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Welcome!

Whether you are a returning, new, or a prospective student, we want to welcome you to the Music Department at Texas A&M University-Commerce. The chief purpose of the Student Handbook is to inform undergraduate students of procedures, requirements, and opportunities available to them as they begin this exciting part of their music education. It is not intended to be a substitute for the Texas A&M University-Commerce Undergraduate Catalog, the definitive reference for course requirements and procedures.

Music Department Mission Statement

The Music Department of Texas A&M University-Commerce promotes excellence in music through the rigorous study of music history, literature, theory, composition, pedagogy, and the preparation of music performance in applied study and ensembles to meet the highest standards of aesthetic expression.

Music Department Goals Statement

Thus, the Music Department

- provides opportunities for all students to enhance their perception, comprehension, performance, and ultimately, appreciation of music;
- prepares students to be leaders in music education, music performance, and other related fields of the performing arts;
- fosters creative activities and the intellectual pursuit of knowledge about music;
- enriches the lives of the students and faculty of Texas A&M-Commerce and the communities of the state and nation with inspirational performances and stimulating educational opportunities.
ACADEMIC ADVISEMENT

When students first enroll in the University, they are students of University College and their official advisors are their assigned Success Coaches. During this time (two semesters or until 24 credit hours have been completed) these students regularly inform their applied instructors of their progress in coursework and seek advice as to the enrollment and registration for subsequent courses.

Once the student has met the University College requirements, he or she becomes a student of the College of Humanities, Social Sciences & Arts. At this point, the Music Department assigns each student a Department mentor—usually the student's applied instructor when that instructor is a full-time faculty member—and the mentor meets regularly with the student to monitor student progress and advise the student on course selection in his or her respective course of study. The faculty mentor maintains a file on each assigned student with pertinent records (e.g., audition and admission applications, scholarship offers and letters of acceptance, jury evaluations, recital programs, proficiency exam reports, etc.). The student and faculty mentor may electronically access the student’s updated academic records (transcripts and degree audits) using MyLeo.

When a student first registers, he or she must declare a music major and a degree (e.g., Bachelor of Science with Certification or Bachelor of Music); then the student’s course of study and progress are listed and reviewed on his or her degree evaluation. It is vital that each student’s degree evaluation screen cites the correct baccalaureate degree—if there is an error, the student should see one of the Success Coaches from the University College. Students must review their degree audit screen (MyLeo) on the Texas A&M-Commerce website and refer to the relevant sections of the Undergraduate Catalog (e.g., “Core Curriculum,” “Music,” and “Secondary and Higher Education.”) prior to pre-registration.

It is essential that students consult their academic mentors in the Music Department prior to every registration so that they may stay on track, avoid omitting required courses, take the courses in proper sequence, and avoid taking courses that are superfluous to their field of study. They must also consult with their mentors prior to dropping or adding a course. At the end of the sophomore year, music education students should consult with the Center for Educator Certification and Academic Services in the Young Education Building, Room 205, for the appropriate courses to take which lead to student teaching and certification. (NB: The Bachelor of Science with Certification conferred by the Music Department requires all-level certification.)
Although mentors strive to provide the best possible assistance to each student, the ultimate responsibility for scheduling courses and in proper sequence remains with the student.

Helpful Hints

- Keep your mentor informed of your progress and any changes in your schedule during the semester.
- Be aware of the ‘30 hour rule’ and the ‘3-peat rule’ with regards to tuition rates.
- Be aware of the ‘6-drop rule.’
- You may not drop a developmental course (ENG 1301, 1302, PJCM 300, MATH 131) or a basic skills course (ENG 1301, MATH 141, 175, 179).
- Many upper division music courses are offered on alternating years or semesters.
- Know the proficiency, jury, and recital requirements for your principal applied and minor applied instruments.
- Know the piano proficiency requirements for your degree program.
- If you receive a music scholarship, know the enrollment and grade point average (GPA) eligibility requirements (register for at least 15 semester hours (sh) and complete at least 12 sh per semester with a 2.75 cumulative GPA).
- If you receive a housing scholarship, know the enrollment and GPA eligibility requirements (2.5 cumulative GPA for first 60 hours attempted; then 3.0 cumulative GPA after 60 hours attempted).
- If you are a music education major, know the GPA requirements for admission to the teacher intern and resident placement (cumulative GPA of 2.75; 2.75 GPA in field specialization courses with no grade less than a C).
- Please know that music students may apply music courses to the University Studies and professional courses: MUS 100M (2 sh) and MUS 1308 to the University Studies; MUS 310 substitutes for ETEC 424.
- Finally, please know that students who wish to transfer credits from another institution must adhere to University rules:
  - The last 60 hours prior to graduation must be taken at a senior level institution.
- The last 36 hours prior to graduation must be advanced level courses (300 and above). Also, the student may only transfer in 6 advanced semester hours from a senior level institution.

- Further, the Department has established several policies to ensure uniform standards for all graduates.
  - All students who graduate from A&M-Commerce must pass their proficiency exams and perform their recitals at A&M-Commerce.
  - Students may transfer in credits from another institution for Form and Analysis (MUS 316), Music History I (MUS 323), and Music History II (MUS 324). However, since the State of Texas holds the Department and University accountable for the pass/fail rate on the teacher certification exam (TExES), the Department will not permit the students to take the teacher certification exam until the student has passed the Department’s final exams for each of those courses. Similarly, performance majors must pass the Department’s final exams for those courses prior to submitting an application for graduation.

**Degree Schedule for the Music Core**

Regardless of their elected degree program (BS or BM) or principal instrument, all music majors take the same classes in the Music Core. Because the Music Core courses are sequenced, and in some cases, required for enrollment in other upper division courses, the Department has devised a recommended schedule for courses in the Music Core.
Generally, students should attempt to complete two University Studies courses each semester. Music majors may count Introduction to Music Literature (MUS 1308) and Marching Band (MUS 100M) for University Studies. Still, most music majors find it difficult to complete the University Studies courses while carrying a full load of the required Music Core courses; thus, many music majors find it easier to take the University Studies courses in the summer or during the mini-terms between semesters.

In addition to the Music Core and University Studies, a music major will take specific courses—termed Area of Emphasis courses—prescribed by the major’s declared degree and principal applied instrument. These Emphasis courses are designated with numbers that correspond to the year in which they may or should be taken. Emphasis courses in the 100- and 200-level sequences are lower division courses and recommended respectively for the freshmen and sophomore years. The lower division Emphasis courses for instrumental music education students include MUS 133 Class Instruments (brass, percussion, and woodwinds), MUS 134 Elementary Strings, MUS 136 Class Piano, and MUS 139 Voice Class. The lower division Emphasis courses for voice are MUS 141 Diction I and MUS 142 Diction II. Similarly, courses in the 300- and 400-level sequence are upper division courses for the junior and senior years. Since many of these upper division courses are offered on alternating years or alternating semesters, an upper division music major must plan his or her schedule carefully in consultation with his or her advisor. Music majors may use degree checklists available in the Music Office that outline the requirements for all degrees and areas of emphasis or follow their progress on the DegreeWorks section of their MyLeo account.
PRINCIPAL APPLIED INSTRUCTION

A baccalaureate music student must master the requisite technical skills for artistic expression in at least one performance area through study in principal applied lessons. In the first two years of lower division study, the student takes Applied Music 152 for 2 or 3 semester hours (sixty minutes of lessons each week); at the end of each semester, the student performs a jury for faculty evaluation of technical progress and the performance of the assigned literature. Upon the completion of four or five semesters of lower division study, the music student takes the Junior Level Proficiency Exam (see below for more information.) After successfully completing the proficiency exam, the student continues applied lessons at a more advanced level (MUS 352) for sixty minutes each week. As a culmination of the MUS 352 process, all students will perform a half recital (30 minutes in duration.) In addition, performance majors (BM) will continue with MUS 352 and perform a full recital (60 minutes in duration) in a subsequent semester.

