

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

(<https://music.osu.edu/music-education-0>). 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

buckeye link. Directions can be found at the OSU Registrar page at:
http://registrar.osu.edu/degree_audit/dars_web_students.pdf.

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>. 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:

Completed

Currently Enrolled

- | | |
|--|--------------------------|
| <input type="checkbox"/> 45 credit hours, including: <ul style="list-style-type: none"><input type="checkbox"/> Music 3401 (4th-semester applied)<input type="checkbox"/> Music 3422 (Music Theory IV)<input type="checkbox"/> Music 3425 (Aural Training IV)<input type="checkbox"/> Music 2242 (Music History III)<input type="checkbox"/> Music 2263.01 (Keyboard Skills III)<input type="checkbox"/> English 1110<input type="checkbox"/> Psychology 1100 | <input type="checkbox"/> |
| <input type="checkbox"/> Music 2470: Introduction to Music Education | |
| <input type="checkbox"/> 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) | |
| <input type="checkbox"/> Current cumulative GPA (3.00 minimum) (If an undergraduate student was admitted to SOM before fall 2014, the cumulative GPA requirement is 2.75.) | |
| <input type="checkbox"/> Current music GPA (3.00 minimum) | |

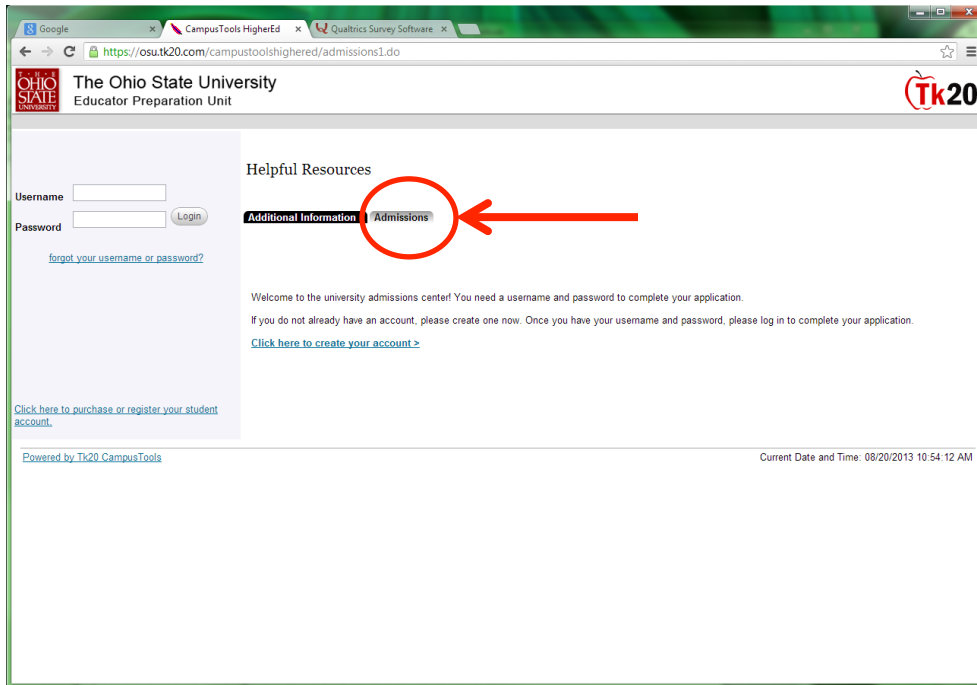
How to Apply for Professional Standing

- ☐ 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.

