

**TARLETON STATE
UNIVERSITY**

MUSIC MAJORS HANDBOOK

2022-2023

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INTRODUCTION

WELCOME TO THE MUSIC AREA AT TARLETON!

This handbook provides some important information about Tarleton's music area and its programs. Please read it carefully, and let the faculty know if you have any questions. Tarleton State University is a fully accredited member of the National Association of Schools of Music (NASM). We are here to help you develop your talents and to provide you with an excellent music education. However, what you accomplish ultimately depends on your own efforts, so practice, and study hard!

MISSION STATEMENT

In keeping with Tarleton's vision of excellence, the music area seeks to provide students a first-rate education in the art of music through an intensive and supportive environment. The faculty has an earnest commitment to teaching, values artistry and scholarship, and continually seeks ways to interact with and serve the needs of the university, the profession, and society.

VISION STATEMENT

The music area at Tarleton State University will first and foremost provide excellence in the training of musicians who seek careers in music education; in classical and jazz performance; in musical theatre; in music business; and in related musical fields. We aspire to produce positive professional and societal changes by providing vibrant and inspirational learning communities.

GOALS OF THE MUSIC AREA

The Music Area strives to:

- provide a superior and comprehensive program in music.
- incorporate new technologies that enhance curricula and prepare students for the challenges of the twenty-first century.
- give every student considerable individual attention.
- encourage faculty development and creativity.
- foster an attitude of "giving back" to society and encourage students to become music advocates.

The Music Area's objectives are to:

- develop musicianship and performance skills in all students.
- ensure that all students have a solid foundation in music history and theory, with opportunities for independent research.
- prepare students to teach music in public and private schools, grades K-12.
- provide students with the knowledge and skills that will support formal studies at the graduate level.

- integrate the uses of ear-training and notation programs, musical databases, and other advances in music technology.
- maintain an open line of communication between faculty and students through regular dialogue and advising.
- provide career counseling for music students and alumni, and assist in job placement.
- provide faculty with the means to realize their talents and to improve pedagogical methods.
- instill in university students, regardless of their major field of study, an appreciation and basic understanding of a variety of music.
- assist public schools through clinics, workshops, and adjudication.
- sponsor cultural events and activities for the community and encourage students, faculty, and staff to participate in them.

DIRECTORY

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GOT A QUESTION?

If you have a question about:

Appeals, complaints
Degree plans, registration, course subs
Capstone Projects
Computer Labs in Fine Arts Center
Graduate Program in Music Education
Health & Safety for Musicians
Juries and Applied Proficiency
Piano Proficiency
Lockers in Fine Arts Center
Percussion Practice Room Usage
Music Business Concentration
Recital Attendance Records
Recital Rehearsals and Recordings
Room Reservations for Organizational Meetings
Scheduling Junior or Senior Recitals
Student Recitals
Student Worker Opportunities
Teacher Education, TExES Preparation
TMEA
Theory Placement Exam

Contact:

Dr. Johnson
Violet Newell, Kaitlyn Dearth, Abigail Horsley
Dr. Perevertailenko
Lori LaRue
Dr. Johnson
Dr. Walker
Dr. Baker
Dr. Spatz
Dr. Robinson
Dr. Charles
Dr. Richmond
Heather Chaney
Sarah McGrath
Lori LaRue
Lori LaRue
Dr. Asakura
Shayna Malsam or Heather Chaney
Dr. Robertson
Dr. Westbrook
Dr. Smith

ACADEMIC POLICIES AND PROCEDURES

ACADEMIC ADVISING

Because the music curriculum is highly structured, advising is not only necessary but also beneficial. Each semester, students must meet with an advisor before registering for classes; the registration periods for each upcoming semester will be posted. Music majors should meet with one of the COLFA Advisors: Violet Newell, Kaitlyn Dearth, or Abigail Horsley. Their office is on the 2nd floor of the Grant building. These advisors work closely with Dr. Johnson and the music faculty to ensure that students are on the right track to complete their degrees in a timely manner. It is also very helpful to consult the coordinators of the music program areas and your applied instructor for advice on choice of elective classes, scholarships, choice of graduate schools and career opportunities. The COLFA advisors refer to the following information when assisting music students: <http://www.vickyjohnson.altervista.org/FineArtsAdvising.htm>

STUDENT RETENTION

Tarleton's music faculty is serious about student retention, and we want to help you achieve your goals. In return, we ask you to assume responsibility for your own progress and ultimate success.

What works?

- Attending classes, lessons, and rehearsals regularly and on time.
- Completing all homework assignments carefully and on time.
- Having a positive attitude and a willingness to learn.
- Not panicking if you have a problem learning a new skill. You are not alone; in fact, everyone experiences difficulty at one time or another. See your advisor and/or instructor for assistance.

By taking the above steps, you will progress through Tarleton's music programs and will be prepared to meet any challenge you encounter.

ADMISSION AND ASSESSMENT REQUIREMENTS

Acceptance to Tarleton State University does not ensure admission into the music program. To be admitted to the music program, students must audition with the appropriate applied faculty member.

After acceptance into the music program, music majors will participate in academic and performance assessment during each semester of enrollment for retention as a Music Major. The minimum academic and performance standards follow:

- Music majors and minors must maintain a grade of C or above in every music course that is required for their degree. Students not receiving at least a C in such courses will be allowed to repeat them once to achieve the minimum grade of C. Music majors must earn at least a grade of C during each semester of the music theory sequence to qualify for advancement.
- Piano and Applied Proficiencies must be successfully completed as prescribed (see Proficiency Examinations). Transfer students must pass Tarleton's piano and applied proficiency exams regardless of requirements completed at transferring institutions.
- Music education majors must enroll in an appropriate ensemble continuously each semester of full-time

enrollment status. The appropriate ensemble will be determined by the Director of Choirs or Director of Bands.

Students who do not meet these minimum academic and performance standards will no longer be able to continue their status as music majors and must declare a major in another area.

MUSIC PROGRAM RE-ADMISSION APPLICATION PROCEDURES

Any student who has been advised that they may not continue in the Music degree program must see an advisor to complete a revised degree plan (to change majors). The student may apply for re-admission to the program no sooner than two long semesters. During the two semesters, the student may enroll in lower-level music courses, but is required to earn a grade of B or better. The student may not enroll in upper-level music courses. The student may continue to try to pass proficiencies during the two long semesters in which they are out of the program. If the student has not met the proficiency requirements by the end of the two long semesters while out of the program, further steps toward readmission will not be allowed.

To apply for re-admission, the student must meet the following criteria:

1. Show proof of withdrawal from the Music program by the declaration of another major verified by transcript.
2. Make a written request to the Department Head addressing the reasons for the request and the strategies planned for successful completion of the degree in a timely manner.
3. Re-audition in the area of the applied major. The audition will be judged by the applied instructor or another designated full-time faculty member if the applied instructor is an adjunct. The applied instructor or designated faculty member may elect to invite other faculty members to attend the audition. The audition may be combined with a recital performance if the student has been notified that this performance constitutes their audition for re-admission to the music program.

A meeting will be scheduled with the student and the music faculty. The faculty will review all materials, interview the student, and make a recommendation to the Department Head regarding re-admittance to the degree program.

ACADEMIC APPEALS POLICY FOR THE DEPARTMENT OF PERFORMING ARTS

Student academic appeals in the Department of Performing Arts shall follow the procedures listed below:

1. The student will appeal directly to the faculty member involved within 60 days of the originating event. The faculty member has 30 days to respond. If the student is not satisfied with the outcome of the appeal to the faculty member, then
2. The student will appeal directly to the Department Head of Performing Arts within 120 days of the originating event. The appeal to the department head should be in writing. If the student is not satisfied with the outcome of the appeal to the department head, then
3. The student will appeal to the Dean of the College of Liberal & Fine Arts within 30 days of the departmental decision. If the student is not satisfied with the outcome of the appeal to the Dean of the College of Liberal & Fine Arts, then
4. The student will appeal to the Vice President of Academic Affairs in writing within 30 days of the college decision.

TITLE IX ISSUES

Title IX of the Education Amendment of 1972 prohibits discrimination on the basis of sex in educational programs and activities at federally funded institutions. Title IX protects students, faculty, staff, and visitors to our campus from all forms of sex discrimination.

Sexual harassment, including sexual violence, is a form of sex discrimination and is prohibited under Title IX. Unwelcome sexual advances, requests for sexual favors, and other verbal, and nonverbal or physical conduct of a sexual nature constitute sexual harassment when this conduct is so severe, persistent or pervasive that it affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. The Title IX Coordinator is responsible for oversight, leadership, and coordination for Title IX compliance efforts regarding discrimination based on sex, sexual harassment (including sexual violence), and related retaliation and for supporting a safe and respectful academic, working, and living environment. He can be contacted at compliance@tarleton.edu or 254-968-9415.

TRANSFER STUDENTS

- A. Course Transfer: In accordance with the Coordinating Board of Texas, Tarleton accepts the transfer of all lower-division courses in music. These courses consist of 27 to 35 semester credit hours:

Course	Number of Semesters	Semester Credit Hours
Ensemble	4	4
Applied Study	4	8
Theory/Aural Skills	4	12-16
Music Literature	1	3

Note that Music Literature is not a required course for any music degree but may be applied as an elective course if the degree program includes elective hours.

B. Examinations:

- Audition: Entering music majors must audition for a member of Tarleton's music faculty on their major instrument or in voice before beginning classes.
- Theory Placement Examination: All new and transferring students must take a Music Theory Placement Examination. It consists of a written section in the areas of theory and musicianship, as well as testing in the areas of sight singing, ear training, and keyboard skills. This exam is taken during the first semester at Tarleton.
- Admission Test: All transferring students must pass qualifying exams (see Admission and Assessment Requirements above).
- Sophomore Proficiency Exams: Students expecting to enter as junior transfers must pass two proficiency exams before scheduling the junior recital. Consult your applied instructor or any full-time faculty member regarding these requirements.

DEGREES

BACHELOR OF MUSIC DEGREE ALL-LEVEL CERTIFICATION OPTION

This degree program is designed to prepare students for successful careers in public music education. Graduates are certified (upon passing the TExES) to teach instrumental, vocal, and classroom music to elementary and/or secondary students. This program includes one semester of student teaching.

BACHELOR OF ARTS DEGREE IN MUSIC

This program balances studies in the performance, theory, and history of Western art music within a liberal arts context. Graduates have many career opportunities, as well as opportunities for studying music in combination with other subjects. The B.A. in music is thus a versatile degree; it also includes optional concentrations in Music Business, Jazz Studies, and Musical Theatre.

BACHELOR OF MUSIC DEGREE IN PERFORMANCE

The performance degree is designed for students who aspire to careers as professional singers, instrumentalists, studio teachers, and university professors. Many of these students will continue their studies at the graduate level. Concentrations in this degree include Instrumental Performance, Piano Performance, and Vocal Performance. Acceptance into the Performance degree program is based upon audition. See the Appendix for the Performance Degree Audition requirements.

MASTER OF MUSIC IN MUSIC EDUCATION

This degree program was developed with the practicing teacher in mind. It is a fully online degree consisting of 8-week courses for maximum flexibility. More information is available on the [program webpage](#) or on this [Frequently Asked Questions page](#).

BACHELOR OF MUSIC TO MASTER OF MUSIC IN MUSIC EDUCATION IN 5 YEARS

Undergraduate students with a GPA of 3.25 or higher may apply for this program that will lead to a Bachelor of Music with certification and a Master of Music in Music Education that can both be completed in 5 years.

