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University Name
Designation Level of Certificate Program¹

Name of Certificate

CIP Code (check SCHEV’s Degree/Certificate Inventory to be sure CIP code is not already used for another certificate program at the same designation level)²

Initiation Date **fall or spring or summer and the year**

Description of Certificate

Discuss purpose/intent of the certificate program.

Describe what knowledge and skills students will acquire.

Indicate what graduates will be able to do on a job with the knowledge and skills obtained via the certificate program.

Provide a separate paragraph to define or explain the field of study or topic area, if needed. Include quotes and footnote citations as needed. [See a sample document for text placement.](#)

Indicate requirements (e.g., examinations) of government agencies (e.g., VA Department of Education), licensing boards, or accrediting organizations, if applicable. Include a standalone sentence to reference the appendix. Include a titled cover page for each appendix and the original document behind the cover page.

Target Audience

Describe the specific individuals the institution intends to target for enrollment in the certificate program. If the institution intends to target working professionals, give specific job titles for prospective students being targeted.

Time to Complete

Indicate time to complete in full academic years for degree seeking fulltime and part-time students. Include a parenthetical (# of semesters) after the academic year.

Indicate time to complete in full academic years for non-degree seeking fulltime and part-time students. Include a parenthetical (# of semesters) after the academic year.

Note: summer is only included if enrollment is required.

¹ See the SCHEV website for Guide Documents “Certificate Program Definitions” for designation level <https://www.schev.edu/home/showpublisheddocument/438/637810241606170000>

² See the SCHEV website for the Degree and Certificate Inventory <https://www.schev.edu/students/applying-for-college/degree-certificate-search>

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Admission

Provide specific criteria and requirements to enroll in the certificate program. Indicate if admission requirements will apply to all students. Use a bulleted list for requirements.

Begin with listing requirements for all students, then list requirements for foreign degree holders and/or non-English language speakers. If admission requirements are different for degree seeking and non-degree seeking students, list degree seeking student requirements first. Provide a sub-heading for each group.

List any additional requirements by an academic unit – college, school, division, or department – for the certificate, if applicable. Use a bulleted list for requirements.

Indicate minimum scores for Test of English as a Foreign Language (TOEFL) and International English Language Testing System (IETLS) – degree seeking and non-degree seeking students. Use a bulleted list for requirements.

Curriculum Requirements

Provide a concise summary to describe the focus of the curriculum. Indicate the focus of the required coursework. Indicate what students will understand and learn as a result of required coursework.

Describe how the curriculum aligns with requirements of government agencies (e.g., VA Department of Education), licensing boards, or accrediting organizations, if applicable. As an appendix item, provide a copy of the organization’s requirements for coursework, curriculum, or program outcomes related specifically to the curriculum.

Indicate the total number of credit hours for the certificate program requirements. Provide a list of all required courses and indicate credit hour value. List restricted electives, if applicable. Indicate the number of credits for electives, if applicable.

Indicate the credit hour requirements for sub areas, a description of the area, and required courses, if applicable.

Describe experiential learning requirements, if applicable. Indicate requirements of and deliverables for students to complete the course. Indicate who is responsible for the student’s grade. Indicate what will happen if students fail the course(s).

Faculty

Indicate who is responsible for selecting faculty to initiate the certificate program. Indicate availability of existing faculty, the number of faculty, and their academic units(s). Provide the education degree and level of existing faculty teaching core and required coursework. Give a bulleted list of any additional requirements for faculty (i.e., # of years teaching

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experience, work experience, licensing). Provide information for faculty and adjunct faculty in separate paragraphs.

If adjunct faculty will not be utilized, indicate such. If using adjunct faculty to initiate the certificate program, indicate the number of adjunct faculty teaching core or required courses. Indicate the credentials for minimum education requirements and the number of years of professional work and/or teaching in higher education.

Course Delivery Format

Indicate the program's delivery method(s). If the program is face-to-face, indicate availability of classroom and physical space. If the program will be offered fully online, describe the institutional resources including the platform that will be used to support online instruction. Describe training requirements and resources used to train faculty to teach courses online. Indicate whether the institution has sufficient resources to deliver the certificate program.

