



ESTABLISHING GRADUATE CERTIFICATES
ARIZONA STATE UNIVERSITY
GRADUATE EDUCATION

This form should be used by programs seeking to establish a new graduate certificate. All sections should be completed.

The graduate certificate is a programmatic or linked series of courses in a single field or in one that crosses disciplinary boundaries. The graduate certificate facilitates professional growth for people who already hold the baccalaureate degree, and it may be freestanding or linked to a degree program. The graduate certificate enables the university to respond to societal needs while promoting university cooperation with corporate, industrial, and professional communities.

Submit the completed and signed (chairs, unit deans) proposal to the **Office of Graduate Academic Programs** in Graduate Education. Mail code: 1003 and electronic copies to eric.wertheimer@asu.edu or amanda.morales-calderon@asu.edu.

Please type.

Contact Name(s): Robert Oldani	Contact Phone(s): 965-4207
College: Herberger Institute for Design and the Arts	
Department/School: School of Music	
Name of proposed Certificate: Certificate in Music Theory Pedagogy	
Requested Effective Term and Year: Fall 2016 (e.g. Fall 2014)	
Do Not Fill in this information: Office Use Only	
CIP Code:	

1. OVERVIEW. Below, please provide a brief overview of the certificate, including the rationale and need for the program, potential size and nature of the target audience, information on comparable programs (at ASU and/or peer institutions), how this program would relate to existing programs at ASU, and any additional appropriate information.

The goal of the certificate is to enable our students earning a graduate degree to develop the skills necessary to teach music fundamentals, ear training, harmony, and basic form analysis at the undergraduate level. Although all of our graduate students have themselves taken courses in these subjects, they need greater familiarity with the basic skills and ideas of theory in order to teach them effectively. Being equipped to do so should give them an advantage in the job market. All of the School of Music graduate students, especially those in doctoral studies (DMA or PhD), would be candidates for the proposed certificate program, and it is also possible for non-degree graduate students to enroll. Most of the graduate students in the School of Music are performance majors, and many of them will seek teaching positions after their study here. Rarely are the duties of available jobs at educational institutions limited to instruction in a single instrument or voice; rather, such specialized instruction is often augmented with general classroom duties. The certificate in Music Theory Pedagogy is intended to give our students competency and skill in the teaching of basic music theory, a subject required of every music student at the college level and an important area of adjunct instruction.

At ASU, the graduate certificates in English as a Second Language and in Gifted Education might be similar in their orientation to pedagogy; however, both are entirely online. Also similar, in the Herberger Institute for Design and the Arts, is the certificate in Socially Engaged Practice in Design and the Arts; this certificate, like the proposed one, requires 12 hours of coursework plus an applied project.

Comparable programs at other institutions: Below is a list of schools with certificate programs in the pedagogy of music theory. All of these programs resemble the one proposed here in that they entail coursework in music theory combined with some form of supervised teaching, for a total of 14-18 hours.

University of North Carolina at Greensboro: Post-Master's Certificate: Music Theory Pedagogy. Open only to music doctoral students, who apply at the beginning of doctoral work and earn the certificate concurrently with DMA and PhD studies

University of Kentucky (Lexington): Certificate in Music Theory Pedagogy. Primarily for DMA students, but open also to any music graduate student not pursuing a degree in music theory.

University of Tennessee (Knoxville): Music Theory Pedagogy Graduate Certificate. Open to students already in a Masters of Music program. This School of Music has no doctoral programs.

Florida State University College of Music: Graduate Specialized Studies Program in Pedagogy of Music Theory. Open by application to any graduate student in music.

University of Michigan: Certificate Program in Music Theory Pedagogy. Open to students enrolled in the doctoral programs (DMA, PhD, and EdD).

2. ADMINISTRATION AND RESOURCES

- A. How will the proposed certificate be administered (including recommendations for admissions, student advisement, retention etc.)? Describe the administering body in detail, especially if the proposed certificate is part of a larger interdisciplinary agenda. How will the graduate support staffing needs for this proposed certificate program be met?**

The School of Music faculty has three designated faculty in music theory, plus composition faculty and faculty associates who also teach courses in the subject. The certificate program would be overseen by the music theory designated faculty, who are listed below. The three will act as an admissions committee to review applications, and each student admitted to the program will be assigned one of these faculty members to act as chair of the student's committee. Processing of applications will be done by the Office of Academic Affairs in the ASU School of Music. The School of Music's Office of Academic Affairs will track students for the certificate's completion and work with faculty and Graduate Education to confer the certificate when completed.

