



Music Education Area, Hugh A. Glauser School of Music Important Information & A Timeline to Graduation

This information is presented to help you progress through your degree program and meet important deadlines. **It is the student's responsibility to meet all graduation and licensure requirements.** There are three course components to your required curriculum as a music education major.

1. Music major and music education requirements
2. College of Education and licensure requirements
3. Kent Core and general requirements

There are advisors in the School of Music ready to help you navigate the system:

- **Mr. Kyle Lovell** (330) 672-0083 klovell1@kent.edu E115
COTA-Academic Advisor
 - You must meet with Mr. Lovell every semester in addition to meeting with your assigned Music Education faculty advisor.
 - See him if you have questions about Kent Core requirements, EHHS requirements, transfer credits and any other university guidelines
 - See him to find out if you need to take Praxis I (If you scored high enough in on the ACT or SAT or COMPASS tests, you may not have to take Praxis I)
- **Your assigned Music Education advisor** – You will be assigned to one of the following professors as your music education advisor:

○ Dr. Jay Dorfman	(330) 672-3871	jdorfma2@kent.edu	C312A
○ Dr. Wendy Matthews	(330) 672-2431	wmatthe4@kent.edu	C301
○ Dr. Craig Resta	(330) 672-4803	cresta@kent.edu	C303
○ Dr. Christopher Venesile	(330) 672-2485	cvenesil@kent.edu	C310
- In addition, **Professor Dana Brown** ((330) 672-9236, dabrown@kent.edu) can assist you with course registration overrides, prerequisites, and other specific questions. You should see the COTA Advisor or your faculty advisor first before going to Mr. Brown.

How do you know who is your assigned Music Education Advisor?

There is a list posted on the bulletin board outside Professor Brown's door, next to Dr. Dorfman's office door, and on the Music Education bulletin board in the hallway next to the Music Education Suite doorway.

Why do you go to see your Music Education Advisor?

We are here to make certain you stay on track to graduate, advise you regarding your progress, help you choose the best student teaching locations, assist you if you need advice, guidance, professional career information, and help answer music education-related questions and concerns. You want to be a music teacher, and your advisor and professors are here to make that happen. Why not let them help you on the path to achieving your goal?

How often should you see your Music Education advisor?

You are required to see your Music Education advisor and the College Academic Advisor every semester before you are allowed to register for the following semester's classes. Music Education Advising Weeks for each semester will be announced typically through the Music Education listserv.

College of Education, Health & Human Services (EHHS) Requirements

- The **Vacca Office of Student Services (VOSS)**, located in room 304, White Hall (330.672.2862), is the administrative center for all education students across all of Kent State. Issues of Advanced Study candidacy, official student teaching placements, and teacher licensure are all handled at VOSS.
- It is important that you obtain and keep a Checklist for Admission to Advanced Study. This document outlines all the requirements you must meet to be admitted to Advanced Study in EHHS and before you apply to student teach. The timeline recommended by the EHHS is built into the timeline in this document. Download it from <http://bit.ly/2cp9iST>
- At <http://www.kent.edu/ehhs/services/voss> you will be able to:
 - Complete an advising appointment during the advisors' walk-in hours. You must have an advising file established in VOSS by Fall of your sophomore year. You can accomplish this during spring semester of the freshman year. This is important because when you are ready, you will apply for Advanced Study and student teaching through VOSS.
 - The site also contains the following:
 - Praxis Test Information
 - Student teaching information
 - All assessment required for teaching licensure
 - Steps to apply for licensure
- The EHHS Student Portal is located at <https://stuportal.ehhs.kent.edu>. Here you will be able to:
 - Complete (sign electronically) any Professional Disposition Plans that may result from an unsuccessful Disposition Assessment. These occur in Education as a Democratic Society, Music Teaching as a Profession, your spring semester methods class, and student teaching.
 - Complete Teacher Education modules during your
 - Apply for Advanced Study (Only during the first 2 weeks of each semester, Fall and Spring, and from May 1- June 1). Note: Late applications can be submitted during other times but require Dr. Dorfman's signature. It is HIGHLY recommended that you apply during the open times. Plan ahead!
 - Upload certificates upon completion of ALICE, CPR, and Child Safety courses prior to student teaching.
 - Apply to Student Teach a year ahead of time.

