

Texas A&M University-Kingsville  
School of Music

Music Student Handbook

2025-2026

# Welcome

Welcome to the School of Music at Texas A&M University-Kingsville!

At Texas A&M-Kingsville, we are committed to providing our students with the best music education available. Our programs and curricula are designed to help prepare students for a professional career in music, and as such, we have tried to prepare a challenging yet nurturing environment for our students. The SOM features highly motivated and talented students, an outstanding and dedicated music faculty, and award-winning, nationally acclaimed ensembles.

We hope that you will take full advantage of the educational and musical opportunities that we offer at Texas A&M-Kingsville. Our faculty and staff are ready to serve your educational needs as you embark upon the first steps of your musical career. We are very pleased that you have chosen Texas A&M-Kingsville as the place to further your musical education and we wish you every success in the coming years.

Sincerely,  
Dr. Elizabeth Janzen, Interim Director  
Dr. Kyle Millsap, Interim Associate Director

# Introduction

The *Music Student Handbook* is designed to provide information concerning your musical studies at Texas A&M-Kingsville. It contains information about School of Music policies and procedures, programs, facilities, services, curricula, and degree plans. The *Music Student Handbook* is considered official School of Music policy and is current as of August 20, 2025.

Please realize that there may be changes in policies, procedures, curricula, and degree plans that occur periodically. These policy changes will be updated in the handbook at appropriate times based upon the implementation of such new policies and procedures. For more information about the University policies and procedures, please read the *Undergraduate Catalog* and *Graduate Catalog*.

Please consider the *Music Student Handbook* as a resource and tool to aid you in the successful completion of your musical education. As such, it is incumbent upon each student to be familiar with the handbook, and refer to it periodically to ensure that all requirements and policies are being followed.

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## Mission Statement

The School of Music at Texas A&M University-Kingsville is a comprehensive music program within the College of Arts and Sciences. The School of Music is a member of the Texas Music Educators Association and the Texas Association of Music Schools and is an institutional accredited member of the National Association of Schools of Music. The School of Music serves three main purposes: 1) To provide training to qualified students for the music profession; 2) To supply an area of artistic enrichment for non-music majors; and 3) To create a genuine musical influence on the entire university family.

The goals and objectives of the School of Music are as follows:

Goal I: Students will acquire the necessary knowledge, experience, skills, and artistic abilities to pursue careers as successful and effective music educators and performers.

Goal II: Undergraduate and graduate music curricula and programs will remain current both in content and technology, and will reflect the pedagogical, artistic, cultural, and professional needs of our students.

Goal III: The School of Music will provide an atmosphere of artistic enrichment that will create a musical influence on the University and the South Texas region, while establishing a growing state and national reputation.

Goal IV: The School of Music will strive to maintain qualitative and quantitative growth, while pursuing ways to ensure that resources such as faculty, staff, facilities, curricula, equipment and operating budgets are sufficient to support the program.

## School of Music Admissions

In addition to being admitted to the University, all potential music majors (including transfer students) must schedule and perform an entrance audition and interview to be considered for admission to the School of Music. Students should contact the applied music professor in their instrumental/vocal area to schedule the audition/interview. Acceptance to the university does not guarantee acceptance into the School of Music.

## Music Facilities and Services

The Texas A&M University-Kingsville School of Music is housed within the new Music Education Complex and the Music Annex, which is located at the western end of the Health and Recreation Building. The Music Education Complex contains the performance hall, lecture/recital hall, rehearsal halls, chamber music/secondary methods rooms, classrooms, elementary music classroom, electronic keyboard lab, computer lab, faculty studios, student practice rooms, student lounge areas, and recording studio. The Music Annex contains the marching band rehearsal hall and storage areas.

### **Facilities Usage**

Music Education Complex and Music Annex facilities are available for student use whenever the buildings are open. The music facilities are to be used only for university-sponsored or approved events or ensembles.

The Music Education Complex days and hours of operation are as follows:

Monday-Thursday: 7:00 a.m. to 12:00 a.m.

Friday-Saturday: 7:00 a.m. to 10:00 p.m.

Sunday: 10:00 a.m. to 11:00 p.m.

\*Please note: Music Facilities will not be open on holiday weekends.

### **Practice/Rehearsal Facilities**

Many areas within the Music Education Complex are designated as practice/rehearsal areas and may be utilized by students. Certain practice areas are restricted for use by permission only. To gain permission to utilize a restricted practice facility, the student must submit a request online to the facilities manager Dr. Janelle Ott, [janelle.ott@tamuk.edu](mailto:janelle.ott@tamuk.edu).

Practice/Rehearsal Facilities are as follows:

Practice Rooms: Open during operating hours, no reservations required.

Rooms left vacant for 10m are considered vacated.

Do not “reserve” a room by leaving your belongings unattended.

Rehearsal Halls: Faculty reservation required

Recital Hall: Faculty reservation and attendance required

Performance Hall: Faculty reservation and attendance required

### **Lockers**

Instrument/storage lockers are available for student use. Lockers are checked out to students on a “first come, first served” basis. Lockers will be issued to students and assigned according to the type and size of instrument they play. Please contact the Facilities Manager, Dr. Janelle Ott, for more information.

### **Calendar Requests**

Students and faculty may request calendar dates for concerts, recitals, workshops, clinics, guest recitals, and other events that relate to the School of Music. Any event that impacts the School of Music must be submitted and approved by Dr. Ott before the event can be officially scheduled.

Performance and Recital Halls: The School of Music is responsible for all bookings within these facilities. To reserve either space, students must submit a calendar request form to Dr. Janelle Ott.

Jones Auditorium: The Office of Event Planning is responsible for all bookings within Jones Auditorium. Requested dates to use Jones Auditorium must be cleared through Event Planning.

### **Recording Requests**

The School of Music has recording services available to students and ensembles for the purpose of recording junior recitals, senior recitals, ensemble performances, and competition/audition submissions. Students must pay for recording services at the current rate prescribed by the School of Music.

All requests for recording services must be directed to Mr. Vicente Barrera ([vicente.barrera@tamuk.edu](mailto:vicente.barrera@tamuk.edu)) and must be made at least two weeks prior to the event. Additionally, recording services will only be offered when a recording services technician is available to assist in the recording/editing process.

The Recording Fee Schedule is given below:

#### **Recital**

\$30 full-recital recording fee

\$15 half-recital recording fee

- Includes the following, shared via OneDrive:
  - o Uncompressed wav files
  - o Compressed mp3 audio files

\$15 video add-on

\$20 streaming add-on (video add-on not necessary when selecting streaming option)

- Subject to availability – only one stream can happen at a time
- Streams would be available on TAMUK School of Music Facebook Page
- Includes single mp4 video file of recital

#### **Session (studio or hall)**

\$25/each hour – audio only

- Includes the following, shared via OneDrive:
  - o Uncompressed wav files
  - o Compressed mp3 audio files

\$25/hour video add on

- Includes single video file of complete recording session

Additional policies:

- Competition/pre-screening recordings: a copy of competition rules required when submitting session request.
- All requests must be made at least two weeks prior to first desired recording date.
- \$25 non-refundable deposit due with request form. Deposit will be applied to final invoice

## **Student Organizations**

The School of Music sponsors a number of student organizations that are open to TAMUK students. These organizations exist to support various aspects of the music program and to enrich each student's collegiate experience. The various organizations have individual requirements for membership. Students desiring to join one of the organizations should contact a member of the organization or the faculty sponsor.



### TAMUK Student Council

The TAMUK Student Council is elected at the end of each spring term. Representation includes a member of each division of the School of Music, including woodwind, brass, percussion, strings, voice, and piano and graduate students. Representatives serve one academic year, meet monthly as a council, as well as monthly with the Associate Director of the School of Music.

### Kappa Kappa Psi

Kappa Kappa Psi is a co-ed fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society. The fraternity assists the band program including setting up for rehearsals and concerts, helping out in all facets of the marching band, and cleaning and maintaining the music building. In addition, members are involved in various social activities throughout the southwest region.

### Phi Mu Alpha Sinfonia

Phi Mu Alpha Sinfonia is a music fraternity for men, both music and non-music majors. The goals of this fraternity are to foster and develop the mutual welfare and brotherhood of students of music; the advancement of music in America, and a loyalty to the university. The fraternity is involved in various activities in the music department including ushering at concerts, sponsoring the annual student concerto competition, and assisting at contests and festivals. The group also performs at functions on campus and throughout the Kingsville community.

### Sigma Alpha Iota

The Mission of Sigma Alpha Iota International Music Fraternity is to encourage, nurture and support the art of music. SAI supports and encourages women musicians of all ages, races, and nationalities and promotes successful and innovative educational programs in music for all stages of life. It cultivates excellence in musical performance and promotes programs and activities that stress the love and importance of music in our lives. SAI sponsors two recitals each year and is involved in departmental and community activities that support the growth, development and love of music.

### Tau Beta Sigma

Tau Beta Sigma is a National Honorary Sorority for members of the college band, operating exclusively for the purposes of promoting the existence and welfare of collegiate and university bands. Outstanding band members are extended membership in recognition of musical achievement, leadership, and enthusiasm. The organization strives to strengthen those traits of conduct, thought, and idealism which characterize the responsible band member. Tau Beta Sigma encourages a close relationship between collegiate bands and engages in meaningful and worthwhile social experiences with other musical organizations of mutual purposes.