Admission to the *Accelerated BM to MM in 5 Years* program is by application after the student has completed 60 hours with a minimum GPA of 3.25. This program allows students to take graduate courses beginning in the summer after the junior year, resulting in the completion of both the Bachelor of Music with certification degree and the Master of Music in Music Education degree in 5 years. See Dr. Johnson for more details.

MINOR IN MUSIC

Two minors are available in Music for those students who wish to include 18 hours in the discipline. Students can pursue a general minor in music or a minor in Music Business. A suggested course of study for each is included in the Degree Requirements section of this document with flexibility for individual students.

CERTIFICATE IN JAZZ STUDIES

The Jazz Studies Certificate gives the jazz-oriented student a more in-depth study of jazz. It can be added to any music degree with the exception of the B.A. with Jazz Concentration. The required courses are Jazz Harmony, Jazz Improvisation I, Jazz Improvisation II, and Jazz Arranging (12 credit hours). These courses are taken in sequence after completion of Music Theory II. See Dr. Stonerock for more information.

CERTIFICATE IN MUSIC BUSINESS

The Music Business Certificate consists of 12 hours, 9 of which can be selected based upon the student's area of interest. See Dr. Richmond for more information.

DEGREE PLANS

Degree plans are typically completed by advisors upon admission to the university. Revisions of degree plans should be filed before taking a course that diverges from a degree plan to ensure the acceptance of the course by the university toward the degree. Revisions require the completion of the Course Exception Form by an advisor.

CAPSTONE COURSE

Every student is required to register for the Capstone Course (MUSI 4133). Music Education majors should register for this course the semester before student teaching. Music majors pursuing a BA degree or a BM in Performance degree should register for this course in their last semester of coursework. **All music majors are required to pass the two Sophomore Proficiency Examinations before scheduling a junior recital or capstone course and before the semester in which the recital or capstone takes place.**

The Capstone Course is designed to be a culminating educational experience for the undergraduate student with the student's specific career plans in mind. Each student will work closely with their assigned advisor to choose a capstone project but any faculty member can oversee the project. That choice should relate to the content of the project and the qualifications/expertise of the chosen faculty member.

Examples of appropriate projects are:

- a 50-minute solo recital
- a 50-minute lecture recital
- an undergraduate thesis or research paper
- a study abroad project
- a curricular project
- other constructs deemed appropriate by student and advisor, as approved by the Department Head

The project must include a means to communicate the results of the project effectively at a professional entry level by a method appropriate to the discipline (means of presentation), such as:

- performance
- PowerPoint presentation
- demonstration
- lecture
- paper or project defense (to include a preliminary presentation)
- other means deemed appropriate by student and advisor, as approved by the Department Head

A requirement of this course will be for the student to produce a professional curriculum vitae or resume that can be updated and revised as their career advances. This document will be presented to the faculty at the time of the project presentation or recital hearing. Students should be aware that they can make an appointment with Career Services for resume assistance or email their resumes for review.

Procedure for students electing to do a senior recital as their Capstone Project:

1. Student will fill out a Preliminary Project Approval Form
2. Student will follow procedures as indicated on the Senior Recital Checklist
3. Project form, program notes, Turnitin report (if requested by supervising faculty member), and resume will be presented to faculty at the recital hearing

In the event that a project is a combination of recital/ lecture or recital/demonstration, the student will comply with senior recital procedures as indicated by their advisor. In addition, the student will give an overview of the lecture-recital at a hearing similar to that for a senior recital. In order for the music faculty to fairly judge the depth and scope of a capstone presentation in the form of a lecture-recital, the student must provide a document that represents the research and preparation required for the lecture portion of the program. This should be a formal document (not an outline or notes) that demonstrates the scholarship of the topic.

Procedure for Capstone Project other than senior recital:

Approval for a capstone project other than a senior recital must be obtained during the semester before registering for the course (MUSI 4133). Students choosing projects that include performance elements should refer to both the following checklist and the Recital Checklist included in the following “Recital” section.

CHECKLIST FOR CAPSTONE PROJECT OTHER THAN SENIOR RECITAL

Semester BEFORE registering for MUSI 4133

- During the semester **before** the student registers for the Capstone Course, confirm the project content with your applied instructor or program coordinator. Identify the supervising faculty member. The supervising faculty member will be chosen based upon area of expertise and must be a full-time faculty member unless approved by the department head.
- Fill out a Preliminary Project Approval Form with the assistance of the supervising faculty member (See Appendix for the form).
- The supervising faculty member will send the project form to the music faculty for preliminary feedback and approval.
- Reserve the date and venue of the project presentation by the end of the semester **before** registering for the Capstone course. Go to Room 105F, pick up a Junior/Senior Recital Request Form and choose a date in collaboration with the Operations Manager. This form must be signed by the department head and your supervising faculty member before the date will be placed on the calendar. Turn in the form to the Operations Manager in 105F.

Semester registered for Capstone Course

- In the following semester, register for the Capstone Course with your **supervising** (which may not be your applied instructor) faculty member as teacher of record.
- Arrange with your supervising faculty member to meet regularly during the semester.
- Be sure a date has been set for the faculty hearing of your preliminary presentation one month prior to the date of your formal presentation. This faculty hearing is required of all capstone students, regardless of project type.
- Identify a capstone committee (2 faculty members in addition to your supervisor) who will be able to attend your faculty hearing and your final presentation.
- In preparation for the hearing, prepare detailed documentation for your presentation and be prepared to answer questions about the process and content.
- Schedule a tech rehearsal with the Operations Manager and the Technical Director if your project will be presented in one of the performance areas.
- If applicable, confirm presentation date and tech rehearsal time with Center office after hearing.
- If requested by supervising faculty member, final paper or documentation are submitted to Turnitin.com (see instructions in the Appendix)
- Present the project (which may include video, audio, PowerPoint, etc.) to your faculty committee (at least 3 faculty members) and the public (optional) on a weekday at noon or other approved time. The presentation should last 50 minutes.
- Resume and project papers (research paper, composition, or other documentation as required by the supervising faculty member) will be presented to faculty at the presentation.

RECITALS

STUDENT AND STUDIO RECITALS

Each music major enrolled in a 2- or 3-credit hour applied lesson is required to perform in student and studio recitals as determined by the applied instructor. Student recitals involve public performances and take place in either the theater or auditorium. The studio recitals are specific to their applied area; generally held in the Choir or Band Hall; they are more private in nature, less formal and offer immediate feedback regarding the technical and musical quality of the performance. The quality of the recital performances will help determine the grade for the semester. Failure to perform in required recitals during the semester will result in an F or significant reduction in grade at the discretion of the applied instructor.

RECITAL SIGN-UP

Recital sign-up forms can be found on Dr. Asakura's door, Room 108. Students must correctly fill out the recital form and have their applied teacher and accompanist's signatures. Recital forms must be turned in to Dr. Asakura (with the required signatures) at least one week prior to their recital date.

APPROPRIATE DRESS FOR RECITAL APPEARANCES

Evening recitals and concerts are considered formal events, and performers must dress in formal attire. No exceptions are granted. Afternoon recitals are less formal, but performers should wear appropriate concert attire. Students should consult with their applied instructor to determine appropriate dress for each recital.

NOTE: Jeans and tennis shoes are not appropriate for anyone on stage for a recital, including accompanists or page turners. *If you are inappropriately attired, the recital coordinator may not allow you to perform.*

EXTRA PERFORMANCE RECITALS

Any music performance recital that is not required as a music major, including music organization recitals, will be treated as a non-departmental event in the Fine Arts Center requiring payment of rental charges. Students are encouraged to schedule extra recitals off campus, especially at the Langdon Center in Granbury.

JUNIOR AND SENIOR RECITALS

All music education and performance majors must perform a junior recital. The senior recital is one option that may be chosen for the Capstone Course. Performance majors must perform both a junior and senior recital. For BA music majors, both recitals are optional. BA students are encouraged to give recitals off campus (e.g., at a local church or the Langdon Center in Granbury). Recitals MAY be scheduled in the Fine Arts Center; however, priority is given to those students seeking the BM degrees.

Junior recitals consist of 25 minutes of music and may be shared by two students. (Try to find someone else who wants to schedule a junior recital around the same time that you do as recital slots may be limited.)

Senior recitals consist of 50 minutes of music at the discretion of the applied instructor. Because of scheduling considerations, please time your program and do not exceed the 50-minute maximum.

Junior and Senior Recital Performance Policies

1. All students, regardless of degree, must pass both Sophomore Proficiency Examinations— applied and piano—in order to perform a junior recital.
2. All students may present the junior recital only upon the recommendation of the applied instructor. Upon completion of the proficiency exams, students will be allowed to schedule the junior recital for the following semester.
3. There will be no reception following junior recitals.
4. The student's three-member Faculty Committee will determine a Pass, Fail, or Provisional Pass grade based on the performance (hearing). A Provisional Pass indicates that a student performs at a competent level for the majority of the presentation/performance but needs additional work to satisfy the committee. Students receiving a provisional pass have no more than two weeks to rectify any concerns. If the student does not resolve the Provisional Pass, the recital is postponed until the following semester and the student will receive a grade of incomplete (K). The use of a Provisional Pass is solely at the discretion of the recital committee.
5. Prior to the senior recital, students must perform excerpts of the recital for the recital committee. Students should be prepared to perform all of the works on the program, including ensembles. Failure of any or all members of an ensemble to appear does not exempt any selection, even if the student must play their part alone. This hearing must occur at least one month prior to the recital date. The recital committee will determine a pass-fail grade based on the performance. Students are exempt from performing juries during the semester they perform the recital hearing.
6. For both junior and senior recitals, the applied instructor will assign a final grade.
7. If a junior or senior recital date is postponed or canceled, it is the responsibility of the student to post signs on all applied instructors' doors, ensemble doors, and music bulletin board indicating the change and/or the new scheduled date. The student should also notify the Operations Manager of the change.
8. The Music Administrative Associate or designated student worker will type all recital programs under the following conditions: 1) the applied instructor has first approved the program in the proper format; 2) the approved program is turned in at least two weeks prior to the recital.
9. Students will produce appropriate program notes as assigned by the applied instructor. Complete formatted program notes will be presented to the faculty at the Senior recital hearing along with a Turnitin.com report (if requested by supervising faculty member) (see Appendix for instructions).
10. All program notes must be turned in to the Music Administrative Associate for photocopying at least one week before the recital. The Music Administrative Associate will NOT type these for you.
11. Students presenting their junior and senior degree recitals are responsible for assembling an evaluation committee comprised of at least three full-time music faculty to assess the recital performance. This committee should be made up of the individual responsible for oversight of the student's applied lessons and two additional full-time music faculty members, of which one will typically be from their division of study (vocal, instrumental, or piano).
12. Junior and Senior recitals must take place during the regular fall or spring semester. Recitals will not be scheduled during the summer months. Degree recitals will not be scheduled during the semester of student teaching.

Performance quality and repertoire are the primary concerns of the faculty. Any recital failing to meet the standards determined by the music faculty will not be accepted as fulfilling the degree requirement. Follow the "Junior and Senior Recital Checklist" below to be sure you fulfill all requirements for a successful recital. *It is your responsibility to see to it that all deadlines are met.*

RECORDING STUDENT RECITALS

The music business students offer recordings of recitals by request. The department also makes archival copies, and you can, of course, record your own recitals. A smart phone will usually make an outstanding audio and video recording using only the camera app. The difference would be that an aspiring professional audio engineer would be using professional gear and monitoring levels during the recording. Also, afterward, music business students will edit your audio adjusting EQ, compression and reverb if needed. They will also break each song and movement into separate files for easy access to any part of the program. Files will be provided electronically or on CD by request. The fee for this service is a modest \$20. Also, to arrange for this service, you must complete a form from Dr. Richmond's door, take it and your \$20 payment to Maria in the Business office, and bring the form and receipt to Dr. Richmond. Requests must be made 2 weeks prior to the event.

