



OMTA - GUIDELINES FOR DISTRICT SYLLABUS CHAIRS Syllabus 2008-2009

FIRST STEPS

1. Call your assigned adjudicators and confirm Syllabus dates. Be certain to speak personally with your adjudicators to avoid problems.
2. Mail the adjudicator confirmation form to: **Bethany Crosby**, State Syllabus Chair, 37390 Dubarko Rd, Sandy OR 97055-7382; bethanycrosby@gmail.com
3. Begin securing locations for evaluations.
4. Distribute materials to the teachers in your district. Inform them of dates and deadlines and confirm their understanding of the three syllabus categories. All forms should be returned to you FIVE WEEKS prior to actual Syllabus dates.

First Steps CHECKLIST

- Adjudicators contacted/Dates confirmed:
- _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____
 - _____

- Adjudicator confirmation form mailed to **Bethany Crosby**.

- Locations secured for evaluations/Dates confirmed:
- _____
 - _____
 - _____
 - _____
 - _____

- Materials mailed to teachers, if necessary.

IMPORTANT INFORMATION YOU NEED TO KNOW

FEES

Note that all syllabus fees have increased this year. Check fees carefully! Check each teacher's totals of both times and fees. Confirm that the conference fee is included on the registration form.

REPERTOIRE

Check the repertoire listed on each entry form. If repertoire takes more than half the allotted evaluation time the teacher must purchase extra time for the student. Return the incorrect forms



OMTA - GUIDELINES FOR DISTRICT SYLLABUS CHAIRS Syllabus 2008-2009

to the teacher for revision. It is the district chair's responsibility to check that all repertoire meets the requirements for each level of evaluation. Questions on repertoire can be directed to either Carol Ratzlaf 503-287-6322, or Kelli Stephens 503-245-7359. **Students playing with music must provide an extra original for the adjudicator.** Inform teachers in writing that an evaluation will not be continued and will become a forfeit if copied music is presented to an adjudicator. **Photocopied or Xeroxed music is not acceptable!** Printed "CD Sheet Music" is acceptable. Please make sure teachers present this type of music in a binder, without staples, for easy access by the adjudicator. Other legal sources will be considered as technology advances.

CONFERENCES

All teachers, other than University and College professors, are required to have one conference for each season of syllabus they enter. Confirm that each teacher is registered for a conference. This requirement applies to both Fall and Spring Syllabus, but not both upper and lower divisions in districts that separate those categories. Teachers with more than 3 hours of adjudication must schedule a 25-minute conference. These rules also apply to a second day of exams.

PROVISIONAL AND STUDENT TEACHERS

If you are working with Provisional teachers contact Cherise da Cunha, 503-810-0180, the State Provisional Chairperson. You must keep track of some information and complete some additional forms. There is no additional paperwork needed for Student members.

LEVEL X STUDENTS

Inform all teachers that they are now personally responsible for identifying their Level X students that qualify for the Level X recital and medal. Be certain to include a level X form in the host packet that is hosting a Level X student. Level X forms are available online.

ONLINE FORMS

Several forms and reports are available on the OMTA website (www.oregonmta.org). Some can be filled in online (indicated by a red "e" next to its link). However, these reports are not automatically sent to anyone. You must still print them and mail/submit them to the proper person yourself.

FOUR WEEKS BEFORE SYLLABUS

Step One - Complete the Syllabus Total Sheet.

Begin processing the information from registration forms and student entry forms. Begin completing the Syllabus total Sheet (worksheet), following the sample enclosed. (Note: The "worksheet" version of the Syllabus Total Sheet is for your own use, it is not required. However, it serves as the foundation to the grade report, which must be submitted at the end of the Syllabus session.) Refer to the section titled "After Evaluations" and send the completed Evaluation sheet to Ed Davie.

- Alphabetize all entries, first by the teacher's last name, then alphabetize that teacher's students by last name. Double check the spelling of student and teacher names. Both must be correct for official filing of student records in the State database. (Some without computers have found it helpful to number all teachers consecutively (1,2,3, etc.) and then number all students consecutively. This is optional.)
- Include each teacher's status (active, provisional, student), address and phone number.
- List each teacher's students including 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.



OMTA - GUIDELINES FOR DISTRICT SYLLABUS CHAIRS Syllabus 2008-2009

Step Two – Grand Total Sheet and Fees

The grand total check Sheet is submitted to the district treasurer along with all the fees 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 (worksheet) to complete this form. A sample Grand Total Check Sheet is included 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.”)

**THE FEES MUST BE RECEIVED BY THE STATE TREASURER BEFORE
YOUR DISTRICT’S SCHEDULED DATES!**

Step Three – Schedule Evaluations.