Jury Exams

Music majors and minors must take a jury examination at the conclusion of each semester of principal applied (MUS 152, 352) and minor applied (MUS 151) study. Students performing a half recital may have the recital graded by the appropriate faculty in lieu of the jury for the semester in which the recital is performed at the discretion of the applied instructor. Students may perform on a minor applied instrument on a student recital and have that performance graded by the appropriate faculty in lieu of the minor applied jury for the semester in which the recital is performed at the discretion of the applied instructor.

The material and repertoire performed for the jury exam comes from material assigned in applied study during the semester. For instrumental majors, the assigned material may include, but is not limited to, scales, exercises, etudes, solos, chamber literature, and orchestral excerpts. The assigned vocal repertoire comprises memorized art songs in multiple languages, folksong arrangements, recitatives, and arias. Keyboard majors perform literature from the major style periods (e.g., Baroque, Classic, Romantic, Contemporary, etc.) In general, each member of the applied faculty establishes and states the grading policy in the course syllabus; thus, the value or weight of the jury exam on the final grade may differ between studios.
A student enrolled in restricted applied study (MUS 149) is not subject to jury examination unless required by the individual professor.

**Junior Level Proficiency Exam**

All music majors must pass the Junior Level Proficiency Exam to be admitted into upper division Principal Applied lessons (MUS 352) and most other upper division courses in the department. For the Junior Level Proficiency Exam, the student must demonstrate technical excellence, music literacy, and the ability to perform a cross-section of standard repertoire for his or her specific studio area. The student should attempt the Junior Level Proficiency Exam by the end of their fourth semester of lower division Principal Applied lessons (MUS 152). If this attempt fails, the student has one more opportunity to earn upper division status at the end of the following long semester. If this final attempt fails, the student is directed to another field of study.

Transfer students normally take the Junior Level Proficiency Exam at the end of their 2nd semester of applied lessons.

In addition to successful completion of the JLPE, the student must pass Theory III with a grade of a C or higher before they will be allowed to register for MUS 352 Principal Applied lessons.

- Instrumental students must demonstrate competency in all areas of performance. Assessment is based on assigned repertoire, all major, minor, and chromatic scales (performed from memory), and sight-reading. While the repertoire portion is graded similar to a typical jury exam with a final number value, grading for the scales and sight-reading portion of the Junior Level Proficiency Exam is based on a pass/fail system. If the student does not pass all portions of the Junior Level Proficiency Exam, the student must retake only the portions he or she did not pass at the end of the following long semester.
- Keyboard students must successfully perform the literature assigned during their lower division applied study.
- Vocal students must successfully perform a varied and challenging repertoire that includes one piece from each of the following categories: an Italian art song, a German *Lied*, a French *melodie*, and an English art song. All four pieces will be performed to demonstrate mastery of all four languages and the ability to sing in various styles of music. All
Literature must be performed by memory. In addition to the repertoire performance requirement, vocal students must 1) demonstrate competency sight-singing a song using solfege, the text, or a neutral syllable, 2) transliterate a sentence written from the International Phonetic Alphabet (IPA) to the chosen language (Italian, French, or German) and transliterate words from English into IPA. 3) learn on their own and expressively perform an assigned selection of literature. Students will be responsible for picking up their prepared piece two weeks before their Junior Level Proficiency Exam from Dr. Martin Vasquez.

- Students in all areas must demonstrate competency in the area of sight-reading

Recital Performance Requirements for Music Majors

Music majors must perform at least once each semester on a solo recital, student recital, studio recital, master class, or closed recital. Then, depending upon the student’s course of study and studio requirements, he or she performs a half recital or a half and full recitals.

- Instrumental students studying for a Bachelor of Science with Certification perform a half recital in their junior or senior year.
- Instrumental students studying for a Bachelor of Music perform a half recital as a junior and a full recital as a senior.
- Voice and piano majors, regardless of their degree program, perform a half recital as a junior and may perform a full recital as a senior.

The Music Department mandates the following procedure to document a student's performance of a recital on his or her transcript:

1. At the beginning of the semester, the applied faculty will notify the Department Office of any students performing a recital that semester.
2. The staff will create a section of upper division applied, MUS 352 Principal Applied Recital, 2-4 hours semester hours (sh).
3. The student(s) will enroll in the newly created section of MUS 352 Principal Applied Recital as their principal applied studies for that semester. If a student fails to complete the recital, he or she and his or her instructor must follow the procedure for receiving and removing an Incomplete (X).
Eligibility for Applied Instruction

Any student may enroll in applied music study; however, due to limited personnel resources, the Music Department may not be able to accommodate every student’s desire or need to study music in applied lessons. The Music Department will offer lessons to students ranked according to the following hierarchy of needs:

1. music majors needing applied study for graduation;
2. music minors needing applied study for graduation;
3. students from other academic disciplines (non-majors or non-minors) needing applied lessons to fulfill a specific scholarship requirement;
4. students from other academic disciplines who also contribute to one of the Department’s ensembles;
5. students from other academic disciplines.

Further, the Music Department may deny the opportunity to study music in applied lessons to students who, in previous semesters of applied study:

1. were frequently unprepared for lessons;
2. were frequently absent from lessons;
3. and/or failed to pass the Junior Level Proficiency Exam after two attempts.

Finally, the Music Department may require inexperienced vocal students to take voice class or inexperienced instrumental students to complete private lessons outside of the University program prior to applied study for academic credit.

Course Numbers for Applied Instruction

- MUS 152/352/552 (2-4 sh during long semesters; 1-2 sh during summer session) for music majors only
- MUS 151/351/551 (1-2 sh during long semesters; 1-2 sh during summer session) for music minors and for study of secondary instrument (piano for voice majors; organ for piano majors; secondary instrument for instrumentalists)
- MUS 149 (1 sh) for all other students
PIANO REQUIREMENTS

All music majors must demonstrate proficiency in piano; however, the proficiency requirement differs for instrumental and vocal students. (*NB:* Keyboard majors will pass the applied proficiency exam.)

Instrumental majors must pass Class Piano, level C (MUS 136C) with a grade of C or higher. Since entering students are frequently unable to perform at the required level when they first arrive, the Department offers two levels (levels A and B), which most students should take before attempting Level C. If an entering student has had sufficient prior instruction or experience on the keyboard, he or she may contact the head of the keyboard division and request an audition; if the student displays enough skill, the head of the keyboard division may recommend that they begin at the B, or even the C, level. It is possible that the 136C requirement itself may be waived if a student displays sufficient skill. (*NB:* It is extremely rare for a student to demonstrate sufficient skill to merit the recommendation that any, or all, of the piano class levels be waived.)

Vocal majors working towards the BS-Music with Certification degree must declare piano as their applied minor. Accordingly, they must enroll in Class Piano (MUS 136; see below) or lower division Applied Piano (MUS 151) until they pass the piano proficiency exam; then, they must enroll in upper division Applied Piano (MUS 351) until they pass the upper division proficiency exam. Vocal majors in the Bachelor of Music program must complete 4 hours of lower division applied piano (MUS 151), pass the proficiency exam, complete 4 additional semester hours of study at the upper division level (MUS 351), and pass the upper division proficiency exam.

