



Organ Teacher Profile Projects Workbook

MTNA Certification

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The MTNA Professional Certification Standards are the basis for the validation and evaluation of the contents of the Teacher Profile.

If you have not had three semesters or five quarters of college-level music history classes, two years of college-level music theory classes, a year of college-level pedagogy or music education courses, and three years of college-level private lessons on your instrument; or if it has been several years since you had these courses, you are strongly encouraged to consult the following resources before you begin your Teacher Profile projects:

- Study music history, theory and pedagogy texts. (See suggested texts in Project #2 in What Will The Evaluators Be Looking For?)
- Do an Internet search for online courses.
- Study privately with a master teacher to improve your fundamental knowledge and your performance skill.
- To help you gauge your overall readiness, please examine the requirements of the projects you will be completing, consult the study guide resources listed on our website and complete the Self-Assessment portion of *The Assessment Tools for the Independent Teacher* also on the website.

Please note that the suggested preparations do not guarantee successful completion of the certification process. This preparation is foundational for the knowledge you will need to possess to begin the projects in the Teacher Profile.

Instructions For Submission Of The Teacher Profile Projects

- Once your application has been received and processed, you will receive an e-mail containing a link to a webpage that will allow you to upload all materials.
- The projects must be typed and ordered sequentially. Materials and documents must be double-spaced in 12-point font (except title pages), on 8.5" x 11" pages. Files may be Word (.doc or .docx), text (.txt) or .pdf. File name should be your name (i.e. JaneDoe.doc).
- The first page should be a cover page containing the following information: Certification Teacher Profile, performance area of certification application and your name.
- Programs, brochures, promotional material, certificates and the like should be included in your electronic submission as scanned documents (.pdf or .jpg files are acceptable).
- Highlight/underline your name in programs and documents that are not related solely to you and your experiences.
- A list of references and resources used in the preparation of the materials and documents should be the last entry in the Certification Teacher Profile.
- Certification materials and documents must be related to the performance area in which certification application was made.
- Candidates may submit materials and documents that are currently being used in their studios/classrooms or documents/materials in various stages of development.
- Collaboration with colleagues is encouraged; however, all the materials prepared and submitted as a part of your Teacher Profile must be yours and yours alone. If a Certification Teacher Profile is identical to that of another candidate, both candidates may be subject to disqualification from the MTNA Certification process.

Submission of Videos

- Digital video files must be in one of the following formats: .mp4, .mov, .avi. and also will be uploaded. Please follow the directions detailed in Profile Project #3 when preparing files.
- Due to size of the video files, uploading can take in excess of 30 minutes depending upon your particular computer setting, Internet connection and the like. PLEASE BE PATIENT DURING THIS PROCESS.

Complete All Five Projects

Project #1 – Write Your Teaching Philosophy

Write your teaching philosophy (maximum 600 words). A statement of your **Educational Goals** is required, plus a statement of at least **one additional topic** from the list below. Your educational goals can be defined as the most important things you want your students to learn to help them develop into competent musicians.

You must choose at least one additional topic from the following list:

1. Development of a healthy technique
2. Development of proficient musical skills
3. Development of artistic and expressive performance skills
4. How to teach aural learners
5. How to teach visual learners
6. How to teach kinesthetic learners
7. Preferred age(s)/level(s) for introducing a student to formal music lessons and why you prefer these age(s)/level(s).

Project #2 – Analyze Four Teaching Pieces

Analyze each of the four teaching pieces (two baroque, one romantic, and one contemporary) with questions A–F. Each question (A–F) should be answered with 150 (minimum) to 300 (maximum) words. (Pieces will be provided upon application and payment of fee.)

- A. When introducing this piece, what would you discuss with the student concerning the historical era, composer and compositional style?
- B. When introducing this piece, what major elements of theory would you discuss with a student? These elements could, for example, include such information as major key areas, cadence locations and types, important modulations, interesting harmonies, the form of the piece, etc. Be sure to specify measure numbers and to which beat of the measure you are referring in your answers.
- C. Indicate at least three specific skills a student must possess to successfully play this piece.
- D. Discuss how you would teach a historically and stylistically appropriate interpretation of the piece. This would include such elements as: articulation; strong and weak beats; hand position; fingering; rhythmic structure; musical figures; ornamentation; registration.
- E. Discuss at least four potential reading and/or technical difficulties in this piece and how you would help the student solve these problems.
- F. Discuss where you would mark appropriate practice strategies and/or memory sections in this piece.