### Wild Horse Desert Chapter of the American Orff-Schulwerk Association

The AOSA Wild Horse Desert Chapter promotes music education events related to the study of the Orff-Schulwerk process. The chapter hosts AOSA workshops and will occasionally assist in offering Orff-Schulwerk Training Courses at TAMUK.

#### The Choir Council

The Choir Council is the student support group for the A&M-Kingsville Concert Choir and the vocal division. The organization and its members raise funds, act as ambassadors for the University and School, and serve the community through music and outreach.

#### The TAMUK Mariachi Organization

The TAMUK Mariachi Organization is dedicated to the development of Mariachi Javelina and represents both the School of Music and the University. Its members raise funds to support the ensemble and serve the community through education and performance.

#### Studio Societies

The School of Music has a number of studio-related societies that exist to support their respective studios and ensembles. The societies engage in recruitment and fund-raising activities and are open to students within the various studios.

American String Teachers Association Student Chapter

TAMUK Flute Society

TAMUK Clarinet, Oboe, Bassoon Society

South Texas Saxophone Alliance

TAMUK Trumpet Guild

TAMUK Horn Society

TAMUK Trombone Association

TAMUK Tuba/Euphonium Society

TAMUK Percussion Society

## Music Ensembles

Music Ensembles perform on campus and in various communities throughout Texas and the across the United States. Ensembles are open to all students, regardless of major, and may serve as elective courses in any college of the university. Please note which ensembles require an audition for participation. A limited number of instruments are available to students who wish to join these groups. Credit in excess of four semesters in a single ensemble will be considered advanced.

#### Instrumental Ensembles

“The Pride of South Texas” Javelina Marching Band: MUSI 1127, 3127

The 200-member Javelina Marching Band performs at half-time of Texas A&M-Kingsville football games as well as at various marching competitions, UIL events, parades and exhibitions. “The Pride of South Texas” has performed at UIL State, Area, and Region Competitions, Bands of America Competitions, PigSkin Marching Competition, and the NBA All-Star Game. Participation in the marching band is open to all TAMUK students. No audition required.

Wind Symphony: MUSI 3120, 5120

The Wind Symphony is the premiere wind and percussion ensemble in the Texas A&M-Kingsville School of Music. The highest levels of musicianship are demonstrated through performance of respected windband literature. The Wind Symphony has performed at the Texas Music Educators Association State Music Convention six times in 1969, 1993, 2001, 2006, 2010, and 2019 and the College Band Directors National Association Regional Conference in Houston, Texas in 2002. Participation in the Wind Symphony is open to all TAMUK students. An audition is required.

Symphonic Band: MUSI 3121, 5121

The Symphonic Band, comprised primarily of music majors, includes in its repertoire major contemporary works composed for the wind band as well as standard literature to include marches and transcriptions. The Symphonic Band fosters the highest performance standards while offering its members the opportunity to expand their technical, intellectual, and musical horizons. Participation in the Symphonic Band is open to all TAMUK students. An audition is required.

Concert Band: MUSI 1122

The Concert Band includes in its repertoire significant contemporary and standard works composed for the band as well as marches and transcriptions. The Concert Band strives for high performance standards while offering its members the opportunity to enjoy some of the great standard literature written for band. Participation in the Concert Band is open to all TAMUK students. An audition is required.

University Band: MUSI 1121

The University Blue and Gold Bands perform quality contemporary and standard wind band literature. These ensembles allow all Texas A&M-Kingsville students an opportunity to experience high levels of musicianship through the performance of a wide variety of literature. Participation in the University Band is open to all TAMUK students. Music majors are required to audition while non-music majors are not required to audition.

Orchestra: MUSI 1123, 5123

The Kingsville Symphony Orchestra is a collaboration between the university and the city of Kingsville. The orchestra is comprised of university students and area professional musicians. The orchestra performs four concerts each year including a children’s concert for area elementary school children. The highest levels of musicianship are demonstrated through the performance of respected orchestral literature.

Participation in the Kingsville Symphony Orchestra is open to all TAMUK students and area musicians. An audition is required.

**Jazz Band I: MUSI 3131, 5131**

Jazz Band I is the premiere instrumental jazz ensemble in the jazz program. The ensemble performs the highest level of jazz literature stressing improvisation and various styles of jazz. Jazz Band I has performed at the Texas Music Educators Association State Music Convention in 1995, 2003, 2009, 2013, and 2020, the UNC/Greeley Jazz Festival, the National Collegiate Jazz Band Competition at the Mobile Jazz Festival, and numerous other jazz festivals. In 2004, 2010, 2020 and 2021, Jazz Band I won the DownBeat Award for the best college big band or runner up best college big band in the United States and Canada. Participation in Jazz Band I is open to all TAMUK students. An audition is required.

**Jazz Workshop: MUSI 1131**

Jazz Workshop is comprised of Jazz Bands II and III which perform both standard and contemporary jazz literature in a wide variety of styles. Jazz Bands II, III, and IV perform at the Texas Jazz Festival, the TAMUK Jazz Bash, and the annual TAMUK Jazz Festival. Participation in Jazz Bands II, III, and IV is open to all TAMUK students. An audition is required.

**Latin Jazz Ensemble: MUSI 1134**

The Latin Jazz Ensemble performs music in a variety of Latin Jazz styles utilizing characteristic percussion and jazz instruments. The Latin Jazz Ensemble has performed at the Texas Jazz Festival, the TAMUK Jazz Bash, and the annual TAMUK Jazz Festival. Participation in the Latin Jazz Ensemble is open to all TAMUK students. An audition is required.

**Jazz Combo: MUSI 3130, 5130**

Jazz Combos I and II perform jazz standards as well as contemporary jazz pieces emphasizing the art of jazz improvisation. The combos have performed at the Texas Jazz Festival, the TAMUK Jazz Bash, and the annual TAMUK Jazz Festival. Participation in Jazz Combos I and II is open to all TAMUK students. An audition is required.

**Mariachi/Mariachi Javelina: MUSI 1133, 3133**

Mariachi Javelina stresses the study of mariachi music through traditional instrumental and vocal performance. Mariachi Javelina has the distinction of being the first collegiate mariachi to be offered for college credit in the United States (begun in 1978). Mariachi Javelina has performed at numerous venues throughout Texas and is in high demand for its exciting, colorful performances. Participation in Mariachi Javelina is open to all TAMUK students. An audition may be required.

**Chamber Music/Advanced Chamber Music: MUSI 1132, 3132, 5132**

**Chamber Ensemble: MUSI 1032**

Chamber Music, Advanced Chamber Music, and Chamber Ensemble stresses the study, preparation and performance of small-ensemble music in like-instrument groupings, mixed-instrument ensembles and vocal ensembles. Many applied music studios have formed ensembles with their music majors. Many of the ensembles have performed at regional, national, and international venues such as the Texas Music Educators Association State Convention, National Flute Association Conference, National Trumpet Competition, International Trumpet Guild Conference, International Horn Society Conference, American Trombone Workshop, International Trombone Festival, and the International Tuba/Euphonium Conference. Participation in Chamber Music and Advanced Chamber Music is open to all TAMUK students with the permission of the instructor. An audition may be required. Current chamber music offerings include:

- Flute Choir
- Double Reed Ensemble
- Clarinet Choir
- Saxophone Ensemble/Quartets
- Trumpet Ensemble
- Horn Ensemble
- Trombone Choir
- Tuba/Euphonium Ensemble
- Percussion Ensembles
- Brass Quintet
- Woodwind Quintet
- String Quartet
- Early Music Collegium

#### Vocal Ensembles

Concert Choir: MUSI 1141, 5141

The Concert Choir is a traditional large choral ensemble that performs literature from the Renaissance to the contemporary. Concert Choir performs unaccompanied music and music accompanied by piano as well as combinations of instruments. Concert Choir maintains high standards of performance. The literature performed includes many languages and cultures. Participation in Concert Choir is open to all TAMUK students. An audition is required.

Women's Chorus: MUSI 1142

The Women's Chorus is a female chorus that performs literature written specifically for female voices. The literature performed includes many languages, cultures, and styles specific to the female voice ranges. Participation in Women's Chorus is open to all TAMUK female students. An audition is required.

Chamber Singers: MUSI 1151, 5151

The Chamber Singers are a small select mixed ensemble that performs a variety of literature from vocal jazz, popular arrangements, musical theater, and a cappella classical choral music from the Renaissance to the present day. The Chamber Singers perform literature in a variety of genres and languages and they often tour South Texas with the Concert Choir. Participation in Singers is open to all TAMUK students. An audition is required.

Opera Workshop: MUSI 1157, 5157

Opera Workshop stresses the study and performance of scenes and acts from operas as well as full operas. A full opera is presented each year which provides practical experience in opera production including dramatic aspects of staged music-drama as well as integration of music, acting, and staging. Opera productions are fully staged and often accompanied by a live orchestra. Participation in Opera Workshop is open to all TAMUK students. An audition is required.