Vocal music majors must possess basic piano skills prior to enrolling for Applied Piano (MUS 151). Should a vocal student be initially unable to handle the first semester requirements for applied study, he or she may enroll in Class Piano (MUS 136) or work through a class piano syllabus in private lessons. Regardless of the level, a vocal music student may not enroll for more than 1 semester hour of piano (half-hour lesson) in a given semester.

CLASS INSTRUMENTS AND MINOR APPLIED REQUIREMENTS

Students pursuing a Bachelor of Science with Certification must declare an applied minor instrument and/or take class instruments. Instrumental majors must take 4 sh of class instruments
(brass, percussion, strings, woodwinds) and 1 sh of voice class. Vocal majors must declare piano as their minor instruments and meet the piano proficiency requirements.

Students pursuing a Bachelor of Music in piano, voice, or instrumental performance must also declare an applied minor instrument. Instrumental performance majors must complete 9 hours of applied minor study, 3 of which must be upper division. Accordingly they must pass the proficiency exam on the minor applied instrument. Similarly, piano performance majors must complete 7 hours of applied minor study (organ is often used), 3 of which must be upper division. Again, piano majors must pass the proficiency exam for the minor applied instrument.

THEORY

All music majors must pass with a grade of C or better a four-semester sequence of basic theory and analysis (MUS 115, 125, 215, 225) and a three-semester sequence of aural skills (MUS 117, 127, 217) as part of the Music Core. In their first semester of music study, all freshmen take a diagnostic exam. Similarly, music majors who transfer to A&M-Commerce who have not completed the 12 semester hours of theory take a music theory diagnostic exam and complete the prescribed theory sequence. All upper division music majors must complete one semester of Analysis of Music Form (MUS 316, 2 hours). Counterpoint (MUS 318, 2 hours) and/or Orchestration (MUS 416, 2 hours) are required in the Area of Emphasis for music performance and instrumental music education majors.

Please note that, beginning with Fall 2014 Freshman class, the Theory sequence will include a fourth semester of aural skills development (MUS 227.) This course will be available beginning with the Spring semester, 2016.

ENSEMBLE REQUIREMENTS

All music majors must participate in ensembles as required by their degree program and, when applicable, the terms of their scholarships. The requirement varies according to degree, principal instrument, and of course, the terms of the scholarship(s).

Instrumental Division

Every instrumental major must enroll and participate in a principal instrumental ensemble every semester in which they are a full-time music major. In addition, every instrumental major is
required to be in the Pride Marching Band for four semesters. Instrumental students must participate in chamber ensembles as defined by specific degree requirements.

**Keyboard Division**

Piano majors must complete a minimum of six semester hours of ensemble to meet the six semester hour requirement of the Music Core. Piano majors studying for the Bachelor of Science (with Certification) fulfill this requirement by 1) performing in the ensemble determined by their minor instrument (e.g., applied minor instrument perform in band; applied minor voice sing in choir), 2) performing in a chamber ensemble, and/or 3) performing as an accompanist. Piano performance majors fulfill the requirement by performing with a chamber ensemble or as an accompanist for choir or solo voice or instrument.

**Vocal Division**

Every vocal major must enroll and participate in a principal vocal ensemble (e.g., University Singers, Chorale) every semester in which they are a full-time music major.

**RE bât TAL ATTENDANCE REQUIREMENTS**

All music majors must enroll in and pass six semesters of Recital (MUS 100R) to graduate from Texas A&M University-Commerce with a baccalaureate degree in music. Transfer students must enroll for Recital each semester until graduation, practice teaching, or four semesters have been passed (whichever comes first). The pass/fail grades for recital attendance are based on the number of recitals/concerts attended during each semester.

Convocations (recitals or lectures) are scheduled Wednesdays at 4:00pm. To pass MUS 100R, a student must attend 9 Convocations each semester. In addition:

- A student must attend 8 evening recitals/concerts.
- A student may not count towards the completion of the requirement a recital or concert in which he or she performs.
- At least one of the required 8 performances must be a qualified off-campus recital or concert; however, a student may not count more than two off-campus performances to meet the required 8.
- Qualified off-campus recitals/concerts are performances of substantial length by professional or university level musicians or ensembles (see additional note below.) A student receives credit by giving a program from the recital/concert to the music
secretary—the program must have the student’s name on the front cover and be signed by the student’s mentor.

Helpful Hints

- Meet your recital requirements as soon as possible. Failure to complete the recital requirement could cause a delay in graduation.
- Check with your mentor before attending an off-campus concert to be sure that it meets the qualification.
- Plan your recital attendance at the beginning of the semester; don’t wait until the final two weeks—the busiest and most stressful weeks of the semester—to begin to fill the requirement.
- Qualified off-campus recitals include performances by professional artists such as the Dallas Symphony, the Dallas Opera, the Dallas Wind Symphony, the Turtle Creek Chorale, Orpheus Chamber Singers, and the North Texas Choral Artists. Check with the applied faculty—they often have access to free or student-priced tickets. For free performances, consult the performing arts section of the Dallas newspapers for community concerts or attend a recital or concert at another college or university.
- Regardless, be a ‘consumer’ as well as a performer of live music.

Recital Decorum

- Demonstrate respect for self, others, and the art of music!
- Dress to attend daytime/afternoon recitals in everyday school attire.
- Dress for evening recitals in semi-formal/professional attire. (At minimum, wear dress slacks with dress shirts or blouses, dress shoes, etc.)
- Gentlemen should remove caps or hats in performance venues.
- Turn off cell phones, pagers, and watches with audible alarms before entering any performance venue.
- Avoid doing anything that might be a distraction to the performer(s). Respond to the performance with applause.
Usher Policy for Recitals

The following policy governing the assignment of ushers to concerts and recitals was formulated in a meeting with the music student service organizations: Kappa Kappa Psi, Mu Phi Epsilon, Phi Mu Alpha, Tau Beta Sigma, Sigma Alpha Iota, the MTNA Student Chapter, and the Percussion Association.

- The music service organizations will provide ushers for a student's recital at the request of the student and if the student performing the recital is an active member of a service organization.
  - Kappa Kappa Psi will usher recital performances by members of Tau Beta Sigma; Tau Beta Sigma will usher recital performances by members of Kappa Kappa Psi.
  - Percussion Association will usher recital performances by members of Percussion Association.
  - Phi Mu Alpha will usher recital performances by members of Mu Phi Epsilon; Mu Phi Epsilon will usher recital performances by members of Phi Mu Alpha.
- Students performing a recital who are not active members of a music student organization must make their own usher arrangements and designate those arrangements on the recital application.
- The music service organizations will provide ushers for a recital by a member of the faculty or a guest artist.
  - Kappa Kappa Psi will usher brass faculty/guest artist recitals; Tau Beta Sigma will usher woodwind faculty/guest artist recitals.
  - Mu Phi Epsilon will usher keyboard and strings (including Color of Sound) faculty/guest artist recitals.
  - Percussion Association will usher percussion faculty/guest artist recitals.
  - Phi Mu Alpha will usher voice faculty artists.
  - Sigma Alpha Iota will usher guest artist recitals and afternoon departmental recitals and convocations.
- The five fraternal organizations will provide ushers and host a reception following the annual faculty recital.
- Ensemble directors will arrange for their own ushers.
Please note: ushers are responsible for distributing programs and distributing and collecting recital slips, simple stage set-up, stage movement during the performance, covering the piano, and cleaning the Green Room following the recital. They must arrive 20 minutes prior to the event and dress professionally.

**MUSIC TEACHER PREPARATION**

**Process**

The Department of Music works closely with the Department of Curriculum and Instruction in the College of Education and Human Services to advise in matters of intern placement and provide for music teacher intern evaluation. Mrs. Darla Meek is the Department of Music faculty member assigned to coordinate with these education entities. Department of Music faculty are assigned to observe and evaluate music teacher interns.