If the program will be offered via a hybrid delivery format, at least one core course must only be available in one delivery format and not another delivery format. For example, XXX 123 can only be taken online and will never be available in a face-to-face traditional format. The text must indicate which courses will be offered/available in each delivery format.

Resources

Describe the resources to offer the certificate program. Explain additional costs and include dollar amount for resources to initiate and sustain the certificate program. If additional faculty time and/or a program administrator are needed, indicate such.

If a program director will be used, indicate whether the program director will be an existing faculty member or other specific position title. Describe the program director's primary responsibilities for the certificate program. Indicate if new courses have been developed for the certificate program. If new courses are developed, indicate faculty resources and how they will allocate time to teach new courses. If any new hires, including adjunct faculty are needed for the certificate program, indicate such and include the cost for the new hire(s). Indicate the funding source to accommodate the cost. State whether the institution has adequate resources to offer and sustain the certificate program.

Gainful Employment

Indicate whether or not the certificate is a Gainful Employment program. Indicate why the program will or will not come under Gainful Employment.

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Course Descriptions

Provide **official** course information (course designator, title, credit hour value, and prerequisites if applicable) and the official course description for all required courses and restricted electives, if applicable. Course descriptions should come directly from the institution's **current** catalog. Indicate whether courses are new.

Certificate Cost

Provide a brief description of the certificate cost. Indicate whether degree seeking students will be required to pay for the certificate program. Provide a detailed explanation of why. Select the appropriate SCHEV certificate cost form and include the completed cost form after the course descriptions on a separate page.

Appendices

Include **original** support documents (e.g., licensure requirements, industry standards, certification examination requirements) and/or contracts (e.g., external vendors, organizations, or agencies). Provide an appropriately titled cover page for original documents. Do not include the heading if attachments are not needed.

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EXAMPLES OF NARRATIVE TEXT FOR SELECT SECTIONS

Note. Institution SCHEV Liaisons should contact SCHEV staff for a sample document.

Description of Certificate

The purpose of the proposed Graduate Certificate in Music and Technology is to provide students with.... Students will study.... The program is designed to.... Students will learn about.... The program will educate students in.... Graduates will be able to....

See Appendix A for National Association of Music Technology standards.

Curriculum Requirements

The curriculum will prepare students to create music using computer technology. Students will gain an understanding of innovations in music technology and learn the basic tools that computer music researchers and artists use to create sound. Students will be educated in.... Students will develop skills to.... Coursework will focus on musical data conversion and using music production software to create sound.

The capstone project will afford students the opportunity to use knowledge and skills they have obtained throughout the curriculum to produce a music demo. Students will present the demo during the course.

Program Requirements

Number of Credit Hours

Total number of credit hours: 21 credit hours

New courses are denoted with an asterisk.

Core Courses – 12 credit hours

CSM 500 Computer and Music (3 cr)

CSM 521/MUS 521 Music Technology (3 cr)

CSM 550 Computer Science Music (3 cr)

MUS 575 Music Theory (3 cr)

Restricted Electives – 6 credit hours

Students will select courses from a list of courses.

CSM 590 Music Computing and Design I (3 cr)

CSM 591 Music Computing and Design II (3cr)

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MUS 509 Music Production (3 cr)
MUS 510 Music Video Production (3 cr)
MUS 520 Music in the Decades (3 cr)

Capstone Project – 3 credit hours

Students will select a course from a list of courses.

CSM 600/MUS 600, Mastering Computer Music* (3 Cr)
CSM 601/MUS 601 Music Internship* (3 cr)

Internship

Note. At minimum the section must include: number of clock hours required, if applicable; what work a student must complete; how students will find the internship; where the internship can be completed; who is responsible for grading; and what happens if a student fails. [The information below is not sufficient.](#)

The internship provides an experiential academic component to enhance the student's skill set while working in the music technology field. Since students in the certificate program are practicing skills learned in the program, the internship requirement cannot be in their current position as a part of their employment and prior experience cannot be applied toward the internship requirement.

