



— A&M —  
**COMMERCE**

**Department of Music**

# **Undergraduate Student Handbook**

**2021-2022**  
(Updated Summer 2021)

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## WELCOME

Whether you are a returning, new, or a prospective student, we want to welcome you to the Department of Music at Texas A&M University-Commerce. The primary purpose of the *Student Handbook* is to inform you of procedures, requirements, and opportunities available to you as you begin this exciting part of your music education. This handbook is not a substitute for the Texas A&M University-Commerce *Undergraduate Catalog*; instead it works in conjunction with the course requirements and procedures in the *Undergraduate Catalog*. <http://catalog.tamuc.edu/undergrad/>

## MISSION STATEMENT

The Department of Music 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.

## GOALS: The Department of Music:

- 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

## ADMISSION AND ENROLLMENT

### ACT OF ENROLLMENT

When a student enrolls in 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.

### UNIVERSITY AND DEPARTMENT OF MUSIC ENROLLMENT

All undergraduate students at Texas A&M University-Commerce are enrolled in, and subject to the rules and regulations of the university. All music programs are offered under the supervision of the Department of Music and the specific administration of undergraduate programs in music is the responsibility of the department. In addition to university-wide regulations, music students must abide by the regulations of the department.

### ORIENTATION

New Student Orientation is an important and mandatory step in becoming a student at A&M-Commerce. All new undergraduate students are required to participate in New Student Orientation. The University has customized this process to meet the needs of various types of students. For more information visit, <http://www.tamuc.edu/admissions/onestopshop/orientation/default.aspx>.

## 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 students have met the University College requirements, they become students of the College of Humanities, Social Sciences & Arts. At this point, the Department of Music assigns each student a Department advisor (usually the student's applied instructor when that instructor is a full-time faculty member). The advisor meets regularly with each student to monitor progress and advise the student on course selection in his or her respective course of study. The faculty advisor, division coordinator and Department of Music maintain information on each student's 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 advisor may electronically access the student's updated academic records (transcripts and degree audits) using MyLeo (DegreeWorks).

When a student first registers, he or she must declare a music major and a degree (e.g., Bachelor of Music with All-Level 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 advisor 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 inadvertently taking courses that are superfluous to their field of study. They must also consult with their advisors 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 Music with All-Level Certification conferred by the Music Department requires all-level certification.) Although advisors 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 advisor 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.  
<http://www.tamuc.edu/admissions/registrar/generalInformation/default.aspx>
- Be aware of the '6-course drop rule.' (see handbook page 35)
- 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. (see handbook pages 19-30)
- Know the piano proficiency requirements for your degree program (see handbook page 25).
- If you receive a music scholarship, you must register for at least 15 semester hours (SH) each semester and complete at least 12 SH per semester with a cumulative GPA of 2.75.
- If you receive a housing scholarship, you must maintain a minimum 2.5 GPA for the first 60 hours attempted and a minimum 3.0 GPA after 60 hours.
- If you are a music education major, you must maintain a minimum cumulative GPA of 2.75 and a minimum GPA of 2.75 in the field of specialization with no course grade less than a C.
- Music students may apply the following music courses to the University Studies and professional courses: MUS 1308 (Introduction to Music Literature)
- Finally, 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 music 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 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.

### **POLICIES AND PROCEDURES**

The Department of Music Faculty, Division Heads and Handbook (Policy) Committee will review all procedures, including those related to Orientation and Advising, and all other appropriate policies of the Department of Music 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.

