

**Catherine Filene Shouse**

### **Arts Leadership Certificate of Achievement - Requirements**

The ALP Certificate is a 2-year program. To graduate, accepted students must complete the following requirements in that time frame.

#### **COURSE & INTERNSHIPS: 6 credits minimum**

- Complete 4 credits of ALC courses + 2 credits for internships
- Take a minimum of 3 ALC courses (1 core course, 2 electives) to fulfill the 4 credits
- Receive a “B” or above for any ALC course and an “S” for internships

#### **Required Core Course (select 1)**

Course Title	Course Number	Credits	Semester Offered & Format
Entrepreneurial Thinking	ALC 210/410	2	Fall (online) & Spring (in person)
Creating a Modern Music Career	ALC 212/412	2	Fall (in person) & Spring (online)
Leadership Issues in Music	ALC 211/411	1	Fall (online)

#### **Required Internships (select 2 semesters)**

Semester	Location	Mode	Course	Credit	Hours
Summer	U.S. or International	In-person, virtual or hybrid	ALC 280/480	1	85–95 hours
Fall	Local (upstate NY)	In-person or hybrid	ALC 280/480	1	85–95 hours
Spring	Local (upstate NY)	In-person or hybrid	ALC 280/480	1	85–95 hours

#### **ALP CERTIFICATE MEETINGS & ADVISING: 4-5 per semester**

Each semester, there will be training sessions, meetings, and events specifically for the Catherine Filene Shouse Fellows. These required activities will be outlined at the beginning of the semester. Some meetings will include pre- or post-event activities or assignments to complete. In addition, students are expected to have 1:1 advising session with the Associate Director of the Institute for Music Leadership.

#### **SPECIAL EVENT: 2 per semester**

Each semester, students are required to attend 2 special events of their choosing and provide a short reflection. These sessions are to assist students in gaining insight into their career goals. These could be local presentations or online offerings such as podcasts or webinars, but must be a minimum of 30 minutes. Content should incorporate both music/arts topics AND at least one the following topics: careers, arts management, entrepreneurship, leadership, innovative ensembles, technology, wellness, community engagement, and/or DEI training. *Concerts do not count. This event must be outside of an ML/ALC course in which you're enrolled.*

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**Arts Leadership Certificate of Achievement - Application Materials**

Applications are due each September. Undergraduates starting their junior year, masters in their first semester, and doctorates in first or third semester may apply.

Application Materials	Details
<b>Resume</b>	<u>Using our template</u> , develop a current resume outlining your background, work & internship and/or leadership experience. <b>If our template is not used, the application will NOT be accepted.</b>
<b>Recommendation Letter</b>	Have a faculty member, supervisor, or mentor submit a Letter of Recommendation. <b>This letter should NOT be about your performance abilities.</b> Rather, it should address your work ethic, personal characteristics, academic ability, potential for leadership, and/or your potential commitment to the goals of the Catherine Filene Shouse Arts Leadership Certificate of Achievement.
<b>Essays</b>	Write 3 short essays (1 page each). These are designed to give us a detailed view of your ambitions, and what you hope to get out of the program. <ul style="list-style-type: none"> <li>Describe your career ambitions. What experience or knowledge do you hope to get out of the certificate program in order to help you achieve these career goals? Be specific.</li> <li>What does it mean to be a leader? What are three skills that you think all leaders should have and why?</li> <li>Describe any activities or projects in which you have been involved that demonstrated initiative or leadership (i.e. community engagement, ensemble organization, student organizations).</li> </ul>

**What We are Looking For:** When reviewing applications, we expect for students to:

Required	Preferred
<ul style="list-style-type: none"> <li>Be in good academic standing</li> <li>Have current/prior work experience</li> <li>Research the ALP Certificate and understand what the program offers</li> <li>Submit a high-quality application that follows the instructions</li> </ul>	<ul style="list-style-type: none"> <li>Demonstrate existing leadership experience &amp; skills</li> <li>Be mindful of how the classical music field is evolving and current trends</li> <li>Articulate their personal and professional goals – even if they include many ideas</li> </ul>

**Gaining Experience:** Want to build upon your resume? Here are some suggestions:

<ul style="list-style-type: none"> <li>Take an IML Course</li> <li>Attend the Eastman Leadership Academy</li> <li>Attend conferences/workshops in areas you are interested in</li> <li>Apply for a grant</li> <li>Run your own ensemble</li> </ul>	<ul style="list-style-type: none"> <li>Become an orientation leader or board member of a student organization</li> <li>Apply for an on-campus/summer job</li> <li>Volunteer in the community</li> <li>Develop and work on a professional project</li> <li>Attend a career advising appointment</li> </ul>
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