- B. What are the resource implications for the proposed certificate, including projected budget needs? Will new books, library holdings, equipment, laboratory space and/or personnel be required now or in the future? If multiple units/programs will collaborate in offering this certificate, please discuss the resource contribution of each participating program. Letters of support must be included from all academic units that will commit resources to this certificate program.**

This program can be offered with the current resources available. The music theory designated faculty members possess a large collection of textbooks and teaching materials for the students to examine and compare, as has been done in MTC 525 Pedagogy of Theory, and the ASU Library subscribes to the *Journal of Music Theory Pedagogy*. The School of Music owns the resources, and they will remain if any faculty member departs. The School of Music offers undergraduate music theory core classes every semester, so teaching "labs" are always available to the pedagogy students. In the teaching labs, certificate students may practice the teaching techniques and materials that they have been taught. These experiences are part of the curriculum. The members of the Music Education faculty will act as consultants for general issues of teaching.

3. ADMISSIONS PROCEDURES AND CRITERIA

- A. **Admission criteria** – Applicants must meet the admissions criteria for Graduate Education. Please also include any other additional admission requirements, e.g. type of undergraduate degree, minimum GPA, tests and/or entry-level skills that are required for this certificate program.
(http://graduate.asu.edu/sites/default/files/GraduatePolicies_1.pdf)

Degree(s): Applicants must hold a Bachelor's degree from an accredited institution with a major in music or music education. Other majors may be considered if applicants submit transcripts showing formal study in music theory and musicianship at least equivalent to what is required of ASU's undergraduate music majors (MTC 125, MTC 221, MTC 222, MTC 223, MHL 140, MHL 341 and MHL 342). The music theory faculty will review the transcripts for equivalency. In some cases, course descriptions or syllabi may be required to verify equivalency.

Transcripts: An applicant must submit an official transcript showing a completed bachelor's degree from a regionally accredited institution in the U.S. or the equivalent of a U.S. bachelor's degree from an international institution that is officially recognized by that country. Also, if applicable, transcripts showing all coursework in music at the graduate level are required.

GPA: Minimum of a 3.00 cumulative GPA (scale is 4.0=A) in the last 60 hours of a bachelor's degree program. Minimum of 3.00 cumulative GPA (scale is 4.0 = A) in any applicable graduate work.

The committee supervising this certificate program will consider an applicant's undergraduate record (and graduate record if appropriate) in music theory, evaluating courses taken and grades received. A minimum GPA of 3.00 in these courses is required.

English Proficiency Requirement for International Applicants: (See Graduate Education policies and procedures) (http://graduate.asu.edu/admissions/international/english_proficiency):

Same as Graduate Education requirement.

Required Admission Examinations: ☐ GRE ☐ GMAT ☐ Millers Analogies ☒ None

Other Admission Criteria: Applicants will submit a statement of interest offering reasons for applying to the certificate program and describing their experience and coursework in music theory. The essay should also indicate the applicant's level of piano proficiency (a necessary classroom skill) through description of study and experience in keyboard performance.

Applicants will also be asked to show proficiency in music theory by submitting samples of work, such as analytical papers and examples of music writing (harmonic part-writing or counterpoint exercises).

The admission committee will rank applicants on a 100-point scale in which 75 possible points are allotted to the quantity and content of previous courses (based both on the student's description of this experience and on the evidence of transcripts), 15 to the samples of work, and 10 to piano proficiency. A minimum total score of 80 is required for admission.

- B. **Application Review Terms** - Indicate all terms for which applications for admissions are accepted:

To select desired box, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

☒ Fall (year): 2016

☒ Spring (year): 2017

Note: Applications will be rolling every fall/spring terms after this.

