECT	NUMBER	COURSE TITLE	HOURS
Summer Session I			
Music Education	MM 670	Final Project	4
Summer Session II			
Music Course	MM 601	Choral Ensemble	0.5
Music Course	MM 623	Folk Song III (elementary)/Choral Research III (choral)	1
Music Course	MM 633	Musicianship III	2
Music Course	MM 643	Kodály Methodology III (elementary or choral)	2
Music Course	MM 653	Conducting III	0.5
		Total Registration Hours	10

Foundations Courses

The instrumental and jazz emphases within the Master of Music in Music Education require diagnostic testing to determine competency in theory and music history. Subsequent courses for review are offered at the 500 credit level to students needing to deepen and expand requisite knowledge for graduate study. These courses are required but do not carry graduation credit.

Each emphasis within the degree program then adds coursework appropriate for their specializations as follows:

Course Name	Credit Hours
MASTER OF MUSIC 501 Music Theory Review	1
MASTER OF MUSIC 502 Music History Review	1

Instrumental Competency Exams

All Instrumental emphasis students are expected to pass the Music History and Music Theory Exams.

Music History

Music History placement exam consists of the topics of Medieval, Renaissance, Baroque, Classical, Romantic, and 20th century music. It will include listening identification of musical excerpts, score identification (both – educated guess system), some multiple-choice questions, and a brief essay on the topic of specific music styles and aesthetics.

To prepare, we recommend reviewing one of the following texts: Mark Evan Bonds: A History of Music in Western Culture, third edition, with two-volume Anthology and two CD-sets or Grout, Palisca, Burkholder: A History of Western Music, eighth edition, with Norton Anthology and CD sets. The emphasis should be given on understanding and recognition of distinctive characteristics of each musical style rather than on memorization of the factual information.

Music Theory

Music Theory placement exam covers topics of a typical freshman/sophomore theory sequence, up to secondary dominants, modulation, Neopolitan 6th and Augmented 6th chords. The test includes chords construction and recognition, part-writing, and analysis. Recommended text for review is Tonal Harmony (any edition) by Kostka, Payne.

Kodály Music Assessment

Prior to the start of the Summer II session, Kodály students will complete a Music Assessment to determine the most appropriate Musicianship and Conducting classes for enrollment.

Course Descriptions

EDUC 601 Educational Psychology in the Music Classroom – (3) This course provides students with the conceptual basis for making professional decisions regarding learning and teaching music.

EDUC 602 Research in Music and Education – (3) This course provides students with an introduction to basic research materials and practices so that they can form a conceptual basis for making professional decisions regarding conducting research related to learning and teaching in music.

EDUC 613 The Special Learner in the Music Classroom – (3) This course provides a basis for music teachers to serve the needs of exceptional students in their music classes. It will provide students with an orientation to the practice of special education in elementary and secondary school settings. Lectures, readings, field trips and activities are structured to help students develop knowledge about exceptional students and a personal and professional philosophy about special education. Students will learn about the kinds of services provided to exceptional students and the kinds of students who receive special education services.

MM 501 Music Theory Review – (1) This course is designed to provide students with a comprehensive review of the basic elements of music theory. *Credit for these one-semester hour courses may not be applied to completion of the degree.*

MM 502 Music History Review – (1) This course is designed to provide students with a comprehensive review of western music history. *Credit for these one-semester hour courses may not be applied to completion of the degree.*

MM 503 Jazz/Contemporary Theory, Aural and Improvisational Skills – (2) This course is a comprehensive review of basic harmonic, melodic and rhythmic knowledge, skills and nomenclature as applied in jazz and contemporary music idioms and prepares students to pass the required diagnostic exam. It also offers a comprehensive review of basic skills for improvisation in jazz/contemporary musical idioms. The course includes application of basic theory skills with an emphasis on using the ear and internalization. Emphasis is on jazz rhythms, harmony and melody, and includes solo analysis, examination of standard repertoire, group, and individual playing. *Credit for these one-semester hour courses may not be applied to completion of the degree.*

MM 504 Jazz History and Literature – (2) This course is a comprehensive review of the development of jazz and American popular music from its earliest dates to the present. The course includes readings and directed listening for developing a broad perspective as well as knowledge of specific periods or trends, major artists, and significant information sources. *Credit for these one-semester hour courses may not be applied to completion of the degree.*

MM 570 World Music Seminar – (2) This course is designed to provide students with an overview of music styles of non-western cultures. This multicultural perspective is provided through performance-based instruction on percussion instruments from Africa, South and Central America, and the Far East.

MM 601 Choral Ensemble – (0.5 per course) All students participate in choral ensemble each summer. The purpose of the course is to develop students' understanding of musical style, vocal and music reading skill through rehearsal, and performance of music at the adult level as directed by a master conductor. Must be taken each summer.

MM 602 Ensemble – (1) All students have the option to participate in an ensemble. The purpose of the course is to develop understanding of musical style, reading skills and application of aural skills – as related to jazz/contemporary musical styles through rehearsal and performance of music at an adult level, coached by a knowledgeable musical director.