An archival recording of the recital is made by the Technical Manager, but does not include editing or separation of files. If a recording is needed at a later date, you may request a copy of your recital for \$20. Please contact the Technical Manager for additional details.

Studio T

Students may also record in Studio T, our professional recording studio. Current hourly rates in the studio are as follows. Except for students currently taking MUSI audio classes, an engineer is provided (our student engineers must be with you during recording in the studio). Payments and scheduling are in advance as before and, those using the studio should pay for one hour initially, and additional hours may be purchased afterward if desired.

- \$00 Tarleton students currently taking MUSI audio classes
- \$30 Tarleton students and employees
- \$75 Others

JUNIOR AND SENIOR RECITAL CHECKLIST

Planning

- Reserve the date and venue by the end of previous academic year. Go to Room 105F, pick up a Building Usage Request and choose a date in collaboration with the Operations Manager. This form must be signed by the department head, your applied instructor, and your accompanist before the date will be placed on the calendar. Turn in the form to the Operations Manager in 105F.
- Include indication of reception in reservation (Senior Recital only). Indicate how many tables you will need.
- Piano majors may request a specific instrument if available when reserving recital date.
- Select program four to six months before the recital date. Limit to 25 minutes of music (Jr. Recital) or 50 minutes of music (Sr. Recital).
- Be sure a date has been set for the Faculty Hearing (Senior Recital) one month prior to recital date.
- Schedule rehearsals in the recital space with the Operations Manager.
- Schedule a tech rehearsal with the Operations Manager and the Technical Director
- Recital recording request form submitted one week before, with payment.
- Confirm recital date and tech rehearsal time with Center office after hearing (Senior Recital only).

Program and Program Notes

- Have your applied instructor approve the program format.
- Provide this approved copy to the Music Administrative Associate two weeks before recital.
- List composers' dates under their names.
- Be careful to show diacritical language markings.
- Applied instructor proofs the program and returns by five days before the recital.
- Programs are printed in the office.
- Programs are delivered to recital by house manager with required attendance register.
- Program notes: Performer researches the titles/composers as assigned by the applied instructor.
- Performer types and formats the program notes.
- If requested by supervising faculty member, program notes are submitted to Turnitin.com (see instructions in the Appendix)
- Program notes and Turnitin.com report are distributed to faculty at the Senior Recital Hearing.
- Performer provides the program notes to the music secretary at least one week before the recital.
- Office will duplicate and insert the actual notes you provide.

Dressing Rooms, Green Room

- Submit request to Operations Manager to reserve Dressing rooms, Green Room. On the day of the recital, you will have access to your dressing room and your performance space for as much of the afternoon as possible. If you wish to warm up on stage before your recital, please remember that it is our policy to open the house at 7:00 PM. You will need to be off stage before then.

Technical Requirements

- Technical setup must be confirmed with Technical Director at least two weeks in advance. No changes can be made to your technical or stage setup after this deadline. Please make sure that you ask for everything you need in advance.
- Recording fee must be paid at least one week in advance to the Business Manager.

Ushers

- Two ushers are necessary; the recitalist must obtain them and tell them to see Lori LaRue as soon as possible (not the day of the performance).
- Ushers should check in with Lori LaRue for instructions
- Ushers in appropriate dress; report to Lobby.
- Monitor doors during the recital.

Receptions - Senior Recital Only

- Receptions may be held in the lobby or gallery alcove, as available (reserve in advance).
- Student is responsible for setup, serving, and cleanup. Students must provide their own table linens, punch bowl, serving platters, etc. Students are also responsible for making sure that the reception area is cleaned up after the recital. If not, a cleaning fee will be charged. **Remember, no open flames (candles, chafing dishes, etc.) are allowed in the Fine Arts Center. No exceptions. No red punch.**
- Your applied instructor will supervise all aspects of the reception.

Thank You

- Show your gratitude for help from other mortals by sending written thank you notes.

HONORS RECITAL

The annual Honors Recital is designed to encourage and recognize outstanding achievement in the field of music performance. It is usually held toward the end of the spring semester. Music majors currently enrolled in major lessons in the Department of Performing Arts may audition for the Honors Recital, provided they have a minimum GPA of 3.0 in music and 2.75 overall. Three outside judges, in the areas of voice, piano, and instruments respectively, will select the students to perform.

NOTE: Only performing Honors Recital participants are eligible to audition for the Center Stage Performance Scholar Award.

CERTIFICATION

ADMISSION TO THE TEACHER EDUCATION PROGRAM

Secondary and All-Level Certification

Students should apply for admission to the Teacher Education Program (TEP) during the first semester of the junior year while enrolled in EDUC 3321: Block I. Application deadlines are October 15 for the fall semester, February 15 for the spring semester, and July 1 for the summer. Formal admission to this program shall be a prerequisite to taking any professional development courses beyond EDUC 3321.

Criteria for admission to the TEP can be found in the Tarleton Catalog. Look in the index under *Teacher Education Program*. Please read these pages carefully to make sure that you comply. To help you complete the TEP in a timely manner, a semester-by-semester academic plan is provided in Appendix A. Admission requirements can also be found online: <http://www.tarleton.edu/EPS/tep/admissions-requirements.html>.

EDUCATION COURSE SEQUENCE

Secondary/All-Level Certification Timeline

Sequence	√	Task
Freshman		Complete ENGL 1301 with a grade of C or better
		Complete ENGL 1302 with a grade of C or better
		Complete COMM 1311, 1315, or 2302 with a grade of B or better
Sophomore		Complete 3 hours of Sophomore English with a C or better
		Maintain 2.75 GPA on all coursework listed on Certificate Plan
		Maintain 2.75 GPA in Teaching Fields
Junior - First Semester		Complete EDUC 3321
		Complete PSYC 3303 or 2308 or CHFS 3300
		Meet with advisor to complete application to Teacher Education Program
		Apply for Admission to TEP by semester deadlines: Fall – October 15; Spring – February 15; Summer – July 1
		Maintain 2.75 GPA overall or last 60 hours
		Maintain 2.75 GPA on all Certificate Plan blocks.
		Gain admission to Tarleton Teacher Education Program
Junior - Second Semester		Complete EDUC 3330
		Complete MUSI 3351 (Music Content Area Literacy instead of READ 3351)
		Maintain 2.75 GPA on all Certificate Plan blocks.
		One year prior to clinical teaching semester, attend a mandatory meeting covering how to apply to clinical teach and testing requirements - September for Fall clinical teaching or January for Spring clinical teaching.
		Apply for Admission to Clinical Teaching one year prior to clinical teaching semester – deadlines are September 30 for Fall Clinical Teaching; February 3 for Spring Clinical Teaching.
		Complete test preparation programs for each certification exam area. Turn in Test Request forms w/scores to EDUC 3330 professor by due date.
	Maintain 2.75 GPA on all Certificate Plan blocks.	

Senior - First Semester	Complete EDUC 4330
	Pass Content and PPR TExES Exams.
	Maintain 2.75 GPA on all Certificate Plan blocks.
	Apply for Graduation
Senior – Second Semester	Complete clinical teaching
	Apply for Teacher Certification at end of semester
	Graduation

SCREENING PROCESS FOR TEACHER EDUCATION PROGRAM

In compliance with Rule §227.10—Admission Criteria of the Texas Administrative Code, the Department of Performing Arts at Tarleton State University provides a screening procedure and checklist (see Appendix) to determine a candidate’s appropriateness for all-level certification in music.

Procedure

1. The Music Education Coordinator will notify members of the Screening Committee.
2. The Screening Committee will consist of a minimum of three members of the music faculty who have taught the candidate in classes. These will include at least one elementary methods instructor and at least one secondary methods instructor (if those courses have been taken), and the applied instructor.
3. Each member of the Screening Committee will complete the Fitness to Teach Checklist in a timely manner and the Music Education Coordinator will provide the aggregate score on the screening form for the Department Head to sign (see form in the Appendix).
4. The Screening Committee will reach one of three decisions:
 - a. *Fit to Teach*
 - b. *Needs Improvement* — a growth plan will be developed by the committee and agreed to by the candidate. The growth plan must be completed to the satisfaction of the committee at least two weeks before the end of the semester. The growth plan will be monitored by the applied instructor or a designated faculty member.
 - c. *Unfit to Teach*
5. The Department Head will communicate the results of the screening process to Education Preparation Services.
6. If necessary, the Department Head will coordinate the appeal from a candidate.

Appeal Process

A candidate can appeal the decision in writing to the Department Head of Performing Arts. The appeal process will occur in a manner similar to the department’s Academic Appeals Policy.

TEACHING CERTIFICATION EXAMS

State law requires that all teacher certification candidates pass two tests, one in professional development and the other in content area (e.g., music). The purpose of these tests is to ensure that educators have the necessary academic content and professional knowledge to perform in Texas public schools. The test you will take is called the TExES EC-12 Music exam.

Test Scores. The passing score on the TExES exams is 240. Scores for all TExES exams are reported on a scale of 100 to 300. **ALL** parts of the exam must be passed to receive a passing score.

Testing Policy. You can only take one test per test administration; therefore, you cannot take both of your required exams at one test administration.

Additional information on the TExES is available here:

<https://www.tarleton.edu/eps/testing/index.html>

Preparing for the All-level Music Exam

Preparation for this exam is essential. It is important to pass all sections of the exam the first time.

- Go over review materials on TMEA website: <http://www.tmea.org/divisions-regions/college/texas-review>
- Additional materials are available here: www.texestestquestions.com/music-ec-12.html
- (optional) Purchase *Pass the TExES Music EC-12* by Dr. Caia McCullar and Dr. David McCullar. The book costs \$39.98; to order, go to <http://www.passthetexas.com/books/music.htm>
- Consult Dr. Robertson to obtain additional study materials for the TExES in music.
- Additional preparation will be embedded in the Music Content Area Literacy course (MUSI 3351)

Students must also fill out a TExES Practice Test Approval Form (MUSIC EC-12)

For more information about Teacher Certification:

<http://www.tarleton.edu/EPS/TEP>

OTHER POLICIES AND PROCEDURES

APPLIED LESSONS

As a music major, lessons are a primary focus of study. Music majors should enroll each semester in the appropriate level for these courses:

Classification	Course #
Lower level minor lessons	MUAP 1120
Lower level major lessons	MUAP 1220
Upper level minor lessons	MUAP 3120
Upper level major lessons	MUAP 3220
Performance level major lessons	MUAP 3320

Upper level lessons may not be taken until the Applied Proficiency has been passed. All lessons required for the degree must be completed on the student's principal instrument. Lessons on a secondary instrument are also encouraged. An audition is required to change to another principal instrument.

Required practice times are determined by your applied instructor. *However, you are responsible for keeping an accurate record of daily practice, which will be submitted to your applied instructor during the weekly lesson.* Exceptions are granted at the discretion of your applied instructor. Use these practice records to track progress through the week; your teacher will also use them to determine the applied grade.

Your teacher will have a "Typical Plan of Study" for you when you attend your first lesson. This plan is a guide and is not intended to be an absolute methodology.