- C. Projected annual admission/enrollment - How many students will be admitted immediately following final approval of the certificate? What are enrollment projections for the next three years?**

Year 1	Year 2	Year 3
6-12	12	12

Two to six students will be admitted each semester beginning in Fall 2016 and up to six more in Spring 2017. Because the students will need practical experience in the classroom, we intend to cap the total number in the program at 12. To hold the enrollment at 12, the number of applicants we admit at the start of each semester will depend on how many students are already in the program. Also to provide hands-on instructional opportunities, we will limit the enrollment in the required course MTC 584 Internship to six per semester.

4. ACADEMIC REQUIREMENTS

- A. Minimum credit hours required for certificate (15 credit hour minimum)**

15

- B. Please describe the primary course delivery mode, (e.g., online, face-to-face, off-site etc.). Please note: If this proposed initiative will be offered completely online, clearly state that in this section.**

All courses are face-to-face, offered by the School of Music on the Tempe campus.

- C. As applicable, please describe culminating experience required (e.g., project, research paper, capstone course, etc.)**

None

- D. What knowledge, competencies, and skills (learning outcomes) should graduates have when they complete this proposed certificate program? Examples of program learning outcomes can be found at (<https://uoeee.asu.edu/program-outcomes>).**

Graduates of the Certificate in Music Theory Pedagogy:

- will demonstrate comprehensive understanding of the discipline of music theory (Subject Content)
- will demonstrate mastery of the materials and skills associated with the teaching of undergraduate music theory courses (Pedagogical Content)
- will be equipped to design and teach undergraduate core classes in music theory, ear training and sight-singing, and basic form analysis (Teaching Readiness)

- E. How will students be assessed and evaluated in achieving the knowledge, competencies, and skills outlined in 4.D. above? Examples of assessment methods can be found at (<http://www.asu.edu/oue/assessment.html>).**

Outcome 1

Measure 1.1: Students will be assessed on the outcome "Subject Content" by successfully completing the final projects and/or exams in the three analytical graduate courses with grades of B or higher.

Performance Criterion 1.1: At least 80% of students will complete the final project and/or final exam in the three analytical graduate courses with grades of B or higher on their first attempt.

Measure 1.2: Students will be assessed on the outcome "Subject Content" by successfully completing the final project in MTC 525 Pedagogy of Theory with a grade of B or higher.

Performance Criterion 1.2: At least 80% of students will complete the final project in MTC 525 Pedagogy of Theory with a grade of B or higher on their first attempt.

Outcome 2

Measure 2.1: Students will be assessed on the outcome "Pedagogical Content" by successfully completing the final project in MTC 525 Pedagogy of Theory with a grade of B or higher.

Performance Criterion 2.1: At least 80% of students will complete the final project in MTC 525 Pedagogy of Theory with a grade of B or higher on their first attempt.

Measure 2.2: Students will be assessed on the outcome "Pedagogical Content" by earning a cumulative score of 85% or higher on the final project required in MTC 584 Internship.

Performance Criterion 2.2: At least 80% of students will earn on their first attempt a cumulative score of 85% or higher on the final project required in MTC 584 Internship.

Outcome 3

Measure 3.1: Students will be assessed on the outcome "Teaching Readiness" by successfully completing the final project in MTC 525 Pedagogy of Theory with a grade of B or higher.

Performance Criterion 3.1: At least 80% of students will complete the final project in MTC 525 Pedagogy of Theory with a grade of B or higher on their first attempt.

Measure 3.2: Students will be assessed on the outcome "Teaching Readiness" by earning a cumulative score of 85% or higher on the final project required in MTC 584 Internship.

Performance Criterion 3.2: At least 80% of students will earn on their first attempt a cumulative score of 85% or higher on the final project required in MTC 584 Internship.

F. Please state the satisfactory student academic progress standards and guidelines (including any time limits for completion).

Grades in all courses and the teaching internship apply toward the certificate (that is, listed on the Plan of Study) must be B or higher. Courses with grades below this minimum will need to be re-taken (if repeatable) or replaced with other courses, as approved by the student's committee chair.

In accordance with Graduate Policies, the time limit is six years.

Also in accordance with Graduate Policies, students must maintain continuous enrollment in the certificate program (in addition to continuous enrollment in any concurrent graduate degree). At the rate of one course per semester, the normal time to completion of the certificate is five semesters.

The progress of students in the program will be monitored by the Faculty Mentor for Graduate Plans of Study, Amy Holbrook, who is also a designated theory faculty member.