### **ADMINISTRATIVE DIRECTORY**

Department Head	Dr. Eric Branscome <a href="mailto:Eric.Branscome@tamuc.edu">Eric.Branscome@tamuc.edu</a> Office 188, 903-886-5327
Director of Bands and Instrumental Division	Mr. Phillip Clements <a href="mailto:Phillip.Clements@tamuc.edu">Phillip.Clements@tamuc.edu</a> Office 193, 903-886-5285
Director of Choirs and Vocal Division	Dr. Randall Hooper <a href="mailto:Randall.Hooper@tamuc.edu">Randall.Hooper@tamuc.edu</a> Office 196, 903-886-5284
Director of Keyboard Division	Dr. Luis Sanchez, <a href="mailto:Luis.Sanchez@tamuc.edu">Luis.Sanchez@tamuc.edu</a> Office 231, 903-886-5287
Coordinator of Music Activities	Ms. Nancy Melton, <a href="mailto:Nancy.Melton@tamuc.edu">Nancy.Melton@tamuc.edu</a> Office 186, 903-886-5304
Administrative Assistant	Ms. Shelbie Blackstone, <a href="mailto:Shelbie.Blackstone@tamuc.edu">Shelbie.Blackstone@tamuc.edu</a> Office 184, 903-886-5303
Administrative Assistant (Ensembles)	Ms. Christi Condor, <a href="mailto:Christi.Condor@tamuc.edu">Christi.Condor@tamuc.edu</a> Office 175, 903-886-5248

## DEGREE SCHEDULE FOR THE MUSIC CORE

Regardless of their elected degree program 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) 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, Woodwinds), MUS 134 Elementary Strings, MUS 236 Class Piano, and MUS 139 Voice Class. The lower division Emphasis courses for voice are Diction MUS 143, 144, 145 and 146. 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 should follow their progress on the DegreeWorks section of their MyLeo account.

## **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. Ms. 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 Music with All-Level 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 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
- RDG 380 Comprehension and Vocabulary in MS/HS
- (NB: RDG 370 may be substituted for RDG 380; however, 15 observation hours are required for RDG370.)

### **Music Teacher Field-Based Student Teaching**

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 Music with All-Level Certification program must proceed through the following steps:

- In the semester prior to the internship semester, the music student must apply online for Admission to the Field-Based Student Teaching Program. These requirements include:
- Full admission into the Field-Based Teacher Education Program (interview process and determination completed during SED 300).
- Documented 30 hours of Early Field Experience Observation and Online Reflection (Completed during SED 300).
- Completion of Basic Skills Requirements:
  - The Reading component must be met with a score of 250 or higher on Reading THEA or appropriate SAT or ACT score.
  - The Math component may be met with a “C” in college algebra (or appropriate test score).
  - The Writing component may be met with a “C” or higher in English 1301 or 1302 (or appropriate test score).
- Senior Standing (completion of approximately 80 semester hours of college coursework).
- Meet the Overall GPA requirement of 2.75.
- Complete required Interdisciplinary Core, Specialization, and Professional Development courses with a GPA OF 2.75 and no grade less than a C.
- Mandatory participation in partnership district interviews. A successful interview resulting in a placement is required to complete student teaching.

At the beginning of the semester preceding the field based program, the student and Department Music faculty (Mrs. Meek, Dr. Hooper, Mr. Clements, and Mr. Goodwin) will meet to confer regarding possible schools for placement. Their recommendations are then sent to the Placement Coordinator who works with the requested school districts to make the placement assignments.

In general, every All-Level Music student teacher is placed in a secondary school for 8 weeks and an elementary school for 8 weeks. In exceptional cases, a 16-week extended placement at a secondary site may be arranged, contingent on student fulfillment of appropriate Department policies.

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 time in the field based program. 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 university graduation). Similarly, students in the spring should begin in early January when the mentor teacher begins work and continue until activities conclude in May. Thus, they have multiple opportunities to study with strong teachers in a variety of successful music programs.

## GENERAL INFORMATION FOR AREAS OF INSTRUCTION

### APPLIED INSTRUCTION (PRIVATE LESSONS)

#### Eligibility for Applied Instruction

Any student may enroll in applied music study; however, if personnel resources are limited, the Department of Music may not be able to accommodate every student's desire or need to study music in applied lessons. The Department of Music 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 Department of Music 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.

#### Course Numbers for Applied Instruction

- MUS 152/352 (2-3 SH during long semesters; 1-2 SH during summer session) for music major only
- MUS 151/351 (1-2 SH during long semesters and 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

## **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 depending on their degree plan (fifty 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. At the end of the 4<sup>th</sup> semester of study at Texas A&M University-Commerce (TAMUC), students will perform an extended jury known as the Junior Level Proficiency Exam (JLPE; see below for more information). After successfully completing the JLPE, the student continues applied lessons at a more advanced level (MUS 352) for fifty minutes each week. As a culmination of the MUS 352 process, all students will perform a half recital. In addition, performance majors (Bachelor of Music) will continue with MUS 352 and perform a full recital in a subsequent semester (See below for specific arealength requirements).