JURIES

All music majors enrolled in a 2- or 3-credit hour applied lesson on their principal instrument must perform before the music faculty at the end of each term. This appearance is the final exam for the individual instruction course in which they have been enrolled for the term. Exceptions to the jury requirement must be approved by the Department Head.

- Students must sign up for jury appointments beginning one week prior to the jury.
- Students who have performed junior or senior recitals during that semester may be exempt from performing juries at the discretion of the applied instructor.
- Students are exempt from performing juries during the semester they perform the senior recital hearing.
- Any student selected to perform on the Honors Recital will be exempt from juries during that spring semester. Exceptions to this policy would include students who are planning to do their Applied Proficiency or whose applied instructor requires that they perform the jury.
- Vocal students must prepare one piece of their choice and will be asked to perform from a short list of other pieces.
- Instrumental students must prepare one piece of their choice.

- Instrumental students will play their scales at a separate scale jury, studio class, or examination date determined by the instrumental faculty with the exception of students who are performing a jury for admission to the music program or for their applied proficiency.

ENSEMBLE REQUIREMENT

Our outstanding instrumental and vocal ensembles have received enthusiastic acclaim by audiences both at home and abroad. Various groups have performed with the Fort Worth Symphony and have traveled to destinations such as Austria, the Czech Republic, England, France, Italy, Ireland, and Switzerland. The ensembles listed below are the pride of Tarleton State University:

Choral ensembles: University Singers, Chamber Choir, Texan Harmony, Texan Riders, Musical Theatre/Opera Workshop, Troubadours

Instrumental ensembles: The Sound and the Fury (marching band), Wind Ensemble, Chamber Winds, Symphonic Band, University Band, Jazz Ensemble I, Jazz Ensemble II, Jazz Ensemble III, Jazz Combo, Percussion Ensemble, Woodwind Ensemble, Brass Ensemble, Piano Ensemble, Latin Ensemble, Foul Play (basketball band), and Texan Thunder (volleyball band).

- All music education majors and music performance majors must be enrolled in an appropriate ensemble throughout the baccalaureate program for a minimum of seven semesters. Appropriate ensembles will be designated by the Director of Bands and the Director of Choirs.
- Music education majors with instrumental concentration are required to participate in two semesters of marching band (The Sound and the Fury).
- B.A. music majors can satisfy the ensemble requirement by completing four credit hours.
- Qualified students may participate in more than one ensemble per semester if they so choose. These extra ensemble credits may count as electives only. The music faculty encourages you to participate in a variety of ensembles so that you can experience and relate diverse musical styles.

Please contact the appropriate ensemble director for audition times and other information. Levels and sections are found in the *Course Descriptions* of the Tarleton Catalog under *Music*.

SOPHOMORE PROFICIENCY EXAMINATIONS

All students, including transferring or re-entering students, must pass Tarleton's two music proficiency examinations: piano and applied music (for each student's principal instrument only). Transfer students must pass Tarleton's piano and applied proficiency exams regardless of requirements completed at transferring institutions.

- For non-transfer students, the Sophomore Proficiency Examinations must be successfully completed during the fourth semester of study.
- Transfer students who have not yet completed the music theory sequence will complete the proficiencies during the same semester that they take Theory IV. Students transferring in as juniors will complete the proficiencies no later than two semesters after admission. However, those should be completed as soon as possible to prevent a delay in scheduling the junior recital.
- Students who choose a double instrumental track (e.g., piano and flute) must pass proficiencies required of both tracks.

Following the Applied Sophomore Proficiency, the faculty panel may:

- pass the student,
- not pass the student and recommend that the proficiency exam be retaken the following semester, or
- not pass the student, recommending discontinuation in the program.

Junior recitals and capstone projects will not be scheduled until both proficiency exams are passed and will then be scheduled for the following long semester. Proficiencies must also be completed at least one semester before students take the capstone course (MUSI 4133). Students who do not pass the piano proficiency by the prescribed time, or if the applied proficiency is not successful, will not be allowed to take upper level courses until the proficiency has been successfully completed. This does not include ensembles, which are all upper level courses.

Students who do not pass both Sophomore Proficiency Examinations will not be allowed to continue working toward a degree in music. On a case-by-case basis, the music faculty may allow a student one extra semester to finish the proficiency. In this case, the student must register for a piano class or applied lessons in the provisional semester. If the extra semester is not allowed or if the student does not pass the proficiency after the provisional semester, the student must change majors to a different field of study.

Piano Proficiency

All music majors must enroll in two semesters of Class Piano, MUSI 1181 and 1182, which are required of all music majors. Students who have not passed the piano proficiency can continue in MUSI 2181 and 2182 if necessary.

Piano Proficiency requirements are:

Vocal/Choral Track

Group I:	Harmonize Elementary Level Melody at Sight Harmonize Elementary Level Melody at Sight
Group II:	4-part hymn
Group III:	Prepared solo piece from memory, selected from: <i>Minuet</i> , Krieger <i>Minuet</i> , Mozart <i>German Dance</i> , Beethoven <i>Allegro</i> , Shytte <i>Minuet</i> , Leopold Mozart
Group IV:	Prepared 3-part open score Prepared 4-part open score
Group V:	Open Score (read 3 parts of a 4-part score at sight) Accompaniment to <i>Vittoria, mio core</i>
Group VI:	Major Scales (two octaves) and Chords: I IV I V V7 I
Group VII:	Minor Scales (two octaves) and Chords: I IV I V V7 I

Instrumental Track

Group I:	Harmonize Elementary Level Melody at Sight Harmonize Elementary Level Melody at Sight
Group II:	Harmonize Elementary Level Melody at Sight Harmonize Elementary Level Melody at Sight
Group III:	Jazz voicing of 12-bar blues in F Major

Group IV:	Jazz voicing of 12-bar blues in B-flat Major						
	Prepared piano solo						
	Prepared piano solo						
Group V:	Memorized piano solo						
	Sight read piano solo, to be selected from the following repertoire:						
	<i>Minuet</i> , Krieger						
	<i>Minuet</i> , Mozart						
	<i>German Dance</i> , Beethoven						
	<i>Allegro</i> , Shytte						
	<i>Minuet</i> , Leopold Mozart						
Group VI:	Major Scales (two octaves) and Chords:	I	IV	I	V	V7	I
Group VII:	Minor Scales (two octaves) and Chords:	i	iv	i	v	V7	i

Piano Track

1. Major Scales and Chords: I IV I V7 I
2. Minor Scales (all three forms) and Chords: i iv i V7 i
3. Harmonize a melody at sight
4. Accompany choral rehearsals for one piece during one semester, culminating in a performance with the choir.
5. Accompany one vocalist and one instrumentalist.
6. Prepared 4-Part Open Score Reading
7. Perform as accompanist in one student or studio recital

Applied Proficiency

Students on every instrument are eligible to take this proficiency during the jury after MUSI 2312.

Vocal students must have a minimum of **six** pieces prepared, showing a variety in style and covering at least the English, French, German and Italian languages. They may select the first piece; a minimum of four selections will be heard.

Instrumental students may be required to perform scales as specified by the jury members.

The applied music faculty will decide by consensus to assign a single grade of “pass” or “fail.” This evaluation is separate from the applied jury grade.

Secondary Instrument

In addition to developing abilities on their primary instrument, students should develop a proficiency on a secondary instrument. However, all degree requirements for applied lessons must be completed on the principal instrument. If a student wishes to change to another principal instrument, an audition is required.

Writing Proficiency

All Tarleton students are required to take two Writing Intensive courses within their major. The two Writing Intensive courses in the music area are History of Music I and History of Music II.

CONCERT AND RECITAL ATTENDANCE

All music majors are required to attend 8 recitals per semester that they are NOT performing in. Applied faculty may require attendance at specific events. Students will register for MUSI 1000 each semester. Six semesters of recital attendance are required for every music degree. Students will need to have their student IDs to “swipe” in and out of each recital or performance. **If a student does not swipe in at the beginning and out at**

the end of the event, no credit will be given. Students can monitor their own recital attendance via their EAB login:

- Login to EAB using your NTNET credentials (this is on the Tarleton Homepage under Login)
- On the main screen, all current courses are listed
- Locate MUSI 1000 and click
- Your attendance record will be listed

All concert and recital performances will be listed on the bulletin board in the music mall. In addition, promotional notices are posted in visible locations throughout the building and campus. They are also posted on the Music Major Calendar which is linked under Student Resources on the Music webpage. *It is your responsibility to be aware of these events.*

FIELD TRIPS

If a field trip or concert tour has been planned, a list of students going on the trip and a summary of the event planned are available from the ensemble director. This list may be given to other Tarleton faculty to request an excused absence from class. It is each student's responsibility to make up any work missed. *Tarleton faculty members are not obligated to honor the request for absence from class if the student needs to be in class.*

GETTING READY TO GRADUATE

We want to be sure you are aware of the resources that Career Services offers for assistance with your education as well as your future job search. The office provides a full range of services that can help you take that next step. Some examples:

- career counseling
- resume/CV reviews
- job search advice
- assistance with interviewing techniques
- on-campus interviews
- Teacher Job Fair, which is held in April

Check out the Career Services website at <https://web.tarleton.edu/careerservices/> for complete information about these and other resources. You can also drop by the Office of Career Services, which is located in Rm. 218 of the Thompson Student Center; or contact Alana Hefner, Director of Career Services, at X9078.

SCHOLARSHIPS AND AWARDS

A large number of scholarships are available to music majors each year. These scholarships are awarded to both entering and continuing students. The criteria for selecting scholarship recipients vary according to the source of the funding, but all stipulate that students maintain at least a 3.0 grade point average in their music courses.

Funds for music scholarships are derived from a variety of sources, including university endowments, the Tarleton Foundation, proceeds from Summer Camps, and private donations.

ENSEMBLE SCHOLARSHIPS

The university offers a number of scholarships for playing in the Marching Band, Wind Ensemble, and/or Symphonic Band. Scholarships for singing in the University Singers and/or Chamber Choir are provided by the university, The Tarleton Foundation, and Summer Camps. NOTE: As a condition of some ensemble scholarships, recipients may be required to perform in more than one, but not more than two major ensembles each semester.

All ensemble scholarships are renewable, but should not be considered automatic. For more information about band scholarships, see the Director of Bands (Rm. 117) or the Music Administrative Associate (Rm. 115). Information about choral scholarships can be obtained from the Director of Choirs (Rm. 109).

OTHER MUSIC SCHOLARSHIPS

In addition to ensemble scholarships, the Department of Performing Arts offers other scholarship opportunities to music majors. Participation in more than one major ensemble is NOT a requirement for these awards. With one exception, audition information and application forms can be obtained from the Administrative Associate in the front office (Rm. 105). Consult the Professor of Piano Studies (Rm. 124) for more information about piano scholarships.

Piano Scholarships. These generous scholarships are available to music majors whose primary instrument is piano. They are made possible thanks to the support from the university, The Tarleton Foundation, and Summer Camps. Scholarship amounts vary, but are given each semester to incoming and returning students.

Center Stage Performance Scholar Award. This highly competitive award is a significant scholarship for Performing Arts majors. Three music awards are available each year, one for each performance track—vocal, piano, and instrumental. In order to be considered for this award, students must first audition and be selected to participate in the annual Honors Recital. Participants must be music majors. These students then complete the application form for the Center Stage award.