G. Will this proposed certificate program allow sharing of credit hours from another ASU degree program to be used as part of this certificate program? (Please note that a maximum of 12 graduate-level credit hours taken as a non-degree student at ASU, including as a part of a certificate program, may be used towards a future graduate degree at ASU).

Yes. Up to nine credit hours of MTC courses taken for the certificate may be used towards a graduate degree with approval of the academic unit and Graduate Education. We expect most of the students in the certificate program to be concurrently enrolled in music graduate degree programs.

H. Below, please list all required and elective courses in the appropriate boxes (you may attach additional pages if necessary).

Please ensure that all new core course proposals have been submitted to the Provost's office through the Curriculum ChangeMaker online course proposal submission system before this initiative is put on the University Graduate Council and CAPC agendas. Please note: a minimum of 2/3 of the courses required for a graduate certificate must be at the 500-level or above.

Required Courses			Credit Hours
		(New Course?)	(Insert Section Sub-total) 3
MTC 525	Pedagogy of Theory	No	3
Electives			Credit Hours
<i>Select three courses in consultation with supervising faculty:</i>			(Insert Section Sub-total)
(Prefix & Number)	(Course Title)	(New Course?) Yes or No?	9
MTC 516	Baroque Music	No	3
MTC 517	Classic Music	No	3
MTC 518	Romantic Music	No	3
MTC 519	Late 19th- Early 20th-Century Music	No	3
MTC 520	Analytical Techniques	No	3
MTC 591	Seminar	No	3
MTC 598	Special Topics	No	3
Other Requirements			Credit Hours
(Prefix & Number)	(Course Title)	(New Course?) Yes or No?	(Insert Section Sub-total) 3
MTC 584*	Internship	No	3
Completion of diagnostic exams in music history and music theory**			
<u>Culminating Experience (if applicable)</u>			Credit Hours
N/A			(Insert Section Sub-total)
Total required credit hours			15

*In the course MTC 584 Internship, students will collaborate with the theory faculty in their teaching duties, observing classes and sometimes lecturing, participating in course design, grading, and exams. For the final examination the student will offer a mock class meeting on an assigned topic and will develop a syllabus showing the context of this topic in the mock course, a lesson plan for the mock class meeting, an informational handout, and assignments for this topic.

** Completion of diagnostic examinations in music history and music theory, administered by the School of Music, is required of all new graduate music students before enrolling in any graduate academic courses towards the certificate program. These exams are entirely advisory and are tracked internally within the academic unit; they are taken after the student's admission to a graduate program, and the results are used to identify areas of weakness that the student might try to remedy through selected coursework that will be taken as deficiency coursework in excess of the coursework required for the certificate program.

5. PRIMARY FACULTY PARTICIPANTS - Please list all primary faculty participants for the proposed certificate, including home unit and title. You may attach additional pages if necessary.

Name	Home Unit	Title
Ellon Carpenter	School of Music	Associate Professor
Laura Emmery	School of Music	Assistant Professor
Amy Holbrook	School of Music	Associate Professor

6. REQUIRED SUPPORTING DOCUMENTS

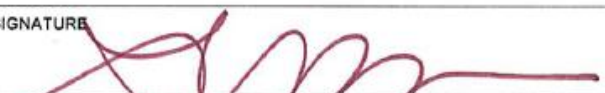
(Please label accordingly, i.e., Appendix or Attachment A, B, etc.)

Please include the following with your proposal:

- A.** Sample plans of study for students in the proposed program
Appendix A: Sample Plan of Study
- B.** Statements of support from all deans and heads of impacted academic units
See Appendix C for support letters.

7. APPROVALS - If the proposal submission involves multiple units, please include letters of support from those units.

DEPARTMENT CHAIR or SCHOOL DIRECTOR (PRINT/TYPE)	
Heather Landes	
SIGNATURE	DATE
	11/13/15

DEAN (PRINT/TYPE)	
Steven J. Tepper, Dean Herberger Institute for Design and the Arts	
SIGNATURE	DATE
	11-13-15

The following section will be completed by Graduate Education following the recommendations of faculty governance bodies.