### **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 (MUS 151) instrument on a convocation recital or in studio class and have that performance graded by the appropriate faculty in lieu of the minor applied jury for the semester 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**

At the end of the 4<sup>th</sup> semester of study at Texas A&M University-Commerce (TAMUC), perform and pass an extended jury known as the Junior Level Proficiency Exam (JLPE). All music majors must pass the JLPE to be admitted into upper division Principal Applied lessons (MUS 352) and most other upper division courses in the department. For the JLPE, the student must demonstrate technical and musical excellence, music literacy (sight reading), and the ability to perform a cross-section of standard repertoire for the specific studio area. A student who does not pass all portions of the JLPE must retake only the failed portions at the end of the following long semester. Piano majors are required to retake the entire JLPE if they fail any portion. The student will not be eligible to enroll in upper division Principal Applied Lessons (MUS 352) until all portions of the JLPE are passed. A student who does not pass the second attempt at the junior level proficiency exam will no longer be allowed to continue as a music major. Transfer students are encouraged to take the JLPE at the end of their 2<sup>nd</sup> semester of applied lessons at TAMUC, but no later than the end of their 4<sup>th</sup> semester.

**Instrumental JLPE Policies**

Instrumental students must demonstrate competency in four areas of performance:

1. Jury piece assigned by the instructor for that particular semester.
2. Etudes/excerpts/misc. materials
3. All major, minor, and chromatic scales (performed from memory)
  - Played in a 4/4 time signature, with the rhythm of quarter notes, eighth notes for every measure.
  - Any of the 12 major, three forms of minor scales, and chromatic scale (played in steady eighth- notes) could be asked for at the JLPE. Scales will be drawn at random and performed within the same key area. For example, if the key of C is drawn then the student will perform the C Major, c natural minor, c harmonic minor and c melodic minor scale. A minimum of four key areas will be assessed.
  - The minimum tempo to perform all scales is as follows:
    - Woodwinds: quarter-note=120.
    - Brass: quarter-note=96
    - Percussion: quarter-note=160
  - Number of octaves is determined by the applied instructor.



4. Sight-reading - While the jury and etudes portion is graded similar to a typical jury exam with a final number value, grading for the scales and sight-reading portion of the JLPE is based on a pass/fail system. As stated in the JLPE requirements, all students must satisfactorily perform and pass a sight-reading etude. To obtain a consistent approach and difficulty level among all studios, etudes will be selected according to a variety of factors.

Selection Requirements include:

- 16-24 measures long
- Simple or compound meter
- Key signature: up to 4 sharps or 4 flats (Major or minor key signatures; no modes)
- Occasional accidentals
- Rhythmic Values: Half-notes, Quarter-notes, Eighth-notes, Sixteenth-notes, Triplets, Syncopations
- Marked dynamics
- Marked articulations
- Marked tempo
  - Simple meter: Quarter-note = 80-140
  - Compound meters: Dotted Quarter-note = 60-132

The JLPE Rubric will be used for the sight-reading etude. Students will need a 2.5 average score or higher to pass the sight-reading portion of the JLPE. The rubric is published on the music department website; a synopsis is below.

- Students performing the etude technically correct with added musicality, not written in the music, including phrasing, nuance, and clear direction will constitute a “4” on the rubric scoring sheet.
- Students performing the etude technically correct and/or making a quick recovery will constitute a “3” on the rubric scoring sheet.
- Students performing the etude with minor technical and musical mistakes will constitute a “2” on the rubric scoring sheet.
- Students performing the etude with major technical and musical mistakes will constitute a “1” on the rubric scoring sheet.

Before performing the JLPE, students are required to submit the following at the time of their performance exam:

1. The student should have their personal copy of an original score. Two copies of the solo/jury piece will be used by the jury panel.
2. Two copies of the other works prepared (etudes/excerpts/misc. materials)
3. Two typed copies of the semester repertoire sheet (available on the music department website)

### **Piano JLPE Policies**

- Keyboard students must successfully perform the literature and technical requirements assigned during their last semester of lower division applied study. Questions should be directed to Dr. Luis Sanchez, Head of the Piano Division.

