**Professional Standing Handbook**

*Professional Standing* in music education is awarded to School of Music undergraduate or post-baccalaureate students who successfully apply to the multi-age professional licensure program in music education. Undergraduate pre-music education students in the School of Music who earn a 3.0 music GPA and individuals who are admitted to the post-baccalaureate licensure program with a 3.0 GPA from a previously earned undergraduate music degree program may apply for “standing” in the music education professional licensure program. *Professional Standing* application materials will be accepted from students who successfully complete all of the second-year music course requirements. The second-year requirements include, but are not limited to, second-year theory, aural training, music history, keyboard skills, applied lessons and Introduction to Music Education (Music 2470). Applicants must also complete early field experiences as outlined in the “Early Field Experience for Students Entering SOM Fall 2014 and Earlier” or the “Early Field Experiences for Fall 2015 Freshmen.”

The music education faculty will vote on the Professional Standing application materials that are uploaded to TK20 by designated deadlines. All application materials must be posted by the deadlines set by the music education area that is found on the OSU Music Education Documents webpage (https://music.osu.edu/music-education-0).

**Requirements**

Applications for professional standing are submitted typically in spring of the sophomore year. Students may apply for professional standing when they have completed or are in the process of completing 45 credit hours. A cumulative grade point average (GPA) of 3.0 and a major GPA of 3.0 are required for entry into professional standing. (If an undergraduate student was admitted to SOM before fall 2014, the cumulative GPA requirement is 2.75.) The following coursework is required in order to apply for professional standing:

- Music 3401 (4th-semester applied)
- Music 3422 (Music Theory IV)
- Music 3425 (Aural Training IV)
- Music 2242 (Music History III)
- Music 2263.01 (Keyboard Skills III)
- Music 2470: Introduction to Music Education (“C” minimum required)
- English 1110
- Psychology 1100

In addition to these requirements, students are required to complete and document early field experiences. These hours are further outlined by the “Early Field Experience for Students Entering SOM Fall 2014 and Earlier” or the “Early Field Experiences for Fall 2015 Freshmen.” These are located in Music Education Documents under the Internal Resources on the SOM website.
Students who entered SOM Fall 2014, or earlier are required to complete 20 hours of supervised field experiences by May 1, 2016.

All students who enter Fall 2015 or later will be required to complete 50 hours of supervised early field experiences for their professional standing application. Within the 50 hours of supervised early field experiences, 10 hours must take place in a preschool setting.

Students must have background checks (FBI and BCI & I) on file in OSU’s Office of Educator Preparation by the time the music education faculty meets to review professional standing applications. Background checks take up to 6 to 8 weeks to complete. The best place to obtain your background check is at Ohio State's Office of Human Resources, 1590 North High Street, Suite 300, Columbus, OH 43201-2190. For more information, please see Music Education Documents under the Internal Resources on the SOM website.

Students are advised to use the Professional Standing Checklist (Appendix A) as a way to record your academic requirements for professional standing. Always refer to the Music Education Documents webpage for the most recent updates in professional standing procedures.

Preparing to Apply for Professional Standing

In preparation for applying for professional standing, there are several resources available to students. First, please read through the entire “Professional Standing Handbook” and the “Early Field Experience for Students Entering SOM Fall 2014 and Earlier” or the “Early Field Experiences for Fall 2015 Freshmen.” Next, to guide your process, print the Professional Standing Checklist (Appendix A).

There will be two opportunities per year to apply for professional standing: the third Monday in November and the fourth Monday in March. Please refer to the music education newsletter or the webpage for up to date deadlines.

In order for your background checks (FBI and BCI & I) to be received in time for the professional standing review, plan to obtain them two months ahead of time. Background checks can take 6 to 8 weeks to process and must be on file in the Office of Educator Placement before an application can be reviewed for professional standing. Background checks are available at Ohio State’s Office of Human Resources, 1590 North High Street, Suite 300, Columbus, OH 43201-2190. More information can be found in Music Education Documents under the Internal Resources on the SOM website.

A DARS degree audit is a report listing of all the classes a student has taken. The faculty use this list to determine if you have met all of the course requirements needed for professional standing. You may print your own degree audit through
Applying for Professional Standing

Once you have collected all of the items needed to apply for professional standing, please meet with your music education advisor to review your early field experiences. Once your advisor approves your early field experiences, you will need to open a TK20 account. **This process is free and available at:** [https://tk20.ehe.osu.edu](https://tk20.ehe.osu.edu). Next, follow the directions listed in Opening a TK20 Account (Appendix B). *Please do not purchase a TK20 account. Please follow the directions in opening a free TK20 account in Appendix B.*

When you are ready to create your online application:

- Login to TK20.
- Click on create new application.
- Choose “Music Education Program Application.”
- Click continue.
- Click next.
- Fill out application.
- Upload:
  - A passport-like-photo.
  - Documentation of your early field experience (100 Hours Supervised Field Experience Log (or if prior to 8/24/15, summary sheet), Music Education Early Field Experience Journal, and your early field experience evaluations (or if prior to 8/24/15, reports from school music teacher or principal from each experience).
  - A DARS degree audit (PDF or scanned).
- Submit application.

Once the application is submitted, please check your TK20 often as music education staff members may be contacting you about supplemental materials needed for your application.

**Evaluations**

Applications for Professional Standing are reviewed only twice a year. Please see the Music Education Documents under the Internal Resources on the SOM website for specific dates. The music education faculty carefully reviews each application and then vote on the student’s record. The criteria that the faculty uses in determining the vote includes, but is not limited to: overall GPA, music course GPA, professional behavior/dispositions (see below), strength of teaching, potential for success in the profession, and demonstrated ability to meet deadlines.