**Music Education Courses**

Music students seeking a Bachelor of Science in Music with Certification must complete 18 hours of music education courses offered by the Department of Music prior to the residency/intern experience. These hours include conducting and ensemble methods courses as well as pedagogy and literature courses for instruments, keyboard, and/or voice. Students should obtain a degree checklist from the Department and consult the *Undergraduate Catalog* for specific requirements.

**Professional Education Courses**

Music students seeking certification currently take 15 hours of Professional Education (also termed Professional Development) Courses. These include:

- SED 300  The Teaching Profession
- PSY 300  Learning Processes and Development
- MUS 310  Music Technology (*in lieu of ETEC 424 Integrating Technology into the Secondary School*)
- RDG 380  Comprehension and Vocabulary in MS/HS

*(NB: RDG 370 may be substituted for RDG 380; however, 15 observation hours are required for RDG 370.)*
Music Teacher Intern/Residency Experience

In the state of Texas music teachers must apply for and receive All-Level Certification (early childhood through secondary). To receive certification, a music student in the Bachelor of Science program must proceed through the following steps:

1. In the junior year, the music student must apply online for Admission to the Field-Based Teacher Education Program (see the Undergraduate Catalog). These requirements include an Application Portfolio, 30 hours of Early Field Experience, and departmental review and approval.

2. In the senior year, the music student must meet admission requirements prior to beginning internship placement. These requirements include:
   - passing the THEA/TASP standardized exam;
   - an overall GPA of 2.50;
   - completing all pre-internship/professional development courses with a GPA of 2.50 and no grade less than a C;
   - completing all content field/specialization courses with a GPA of 2.50 and no grade less than a C.

   **PLEASE NOTE:** The minimum GPA will be raised to 2.75 in all areas (overall, professional courses, and specialization) beginning with the Fall, 2016 semester. If you plan to student teach after that semester, please prepare accordingly.

3. At the beginning of the semester preceding the internship, the student and the Music Department Student Teacher Supervisor, Mrs. Meek, confer regarding possible schools for placement. Their recommendations are then sent to the Placement coordinator, Mitzi Hughes, who works with the requested school districts to make the placement assignments.

4. During the teacher intern/residency experience, the student teacher acquires teaching experience at both the elementary and secondary levels. Student teachers are allowed to complete their internship and residencies in separate school districts.

5. During the student teaching semester, the prospective music teacher must apply for certification through the Certification Office and pass the TExES exam.
The Department encourages music education students to maximize their intern experience. To that end the Department strongly suggests that interns in the fall begin attending their assignments when the mentor teacher begins work in the late summer (e.g., band camp) and continue until activities conclude in December (even after graduation). Similarly, students in the spring should begin in early January when the mentor teacher begins work and continue until activities conclude in May.

Student teachers are usually assigned to schools within seventy miles of Commerce. Thus, they have multiple opportunities to study with strong teachers in a variety of successful music programs.

**SCHOLARSHIPS**

The Music Department awards the Music Scholarship and Housing Scholarship and determines the amount according to the talent and musicianship displayed by the student in the audition, the ensembles’ need for the instrument or voice type, and the student’s proposed major. Scholarships are extended to the student each successive year for a total of four years subject to the student’s:

- satisfactory participation and progress in the assigned ensemble(s) and applied lesson(s) each semester,
- satisfactory progress as a full-time student (register for 15 sh, complete 12 sh),
- minimum GPA of 2.75 to retain the Department Music Scholarship,
- minimum GPA of 2.5 for the first 60 hours attempted and 3.0 thereafter to retain the Housing Scholarship.

At the end of each semester, the Scholarship Committee, comprising the division directors and the Department Head, reviews the academic progress of all students receiving a Music Scholarship. (NB: The Scholarship Office assesses the eligibility of students receiving the Housing Scholarship.) At that time, the Committee terminates the scholarship of any student who does not meet the stated GPA and enrollment requirements or places that student on scholarship probation or suspension. Regardless, the Committee notifies the student of the action in writing.
Music Scholarships and Housing Scholarships appear as a credit on the student’s bill. In general, students’ accounts are credited with the scholarship and waiver sometime in the first three weeks of the semester.

The Music Department also awards endowed scholarships to music majors according to the terms and criteria established by each endowment. In general these awards go to continuing music majors who have demonstrated exceptional effort or talent. Students may apply for consideration for these endowed scholarships in the spring; then the faculty determines the award according to a procedure prescribed in Department policy.

**ACT OF ENROLLMENT**

When a student enrolls with the Texas A&M-Commerce Department of Music for participation in a music course—whether as a music major, music minor, or through elective study—the student 1) acknowledges his or her willingness to accept and comply with the standards and policies set forth in the Department of Music Student Handbook and all other University rules and regulations; 2) assigns to the University the exclusive right to use the proceeds from any curricular or extracurricular promotional, publicity, or entertainment activities associated with the course, including but not limited to photographs, television, recordings, motion pictures, concerts, and theatrical productions, and any right the student may have to receive any royalties and/or other sums that may be due to the student from such activities; 3) releases the University, its trustees, officers, agents, and employees from any obligation to pay any proceeds, royalties, and/or other sums that may be due the student in connection with the course; and 4) agrees, on request of the University, to periodically execute all documents necessary to acknowledge the assignment and release set forth herein.

**FACILITIES AND EQUIPMENT**

**Music Building Hours**

The Music Building will be open the following hours:

- **Monday–Friday** 6:00 am to 12:00 am (limited access 11:00-12:00)
- **Saturday** 8:00 am to 11:00 pm (limited access all day)
- **Sunday** 12:00 pm to 12:00 am (limited access all day)
During Limited Access times, students will only be able to access the building using the swipe lock system on the front doors. Only authorized personnel are to be in the building during Limited Access hours. Students who allow non-authorized personnel to enter or who are in the building after hours are subject to disciplinary action, including the revocation of access privileges.

On evenings when the stadium is used by high schools for football games or track meets, the custodians will lock the building at 5:00 p.m. If you are in the building at that time, you may remain and practice until midnight; however, if you leave after 5:00 p.m. you must use the swipe card system to gain entry.

Any request for deviations from these times needs to be cleared through the Department Head in advance of the event or activity.

Building Security

The faculty, staff and students assume responsibility for building security. Faculty members may confiscate University-owned instrument left unattended by a student and levy a fine against the offending student; thus, it is the student's responsibility to make sure all instruments are secure when not in use.

Keys

Keys will be assigned to students for specific rooms and venues as they pertain to either work-study or official student organization activities. Once a need for the key arises, a student should see the Department Secretary in the Music Office to order and/or sign out the appropriate key.

The Music Building Lobby and Lounge Areas

The Music Building lobby and lounge areas are designed for informal gatherings, study sessions, or as a reception area for performances. Since these spaces are used by students, faculty, and members of the audience, please make a concerted effort to keep these clean so that all may enjoy them. Please do not practice or participate in other activities in these spaces that may interfere with rehearsals or performances. You may eat in the first floor east entrance lobby; however, please do not bring any food or beverages other than capped water containers to the second floor or into any rehearsal hall, performance hall, or carpeted space in the Music Building.
No-Smoking Policy

Texas A&M University-Commerce has the following Non-Smoking Policy:

Smoking poses a significant risk to the health of both smokers and nonsmokers. Side-stream and second-hand smoke can be annoying and a health hazard to the nonsmoker in the workplace. To protect the health of students, faculty and staff, the University has adopted the following rules regarding smoking on campus:

- Smoking is prohibited in all buildings, except residence halls, which will establish separate, but not necessarily different, smoking rules. This prohibition includes all enclosed or partially enclosed public areas.
- All indoor air space of University owned athletic facilities will be smoke-free. Outdoor public seating areas in athletic arenas and theaters will be smoke-free.
- Smoking is prohibited in all University vehicles.
- Designated smoking areas will be determined by building manager.