### **Vocal JLPE Policies**

For the vocal JLPE, 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 expressively perform various styles of music. All literature must be performed by memory. In addition to the repertoire performance requirement, students must 1) demonstrate competency sight-singing using solfege, the text, or a neutral syllable, 2) speak 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 JLPE from the applied voice instructor.

Five typed copies of the Jury Form and Jury Repertoire Form (under the Current Student resources section of the music department website) must be provided by the student to the evaluators at the time of the jury.

## MINOR APPLIED REQUIREMENTS

### Bachelor of Music with All-Level Certification

Students pursuing a degree in music education must declare an applied minor instrument and/or take class instruments. Instrumental majors must take 4 credit hours of class instruments (brass, percussion, strings, woodwinds) and 1 credit hour of voice class. Vocal majors must declare piano as their minor instruments and meet the piano proficiency requirements. (See piano proficiency requirements on page 31)

### Bachelor of Music in Performance Requirements

**Instrumental:** Instrumental students pursuing a Bachelor of Music in instrumental performance must, in addition to their primary instrument, master the requisite technical skills for a minimum of one secondary instrument (minor applied) as part of their course of study. Students must enroll in four lower level minor applied lessons (MUS 151) as part of this sequence. These lessons would typically be taken as a one credit lessons (30 minutes per week) over four semesters. At the end of each semester the student will perform a jury for faculty evaluation of technical and musical progress over assigned literature.

**Piano:** performance majors must complete 7 hours of applied minor study (organ is often used), 3 of which must be upper division. They must also pass the proficiency exam for the minor applied instrument.

**Vocal:** Vocal majors must declare piano as their minor instrument and meet the piano proficiency requirements. (See piano proficiency requirements on page 25)

## RECITAL PERFORMANCE REQUIREMENTS FOR MUSIC MAJORS

Music majors must perform at least once each semester on a solo recital, convocation recital, studio class recital or master class. Then, depending upon the student's course of study and studio requirements, he or she performs additional degree recitals as noted below:

### Degree Recitals

#### Instrumental

- Instrumental students studying for a Bachelor of Music with All-Level Certification perform a half recital in their junior or senior year. A half recital is defined as a minimum of 25 minutes of music with no more than 12 and 1/2 minutes devoted to chamber music.
- Instrumental students studying for a Bachelor of Music perform a half recital as a junior and a full recital as a senior. A full recital is defined as a minimum of 50 minutes of music with no more than 20 minutes devoted to chamber music.

## Vocal

- Vocal students studying for a Bachelor of Music with All-Level Certification perform a half recital in their junior or senior year. A half recital is defined as a minimum of 25 minutes of music.
- Vocal students studying for a Bachelor of Music perform a half recital as a junior and a full recital as a senior. A full recital is defined as a minimum of 50 minutes of music.

## Piano

- Piano students studying for a Bachelor of Music in piano pedagogy perform a half recital and a lecture recital. A half recital is defined as a minimum of 25 minutes of music.
- Piano students studying for a Bachelor of Music in piano performance perform a half recital as a junior and a full recital as a senior. A full recital is defined as a minimum of 50 minutes of music.

The Department of Music 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, 1-2 hours semester hours (SH).

The student will enroll in 1 hour of MUS 352 Recital for each half-recital segment required of them (i.e. half-recital =1 credit hour, full-recital =2 credit hours). In addition the student will register for 1-2 hour(s) of applied lessons based on their degree plan. (i.e. Performance majors may enroll in 2 hours of applied lessons if needed to satisfy number of hours needed for graduation).

### Sample Enrollments:

- Music Education Junior Level Half Recital (1 credit of MUS 352R and 1 credit of MUS352)
- Performance Junior Level Half Recital (1 credit of MUS 352R and 2 credits of MUS 352)
- Performance Senior Level Full Recital (2 credit of MUS 352R and 1 credit of MUS 352)

3. 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).

The Recital Rubric will be used for the degree recital. Students will need an overall grade of C or better on the recital to be considered passing. The rubric is published on the music department website.