Musical Theatre: MUSI 1159

Musical Theatre provides the study and performance of works from the musical theatre repertoire. Musical Theatre presents a popular musical or theatre scenes each year. The productions are fully staged and accompanied by a live orchestra. Participation in Musical Theatre is open to all TAMUK students. An audition is required.

## Academic Policies and Procedures

### General Requirements

All full-time (12 semester hours or more) music majors are required to adhere to the following policies and procedures:

All students seeking the BM degree in Music must:

1. Register for and participate in their prescribed major ensemble until they either student teach or graduate.
2. Register for applied music until degree requirements are completed. The student should have attained at least a 4000 level of proficiency and have satisfied all jury and recital requirements.
3. Register for and pass a minimum of four semester hours of class piano and pass the Piano Proficiency Exam.
4. Enroll in MUSI 1000: Recital Seminar until degree requirements are met.
5. Perform in at least one public recital per semester.
6. Fulfill all solo recital requirements as prescribed.
7. Fulfill the requirements for and pass the Junior Level Standing Review.

8. Make a grade of C or better in every music course taken toward the degree. In sequential music courses, a grade of C must be made in order to progress to the next music course in the sequence.

#### Grading Policy

It is SOM and university policy that faculty list grading procedures and policies in their course syllabi. Faculty follow the grading policies as outlined in their syllabi. Grades are assigned to students in a fair and equitable manner based upon the grading policies and procedures listed in the syllabi.

Music Faculty grade and return homework, tests, and other assignments in a reasonable and timely manner given the circumstances of their teaching assignments. Faculty maintain accurate grades of students' work and will make available an accounting of a student's academic standing when requested by the students through a scheduled appointment.

#### Testing Policy

It is SOM and university policy that all tests be administered in a fair and equitable manner. Students are expected and required to follow testing procedures and policies in an atmosphere of honesty and truthfulness. The following policies have been adopted by the School of Music and are required procedures for exams and tests:

1. Students will not cheat or plagiarize on any exam, assignment, or project. Cheating, in any of its forms, is defined in the TAMUK Student Handbook and will not be tolerated in any circumstance. Consequences of cheating, plagiarism, and dishonesty are listed in the TAMUK Student Handbook.
2. Students are not to display or utilize cell phones, PDAs, computers, study sheets or any other devices or resources during a test or exam unless expressly permitted by the instructor. Use of any of these devices or materials during an exam will constitute an act of cheating.
3. Students are not to leave the classroom during an exam unless there is an emergency. If a student chooses to leave the classroom during an exam, they must forfeit their exam and may not continue to take the exam upon their return to class.
4. Any attempt to communicate verbally or non-verbally with another student during an exam will be construed as an act of cheating.
5. At the discretion of the instructor, students who are late for an exam may not be allowed to take the exam.
6. Students must follow any other testing policies or procedures as implemented and directed by the instructor. Failure to do so may be construed as an act of cheating.

#### Cell Phone Policy

Cell phones and other electronic devices may not be used or displayed in a classroom, rehearsal, recital, concert or other academic or musical event. A faculty member may ask the student to leave the classroom or venue until the conclusion of the class, rehearsal, or concert if the student is found in violation of this policy. An exception to this policy is

allowed for digital concert programs; electronic devices may be used between pieces to access performance information.

#### Recording Policy

As per university policy, students may not record a class lecture without the expressed consent of the instructor.

#### Ensemble Requirements

All full-time Education and Performance music majors must register for and participate in their prescribed major ensemble until they either student teach or graduate.

SRT majors are required to accrue 6 semesters of ensemble credits, with a minimum of two credits at the 3000 level.

Major ensembles are identified in the following way:

#### Fall

BM with Teacher Certification

Instrumental – Brass, Flutes, Single Reeds, Percussion:

4 semesters of Marching Band (MUSI 1127/3127)

Upon completion of the above, students may select any major instrumental ensemble to fulfill this requirement.

Instrumental – Double Reeds:

2 semesters of Marching Band, or

1 semester of Marching Band AND 1 semester of Marching Band Tech. (MUSI 1190)

Upon completion of the above, students may select any major instrumental ensemble to fulfill this requirement.

Instrumental – Piano:

Wind Symphony, Symphonic Band, Concert Band, University Band, Concert Choir, Orchestra

Vocal: Concert Choir

Strings: Orchestra

BM in Performance

Instrumental – Wind or Percussion:

Wind Symphony, Symphonic Band, Concert Band, University Band, Orchestra

Instrumental – Piano:



Wind Symphony, Symphonic Band, Concert Band, University Band, Concert Choir, Orchestra

Vocal: Concert Choir

Strings: Orchestra

Jazz Studies: Jazz Band I, Jazz Workshop or Latin Jazz Band

BM in SRT

All areas: Wind Symphony, Symphonic Band, Concert Band, University Band, Concert Choir, Orchestra, Jazz Band I, Jazz Workshop, Latin Jazz Band, Jazz Combo, Jazz Combo Workshop, Mariachi, Mariachi Javelina

*\*Only 6 semesters of major ensemble are required for the BM in Sound Recording and Technology.*

### Spring

All BM degrees:

Instrumental – Wind or Percussion:

Wind Symphony, Symphonic Band, Concert Band, University Band, Orchestra

Instrumental – Piano:

Wind Symphony, Symphonic Band, Concert Band, University Band, Concert Choir, Orchestra

Vocal: Concert Choir

Strings: Orchestra

Jazz Studies: Jazz Band I, Jazz Workshop or Latin Jazz Band

SRT: Wind Symphony, Symphonic Band, Concert Band, University Band, Concert Choir, Orchestra, Jazz Band I, Jazz Workshop, Latin Jazz Band, Jazz Combo, Jazz Combo Workshop, Mariachi, Mariachi Javelina

*\*Only 6 semesters of major ensemble are required for the BM in Sound Recording and Technology.*

### Piano Proficiency

All music majors must provide evidence of their basic ability on the piano by passing the Piano Proficiency Exam. All music majors must register for and pass a minimum of four semester hours of class piano (MUSI 1181, MUSI 1182, MUSI 2181, MUSI 2182). A student may test out of any semester of this requirement by successful completion of the

Piano Proficiency Exam. Normally, students will complete this exam in their final semester of class piano study (MUSI 2182). If the proficiency test is not passed at the completion of the fourth semester of class piano, the student may continue to work independently for the exam. The student also has the option of retaking MUSI 2181 or MUSI 2182 or taking applied piano until the proficiency exam is successfully completed. This exam is a requirement for successful matriculation to Junior Standing.

The Piano Proficiency Exam consists of the following requirements:

- I. Advanced chord progressions: Including secondary dominants and augmented sixth chords, prepared
- II. Score reduction: The student will receive a short section of a work for full band, and will write a piano reduction and perform it for the proficiency.
- III. Harmonization: Harmonization, from sight, of a melody in a style that supports the mood, rhythm and meter.
- IV. Accompanying: The student will accompany a prepared short piece from the repertoire of his/her major instrument.
- V. Repertoire: One solo at the Easy to intermediate level (one movement of a Clementi Sonata, Bach Minuet, Bartok Mikrokosmos book II-III etc.), prepared.

#### Admission to Junior Standing in Music Procedure

Prior to enrolling in upper-level (3000, 4000) music courses\*, a student must successfully pass an Admission Review to Junior Standing. The initial music review will take place prior to the completion of the sophomore year or at the time a student would normally have completed 60 semester hours. For transfer students, the initial review will take place subsequent to the sophomore placement examination but no later than the end of the second year of enrollment at Texas A&M University-Kingsville. If a student transfers to TAMUK with all of the requirements to achieve junior standing completed at their previous institution, they shall be granted junior standing upon arrival.

\*MUSI 3120 Wind Symphony, MUSI 3131 Jazz Band I, MUSI 3196 Basic Conducting, and MUSA 3000 Applied Music courses are exempt from this requirement. MUSI 4307 Music History & Literature and MUSI 4308 Music History & Literature are also exempt if the student has passed MUSI 2306 as well as MUSI 2116 and 2316.

In order to enroll in 3000 level music classes, students must have completed the following:

- a. Completion of MUSI 1116, 1316, 1117, 1317, 2116, 2316, 2117, 2317 with a “C” or better (First and Second Year Music Theory and Aural Skills).
- b. Completion of MUSI 2306 with a “C” or better. (Introduction to Music History and Literature)
- c. Passage of the Piano Proficiency Examination

- d. Successful completion of at least four semesters of lessons with at least one at the MUSA 2220 level with a “C” or better.
- e. Successful completion of at least four semesters of the appropriate major ensemble with a “C” or better.
- f. Achievement of cumulative GPA of 2.5
- g. Successful faculty panel review with a majority of panel members recommending that the student be admitted to junior level in music.

#### Process

Four weeks before the end of the semester in which a student expects to complete admission to junior standing in music, the student will request a review and complete an “Admission to Junior Standing Form.” The Associate Director of the SOM will convene a three-member faculty panel including the student’s private lesson instructor, major ensemble director, and an academic faculty member. In the event that the major ensemble director and private instructor are the same individuals, the SOM Director or Associate Director must approve a substitution.

