

**Professional Music Teacher Education Program
Master of Arts in Teaching**

**PMTE APPLICATION PACKET
Application Checklist
Deadline for school year 2012-2013: January 13, 2012**

Everything you need to apply to the Professional Music Teacher Education (PMTE) Program at Oregon State University is in this application packet. There are two parts of the application process: 1). Apply to the Graduate School at OSU, and 2). Apply to the Professional Music Teacher Education Program. All of the required application materials are listed in the checklist below.

Submit to the Graduate School (graduate application):

1. ___ Complete the online application form “**Apply online**” <http://oregonstate.edu/admissions/graduate.html> Indicate “**Teaching - Music Education (2190)**”. Includes application fee (payment accepted by credit/debit card online). Indicate “Fall 2012” as your first term if not enrolling in summer conducting.
2. ___ Submit **official transcripts** from every college/university attended.

Direct Graduate School questions to graduate.admissions@oregonstate.edu or 541-737-4881

Graduate School

Oregon State University
300 Kerr Admin. Bldg.
Corvallis OR 97331-2106

Submit to the Professional Music Teacher Education Program (program application):

1. ___ Your **resume** to include: education, practicum and teaching experiences, work with diverse populations, or other work experience with children and youth, as well as, honors, activities, and interests.
2. ___ An essay describing your **professional goals and motivation** for participating in the program. If admitted, this essay is sent to student teaching placement sites for principals and cooperating teachers to read. The essay should be no more than 500 words in length (two double-spaced pages) and should represent graduate-level writing.
3. ___ Submit **official transcripts** from every college/university attended, including OSU.
4. ___ Complete **PMTE Program Application** (page 4).
5. ___ Complete **Form B - Subject Matter Competency List** (page 5).
6. ___ **Three Letters of Recommendation** including a cover page for each (page 6).
 - ONE letter must come from a professional who has observed you in a formal setting, attesting to your **competence in working with school-age children/youth**.
 - A SECOND letter must attest to your **academic ability** to do graduate work.
 - A THIRD letter may fit either of the first two categories.
7. ___ Complete **TSPC Character Questions Form** (page 7). **Answer honestly.**
8. ___ Copy of your **Essential Academic Skills test scores**. These are required for program admission (page 8).
9. ___ Copy of your **NES Music Test Scores (504)**. These are required for program admission (page 8).
10. ___ **A receipt from the College of Education** attesting to the fact that you completed the Fingerprint packet, with date and time of completion or blue form stating the same.
11. ___ This **application checklist** signed and dated, along with all materials submitted one packet. Please keep copies of all materials submitted.

Direct PMTE questions to tina.bull@oregonstate.edu

Submit the materials listed above to:

Dr. Tina Bull, Coordinator
Music Teacher Education
School of Arts and Communication
304D Benton Hall
Oregon State University, Corvallis, OR 97331-2502

By my signature, I verify that all application information submitted is true, accurate, and complete.

Signature of Applicant _____ Date _____

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PMTE APPLICATION PACKET Information & Instructions

In this application packet you will find:

- Information and Instructions
 - Admission to the Professional Program
 - Application Procedures
 - Test Information
- Program Application Form
- Form B - Subject Matter Competency List
- Letter of Recommendation Form
- TSPC Character Questions Form

Should you have questions, please contact to tina.bull@oregonstate.edu

Admission to the Professional Program

Admission to the Professional Music Teacher Education (PMTE) Program is selective and competitive. Consequently not all applicants are admitted. Applications received after the deadline may be considered on a space-available basis only after all those received by the deadline have been fully considered. Within OSU's Guiding Principles, the PMTE Program recognizes a responsibility to society to contribute to its social, aesthetic, and economic well-being.

Acceptance as a graduate student is required for participation in the initial licensure program in Music Teacher Education. Your graduate application should list a Master of Arts in Teaching as your degree program, and "Teaching – Music Education" (code: 2190) as your course of study.

Admission Requirements for Programs and Criteria:

1. A bachelor's degree or equivalent in music or music education (*necessary for Admission to all graduate degree programs*), **documented by official transcripts from every college/university attended.**
2. Minimum grade-point average of 3.00 in the last 90 quarter credits of graded undergraduate work and all work completed thereafter (*necessary for Admission to all graduate degree programs*), **documented by official transcripts from every college/university attended.**
3. Competence in subject matter for desired teaching areas (**documented by Form B, transcripts of grades, test scores, audition, and interview**).
4. Competence in working with school-age children or youth in schools or social service settings; experience in public school settings is strongly preferred for all Professional Teacher Education areas and is a requirement for Early Childhood/Elementary Education, Physical Education, Agriculture Education and Music Education applicants (**documented by letters of recommendation, interview, statement of professional goals, and resume**).
5. Demonstrated effectiveness in oral and written communication (**documented by letters of recommendation, basic educational skills test scores, written statement of professional goals, resume, audition, interview, and short writing test**).
6. Sincere and appropriate desire to become a public school teacher and an understanding of the life demands placed on a teacher (**documented by letters of recommendation, statement of professional goals, resume, and interview**).
7. Truthful answers to Teacher Standards and Practices Commission (TSPC) character questions (**documented by the TSPC Character Questions form**). Note: By Oregon law, successful applicants must submit a fingerprint card for processing by the Oregon State Police and the FBI.

