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:

- **Ms. Jenna Bice** (330) 672-0083  
  jbice@kent.edu  
  E115  
  *COTA-Academic Advisor*  
  - See her if you have questions about Kent Core requirements, EHHS requirements, transfer credits and any other university guidelines
  - See her to find out if you need to take Praxis I (If you scored high enough on the ACT or SAT or COMPASS tests, you may not have to take Praxis I)

- **Professor Dana Brown** (330) 672-9236  
  dabrown@kent.edu  
  E237  
  *Assistant to the Director and Undergraduate Coordinator, School of Music*  
  - See Mr. Brown if you need overrides to get into specific courses, if you have questions regarding pre-requisite courses or co-requisite courses

- **Your assigned Music Education advisor** – You will be assigned to one of the following professors as your music education advisor:
  - Dr. Linda Angotti  
    (330) 672-2431  
    lwalker@kent.edu  
    C301
  - Dr. Jay Dorfman  
    (330) 672-3871  
    jdorfma2@kent.edu  
    C312A
  - Dr. Craig Resta  
    (330) 672-4803  
    cresta@kent.edu  
    C303
  - Dr. Christopher Venesile  
    (330) 672-2485  
    cvenesil@kent.edu  
    C307A

**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, on the Music Education bulletin board in the hallway next to the Music Education Suite doorway, and on the Music Education web page.

**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 majors across all of Kent State.
- 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](http://bit.ly/2cp9iST)
- At [http://www.kent.edu/ehhs/services/voss](http://www.kent.edu/ehhs/services/voss) you will be able to:
  - Sign up for an advising appointment. 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
  - Apply for Advanced Study (Only during the first 2 weeks of each semester, Fall and Spring, and prior to the start of summer sessions). Note: While you may be able to apply at other times in person, it is highly recommended that you apply online and during the online open application periods. Plan ahead!
  - Apply to Student Teach a year ahead of time.
# RECOMMENDED TIMELINE FOR EDUCATION REQUIREMENTS