In addition to professional standing applications being reviewed by the faculty, there is a dispositions assessment (Appendix C). Each professional standing
candidate will be evaluated on a Likert scale of 1 to 3 where 3 indicates the highest score. The assessment is based on previous work in Music 2470 and Music 3578 as well as the ability to complete the background check in time for faculty review. The Dispositions consist of the following categories:

- Demonstrating a belief that all students can learn.
- Demonstrating compliance with laws, regulations, and policies.
- Being punctual.
- Demonstrating a commitment to teaching.

Once the results of the professional standing application have been determined, Dr. Pelletier-Blazakis, Coordinator of Student Teachers and Assessment, will contact students about the next steps that should be taken. If you have any questions about the professional standing process, please contact Dr. Pelletier-Blazakis at pelletier-blazakis.1@osu.edu.
APPENDIX A

Professional Standing Checklist

Coursework:

<table>
<thead>
<tr>
<th>Completed</th>
<th>Currently Enrolled</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ 45 credit hours, including:</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Music 3401 (4th-semester applied)</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Music 3422 (Music Theory IV)</td>
<td>☐</td>
</tr>
<tr>
<td>☐ Music 3425 (Aural Training IV)</td>
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</tr>
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</tr>
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<td>☐ Psychology 1100</td>
<td>☐</td>
</tr>
</tbody>
</table>

☐ Music 2470: Introduction to Music Education

☐ Documentation of early field experience (See “Early Field Experience for Students Entering SOM Fall 2014 and Earlier” or the “Early Field Experiences for Fall 2015 Freshmen” at https://music.osu.edu/music-education-0)

☐ Current cumulative GPA (3.00 minimum) (If an undergraduate student was admitted to SOM before fall 2014, the cumulative GPA requirement is 2.75.)

☐ Current music GPA (3.00 minimum)

How to Apply for Professional Standing

☐ Meet with Music Education Professor Advisor to discuss the professional standing process and to review your early field experiences.

☐ Choose a professional standing deadline during your sophomore year that is announced by the Music Education Department.

☐ Complete a background check at OSU’s Human Resources Department two months before application is submitted (See Music Education Documents under the Internal Resources on the SOM website).

☐ Obtain a DARS degree audit (PDF or scanned document).

☐ Open a TK20 Account

☐ Fill out and submit a Music Education Program Application in TK20.
APPENDIX B
Opening a TK20 Account

1) Click the “Admissions” tab.

2) Select the link “Click here to create your account.”
3) Enter the requested information.

Note: Do NOT use your Ohio State <name.#> account password as your application password. Once all the information has been entered, click the button “Create My Account”. You will receive an email with your application account password you will need to login to TK20 to fill out the application.
When you have successfully entered the CAPTCHA code displayed, you will be returned to the login page and your account information will be presented.

Enter the Username and Password into the login frame at the left.
Once you have entered the login information, you can begin the application process. Click "Create New Application"
Select the Program you wish to apply to and click “Continue”.

Enter the requested information, upload any requested documents and click “Submit”
APPENDIX C

Admission to Program Professional Dispositions Evaluation Rubric

What are dispositions? Dispositions are the values, commitments, and professional ethics that influence behaviors towards students, families, colleagues, and communities that affect student learning, motivation and development as well as the educator’s own professional growth (National Council for the Accreditation of Teacher Education). These dispositions are based on The Ohio State University Educator Preparation Education’s 2013 Conceptual Framework.

Directions – The form is to be completed for each individual that applies to be admitted to the program. Each program determines who enters the data/ratings on TK20. The form may be used to evaluate one or more pieces of evidence such as an interview, essay, letters of recommendation, field experience forms, reference check, etc.

### Professional Commitment & Behaviors

<table>
<thead>
<tr>
<th>A. Demonstrates belief that all students can learn(^1)(^2) ((NCATE\ 1g))</th>
<th>Level 3</th>
<th>Level 2</th>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulates expectations that all students can learn * AND Provides evidence of beliefs that foster high levels of achievement</td>
<td>Articulates expectations that all students can learn</td>
<td>One or both background checks are not complete OR Background check has hits that are either on the State of Ohio list of disbarring offenses or are within the waiting period**</td>
<td>Does not provide explicit evidence or does not articulate the belief that all students can learn</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B. Demonstrates compliance with laws, regulations, and policies(^3) ((ODE\ Standard\ 6))</th>
<th>Level 3</th>
<th>Level 2</th>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Background check is completed and has no incidents</td>
<td>Background check is completed and any incidence meets all licensing background requirements</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>C. Punctuality</th>
<th>Level 3</th>
<th>Level 2</th>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is on time or early for all commitments (meetings, due dates, coursework, etc.)</td>
<td>For any commitments that are not completed on time, applicant communicates with advisor or appropriate designee (meetings, due dates, coursework, etc.)</td>
<td>Commitments are not completed on time AND communication with advisor/ designee does not occur (meetings, due dates, coursework, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>D. Commitment to teaching</th>
<th>Level 3</th>
<th>Level 2</th>
<th>Level 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provides evidence of commitment and engagement to the teaching profession (summer camps, tutoring experience, babysitting, coaching, mentoring opportunities, etc.)</td>
<td>Able to articulate commitment and engagement to the teaching profession</td>
<td>Articulation or evidence of commitment and engagement to the teaching profession is minimal or absent</td>
<td></td>
</tr>
</tbody>
</table>

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\(^1\) Arizona K12 Center. (2012). *Standards continuum guide for reflective teaching practice*. Northern Arizona University (p. 23)

\(^2\) Center for Educational Leadership (5D+ Teacher Evaluation Rubric)

\(^3\) Wording in this row is based on ODE Standards for Teachers, Standard 6.