Teacher Appointment Criteria  
MUS T109 Rudiments of Music

Statement of Intent  
This document is intended to be a planning resource for the prospective instructor and the IPFW Music Department Representative (“faculty liaison”) who mentors and supervises the IPFW Collegiate Connection Program.

T109 addresses the fundamentals of musical notation, reading, and theory including scale structures, key signatures, intervals, chord structures, rhythmic notation, and common music terminology. Upon successful completion of the course students will also be able to notate the dictation of simple melodies and rhythms.

Teacher Requirements: MUS T109 Rudiments of Music
1. An instructor of this course must be approved by the IPFW Department of Music and possess these credentials: Bachelor’s degree in music education, state licensure to teach music, and a Master’s degree in music, music education, or another area with at least 18 graduate level hours completed in music. A teacher whose Bachelor’s degree is in music with state licensure granted on the basis of additional course work will also be considered.
2. The instructor will be given the syllabus and learning outcomes for MUS T109 as it is taught at IPFW and is expected to develop a similar syllabus that meets the goals and objectives of the on-campus course, and to submit the syllabus for approval at least two weeks prior to teaching the course. The instructor is encouraged to use the same textbook as is used in the IPFW course.
3. T109 meets for 150 minutes per week for 16 weeks. Dual credit courses should meet for at least an equivalent amount of time.
4. T109 on campus is capped at 20 students to ensure that each student receives individual attention from the instructor. If the dual credit course cannot guarantee an equivalent teacher-student ratio, additional meeting time must be available in which students can meet individually with the teacher if necessary.
5. Students must be made aware that T109 cannot be applied toward any music degree at IPFW and is not the equivalent of MUS T113 Theory I. It is intended to prepare students to meet the expectations of incoming music majors. Non-music majors may use the class as an elective, if their degree programs allow for such.
6. An initial meeting with the Music Department faculty liaison will take place prior to the start of the semester in which T109 will be taught. Additional meetings will be scheduled for mid-term and the end of the semester to review student progress, and at other times during the semester as requested by the faculty liaison or dual credit instructor.
7. All IPFW students, including those taking courses for dual credit, have free admission to Department of Music concerts and are encouraged to attend these concerts and recitals on campus.