In the review, the faculty panel will discuss with the student his/her grades and development as a musician and future educator in addition to discussing whether all criteria of admission have been met. The Music Faculty Review Committee may ask the student questions such as these below to confirm that the student possesses the desirable disposition for the music profession:

1. What is your philosophy of music education as it relates to the artistic and intellectual development of students?
2. What steps are you taking to prepare for life as a professional music educator or performer?
3. What role does music play in your life?
4. How can you help your students to gain an understanding of the importance of music?
5. How will you inspire your students about music?
6. What role does music education play in the general curriculum of public schools? How would you answer this question to parents, colleagues, and administrators?
7. Different schools have different methods of integrating music into the curriculum. What steps would you take to organize your curriculum into a specific educational system?
8. What steps can be taken to develop and maintain positive relationships with students and colleagues of various social and ethnic backgrounds?

After the review and posting of all applicable grades and the determination of the status of each of the criteria, a student will receive the result of his/her review, which may be:

Pass	The student has received recommendation from at least two of the three committee members and may register for upper level (3000) courses in the major.
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**Deferral** The student has NOT received recommendation from at least two of the three committee members and may NOT register for upper level (3000) courses in the major. A review for admission to junior standing must be scheduled for the following year or, with approval of the SOM director, the next long semester.

**Fail** On the third review, if the student fails to receive recommendation from at least two of the three committee members, he/she will not be permitted to continue in the music major. Students will be encouraged to seek counsel with academic advising services to explore other suitable majors at the University.

#### **Appeal Procedure**

If mitigating/extenuating circumstances exist, a student who receives a deferral or failure on an Admission Review to Junior Standing may appeal the decision with the SOM Associate Director. Examples of possible mitigating circumstances are medical problems or serious illness, illness or death of a family member, change of majors, change of grade or similar situations.

#### **Advising Procedure**

Every music major has a music faculty advisor who is the student's applied teacher. It is incumbent upon the student to keep the faculty advisor informed of all plans relative to coursework taken each semester. Additionally, there are three academic advisors assigned to the School of Music:

- Ms. Colleen Russell who works with students through their first 45 SCH (generally, freshman and sophomores)
- Ms. Priscilla Guerra who advises all students who have accrued more than 45 SCH (generally, sophomores and higher)

Once the student has consulted with their music and academic advisors, they should proceed to the Blue and Gold Registration Process to register.

If the student has completed less than 60 hours, the student must adhere to the following advising/registration process:

1. Music students should first see their academic music advisor: The advisor will check advising for developmental and academic coursework, sign the form, and then will lift the registration hold. The advisor will keep a copy of the advising form that will be sent back to the music office. The hold will be lifted and the student will have two weeks to register for the prescribed classes on Blue and Gold.

2. After the student has been advised by academic music advisor, it is recommended that they review their recommended registration with their applied professor, prior to registration.
3. If the student needs to make any further changes to the schedule, the student must see their music advisor and the academic music advisor to change any courses utilizing a drop/add form.
4. The academic music advisor will check student schedules in Blue and Gold to make sure that the courses listed on the original advising form or subsequent drop/add forms are the same as those agreed upon by the advisors. If not, she will notify the advisor or the student that an unauthorized registration has occurred.

\*\*\*\*\* This process is designed to ensure that the students get registered for the courses that they need to facilitate the earliest possible graduation. \*\*\*\*\*

## Academic Coursework

### Music Theory

All music students must be proficient in music theory and the related coursework. Initially, all students will take a theory placement exam to determine any theoretical knowledge prior to attending TAMUK. Results of the placement exams will determine where students will begin their music theory sequence at TAMUK. If students do not have a basic foundation in music theory, they may begin with MUSI 1301: Materials of Music.

Music Theory and corresponding Ear-Training/Sight-singing courses should be taken during the same semester to ensure coordination of material studied. Students should not proceed in the sequence of coursework without passing both the theory and ear-training courses. The sequence for music theory courses is as follows:

Semester 1	MUSI 1316, MUSI 1116	Offered in Fall and Spring Semesters
Semester 2	MUSI 1317, MUSI 1117	Offered in Spring and Summer Semesters
Semester 3	MUSI 2316, MUSI 2116	Offered in Fall Semesters
Semester 4	MUSI 2317, MUSI 2117	Offered in Spring Semesters
Semester 5*	MUSI 3312 or MUSI 4318	Offered in Fall and Spring Semesters
Semester 6*	MUSI 4318 or MUSI 3312	Offered in Fall and Spring Semesters

Semester 7     MUSI 4319

Performance Majors- Once per year

\*MUSI 3312 will be offered in two sections in fall semesters and one section in the spring semester. MUSI 4318 will be offered in one section in the fall semester and two sections in the spring semester.

\*\*Please note: MUSI 3312 and MUSI 4318 may not be taken in the same semester\*\*

### Music History

All students must be proficient in music history and related coursework. Students usually take MUSI 2306: Introduction to Music History and Literature during their second year of study. The 4000-level music history courses are usually taken in the third year of study. The sequence for music history courses is as follows:

Semester 1	MUSI 2306	Offered in Fall and Spring Semesters
Semester 2	MUSI 4307	Offered in Fall and Spring Semesters
Semester 3	MUSI 4308	Offered in Fall and Spring Semesters

There are several other courses offered in the music history area as electives. Many of these courses satisfy the Fine Arts requirements for the general education core curriculum. These courses may be taken by music majors as areas of interest and enrichment.

MUSI 1305: Explorations in Music History  
MUSI 2308: History of Rock and Roll  
MUSI 2309: History of Borderland Music  
MUSI 2310: History of Jazz  
MUSI 2320: Music of Many Cultures (Offers credit for Language, Culture and Philosophy)

### Music Education

Students pursuing a degree in Teacher Certification must take several courses in Music Education. Courses include secondary methods courses, conducting courses, and music education courses. Many of the courses in this area require public school observations as an integral component of the coursework.

### Secondary Methods Courses

These courses are designed to provide music students with knowledge and techniques involved in teaching instruments and voice other than their major area. Fundamentals of teaching and pedagogy are stressed along with some basic, practical performing experience. Instrumental music majors are required to take seven of the eight courses, excluding the course that is in their major performing area. Vocal music majors are required to take five of the courses: woodwind, brass, percussion, strings, and elementary music instruments.

MUSI 1166: Woodwinds I (Clarinet, Saxophone)  
MUSI 1167: Woodwinds II (Flute, Oboe, Bassoon)  
MUSI 1174: High Brass (Trumpet, Horn)  
MUSI 1175: Low Brass (Trombone, Euphonium, Tuba)  
MUSI 1183: Voice  
MUSI 1188: Percussion  
MUSI 1189: Strings (Violin, Viola, Cello, Bass, Guitar)  
MUSI 1195: Instruments for Elementary Music (Pre-req. for MUSI 3393 – Take within first four semesters)

#### Conducting Courses

There are two required courses in conducting, MUSI 3196: Basic Conducting, and MUSI 3397: Advanced Conducting. These courses are typically taken during the junior year. MUSI 3196 is a pre-requisite for MUSI 3397. Advanced Conducting: MUSI 3397 is team-taught by both a band director and choral director. Students will gain insight into both choral and band conducting and rehearsal techniques. These courses are also required of music performance majors.

MUSI 3196: Basic Conducting  
MUSI 3397: Advanced Conducting

#### Music Education Courses

There are two required courses in music education, MUSI 3393: Elementary Music Concepts, and MUSI 3394: Advanced Music Concepts. These courses are typically taken during the junior year. MUSI 3393 provides information and teaching techniques related to students in elementary school. MUSI 3394 provides information and teaching techniques related to students in middle school/high school band and choral programs. MUSI 3394 is team taught by both a band director and choral director so that students will gain knowledge in both areas.

MUSI 3393: Elementary Music Concepts (Pre-req is MUSI 1195 & Junior Standing)  
MUSI 3394: Advanced Music Concepts (Pre-req is Junior Standing)

There are a few courses within music education that students may take as electives. These courses provide further knowledge in specific areas related to music education.

MUSI 1190: Marching Band Techniques  
MUSI 4330: Introduction to Orff-Schulwerk (Pre-req is MUSI 3393)

#### Sound Recording Technology Courses

Students pursuing a degree in Sound Recording Technology must complete a series of courses covering the technical, creative, and business aspects of the audio industry. Coursework includes studies in audio production, recording studio operations, live sound reinforcement, and mixing for classroom, jazz, and commercial settings. In addition,

students will explore the fundamentals of the music business to develop the skills needed for professional success in diverse audio-related careers.

MUSI 1321: Audio Recording I  
MUSI 1322: Audio Recording II  
MUSI 2235: Recording Studio Operations  
MUSI 3261: Music Entrepreneurship  
MUSI 3276: Live Sound Techniques  
MUSI 4335: Classical/Jazz Recording and Mixing Techniques  
MUSI 4336: Commercial Recording and Mixing Techniques  
MUSI 4337: Advanced Recording Systems  
MUSI 4351: Multimedia Sound Techniques

## Applied Music

The courses in applied music are designed to meet the requirements and desires of students who wish to major in performance or teacher certification, to take applied music as an elective or minor, or to begin study in applied music in a secondary area to use as a teaching tool or an area of enrichment where public performance is not the goal.