"No Smoking" signs will be prominently displayed in all buildings and vehicles covered under this rule. The effectiveness of this rule depends on the thoughtfulness, consideration and cooperation of smokers and nonsmokers. Each member of the University community is responsible for ensuring compliance.

Lockers

The graduate assistant for bands assigns lockers in the instrument storage rooms for University owned-instruments. Students interested in using a hallway locker must check out a locker from the Music Department Office during the first week of class in the fall. The students must pay a $5.00 fee for the year, provide their own combination locks, and clean out the locker at the end of each school year. Since the University owns the lockers, the University may inspect the locker and evict the user at any time. Any lock that have not been removed by the end of the Spring semester will be cut off and any contents placed in the Department Lost and Found.

Bulletin Boards

Music students are responsible for any information posted on the various bulletin boards in the building. Information for the entire Department is posted on the bulletin board in the east entrance lobby. Students may post information on this board only with the permission of the Department Secretary. Individual studio news is posted on bulletin boards located near those
studios. Information regarding ensembles is posted outside the respective ensemble reception areas. Student organization bulletin boards are for the use of those organizations only.

Practice Rooms

The practice rooms are a vital part of any music institution. To maintain clean practice rooms with usable pianos, please be individually and collectively accountable.

Care and Maintenance of the Practice Rooms

- Leave practice rooms in a clean, orderly state.
- Do not bring food or drink into the practice rooms! You may bring water in a capped container and set the container on the floor, but never on the piano!
- Throw away your trash and any other found refuse into the trashcans located in the hallway.
- Plastic bottles and aluminum cans may be placed in the recycling bin located in the east lobby entrance.
- Do not attempt to reserve practice rooms by leaving instruments, music, or cases in them.
- Do not move stands from the rehearsal halls; rather, provide your own wire stand for the practice rooms.
- Do not practice in the hallways, sound locks, or any undesignated space at any time.
- Do not leave cases in the hallway during your practice session.

Finally, to ensure that every music major has the opportunity to practice the Department has established the following guidelines:

Daytime Practice Hours

- Monday through Friday: 6:00 a.m. to 5 p.m.
- Saturday 8:00 a.m. to 5:00 p.m.
- Sunday 12:00 to 5:00 p.m. (Evening Rules in effect after 5:00 p.m.)

Daytime Rules

- The occupant is limited to 30-minute sessions.
- The occupant must vacate at the half-hour.
- The occupant may reclaim the room for an additional 30-minute session is no one is waiting.
• Wind players are limited to the 12 rooms in the East Wing. Pianists and vocalists are strongly encouraged to use the practice rooms in the Central Wing when available.

Evening Rules (Sunday through Thursday: 5:00 to 10:30 p.m.)
• Woodwind majors may use Rms. 168, 170, 172, 174.
• Brass majors may use Rms. 161, 162, 163, 164, 165, 176.
• Voice majors may use Rms. 169, 171 in the East Wing and 137, 138, 140, 142, and 144 in the Central Wing.
• Piano majors may use Rms. 136, 137, 138, 140, 141, 142, 144, and 145 in the Central Wing.
• Percussion majors may sign up through Percussion GA for weekly time in percussion practice rooms and the percussion ensemble room. The percussion students may also sign up for practice times in the band hall and Ellison Hall when those rooms are not in use for sectional rehearsals. (NB: The Dual-Purpose Classroom (Rm. 158) is not available for percussion practice in the evenings.)
• The occupant must vacate at the half-hour.
• The occupant may reclaim the room for an additional 30-minute session if no one is waiting.
• If unoccupied 5 minutes after the half-hour, the room is considered open to all instruments or voice; however, winds are still restricted to the 12 rooms of the East Wing.

Dual Purpose Classroom, Band Room, and Ellison Hall (5:00 to 10:30 p.m.)
• These rooms are open for chamber ensembles and sectionals. (NB: Percussionists may sign up for a time in the band room or Ellison Hall when those rooms are not in use for chamber ensembles or sectionals.)
• The Dual Purpose Classroom (Rm. 158) and Ellison Hall are regularly scheduled by ensemble directors or, in the case of chamber ensembles, scheduled by sponsoring applied faculty through Nancy Melton.

After-Hours (Sunday through Thursday: 10:30 pm to 12:00 a.m.)
• The building will be locked at 11:00 p.m.; however, students who are in good standing as music majors have permission to stay later and practice.
• The UPD will make spot checks of the building after closing time. Any students found in the building after posted hours will be instructed to leave immediately and will be subject
to disciplinary action, including the revocation of access privileges. \textit{(NB: the custodial staff has been instructed to tell the students they need to leave and if there is an issue, they will call UPD.)}

- All students staying after-hours must exit through a panic-bar door and double-check that it locks behind them.
- The Department Office will compile a list of qualified students. This list will be regularly updated and given to UPD and the Facilities Office.

Piano Lab

The Piano Lab is located in Room 228 on the 2\textsuperscript{nd} floor of the Music Building. This room is designated for group piano class, and contains 16 Roland keyboards.

Smart Music

Students are encouraged to pay the annual registration fee and download the Smart Music system on their computer. Please see your applied instructor for instructions.

WiFi

Students in the Music Building may access the Internet in the student lounge and hallways of the second floor.

Copy Facilities

The copy machine in the Music Office is for authorized Department use only; the machine requires that the user enters a code number. Copy machines are available for students in the Student Center and in the James G. Gee Memorial Library. Copy cards may be obtained at the Gee Library.

\textbf{SCHEDULING RECITALS, CONCERTS AND OTHER EVENTS}

Students must adhere to the procedure for scheduling events if all aspects of a performance are to run smoothly.

1. \textbf{Check with your applied instructor about the procedure in your instrument area}. All A&M-Commerce students must obtain the permission of the instructors in their instrument area
(e.g., piano, brass, percussion, string, voice, woodwinds) to perform a recital on campus. Some areas require a recital preview; in other areas the procedure is less formal.

2. Choose 3 possible dates for your event and check against the master calendar of music events maintained in the Music Office. The Department will not permit a simultaneous ensemble performance in the Concert Hall and a recital performance in the Recital Hall.

3. Obtain a Recital Scheduling Form (see Addenda) from the Department Office if one or more of your performance and dress rehearsal dates are available. All wind and voice recitals will be in the Recital Hall; the percussion and piano recitals will be in the Concert Hall. A student performing a recital may have one dress rehearsal in the performance venue and must note that rehearsal date and time on the scheduling form. Additional rehearsal time in the venue may be arranged—depending upon the availability of the facility—by the respective applied teacher through the Department Office.

4. Obtain the permission/signatures required by the scheduling form.

5. Check with ALL faculty members who will be evaluating your recital.

6. Return the form to the Music Office no later than three weeks prior to event. Any changes to the event must be made at the earliest possible moment through the Department Secretary.

7. Please see the section on piano accompanists for information regarding accompanist fees.

8. Provide a check payable to the A&M-Commerce Music Department for $45 with the submission of the form, or use a credit card to pay through the campus Marketplace system. Students performing a junior or senior recital must have the performance recorded using the Music Department's equipment and Recording Crew—an archival copy is required for accreditation and grade. The Department Secretary will provide a receipt to the student. Then, the student will give the receipt to the Recording Crew captain. Following the recital, the crew will provide both the student and the applied instructor one copy of the recording and will place another copy in the Department archives.