RECOMMENDED TIMELINE FOR EDUCATION REQUIREMENTS

When	What do I need to do?	What's the requirement?	Other Important Notes
<i>Freshman Year</i>			
Spring Semester	Take the course MUS 23241 Music Teaching as a Profession	You will be required to complete 20 hours of observations in area schools. You are responsible for your own transportation. Some of these hours can be completed through on-campus events as well as special weekend events, and OMEA conference attendance.	You will receive all the necessary information and do all scheduling of field experiences through the course. You will receive adequate guidance in how, where, and when to complete the field observation requirement.
	Take ENG 11011	English courses must be completed, with grades of C (2.0) or above before you can apply for Advanced Study	ENG 11011 is a pre-requisite for ENG 21011.
	Establish an Official Advising Sheet by having an advising appointment at VOSS.	This is required by the College of Education	VOSS, 304 White Hall. Consult the VOSS website (listed above) and go to the advisors' walk-in hours.
Spring semester or summer	Take Praxis tests	You must pass all 3 sections. Take these tests early enough in your coursework so you have time to re-take portions if necessary. This must be passed before you can apply for Advanced Study.	Visit the VOSS web site at http://www.kent.edu/ehhs/services/voss for testing locations and cost
<i>Sophomore Year</i>			
Fall Semester	Take CULT 29535 Education in a Democratic Society	This is the first of the set of required Education courses, and is a pre-requisite to the others	This course is a pre-requisite for admission to advanced study.
Fall Semester	Take EPSY 29525 or SPED 23000 (Catalog years Fall 2008 and beyond)	You must have completed CULT 29535, and one of the courses listed here, in order to apply for Admission to Advanced Study. All three courses must be completed in order to graduate.	
Fall Semester	Complete the series ENG 11011 and ENG 21011 by the end of this semester	These must be completed with a C or better before you can apply for Advanced Study.	
Spring semester (early April)	Take the Music Education Professional Evaluation (MEPE)	Grade Point Average must be maintained at a minimum 2.5 cumulative GPA, and a 2.75 in your music major. The MEPE music be taken prior to registering for Instrumental or Choral/General Methods courses.	Information about the MEPE is distributed at Convocations and through the Music Education listserv. Registration/intent forms will be distributed by the Coordinator of Music Education.

NEW!

<p>After you pass the MEPE</p> <p><i>NEW!</i></p>	<p>Apply for Advanced Study (EHHS-VOSS)</p>	<p>The Application for Admission to Advanced Study must be submitted online no later FRIDAY OF THE SECOND FULL WEEK of the term during which all ADVANCED STUDY requirements will be completed. Students must apply ONE semester BEFORE the term they plan to start Advanced Study (Methods) courses.</p>	<p>Application is available on the EHHS Student Portal: https://stuportal.ehhs.kent.edu Log in and select “Application for Advanced Study” from the navigation on the left.</p> <p>*The application window opens one week prior to the semester, and closes down after the second Friday of the semester. The summer window for applying for Advanced Study, which most Music Education students will use, is from May 1- June 1.</p>
<i>Junior Year</i>			
	<p>CI 47330 Reading & Writing in Adolescence/ Adulthood</p> <p>ITEC 39525 – This replaces ITEC 19525 Beginning in Fall 2016</p>	<p>Complete this course after you have been accepted into Advanced Study, and before you student teach. Successful completion of this course is required in order to apply for licensure in the state of Ohio.</p> <p>ITEC 39525 requires advanced study.</p>	<p>Register early for this course because sections fill quickly! Do NOT delay taking this course until student teaching or you will have to delay student teaching. As of summer 2018, an online summer section of CI 47330 was available.</p> <p>This course is no longer required of students whose calendar year is 2018 or later.</p>
<p>Fall Semester or Spring Semester</p>	<p>Apply for Student Teaching in fall of your junior year if you plan to student teach in Fall of your senior year.</p> <p>Apply for Student Teaching in spring of your junior year if you plan to student teach in spring of your senior year.</p> <p>IMPORTANT!! See Dr. Dorfman to help choose three possible student teaching sites. Dr. Dorfman officially enters your choices online. You cannot do this yourself. Even if you have submitted your choices in some other way, they will not be official until Dr. Dorfman enters them. Remember, if this step is missed, you could delay your student teaching and graduation.</p>	<p>You must apply for Student Teaching one year before you plan to student teach. The deadline is set by VOSS, and occurs in about October or February, one year in advance of fall semester student teaching. You will be required to attend an orientation to student teaching meeting, also scheduled by VOSS in October for those planning to student teach the next fall, and in February for those planning to student teach the next spring.</p>	<p>Valuable information about deadlines and special programs will be disseminated through the VOSS Blackboard site, and you are responsible for the information given. To enroll in the site, log in to BB, click Courses in the top right corner, and click Browse Course Catalog. Search for “EHHS Advising” and a creation date in the past. Click the arrow that appears next to the EHHS Advising course and click Enroll.</p> <p>Apply for student teaching at the EHHS student portal: https://stuportal.ehhs.kent.edu Log in and select “Clinical Experience” from the navigation on the left.</p>