Instruction at the undergraduate and graduate levels is offered in the following areas:

Flute	Trombone	Viola
Oboe	Euphonium	Cello
Bassoon	Tuba	Double Bass
Clarinet	Percussion	Voice
Saxophone	Piano	Composition
Horn	Guitar	Conducting
Trumpet	Violin	Mariachi
SRT	Accompanying	

### Applied Music Course Numbers

The Applied Music courses use the MUSA prefix and can be found under “Applied Music” in the Blue and Gold Registration System. The course number utilizes four digits as follows:

1. The first digit indicates the level of instruction: 1-Freshman, 2-Sophomore, 3-Junior, 4-Senior, 5-Graduate.
2. The second digit indicates the number of semester hours credit and the minimum hours of daily practice: 1-1 hour, 2-2 hours, 3-3 hours, 4-4 hours. A one credit hour



lesson meets for 30 minutes each week. A two, three or four credit hour lesson meets for 50 minutes each week.

3. The third digit indicates the semester of study: 1-first semester, 2-second semester, 3-third semester, 4-fourth semester.

4. The fourth digit is zero.

The section number for each course identifies the instrument/voice and the instructor.

The section numbers are assigned as follows:

001	Bassoon	Ott, Janelle
002	Clarinet	Vos-Rochefort, Andrea
003	Euphonium	Orth, Jesse
004	Flute	Janzen, Elizabeth
005	Horn	Sholtis, Jennifer
006	Oboe	Fronckowiak, Ann
007	Percussion	Tomlinson, Benjamin
008	Piano	Reinhuber, Joachim
009	Saxophone	Zinninger, Thomas
010	Trombone	Diaz, Oscar
011	Trumpet	Millsap, Kyle
012	Tuba	Orth, Jesse
013	Voice	Brou, Melinda
014	Voice	Williams, Kenneth
015	Trumpet	Adjunct Faculty, Kyle McLean
016	Trombone	Adjunct Faculty, Juan Saldivar Jr
017	Euphonium	Adjunct Euphonium, Guytano Martorano
018	Tuba	Adjunct Tuba, Guytano Martorano
019	Clarinet	Adjunct Clarinet, Karen Bronson
020	Saxophone	Lecturer Saxophone, Gilbert Garza
021	Flute	Adjunct Flute, Annabel MacDonald
022	Conducting	Lecturer Conducting, Kyle Aufderhar
023	Violin	Ferguson, Colleen
024	Viola	Ferguson, Colleen
025	Cello	Adjunct String, Juan Andres Hernandez Labra
026	Double Bass	Adjunct String, Juan Andres Hernandez Labra
027	SRT	Cresci, Jonathan
028	Percussion	Lecturer Percussion, Cristian Zavala
029	Voice	Adjunct Voice, Katherine Ragan
030	Guitar	Adjunct Guitar, Vicente Barrera
031	Piano	Lee, Sehee
032	Trumpet	Millsap, Melissa
033	Jazz Piano	Theresa Chen
034	Jazz Drums	Picataggio, Steve
036	Conducting	Lopez, John
037	Conducting	Jones, Scott
038	Conducting	Ferguson, Colleen

040	Accompanying Lee, Sehee	
041	As Needed	GTA
042	As Needed	GTA
043	Mariachi	Salinas, Javier
044	As Needed	GTA
045	As Needed	GTA
046	Piano	Bustamante, Rachel

The Applied Music course requirements for music majors and minors are as follows:

BM with Teacher Certification:

Freshman Year: One credit hour lessons

Sophomore-Senior Year: Two credit hour lessons

BM in Performance:

Freshman-Sophomore Year: Two credit hour lessons

Junior-Senior Year: Three credit hour lessons

BM in Performance with an Emphasis in Piano Pedagogy

Freshman-Sophomore Year: Two credit hour lessons

Junior-Senior Year: Three credit hour lessons

BM in Performance with an Emphasis in Jazz Studies

Freshman-Senior Year: Two credit hour lessons

BM in Sound Recording Technology

Freshman-Sophomore Year: Two credit hour lessons in a primary instrumental/vocal area

Junior-Senior Year: Two credit hour lessons in Sound Recording Technology

MM in Performance:

Four Semesters: Three credit hour lessons

MM in Conducting:

Four Semesters: Three credit hour lessons

Minors in Music:

Freshman-Senior Year: One credit hour lessons

Students normally progress to the next higher level of applied study each year.

Occasionally it may require more than one year of study to accomplish this progress. The progress of a student from one level of applied music to another is dependent on the jury held at the conclusion of each semester.

### Juries

Music Juries are final exams for the applied music courses. Juries are performed at the end of each long semester, usually immediately preceding Dead Day. Juries are divided into sub-areas: Woodwinds, Brass, Percussion, Piano, Strings and Voice. Students within each sub-area will perform for a panel of music faculty who will offer written comments and criticisms with the intent of helping the student to improve as a musician. Each faculty panelist will assign a grade to the student for the jury which will be utilized by the applied faculty member in a way consistent with the written guidelines of the applied music course syllabus.

Each jury will be scheduled for a seven-minute time slot. Performance majors may be asked to schedule two seven-minute time slots. Students should be sure to sign up for a jury time that: a) does not conflict with any classes or rehearsals; b) is at a time when the accompanist is available; and c) allows for adequate warm-up time prior to the jury. Most students will be asked to secure the services of an accompanist; the fee is \$40 for a 10-15-minute rehearsal and \$60 for a 30-minute rehearsal.

Students are to prepare music as assigned by the applied teacher. Students should submit the required online forms and upload copies of their jury repertoire through the jury system portal, approximately one month prior to their examination (a specific deadline will be announced). Students should dress professionally for the jury since it is a formal performance displaying their best effort.

## Recital and Concert Information

The School of Music presents many recitals and concerts each semester. The following information is intended to inform students of the procedures and requirements involved with recitals and concerts.

### Senior Recital

All undergraduate music majors are required to perform a senior recital. Performance majors are required to perform a full recital (50 minutes) while majors seeking teacher certification are required to perform a half recital (30 minutes). Teacher certification students may elect to perform a full senior recital if desired, or perform in a joint recital with another student, fulfilling the half recital requirement. Senior recitals may not be performed in the same semester as the student teaching assignment. Students must be registered for a 4000-level lesson in order to perform a senior recital.

### Junior Recital

All Performance majors are required to perform a half (30 minutes) Junior Recital. Students must be registered for a 3000-level lesson and be admitted to Junior Standing in order to perform a junior recital.

### Graduate Recital

All MM-Performance and Conducting majors are required to perform a full recital in their final semester of study. Graduate students will register for MUSI 5305 – Graduate Research Project – which is the course required for completion of the graduate recital.

#### Recital Hearing

In order to perform a junior, senior, or graduate recital, the student must first perform and pass a recital hearing. The hearing is essentially a performance of the recital performed for the Faculty Recital Panel consisting of the applied teacher and two other music faculty. The Panel will critique the performance and vote to either pass or fail the hearing. The hearing must occur a minimum of two weeks before the scheduled recital. Hearings must be scheduled at the following times: Mondays: 4:00, 5:00; Tuesdays: 4:00, 5:00; or Fridays: 3:00. If the recital hearing is passed, the same panel will evaluate the recital and vote to either approve or disapprove the recital. If the recital hearing is not passed, the student must reschedule the recital in a subsequent semester and cannot reschedule the recital later in the same semester in which the hearing was failed.

#### Student Recital

Student Recitals are held on Thursdays from 1:00 PM to 1:50 PM in the Music Building Recital Hall, during the 2<sup>nd</sup> half of each long term. These recitals are comprised of student soloists and small ensembles performing literature assigned by and rehearsed with applied music faculty. When piano accompanists are required, the students may utilize one of the music faculty collaborative pianists free of charge, with rehearsals as time permits.

Applied music faculty are responsible for assigning students to perform on a recital date. No more than 40m of music will be allowed on any recital date. Any cancellations must occur no later than Tuesday at noon on the week of the recital. Pieces for performance must be no longer than 10 minutes in duration. It is the responsibility of the student and the applied teacher to ensure that the piece is performed within the time limit. Students should dress professionally and appropriately when performing on Student Recital.

#### Recital Seminar: MUSI 1000

Recital Seminar is a zero credit, required course for all music majors. Students must register for and pass the course a minimum of seven times if the student is a teacher certification major, or eight times if a performance or SRT major. To receive credit for Recital Seminar, students must attend 15 approved recitals, concerts, or performances over the course of the semester.

#### Recital Attendance Procedure:

Recital Attendance is monitored using a QR Check-In and Check-Out System facilitated at the beginning and end of each Recital Seminar-eligible event. Students must successfully check in and out of an event to receive Recital Attendance Credit. Recital Slips are also available on an as-needed basis if students experience technical difficulties.

Recital Slips will be handed out to each student prior to a recital or musical event. The students must sign and return the recital slips at the conclusion of the recital. No students will be given a slip after the recital hall doors have been closed. Students who do not remain in the recital hall for the entire concert will not receive credit for the recital. For credit to be granted for any non-TAMUK campus events, students shall turn in a program of the event and a brief review (1/2 page, describing and reacting to the event) to their applied teacher within a week of the event. The teacher will certify credit to the music office. Participation in a recital or concert does not count for recital attendance credit.