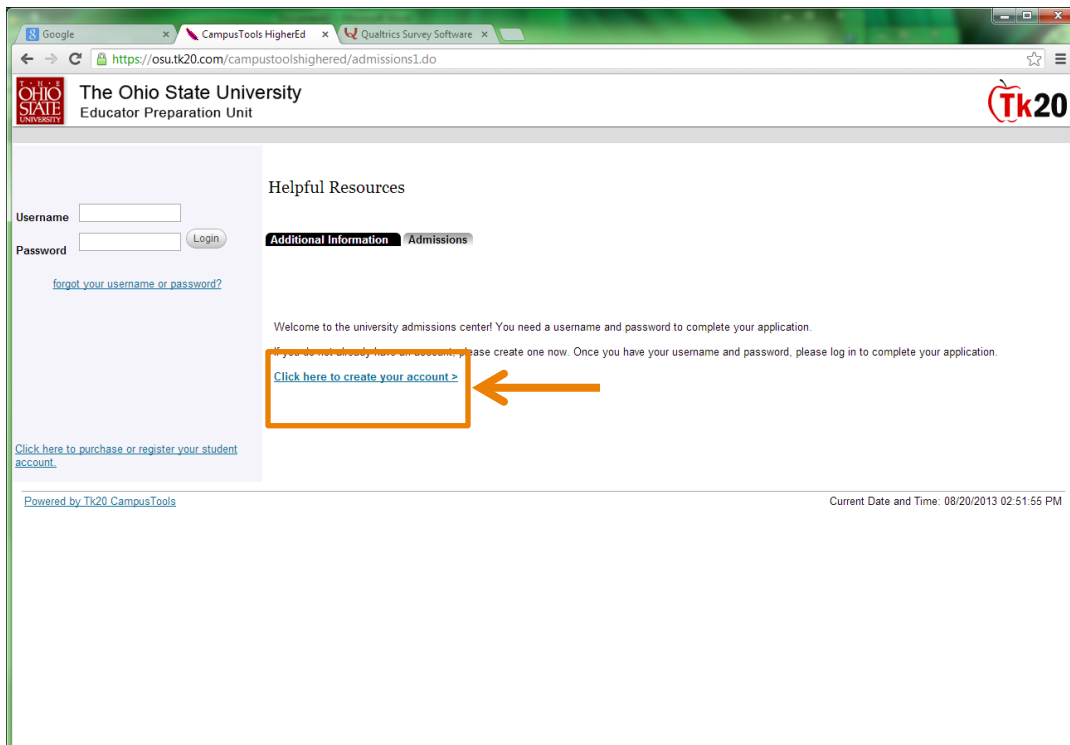
APPENDIX B

Opening a TK20 Account

1) Click the “Admissions” tab.



2) Select the link “Click here to create your account.”



3) Enter the requested information.

Helpful Resources

Additional Information **Admissions**

Create Applicant Account

Enter information below to establish your account. The basic information marked with an asterisk is required. Additional information will be requested when you complete your application. Upon clicking "Create My Account", you will receive your username.

* Indicates required fields

Profile Information

First Name *	<input type="text"/>
Middle Name	<input type="text"/>
Last Name *	<input type="text"/>
Email Address *	<input type="text"/>
Confirm Email Address *	<input type="text"/>

Password Information

You will need your password every time you access your account. Your password MUST contain 6-12 letters , and MAY contain 0-12 numbers , and MAY contain 0-12 special characters (!@#\$%^&*)

Password *	<input type="password"/>
Re-Enter Password *	<input type="password"/>
Secret Question*	<input type="text"/>
Secret Answer *	<input type="text"/>

Click here to purchase or register your student account.

forgot your username or password?

Type the word above:

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.

The screenshot displays the login page for The Ohio State University Educator Preparation Unit. The page is titled "The Ohio State University Educator Preparation Unit" and features the Tk20 logo. On the left side, there is a login form with fields for "Username" (containing "bfamsworth0000") and "Password", and a "Login" button. A red circle highlights the login form, and a red arrow points to the "forgot your username or password" link. On the right side, there is a "Helpful Resources" section with tabs for "Additional Information" and "Admissions". Below this is an "Account Details" section with a message: "Congratulations! You have successfully created your applicant account. Your login information is" followed by fields for "Username" and "Password". A footer at the bottom indicates "Powered by Tk20 CampusTools" and "Current Date and Time: 08/20/2013 03:09:29 PM".