9. If you plan a reception prior to or after the recital, provide a $50 deposit with the submission of the form. If the prep kitchen is clean with all utensils put away the following morning, the Department will return the deposit check. If not, the Department will cash the check.
MUSIC LIBRARY

The Music Department’s music holdings (e.g., books, recordings, scores) are housed in the James G. Gee Memorial Library. Currently, Meagan Beard is the designated faculty liaison for the Music Department. Students may check out printed music materials at the Circulation Desk once they have acquired a call number for the respective material. Students may listen to audio materials on the 3rd floor in the curriculum area of the library. Students may only listen to recordings in the library—they may not check out audio materials. Additionally, the Gee Library has acquired subscriptions to a wide variety of online reference, audio, and video resources. Students may access these resources after contacting the Gee Library staff and completing all registration requirements.

MUSIC FRATERNITIES AND SORORITIES

Students at Texas A&M-Commerce have the opportunity to join an honorary music fraternity or sorority or Percussion or Clarinet Association. These organizations provide academic recognition for the members, service to the Department, and the opportunity for social interaction among those interested in music. Students may learn more about and join these organizations during rush week each spring. The music organizations comprise:

1. Kappa Kappa Psi
2. Mu Phi Epsilon
3. Sigma Alpha Iota
4. Tau Beta Sigma
5. Phi Mu Alpha
6. MTNA Student Chapter
7. Clarinet Association
8. Percussion Association
Policies for Graduate Students

Orientation

The Department of Music holds Orientation meetings each year for many groups of students, from performing ensembles to undergraduate students. The Department Head, in conjunction with the Graduate Committee, will present an orientation session for all new graduate students each Fall semester. The agenda for the meeting will include information on advising, research expectations, and departmental operating policies and procedures.

Advising

The Department of Music will assign each graduate student to an advisor, generally at the beginning of each student’s course of study. Generally, the advisor will be a faculty member in the student’s area of focus (performance or music education.) Additionally, the Head of the Department of Music will serve as the academic advisor for all graduate students, focusing on program completion and other academic and personnel matters, as appropriate.

Each graduate student will be expected to meet with his/her advisor each semester and the Department Head annually. While the ultimate responsibility for success in the program lies with the student, the faculty of the Department expect to be actively involved in each student’s progress and will invest an appropriate amount of time and energy to allow that success.

Individual Study courses and projects

An integral part of each student’s program of study involves individual research projects. While the results of this research will vary by student and will culminate in a variety of settings, from recitals to extended papers, it is important that progress be measured throughout the course of the project. Normally, course grades will be assigned based on the work presented during the regular semester. In the case of research that takes place over more than one semester, the faculty member and student will determine benchmark goals, established throughout all semesters, and define course expectations in writing for each semester. The faculty member will be responsible for maintaining evidence of assessment and completion for all individual study courses. Evidence will be placed in student’s files upon completion of each semester.
Assistantships

Many graduate students are awarded an assistantship during their studies. These awards may take the form of a Graduate Assistantship-Teaching (GTA,) a Graduate Assistantship-Non-Teaching (GANT,) or a Graduate Assistantship-Research (GAR.) Most of the assistantships available in the Department of Music are GAT or GANT awards. The specific duties and expectations of each award will be clearly outlined in the award letter sent to the student and reviewed annually. Changes in assignment or duties within an assignment are at the discretion of the Department and will be forwarded to the student by the Department Head or the student’s advisor.

Oversight of policies and procedures

The Department of Music Graduate Committee will review all procedures, including those related to Orientation and Advising, and all other appropriate policies of the Department of Music Graduate Program annually. The committee will forward a report outlining findings and any suggested changes or additions to the Department Head no later than October 1 of each year. The Department Head will forward a report of any changes to the Graduate School annually.
Six Course Drop Policy

IMPORTANT INFORMATION FROM THE OFFICE OF THE REGISTRAR

Legislation was passed by the Texas Senate (SB 1231) in late spring 2007 that could seriously impact your college career. This legislation applies to all students entering into any Texas public institution of higher education as a first time freshman for fall 2007 and subsequent terms. Please read the following information carefully.

Under section 51.907 of the Texas Education Code, “an institution of higher education may not permit a student to drop more than six courses, including any course a transfer student has dropped at another institution of higher education.” This statute was enacted by the State of Texas in spring 2007 and applies to students who enroll in a public institution of higher education as first-time freshmen in fall 2007 or later. Any course that a student drops is counted toward the six-course limit if “(1) the student was able to drop the course without receiving a grade or incurring an academic penalty; (2) the student’s transcript indicates or will indicate that the student was enrolled in the course; and (3) the student is not dropping the course in order to withdraw from the institution.”

Policies and procedures for implementation of this statute are being developed and will be published as soon as they are available.

Texas A&M University-Commerce students affected by this statute that have attended or plans to attend another institution of higher education should become familiar with that institution’s policies on dropping courses. This statute applies across Texas public institutions, and procedures for implementation may vary between institutions.

For fall 2007, any course(s) dropped at A&M-Commerce on or prior to the 12th Class Day will not count toward the six course drop limit. Please refer to the university calendar for drop deadlines.

A drop is any course(s) dropped while still remaining enrolled. A withdrawal is dropping all of your courses for the semester. Dropping and withdrawing can also have an impact on your financial aid. Please be sure you check with the appropriate offices and your advisor before you decide to drop a course.
PIANO ACCOMPANYING: INSTRUCTIONS AND POLICIES FOR INSTRUMENTAL STUDENTS

Section 1: Student and Professional Accompanist Fees for Instrumental Students

Accompanist fees will be the responsibility of the student for juries, studio recitals, studio classes, and degree recitals. The Music Department will be responsible for covering the cost of accompanist fees for departmental student recitals, including convocations and the honors recital.

<table>
<thead>
<tr>
<th>INSTRUMENTAL PERFORMANCE</th>
<th>STUDENT ACCOMPANIST</th>
<th>PROFESSIONAL ACCOMPANIST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Recital (over 30 minutes of music)</td>
<td>$150</td>
<td>$250</td>
</tr>
<tr>
<td>Half Recital (30 minutes of music and under)</td>
<td>$75</td>
<td>$125</td>
</tr>
<tr>
<td>Departmental Student Recital <em>pd by department</em></td>
<td>$40</td>
<td>$50</td>
</tr>
<tr>
<td>Jury</td>
<td>$40</td>
<td>$50</td>
</tr>
<tr>
<td>Extra Lessons, Rehearsals</td>
<td>$10 per service <em>paid in advance</em></td>
<td>$15 per service <em>paid in advance</em></td>
</tr>
<tr>
<td>Extra Performances</td>
<td>$10 each <em>paid in advance</em> Extra rehearsals not included</td>
<td>$15 each <em>paid in advance</em> Extra rehearsals not included</td>
</tr>
</tbody>
</table>

**** A service is defined as a 30 minute rehearsal/lesson

Section 2: Professional Accompanists for Instrumental Students

If a student prefers to have a professional accompanist, the student is responsible for contacting the accompanist of choice directly as early as possible in the semester. The student will submit the Accompanist Request Form, music, and payment to the professional accompanist directly. A directory of available professional accompanists can be found on the board outside Ms. Vanatta’s office, room 223.
Section 3: Student Accompanists for Instrumental Students

If a student prefers to have a student accompanist, the student is responsible for requesting one from Ms. Vanatta 6 weeks prior to the performance date. A request is not complete until the Accompanist Request Form and music have been submitted to Ms. Vanatta in Room 230 or her mailbox. The student and both students’ principal applied instructors will receive an e-mail indicating the name and contact information of the assigned accompanist. If there are no students available or if the difficulty of the music is not appropriate for a student accompanist, the student and both students’ principal applied instructors will receive an e-mail advising the student to contact a professional accompanist. For jury semesters, payment is due at the first rehearsal. For recital semesters, half payment is due at first rehearsal and full payment is due at dress rehearsal. Accompanists will not provide services past these landmarks without payment.