Immediately after the Honors Recital, the music faculty will meet to select the Center Stage winners. The names of recipients are posted on a plaque outside the department office. Seniors who student teach during the spring semester may hold this scholarship, provided their course load for that semester is twelve hours.

Joe R. and Teresa L. Long Scholarships. The Longs give \$12,000 to music majors of up to \$2,000 each. For entering students to receive this scholarship, they must be ranked in the top 25% of their graduating high school class and have a minimum SAT of 1100 or ACT of 23. Current and transfer students must complete twelve hours each semester as well as maintain current AND cumulative GPAs of 3.00.

John H. Caraway Scholarships. Every year, \$15,000 is given to music majors in awards of up to \$2,500 each. "As stated in Caraway's will, recipients (1) must be applicants for a baccalaureate degree in the vocal or

instrumental area at Tarleton; and (2) will be selected by the department head and faculty members of the music unit.

Richard Thompson Endowment Scholarship Fund. These scholarships are awarded in the memory of Richard L. Thompson, a great friend of Tarleton State University. Approximately \$30,000 is given to music majors. Applicants must have a minimum of a 2.5 GPA and must show financial need. They should also complete The Free Application for Federal Student Aid (FAFSA) by April 1.

MUSIC ACHIEVEMENT AWARDS

The music faculty recognizes student excellence through annual achievement awards. These awards are announced at the conclusion of the Honors Recital. Finally, the Stephenville Music Club recognizes outstanding music students each year with cash awards. Recommendations for achievement awards are made by the music faculty.

These are just a few of the scholarship opportunities for music students. There are also outside opportunities for music scholarships. Here is a link for additional information:

www.musicscholarships.us

Tarleton offers many academic scholarships as well. It is very important to keep your scholarship application current. This must be done every year. The online general scholarship application that will automatically match you with any scholarships in the university system is below:

<https://www.tarleton.edu/scholarships/index.html>

STUDENT ORGANIZATIONS

KAPPA KAPPA PSI — a national honorary fraternity for band. This chapter was established in 1986. Activities include assisting with the Tarleton Band Festivals, UIL music events, and other service projects to the Tarleton Band Program. Membership is open to any band student with a desire to participate.

MU PHI EPSILON — the international professional music fraternity for men and women. Founded in 1903, Mu Phi Epsilon promotes scholarship and musicianship as well as the development of friendship among its members. The Delta Pi Chapter at Tarleton was established in 1998. To qualify for membership, undergraduates must be music majors or minors, have passed first-semester theory or an equivalency examination, and have a minimum grade point average of 3.0 in music and 2.0 in academic subjects.

PHI MU ALPHA SINFONIA — the men's national music fraternity is an organization of over 90,000 members in over 250 chapters. Leonard Bernstein, Clark Terry, Wynton Marsalis, Andy Griffith, and Paul Robeson are just a few of the internationally acclaimed musicians who are Sinfonians. Mu Theta, the chapter at Tarleton, has won several national commendations and awards since its beginning in 1978. Membership into Phi Mu Alpha is open to any man with an interest in music. Many members of Mu Theta are not music majors.

TAU BETA SIGMA — a national honorary fraternity for band. This chapter was established in 1986. Activities include assisting with the Tarleton Band Festivals, UIL music events, and other service projects to the Tarleton Band Program. Membership is open to any band student with a desire to participate.

TEXAS MUSIC EDUCATORS ASSOCIATION — the Texas state music education professional organization. Membership in the student chapter is open to all music education majors or persons interested in music and music education.

TEXAS MUSIC TEACHERS ASSOCIATION — Founded in 1886, TMTA is dedicated to the promotion of high quality individual and group music instruction. TMTA is affiliated with the Music Teachers National Association (MTNA), and membership in the Collegiate Student Chapter at Tarleton is open to all music majors.

All rooms for meetings, even on a continuing basis, must be scheduled on the calendar through the Operations Manager. Meetings must be scheduled at least one week in advance.

- Meetings may be scheduled between 8am and 6pm. Meetings after 6pm must be held in a location outside the FAC.
- Use a Building Use Request form. Copies of this form are in an envelope posted on the door of 105F.
 - The Building Use Request form should list specific dates, times, and spaces requested.
 - Include names and phone numbers of all officers on the first request each semester.
 - Obtain faculty sponsor approval and signature on request form before submitting
- Weekly or monthly meetings may be scheduled one semester at a time.
- All ceremonies, initiations, recitals, etc. should be scheduled separately.

- Activities and events requiring technical support may incur technical fees.
- Students must sign in and sign out to receive credit unless they are on the program of a major concert event. Leaving early will constitute an absence.

STUDY ABROAD

Studying overseas is an exciting academic experience that can also be personally and culturally enriching. There are many ways for you to study abroad:

Tarleton has established **exchange agreements** with many different foreign institutions, such as Osaka International University in Japan and the Universitat Politècnica de València in Spain. For a complete list of current agreements, visit Tarleton's [Study Abroad website](#). You can take credit courses for music and other subjects that will meet various TSU requirements as well as furthering your education. TSU students pay tuition and fees at TSU only.

In **faculty-led programs**, Tarleton faculty members establish a program in their area of expertise and teach TSU students in an overseas environment. The Spanish immersion program during the summer months at the Universidad de Costa Rica is another exciting possibility. Music majors pursuing the BA degree or the BM in performance can fulfill some of their foreign language requirements they complete in the immersion program. You can also conduct **independent study**, especially in connection with the MUSI 4133: Capstone Course in Music. Most recently, a student conducted fieldwork in Ireland for his capstone project.

How to Get Started:

- Attend the Study Abroad Fair. This fair can provide you with important information about the types of study abroad programs. Attending the fair are Tarleton faculty who are eager to tell you about their study abroad programs and can answer your questions regarding costs, accommodations, etc. Also on hand are students who recently traveled abroad and are eager to discuss their experiences and provide other helpful information.
- Contact the Study Abroad Office at X9545 to discuss options, passport or visa information, accommodations, safety, etc.
- When selecting a program of study, be sure to notify your advisor and discuss which classes you should take and when you should go.

Financial Aid:

Most financial aid can be applied to study abroad programs, and there are a number of scholarships available, including support from ULTRA Club. The Study Abroad Office (at X9545) will help you formulate your budget.

HEALTH AND SAFETY

Health and safety are important issues that help the Department of Performing Arts to enhance the experience of students, faculty, staff who learn and work in the Clyde H. Wells Fine Arts Center.

It is the department's policy to provide and maintain a safe and healthy work environment, and we accept our responsibility for the health and safety of others, including visitors, who may be affected by our activities.

This policy applies to all activities and areas of the department, including performance spaces, classrooms, studios, practice rooms, faculty and staff offices, and communal areas.

Specific ways to implement health and safety in the department are covered during mandatory Music Major Meetings. Topics may include some or all of the following:

- injury prevention for instrumentalists
- voice care
- Alexander Technique
- the handling of dangerous materials and equipment
- hand washing
- ear plugs
- instrument adjustments
- instrument maintenance/cleaning/sanitation

Please consult one or more of these online essential reference resources for musician wellness information:

- Health Promotion in Schools of Music: Initial Recommendations for Schools of Music, <http://www.unt.edu/hpsm/index.htm>
This website includes NASM and HPSM recommendations and a general strategic framework for health promotion in schools of music.
- H.E.A.R. (Hearing Education Awareness for Rockers) <http://www.hearnet.com/>
This website is from the first advocate group in the U.S. for prevention of hearing loss in musicians. Information about hearing loss risks is included.
In addition, please read the following advisory on hearing health from the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA).

Protecting Your Hearing Health

An NASM – PAMA Student Information Sheet on Noise-Induced Hearing Loss

- Hearing health is essential to your lifelong success as a musician.
- Noise-induced hearing loss is largely preventable. You must avoid overexposure to loud sounds, especially for long periods of time.
- The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.
- Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing.
- Risk of hearing loss is based on a combination of sound or loudness intensity and duration.
- Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:
 - 85 dB (vacuum cleaner, MP3 player at 1/3 volume) - 8 hours
 - 90 dB (blender, hair dryer) – 2 hours
 - 94 dB (MP3 player at 1/2 volume) – 1 hour
 - 100 dB (MP3 player at full volume, lawnmower) – 15 minutes
 - 110 dB (rock concert, power tools) – 2 minutes
 - 120 dB (jet planes at take-off) – without ear protection, sound damage is almost immediate
- Certain behaviors—such as controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume—reduce your risk of hearing loss. Be mindful of those MP3 earbuds. See chart above.
- The use of earplugs and earmuffs helps to protect your hearing health.
- Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily basis.
- It is important to follow basic hearing health guidelines established by Tarleton. You can access the University's Hearing Conservation Program at <http://www.tarleton.edu/safety/programs/HearingConservation.pdf>
- If you are concerned about your personal hearing health, talk with a medical professional.
- If you are concerned about your hearing health in relationship to your program of study, consult the Head of the Department of Performing Arts.

THE CLYDE H. WELLS FINE ARTS CENTER

HOURS OF OPERATION

Public Areas	Monday-Friday	8:00am - 10:00pm
Practice Rooms	Monday - Friday	8:00am - 10:00pm
	Saturday - Sunday	8:00am - 10:00pm

Students will be able to access the practice rooms after hours through the northeast entrance via card swipe. Students will need to request access from the Operations Manager. Access is only for Fine Arts students who need to practice or work on projects.

Between semesters, on holidays, and during summer sessions, hours are changed. Be alert for announcements and posted signs.

HALLWAYS, CLASSROOMS, PRACTICE ROOMS

- Drinks in hard-sided containers with lids are allowed. Please take food to the Green Room (184) or to 105D. Food is not allowed in hallways, classrooms, or labs.
- Do not leave backpacks, instruments, or other items in hallways, classrooms, or practice rooms.
- Please be considerate of those working in studios, classrooms, and offices by keeping the noise level down in **any area that is open.**

COMPUTER LABS

- Computer lab hours are 8:00am – 10:00pm M-Th and 8:00 - 5:00pm on Friday. Extended hours for special projects will be announced.
- There are two computer labs available for your use: a general computer lab (Room 110 Mac lab) and a piano lab (Room 120)
- No food or drinks are allowed in the computer labs
- DO NOT change any settings on the computers (including any hardware or software) without permission from an instructor.
- If something is not working properly, tell your instructor. If your instructor is not available, ask Lori Larue, or the GA for help.
- The piano lab is for music projects - not for checking e-mail, surfing the internet, etc.
- Only music majors or minors are authorized to use the piano lab, unless instructed to do so by a faculty member.

PIANOS

The Morton and Rosner grand pianos will only be used for performances/dress rehearsals. Any other use must be authorized by the piano professor or the department head. The piano professor will offer voluntary trainings on proper usage. Do not move or even touch the Morton or the Rosner without permission.

LOCKERS

- Lockers are located in the practice room area for your use and convenience. To reserve a locker, see Dr. Charles.
- Locks will be provided for each locker. There will be a \$5 per year locker fee, plus a \$10 replacement fee for lost or broken locks.
- Do NOT put sodas or other liquids in lockers. No food in lockers.

BULLETIN BOARD

The bulletin board at the end of the music mall will be used to post important notices to music majors. Make a point of checking it regularly. Permission from the Operations Manager is required for unauthorized personnel to post to the bulletin board. Information related to student organizations will be posted on the bulletin board in the hallway outside the band hall.

LOST AND FOUND

For lost items found in the Fine Arts Center, check with the Administrative Associate in the Fine Arts Center office (Rm. 105). Found items should also be turned in there.