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”**

The screenshot displays the web interface for The Ohio State University Educator Preparation Unit. The browser address bar shows the URL https://osu.tk20.com/campustoolshighered/klogin_body.do. The page header includes the OSU logo and the text "The Ohio State University Educator Preparation Unit". A sidebar on the left contains links for "Home", "Messages", and "Admission Applications". The main content area is titled "Applications" and contains the following text: "To create a new application, click 'Create New Application.' If you have any questions regarding the application process please contact your campus administrator." Below this text are fields for "Unit Administrator:", "Email:", and "Phone:". A table titled "Applications" is displayed, showing columns for "Application Name", "Application Type", "Term", "Submissions Deadline", "Status", "Final Result", and "Date Created". The table is currently empty, with the message "There are currently no applications created." displayed below it. A button labeled "Create New Application" is located at the bottom of the table, circled in red, with a red arrow pointing to it. The footer of the page includes the text "Powered by Tk20 CampusTools" and "Current Date and Time: 08/20/2013 03:15:30 PM".

Home

Messages

Admission Applications

Browse

Applications

To create a new application, click "Create New Application." If you have any questions regarding the application process please contact your campus administrator.

Unit Administrator:
Email:
Phone:

Application Name	Application Type	Term	Submissions Deadline	Status	Final Result	Date Created
There are currently no applications created.						

Create New Application

Powered by Tk20 CampusTools

Current Date and Time: 08/20/2013 03:15:30 PM

Select the Program you wish to apply to and click **“Continue”**.

The screenshot shows a web browser window with the URL https://osu.tk20.com/campustoolshighered/k12_admission_browseadmissionapplications_body.do. The page header includes the Ohio State University logo, the text "The Ohio State University Educator Preparation Unit", and the Tk20 logo. A navigation bar contains "Home", "Help", and "Logout". On the left, a sidebar menu has "Home", "Messages", "Admission Applications", and "Browse". The main content area is titled "Create a New Application for Admission". Below this title is a section labeled "Application Type" with the instruction "Choose the application type that you would like to create and submit." and a dropdown menu currently showing "Please Select". A red circle highlights the dropdown menu, and a red arrow points to it from the right. Below the "Application Type" section are two buttons: "Continue >" and "Cancel". A yellow circle highlights the "Continue >" button, and a yellow arrow points to it from the bottom left. At the bottom of the page, it says "Powered by Tk20 CampusTools" on the left and "Current Date and Time: 08/20/2013 03:17:51 PM" on the right.

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

	Level 3	Level 2	Level 1
A. Demonstrates belief that all students can learn¹² (NCATE 1g)	Articulates expectations that all students can learn AND <i>Provides evidence of beliefs that foster high levels of achievement</i>	<i>Articulates</i> expectations that all students can learn	<i>Does not provide explicit evidence or does not articulate the belief that</i> all students can learn
B. Demonstrates compliance with laws, regulations, and policies³ (ODE Standard 6)	Background check is completed and has <i>no incidents</i>	Background check is completed and any <i>incidence meets all licensing background requirements</i>	One or both background checks are <i>not complete</i> OR Background check has hits that are either on the State of Ohio list of <i>disbarring offenses or are within the waiting period**</i>
C. Punctuality	Is <i>on time or early</i> for all commitments (meetings, due dates, coursework, etc.)	For any commitments that are not completed on time, <i>applicant communicates with advisor or appropriate designee</i> (meetings, due dates, coursework, etc.)	Commitments are not completed on time AND communication with advisor/ designee does not occur (meetings, due dates, coursework, etc.)
D. Commitment to teaching	Provides <i>evidence of commitment and engagement to the teaching profession</i> (summer camps, tutoring experience, babysitting, coaching, mentoring opportunities, etc.)	Able to <i>articulate commitment and engagement to the teaching profession</i>	Articulation or evidence of commitment and engagement to the teaching profession is <i>minimal or absent</i>

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.