Students completing the internship will be required to complete 100 contact 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 the site manager and graded by the faculty instructor. If students fail the internship they may repeat the internship in the next semester. If a student fails the internship a second time, the student will be dismissed from the certificate program.

Faculty

Faculty appointments in the certificate program are established by recommendation of the chairperson of the Department of Computer Science, and the Department of Music. Three (3) faculty members in the Department of Computer Science and two (2) faculty members in the Department of Music will teach required courses in the 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.

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Three (3) adjunct faculty will be used to teach core or required courses in the proposed certificate program. Each will possess appropriate credentials including certification and/or have additional certifications in the field of music, music management, or computer science. Adjunct faculty must have a minimum of two (2) years teaching in higher education.

Course Delivery Format

The proposed certificate program will be offered in a traditional, face-to-face format and fully online. Thus, both physical space and software to facilitate online courses are required. The university has classroom and lab space necessary to support the program. The university uses Blackboard to deliver content and Skype for face-to-face discussions and presentations. The university provides help desk service 24 hours per day, 7 days per week 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

Resources required to support the program include existing resources to support current programs such as student support services (e.g., enrollment, help desk, and library); faculty support services (e.g., copying and contracts); and general administration (e.g., budgeting and forecasting). 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. Faculty in the Department of Computer Science and the Department of Music created new courses for the certificate program. Faculty time to teach the new courses will be included in existing teaching loads. No new positions will be created to initiate the certificate. Adjunct faculty will be hired to teach core and required courses. Adjunct faculty will be paid at a rate of \$1,200 per course. Resources for the adjunct faculty are provided the Department of Computer Science. The university has adequate resources to offer and sustain this certificate program.

Gainful Employment

The proposed Graduate Certificate in Musicology is not a Gainful Employment program. The certificate alone will not secure gainful employment.

Course Descriptions

New courses are denoted with an asterisk.

Core Courses

CSM 500 Computer and Music (3 cr)

Create original projects using a variety of music production software tools for sequencing, sound editing, synthesis, and effects. Learn music notation software. Edit and mix a studio session using Pro Tools. Have hands-on training with microphones, mixers, and live sound equipment.

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CSM 521/MUS 521 Music Technology (3 cr)

Of all music technology, the sequencer has arguably benefited the most from computer science, giving birth to the very genre termed “computer music.” What are the basic tools that computer music researchers and artists use to create sound? This course will include a summary of digital synthesis techniques (additive, subtractive, wavetable, frequency modulation and physical-modeling), signal processing techniques for digital effects, (reverberation, panning, filters), and basic psychoacoustics.

CSM 550 Computer Science Music (3 Cr)

Computers and technology play a major role in the 21st century music scene. Audio sequencers, MIDI and associated laptops are standard operating equipment for performers. Indeed, popular music today – from indie rock to hip-hop to house – would not be the same without innovations in computer science and technology. This course explores the pioneering inventions and innovations in music technology that, through the use of computers, continue to define the musical experience of today.

Restricted Electives

CSM 590, Music Computing and Design I (3 Cr)

Creative design for computer music software. Programming, audiovisual design, as well as software design for musical tools, instruments, toys, and games. Provides paradigms and strategies for designing and building music software, with emphases on interactive systems, aesthetics, and artful product design. Course work includes several programming assignments and a "design+implement" final project. Prereq: CSM 500

Capstone Project

CSM 600/MUS 600, Mastering Computer Music (3 Cr)*

Introduction to computer assisted notation, composition and performance using a computer, digital keyboard, and software for notation (Finale) and digital sequencing (Reason).

In-depth study of sequencing software (Reason), including the construction of unique combinations, drum patterns and fills, and advanced study of mix-down procedures and use of multiple effects processors. Advanced study of sequencing software (Reason) including construction of patches from basic (raw) synthesized sounds, incorporation of various external sampling techniques, and advanced study of each of the individual onboard synthesizers and sample players.

Certificate Cost

The proposed Graduate Certificate in Music and Technology will be offered to degree-seeking students at the university. Students will not incur any cost to take certificate courses while taking courses toward earning a degree. Students will not be required to pay an application fee.

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