Fall Semester	Review your Roadmap to make certain you will have completed all required courses in a timely manner so your student teaching will not be delayed.	All course requirements must be completed BEFORE your student teaching semester. This includes all coursework, recital attendance, and all other requirements. You may not have any “incomplete” grades”	Check with your music education advisor to confirm that you are on track to have all requirements completed prior to the student teaching semester.
Prior to Student Teaching	Complete the pre-requisite training certification in three specific areas prior to registering for student teaching.	The three areas are: * A.L.I.C.E. Training Child Safety CPR/AED *Not all are offered in the summer. Take early in fall and spring semesters. *There is a cost for these.	Obtain Information regarding where to go for the training for each of the 3 areas from VOSS. Submit the certificates showing that you have completed each of the three training sessions through the Student Portal.
One Semester Prior to the Student Teaching Semester	Take the OAE: Ohio Assessments for Educators	You must take two tests: “Music Content Knowledge (OAE Music/32)” and “Assessment of Professional Knowledge: Multi-Age (PK-12) 004”	Obtain information about the OAE at www.oh.nesinc.com Purchasing practice tests is recommended. There is a cost for taking these tests, so plan ahead for them!
Senior Year			
Student Teaching Semester	Keep in mind that you can student teach in either spring or fall semesters, but you MUST apply to student teach ONE YEAR prior to the semester you wish to student teach.	During the semester you student teach, you must register for: MUS 42357 Student Teaching and MUS 49525 Student Teaching Seminar. You will be registered for these by Professor Brown once all requirements are met. Plan your budget in advance of student teaching. You are not to be working in another job while you student teach. You must attend all events & activities associated with your student teaching position, including evening and weekend events.	STUDENT TEACHING IS A FULL-TIME RESPONSIBILITY!!!! All course requirements and your senior recital must be completed prior to student teaching. Do not take additional courses during your student teaching semester. You may not be a member of any university ensembles while you are student teaching. If it is discovered that you are taking additional courses, you will be removed from student teaching.

The Ohio Assessments for Educators

The Ohio Assessments for Educators (OAE) assess the content-area and professional (pedagogical) knowledge of candidates who are seeking initial Ohio educator licensure or adding a new licensure area. This test has replaced Praxis II for all new teacher candidates (as of September, 2013). As a music education major, you will take the following tests: Music Content Knowledge (OAE Music/32); Assessment of Professional knowledge: Multi-Age (PK-12) 004. For more specific information regarding this test and all Ohio licensure requirements, visit the Educator Licensure page on the Ohio Department of Education website. Specific information about the OAE can be found at <http://www.oh.nesinc.com/>. Pay particular attention to the section 'What Assessments Do I Need to Take' and the 'Candidate FAQ'.

The OAE must be passed in order to obtain licensure. It should be taken during the semester prior to the student teaching semester. If you have done well in your degree courses, you should have no difficulty passing OAE; however, the VOSS website provides information that will guide you in doing your best. It is highly recommended that you prepare in advance for these tests by studying practice tests available for purchase through the web site listed above.