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Test Information

Admission into a licensure program is contingent upon passing the CBEST basic skills test and the NES (National Evaluation Series™) subject matter test in Music. For testing information and schedule of test dates, see the websites listed below:

Essential Academic Skills:

http://www.orela.nesinc.com/TestView.aspx?f=HTML_FRAG/NT001_TestPage.html

NES Music (504): http://www.orela.nesinc.com/TestView.aspx?f=HTML_FRAG/NT504_TestPage.html

Application Procedures

1. Applicants are responsible for assuring that all materials listed on the Application Checklist (other than interview and audition results) are in their application files by the application deadline.
2. Applicants are responsible for assuring that the Graduate School office has received all necessary materials for the graduate school application by the application deadline.
3. Applications are reviewed by screening committees to identify candidates who are qualified based on the evidence available.
4. Following the initial screening, qualified applicants will be required to audition and interview with OSU music education faculty. The interview/audition team adds its assessments to the applicant's file. We will contact you regarding this audition/interview after January 20, 2012.
5. Following the interview, faculty for the music teacher education program considers all evidence and makes admission recommendations to the Coordinator. Spaces in the program are limited and the admission process is competitive.
6. Applicants who meet the application deadline and complete the process above are typically notified of the program admission decision in writing.

Refer to the following information for the appropriate addresses:

Program Application

Professional Music Teacher Education Program
Dr. Tina Bull, Coordinator of Music Education
304D Benton Hall, Oregon State University
Corvallis OR 97331-2502

Graduate Application

Graduate School
Oregon State University
300 Kerr Admin. Bldg.
Corvallis OR 97331-2106

Oregon State University does not discriminate on the basis of race, color, national origin, religion, sex, sexual orientation, marital status, age, disability or veteran's status in any of its policies, procedures or practices.

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**PTME PROGRAM APPLICATOIN
Form B - Subject Matter Competency List**

Name _____ Student ID # _____

PLEASE TYPE

Competency Areas	Competency or Course*	Qtr** Hrs	Where Taken	Term & Year	For Office Use Only
Applied Studio Instruction					
Performance Organizations					
Literature and Materials of Music (Music Theory)					
Aural Skills					
History of Western Music					
Elementary Music Methods I					
Choral Option					
Conducting: Choral					
Diction I & II					
Techniques for Vocal Instructor					
Classroom Instrumental Techniques					
Instrumental Option					
Conducting: Instrumental					
Instrumental Techniques (6 of 7)					
Techniques for Vocal Instructor					
Pre-Professional Music Teaching					
Teaching Practicum					
Educational Psychology					
Child Development or Adolescent Psychology					

* List courses or experiences that you have had and those to be completed prior to entering the Grad program.

** 1 semester hour = 1.5 quarter hours, e.g., 3 semester hours @ 1.5 = 4.5 quarter credit hours

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PMTE PROGRAM APPLICATION Letter of Recommendation Form

Applicant's Name _____ Phone _____

Address _____ City _____ State ____ Zip code _____

NOTE TO THE APPLICANT: Make a copy of this form for each person providing you with a recommendation. We recommend that you provide the evaluator with a stamped, pre-addressed envelope with the address listed below. The evaluator will return the form along with the letter of recommendation.

NOTE TO THE EVALUATOR: The above named applicant is applying for admission to graduate studies in music teacher education and has given your name as a reference. We would particularly appreciate your candid appraisal of the applicant's strengths and weaknesses; personal qualities and professional promise as an educator; his/her ability to work with children or school-aged youth; and any other characteristics we should be aware of for a person entering the music teaching profession. Please tell us your relationship to the applicant and the length of time you have known him/her. Your recommendation will be used for making decisions on admission. A member of our faculty may contact you for further information. Thank you for your help.

Please return this form with your letter of recommendation.

APPLICANT	EVALUATOR
<p>DO NOT SIGN if you wish to retain the right of access to viewing this letter.</p> <p><input type="checkbox"/> As required by the Family Educational Rights and Privacy Act of 1974, I have waived my right to this letter, and I understand that this letter will not be available to me now or in the future.</p> <p>_____</p> <p>Applicant's Signature Date</p> <p>_____</p> <p>Applicant's Name - Typed or Printed</p>	<p><input type="checkbox"/> Please note whether the applicant has selected to waive the right of access to this letter. If the applicant has NOT SIGNED in the box at left, this recommendation is NOT CONFIDENTIAL.</p> <p>_____</p> <p>Evaluator's Signature Date</p> <p>_____</p> <p>Evaluator's Name - Typed or Printed</p> <p>_____</p> <p>Relationship to Applicant</p> <p>Address:</p> <p>_____</p> <p>Telephone:</p> <p>_____</p>

Please mail this recommendation to:
Professional Music Teacher Education Program
Dr. Tina Bull, Coordinator of Music Education
304D Benton Hall, Oregon State University
Corvallis OR 97331-2502