1. Schedule adjudicators for a complete day: 7 hours of adjudication, 1 hour for lunch and two 15-minute breaks. If you need to schedule a shorter or a longer day **call the adjudicator first.**
2. Confirm the locations that you will be using for evaluations.
3. The Evaluation Schedule should be typed and include the following information: (See sample.)
 - Date
 - District
 - Adjudicator
 - Studio Location and phone number
 - Schedule teacher conferences along with student evaluations
4. Send each adjudicator a copy of the schedule of his/her adjudication day at least 2 weeks before the exam date. Include clear directions to the location and the phone number of the host. Adjudicators are responsible for their own food and lodging, but it is a nice gesture to offer them lunch when possible. Communicate with adjudicators in advance regarding their lunch situation.
5. Make sure there is a host at each location; someone who is responsible to see that the adjudicator is comfortable and has the supplies needed (i.e., materials that are included in the host packet). Each teacher is required to attend the evaluations and monitor the behavior of his/her students. If a teacher is unable to attend an evaluation, he/she is responsible for appointing a substitute monitor to attend. No one is allowed in the room during the evaluation, except the student and adjudicator.
6. Send each teacher a copy of his/her schedule 2 weeks before the first evaluation date. Consider including a note - “Teachers, please carefully check spelling and levels of your students. This is how they will appear on the certificates. Any changes need to be made by _____”.
7. Send copies of the schedules for your district to **Bethany Crosby**, State Syllabus Chair, 37390 Dubarko Rd, Sandy OR 97055-73828. Retain a copy of each schedule for your own files.

Four Weeks Before Syllabus, CHECKLIST

- Begin processing registrations; Syllabus Total Sheets.
- Mail Grand Total Check Sheet and all fees collected to Treasurer.
- Complete all exam schedules.



OMTA - GUIDELINES FOR DISTRICT SYLLABUS CHAIRS Syllabus 2008-2009

Confirm all exam locations.

- _____
- _____
- _____
- _____
- _____

Confirm adjudicator dates/times/locations.

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Mail Schedules to Teachers (at least 3 weeks before exam dates).

Mail schedules and maps/directions to exam locations to adjudicators (at least 2 weeks before exam dates).

Mail copies of schedules to **Bethany Crosby**

ONE WEEK BEFORE SYLLABUS

1. Print each student's name on a Syllabus Certificate. A computer printer works well for this; make it appear as professional as possible.
2. Send a Host Packet to each host. The Host Packet includes:
 - Student Entry blanks. Student Evaluation Reports. Syllabus certificates and Teacher Request for Conference Forms all sorted in schedule order.
 - Teacher / Adjudicator Conference forms
 - Instructions for Adjudicator
 - Instructions for Studio Host
 - Two copies of the Syllabus Evaluation Schedule; one for the adjudicator and one to be posted.
 - Provisional Teacher Forms, if needed.
 - 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). Adjudicators also sign the teacher conference forms.
3. Confirm with each host that the packet has been received.



OMTA - GUIDELINES FOR DISTRICT SYLLABUS CHAIRS Syllabus 2008-2009

One Week Before Syllabus, CHECKLIST

- Print student certificates.
- Mail all Host packets.
- Telephone/E-mail Host Studios to confirm receipt of Host packets.
- As a courtesy Telephone/E-Mail all adjudicators reminding of upcoming exams.

AFTER EVALUATIONS ARE COMPLETE

1. Receive all student entry forms (including forfeits) and teacher conference forms from each host.
2. Enter grades immediately on the Syllabus Total Sheet(s). **Be sure all names are alphabetized, not listed by Level (Including Teachers).** 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 sample**). For those Syllabus District Chairs using Jerry Crosby's *Syllabus Management Program*© please use the "Final Grade Report" (this includes all the same basic appropriate information as the Syllabus Total Sheet that is found on the website). Mail to **Ed Davie** (255 Jessica Dr., Forest Grove, OR 97116-1295).
3. Send a Final Syllabus Report (sample enclosed) to **Bethany Crosby** within two weeks. This report is available online (called "Syllabus Report Form").
4. Keep the student entry forms and teacher conference forms until the next season, after which they may be recycled.
5. Send a list of teachers that had Lower Division Teacher Conferences to the Chair for Spring Upper Division Exams.

After evaluations are complete, CHECKLIST

- Receive all signed forms from Host studios.
- Mail Syllabus Total Sheet(s), with grades listed, to Ed Davie.
- Mail completed Syllabus Report Form to Bethany Crosby.
- Mail list of Teacher Conferences to Upper Division Chair.

THANK YOU FOR YOUR DEDICATION TO THE SYLLABUS PROGRAM