<b>Performance Technique</b>	Exceeds expectations Meets expectations Below expectations Unsatisfactory
<b>Musicianship Interpretation</b>	Exceeds expectations Meets expectations Below expectations Unsatisfactory
<b>Professionalism Presence</b>	Exceeds expectations Meets expectations Below expectations Unsatisfactory

### **Recital Hearings**

All degree recitals require a “recital hearing” to be scheduled prior to the recital in order for the instructor to give final approval to move forward with the recital. The hearing will be graded Pass/Fail. Committee members will use the Recital Performance Scoring Rubric to determine their score. The rubric consists of explanations of Performance Technique, Musicianship/Interpretation, and Professionalism/Presence.

The recital hearing must be scheduled no less than 10 days before the recital date (policies vary by area. Consult with your applied teacher). While the hearing is recommended to occur in the performance venue, it is not required. The principal applied teacher is required to be present at the hearing and the recital. Two of the three committee members must evaluate the hearing and recital and at least two committee members should be in attendance at the hearing. If the student fails the pre-recital hearing, or individual pieces at the hearing, one additional hearing may be scheduled (during the same semester) at the discretion of the committee, or the recital

may be cancelled or postponed. If the recital is cancelled/postponed the student will receive a grade of F in the Principal Applied Recital course. The student will have one additional semester in which to successfully pass the recital and remain a music major. This additional attempt must be during the next consecutive long semester.

The primary instructor may cancel a student recital at any time for the following reasons:

1. Lack of progress/preparation
2. Failure to schedule a recital hearing, for degree recitals
3. Failure to turn in the proper scheduling paperwork on time
4. Failure to submit program or program notes (when applicable)
5. Failure to pay accompanist fees (when applicable)

Individual faculty members can define the recital grading procedures for the course in their syllabi, as well as requirements for program notes. The scheduled dress rehearsal is merely a rehearsal and will not be graded by the committee.

## **RECITAL SCHEDULING**

Students must adhere to the procedure for scheduling events:

1. 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 area (e.g., piano, brass, percussion, string, voice, woodwinds) to perform a recital on campus. Some areas require a recital hearing; 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 online. The Department will not permit a simultaneous ensemble performances in the Concert Hall and a recital performance in the Recital Hall in the same division Concert times:
  - a. Monday-Friday: 6:00 p.m. and 7:30 p.m.
  - b. Saturday and Sunday: 3:00 p.m., 4:30 p.m., 6:00 p.m. and 7:30 p.m.
3. Obtain a Recital Scheduling Form from the Department of Music Website or the Department Office if one or more of your performance and dress rehearsal dates are available (See links to this form in the documents and forms section at the end of this handbook or under the current student resources section of the music department website). 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 two-hour dress rehearsal in the performance venue (2 two-hour rehearsals for percussion students) 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/committee 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 Administrative Assistant.
7. See the section on piano accompanists for information regarding accompanist fees.
8. Provide a check payable to the A&M-Commerce Department of Music for \$50 with the submission of the form, or use a credit card to pay through the campus Marketplace system. Students performing a half or full recital must have the performance recorded using the Department of Music's equipment and Recording Crew—an archival copy is required for accreditation and grade. The Department Administrative Assistant 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.
10. Provide Program information via the Recital Program Information Page available on the Music Department Website. The form should be filled out no less than 14 days before the recital. ([Click here](#)) Include ALL information required for program: composition titles, movement titles, composers, composer dates, additional musicians, instrument, date of recital, time of recital, degree or non-degree recital, and primary instructor(s) for recital material.
11. Program Notes: These may or may not be required by applied instructor. All program notes will be formatted and copied by the performer. The Department of Music will not print program notes.



## 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 majoring in music education 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 Music with All-Level 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.

## PIANO PROFICIENCY 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 236) 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: MUS 136A and level B: MUS140B), 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 MUS 236 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 BM with All-Level Certification degree must declare piano as their applied minor. Accordingly, they must enroll in Class Piano (MUS 136A or MUS 140B, depending on their prior experience at the keyboard). All vocal majors must pass Class Piano Level C (MUS 236) with a grade of C or higher, before they may enroll in upper division Applied Piano (MUS 351). 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 236) and 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.

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.