Project #3 – Present Your Teaching

To prepare to fulfill this project:

- It is recommended that you regularly video record your lessons with this student for at least 4 weeks before you video record the first lesson for this project. This will help you and your student become accustomed to the presence of the recorder and will ensure the camera is placed at the best angle for viewing and hearing the lesson (a separate microphone is recommended). Reviewing the recordings will give you excellent feedback on your teaching approach before you submit the video.
- If you do not own a video recording device in good working order, we recommend that you contact colleagues or the families of your students to borrow one for this project.
- Make sure to place the camera where the viewer can see the student's body and the face of both the student and teacher. The music does not need to be shown in the video. A parent or student assistant might be very helpful during the recording sessions.
- It is recommended that you refer to the articles on the MTNA Certification website which address successful video recording in the studio.
- Your student or his or her parent/guardian must sign the Authorization and Release form to submit with this project.
- Digital video files must be one of the following file formats: .mp4, .mov, .avi. Only these formats are acceptable.

1. Three lessons video recorded with the same student.

- A. Video record one 30-minute lesson that includes the early stage of teaching of a new piece of repertoire (for example, a Bach Prelude) along with technique, theory and any other elements you wish to include in a well-rounded lesson. Teacher modeling of musical and/or technical points is strongly encouraged. **NAME THIS VIDEO TPP31A.**
 - i. The newly introduced piece of repertoire must not exceed 5 minutes when played as a finished performance. If the piece is longer than 5 minutes, only present a section of the work that does not exceed 5 minutes of finished playing time.
- B. In a later lesson, video record a 15-minute lesson segment with the same student further into the process of working on the piece presented in the first 30-minute lesson (for example, the Prelude). If time permits, include any other lesson elements that you would use. **NAME THIS VIDEO TPP31B.**
- C. In the final lesson of this series, video record a 15-minute excerpt with the same student finishing and polishing the piece (for example, the Prelude) presented in the first lesson. If time permits, include any other lesson elements that you would use. **NAME THIS VIDEO TPP31C.**

2. Supporting written materials:

- A. Each video-recorded lesson must be accompanied by a written outline or synopsis of what was covered in the recorded portion of the lesson, including an itemized list of any materials used in the recorded portion of the lesson, such as:
- i. Method books and/or repertoire
 - ii. Theory books
 - iii. Technical studies
 - iv. Ear-training and sight-reading materials
- B. Each lesson must be evaluated by the teacher after viewing the recording (300 words maximum per evaluation). *The evaluation must address at least three questions from the list below:*
- i. How was the pacing of the lesson? *Was it appropriate for the student? Too fast? Too slow? Inconsistent?*
 - ii. How did I diagnose underlying causes of problems with rhythm, notes, musicianship, etc.? *Did I quickly, eventually or never discover the root of the problem?*
 - iii. How well did I help the student overcome musical problems by breaking down the level of difficulty? *Did I immediately, eventually or never reduce to an appropriate level of difficulty?*
 - iv. How well did I communicate verbally and non-verbally? *Was communication generally on-task and contributing to a positive lesson environment? Generally pleasant but often off-task? Sometimes tense and contributing to a negative lesson environment? Solely a critique of the playing?*
 - v. What was my teaching style? *I generally provided answers and instructions that the student carried out; I encouraged student participation in problem solving; I used questioning techniques that led the student to solutions.*
 - vi. How did I prepare the student to practice? *The student clearly understood the assignment and was well-prepared to execute appropriate strategies for practicing; the student clearly understood the assignment but was not prepared to execute appropriate strategies for practicing; the student did not clearly understand the assignment.*
 - vii. How well-prepared was I for the lesson? *Well-prepared and presented appropriate concepts in a creative and effective manner? Well-prepared but presented more information than was needed for understanding the concept? Well-prepared but the student did not understand the concept? Not thoroughly prepared in some aspects.*

- C. Discuss this student's learning modality and how you adapt your teaching approach to meet his or her modality when teaching repertoire, theory, technique, etc. (300 word maximum). It is recommended that prior to answering this question you refer to the following web sites:
- www.music.sc.edu/ea/keyboards/PPF/5.1/5.1.PPFpp.html by Susanna Garcia
 - www.claviercompanion.com Spring 2008 (Vol. 19, #2) "How would you teach the same piece of music to students with different learning styles?" by Suzanne Torkelson

- D. List your goals for this student (maximum of 300 words for all of 2.D) for the next 14 to 16 weeks in:
- Repertoire: What repertoire or pieces would I like for him/her to playing by the end of the next 14 to 16 weeks?
 - Theory: What theory will s/he need to have learned to support that repertoire?
 - Technique: What technique will help him/her be able to play that repertoire?