DEAN OF GRADUATE EDUCATION	
SIGNATURE	DATE

Please note: Proposals for new certificates also require the review and recommendation of approval from the University Graduate Council, Curriculum and Academic Programs Committee (CAPC), the Academic Senate, and the Office of the Provost before they can be put into operation.

The final approval notification will come from the Office of the Provost.

GF1112G-89

APPENDIX A
Sample Plan of Study

<u>Term</u>	<u>Course</u>	<u>Title</u>	<u>Credit Hours</u>
2016 Fall	MTC 517	Classic Music	3
2017 Spring	MTC 520	Analytical Techniques	3
2017 Fall	MTC 525	Pedagogy of Theory	3
2017 Fall	MTC 591	Seminar	3
2018 Spring	MTC 584	Internship	3

APPENDIX B

OPERATIONAL INFORMATION FOR GRADUATE CERTIFICATES

(This information is used to populate the [Graduate Programs Search](#) website.)

1. Provide a brief (catalog type - no more than 150 words) program description.

This certificate program offers specialized study in music theory to help prepare students to teach undergraduate courses in fundamentals, harmony, musicianship, and basic form analysis. Completion of this certificate indicates that the student is prepared to offer instruction in basic music theory at the college level. The certificate may be pursued concurrently with enrollment in a master's or doctoral program in the School of Music.

Breakdown of requirements for the academic catalog:

Required (3)

MTC 525 Pedagogy of Theory (3)

Other Requirement (3)

MTC 584 Internship (3)

Diagnostic Exams*

Electives (9)**

* Completion of diagnostic examinations in music history and music theory, administered by the School of Music, is required of all new graduate music students before enrolling in any graduate academic courses towards the certificate program.

** With advisor's approval, select three graduate MTC courses in analytical topics

2. Contact and Support Information:

Office Location (Building & Room): Music Building E167	Campus mail code: 0405
Campus Telephone Number: 965-5069	Program Director (Name and *ASU ID): Robert W. Oldani, icrwo
Program email address: musicadmissions@asu.edu	Program Support Staff (Name and *ASU ID): Amy Chou, achou1
Program website address: music.asu.edu	Admissions Contact (Name and *ASU ID): Amy Chou, achou1

*ASU ID (e.g. SHJONES)

3. Application and iPOS Recommendations: List the Faculty and Staff that will input admission/POS recommendations to Gportal **and** indicate their approval for Admissions and/or POS:

Name	ADMSN	POS
Amy Holbrook, Holbrook	X	X
Amy Chou, achou1	X	X
Julie Stephens, jakraus1	X	X

4. Campus(es) where program will be offered: *
- | | | | |
|--------------------------|---------------|-------------------------------------|-------|
| <input type="checkbox"/> | Downtown | <input checked="" type="checkbox"/> | Tempe |
| <input type="checkbox"/> | Online (only) | <input type="checkbox"/> | West |
| <input type="checkbox"/> | Polytechnic | | |

* **To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

5. **Keywords:** (List all keywords that could be used to search for this program. Keywords should be specific to the proposed program.)

Music, Music Theory, Theory Pedagogy, Theory, Teaching

6. **Area(s) of Interest:**

* **To select desired box**, place cursor on the left side of the box, right click mouse, select **Properties**, under **Default Value** select **Checked**, press **OK** and the desired box will be checked

- A. Select one (1) primary area of interest from the list below that applies to this program.

- ☐ [Architecture & Construction](#)
- ☒ [Arts](#)
- ☐ [Business](#)
- ☐ [Communications & Media](#)
- ☐ [Education & Teaching](#)
- ☐ [Engineering & Technology](#)
- ☐ [Entrepreneurship](#)
- ☐ [Health & Wellness](#)
- ☐ [Humanities](#)
- ☐ [Interdisciplinary Studies](#)
- ☐ [Law & Justice](#)
- ☐ [Mathematics](#)
- ☐ [Psychology](#)
- ☐ [STEM](#)
- ☐ [Science](#)
- ☐ [Social and Behavioral Sciences](#)
- ☐ [Sustainability](#)

- B. Select one (1) secondary area of interest from the list below that applies to this program.