### **MUSIC THEORY INSTRUCTION AND SEQUENCE**

All music majors must pass with a grade of C or better a four-semester sequence of theory and analysis (MUS 1311, 1312, 2311, 2312) and a four-semester sequence of ear training (MUS 1116, 1117, 2116, 2117) 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.

## CONVOCATION/RECITAL ATTENDANCE REQUIREMENTS

### Convocation

All undergraduate music majors must enroll in and pass six semesters of MUS 100R (Convocation) to graduate from Texas A&M University-Commerce with a baccalaureate degree in music. Convocations are scheduled Wednesdays at 4:00pm and consist of recitals and lectures. Transfer students must enroll for MUS 100R each semester until graduation, student 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. Other requirements are described on the MUS 100R syllabus.

- If you are asked to participate in a Convocation recital by your applied instructor, you must submit your information by Friday at 5pm the week before your performance.

### Recital Etiquette

- Turn off cell phones, watches, or any other noise-making device before entering any performance venue.
- Avoid doing anything that might be a distraction to the performers or other audience members.
- Applause should be reserved until the end of each section during the recital/concert
- Dress to attend daytime/afternoon recitals in everyday school attire.
- Dress for evening recitals in professional attire. (At minimum, wear dress slacks with dress shirts or blouses, dress shoes, etc.)
- Gentlemen should remove caps or hats in performance venues.
- Display respect for yourself, others, and the art of music!

## GRADE REQUIREMENTS

All music majors must earn a minimum grade of a C in all Music Core classes in order to advance to upper division Principal Applied lessons (MUS 352). These classes include the four-semester sequence of basic theory and analysis (MUS 1311, 1312, 2311, 2312) and the four-semester sequence of aural skills (MUS 1116, 1117, 2116, 2117) as part of the Music Core. 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.

## SCHOLARSHIPS AND FINANCIAL AID

**MUSIC 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 completion, 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.

### **ENDOWED MUSIC SCHOLARSHIPS**

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 musicianship, academic achievement, departmental involvement and service to the department. The scholarship applications are typically due in March with awardees notified by the end of the Spring Semester. The Link to the Endowed Scholarship is located on page 50 of this document and on the music department website under current student resources.

### **UNIVERSITY 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.”

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.

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.

## MUSIC FACILITIES AND EQUIPMENT

### MUSIC BUILDING HOURS

The Music Building is 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. The Department of Music Office will compile a list of qualified students. This list will be regularly updated and given to UPD and the Facilities Office. 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 instruments 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. Students are expected to report activities or behaviors that are potentially destructive or abusive to a faculty or staff member, or the University Police. As a community of scholars and artists, it is imperative that everyone take responsibility for their own actions and be aware of the actions of others in the Music Building, and to work for the safety and security of all faculty, staff, students, patrons, and guests in the Music Building.

**KEYS**

Keys will be assigned to students for specific rooms and venues as they pertain to either work-related or official student organization activities. Once a need for the key arises, a student should see Nancy Melton, Department Coordinator of Music Activities in the Music Office to order and/or sign out the appropriate key. There will be a fee for lost keys (fees vary based on amount of rooms that may need to be re-keyed as a result). Students may also be blocked from registering for subsequent semesters or from graduation if keys are not returned and/or fees are not paid.

**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, keep these areas clean so that all may enjoy them. 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, 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 maintains the following Non-Smoking Policy:

To protect the health and well-being of people on campus and to protect the physical condition of university owned property, smoking, vapor, and tobacco use is prohibited inside and adjacent to any building owned, leased, or operated by A&M-Commerce. Maintaining a smoke, vapor, and tobacco-free environment is the responsibility of all members of the campus community, including visitors; and relies on the thoughtfulness, consideration, and cooperation of tobacco and vapor users.

The following areas will be smoke, vapor, and tobacco-free: (a) University-owned and leased housing (apartments, resident halls) (b) All indoor air space of university owned athletic facilities (c) Public seating areas in athletic outdoor facilities (d) Eating areas (dining halls, cafeterias, food courts, snack bars, The Club) (e) All other university buildings, entrances to buildings, and university vehicles.