When articulating your goals in these three areas, you should consider these questions: *Where is s/he now? Where do I want her/him to be in 14 to 16 weeks? What materials and techniques will I use to accomplish these goals?*

- E. Document how you assess the outcomes of your teaching by submitting three of the five following options (these do not have to be limited to the student in the recorded lesson segments):
- Three to five student adjudication sheets from activities such as AGO, Federation, festivals, etc.
 - Three to five State theory exams, performance class critiques, etc.
 - Audio and/or video recordings of two or three student recitals/performances along with printed programs.
 - Five written progress reports you have given to the parents of your students.
 - An outline of how you conduct a student/parent evaluative conference (300 word maximum).
1. Teacher performance: In addition to the three teaching segments, video record your performance of a minimum of 5 to a maximum of 10 minutes of pieces that are at least a late intermediate level, such as those recommended for the Service Playing Certificate from The American Guild of Organists:
- Any chorale prelude from Bach's *Orgelbüchlein*.
 - Any fugue by Bach, including the fugues from the so-called "Eight Little Preludes and Fugues," sometimes attributed to Bach.

- Any chorale prelude with pedal by Buxtehude (any edition).
- A single movement from any work by Mendelssohn, other than the hymn-like opening sections of Sonatas 5 and 6.
- Any movement with indicated pedal from Vierne's *Vingt-quatre Pièces en style libre* (Durand, Masters Music Publications).
- Any one of the Eleven Versets from *Dans la Gloire des Invalides (In the Glory of Les Invalides)* by Dupré, improvisations reconstructed by David A. Stech (Wayne Leupold Editions WL600189).
- Any piece from Reger's *30 Kleine Choralvorspiele*, Op. 135a (Peters No. 3980, or any edition).
- Any one of Schroeder's *Six Chorales (Sechs Orgelchoräle)*, Op. 11 Schott/Hal Leonard 49003685).
- Any movement from Langlais's *Organ Book* (Elkan Vogel 463-00006).
- Any piece from *Saint Augustine's Organbook* by Gerald Near (Aureole Edition, AE 86, distributed by MorningStar Music).
- Any one of Bloch's *Six Preludes* (G. Schirmer 50328700).
- Wayne L. Wold: Trio on People, Look East, from *Light One Candle* (AugsburgFortress 11-10720).

These pieces do not have to be memorized. **NAME THIS VIDEO TPP33A**

Project #4 – Share Information About Your Teaching Environment

1. Describe how you encourage a positive teaching environment in your studio (150 minimum to 300 maximum words).
2. Show at least three resources you use to promote this positive learning environment. These may include:
 - Photographs and/or video recordings of:
 - Studios or classrooms
 - Acoustic and/or electronic instruments
 - Computers and software
 - Audio/video recording equipment
 - Practice/incentive charts
 - Games and artwork
 - Other evidence that would demonstrate a positive teaching environment
3. Describe how you use three of the resources you documented in number 2 (50 minimum to 100 maximum words for each of the three resources).

Project #5 – Discuss Your Studio Business Ethics and Policies

1. Ethical business practices include dealing with students in the studio or classroom, family members and professional colleagues (see MTNA Code of Ethics). Choose one scenario from each category and describe how you would manage that particular situation (maximum of 150 words per scenario):

Category 1: DEALING WITH STUDENTS IN THE STUDIO (Choose 1)

- Over a four-week period a student makes excuses for poor lesson preparation and makes promises for improvement, but nothing of significance changes.
- The student is involved in too many activities and does not meet your practice requirements.

Category 2: DEALING WITH COLLEAGUES (Choose 1)

- The school ensemble director wants your student to prepare a solo for a school concert, but the assigned selection is too difficult.
- A student of another teacher in the community calls you for an interview and wishes to transfer because he/she dislikes the repertoire being studied with the current teacher.

Category 3: DEALING WITH PARENTS (Choose 1)

- Family members want their child to audition for every talent contest, festival, and competition available.
- A student is studying a second performance area with another music teacher and the parent tells the student he/she must make a choice between the two performance areas so as not to divide limited practice time.

2. Competent teachers establish professional financial and business policies. Provide the following materials:
 - A. A statement of studio/classroom policies, including information on fee structures and payment plans (actual fees do not need to be included).
 - B. A list of questions and activities for an interview/audition with a beginning student and family members, **and** a transfer student and family members.
 - C. A typed hypothetical annual budget for an average studio/classroom indicating anticipated income and expenses. If the candidate is a salaried music teacher or college/university pedagogy student teacher (rather than an independent studio teacher), prepare a prototype budget for the studio/classroom.