PARKING

The P6 parking lot on the east side of the Center is reserved for faculty and staff only. There are also handicap parking spaces close to the building. Student parking lots are designated for residents and commuters. No parking is allowed in the loading dock area except for loading and unloading. It is a fire lane.

EMERGENCIES

In the event of medical emergencies, fire, or situations for which police assistance are needed, call 911. Stay on the phone long enough to answer any questions the operator might have. This will ensure that proper equipment and personnel respond. Give the nature of the emergency and the location. Also, give the phone number where you can be called back. The operator will notify the Campus Police, Stephenville Fire Department (Paramedical), and others to react upon verification of the emergency. The police will provide immediate rescue, traffic, communications, and crowd control as required at the site of the emergency. If an emergency requires an ambulance, it will come to only one entrance; the main East Entrance by the Theater lobby. You or your representative must meet the paramedics there and lead them to the emergency site in the Fine Arts Center. *Notify the department head and operations manager of all accidents involving students, faculty, or staff so that the proper reports can be filed.*

RULES FOR THE CENTER

1. Tarleton is an alcohol and drug free campus. The simple possession and/or use of any controlled, dangerous substance as defined by Texas law on campus or at a university sponsored or sanctioned activity, may result, after a due process hearing, in suspension from the University.
2. Live flame (including candles) is prohibited in the Center.
3. Food and beverages are prohibited in the four performing areas.
4. Posters and flyers are allowed only on bulletin boards in the Fine Arts Center, attached with thumbtacks, not staples.
5. In compliance with Presidential Executive Order #01-92, all buildings on the Tarleton campus are tobacco free. No tobacco products (cigars, cigarettes, chewing tobacco, etc.) may be used in any university building, enclosed facility, or vehicle.
6. **Backs of seats and armrests in the performing areas are not to be used as footrests.**
7. Ticketing for all events held in the Center must be handled by authorized Box Office Staff personnel. University departments will be billed for a set-up fee plus a 10% Box Office Fee for total ticket revenues from the event (subject to a minimum fee).
8. The use of any photographic or recording equipment during public presentation must have prior approval by the event director, who must obtain authorization and make appropriate arrangements for use through the Technical Director in advance.
9. The Fine Arts Center and the University reserve the right to retain or release concession rights. Written approval for selling concessions must be secured from the Center Office at least two weeks prior to the event.
10. The lobby rest rooms located on either side of the art gallery may not be used as dressing rooms for any event.
11. Furniture, rugs, plants, etc. in the Fine Arts Center are not to be moved, or used as properties for any events.
12. School buses used to transport students to the Center must request permission and receive instructions from the TSU Police Department
13. Emergency Escape Routes and Tornado Safety Areas are posted on bulletin boards throughout the building.

BACKSTAGE REGULATIONS

1. Arrangements for use of all backstage equipment for a rehearsal and/or performance must be made two weeks in advance through the Technical Director.
2. Stage equipment, including lights, scenery and draperies belonging to Tarleton, shall be handled only by authorized personnel.
3. If specialized personnel or equipment other than those furnished by the Center is needed, the sponsoring organization will bear the necessary expenses and be responsible for delivering these special items to the backstage areas at a time assigned by the Technical Director.
4. All technical plans, ideas, and program content should be specified to the Technical Director at least two weeks in advance. The Technical Director will have the final approval and authority for all stage items including, but not limited to, equipment, decorations, props, and platforms.
5. Fine Arts Center facilities and equipment shall not be used for personal gain.
6. All damaged or unsafe equipment or working conditions shall be reported immediately to the Technical Director, who will issue a "Damaged or Unsafe Equipment Report" immediately. No unsafe situation or condition will be allowed to compromise safety standards.
7. All public areas, shop areas, and dressing rooms must remain locked when not in use.
8. Backstage access before or during a performance is at the discretion of the event director. Visitors will be permitted in the Green Room after a performance.
9. The consumption of food and beverages is barred from control booths and any area outside of the backstage at all times.
10. Access to shop areas, control booths, catwalks, or work areas is at the discretion of the Technical Director
11. All persons using or working in performance or shop areas shall conduct themselves in a businesslike way.
12. Loud or unnecessary noise in the backstage areas during performances and rehearsals is not permitted
13. Dressing rooms must be kept neat and orderly by each organization using these areas. Their use is limited to current production-related staff and performers, scheduled through the Center office.
14. All persons working above stage level shall remove all items from their pockets, wear nonskid shoes, and have tools secured to prevent them from falling to stage level.
15. All properties and materials used for rehearsals and performances shall be removed and stored in their assigned places at the end of these time periods. The facility shall be left in broom-clean condition after use. The sponsor is responsible for these duties.
16. All federal, state, and university safety rules must be observed.
17. Individual areas may have additional restrictions/regulations. Consult the Technical Director for specifics.
18. Shoes must be worn at all times while working in performance or shop areas.
19. Any person or group in violation of any of these safety policies risks the loss of the privilege of public presentations in the Fine Arts Center.

DEGREE REQUIREMENTS

UNIVERSITY CORE CURRICULUM

Required on all degree plans

Communications	ENGL 1301 Intro to College Comp	ENGL 1302 Comp and Research			6
	3 hours from	COMM 1311 Fund of Speech	COMM 1315 Public Speaking	COMM 2302 Bus/Prof Speech	3
Math (from 1073 or higher)	MATH 1314 Algebra	MATH 1332 Contemporary Mathematics I			3
Life & Physical Sciences (from)	CHEM	BIOL	GEOL	PHYS	8
Creative Arts	ART	F.A.	MUSI	THEA	3 ¹
Language, Philosophy and Culture	ENGL 2301 Short Story	ENGL 2320 Intro to Lit	ENGL 2340 Lit & Film	ENGL 2350 Western Lit	3
	3 hours from	HIST 2321 World Civ I	HIST 2322 World Civ II	PHIL 1301 Intro to Phil	
Social/Behavioral Sciences					15
American History	HIST 1301 US thru 1877	HIST 1302 US since Reconstruction			(6)
Government and Political Science	GOVT 2305 American Govt.	GOVT 2306 Texas Govt.			(6)
3 additional hours from					(3)
	ANTH 2351 Cultural Anthropology	SOCI 1301 Intro to Sociology	PSYC 2301 General Psych	PHIL 1301 Intro to Phil	PHIL 2302 Intro to Logic
	ECON 1301 Intro to Economics	ECON 2301 Principles of Economics	AGRI 2317 Intro to Ag. Eco.	ANTH 2302 Archeology	PHIL 3301 Ethics
	GEOG 1303 World Geography	GEOG 1320 Human Geography	GEOG 2301 Texas Geography	SOCI 2303 Race & Ethnic Relations	
First Year Seminar	MUSI 1100 Transitioning to University Studies				1
Total University Core Credit Hours Required					42

¹ Theory I fulfills the Creative Arts General Education requirement.

BACHELOR OF ARTS DEGREE IN MUSIC (General Emphasis)

University Core Curriculum						42
Ensembles	MUEN 1121 MUEN 3121	MUEN 1122 MUEN 3122	MUEN 2121 MUEN 4121	MUEN 2122 MUEN 4122		8
Applied Music	MUAP 1231 MUAP 3231	MUAP 1232 MUAP 3232	MUAP 2231 MUAP 4231	MUAP 2232		14
Music Theory	MUSI 1311 Theory I	MUSI 1312 Theory II	MUSI 2311 Theory III	MUSI 2312 Theory IV	MUSI 4248 Scoring/Arranging	14
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV		4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music			8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II				2
Conducting	MUSI 3211 Conducting I					2
Additional requirements	MUSI 4133 Capstone	MUSI 1000 Recital attendance				1
General Emphasis	FINA 4301 Arts in Society	1411 Foreign Language				7
Advanced Electives						21
Total Music Credit Hours Required						81
Total Hours Required for Degree						120

Note: 42 (core curriculum) + 81 (total music credit hours) = 123, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 120.

Follow this link to view the [Bachelor of Arts degree, General concentration semester plan](#).

BACHELOR OF ARTS DEGREE IN MUSIC (Music Business Emphasis)

University Core Curriculum						42
Ensembles	MUEN 1121 MUEN 3121	MUEN 1122 MUEN 3122	MUEN 2121 MUEN 4121	MUEN 2122 MUEN 4122		8
Applied Music	MUAP 1231 MUAP 3231	MUAP 1232 MUAP 3232	MUAP 2231 MUAP 4231	MUAP 2232		14
Music Theory	MUSI 1311 Theory I	MUSI 1312 Theory II	MUSI 2311 Theory III	MUSI 2312 Theory IV	MUSI 4248 Scoring/Arranging	14
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV		4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music			8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II				2
Conducting	MUSI 3211 Conducting I					2
Additional requirements	MUSI 1000 Recital attendance					
Music Business Emphasis	FINA 4301 [WI] Arts in Cntmp Soc	MUSI 1320 Intro Audio Tech	MUSI 1330 Intro Music Bus	MUSI 4301 Internship		19
	MUSI 3202 Artist and Slf Mgt	MUSI 3201 Dgtl Mus & Bt Prd	MUSI 3300 Music Publ			
Advanced Elective	ARTS 3360 Graphic Design	COM 4301 Media Mgt	COMM 3321 Advertising	COMM 3308 Digital Video Prdtn	MGMT 4312 Entrepreneurship	10
	MUSI 3330 Pro Tools I	MUSI 3331 Pro Tools II				
Total Music Credit Hours Required						81
Total Hours Required for Degree						120

Note: 42 (core curriculum) + 81 (total music credit hours) = 123, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 120.

Follow this link to view the [Bachelor of Arts degree, Musical Business concentration semester plan](#).

BACHELOR OF ARTS DEGREE IN MUSIC (Jazz Studies Emphasis)

University Core Curriculum						42
Ensembles	MUEN 1121 MUEN 3121	MUEN 1122 MUEN 3122	MUEN 2121 MUEN 4121	MUEN 2122 MUEN 4122		8
Applied Music	MUAP 1231 MUAP 3231	MUAP 1232 MUAP 3232	MUAP 2231 MUAP 4231	MUAP 2232		14
Music Theory	MUSI 1311 Theory I	MUSI 1312 Theory II	MUSI 2311 Theory III	MUSI 2312 Theory IV	MUSI 4248 Scoring/Arranging	14
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV		4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music			8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II				2
Conducting	MUSI 3211 Conducting I					2
Additional requirements	MUSI 4133 Capstone	MUSI 1000 Recital attendance				1
Jazz Studies Emphasis	MUSI 1330 Intro to Mus Bus MUSI 3325 Jazz History	MUSI 2360 Jazz Harmony	MUSI 3360 Jazz Improv I	MUSI 3361 Jazz Improv II	MUSI 3202 Artist/Self Manage	17
Advanced Music Electives (MUSI, MUAP, or MUEN)						11
Total Music Credit Hours Required						81
Total Hours Required for Degree						120

Note: 42 (core curriculum) + 81 (total music credit hours) = 123, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 120.

Follow this link to view the [Bachelor of Arts degree, Jazz Studies concentration semester plan](#).