**CONDUCT**

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (Student's Guide Handbook, Policies and Procedures, Conduct). A&M-Commerce will comply in the classroom, and in online courses with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

**CONCEALED CARRY**

Campus Concealed Carry-Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule



34.06.02. R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, refer to (<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

### **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 Department of Music Office during the first week of class in the fall. Students pay a \$10.00 fee for the year (\$5.00 for the summer), 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. Lockers are intended for the storage of items that are in direct support of artistic and curricular activities (instruments, sheet music, text books, etc.). Items that may cause harm to the building or its occupants, including flammable or combustible items, and those that are not allowed in other campus facilities are prohibited. The University may inspect the locker and evict the user at any time. Empty lockers may not be claimed or used without an official request from the music office. Items that are found in a locker that has not been issued by the department will be removed, and the lock will be cut. If you wish to change lockers after one has been issued to you, you may request a change through the office. You are responsible to report any damage to the music office and may be expected to pay for repair or replacement if the locker was damaged due to negligence or misuse. Lockers should remain locked at all times. The university is not responsible for lost or stolen property, especially if you fail to lock your locker.

## **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 Administrative Assistant. 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**

Practice rooms are a vital part of any music institution. Practice Rooms are available only to students majoring in music or non-music majors enrolled in ensembles or lessons. 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 if 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.
- 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. (*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.

### **PIANO LAB**

The Piano Lab is located in Room 228 on the 2<sup>nd</sup> floor of the Music Building. This room is designated for group piano class, and contains 16 Yamaha keyboards.

### **TECHNOLOGY LAB**

The Technology Lab is located in Room 209 on the 2<sup>nd</sup> floor of the Music Building. This room is designated for music technology classes, marching band techniques classes and for use as a tutorial lab in the Spring Semester. Lab hours for each week are posted and should be followed.

### **COPY FACILITIES**

The copy machine in the Department of Music Main Office Suite is for authorized Department use only. 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.

### **MUSIC LIBRARY**

The Department of Music's music holdings (e.g., books, recordings, scores) are housed in the James G. Gee Memorial Library. Currently, Sarah Northam is the designated faculty liaison for the Department of Music. 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 3<sup>rd</sup> 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.

## ACCOMPANIST POLICIES

### 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.

<u>INSTRUMENTAL PERFORMANCE</u>	<u>STUDENT ACCOMPANIST</u>	<u>PROFESSIONAL ACCOMPANIST</u>
Full Recital (over 30 minutes of music)	\$150-200+ 4 hours of rehearsals/lessons, recital hearing, dress rehearsal, and performance	\$200-250+ 4 hours of rehearsals / lessons rehearsals; hearing, dress rehearsal and performance
Half Recital (30 minutes of music and under)	\$125 2 hours of rehearsal/lessons, recital hearing, dress rehearsal, and performance	\$175 2 hours of rehearsals/lessons, recital hearing, dress rehearsal and performance
Departmental Student Recital *pd by department	\$40 2 services and recital performance	\$50 2 services and recital performance
Jury	\$40 2 services and jury performance	\$50 2 services and jury performance
Extra Lessons, Rehearsals	\$15 per service *paid in advance*	\$20 per service *paid in advance*
Extra Performances	\$15 each *paid in advance* Extra rehearsals not included	\$20 each *paid in advance* Extra rehearsals not included

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

+ Accompanist will provide the exact fee depending on the amount of music to be performed.

## **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.

## **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. Libby 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.

## 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.

<u>VOCAL SEMESTER</u>	<u>STUDENT ACCOMPANIST</u>	<u>PROFESSIONAL ACCOMPANIST</u>
Semester registered for 1 hour	\$75 5 services, mock jury, and jury	\$100 5 services, mock jury, and jury
Semester registered for 2 hours	\$150 10 services, mock jury, and jury	\$200 10 services, mock jury, and jury
Departmental Student Recital *pd by department*	\$40 2 extra services and performance	\$50 2 extra services and performance
Half-Recital Semester	\$180 12 services, recital hearing, dress rehearsal, and performance	\$240 12 services, recital hearing, dress rehearsal, and performance
Full-Recital Semester	\$225 15 services, recital hearing, dress rehearsal, and performance	\$300 15 services, recital hearing, dress rehearsal, and performance
Extra Lessons/Rehearsals	\$15 per service *must be paid in advance*	\$20 per service *must be paid in advance*
Extra Performances	\$15 each *paid in advance* Extra rehearsals not included	\$20 each *paid in advance* Extra rehearsals not included

\*\*\*\*\* 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 4. Accompanists will not provide services until full payment is received. In all cases of a recital semester, payment is expected according to the following schedule: full payment is due by WEEK 4 or by the date of the recital hearing, whichever is first. Accompanists will not provide services past these weeks without full payment.

