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| YOUR NAME HERE  |
| Please complete those portions of Items 1 through 6 that apply to you, for the period covering Spring Semester through Fall Semester this year. |
| 1. **Teaching.**

**A. Workload.** List courses taught, by number, name, and credit hours. Classroom teachers itemize the number of contact hours per week for each course, and include the total number of students in each class. Applied Music teachers, and those directing Honors Work (Music 400H), Independent Study (Music 490), Special Topics (Music 499), Research Problems in Music (Music 812), Master's Thesis or Recital (Music 899), and Doctoral Dissertation or Recital (Music 999) identify each student by name and list credit hours for each. Applied instructors please note: place an asterisk next to each graduate student listed who is NOT taking regular lessons but who you are assisting with a DMA document. If you have graduate students enrolled for a given semester but that individual is NOT taking lessons, please put the name of that student in parentheses. Some faculty share instructional responsibilities with a graduate assistant. For students for whom there is shared responsibility, describe the nature, length and frequency of your contact with that student. |
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| **Spring Semester** | Year |

 |
| Classroom Teaching (Tab in bottom right column to add rows) |
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| --- | --- | --- |
| Course number | Course/Contact Hours/Number of Students | Credit hours |
| ### | Enter Course Name | 00.0 |
| ### | Enter Course Name | 00.0 |
| ### | Enter Course Name | 00.0 |

 |
| Applied/Conducting/Composition (Tab in bottom right column to add rows) |
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| Course number | Student names | Credit hours |
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| **Summer Semester** | Year |

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| Classroom Teaching (Tab in bottom right column to add rows) |
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| Course number | Course/Contact Hours/Number of Students | Credit hours |
| ### | Enter Course Name | 00.0 |
| ### | Enter Course Name | 00.0 |
| ### | Enter Course Name | 00.0 |

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| Applied/Conducting/Composition (Tab in bottom right column to add rows) |
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| Course number | Student names | Credit hours |
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| **Fall Semester** | Year |

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| Classroom Teaching (Tab in bottom right column to add rows) |
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| Course number | Course/Contact Hours/Number of Students | Credit hours |
| ### | Enter Course Name | 00.0 |
| ### | Enter Course Name | 00.0 |
| ### | Enter Course Name | 00.0 |

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| Applied/Conducting/Composition (Tab in bottom right column to add rows) |
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| Course number | Student names | Credit hours |
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| **B. New Courses.** List courses you have developed or newly designed this reporting period. Attach syllabi.

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| **C. Student Honors.** List honors, awards, competitions, or any other special recognition received by students under your direct supervision. *(List only students who have you as the major professor or who were recognized for achievement in your area of specialization with your direct supervision. List only MSU students and current honors.)*

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| Undergraduate students: | Click here to edit |
| Graduate students:*Include awards and fellowships (specify whether external to the College or within the College). Awards are also defined to include invitations to perform, acceptance of a publication, and acceptance of a conference paper* | Click here to edit |
| Alumni:*Include awards and fellowships. Awards are also defined to include invitations to perform, acceptance of a publication, and acceptance of a conference paper. (For use by the College’s Advancement Office)* | Click here to edit |

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| **D. Student placements/employment in music positions.** List only students under your direct supervision or who were employed in music positions during this period. Include name of hiring unit.

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| Undergraduate students: | Click here to edit |
| Graduate students: | Click here to edit |
| Alumni:  *(For use by the College’s Advancement Office)* | Click here to edit |

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| **E. Quality of teaching.** List evidence of high-quality instruction. *(Do not list student awards from C. Student Honors)*

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| **F. Indicate the name(s)** and date awarded of any honors, awards, or citations received during this period. Explain the nature of the award briefly.

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| **2. Other (non-teaching) service to students**.Identify by name the students active during this period you have served in any of the following ways.**A. Master's Degree Oral Examinations.**

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| Student Name | Date of Examination |
| Last, First |       |

**B. Master's Thesis Director.**

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| Student Name | Date of Examination |
| Last, First |       |

**C. Doctoral Guidance Committee Service.** List only those students who had a proposal meeting or a defense during this time. Identify with an asterisk those students for whom you are Committee Chair. Feel free to include additional information regarding these students or other graduate students with whom you are working.

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| Student Name | Date of Meeting/Defense |
| Last, First |       |
| Click here to add additional information |

**D. Supervision of Teaching Assistants, Teacher Training, Clinical Programs, and/or Visitation of Student Teachers**.

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**E. Faculty Advisor to Student Organizations**. List organization only.

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**F. Required recital attendance.** Cite by student name, date, and type of recital (e.g. Junior, Senior, Graduate, etc.).

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| Student Name | Recital Date | Type of Recital |
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| Click here to add Pre-Recital Screenings |

**G. Services not shown on these pages (e.g. Studio classes, honors option supervision).**

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**3. Performances, Creative Work, Publications, Papers, Consultations, Research, Honors, etc.****A.** Cite the date and location *(indicate International/National, Regional, or Local)* of each ***significant*** performance, specifying type (ensemble-conducting, solo recital, chamber music, concerto with orchestra, member of orchestra, etc.)

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**B.** Give the title of each original composition or arrangement completed during this period. List any important performances of any of your compositions or arrangements.

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**C.** Itemize title, publisher, and date of publication for each book, chapter in an anthology, or composition completed and published, or recording released, during this period. For recordings list the funding source(s), record label and distribution mechanism.

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**D.** Show the date and type of article appearing in a scholarly journal or other type of periodical during this period and identify the publication by full name and issue, including appropriate page numbers. Specify the nature of the publication (e.g. quarterly journal, newsletter, etc.), and indicate whether the choice was refereed.

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**E.** List event, date, location, and title of topic for each paper delivered. Specify the significance of each even as it relates to your discipline.

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**F.** Please list all publications, presentations, and recordings that have been accepted but have not yet appeared in print or been presented.

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**G.** Detail progress of original research conducted during this period**.**

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**H.** List the workshops or educational days you have organized.

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**I.** Show all grant proposals submitted, including title, funding agency, amount of grant and status.

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| **Granting Agency** | **Date Submitted** | **Amount Requested** | **Status:**Pending/Amount Funded/Not Funded |
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**J**. Scholarly Outreach and Engagement. List any activities you have performed which meet the university definition for Outreach and Engagement. *“Outreach and engagement occurs when scholarship is applied directly for the public good and when the relationship between partners is reciprocal and mutually beneficial.”*

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**K**. Add any item(s) you feel are appropriate to this list, and comment upon your activities, specifying dates, locations, names of events, etc.

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| **4. Professional Service** |
| A. Committee and/or administrative duties. List should include any University or College level ad-hoc or standing committee or administrative duties.

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B. Name the position(s) you hold as an officer in a professional society. Describe the duties and time commitment.

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C. Report on your activities as an adjudicator or clinician for local, regional, state, or national events, including dates and locations.

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D. Relate information about your activities as a consultant to the public schools, publishing firms, editorial boards, etc.

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E. Cite the name of all professional journals of which you are an editor.

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| **5. Recruitment.**Outline recruitment duties you have performed. Explain any special situations that were directly related to the recruitment of students.

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| **6. Community (Public) Service.**List performances and/or lectures for public events, non-research related outreach, etc. Do not incorporate any item from 3A.

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