



ALP Certificate Program Application

Interview Schedule Sheet

Those of you who are forwarded to the second round on the basis of your written application will be scheduled for an interview. Interviews will take place from September 24 – October 2. You will be notified via your ESM/ UofR e-mail address no later than 4:00 p.m. on Friday, September 21, 2012.

Please circle all times that you are available, but **no fewer than five** of the following possible interview times.

Monday, September 24, 2012

1:00-1:30	1:30-2:00	2:00-2:30
2:30-3:00	3:00-3:30	

Tuesday, September 25, 2012

9:00-9:30	9:30-10:00	10:00-10:30
1:30- 2:00	2:00-2:30	2:30- 3:00
3:00-3:30		

Wednesday, September 26, 2012

9:00-9:30	9:30-10:00	10:00-10:30
10:30-11:00	11:00-11:30	

Thursday, September 27, 2012

9:00-9:30	9:30-10:00	10:00-10:30
10:30-11:00	11:00-11:30	1:30- 2:00
2:00-2:30	2:30- 3:00	3:00-3:30

Monday, October 1, 2012

9:00-9:30	9:30-10:00	10:00-10:30
10:30-11:00	1:30- 2:00	2:00-2:30
2:30- 3:00	3:00-3:30	

Tuesday, October 2, 2012

9:00-9:30	9:30-10:00	10:00-10:30
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Applicant Name _____

ESM E-mail address _____

Application Instructions

All application materials must be typed.
All applications must include the following information

A cover sheet.

This should specify your name, UR Student ID number, your degree program(s) and major(s), instrument, expected graduation date, address and telephone numbers (Rochester and permanent), and ESM/ UR email address.

A current résumé.

For assistance on developing a basic résumé, visit the ESM Office of Careers & Professional Development website.

Essays.

Answer each of the following questions. (about one typed page each)

1. Describe briefly your career ambitions.
2. Describe briefly any activities or projects in which you have been involved that demonstrate initiative or leadership (e.g., audience outreach, ensemble organization and programming, administration of student organizations, political activism, etc.).
3. If you were to have an internship, what would you like it to be, and what would you expect to learn from the experience.

A faculty recommendation ➔

Tear off the form for the faculty recommendation instructions and forward it to a member of the faculty, preferably in your major department. Students new to Eastman may use a faculty member from a previous university. The faculty member must complete the recommendation and send it directly to the IML Office, Miller Ctr, to be received no later than Tuesday, September 18, 2012.

☛ The Interview Schedule Sheet

Please indicate on the Interview Schedule Sheet times that you are available. Submit this sheet with your application. **Circle all times that you are available, but no fewer than five.**

Checklist.

1. Faculty Recommendation.
2. Cover Sheet (be sure to include all requested information!)
3. Résumé
4. Three Essays
5. Interview Schedule Sheet filled out.

Eligibility

Undergraduates in their junior year and graduate students enrolled full-time in a degree program at the Eastman School of Music are eligible for admission to the Arts Leadership Certificate Program. Students must be able to participate for 3-4 semesters. River Campus students may apply with permission.

Deadline: All materials must be submitted to the IML Office by 4:00 PM on Tuesday, September 18, 2012

Faculty Recommendation

Name of applicant _____

Name of Faculty Member _____

The applicant listed above is applying for admission to the Arts Leadership Program and has selected you to provide their required faculty recommendation. Your input is critical in the evaluation of this candidate. If you would please take a few moments to provide us with your impressions of the student with respect to the following criteria, it would be greatly appreciated:

1. Evidence of maturity and accomplishment as a student at the Eastman School or elsewhere;
2. Commitment to the [goals of the Arts Leadership Program](#); and the likely benefit to this student if fully involved in the program;
3. The ability of the student to manage the workload of the ALP (6 credit hours – including an internship) in addition to his/her other requirements and obligations.

www.esm.rochester.edu/iml/alp

585-274-1112

Recommendations may be submitted on a separate sheet attached to this form or via e-mail. If using e-mail, please include the applicant's full name in the subject line, and send to the Arts Leadership Program at: alp@esm.rochester.edu

Deadline: Tuesday, September 18, 2012

Send to Leslie Scatterday, Assistant Director, ALP Eastman School of Music, 26 Gibbs St., Rochester, NY 14604

Signature _____

Date: _____