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## **NON-DEGREE TEACHER CERTIFICATION IN MUSIC EDUCATION**

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Students holding a Bachelors degree from an accredited university may seek music teacher certification at Butler University as a non-degree seeking student. As is required by the Indiana Department of Education, all music teacher certification students must meet the standards for music teachers as outlined by the Indiana Department of Education website at

<http://www.doe.in.gov/sites/default/files/licensing/fine-arts-vocal-and-general-music.pdf> as

interpreted in coursework in the music education program at Butler University.

### The Process:

Any person seeking music teacher certification must complete the Music Teacher Certification application form (attached) and submit that to the Coordinator of Music Education. In addition to the application, a current resume and copies of transcripts of all undergraduate and graduate schools attended, and three letters of recommendation must be submitted. The Coordinator of Music Education will respond with a transcript evaluation that will list all coursework that is required for certification and any additional competencies that are required. (Note that persons with undergraduate degrees in disciplines other than music will have additional course requirements in music, such that they will complete the requirements for the BA in music at Butler University.)

Once the transcript evaluation is completed, the prospective music educator must schedule an interview with the Coordinator of Music Education to discuss the evaluation and to develop a plan for completing the certification. Copies of this plan will be given to the Coordinator of Graduate Programs in the School of Music and to the appropriate office in the College of Education.

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### UPPER DIVISIONAL IN MUSIC EDUCATION

In addition to course expectations, all music education students (and music teacher certification students) must demonstrate minimum musical and communication competencies. (These are demonstrated by passing the Upper Divisional in Music Education.) Those competencies are articulated below:

#### Music Competencies

1. Proficiency on a major instrument.
  - Students with Bachelor's degrees in music can demonstrate this competency by providing copies of recital programs/performances on their major instrument. (These performances must be within 7 years of application date, or additional study may be required.)
  - Students without Bachelor's degrees in music must pass an Upper Divisional on their major instrument. This must be completed before the student may enroll in any upper level (300 and higher) music classes. Additionally, a junior recital may be

required by the assigned applied faculty member. (Please consult with the appropriate applied faculty member for specific requirements for applied study)

2. Proficiency on keyboard and sight singing.

- Students are expected to pass a piano proficiency for MUSED majors. The Keyboard Skills Proficiency is divided into five sections as follows:
  - 1) Perform “America” and/or “America the Beautiful” (prepared in advance).
  - 2) Read any two or three parts from a four part vocal score.
  - 3) Transpose a melody line on sight; up or down as requested.
  - 4) Harmonize from a lead sheet on sight, using appropriate left-hand accompaniment patterns such as waltz, alberti, etc. (Simply blocking root position chords on downbeats is not appropriate.)
  - 5) Sight-read a simple piano accompaniment from a music textbook. Examples will be taken directly from a K-8 music textbook.
- Students will be asked to sight sing from a music series textbook- specific materials and skills necessary for success in the public school music classroom today. Students who do not pass the Keyboard Skills/Aural Skills Proficiency will be required to take remedial coursework in keyboard and aural skills and re-audition for the music education faculty.

#### Communication Competencies

1. Writing proficiency – students must provide writing samples to demonstrate proficiency in written communication skills.
2. Verbal proficiency - students must interview with the music education faculty to demonstrate proficiency in verbal communication skills.

#### Testing Proficiencies

In order to qualify for licensure in Indiana, students are required to demonstrate proficiency in basic skills – reading, writing, and mathematics. Appropriate proficiencies are as follow:

- ACT with a score of at least 24 based on Math, Reading, Grammar, and Science
- SAT with a score of at least 1100 based on Critical Reading and Math  
(ACT and SAT scores do not include writing!)
- GRE score of 1100 based on verbal and quantitative.

#### Field Experience Competencies

Students must present documentation of successful field experiences involving children. (This could include summer camp work or teaching experiences, field experiences connected with coursework at the undergraduate level, or other appropriate experiences.) Documentation should include a written description of the work (including the age of the students, the number of students involved, the number of hours spent with the students, and the type of activities you did with the students), along with an evaluation of your work by a supervisor. Videos are also encouraged. (The prospective teacher must demonstrate abilities to communicate as a leader of a group - preferably in a teaching setting.)

The UPPER DIVISIONAL IN MUSIC EDUCATION is administered annually during final exam week in the spring semester. Teacher certification students are expected to pass this during their first year in the program. Persons who are unsuccessful with any part of the examination may be required to take remedial coursework.

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**REQUEST FOR EVALUATION FOR  
MUSIC EDUCATION TEACHER CERTIFICATION**

Date of Request: \_\_\_\_\_ Butler ID# (if you attended BU) \_\_\_\_\_

Name: \_\_\_\_\_  
Last First Middle

Maiden or other names: \_\_\_\_\_

Current address: \_\_\_\_\_  
Street City St Zip

Phone/Cell: \_\_\_\_\_ Email: \_\_\_\_\_

University(ies) attended/graduated, degrees earned and GPA\*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PRAXIS I SCORES\*\*: Reading \_\_\_\_\_ Writing \_\_\_\_\_ Math \_\_\_\_\_

Music area(s) being requested for evaluation:

\_\_\_\_\_ Choral/General K-12

\_\_\_\_\_ Instr./General K-12

\_\_\_\_\_ Area All-Grade Major (Choral, Instrumental, and General)

List licenses held. Attach a copy of each.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you requested an evaluation from this office in the past? \_\_\_\_Yes \_\_\_\_No  
If yes, note the following:

Area(s) Requested:\_\_\_\_\_

Month/Year of receipt of evaluation:\_\_\_\_\_

Name held when request was made:\_\_\_\_\_

Please attach current resume, transcripts from all university work\* and any additional information which may be helpful for this evaluation. Be sure to include extensive details of any previous teaching experiences.

\* transcripts are not required for any coursework taken at Butler University.

\*\* PRAXIS I- PPST (Pre-Professional Skills Test) is a basic skills test for admission to Butler's Music Teacher Certification Program. The 3-part battery of tests measures the ability to understand, analyze and evaluate written messages, solve mathematical problems with skills and knowledge acquired through secondary school, and write effectively. Registration is at [www.ets.org](http://www.ets.org)

Please return all materials to:

Dr. Penny Dimmick  
Coordinator of Music Education  
Butler University School of Music  
4600 Sunset Avenue  
Indianapolis, IN 46208  
[pdimmick@butler.edu](mailto:pdimmick@butler.edu) - (317) 940-6422  
Fax: (317) 940-9258

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Office use only:

Date received: \_\_\_\_\_

Transcripts received: \_\_\_\_\_

Date of response: \_\_\_\_\_

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