

**Shenandoah Conservatory  
of Shenandoah University  
1460 University Drive  
Winchester, VA 22601  
su.edu/conservatory**

**Course Offering for Attendees  
Virginia Music Educators Association In-Service Conference  
November 18-20, 2010  
Norfolk, Virginia**

Shenandoah University will offer undergraduate and graduate credit in conjunction with the Virginia Music Educators Association In-Service Conference. Up to three credits-offered concurrently in three individual courses of one credit each-may be earned at the undergraduate or graduate level. This credit may be used for certificate/licensure renewal or applied to degree programs. Shenandoah University is accredited by the Southern Association of Colleges and Schools and the National Association of Schools of Music. For further information visit [www.su.edu](http://www.su.edu).

**Registration materials are located at the end of this document.**

**Course 1**

<b>Course Title:</b>	Trends and Practices in Music Education
<b>Course Number:</b>	MUCC 497 (1 undergraduate credit) or MUCC 597 (1 graduate credit)
<b>Course Prerequisites:</b>	None
<b>Registration Deadline:</b>	Monday, November 22, 2010, at 5 p.m. EST
<b>Cost:</b>	\$219
<b>Assignments Due:</b>	Monday, November 29, 2010

**Course Description:** The purpose of this course is to provide students with the opportunity to attend a professional conference and experience and review a variety of performance and non-performance sessions.

**Course Objectives:** Students will attend and evaluate sessions presented by leaders in the field of music education. Graduate students will also describe how the sessions relate to the practice of music teaching.

**Course Requirements:**

**Undergraduate credit:**

- Students registering for undergraduate credit are required to attend a minimum of fifteen (15) clock hours of events such as sessions, clinics, rehearsals, lectures, professional meetings, or concerts.
- Students submit a log showing the date, time, location, title, name of the presenter, panelists, or performers for each event.
- Students must obtain a signature from the presenter, presider, or performer at each session.

**Graduate credit:**

- Students registering for graduate credit are required to attend a minimum of fifteen (15) clock hours of events such as sessions, clinics, rehearsals, lectures, professional meetings, or concerts.
- Students submit a log showing the date, time, location, title, name of the presenter, panelists, or performers for each event.
- Students must obtain a signature from the presenter, presider, or performer at each session.
- Students submit a reflective assessment paragraph about each session, clinic, rehearsal, lecture, professional meeting, or concert regarding the application of the information presented/observed to teaching. (Note: Students who are not currently teaching should reflect on their perceived application of the information presented/observed to teaching.)

**Course 2**

<b>Course Title:</b>	Readings in Music Education
<b>Course Number:</b>	MUCC 498 (1 undergraduate credit) or MUCC 598 (1 graduate credit)
<b>Course Prerequisites:</b>	Concurrent enrollment in MUCC 497 (undergraduate students) or MUCC 597 (graduate students)
<b>Registration Deadline:</b>	Monday, November 22, 2010, at 5 p.m. EST
<b>Cost:</b>	\$219
<b>Assignments Due:</b>	Monday, December 13, 2010

**Course Description:** This course consists of analytical reading of current articles from professional journals, book chapters or similar materials related to effective teaching.

**Course Objectives:** This course will expand the student's knowledge of current practices in the field, with opportunity to compare/contrast writings discussing best practice information.

**Course Requirements:****Undergraduate credit:**

Students registering for undergraduate credit will read and submit complete bibliographic information plus content annotations and analytical comments for 10 (ten) articles.

**Graduate credit:**

Students registering for graduate credit will read and submit complete bibliographic information plus content annotations and analytical comments for 15 (fifteen) articles.

**Course 3**

<b>Course Title:</b>	Best Practices Document
<b>Course Number:</b>	MUCC 499 (1 undergraduate credit) or MUCC 599 (1 graduate credit)
<b>Course Prerequisites:</b>	Concurrent enrollment in MUCC 497 and 498 (undergraduate students) or MUCC 597 and 598 (graduate students)
<b>Registration Deadline:</b>	Monday, November 22, 2010, at 5 p.m. EST
<b>Cost:</b>	\$219
<b>Assignments Due:</b>	Monday, January 17, 2011

**Course Description:** The purpose of this course is to provide students with the opportunity explore in depth one topic related to exemplary practices currently employed in teaching.

**Course Objectives:** Students will prepare a formal paper, with citations and bibliography, related to one aspect of best practices in teaching.

**Course Requirements:**

**Undergraduate credit:**

Students registering for undergraduate credit will prepare a clear and concise document with minimum length of 10 (ten) pages. See technical details below.

**Graduate credit:**

Students registering for graduate credit will prepare a clear and concise document with minimum length of 15 (fifteen) pages. See technical details below.