MM 603 Foundations of Music Education – (2) This course is designed to focus on the history and philosophy of music education in America. Additionally, students will develop a strong rationale for the inclusion of music in the school curriculum.

MM 604 Seminar in Arts Business and Administration – (2) This course provides discussion on topics and examples of situations and challenges faced in the administration of arts-based programs. Students learn about the skill sets necessary for success: interpersonal skills, leadership, financial concepts as applied to non-profit organizations, and tactical areas, such as concert production, engaging artists/contract negotiations, music licensing issues, etc.

MM 621-622 Folk Song/Choral Research I and II – (1 per course) The purpose of these courses is to develop understanding and skill in the process of collecting, selecting, researching and cross-referencing folk music and additional music materials that will be used in their teaching. Students will learn to present material in the classroom in a meaningful, authentic, musical manner. Students will become acquainted with respected resources. Materials collected will correlate with methodology coursework. Students select the track that best suits their teaching situation: elementary or choral.

MM 623 Folk Song/Choral Research III - (1 semester credit hours) This course is the final course in the Folk Song/Research series that focuses on the Kodály philosophy. Students apply knowledge learned in the first two courses as they demonstrate their understanding of the Kodály philosophy by choosing appropriate, quality music literature for students and present it in a meaningful, authentic, musical manner.

MM 624 Jazz/American Music Literature in the Music Classroom – (3) This course provides an overview of information and materials pertinent to jazz and other American musical styles, as well as a conceptual basis for understanding and employing the context of jazz and American music in performing groups or the classroom, in accordance with National Standards for Arts Education.

MM 625 Seminar in Musical Styles and Application – (2) This course provides an overview of specific musical styles as component styles, related styles, or extensions of jazz, and enables application of the awareness of specific musical traits to one's teaching and in rehearsing a school ensemble.

MM 631-633 Musicianship I, II, III – (2 per course) The purpose of these courses is to develop the aural and written skill of students through assignments and class activities. Students sight-read, take dictation and prepare reading, sing-play and memory exercises.

MM 636 Seminar in Jazz/Contemporary Theory/Aural Skills – (2) This course provides an overview of techniques and practices frequently used in the context of jazz/contemporary music. It enables students to expand their conceptual basis for understanding and continuing the analysis of music for school jazz groups, in addition to allowing them to present jazz and contemporary, or commercial styles appropriately.

MM 637 Seminar in Jazz Improvisation – (2) This course provides an overview of improvisational concepts and skills, as well as techniques for practicing and teaching jazz improvisation.

MM 638 Seminar in Jazz Composition – (2) This course provides an overview of compositional techniques and practices frequently used in writing for various types of instrumental or vocal jazz ensembles.

MM 639 Seminar in Jazz Arranging – (2) This course provides an overview of arranging skills and orchestration techniques and practices frequently used in writing for various types of instrumental or vocal jazz ensembles.

MM 641-642 Kodály Methodology I and II – (2 per course) The purpose of these courses is to develop understanding and skill in the Kodály philosophy. Students study history of the philosophy, curriculum sequencing, lesson planning, element planning, year planning and peer teaching. Students may select a methodology track that best suits their teaching situation: elementary or choral.

MM 643 Kodály Methodology III – (2 semester credit hours) This course is the final course in the methodology series that focuses on the Kodály philosophy. Students apply knowledge learned in the first two courses as they continue to develop learning experiences utilizing the philosophy. Students create lesson plans, concept plans and year plans, and peer teach. Students learn to present multicultural material stylistically. Students complete a major pedagogical project focusing on music listening that demonstrates their understanding of how to lead students to music of the masters. Students select the track that best suits their teaching situation: elementary or choral.

MM 651-653 Conducting I, II, III – (0.5 per course) The purpose of these courses is to develop students' conducting skill and understanding in selecting high-quality literature accessible to the students they teach. Students demonstrate their skill development through participation in conducting lab.

MM 656 Seminar in Musical Leadership – (2) This course provides an overview of standard conducting skills and rehearsal techniques and practices specific to instrumental jazz/contemporary ensembles.

MM 657 The Complete Band Director Workshop – (2-4) This week-long series of “mini-seminar” courses is designed as a collage of topics to provide students with a variety of practical educational experiences, changing from year to year. Open to non-degree students as well, this class is repeatable for degree credit once.

MM 658 Seminar in Rhythm-Section Techniques – (1) This course expands the knowledge of rhythm section instruments and the specific techniques and methods for instructing students on keyboard, guitar, bass, and drum set performance, and how to bring those instruments together as a unit.

MM 664 Curriculum Development for Music Educators – (2) This course is designed to acquaint students with the National Standards for Arts Education and aid them in developing music curricula that incorporate the national standards in music education. Additionally, students will evaluate currently used materials and methods to determine their effectiveness in delivering the curricular standards.

