**OMEA PDC Instructional Hour Certificate Program**

**STOP.** Make sure you have registered for the PDC and selected “IHCP” option before continuing. Please take a moment to review the following requirements and deadlines.

**IHCP Requirements: Attend seven (7) events as outlined below.**

Attend **six (6)** sessions and **one (1)** concert of your choosing.

Using the required template (below), submit a typed synopsis to [pd\_director@omea-ohio.org](mailto:pd_director@omea-ohio.org) by March 1. Your 10-hour instructional certificate will be emailed to you by March 31. There is a $5 charge for replacement certificates.

**Your paper should include:**

Name

Teaching Area(s)

Years of Experience

Email Address

**For each session (6), please include the title, clinician name, day, room and time.**

**\*Important: Number your reflections from 1 - 7. The concert reflection should be first (No. 1).**

**For your concert reflection (1), please include ensemble name, day, room and performance time.** Please include a general review of the performance including programming, pacing, educational value and any application to your unique teaching situation. This is not an adjudicated event. You do not need to list all of the mistakes you hear or critique the ensemble in great detail. Please keep your comments professional.

**Copy and paste this table at the beginning of each session reflection (2-7). 1=Low, 5=High**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Session Reflection Number:  Title: | Day | Room | | | | | Time | |
| Clinician Name | | | | | | | | | |
| **Question** | | | **1** | **2** | **3** | **4** | | **5** | |
| Session content will be useful in my work. | | |  |  |  |  | |  | |
| The presenter was engaging. | | |  |  |  |  | |  | |
| The session was well planned. | | |  |  |  |  | |  | |
| What is your level of interest in learning more about this topic? | | |  |  |  |  | |  | |
| I would recommend this session to colleagues. | | |  |  |  |  | |  | |
| Overall rating of presenter. | | |  |  |  |  | |  | |
| Session content matched description. | | |  |  |  |  | |  | |

Each table should be followed be a brief synopsis of the session. The synopsis should include critical analysis of the value of the session, content, and application to your unique teaching situation. Please do not state "this session didn't really apply to me, so I didn't get anything out of it". If that is the case, please choose another session for your reflection.

**General Comments**

Your reflections should be based on sessions/concert that you actually **ATTEND.** Do not base your reflection solely on information printed in the conference program book or the Guidebook app.

The appropriate length of a reflection is one paragraph consisting of five-six sentences for each event (7) attended. Please do not include additional events.

**Deadline March 1**

All work must be submitted via email to [pd\_director@omea-ohio.org](mailto:pd_director@omea-ohio.org). Please make sure that the file name is in this format: “IHCP.23.Last\_First Initial”, e.g., "IHCP.23.Smith\_J". Files labeled incorrectly will be returned. Submit files in Word or PDF format, (do not send links to google docs or other cloud files). Files will be acknowledged when received and assessed based on the following rubric. Reflections deemed unsatisfactory will be given one opportunity to resubmit.

# RUBRIC FOR ASSESSMENT OF HQPD REFLECTION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Writing Skills** | **Reflections** | **Format** | **Session Selection** |
| **Satisfactory** | Graduate level writing skills are demonstrated. Errors in sentence structure, grammar and/or spelling are rare or nonexistent. | Reflections are thorough and include an analysis of topics, and a reflection upon how the information provided will impact the author's teaching, programming and/or classroom. | Work is organized, all tables are complete and all required information is present. | Sessions included meet the required proportion and number. |
| **Unsatisfactory** | Errors in sentence structure, grammar, and/or spelling occur regularly. | Reflections are incomplete and/or not included. | Work is not organized; tables are missing, or incomplete and all required information is not present. | Sessions included do not meet the required proportion and number. |

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