#### Approved Musical Events Include:

##### Student Recitals

Faculty/Guest Recitals (Attendance at Faculty/Guest Recitals is strongly encouraged and may be required in some studios.)

Recitals/Concerts on TAMUK campus

Other approved concerts include the following:

Corpus Christi Symphony Orchestra, Victoria Symphony Orchestra, Corpus Christi Wind Symphony, Corpus Christi Chorale, Chamber Music Concerts, Corpus Christi Ballet, Cathedral Concert Series, UIL or TMEA events/performances.

Approval for any other event will be granted on a case-by-case basis by the applied lesson teacher.

#### Recital Preparation Procedures

The following “checklist” is designed to aid the student in the preparation of the senior (and junior if a performance major) recital. All plans for the recital must be made with the advice, assistance and recommendations of the applied teacher. Please remember that a recital is an academic event, not a social one. The Senior Recital is the final exam or project that displays the culmination of a student’s years of study in applied music. Therefore, it is very important that great care and planning go into this event. Ultimately, the student is responsible for the outcome of the recital, and as such, the student should take the initiative to methodically plan the recital and work diligently to ensure its success.

1. Discuss your recital plans with your applied teacher so that you can determine the semester in which you will perform your recital. Ideally, this should be determined at least one year in advance.
2. The scheduling of the recital date must be done with the approval of the applied professor and through the School of Music Event Scheduling Process. Scheduling opens the week of exams the long semester preceding the anticipated recital; this window closes approximately 3-4 weeks later. Students will only be scheduled for recitals once they have submitted the Special Events Request Form and included a link to musical scores for the assigned accompanist, if needed.
3. Current SOM policy states that recitals may be scheduled on Mondays, Tuesdays, Wednesdays, Thursdays and Sundays during the long semesters when classes are in session. Recitals may be at 6:30 or 8:00 and should be 30 minutes in length for a half recital, and 50 minutes for a full recital. Only 6:30 PM recitals are permitted on Monday nights. Only 3:00PM recitals are permitted on Sundays.

4. Once preferred dates and times for the recital have been selected the student and their applied professor, the student must submit a "TAMUK Event Request Form" form to Dr. Janelle Ott. Digital event forms are available through the appropriate applied faculty member
5. Dr. Ott will approve one of the selected dates and confer with Dr. Sehee Lee (Collaborative Piano Coordinator) to assign a pianist and officially place the date on the SOM calendar.
6. The Recital Hearing will be scheduled by Dr. Lee in the first two weeks of the term. The hearing will be scheduled at least two weeks before the scheduled recital and the Faculty Recital Committee should be present at both the hearing and the recital. If that is not possible due to unusual circumstances, a video recording must be provided to the panelist in a timely fashion. Current Recital Hearing times are: Mondays: 4:00, 4:30; Tuesdays: 4:00, 4:30, and Fridays: 3:00, 3:30.
7. If a student fails the Recital Hearing, the recital must be rescheduled in a subsequent semester and not later in the semester in which the hearing was failed. (See Recital Hearing above)
8. Once the hearing is passed, the student must submit the materials for the recital program to the SOM Office at least 7 days in advance of the recital and cc their applied professor. Everything should be submitted electronically and free of typos or mistakes. Failure to meet this deadline may result in the student not having a program for the recital.

### **Recital Checklist:**

#### Plan Recital

- \_\_\_\_\_ Select recital program in consultation with applied professor
- \_\_\_\_\_ Submit TAMUK Special Event Request Form during exam week of the long semester preceding the recital
- \_\_\_\_\_ Once the date and accompanist have been confirmed, secure the assistance of any other musicians needed

#### Rehearsals

- \_\_\_\_\_ Plan and schedule all rehearsals with accompanist, at least 1 month prior to the hearing
- \_\_\_\_\_ Secure rehearsal locations for all rehearsals
- \_\_\_\_\_ Plan and schedule any rehearsals with other musicians

#### Recital Hearing

\_\_\_\_\_ If you are using a collaborative pianist, work with Dr. Lee to schedule your hearing time and location; piano, jazz and percussion majors should schedule their hearing through their applied professor

\_\_\_\_\_ Request faculty members to serve on the Recital Committee

\_\_\_\_\_ Confirm the presence of committee members three days prior to the hearing

## Recital

\_\_\_\_\_ Submit Program to SOM Office at least 14 days in advance of recital

\_\_\_\_\_ Confirm recording services for the recital at least 7 days in advance of recital

\_\_\_\_\_ Plan appropriate attire and inform all performers involved in the recital

\_\_\_\_\_ Invite family to recital – Be sure to inform them of recital etiquette (No photos during recital, no disruptive children, no pets, etc...)

\_\_\_\_\_ Have all needed supplies for recital – Music, instruments, mutes, reeds, water, towel, etc...

\_\_\_\_\_ Confirm the presence of committee members three days prior to the recital

## College of Education Policies

### Admission to the College of Education

Music Majors seeking the BM degree with Teacher Certification must be admitted to and take coursework in the College of Education. Admission requirements are as follows:

- a. Completed 60 semester hours
- b. Completed ENGL 1301, ENGL 1302, HIST 1301, HIST 1302, and the GenEd Mathematics component
- c. Earned a C or higher in any core classes already attempted
- d. Submit an official degree plan, signed by an Academic Advisor, from the School of Music
- e. Have a cumulative GPA of 2.75 or higher (including all transfer work)
- f. Meet all requirements of minimum standardized test scores (see catalog)
- g. Passed the Nelson-Denny Reading Test
- h. Have signed disclosure and consent forms required for participation in field experiences and student teaching. Schools participating in the field-based program may require criminal record checks on persons interacting on a daily basis with students. Applications for a Texas teaching certificate must report any previous arrest, indictment, conviction and/or deferred adjudication to the Texas Board for Educator Certification. SBEC requires fingerprinting to verify a

nationwide criminal history background check. (An applicant with a criminal history may be denied certification.)

Students must maintain a 2.75/4.0 grade point average to remain in the teacher preparation program. No education course may be counted toward any degree leading to teacher certification unless the grade is at least a “C.”

#### Education Coursework Sequence

The following sequence of education courses can be taken after being admitted to the College of Education. This sequence is recommended to begin during the third year of study but may be initiated sooner if the student has met the pre-requisite program requirements through transfer coursework.

Semester I: EDED 3310, EDED 3333 or EDED 3362

Semester II: EDED 3332, EDSE 4349

Semester III: MUSI 4691, EDRG 4304 – (Or any time after 1<sup>st</sup> semester)

#### Admission to Student Teaching

Students seeking the BM degree with Teacher Certification are required to perform a semester of student teaching, typically in their final semester of study. Students are expected to plan their programs, if possible, so they are registered for no more than a maximum of 12 semester hours (6 hours are student teaching) when taking student teaching. Any exception must be approved by a student’s department chair or the Dean of the College of Education.

To be eligible to register for student teaching a student must:

- a. have been officially admitted to the teacher education program (CPDT) in the College of Education
- b. have completed a minimum of 100 semester credit hours with no more than 24 hours remaining, including student teaching.
- c. have a cumulative grade point average of at least 2.75/4.0 overall (transfer and A&M-K work) and at least a 3.0 average or above in the teaching field(s) – Music
- d. have completed all education courses (except EDED 4613 – All-Level Student Teaching)

Exceptions:

- i. All-Level students may take EDRG 4314 during student teaching
- ii. Student with financial aid may take enough courses to maintain aid  
Funding
- iii. For other circumstances, call the CPDT office and make an appointment for advising

- e. have completed all music courses

Exception:

Music students may complete the senior recital the semester immediately following the student teaching semester. Students are not allowed to take student teaching the same semester that they are performing their senior recital.



- f. have completed the application for student teaching (available in the CPDT office)
- g. have submitted the results of a tuberculin test (within 180 days of student teaching).
- h. have taken and passed the TExES All Level Music Exam. The deadlines for the TExES All-Level Music Exam are: Fall Semester – April 15; Spring Semester – October 15.

### Student Teacher Placement

1. The SOM Student Teacher Supervisor will send out notices for any students who are planning to student teach to contact her about their intentions. The Supervisor will then hold a meeting with the potential student teachers to provide the information below.
  - a. All student teacher candidates must be eligible to student teach – Go over requirements with the students: Paperwork; Passed TExES All-Level Music; GPA of 2.75 or higher; Completed all music and education courses with C or better
  - b. Deadlines are April 15 for the fall and October 15 for the spring
  - c. The meeting should be held within two weeks after these deadlines
2. Student Teacher Placement Rules
  - a. Students should list three different school systems in preference order
  - b. Students must student teach in both a secondary and elementary school
  - c. May not student teach where students did observations
  - d. May not student teach where student attended high school
  - e. May not student teach where HS band/choir/orchestra director currently teaches
  - f. May not student teach out of a reasonable geographic area: This may change from semester to semester depending upon where students request. Out of area requests must have multiple students in area to be considered. The Supervisor will make the final decision in such cases.
  - g. May not have more than 2 student teachers at any school – preferably only 1 at any school
3. The Supervisor will vet the requests against the policies above in #2. She will contact students to let them know if any of their requests do not follow policy. Students may then amend their requests.
4. The Supervisor will prioritize the final requests and send them to the COE. This document should include the names of the cooperating teachers from the high schools/middle schools/elementary schools whenever possible.
5. The COE will contact the band/choir/orchestra/elementary directors/teachers to make sure they can commit to hosting a student teacher. The actual cooperating teacher must be identified so that they can be paid in a timely manner.
6. The COE will follow up and make the official requests of the school districts.
7. The Supervisor and the students should be notified as soon as the school districts confirm the placements. The Supervisor will ensure the students are notified about their placements.