Student Responsibilities

- Accompanists and soloists will handle their collaboration in a professional manner. Concerns that cannot be addressed to the satisfaction of all involved should be brought to the attention of Ms. Vanatta immediately.
- Accompanists and soloists will maintain professional communications regarding the scheduling of services. Soloists will communicate the dates of all rehearsals, lessons, performances, and changes to the schedule in a timely manner. Services missed due to lack of advance notice will not be rescheduled.
- Accompanists will demonstrate consistent and reasonable preparation for all rehearsals and performances of the repertoire they are committed to perform. Soloists will provide legible copies of the music with metronome markings (originals preferred) and recordings, if possible, to the accompanist.
- If additional services or performances are desired, the soloist must consult with the accompanist regarding scheduling and must pay the fee in advance of the service or performance.
- If a performance must be cancelled, the accompanist is entitled to receive payment for one-half the estimated total fees or for services rendered, whichever is greater.
- If a departmental student recital performance is cancelled by the soloist, the soloist and not the Department is responsible for the accompanist fee.
- Accompanists will refuse service if the agreed payment scheduled is not fulfilled.
DEPARTMENT OF MUSIC
INSTRUMENTAL ACCOMPANIST REQUEST FORM

Student’s Name: _______________________________________________________________

Student’s Phone: _______________________________________________________________

Student’s E-mail: _______________________________________________________________

Applied Instructor: _________________________                 Instrument: _________________________

Accompanist needed for:

Departmental Student Recital    Half Recital
Jury                          Full Recital

Date of Recital, if applicable: __________________________________________________

I have read and agree to the accompanying policies and procedures of the Department of Music. I understand that I am expected to pay the following amount for the services requested above by the following date:

Amount due: ___________________________        Date due: ___________________________

Fee for extra rehearsals, lessons, and performances due before service is given: _______________________

Student’s signature: _______________________________________  Date: ________________
**PIANO ACCOMPANYING: INSTRUCTIONS AND POLICIES FOR VOCAL STUDENTS**

**Section 1: Student and Professional Accompanist Fees for Vocal Students**

Accompanist fees will be the responsibility of the student for juries and degree recitals. The Music Department will be responsible for covering the cost of accompanist fees for weekly studio classes and for departmental student recitals, including convocations and honors recital.

<table>
<thead>
<tr>
<th>Vocal Semester</th>
<th>Student Accompanist</th>
<th>Professional Accompanist</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester registered for 1 hour</td>
<td>$40</td>
<td>$60</td>
</tr>
<tr>
<td></td>
<td>3 services, mock jury, and jury</td>
<td>3 services, mock jury, and jury</td>
</tr>
<tr>
<td>Semester registered for 2 hours</td>
<td>$100</td>
<td>$150</td>
</tr>
<tr>
<td></td>
<td>9 services, mock jury, and jury</td>
<td>9 services, mock jury, and jury</td>
</tr>
<tr>
<td>Departmental Student Recital</td>
<td>$40</td>
<td>$50</td>
</tr>
<tr>
<td><em>pd by department</em></td>
<td>2 extra services and performance</td>
<td>2 extra services and performance</td>
</tr>
<tr>
<td>Half-Recital Semester</td>
<td>$120</td>
<td>$180</td>
</tr>
<tr>
<td></td>
<td>12 services, recital hearing, dress rehearsal, and performance</td>
<td>12 services, recital hearing, dress rehearsal, and performance</td>
</tr>
<tr>
<td>Full-Recital Semester</td>
<td>$150</td>
<td>$225</td>
</tr>
<tr>
<td></td>
<td>15 services, recital hearing, dress rehearsal, and performance</td>
<td>15 services, recital hearing, dress rehearsal, and performance</td>
</tr>
<tr>
<td>Extra Lessons/Rehearsals</td>
<td>$10 per service <em>must be paid in advance</em></td>
<td>$15 per service <em>must be paid in advance</em></td>
</tr>
<tr>
<td>Extra Performances</td>
<td>$10 each <em>paid in advance</em> Extra rehearsals not included</td>
<td>$15 each <em>paid in advance</em> Extra rehearsals not included</td>
</tr>
</tbody>
</table>

***** A service is defined as a 30 minute rehearsal/lesson

**Payment Schedule**

In all cases of a non-recital semester, full payment is due by WEEK 5. Accompanists will not provide services until full payment is received.
**Procedure for Assignment of Accompanists**

During first week of classes: If you are a returning student, contact your previously assigned accompanist, coordinate your schedules, and communicate possible lesson times to your applied teacher. Complete the accompanist request form and return it to your teacher. It is beneficial to everyone when vocalists and pianists can nurture a successful working relationship over many semesters. If it is not possible to schedule a time with your previously assigned accompanist, notate that on the form and a new accompanist will be assigned to you. If you have a preference of accompanists, indicate that preference on the form and requests will be honored as schedules permit.

If you are a new student or a returning student whose accompanist is no longer available, complete the accompanist request form and return it to your teacher. If you have a preference of accompanists, indicate that preference on the form and requests will be honored as schedules permit.

By the end of second week: Applied teachers will give the forms with lesson times and preferences noted to Ms. Vanatta. Assignments will be made according to requests and availability.

By the end of third week: Ms. Vanatta will return the forms to the applied teachers with assignments noted. She will also distribute the forms to the assigned accompanists. Students and accompanists should contact one another as soon as possible to finalize the details of the assignment.

During the fifth week: Students will give the full accompanying fee and legible copies of the music to the assigned accompanist. No services will be given until both fee and music have been received.

**Student Responsibilities**

- Accompanists and soloists will handle their collaboration in a professional manner. This includes communications regarding the scheduling of services. Soloists will communicate the dates of all rehearsals, lessons, performances, and changes to the schedule in a timely manner. Services missed due to lack of advance notice will not be rescheduled. Concerns that cannot be addressed to the satisfaction of all involved should be brought to the attention of Ms. Vanatta immediately.
- Accompanists will demonstrate consistent and reasonable preparation for all rehearsals and performances of the repertoire they are committed to perform. Soloists will provide legible copies of the music and recordings, if possible, to the accompanist during WEEK 5 of the semester. No new music should be given to the accompanist past WEEK 10. If new music is needed past this week, Ms. Vanatta should be notified immediately in order to make other arrangements for the performance of the piece.
- If a performance must be cancelled, the accompanist is entitled to receive payment for one-half the estimated total fees or for services rendered, whichever is greater.
- Accompanists will refuse service if the agreed payment scheduled is not fulfilled.
DEPARTMENT OF MUSIC
VOCAL ACCOMPANIST REQUEST FORM

Student’s Name: ____________________________________________________________

Student’s Phone: _______________________________________________________________________

Student’s E-mail: _______________________________________________________________________

Voice Instructor: _________________________ Lesson Day & Time: _________________________

Please check all that apply:

- registered for 1 hour credit
- registered for 2 hour credit
- Half Recital
- Full Recital

RETURNING STUDENTS – complete the following:

Name of your last assigned accompanist: ____________________________________________

Is this accompanist able to attend your lessons? _______________________________________

Do you need to be assigned a new accompanist? ______________________________________