BACHELOR OF ARTS DEGREE IN MUSIC (Musical Theatre Emphasis)

University Core Curriculum						42
Ensembles	MUEN 1121 MUEN 3121	MUEN 1122 MUEN 3122	MUEN 2121 MUEN 4121	MUEN 2122 MUEN 4122		8
Applied Music	MUAP 1231 MUAP 3231	MUAP 1232 MUAP 3232	MUAP 2231 MUAP 4231	MUAP 2232		14
Music Theory	MUSI 1311 Theory I	MUSI 1312 Theory II	MUSI 2311 Theory III	MUSI 2312 Theory IV	MUSI 4248 Scoring/Arranging	14
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV		4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music			8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II				2
Conducting	MUSI 3211 Conducting I					2
Additional requirements	MUSI 4133 Capstone	MUSI 1000 Recital attendance				1
Musical Theatre Emphasis	DRAM 1351 Acting DRAM 3272 Dance II	DRAM 3300 Scene Design FINA 4301 Arts in Society	DRAM 3302 Directing DRAM Adv. Elective (4) (2)	DRAM 3303 Lighting MUEN (2)	DRAM 3271 Dance I DRAM 3301 Costume Design	28
Total Music/Theatre Credit Hours Required						81
Total Hours Required for Degree						120

Note: 42 (core curriculum) + 81 (total music credit hours) = 123, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 120.

Follow this link to view the [Bachelor of Arts degree, Musical Theatre concentration semester plan](#).

BACHELOR OF MUSIC DEGREE with All Level Certification (Instrumental Track)

University Core Curriculum					42
Ensembles	MUEN 1121 MUEN 3121	MUEN 1122	MUEN 2121	MUEN 2122	5
Applied Music	MUAP 1231 MUAP 3231	MUAP 1232 MUAP 3232	MUAP 2231	MUAP 2232	12
Music Theory	MUSI 1311 Theory I	MUSI 1312 Theory II	MUSI 2311 Theory III	MUSI 2312 Theory IV	16
	MUSI 3249 Contemp. Theory	MUSI 4248 Scoring/Arranging			
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV	4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music		8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II			2
Conducting	MUSI 3211 Conducting I	MUSI 3212 Conducting II			4
Additional requirements	MUSI 4133 Capstone	MUSI 1000 Recital attendance			1
Music Pedagogy	MUSI 1195 Methods: Strings	MUSI 1166/1167 Methods: Woodwinds	MUSI 1178/1179 Methods: Brass	MUSI 1188 Methods: Perc	12
	MUSI 3315 Devel. Musical Exp.	MUSI 3116 Perf. Pract. of Ens.	MUSI 4242 Band Tech		
Education	PSYC 3303 Ed. Psych	MUSI 3351 Music Content Area Literacy	EDUC 3321 Block I	EDUC 4331 Block II	24
	EDSP 4361 Block III	EDUC 4335 Block IV	EDUC 4690 Clinical Teaching		
Total Music and Education Credit Hours Required					89
Total Hours Required for Degree					128

Note: 42 (core curriculum) + 89 (total music credit hours) = 131, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 128.

Follow this link to view the [Bachelor of Music degree with all-level certification, Instrumental Track semester plan](#).

BM to MM in 5 Years Concentration, Instrumental Track

For qualified students (GPA of 3.25), we offer a BM to MM in 5 Years plan for those pursuing the Bachelor of Music with certification degree. Students who follow this concentration will be able to spend one extra year after graduating with a Bachelor of Music to earn a Master of Music in Music Education. Students must apply for acceptance in this concentration during the first semester of their junior year. Follow this link to view the [BM to MM in 5 Years semester plan](#). During the final year of study in the master's program, graduate assistantships may be available. See Dr. Johnson for more information.

BACHELOR OF MUSIC DEGREE with All Level Certification (Vocal Track)

University Core Curriculum					42
Ensembles	MUEN 1121 MUEN 3121	MUEN 1122	MUEN 2121	MUEN 2122	5
Applied Music	MUAP 1231 MUAP 3231	MUAP 1232 MUAP 3232	MUAP 2231	MUAP 2232	12
Music Theory	MUSI 1311 Theory I MUSI 3249 Contemp. Theory	MUSI 1312 Theory II MUSI 4248 Scoring/Arranging	MUSI 2311 Theory III	MUSI 2312 Theory IV	16
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV	4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music		8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II			2
Conducting	MUSI 3211 Conducting I	MUSI 3212 Conducting II			4
Additional requirements	MUSI 4133 Capstone	MUSI 1000 Recital attendance	MUSI 3000 Junior recital		1
Additional vocal requirements	MUSI 1262 Diction I	MUSI 2262 Diction II	MUEN 3122	MUEN 4121	6
Music Pedagogy	MUSI 3315 Devel. Musical Exp.	MUSI 3116 Perf. Pract. of Ens.	MUSI 3335 Choral Techniques		7
Education	PSYC 3303 Ed. Psych EDSP 4361 Block III	MUSI 3351 MusicContent Area Literacy EDUC 4335 Block IV	EDUC 3321 Block I EDUC 4690 Clinical Teaching	EDUC 4331 Block II	24
Total Music and Education Credit Hours Required					89
Total Hours Required for Degree					128

Note: 42 (core curriculum) + 89 (total music credit hours) = 131, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 128.

Follow this link to view the [Bachelor of Music degree with all-level certification, Vocal Track semester plan](#).

BM to MM in 5 Years Concentration, Vocal Track

For qualified students (GPA of 3.25), we offer a BM to MM in 5 Years plan for those pursuing the Bachelor of Music with certification degree. Students who follow this concentration will be able to spend one extra year after graduating with a Bachelor of Music to earn a Master of Music in Music Education. Students must apply for acceptance in this concentration during the first semester of their junior year. Follow this link to view the [BM to MM in 5 Years semester plan](#). During the final year of study in the master's program, graduate assistantships may be available. See Dr. Johnson for more information.

BACHELOR OF MUSIC DEGREE in Performance (Instrumental)

University Core Curriculum					42
Ensembles	MUEN				8
Applied Music	MUAP 1231 MUAP 1232	MUAP 2231 MUAP 2232	MUAP 3331 MUAP 3332	MUAP 4331 MUAP 4332	20
Music Theory	MUSI 1311* Theory I MUSI 3249 Form & Analysis	MUSI 1312 Theory II MUSI 4248 Scoring/Arranging	MUSI 2311 Theory III	MUSI 2312 Theory IV	16
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV	4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music		8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II			2
Conducting	MUSI 3211 Conducting I	MUSI 3212 Conducting II			4
Additional requirements	MUSI 4133 Capstone MUAP 4154 Applied Literature	MUSI 1000 Recital attendance MUAP 4155 Applied Pedagogy	MUSI 3000 Junior recital		3
Instrumental Emphasis	MUSI, MUSI, MUEN Adv. Electives (12)	[FL] 1411 Foreign Lang			16
Total Music Credit Hours Required					81
Total Hours Required for Degree					120

Note: 42 (core curriculum) + 81 (total music credit hours) = 123, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 120.

Follow this link to view the [Bachelor of Music degree in Performance, Instrumental Track semester plan](#).

BACHELOR OF MUSIC DEGREE in Performance (Vocal)

University Core Curriculum					42
Ensembles	MUEN				6
Applied Music	MUAP 1231 MUAP 1232	MUAP 2231 MUAP 2232	MUAP 3331 MUAP 3332	MUAP 4331 MUAP 4332	20
Music Theory	MUSI 1311 Theory I MUSI 3249 Contemp. Theory	MUSI 1312 Theory II MUSI 4248 Scoring/Arranging	MUSI 2311 Theory III	MUSI 2312 Theory IV	16
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV	4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music		8
Piano	MUSI 1181 Piano I	MUSI 1182 Piano II			2
Conducting	MUSI 3211 Conducting I				2
Additional requirements	MUSI 4133 Capstone MUAP 4154 Applied Literature	MUSI 1000 Recital attendance MUAP 4155 Applied Pedagogy	MUSI 3000 Junior recital		3
Vocal Emphasis	MUSI 1262 Diction I	MUSI 2262 Diction II	MUSI, MUSI, MUEN Adv. Electives (12)	[FL] 1411 Foreign Lang	20
Total Music Credit Hours Required					81
Total Hours Required for Degree					120

Note: 42 (core curriculum) + 81 (total music credit hours) = 123, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 120.

Follow this link to view the [Bachelor of Music degree in Performance, Vocal Track semester plan](#).

BACHELOR OF MUSIC DEGREE in Performance (Piano)

University Core Curriculum					42
Ensembles	MUEN Incl. 4 advanced				10
Applied Music	MUAP 1231 MUAP 1232	MUAP 2231 MUAP 2232	MUAP 3331 MUAP 3332	MUAP 4331 MUAP 4332	20
Music Theory	MUSI 1311 Theory I MUSI 3249 Contemp. Theory	MUSI 1312 Theory II MUSI 4248 Scoring/Arranging	MUSI 2311 Theory III	MUSI 2312 Theory IV	16
Aural Skills	MUSI 1116 Aural Skills I	MUSI 1117 Aural Skills II	MUSI 2116 Aural Skills III	MUSI 2117 Aural Skills IV	4
Musicology	MUSI 3327 Music History I	MUSI 3328 Music History II	MUSI 3229 World Music		8
Conducting	MUSI 3211 Conducting I				2
Additional requirements	MUSI 4133 Capstone MUAP 4154 Applied Literature	MUSI 1000 Recital attendance MUAP 4155 Applied Pedagogy	MUSI 3000 Junior recital		3
Piano Emphasis	MUSI, MUSI, MUEN Adv. Electives (12)	[FL] 1411 Foreign Lang			16
Total Music Credit Hours Required					81
Total Hours Required for Degree					120

Note: 42 (core curriculum) + 81 (total music credit hours) = 123, but MUSI 1311 fulfills the Creative Arts General Education requirement, which brings the total down to 120.

Follow this link to view the [Bachelor of Music degree in Performance, Piano Track semester plan](#).

MASTER OF MUSIC IN MUSIC EDUCATION DEGREE

Music Core Courses	MUSI 5330 Analytical Techniques	MUSI 5331 Advanced Arranging	MUSI 5353 Ethnomusicology	9
Music Education Core	MUSI 5340 Foundations of Music Ed	MUSI 5341 Research I	MUSI 5342 Research II	9
	MUSI 5343 or 5344 Advanced Elementary or Secondary Music Pedagogy			3
Choose Thesis or Curricular Track or two additional elective courses below	MUSI 5645 Curricular Project	MUSI 5388 Thesis	Elective courses	6
Electives	MUSI 5350 Technology in the Music Classroom	MUSI 5355 Psychology in Music	MUSI 5343 or 5344 Advanced Elementary or Secondary Music Pedagogy	9
	MUSI 5357 Sem: US Music	MUSI 5390 Special Topics	MUAP 5233 ¹ Applied Lessons for Graduate Majors	
	MUSI 5346 Marching Band Methods	MUSI 5361 Acoustics of Music	MUEN 5121 Graduate Music Ensemble	
	MUSI 5390 Music Theory Pedagogy K12	MUSI 5390 Topics in Musicology	MUSI 5355 Psychology in Music	
Total Hours Required for Degree				36

Note: Undergraduate students who have a 3.0 GPA in the last 60 hours of coursework and are no more than 12 hours from completing a bachelor's degree may take up to 12 hours of graduate work as a provisional graduate student while completing their bachelor's degree.

1 Those students who are near the Stephenville campus may participate in ensembles (1 credit each) and/or applied lessons (2 credits each).

Follow this link to view the [Master of Music degree semester plan](#).