- ☐ [Architecture & Construction](#)
- ☐ [Arts](#)
- ☐ [Business](#)
- ☐ [Communications & Media](#)
- ☒ [Education & Teaching](#)
- ☐ [Engineering & Technology](#)
- ☐ [Entrepreneurship](#)
- ☐ [Health & Wellness](#)
- ☐ [Humanities](#)
- ☐ [Interdisciplinary Studies](#)
- ☐ [Law & Justice](#)
- ☐ [Mathematics](#)
- ☐ [Psychology](#)
- ☐ [STEM](#)
- ☐ [Science](#)
- ☐ [Social and Behavioral Sciences](#)
- ☐ [Sustainability](#)

APPENDIX C
Support Statements

Herberger Institute for Design and the Arts – Official Submission

From: Jennifer Setlow
Sent: Wednesday, November 18, 2015 4:31 PM
To: Curriculum Planning
Cc: Amanda Morales-Calderon; Heather Landes; Robert Oldani
Subject: Proposal for a new graduate certificate

Good afternoon,

Attached please find the proposal for the Graduate Certificate in Theory Pedagogy from the School of Music. The PDF is signed and contains all necessary supporting documentation.

Please let me know if there are any questions or concerns.

Thank you,
Jen

Jennifer Setlow
Associate Dean for Students

ASU Herberger Institute for Design and the Arts

Dixie Gammage Hall, Rm. 132

PO Box 872102
Tempe, AZ 85287-2102

p: 480.965.0050

f: 480.727.6529



Memorandum

Date: November 18, 2015

To: Mark Searle, Provost of the University

From: Steven Tepper, Dean of the Herberger Institute for Design and the Arts

Re: Proposal for the Graduate Certificate in Music Theory Pedagogy

I have reviewed the attached proposal for the graduate certificate in Music Theory Pedagogy. This proposal has been reviewed and approved by the HIDA Graduate Curriculum Committee, and has passed through all necessary levels of review at the unit level as well.

This certificate will better prepare students to teach at the undergraduate level, building on existing study in such subjects as ear training, harmony, and music theory. Graduates of the certificate will also be better prepared to succeed in a competitive job market

My signature on the proposal indicates my support and approval for the establishment of this new certificate.



Memorandum

Date: October 9, 2015

To: Steven Tepper, Dean
Jennifer Setlow, Associate Dean

From: Heather Landes, Director, School of Music

Re: Graduate Certificate in Music Theory Pedagogy

The faculty of the School of Music has approved the proposed addition of a Graduate Certificate in Music Theory Pedagogy. As required by our bylaws, the Graduate Curriculum Committee reviewed, revised and approved the proposal. The full faculty then discussed and voted on the measure. The measure passed unanimously with two abstentions.

The School of Music has all resources necessary to support this new certificate, which will allow our graduate students to obtain essential knowledge and skills to teach music theory in addition to their chosen discipline giving them an advantage on the job market.

Mary Lou Fulton Teachers College – Support

From: Alfredo Artiles
Sent: Sunday, August 09, 2015 11:39 AM
To: Heather Landes
Cc: Mari Koerner
Subject: Re: School of Music - Certificate in Music Theory Pedagogy

Dear Prof. Landes,

We've reviewed your proposal and we support the certificate in Music Theory Pedagogy.
Best wishes,

