University Name
Designation Level of Certificate Program 1

Name of Certificate:

CIP Code:  (check SCHEV’s Degree inventory to be sure CIP is not already used) 2

Initiation Date:  (fall or spring or summer and the year)

Description of Certificate:
Discuss purpose/design/intent of the certificate program
Discuss what graduates will do/be prepared to do

Target Audience:
Describe the audience the institution intends to target for enrollment and/or the type of individual that would be interested in enrolling in the certificate program

Time to complete:
Indicate time to complete for fulltime and part-time students - degree seeking and non-degree seeking students

Admission:
Provide specific criteria and requirements including scores for TOEFL – degree seeking and non-degree seeking students. Indicate if admission requirements will apply to all students.

Curriculum Requirements:
A brief narrative to describe the curriculum and include all required courses, track/focus area requirements and description of the area, restricted electives, and number of credits for free electives

Students will be required to take four core courses that cover video production, audio and music production, and dance. From their choice of elective courses, students will be able to focus in music, video, or dance. The capstone project will afford students the opportunity to implement skills they have learned in the courses.

1 See the SCHEV website for Guide Documents “Certificate Program Definitions“ for designation level http://www.schev.edu/index/institutional/guidance-policies/academic-affairs-policy/state-level-requirements-for-approval-of-various-academic-program-actions-at-public-institutions

2 See the SCHEV website for the Degree Inventory http://www.schev.edu/index/students-and-parents/explore/degree-inventory
Certificate Program Requirements

Institutions must check SCHEV’s “Certificate Program Definitions” for credit hour requirements and the designation level.

Total Number of Credit Hours: 21 graduate and/or undergraduate credit hours

Courses: List the course prefix and number and title and number of credits

Core Courses – 6 credits
ACCT 501 Accounting Management (3 credits)
CSM 500 Computer and Music (3 credits)

Restricted electives – 6 credits
Two courses must be selected from the courses listed in below.

MUS 500 Music Theory (3 credits)
DAN 501 Dancing (3 credits)
CSM 550 Computer Science Music (3 credits)

Capstone Project – 3 credits
MVD 501* Mastering Computer Music
Or
MVD 599* Music Internship

*New Course

Students completing the internship will be required to complete 100 hours at a local music facility. Internships will be coordinated by the faculty member teaching the course. Students will be required to submit a portfolio of work completed during the internship. The portfolio will be reviewed by site manager and graded by the instructor.

Faculty:
Summarize faculty credentials and indicate availability of existing faculty. If using adjunct faculty, indicate the number of adjuncts, credentials, and teaching support that would be used to offer the certificate.

Faculty appointments in the certificate program are established by recommendation of the chair of the Department of Music. Three faculty members in the department and three faculty members in the Department of Computer Science will teach in the certificate program.

Minimum requirements for faculty teaching in this certificate include:

- A master’s degree in Music, Computer Science, or a related field;
- Three years of teaching or course development experience; and
- Five years of experience in the field of music or computer science.

Three adjunct faculty will be used to teach courses and each will possess appropriate credentials including certification and/or have additional certifications in the field of music, music
management, or computer science. Examples of positions held by former and current adjunct faculty include: assistant art or music manager, senior information manager, and vice president of music technology. Adjunct faculty will be utilized to expose students to real-world experiences and educated professionals working in the field.

Course Delivery Format:
Indicate program/courses delivery method and if on-line, institutional resources to support on-line instruction

This program is conducted in both traditional classroom and on-line settings. Thus, both physical space and software to facilitate synchronous and asynchronous online sessions are required. The university has adequate classroom and lab space. The university utilizes Blackboard to deliver content and Skype for face-to-face discussions and presentations. The university provides help desk service 24/7 for all online programs. All faculty members providing online instruction are required to complete training offered by Quality Matters. The university has sufficient resources to deliver the certificate program.

Resources:
Explain resources to offer the certificate and if needed, indicate additional costs (actual dollar figures and explain)

Resources required to support the program include existing resources to support current programs such as student support services (e.g., enrollment, help desk, library, etc.); faculty support services (e.g., copying, contracts, etc.), and general administration (e.g., budgeting and forecasting, etc.). More specific program administration is required to maintain contacts with associations and involvement in appropriate networking events as well as conduct periodic program reviews to ensure the program is kept current with industry trends and market needs. No new positions will be created to initiate the certificate. The university has adequate resources to offer and sustain this certificate program.

Gainful Employment:
Indicate if the certificate is a Gainful Employment program and will come under Gainful Employment regulations

This certificate program will not come under Gainful Employment regulations.
Note: This header and bolded and parenthetical text are for instruction and guidance and do not need to be included in documents submitted to SCHEV. Sample narrative text has been included for guidance to indicate information to be included to address the section heading. Do not edit or change the format or headings in this document.

Course Descriptions:

Provide course information (course designator, title, and credit hour value) and the description for all required courses and restricted electives, if applicable

Attachments

Include any tables, charts, documents, and/or contracts, if needed. Do not include the heading if not needed.

June 2016