MINOR IN MUSIC

Music Theory I (required)	MUSI 1311	3
Aural Skills I (required)	MUSI 1116	1
Music Electives	(Includes applied lessons and ensembles)	5
Music Appreciation (required)	MUSI 1306	3
Advanced Music Electives		6
Total Hours Required for Minor		18

MINOR IN MUSIC BUSINESS

Intro to Music Business	MUSI 1330	3
Artist and Self Management	MUSI 3202	3
Music Publishing	MUSI 3300	3
Intro to Audio Technology	MUSI 1320	3
Marketing	MKTG 2314	3
Elective (choose one)		3
Total Hours Required for Minor		18

Electives (choose 1)

MUSI 1320 Introduction to Audio Technology
 MUSI 3201 Digital Music and Beat Production
 MUSI 3330 Pro Tools I
 MUSI 3331 Pro Tools II
 ARTS 2348 Digital Art
 ARTS 2356 Photography
 ARTS 3360 Graphic Design
 MGMT 4312 Entrepreneurship
 BCIS 3315 Web Development
 MKTG 4302 Services Marketing
 COMM 3321 Advertising
 COMM 3308 Digital Video Production

MUSIC BUSINESS CERTIFICATE

Introduction to Music Business	MUSI 1330	3
Select 9 credit hours from the following:		
Introduction to Audio Technology	MUSI 1320	3
Digital Music and Beat Production	MUSI 3201	2
Artist and Self-Management	MUSI 3202	2
Music Publishing	MUSI 3300	3
Pro Tools	MUSI 3330	3
Total Hours Required for Certificate		12

JAZZ STUDIES CERTIFICATE

Jazz Harmony	MUSI 2360	3
Jazz Improvisation I	MUSI 3360	3
Jazz Improvisation II	MUSI 3361	3
Jazz Arranging	MUSI 4245	2
Total Hours Required for Certificate		11

BIENNIAL COURSE ROTATIONS

Please note that these courses are only offered once every two years.

They are indicated by year type (Example: Odd fall = Fall 2021, 2023, 2025, etc.)

Dropping or failing to make a C or above in biennial courses can seriously delay degree completion as will failure to register for the courses when they are available.

ODD FALL		EVEN SPRING	
MUSI 1178-79	Brass Class	MUSI 1166-67	Woodwind Class
MUSI 3361	Jazz Improvisation II	MUSI 3300	Music Publishing
		MUSI 4245	Jazz Arranging

EVEN FALL		ODD SPRING	
MUSI 1262	Diction I	MUSI 1188	Percussion Class
DRAM 3271	Musical Theatre Dance I	MUSI 2262	Diction II
MUSI 2360	Jazz Harmony	DRAM 3272	Musical Theatre Dance II
MUSI 3330	Pro Tools	MUSI 3360	Jazz Improvisation I
		MUSI 3202	Artist and Self Management

APPENDIX

Please cut and paste the form on this page to a new Word document and type in the project information before submitting.

PRELIMINARY CAPSTONE COURSE PROJECT APPROVAL FORM

Name

Degree and emphasis

Professional Resume (Please provide copies to faculty at the recital hearing or project presentation)

Project description (include title if applicable and supervising faculty member if other than advisor)

Means of presentation (how the project will be publicly communicated to faculty)

Featured components of the degree (performance, education, or the arts)

Advisor

TURNITIN.COM INSTRUCTIONS

You may be required to upload your program notes or writing project to Turnitin.com

In order to post your paper to the site, you will need to create a profile and join the "Recital Program Notes" class. Here is the information you need:

Your class ID number is 3210495.

Your enrollment password is Recital.

The login page is here: http://www.turnitin.com/login_page.asp

Go to the section that says, "New students start here" and create a user profile.

If you already have a turnitin.com profile, just log in to your account and look for the button that says, "enroll in a class."

How to submit your paper:

1. Click on the class name
2. Click on the Submit button to the right of the assignment name (Recital Program Notes)
3. Select the "single file upload" from the "choose a paper submission method" menu
4. Enter your name for "submission title"
5. Click browse to find the file on your computer
6. Find the file on your computer and click open
7. Click upload
8. Click submit to finalize the submission

A few minutes after submitting, you will get an originality report. Don't be alarmed if your report shows a low percentage (still in the green). Common phrases and titles will often show a match. If your report shows a higher percentage (in the yellow or red areas), see Dr. Johnson.

DEPARTMENT OF PERFORMING ARTS FITNESS TO TEACH RUBRIC

Characteristics/Dispositions	Needs improvement	Meets Expectations	Exceeds Expectations	Rating
Punctuality/attendance	Student is frequently late/absent. (.5)	Student is sometimes late/absent. (2)	Student is never late/absent. (3)	
Preparation for class	Student is frequently unprepared for class. (.5)	Student is prepared for class most of the time. (2)	Student is always prepared for class. (3)	
Grades/desire to learn	Student is failing one or more classes. (.5)	Student is on task to meet the criteria for the degree. (2)	Student exceeds expectations academically. (3)	
Communication	Student often fails to communicate or communicates in an unprofessional manner. (1)	Student usually communicates promptly & in a professional manner and usually responds to email. (2)	Student always communicates promptly & professionally and always responds to emails. (3)	
Integrity	Student has cheated in an academic context, and/or has misled peers/supervisors. (.25)	Student makes sound academic choices and mostly provides consistent communication/information to peers/supervisors. (2)	Student exhibits excellence in academic choices and communication with peers/supervisors. (3)	
Appearance/demeanor	Student dresses inappropriately at times and fails to manage demeanor. (.5)	Student dresses appropriately most of the time and most of the time manages demeanor well. (2)	Student always dresses appropriately and always presents appropriate demeanor. (3)	
Time management	Student manages time poorly. They are frequently late and/or complete assignments at the last minute, late or not at all. (1)	Student manages time well most of the time. They reliably complete assignments. (2)	Student always manages time well and completes assignments ahead of deadlines. (3)	
Potential	Student is not on track to become an effective music educator. (1)	Student is on track to meet the requirements necessary to become an effective music educator. (2)	Student is on track to exceed the requirements to become an effective music educator. (3)	
Commitment to the Teaching Profession	Student does not seem (or is not) interested or committed to teaching as a profession. (.5)	Student exhibits the commitment necessary to complete the degree/certificate. (2)	Student far exceeds the commitment necessary to complete the degree/certificate. (4)	
Leadership Qualities	Student demonstrates no leadership qualities. (1)	Student frequently demonstrates leadership qualities that are associated with effective music teaching. (2)	Student always demonstrates leadership qualities that are associated with effective music teaching. (3)	
Content Area Proficient	Student does not demonstrate content area proficiency. (.5)	Student meets the content area proficiency necessary for success in a music classroom. (2)	Student exceeds the content area proficiency necessary for success in a music classroom. (4)	
Willingness to improve as a student/teacher	Student shows no desire/willingness to improve as a student/teacher. (.5)	Student frequently shows a desire/willingness to improve as a student/teacher. (2)	Student consistently strives to improve as a student/teacher. (4)	
TOTAL	8.75	24	39	

This rubric will be completed for each student applying to the Teacher Education Program. See the section in this handbook on Certification for process details.

Score requirements:

Fit to Teach: 24 or above

Needs Improvement: 18-23 or if student has any ratings in “Needs Improvement” category

Unfit to Teach: 0-17 or if student has 3 or more ratings in “Needs Improvement” category

What it looks like to be Fit to Teach – The Student:

- Is rarely if ever late or absent.
- Is prepared most/all of the time for class.
- Is on task (or ahead) to complete the criteria for the degree.
- Communicates well and in a professional manner and answers emails promptly most/all of the time.
- Makes sound academic choices, and provides consistent communication to peers/supervisors most/all of the time.
- Dresses appropriately and manages demeanor well most/all of the time.
- Manages time well most/all of the time and completes assignments by or before the deadline.
- Is on track to complete the requirements necessary to become an effective music educator.
- Displays the commitment to the teaching profession and an interest in becoming a music educator most/all of the time.
- Show leadership qualities indicative of a music teacher most/all of the time.
- Demonstrates Music Content Area Proficiency necessary for success in a music classroom.
- Shows a desire/willingness to improve as a student/ teacher most/all of the time.

PERFORMANCE DEGREE AUDITIONS

Students wishing to pursue the Bachelor of Music – Performance degree must complete a Performance Degree Audition. This audition will take place within the first four semesters of study, prior to the Sophomore Applied Proficiency. Students are allowed two (2) opportunities to audition for this degree plan. Students have flexibility to audition in any of the first four semesters of their study, as determined with input from their applied professor.

Students who have completed the Sophomore Proficiency wishing to change to the Performance degree will have one (1) opportunity to audition for this degree. Students are not allowed to graduate in the same semester as a performance degree audition.

To audition, students will apply for audition into this program with auditions being scheduled typically in November and April in Fall and Spring semesters respectively.

Audition panel will consist of three (3) performance/applied faculty, one of which will include the applied professor of the student. The only exception to the full time rule is if the applied professor is part time.

Audition requirements by instrument:

Piano

All repertoire must be memorized:

1. Prelude from WTC of Bach, not to include No. 1 in C major from Bk 1, or other Bach piece equivalent level of the WTC Preludes.
2. COMPLETE classical sonata (Haydn, Mozart, Beethoven) from which the faculty will select a movement.
3. Third piece in contrasting style and period.

Vocal

All repertoire must be memorized.

1. Aria (from OPERA or ORATORIO in the original language and key)
2. Italian song
3. German song
4. French song
5. English song (English, American or the translations which the original language is NOT Italian, German or French)

Instrumental

Flute

Choose one of the following:

1. A movement from either Mozart Concerto or a Bach piece
2. A piece from the French Music by French Composers

Clarinet

Choose one of the following:

1. Weber - Concertino or Concerto no. 1, mvt. I
2. Mozart – Concerto, mvt. I
3. Carl Stamitz – Concerto no. 3, mvt. I
4. Saint-Saens - Sonata, mvt. I
5. Osborne - Rhapsody

Saxophone

Choose one of the following:

1. Creston – Sonata
2. Ibert – Concertino da Camera
3. Boutry – Divertimento
4. Milhuad – Scaramouche
5. Dubois – Concerto

Trumpet

Choose one of the following:

1. Arutunian - Concerto (10min only)
2. Haydn Concerto
3. Hummel Concerto
4. Ewazen Sonata (one movement only)
5. Any French Conservatory Graduation Piece

Horn

Choose single movement of one of the following:

1. Strauss Concerto 1, 1st Movement
2. Mozart Concerto 2, 3, 4 1st Movement

Trombone – Tenor

Choose one of the following:

1. David - Concertino I and II
2. Grondahl - Concerto I and II
3. Larrson - Concertino I and II

Trombone – Bass

Choose one of the following:

1. Lebedev - Concerto in 1 movement
2. Sachse - Concerto I and II
3. Ewazen - Bass Trombone Concerto I

Euphonium

Choose one of the following:

1. Curnow - Rhapsody

2. Horowitz - Concerto I and II
3. Clarke - Bride of the Waves

Tuba

Choose one of the following:

1. Lebedev - Concerto in 1 movement
2. Greyson - Concerto I
3. Vaughan Williams - Concerto I and II

Percussion

Play from each category

Marimba

1. Any Keiko Abe piece
2. Stout, Two Mexican Dances (pick one)
3. Any Musser etude

Snare drum

1. Two Cirone etudes
2. Two etudes from Peters Advanced Studies

Timpani

1. Any Rabbio etude
2. Any Hochrainer etude
3. One selection from Carter Eight Pieces

Drum set

Demonstrate proficiency in two styles (i.e. Garibaldi Future Sounds for funk, Morgan Jazz Drummer's reading workbook)