<table>
<thead>
<tr>
<th>When</th>
<th>What do I need to do?</th>
<th>What’s the requirement?</th>
<th>Other Important Notes</th>
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<tbody>
<tr>
<td><strong>Freshman Year</strong></td>
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<tr>
<td>Spring Semester</td>
<td>Take the course MUS 23241 Music Teaching as a Profession</td>
<td>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.</td>
<td>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.</td>
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<tr>
<td>Spring Semester</td>
<td>Take ENG 11011</td>
<td>English courses must be completed, with grades of C (2.0) or above before you can apply for Advanced Study</td>
<td>ENG 11011 is a pre-requisite for ENG 21011.</td>
</tr>
<tr>
<td>Spring Semester</td>
<td>Establish an Official Advising Sheet</td>
<td>This is required by the College of Education</td>
<td>VOSS, 304 White Hall. Go to the VOSS web site and register online for an appointment.</td>
</tr>
<tr>
<td>Spring semester or summer</td>
<td>Take Praxis tests. (Can also be taken in the summer before the sophomore year)</td>
<td>You must pass all 3 sections. Take this test early enough in your course work so you have time to re-take portions if necessary. This must be passed before you can apply for Advanced Study.</td>
<td>Visit the VOSS web site at <a href="http://www.kent.edu/ehhs/services/voss">http://www.kent.edu/ehhs/services/voss</a> for testing locations and cost</td>
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<td><strong>Sophomore Year</strong></td>
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<tr>
<td>Fall Semester</td>
<td>Take CULT 29535 Education in a Democratic Society</td>
<td>This is the first of the set of required Education courses, and is a pre-requisite to the others</td>
<td>This course is a pre-requisite for admission to advanced study.</td>
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<tr>
<td>Fall Semester</td>
<td>Take EPSY 29525 or SPED 23000 (Catalog years Fall 2008 and beyond)</td>
<td>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.</td>
<td>*Note: ITEC 19525 will be replaced by an upper division number effective Fall, 2016. If ITEC 19525 is not taken prior to Fall, 2016, students will need Advanced Study to take this course.</td>
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<tr>
<td>Semester</td>
<td>Course Details</td>
<td>Notes</td>
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<tr>
<td>Fall Semester</td>
<td><strong>Complete the series ENG 11011 and ENG 21011 by the end of this semester</strong>&lt;br&gt;As stated above, these must be completed before you can apply for Advanced Study. You must have received at least a C in the English courses.</td>
<td><strong>Application is available on the EHHS Student Portal:</strong> &lt;br&gt;<a href="https://stuportal.ehhs.kent.edu">https://stuportal.ehhs.kent.edu</a>&lt;br&gt;Log in and select “Application for Advanced Study from the navigation on the left.”&lt;br&gt;*The application window opens one week prior to the semester, and closes down after the second Friday of the semester. There is also a summer window for applying for Advanced Study, which is from May 1-June 1.</td>
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<tr>
<td>Spring Semester</td>
<td><strong>Apply for Advanced Study (EHHS-VOSS)</strong>&lt;br&gt;The Application for Admission to Advanced Study must be submitted online no later than the SECOND FRIDAY 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 courses.&lt;br&gt;Grade Point Average must be maintained at a minimum 2.5 cumulative GPA, and a 2.75 in your music major.&lt;br&gt;The MEPE music be taken prior to registering for Instrumental or Choral/General Methods courses.</td>
<td><strong>Information about the MEPE is on the back of this document.</strong>&lt;br&gt;Registration/intent forms will be distributed by the Coordinator of Music Education.</td>
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<td><strong>Take the Music Education Professional Evaluation (MEPE)</strong>&lt;br&gt;ITEC 39525 requires advanced study.**&lt;br&gt;Register early for this course since sections fill quickly! Do NOT delay taking this course until student teaching or you will have to delay student teaching.</td>
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<td><strong>Junior Year</strong></td>
<td><strong>CI 47330 Reading &amp; Writing in Adolescence/Adulthood</strong>&lt;br&gt;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.&lt;br&gt;ITEC 39525 requires advanced study.</td>
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<tr>
<td>Fall Semester or Spring Semester</td>
<td>Apply for Student Teaching in fall of your junior year if you plan to student teach in Fall of your senior year. Apply for Student Teaching in spring of your junior year if you plan to student teach in spring of your senior year. 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.</td>
<td><strong>You must apply for Student Teaching one year before you plan to student teach.</strong> 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.</td>
<td>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. Apply for student teaching at the EHHS student portal: <a href="https://stuportal.ehhs.kent.edu">https://stuportal.ehhs.kent.edu</a> Log in and select “Clinical Experience” from the navigation on the left.</td>
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<tr>
<td>Fall Semester</td>
<td>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.</td>
<td>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”</td>
<td>Check with your music education advisor to confirm that you are on track to have all requirements completed prior to the student teaching semester.</td>
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<tr>
<td>Prior to Student Teaching</td>
<td>You must complete the pre-requisite training certification in three specific areas prior to registering for student teaching. Certificates must be valid for the semester you plan to student teach.</td>
<td>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.</td>
<td>Obtain Forms &amp; Information regarding where to go for the training for each of the 3 areas from VOSS. Complete a Student Teaching Prerequisite Verification form, attach completion certificates, and submit to the Clinical Field Experience Director in VOSS prior to registering for student teaching.</td>
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<td>One Semester Prior to the Student Teaching Semester</td>
<td>Take the OAE: Ohio Assessments for Educators</td>
<td>You must take two tests: “Music Content Knowledge (OAE Music/32)” and “Assessment of Professional Knowledge: Multi-Age (PK-12) 004”</td>
<td>Obtain information about the OAE at <a href="http://www.oh.nesinc.com">www.oh.nesinc.com</a> Purchasing practice tests is recommended. There is a cost for taking these tests, so plan ahead for them!</td>
</tr>
<tr>
<td>Senior Year – Student Teaching Semester</td>
<td>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.</td>
<td>During the semester you student teach, you must register for: MUS 42357 Student Teaching and MUS 49525 Student Teaching Seminar 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 &amp; activities associated with your student teaching position, including evening and weekend events.</td>
<td>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. Do 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.</td>
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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, 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 (BCII) 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 BCII 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/culminating internship**. 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.

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](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 who are choral/general music education majors, and those who are instrumental music education majors. In addition, there are Roadmaps that apply to the specific calendar year when you entered the program as a music major. You can print your own copy of the Roadmap you need by going to [http://bit.ly/2kxpabS](http://bit.ly/2kxpabS).

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. Beginning in fall, 2016, edTPA submissions will be scored nationally by Pearson-accredited judges.