8. If students are not given their first choices as vetted by the Supervisor, the COE must follow the guidelines in #2. The Supervisor should be notified so that she can assist the COE to ensure that the student teacher placement rules are followed.
9. The Supervisor will notify the students of their final student teacher placement as soon as possible.
10. The COE will send copies of the official Student Teaching Placement Sheets to the Supervisor. This will include the Start/End dates and the name/contact info of the cooperating teachers.
11. If the actual start date differs from the official start date, the student teachers must notify the Supervisor and the COE so that the official end date can be recalculated. (Summer band, etc...)

### Teacher Certification in Texas

In order to teach public school in the state of Texas, all educators must acquire a teaching certificate issued by the state of Texas. The requirements for teacher certification in Texas are as follows:

- a. Must complete a bachelor's degree in an approved teacher education program at a regionally-accredited institution
- b. The student must have a minimum cumulative grade point average of 2.75 plus a minimum 2.5 average in the teaching field - Music
- c. Must pass the Texas Examinations of Educator Standards (TExES) in both Professional Education and All-Level Music (two separate exams).
- d. Satisfactorily complete a criminal background check

### All-Level (EC-12) Music TExES

The All-Level (EC-12) Music TExES test must be passed in order to teach music in Texas. The minimum required score on the exam is 240, which represents a 70% pass rate. The following requirements are needed in order to be eligible to take the exam:

- a. Students must complete the TExES Exam in both All-Level Music and Professional Education
- b. Students may not take both required tests on the same day.
- c. Students must acquire permission to take the required tests by first taking
- d. an official practice test and making a minimum score of 80%. The School of Music will offer this practice test several times each year. If students score below the minimum on the practice test, they must complete review work before being given permission to take the TExES exam. Once students have completed the practice test/review requirements, they will be given a signed authorization form that enables them to receive a barcode to allow them to register for and take the TExES exam.
- e. Students must successfully pass the EC-12 All-Level Music TExES exam prior to student teaching.

# University Policies

## *Six Drop Policy*

The following provision does not apply to students with Texas public college or university credits prior to Fall 2007. The Texas Senate Bill 1231 specifies the number of course drops allowed to a student without penalty. After a student has dropped six courses, a grade of QF will normally be recorded for each subsequent drop. Additional information on Senate Bill 1231 is available at the Registrar's Office at (361) 593-2811 and at [Academic Procedure: Drop Policy](#).

## *Students with Disabilities*

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disability. If you believe you have a disability requiring an accommodation, please contact the Disability Resource Center (DRC) as early as possible in the term at (361) 593-3024. DRC is located in the Student Health and Wellness building at 1210 N. Retama St.

## *Classroom Conduct Expectations*

Students are referred to the *Student Code of Conduct* section of the [Student Handbook](#). Students are expected to assume individual responsibility for maintaining a productive learning environment and conduct themselves with the highest regard for response and consideration of others. Ongoing or single behaviors considered distracting will be addressed by the faculty member initially, but if the behavior becomes excessive and the student refuses to respond to the faculty member's efforts, the issue will be referred to the Dean of Students. In the case of serious disruptive behavior in a classroom, the instructor will first request compliance from the student and if the student fails to comply, the instructor has the authority to ask the student to leave the classroom. The student is expected to comply with the instructor's request and may subsequently contest this action using procedures established by the department. If the student fails to leave after being directed to do so, assistance may be obtained from other university personnel, including the University Police Department. The incident shall be handled as an academic misconduct matter using established departmental procedures for academic misconduct to determine if the student should be allowed to return to the classroom.

## *Academic Misconduct*

Students are expected to adhere to the highest academic standards of behavior and personal conduct in this course and all other courses. Students who engage in academic misconduct are subject to University disciplinary procedures. Students are expected to be familiar with the current Student Handbook, especially the section on academic

misconduct, which discusses conduct expectations and academic dishonesty rules.

Academic dishonesty includes but is not limited to:

1. Cheating: deception in which the student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the professor on assignments or examinations.
2. Aid of academic dishonesty: Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation, and/or paraphrase of someone else's work, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the internet and submitting them as one's own work also constitutes plagiarism. Please be aware that the University subscribes to the Turnitin plagiarism detection service. Your paper may be submitted to this service at the discretion of the instructor.
5. Lying: deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
6. Bribery: providing, offering or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.
7. Threat: an attempt to intimidate a student, staff or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code violation.

Other forms of academic misconduct included but are not limited to:

1. Failure to follow published departmental guidelines, professor's syllabi, and other posted academic policies in place for the orderly and efficient instruction of classes, including laboratories, and use of academic resource or equipment.
2. Unauthorized possession of examinations, reserved library materials, laboratory materials or other course related materials.
3. Failure to follow the instructor or proctor's test-taking instructions, including but not limited to not setting aside notes, books or study guides while the test is in progress, failing to sit in designated locations and/or leaving the classroom/test site without permission during a test.
4. Prevention of the convening, continuation or orderly conduct of any class, lab or class activity. Engaging in conduct that interferes with or disrupts university teaching, research or class activities such as making loud and distracting noises, repeatedly answering cell phones/text messaging or allowing pagers to beep, exhibiting erratic or irrational behavior, persisting in speaking without being recognized, repeatedly leaving and entering the classroom or test site without authorization, and making physical threats or verbal insults to the faculty member, or other students and staff.
5. Falsification of student transcript or other academic records; or unauthorized access to academic computer records.
6. Nondisclosure or misrepresentation in filling out applications of other university records.

7. Any action which may be deemed as unprofessional or inappropriate in the professional community of the discipline being studied.

### *Harassment/Discrimination*

Texas A&M University-Kingsville does not tolerate discrimination on the basis of race, color, religion, national origin, age, disability, genetic information, gender, gender identify or sexual orientation (or any other illegal basis) and investigative processes are available for any reports that indicate sexual harassment, sex-based misconduct, harassment, or discrimination may have occurred by a respondent that has enrolled at or is employed with the university. Sexual harassment, sexual assault, dating violence, domestic violence, and stalking based on sex are types of sex discrimination. Such sexual misconduct is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action. A person who believes they have been the victim of sexual harassment, sexual assault, dating violence, domestic violence, stalking based on sex or unlawful discrimination of a protected class may pursue either the informal or the formal complaint resolution processes. Reports may be initiated with the Office of Compliance at (361) 593-4758, with the complainant's immediate supervisor, a department head, a supervisory employee, any faculty or staff, or the Dean of Students at (361) 593-3606. Regardless of who the incident is reported to, the Compliance Office will be notified of the report so that they can reach out to the complainant to discuss supportive measures and administrative processes that may be available.

Please note, all faculty and staff are mandated reporters, except for counselors at Student Health and Wellness. Counselors at Student Health and Wellness are confidential reporters and will not disclose any identifiable information regarding an incident that is made known to them. However, they may be able to provide information on where supportive measures can be obtained and administrative processes initiated. A mandated reporter (any faculty and staff) is required to report any incident that is made known to them, while they are working within their job description, to the Office of Compliance, Lewis Hall, Suite 130, 361-593-4758, [titleix@tamuk.edu](mailto:titleix@tamuk.edu). This includes incidents that have occurred on or off-campus. For those who wish to remain anonymous and are not reporting a mandated report, anonymous reporting is available at <https://secure.ethicspoint.com/domain/media/en/gui/19681/index.html>.