### Technical Considerations

**Preparing assignments:**

- All written work must be submitted in typewritten, double-spaced text with 1-inch margins.
- Consistency in style is expected in documentation, references, citations or annotation of sources. The American Psychological Association (APA) Manual of Style (5<sup>th</sup> Edition) is the preferred format.
- Each topic should begin on a separate page identified with appropriate headers. The name of the student should appear on each assignment
- Materials submitted are not returned.

**Submitting assignments:**

Mail materials for each course as a single unit (spiral, termpaper, or notebook binder to the instructor.

Dr. Charlotte Collins                      Shenandoah Conservatory  
1460 University Drive                      Winchester, VA 22601

Questions may be directed to Dr. Collins via e-mail: [ccollins@su.edu](mailto:ccollins@su.edu)

**Assignment Deadlines:** Deadlines are published with each course. Students are expected to submit work according to these deadlines. Assignments more than one week late will not be accepted. Incompletes are not awarded without documentation of serious extenuating circumstances.

**Grades and Transcripts:** Transcripts may be requested after the student has received his/her grade. Grades are normally processed at the end of each semester. The academic calendar is posted on the Shenandoah University Website ([www.su.edu](http://www.su.edu)). Specific questions regarding transcripts may be addressed to the Registrar's Office (540-665-5585)

### Academic Dishonesty

Academic dishonesty in any form, including plagiarism and giving or receiving unauthorized assistance in academic work, is prohibited. Specific information about the Shenandoah University Honor Code is located in the Student Handbook at [www.su.edu](http://www.su.edu).

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### **Registration Instructions**

**Virginia Music Educators Association In-Service Conference  
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Complete the Registration Form for non-degree-seeking students

The form is located below. All information and signatures must be provided before the registration can be processed.

Indicate Payment Method

Enclose a check or money order with your mailed registration form, OR

Provide credit card information on your mailed or faxed registration form, OR

If you do not wish to fax your credit card information, fax the form without credit card number and then call the Business Office at 540-665-4514 to provide the credit card number.

Note: Problems with payments clearing will result in cancellation of enrollment. Notification will be sent to the address on the registration form.

Return the Registration Form

Fax the registration form to 540-665-5433, OR

Mail the registration form to

Business Office

Shenandoah University

1460 University Drive

Winchester, VA 22601

Deadlines

Registration closes according to the deadlines published with each course.

Registration materials will be accepted via fax as of the final date of registration when credit card information is provided on the fax (540-665-5433) or by telephone (540-665-4514) no later than the next business day.

Note: A late registration will result in a delay in course enrollment.

Course Refunds and Withdrawals:

Students are urged to review course requirements and deadlines carefully before registering. No refunds are available to students who withdraw after registration.

Students may withdraw from courses, without refund, until Monday, January 18, 2010 upon written request faxed to the Registrar's Office at 540-665-5446.



Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

I certify that the statements made on this form are correct. I understand that failure to provide accurate information will result in the cancellation of my enrollment by Shenandoah University. If enrolled, I agree to comply with all policies and regulations of Shenandoah University in effect while I am a student and to assume responsibility for any financial obligations that I may incur.

I understand that all information furnished to the Office of the Registrar in connection with this form will be treated confidentially and will be disclosed only to Shenandoah University officials having a legitimate educational interest. Should I be enrolled at Shenandoah University, reports and recommendations on my behalf will not become a part of my permanent student record.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Course Selection

Check desired courses on left. Enter fee in column on right.

Undergraduate Students:

√	Course	Title	Credit	Fee	
	MUCC 497 VMEA	Trends and Practices in Music Education	1	\$219 (ARCE)	
	MUCC 498 VMEA	Readings in Music Education	1	\$219 (ARCE)	
	MUCC 499 VMEA	Best Practices Document	1	\$219 (ARCE)	
	Processing Fee	(for first time Shenandoah University students only)		\$ 20 (SUAPC)	
				Total due ARCE/SUAPC	\$

Graduate Students:

√	Course	Title	Credit	Fee	
	MUCC 597 VMEA	Trends and Practices in Music Education	1	\$219 (ARCE)	
	MUCC 598 VMEA	Readings in Music Education	1	\$219 (ARCE)	
	MUCC 599 VMEA	Best Practices Document	1	\$219 (ARCE)	
	Processing Fee	(for first time Shenandoah University students only)		\$ 20 (SUAPC)	
				Total due ARCE/SUAPC	\$

### Payment Information

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

Check  Money Order  MasterCard  VISA  Discover  American Express

Name as it appears on the credit card: \_\_\_\_\_

Credit card number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Expiration date: \_\_\_\_\_ Amount to charge: \_\_\_\_\_

Signature of card holder: \_\_\_\_\_

Daytime phone number: \_\_\_\_\_