

Application Packet Instruction Sheet – page one  
Teacher Education Program in Music Education

1. Type ALL information requested (application cover sheet, essay questions, recommendation forms, and change of major forms) using the WORD documents provided or complete the application materials using a typewriter.
2. Complete all information on the Application Packet Cover Sheet. Be sure to type your name with the LAST NAME, FIRST NAME. Also, read carefully the Application Packet Checklist at the bottom of the Cover Sheet. Application materials must be submitted in the order in which they are listed on the Checklist.
3. List only your solo performances completed as of March 17, 2008.
4. Obtain your concert/recitals/common hour attendance totals as of March 17, 2008. These hours are posted periodically on the bulletin board outside of the Music Office, 233 Music Building I.
5. Answer the two essay questions as completely as possible. Use a formal writing style and organize your information efficiently. You have one page for each response. Your name must appear at the top of each question sheet.
6. Present the enclosed recommendation forms to:
  - a. **Your APPLIED TEACHER** (*please type your name and the teacher's name on the form before presenting it to your teacher*).
  - b. **A TEACHER OF YOUR CHOICE**. This teacher may be anyone with whom you've studied at the University EXCEPT music education faculty and non-music graduate teaching assistants. Please consider the type of information requested on the form before selecting your recommender. (*Please type your name and the teacher's name on the form before presenting it to your teacher*).

These teachers will return their recommendations directly to Lisa Stamm in 233 Music Building I by the date on the form.

**THE RECOMMENDATION FORMS SHOULD BE DISTRIBUTED TO YOUR RECOMMENDERS BY NO LATER THAN March 19, 2008.**

7. You must have completed, and have active, the “PA Child Abuse History Clearance,” “Request for Criminal Record Check” and “FBI Clearance” at the time of entrance to major (July 7, 2008). Most of you have already completed this process for MUSIC 295A. If so, please provide another copy of each clearance. These clearances are active for a year so be sure yours is up to date for entrance to major and courses in the fall. If you have not done so, or you need to review your clearances - please read the forms and instructions on the web addresses provided. The “Request for Criminal Record Check” can be submitted on-line and paid with a credit card, but the “PA Child Abuse History Clearance” is a form that must be mailed. Money orders, not checks, are accepted for payment. The “FBI Clearance” includes fingerprinting. After each item is processed by these agencies and returned to you, submit a COPY of EACH with your Application Packet. If you do not receive the processed forms prior to the Application Packet submission deadline, you may submit a copy of each processed form when you receive them, but no later than July 7, 2008.

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8. Read and sign the **Disposition statement**.
9. Complete the **Individualized emphasis plan**. Your **individualized emphasis plan** will not be approved until after the registration period for Fall, 2008. Proceed with registration with your intended courses from your individualized emphasis. If your individualized emphasis courses are changed as a result of the approval process, your adviser will work with you to change your Fall 2008 registration, if necessary.
10. Complete the **Change of Major** form on the Music Education Entrance to Major web site ([www.music.psu.edu/musiced](http://www.music.psu.edu/musiced)). Follow the steps on the “Directions for Completion of Change of Major form” page. The **Change of Major** form cannot be saved as it is a PDF document. Print the form immediately after completion and submit the completed **Change of Major** form with your Application Packet.
11. When your Application Packet is completed, **pick up a manila file folder and 10” x 13” envelope from Lisa Stamm in 233 Music Building I, and place completed Application Packet inside the file folder and place the folder inside the envelope**. PRINT LEGIBLY your name (last name, first name) on the front of the file folder and on the outside upper right corner of the envelope. Refer to the Checklist on the Application Packet Cover Page for the order in which materials should be submitted.

**Submit completed Application Packet to Lisa Stamm, Music Education staff assistant, in 233 Music Building I, no later than 4:00 PM on Monday, APRIL 7, 2008.**

12. Prior to your interview, the music education faculty will be reviewing your degree audit for all entrance requirements (e.g., Praxis scores, 80-Hours, etc.). You should also review the status of your entrance requirements for accuracy. This is done by logging onto eLion and requesting a degree audit for an alternate major, choosing BME. Entrance requirements appear at the end of the degree audit. Some of the requirements listed reflect the old, not new program (like 266 and 140; we hope this will be fixed by April). However, if you have documentation of having completed a requirement that is listed as incomplete (for example, you have passed the Praxis exam and the degree audit lists it as incomplete), bring a copy of the documentation for that requirement to your interview. You may also want to contact either the certification office or College of Arts and Architecture undergraduate studies office to address inaccuracies.

PROGRAM INTERVIEWS WILL OCCUR AT THE END OF APRIL

Check the Music Education Bulletin Board outside 233 Music Building I for Music Education Program Interview list for dates and times.