

# OMTA – Guidelines for District Syllabus Chairs

## Syllabus 2011-2012

### First Steps

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1. Call your assigned adjudicators and confirm Syllabus dates. Be certain to speak personally with your adjudicators to avoid problems.
2. Order Syllabus Certificates from the OMTA office in Portland. Call or e-mail Robin Power, office@OregonMTA.org; Address: PO Box 5335 Portland, OR 97228 phone: 503-388-8212

### Four Weeks Before Syllabus

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#### Overview

1. *As soon as packets arrive, open and process the information from registration and student entry forms.*
2. *Complete the Grand Total Sheet and send checks to the treasurer.*
3. *Begin scheduling Evaluations.*

#### **Process the information from registration forms and student entry forms.**

- If you are using the Syllabus Management Software Program (SMP), enter student and teacher data in the program.
- If you are not using the SMP program, complete the Syllabus Total Sheet found online. This is a worksheet for you to record student entries and Syllabus fees for each teacher. This worksheet will be the foundation for the Final Grade Report that you submit to the OMTA office after Syllabus is finished.
- Include each teacher's status (active, provisional, student), address and phone number.
- List teachers alphabetically.
- List each teacher's students alphabetically below the teacher, with the evaluation type (eval, demo, aud), level, length of evaluation and evaluation fee.
- After the last student list the teacher conference along with the length and fee.
- Total the times and fees for each teacher. Verify that the teacher has added correctly on his/her registration form. If a correction is needed, notify the teacher immediately and resolve the matter.
- Remember to mark extra time that may have been purchased for either evaluations or conferences and make sure this is figured into the totals.

#### **Complete the Grand Total Sheet**

This is submitted to the district treasurer along with all the checks you have collected. This sheet indicates the number of exams and conferences for the session. You must balance the money you have collected against the total on the Grand Total Sheet. Use the information you have compiled on your Total Sheet to complete this form.

A sample Grand Total Sheet is available online. Note: For Portland District, there is a separate editable form titled "Portland Syllabus Grand Total Sheet" which will calculate the

additional registration fees for each student if you elect to complete this form online. For all other districts, please use the editable form titled "Syllabus Grand Total Sheet."

If you are using the SMP program, there are three reports in the Financial Section of the program that give you the information needed to complete the Grand Total Sheet. You still have to balance the fees you receive with the totals on the Grand Total Sheet.

**You MUST send the checks to the State Treasurer within 2 weeks of receiving them. Portland District Chairs send checks to the Portland District Treasurer. If you have questions about this call the State Syllabus Chair.**

### **Schedule Evaluations**

It is advisable to get the financial records totaled and the checks sent to the treasurer before scheduling. You should be working on the scheduling four weeks before exams.

Here are some things to keep in mind when scheduling...

1. Schedule adjudicators for a complete day, 6 to 7 hours of adjudication. If you need to schedule a longer or shorter day, call the adjudicator first.
2. Include a 15-minute break in the morning and afternoon and a 1-hour lunch period.
3. Start the day at 9:00 a.m., unless you have permission from both the host and the adjudicator to start earlier or later. If you are scheduling 7 hours of adjudication the day will be done by 5:30, including the two 15-minute breaks and 1-hour lunch period.
4. Not every teacher will get their first choice when scheduling and you will not need to use every studio offered. Begin with teachers that offer their studios and add teachers to that studio to make a complete day. Scheduling is always a puzzle; just do your best to come up with 6 to 7 hour days.
5. Early in the process, confirm with the studio host the use of his/her studio before finalizing the schedules.
6. There is a sample schedule on the web site. This shows you what information should be included on the schedule. If you are using the SMP program the report titled "Adjudicators Schedule" is the schedule you send to Adjudicators, Teachers and the Host Studio to use for the day.

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### **Three Weeks before Syllabus**

#### *Overview*

1. *Finalize schedules and begin mailing them to teachers.*
2. *Send schedules to adjudicators two weeks ahead*

Send schedules to your teachers at least **3** weeks before Syllabus. It is advisable to send your adjudicators a brief e-mail as soon as you have a rough draft of the schedules to let them know the location and the start/end times of their day(s). Send Adjudicators their final schedule **2** weeks before Syllabus.

E-mail copies of the schedules for your district to Bethany Crosby, State Syllabus Chair, bethanycrosby@gmail.com or mail them to 37390 Dubarko Rd. Sandy, OR 97055.

## **One Week Before Syllabus**

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### *Overview*

1. *Prepare certificates*
2. *Compile and send out Hostess Packets*

### **Prepare Certificates**

- Print each student's name on a Syllabus Certificate. A computer printer works well.

### **Compile and Send Out Hostess Packets**

- Send a Hostess Packet to each host studio. Include:
  - Instructions for Host Studio form (available online)
  - Two copies of the Evaluation schedule for that day
  - An Entry form, Evaluation Report and Syllabus Certificate for each student. Place these in evaluation order.
  - Teacher Request for Conference forms
  - Teacher/Adjudicator Conference forms
  - A stamped, self-addressed envelope for the host to return signed student entries and teacher conference forms to you. The adjudicator will sign each student entry and add a grade (Successful, Participated or Forfeit).

## **After Evaluations are Complete**

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### *Overview*

1. *Record student grades and send report to OMTA office*
2. *Send Syllabus Report to the State Syllabus Chair*

### **Record student grades and send report to the OMTA Office**

- Receive all student entry forms and teacher conference forms from each host studio.
- Enter grades on the Syllabus Total Sheet, being sure all teachers are listed alphabetically, followed by their students, also listed alphabetically.

For each student, indicate the type, level and grade of evaluation. Initials may be used for grades – e.g., “S” for Successful, “P” for Participated, and “F” for Forfeit (See online sample.) If you are using the SMP program, use the “Final Grade Report.” You can e-mail this to the OMTA office: [office@OregonMTA.org](mailto:office@OregonMTA.org). Address: PO Box 5335 Portland, OR 97228  
Phone: 503-388-8212

### **Send Syllabus Report to the State Syllabus Chair**

- Send (mail or e-mail) a Final Syllabus Report to Bethany Crosby within 2 weeks. The report form is available online.