



Summer Studies for Music Professionals

To-Do List Summer 2012

TO: TI:ME Instructors
FROM: Mike Lawson, TI:ME Executive Director
SUBJECT: Summer "To Do" list.

This list will provide you with the information you need for your upcoming course. If you have any questions, please contact us at execdirector@ti-me.org

Critical Items:

Special Offer:

- \$10 discount on membership for course attendees.

In Class:

- Allow time on the last day of the course for students to go online to fill out the *Certification Registration* forms and other related forms, such as course and instructor reviews, etc.

Instructor To-Do List

As a TI:ME instructor you are **required** to take the following steps for all TI:ME courses:

Prior to the Class:

Instructors must make certain that textbooks are available to the students. This will typically be done through the University's bookstore but may be handled as is appropriate for your institution. NOTE: If you are not using the TI:ME texts and course-books, you must submit your materials and obtain approval from TI:ME in advance of the course start date.

Technology Strategies for Music Education. ISBN# 0-634-09060-7

Published & distributed by Hal Leonard (1-800-554-0626)

Technology Guide for Music Educators ISBN# 1-592-00981-6

published and distributed by Thompson Course Technology. (1- 800-354-9706)

Also available at book stores and online.

Course workbooks are available from Dynamic Bookstore, 20 Linden Street, West Chester, PA 19382, Phone: 610-692-8030, FAX: 610-692-4501, email: Loren Flynn lflynn@dynamicbookstore.com. Universities and individuals may order from Dynamic.

First Day:

1. Complete the ***Class Attendance Form Online.***
2. Distribute the packet containing the ***Summer Studies Student Cover Letter.*** These are sent to each site and are available on the website under Professional Development. Review the contents and provide a short explanation of each item as needed.
3. Review TI:ME's mission in the *About TI:ME!* area of the TI:ME website
4. Review the TI:ME certification requirements.
5. Guide students to the appropriate *forms* for TI:ME Level 1 or Level 2. These are available online as indicated below under Professional Development.
6. It is vital to the sustainability of the TI:ME organization, and these summer session classes, that instructors discuss the benefits and encourage TI:ME membership. (The board analyzes the number of memberships generated from individual summer courses.) There are several ways to do this:
 - a. Take your students to the TI:ME website the benefits of membership.
 - b. Set aside a few minutes in your opening statements to talk about the merits of TI:ME membership.
 1. Be a part of the network of other users of music technology.
 2. Learn what other teachers are doing.
 3. Get free lesson plans, articles, tutorials and applications.
 4. Have access to the user forums for help with topics all music technology topics.
 5. Be eligible for the quarterly member drawings for prizes donated by our industry partners.
 6. Get the membership benefits packaged, valued at over \$100.

7. We depend on your membership to keep this organization viable.
- c. All memberships are managed online, there are no forms to hand out.
- d. Do this again at the end of your session, when students are excited about your class. Perhaps ask who has signed up and who has not.
- e. Know that we thank you for helping us keep TIME alive and productive by encouraging TIME membership as much as possible.

During the Class:

1. Take the students to the TI:ME website, <http://www.ti-me.org>, and review membership benefits and how students may become TI:ME members. Student may join for free during their summer course.

Each student can use the code summertime and create their own individual membership account, which will be good until Sept 30, 2012, and they will get auto-renewal notices prior to expiration.

Last Day:

1. Review contents of the *Summer Studies Student Cover Letter*. This is included in the student packet sent to each site and is available online. These materials are all listed under Professional Development, which is a menu item that appears after you are logged into the site.
2. Allow time for students to print and fill out the appropriate *Registration and Certification Form*.

With the elimination of the registration fee, this will be of no cost to new members of TI:ME. Sign each *Registration and Certification Form* and send as a group to TI:ME in the self-addressed envelope provided. After the last day of class students will be responsible for sending these forms directly to our office.

3. Allow time for students to complete the *Course Evaluation Forms*. These are available online,
4. Complete the *Instructor Feedback Form*.