Music Education Professional Evaluation

Music education majors from the catalog year 2015-2016 and forward will be required to pass the Music Education Professional Evaluation (MEPE) in order to enroll in upper division courses. Students are limited to two administrations of the evaluation and must pass all sections.

Questions Often Asked:

1. *What are Field Experience Requirements?*

Answer: The following courses require field hours: MUS 23241, 48232, 44211, 44212, 48233, 34211, 34212, 47811, and 48231. Avoid overloads and over-scheduling yourself during the semesters when you are required to complete field hours. All music education majors are required by the Ohio Department of Education to complete a minimum 100 hours of field experience in the schools, or in teaching situations where you are directly working with K-12 students, assisting others in teaching K-12 students, or observing K-12 students in teaching/learning situations. These 100 hours must be completed prior to student teaching. They are tied to specific music education courses since they are considered part of the content of these courses. Your music education advisor can provide you with information about course content and field experience requirements.

2. *What is a practicum?*

Answer: Practicum is part of the field experience requirement for MUS 34211, 34212, 44211, and 44212. Each of these listed courses (per the 2015 catalog) requires 30 field hours. Of the 30 field hours per course, 10 hours will constitute practicum. Practicum is defined as a pre-student teaching placement in one K-12 school with one teacher for one hour per week during the semester that the student is enrolled in the course.

3. *How often do I have to have a background check completed, and who pays for this?*

Answer: You will need to have this completed before you can visit schools for your field experience hours, and before you can student teach. The results are good for only one year. You are responsible for the cost each time. Plan your budget so that you can pay for this prior to or during the first week of the semester in which you are

taking music education courses that require you to complete observation hours in the schools. You will also need this completed in order to student teach. To find the cost for this, where you go to have this completed, etc., refer to the following information:

For **field experience**, student teaching and any culminating internship in teacher education that requires candidates to be placed within a school or agency ("school/agency") setting, the college requires candidates to complete Bureau of Criminal Investigation and Identification (BCI) and Federal Bureau of Investigation (FBI) background check and submit the results to authorized personnel at their assigned "school/agency" before the **beginning of the field experience or the first day of the semester** in which student teaching/internship will take place. Authorized "school/agency" personnel will determine whether a candidate may participate in fieldwork in that setting.

The BCI and FBI background checks are good for one year and are mandatory for licensure application. Electronic fingerprinting is available for BCII and FBI in 221 White Hall and should be completed at least two months prior to **field experience/ student teaching**. Regional campus students should contact their Regional Campus coordinator to identify fingerprinting availability at each campus. Candidates are responsible for fees incurred for this requirement. Make sure to have your background check coded correctly. The FBI code for both fieldwork and Student teaching is "public school or chartered non-public school employee". The BCI code for field work (observations, prior to student teaching) is "non-teaching position 3319 39B1", and the BCI code for student teaching is "teachers only 3319 39B3".

For more information on this policy, contact the Director of Clinical Field Experience in 304 White Hall. Visit the Ohio Department of Education (ODE) Web site <http://ode.state.oh.us> for more information about background check requirements for educators in Ohio. Contact the Office of Professional Conduct at the ODE for specific information about the results of the background check.

4. *Is there a document that clearly tells me which courses I should take each semester in order to complete my requirements in four years?*

Answer: Yes, there is. It is called a Roadmap. There are separate Roadmaps for students in the Choral/General concentration and those in the Instrumental concentration. In addition, there are Roadmaps that apply to the specific calendar year when you entered the program as a music major. Roadmaps are available on the Kent State website.

5. *What is edTPA?*

Answer: The Educational Teacher Performance Assessment (edTPA) is a file consisting of written content and teaching sample video clips prepared by student teachers during the first 8 weeks of the student teaching semester. The assessment is currently scored by music education faculty and the scores are submitted to EHHS. The Ohio Department of Education is not yet requiring passing scores in order to apply for teaching licensure. edTPA submissions are be scored by nationally accredited judges. In order to pass the edTPA, you must complete all sections without any "error codes" returned in the scoring.