Alfredo

~~~~~  
**Alfredo J. Artiles, Ph.D.**  
Associate Dean of Academic Affairs  
Ryan C. Harris Professor of Special Education  
Mary Lou Fulton Teachers College  
Equity Alliance  
Arizona State University  
1050 S. Forest Mall  
P.O. Box 871811  
Mail Code 1811  
Tempe, AZ 85287-1811  
[aaartiles@asu.edu](mailto:aaartiles@asu.edu)  
<http://education.asu.edu/faculty/view/alfredo-artiles>  
p: 480.965.6178  
f: 480.965.4849  
  
<http://www.equityallianceatasu.org/>  
Follow our work on Twitter / Facebook



On Aug 5, 2015, at 12:42 PM, Heather Landes <[Heather.Landes@asu.edu](mailto:Heather.Landes@asu.edu)> wrote:

Dear Associate Dean Artiles,

The School of Music has permission to plan a certificate in Music Theory Pedagogy. The graduate certificate in Music Theory Pedagogy is intended to give our students competency and accreditation in the teaching of basic music theory, a subject required of every music student at the college level and an important area of adjunct instruction. Specifically, the goal of the certificate is to equip our students to

teach music fundamentals, ear training, harmony, and basic form analysis at the undergraduate level. Most of the graduate students in the School of Music are performance majors, and many of them will seek teaching positions after their study here. Rarely are the duties of available jobs at educational institutions limited to instruction in a single instrument or voice; rather, such specialized instruction is often augmented with general classroom duties.

The curriculum is all housed in the School of Music – students must take 3 graduate analytical courses, a Music Theory Pedagogy course and then complete an internship in music theory that will require teaching, participation in course design, developing assessments, lesson plans, etc.

Graduate Education has requested an impact statement from the Mary Lou Fulton Teachers College.

Can you please review the attached proposal and provide me with an email indicating your support for this certificate proposal by Friday, August 14?

I'm happy to address any questions you have regarding the proposal.

Sincerely,  
Heather

Heather Landes  
Director and Professor of Practice, School of Music

**ASU Herberger Institute School of Music**

Music Building, E179  
PO Box 870405  
Tempe, AZ 85287-0405

p: 480.727.6222  
f: 480.965.2659 (fax)

<Music Theory Pedagogy Certificate Proposal final draft.docx>

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## **(NEW GRADUATE INITIATIVES)**

### **PROPOSAL PROCEDURES CHECKLIST**

Academic units should adhere to the following procedures when requesting new curricular initiatives (degrees, concentrations or certificates).

☐ **Obtain the required approval from the Office of the Provost to move the initiative forward for internal ASU governance reviews/approvals.**

- Establishment of new curricular initiative requests; degrees, concentrations, or certificates
- Rename requests; existing degrees, concentrations or certificates
- Disestablishment requests; existing degrees, concentrations or certificates

☐ **Submit any new courses that will be required for the new curricular program to the Curriculum ChangeMaker online course approval system for review and approval.**

- Additional information can be found at the Provost's Office Curriculum Development website: [Courses link](#)
- For questions regarding proposing new courses, send an email to: [courses@asu.edu](mailto:courses@asu.edu)

☐ **Prepare the applicable proposal template and operational appendix for the proposed initiative.**

- New degree, concentration and certificate templates (contain proposal template and operational appendix) can be found at the Provost's Office Curriculum Development website: [Academic Programs link](#)

☐ **Obtain letters or memos of support or collaboration. (if applicable)**

- When resources (faculty or courses) from another academic unit will be utilized
- When other academic units may be impacted by the proposed program request

☐ **Obtain the internal reviews/approvals of the academic unit.**

- Internal faculty governance review committee(s)
- Academic unit head (e.g. Department Chair or School Director)
- Academic unit Dean (will submit approved proposal to the [curriculumplanning@asu.edu](mailto:curriculumplanning@asu.edu) email account for further ASU internal governance reviews (as applicable, University Graduate Council, CAPC and Senate)

**Additional Recommendations** - All new graduate programs require specific processes and procedures to maintain a successful degree program. Below are items that Graduate Education strongly recommends that academic units establish after the program is approved for implementation.

☐ **Set-up a Graduate Faculty Roster for new PhD Programs** – This roster will include the faculty eligible to mentor, co-chair or chair dissertations. For more information, please go to [http://graduate.asu.edu/graduate\\_faculty\\_initiative](http://graduate.asu.edu/graduate_faculty_initiative).

☐ **Establish Satisfactory Academic Progress Policies, Processes and Guidelines** – Check within the proposing academic unit and/or college to see if there are existing academic progress policies and processes in place. If none have been established, please go to [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies) and scroll down to the **academic progress review and remediation processes** (for faculty and staff) section to locate the reference tool and samples for establishing these procedures.

☐ **Establish a Graduate Student Handbook for the New Degree Program** – Students need to know the specific requirements and milestones they must meet throughout their degree program. A Graduate Student Handbook provided to students when they are admitted to the degree program and published on the website for the new degree gives students this information. Include in the handbook the unit/college satisfactory academic progress policies, current degree program requirements (outlined in the approved proposal) and provide a link to the Graduate Policies and Procedures website. Please go to [http://graduate.asu.edu/faculty\\_staff/policies](http://graduate.asu.edu/faculty_staff/policies) to access Graduate Policies and Procedures.