I have read and agree to the accompanying policies and procedures of the Department of Music. I understand that I am expected to pay the following fees as determined by accompanist assignment:

<table>
<thead>
<tr>
<th></th>
<th>1 hour</th>
<th>2 hour</th>
<th>half recital</th>
<th>full recital</th>
<th>extra reh.</th>
</tr>
</thead>
<tbody>
<tr>
<td>If assigned student accompanist:</td>
<td>$40</td>
<td>$100</td>
<td>$120</td>
<td>$150</td>
<td>$10</td>
</tr>
<tr>
<td>If assigned professional accomp:</td>
<td>$60</td>
<td>$150</td>
<td>$180</td>
<td>$225</td>
<td>$15</td>
</tr>
</tbody>
</table>

Student’s signature: ___________________________ Date: ________________

To be completed by Accompanying Coordinator:

Accompanist assigned: _____________________________

Instructor: ___________________________ Lesson day & time: _____________________________

Begin date: ___________________________ Payment due date: ___________________________
DEPARTMENT OF MUSIC
STUDENT PIANIST ACCOMPAIGNING AGREEMENT

Name: ________________________________________________________________________________

Phone: ___________________________________     E-mail:__________________________________

- Pianists will handle themselves at all times in a professional manner, including all communications
  regarding the scheduling of services, payment requests, decorum in rehearsals/lessons, and general
  performance etiquette. All concerns should be brought to Ms. Vanatta immediately.
- Pianists will communicate any necessary changes to the schedule as quickly as possible to
  everyone involved. Services missed due to lack of advance notice by the pianist must be
  rescheduled.
- Pianists will demonstrate consistent preparation of the repertoire they have committed to perform.
  Any issues regarding the preparation of the assigned music should be brought to Ms. Vanatta
  immediately.
- Pianists will refuse service if the agreed payment schedule is not fulfilled. If additional services or
  performances are desired, the soloist must schedule and pay for them in advance.
- If a performance is cancelled or rescheduled for the following semester, consult Ms. Vanatta for a
  fee schedule that is customized to the specifics of the situation. All variations from the formal
  payment schedule must be approved by Ms. Vanatta.
- If a pianist does not learn the assigned music to an acceptable level by the performance date, the
  pianist must pay the replacement pianist for the remainder of the contracted services. The exact
  dollar amount will be determined by Ms. Vanatta.
- Pianists will meet with the Graduate Teaching Assistant on the following schedule for coaching:
  1 meeting for jury performances = 3 weeks before jury
  2 meetings for recital performances = 4 weeks and 2 weeks before performance
  Additional coaching meetings will be scheduled at the discretion of the GTA or at the request of
  the pianist.

I have read and agree to the accompanying policies and procedures of the Department of Music.

Student’s signature: _____________________________     Date: ______________

Basic Skills/Requirements for Admission to Teacher Education

In order to be fully admitted to the Teacher Education Program, an applicant must demonstrate proficiency in Reading, Math and Writing. Following are the acceptable testing instruments/means by which a student may satisfy the Basic Skill Requirements.

Please note that completion of a Reading course does not satisfy the Reading Basic Skills Requirement. A Student must satisfy the Reading requirement by achieving the required score on one of the acceptable testing instruments as outlined below.

The Basic Skills Requirements cannot be appealed. Failure to meet the requirements will result in an applicant not being admitted to the Teacher Education Program. No exceptions.

<table>
<thead>
<tr>
<th>TEST</th>
<th>MINIMUM ACCEPTABLE SCORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>READING REQUIREMENT</strong></td>
<td></td>
</tr>
<tr>
<td>THEA</td>
<td>250</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>88</td>
</tr>
<tr>
<td>COMPASS</td>
<td>90</td>
</tr>
<tr>
<td>ACT</td>
<td>23 Composite and 23 English</td>
</tr>
<tr>
<td>SAT</td>
<td>1070 Combined AND 550 Critical Reading/Verbal</td>
</tr>
<tr>
<td><strong>MATH REQUIREMENT</strong></td>
<td></td>
</tr>
<tr>
<td>THEA/TASP</td>
<td>230</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>63</td>
</tr>
<tr>
<td>COMPASS</td>
<td>39</td>
</tr>
<tr>
<td>ACT math</td>
<td>19</td>
</tr>
<tr>
<td>SAT</td>
<td>1070 Combined AND 500 Math</td>
</tr>
<tr>
<td>ASSET</td>
<td>38</td>
</tr>
<tr>
<td>TAKS</td>
<td>2200 Math</td>
</tr>
<tr>
<td><strong>Minimum grade of “C” or better in College Algebra or Business Math</strong></td>
<td></td>
</tr>
<tr>
<td><strong>WRITING REQUIREMENT</strong></td>
<td></td>
</tr>
<tr>
<td>THEA</td>
<td>220 plus 5 on written essay</td>
</tr>
<tr>
<td>Accuplacer</td>
<td>(Sentence Skills 80 and written essay 5)</td>
</tr>
<tr>
<td>COMPASS</td>
<td>(score of 59 and written essay of 5)</td>
</tr>
<tr>
<td>ACT English</td>
<td>23 Composite and 19 English</td>
</tr>
<tr>
<td>SAT Critical Reading</td>
<td>1070 Combined AND 500 critical reading</td>
</tr>
<tr>
<td>ASSET</td>
<td>(score of 40 and written essay 5)</td>
</tr>
<tr>
<td>TAKS</td>
<td>2200 English/Language Arts AND a 3 Writing subscore</td>
</tr>
<tr>
<td><strong>Minimum grade of “C” or better in English Composition</strong></td>
<td></td>
</tr>
</tbody>
</table>
Master Class or Recital Scheduling Form

ALL SCHEDULING AND APPROVALS MUST BE COMPLETED NO LATER THAN THREE (3) WEEKS PRIOR TO THE PERFORMANCE DATE.

Today’s Date: ________________________________

Responsible Party: _____________________________________________ Phone: ________________________________

Circle one: Level (if applicable):  Junior  Senior  Graduate  Guest Artist

Instrument (if applicable): ________________________________

Ensemble (if applicable): _________________________________________

Performance location (e.g. Concert Hall, Recital Hall, etc.):

_______________________________________________________________

Performance Date: ________________________________ Performance Time: ________________________________

Duration of program (approx. length in minutes incl. breaks and/or intermission): ________________________________

Rehearsal Date(s): _____________________ Rehearsal time(s): (Begin) ___________________ (End): ______________

Performers(s): ________________________________________________________________

______________________________________________________________

Accompanist: _____________________________________________________________

(Any piano GA must be approved by piano division signature below.)

______________________________________________________________ will service as ushers for the recital.

Stage/equipment requirements (choice of piano, music stands, etc.):

___________________________________________________________________________

Program (incl. program notes, if any): ATTACH SEPARATE TYPED SHEET

Number of Printed Programs needed: __________________ audio recording: Y/N ________________________________

$45.00 RECORDING FEE MUST ACCOMPANY THIS FORM.

Prep Kitchen needed for reception:  Yes  or  No  If yes, a $50 deposit MUST Accompany this form.

Checked out by: ____________________________ Refunded:  Yes  or  No

Approvals: ALL SIGNATURES AND TYPED PROGRAM MUST BE TURNED IN TO THE MUSIC OFFICE NO LATER THAN 3 WEEKS PRIOR TO EVENT DATE.

Jury Committee: ____________________________ ____________________________ ____________________________

Signature/Date  Signature/Date  Signature/Date

Piano Division Approval of Accompanist: ____________________________

Signature  Date

Departmental Approval: ____________________________

Signature  Date

Copy to user ____________________; Copy for calendar management ____________________; Copy to recording ____________________