**Procedure for Assignment of Accompanists**

During first week of classes: Returning Students - 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.

New Students, or Students Who Need New Accompanist - 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. Maxwell. Assignments will be made according to requests and availability.

By the end of third week: Ms. Maxwell 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 fourth 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. Maxwell 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 4 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.

## MISCELLANEOUS

### GRADUATION

Students should refer to specific dates set by the university regarding graduation application.

<http://www.tamuc.edu/admissions/registrar/graduation/graduationSteps.aspx>

Usually, the application process opens up at the beginning of the semester and the deadline is within the first weeks of the semester. Students should check with the Registrar for exact deadlines.

### MUSIC FRATERNITIES, SORORITIES, AND STUDENT ORGANIZATIONS

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 Coalition
8. Percussion Association

## FORMS AND RESOURCES

### UNIVERSITY RESOURCES

#### OFFICE OF STUDENT DISABILITY AND RESOURCES

Texas A&M University-Commerce, Gee Library, Room 132  
(903) 886-5096 or (903) 886-5835

[StudentDisabilityServices@tamuc.edu](mailto:StudentDisabilityServices@tamuc.edu)

#### OFFICE OF FINANCIAL AID

One Stop Shop, Student Access & Success Center  
(903) 886-5096

[FAO.Web@tamuc.edu](mailto:FAO.Web@tamuc.edu)

#### WRITING CENTER

David Talbot Hall, Room 103  
Phone (903) 886-5280

[writing.tamuc@gmail.com](mailto:writing.tamuc@gmail.com)

#### COUNSELING CENTER

Student Services Building, Room 204  
Phone (903) 886-5145

### MUSICIAN HEALTH AND SAFETY

Information on the Music Department website under Current Student Resources at:

<http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/music/musicianHealthSafety.aspx>

### CHARMS

Information on the Music Department website under Current Student Resources at:

<http://www.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/music/currentstudents/charms.aspx>

## ONLINE FORMS

### ACCOMPANYING REQUEST FORMS

- [Accompanist Request Form \(Instrumental\)](#)
- [Accompanist Request Form \(Vocal\)](#)
- [Student Accompanist Agreement](#)

### CONVOCATION FORMS

- [Convocation Request Form](#) (Online ONLY)

### DEGREE WORKSHEETS

- [Performance \(Fall 2013 and prior\)](#)
- [Performance \(Beg Fall 2014\)](#)
- [Music Education \(Fall 2013 and prior -vocal-elementary emphasis\)](#)
- [Music Education \(Beg Fall 2014-vocal-elementary emphasis\)](#)
- [Music Education \(Fall 2013 and prior -vocal-secondary emphasis\)](#)
- [Music Education \(Beg Fall 2014-vocal-secondary emphasis\)](#)
- [Music Education \(Fall 2013 and prior-instrumental-elementary emphasis\)](#)
- [Music Education \(Beg Fall 2014-instrumental-elementary emphasis\)](#)
- [Music Education \(Fall 2013 and prior-instrumental-secondary emphasis\)](#)
- [Music Education \(Beg Fall 2014-instrumental-secondary emphasis\)](#)

### ENDOWED SCHOLARSHIP APPLICATION FORMS

- [Endowed Music Scholarship Application Form \(2019\)](#)

## **JURY FORMS**

### **Instrumental**

- [Instrumental Jury Repertoire Form](#)
- [Instrumental Jury Evaluation Form](#)

### **Vocal**

- [Vocal Jury Repertoire Form](#)
- [Vocal Jury Grading Rubric](#)
- [Vocal Recital Evaluation Form](#)

### **Piano**

- [Piano Jury Evaluation Form](#)

## **RECITAL FORMS**

- [Masterclass/Recital Scheduling Form](#)
- [Student Recital Program Information Form](#) (Online ONLY)