MM 665 Assessment of Music Learning – (2) This course investigates the ways that students learn music and how various learning theories apply to music education. Among the contemporary educational psychology models employed will be those of Canter, Gordon, Rheimer and Jones.

MM 667 Instrumental Conducting Seminar – (2) This course is designed to provide students with an overview of standard conducting skills and rehearsal techniques and practices frequently used in instrumental music ensembles.

MM 668 Graduate Music Theory Seminar – (2) This course is designed to provide students with an overview of techniques and practices frequently used by music theorists.

MM 670 Final Project – (4)

Kodaly Emphasis: Upon completion of all music course work, students may register for these hours. Students complete a teaching video, to be assessed, that demonstrates the application of the Kodály philosophy into their teaching. Students also complete a cross-referenced music collection that contains a minimum of 150 music selections for incorporation into their teaching using the Kodály philosophy. In addition, MMME/Kodály students submit a research paper showing evidence of implementation of the research topic/project chosen in the course,

Research in Music and Education; non-degree Kodály Certificate only students submit a research paper showing evidence of folksong research. Further details on this project and its components are found in the Final Project Guidelines, which is distributed to students upon their completion of Level II coursework.

Instrumental/Jazz Pedagogy Emphasis: This course is designed to provide students with an opportunity to employ their research skills and practices to new topics in music for making significant contributions to the profession. In lieu of the thesis, students may elect to submit to a written examination. The faculty will prepare this examination specifically based on the student's course of study.

MM 671 Graduate Music History Seminar – (2) This course is designed to provide students with an overview of techniques and practices frequently used by music historians.

MM 672 Music Technology Seminar – (2) This course is designed to acquaint students with the various types of music software available and its application to instrumental music classrooms. Additionally, students will learn about the essential hardware to run these software programs and become familiar with materials and instructional tools for the classroom.

MM 673 Instrument Repair and Maintenance Seminar – (2) This course is designed to acquaint students with instrument repair techniques and methods for maintenance and diagnosing problems.

MM 674 Music Supervision and Administration Seminar – (2) This course is designed to investigate the supervisory process and administrative roles associated with music education programs.

MM 675 Instrumental Teaching Methods and Materials – (2) This course is designed to acquaint students with the teaching materials and methodology currently being used in beginning instrument classes, and familiarize them with the latest design improvements within the various instrument families.

MM 680 Advanced Conducting and Rehearsal Techniques – (2) This course is designed to acquaint students with advanced manual and analysis techniques essential to conducting and rehearsing the most advanced literature for band, orchestra and wind ensemble.

MM 681 Individual Instrument Studio Instruction – (1-2) This course is designed to provide students with advanced, professional-level instruction on their primary instrument. Pedagogical techniques and practices frequently used in instructing younger music students also will be covered. Students may study an instrument or a skill, such as conducting or composition.

MM 683 Arranging for Instrumental Ensembles – (2) This course is designed to provide students with an overview of arranging skills and orchestration techniques and practices frequently used in writing for various types of instrumental ensembles.

MM 684 Composition Seminar – (2) This course is designed to provide students with an overview of compositional techniques and practices frequently used in writing for various types of instrumental ensembles.

MM 682 Marching Band Show Design Seminar – (2) This course is designed to provide students with an overview of show design techniques and practices frequently used in writing for various styles of marching bands and color guards.

MM 685 Special Topics in Jazz Pedagogy – (2-4) This course allows students to focus on musical areas of special interest to them that are not a part of the regular program offerings. Students wishing to use this course option must develop a strong rationale for acceptance of their special topic and present it to the director of Graduate Studies and degree coordinator for approval. A formal paper (10-15 pages in length, with proper research citations) will be required as a final product. This course option may be applied no more than twice for a total of no more than four credits toward the degree.

MM 686 Brass Instrument Pedagogy – (2) This course is designed to expand students' knowledge of the members of the brass instrument family and the specific techniques and methods for instructing students on their performance.

MM 687 Woodwind Instrument Pedagogy – (2) This course is designed to expand students' knowledge of the members of the woodwind instrument family and the specific techniques and methods for instructing students on their performance.

MM 688 Percussion Instrument Pedagogy – (2) This course is designed to expand students' knowledge of the members of the percussion instrument family and the specific techniques and methods for instructing students on their performance.

MM 689 String Instrument Pedagogy – (2) This course is designed to expand students' knowledge of the members of the string instrument family and the specific techniques and methods for instructing students on their performance.

MM 693 Special Topics in Music Education – (2) These courses are designed to supplement the curriculum in areas of special interest to students that are not a part of the regular program offerings.

2017 Academic Calendar

June 20-23	Complete Band Director Workshop
June 26	Session I courses begin
July 14	Session I courses end
July 17	Session II courses begin
July 17-21	Conducting Workshop with Dr. Katalin Kiss
July 28	Session II courses for Jazz Pedagogy and Instrumental Emphasis end
August 4	Session II courses for Kodály emphasis ends