### *Pregnant and Parenting Students*

Texas A&M University-Kingsville does not tolerate discrimination of pregnant or parenting students. Students who are pregnant or parenting may not be denied access to any program or activity on the basis of their pregnant or parenting status. Any pregnant students, or student planning on becoming pregnant, should consult their health care provider to determine what, if any, accommodations are needed, based on their individual situation. Temporary leave for pregnant or parenting students due to medical necessity may also be available. It is the responsibility of the student to communicate their needs to the faculty member or Office of Compliance as soon as possible in order for risk-reduction to be assessed and to determine if additional modifications for the course are necessary. While the university cannot mandate the disclosure of a student's status as

pregnant or parenting, the university strongly recommends that students do provide notification, so appropriate steps can be taken to ensure the health of both the parent and child. To communicate health circumstances or to request additional information (accommodations, leave, lactation rooms, pregnancy parking permits, etc.), the following individuals may be contacted:




Pregnant Students:






Tasha Clark, Office of Compliance, Lewis Hall, Suite 130, 361-593-4758,  
[TitleIX@tamuk.edu](mailto:TitleIX@tamuk.edu)


Parenting Students:

Kirsten Compary, Office of the Dean of Students, MSUB, RM 306, 361-593-3606,  
[Kirsten.compary@tamuk.edu](mailto:Kirsten.compary@tamuk.edu)

### UNIVERSITY SUPPORT SERVICES

NAME	SERVICES	
<b>Pathways Academic Assistance Center</b>	<ul style="list-style-type: none"> <li>• Tutoring and academic support, in-person and online</li> <li>• Peer Tutors help provide a solid academic foundation that enables students to become confident, capable, independent learners</li> <li>• Tutors guide students in identifying, acquiring, and enhancing the knowledge, skills, and attitudes needed to reach their desired goals</li> </ul>	Location: Jernigan Library, 220 Phone: 361-593-5223 Email: <a href="mailto:paactutoring@tamuk.edu">paactutoring@tamuk.edu</a> Website: <a href="#">PAAC Tutoring</a> Appointments: <a href="http://javsuccesstamuk.edu">javsuccesstamuk.edu</a> IG: <a href="#">tamuksuccess_squad</a> 
<b>Writing Center</b>	<ul style="list-style-type: none"> <li>• Writing consultation in-person and online</li> <li>• Writing consultants assist students with writing assignments at any stage of the writing process: understanding assignments, brainstorming, drafting, revising, editing, researching, and integrating sources</li> </ul>	Location: Jernigan Library, 217 Phone: 361-593-2744 Email: <a href="mailto:successtamuk.edu">successtamuk.edu</a> Website: <a href="#">Writing Center</a> 
<b>Success Peer Mentoring</b>	<ul style="list-style-type: none"> <li>• Mentors strive to increase students' connections with the university &amp; Kingsville community</li> <li>• Mentors refer students to resources, including experiential learning opportunities (e.g., research, internships, global study, etc.)</li> <li>• Mentors facilitate student success strategies (e.g., time management, motivation, organization, healthy habits, study/test-taking, etc.)</li> </ul>	Location: Jernigan Library, 210 & 242 Phone: 361-593-5800 Email: <a href="mailto:successtamuk.edu">successtamuk.edu</a> Website: <a href="#">Success Mentoring</a> 

<b>Jernigan Library</b>	<ul style="list-style-type: none"> <li>• Check out books, laptops, calculators, reserve materials and more. (<a href="https://libguides.tamuk.edu/access">https://libguides.tamuk.edu/access</a>)</li> <li>• <a href="#">LibGuides</a> provides information concerning online research help for a variety of subjects</li> <li>• Computer lab on the first floor</li> <li>• <a href="#">South Texas Archives</a> on the third floor, houses archival materials documenting the rich history of both South Texas and the University</li> </ul>	<p>Location: 1050 N. University Blvd.  Phone: 361-593-3319  Email: <a href="#">Ask Us!</a>  Website: <a href="#">Library</a></p> 
<b>Mental Health &amp; Well-Being</b>	<ul style="list-style-type: none"> <li>• Provide students with essential knowledge and tools to understand and support mental health.</li> <li>• Personal counseling focuses on short-term treatment goals to facilitate adjustment, improve functioning, and address acute symptoms that may impede student success</li> <li>• U-Turn Program helps students identify their academic strengths and opportunities for growth</li> <li>• Next Steps Career Counseling Program assists students who are unsure of their major, career, or future goals/plans</li> <li>• After-hours crisis support through UPD 361.593.2611</li> <li>• Access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available for guidance and support whenever it is needed.</li> </ul>	<p>Location: 1210 N. Retama St.  Phone: 361-593-5080  Email: <a href="mailto:counselingservices@tamuk.edu">counselingservices@tamuk.edu</a>  Website: <a href="#">Counseling</a>  Suicide &amp; Crisis Lifeline: call/text 988</p> <p>Telus app</p>  
<b>Disability Resources</b>	<ul style="list-style-type: none"> <li>• Ensure equal access and full participation in the college experience and programs for students with disabilities</li> <li>• Facilitate reasonable academic accommodations for students on a case-by-case basis that aid in academic success</li> </ul>	<p>Location: 1210 N. Retama St.  Phone: 361-593-3024  Email: <a href="mailto:drc.center@tamuk.edu">drc.center@tamuk.edu</a>  Website: <a href="#">Disability Resource</a></p> 
<b>Advising</b>	<ul style="list-style-type: none"> <li>• Advisors ensure students stay on track to meet their degree plan needs</li> <li>• Help students set and reach academic and personal career goals</li> <li>• Assists students in finding educational opportunities &amp; campus resources</li> </ul>	<p>Location: Various Locations  Phone: 361-593-3935  Email: <a href="mailto:success@tamuk.edu">success@tamuk.edu</a>  Website: <a href="#">Academic Advising</a></p> 

<b>Career Engagement</b>	<ul style="list-style-type: none"> <li>• Resume reviews &amp; practice interviews</li> <li>• Strategic career &amp; alumni mentoring connections</li> <li>• Work study &amp; on-campus job-finding assistance</li> <li>• Internships &amp; full-time jobs in Javelina Careers powered by Handshake</li> <li>• Career Expos</li> </ul>	Memorial Student Union Building (1050 W. Santa Gertrudis Ave.), 122 (across from Starbucks) Phone: 361-593-2217 Email: <a href="mailto:hirejavelinas@tamuk.edu">hirejavelinas@tamuk.edu</a> Website: <a href="#">Career Engagement</a> 
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## Scholarships

Texas A&M University-Kingsville offers numerous scholarships as well as other forms of financial aid. Music Scholarships are based upon musical talent and potential as displayed through a music scholarship audition. Scholarship auditions take place on the A&M-Kingsville campus and can be scheduled at any time during the year by contacting the School of Music and the appropriate applied music faculty member. Please see the music faculty listings to contact the appropriate faculty member.

The following list of scholarships is awarded by the School of Music. Additionally, other various forms of financial aid such as grants, loans, and campus employment may be available. Contact us for more information.

### Javelina Marching Band Scholarships

Description: Open to all TAMUK students registered for Javelina Marching Band

Eligibility: Demonstrated ability on an instrument or color guard

Maintain overall TAMUK GPA of 2.5

Maintain good standing in Marching Band, as outlined in the JMB Handbook

Amounts: First Year: \$1,000

Second Year: \$1,100

Third Year: \$1,200

Fourth Year: \$1,300

Number given: Maximum number of awards may vary each year

When Given: Fall Semester

Application: No Application required



### Music Major Scholarships

Description: Monetary scholarships given to full-time music majors who meet the eligibility and audition criteria.

Eligibility: Accepted into the university; full-time music major; successful audition; previous experience in an all-state honor ensemble may be considered

Amount: \$500-\$3,000

Application: Successful audition; music scholarship application, one letter of recommendation

Renewable: 2.75 GPA overall; 2.75 GPA each semester; 3.0 in music courses; minimum grade of C in all music courses; grade of A or B in major area of applied concentration; grade of A or B in major ensemble

When Given: First week of each Fall and Spring semester

No. Given: Varies

### Music Ensemble Scholarships

Description: Monetary scholarships given to university students who meet the eligibility and audition criteria.

Eligibility: Accepted into the university; successful audition

Amount: \$500 to \$1,500 per semester

Application: Successful audition; music scholarship application

Renewable: Grade of A or B in major ensemble

When Given: First week of each Fall and Spring semester

No. Given: Varies

### Marlowe and Lois Thomas String Scholarships

Description: Monetary scholarships given to string students who meet the eligibility and audition criteria.

Eligibility: Accepted into the university; successful audition; play violin, viola, cello or double bass

Amount: \$200 to \$750 per semester

Application: Successful audition; music scholarship application

Renewable: Grade of A or B in major ensemble

When Given: First week of each Fall and Spring semester

No. Given: Varies

Kingsville Music Club Scholarships

Description: Monetary scholarships given to the outstanding freshman music major and the outstanding upperclassman music major

Eligibility: Full-time music major; 3.0 GPA; recommended and selected by music faculty

Amount: \$200

Application: Faculty chooses the students from among the current music majors

Renewable: No

When Given: Second Tuesday in April; Student must perform at the April meeting of the Kingsville Music Club

No. Given: Two

Texas Jazz Festival Jazz Scholarships

Description: Monetary scholarship given to an outstanding jazz music major

Eligibility: Jazz Performance major selected by the jazz music faculty

Amount: \$1,000 per year

Application: Jazz faculty chooses the student from among the jazz music majors

Renewable: No

When Given: First week of each Fall and Spring semester

No. Given: One

## School of Music Faculty/Staff

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## School of Music Degree Plans

Please see the catalog and/or the School of Music website to view copies of the degree plans listed below.

## Undergraduate Degree Plans

- BM with Teacher Certification – Instrumental
- BM with Teacher Certification – Vocal
- BM in Performance – Instrumental
- BM in Performance – Vocal
- BM in Performance with an Emphasis in Piano Pedagogy
- BM in Performance with an Emphasis in Jazz Studies
- BM in Sound Recording Technology

## Graduate Degree Plans

- MM in Music Education – Instrumental
- MM in Music Education – Vocal
- MM in Music Education – Elementary Music
- MM in Performance – Instrumental
- MM in Performance – Vocal
- MM in Conducting – Wind
- MM in Conducting – Choral