

Texas A&M University-Kingsville
School of Music

Graduate Music Student Handbook

Updated 2/24

Mission Statement

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

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

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

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

School of Music Admissions

- Download and thoroughly review the History and Theory Proficiency Exam study guides
- Submit the Graduate Teaching Assistantship and Scholarship Application, including resume

Graduate Transfer Credits

A maximum of 18 hours towards a master's degree, of which a maximum of 9 may be from the uwf gpa major area, may be transferred. Such courses must be approved by the Dean of the College of Graduate Studies upon recommendation of the School of Music graduate coordinator. The student will be required to submit syllabi from any courses that are being transferred. None of the transferred courses may have been applied toward a previous degree. No more than 6 transfer hours will be accepted during a uwf gpa final 12 course hours. Graduate courses older than 7 years will not be considered for transfer.

Faculty Guidelines for Teaching 5000-Level Courses

Faculty must be broadly and deeply conversant with the field of study and be knowledgeable in the state-of-the-art information available in textbooks and scholarly articles or electronic networks, and must hold a terminal degree in the teaching field.

Content of 5000-level courses should:

- provide content knowledge beyond the undergraduate level,
- make maximum use of modern technology and other available resources,

Academic Coursework and Advising

Before the registration period opens for each semester, contact the Graduate Coordinator in charge of Advising in order to schedule your classes for the next semester.

Course Load ó Fall and Spring Semester Students

In order to receive financial aid, scholarships, or serve as a Graduate Teaching Assistant, students need to be full-time, which for the graduate school means 9 hours in the Fall/Spring. Often, due to ensembles, students in the Fall/Spring will take 10 hours. Students can certainly take more hours, if they wish to participate in more ensembles.

Course Load ó Summer Semester Students.

Summer courses are offered in 2 sessions each summer: Summer Session I (SS1) and Summer Session 2 (SS2). SS1 is typically in June and SS2 is typically in July. Each session lasts just over 2 weeks. The courses are held each day, M-F. Each class meets for 4 hours each day. A typical schedule would be Class 1, 8 am- 12 pm, and Class 2, 1 pm-5 pm.

Summer M.M. students take 12 hours each summer.

The first two summers consist of

6 hours (2 courses) during SSI

6 hours (2 courses) during SSII

The third summer consists of:

6 hours (2 courses) during SSI

3 hours (1 course) during SSII

3 hours (Graduate Research Project) during SSI and SSII

Applied Music

The graduate courses in applied music are designed to meet the requirements and desires of students who wish to major in performance. Instruction at the undergraduate and graduate levels is offered in the following areas:

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

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

Vj g Arr rlgf O wuk eqwtugu wug vj g OWUA rtghz cpf ecp dg hqwpf wpf gt ðArr rlgf O wukö kp vj g Bnwg and Gold Registration System.

The course number utilizes four digits as follows:

1. The first digit indicates the level of instruction: 1-Freshman, 2-STJ.

Juries

Comprehensive Exams

All Master of Music candidates within the graduate music program must pass a set of Comprehensive Exams during their final semester of study. The exams are derived from their program of study. Upon completion of the exams, a determination of 1) pass, 2) requires remediation, or 3) fail, will be given. Exams and remediation must be completed before the final 2 weeks of long semesters and the final week of the summer semester. If a student fails an exam, it must be retaken in a subsequent semester.

Constructing a Committee ó Music Education Graduates ONLY

Committee must consist of 3 graduate faculty members from whom the student has taken a course.

Configuration of committee must include

- o a member from your area of specialization,
- o a member from an academic area (music history, music theory, or music education),
- o a member at-large.

Constructing a Committee ó Performance and Conducting Graduates ONLY

Committee must consist of 3 graduate faculty members from whom the student has taken a course.

Configuration of committee must include

- o a member from your area of specialization,
- o one member each from theory and history academic areas

Contacting Committee Members

Student must contact prospective committee members to determine their willingness to serve and obtain signatures on the fillable [Committee Signature Form](#).

Student must turn in the completed form to the Music Graduate Coordinator before the end of the 5th class day during the fall and spring semesters and before the end of the 2nd class day during summer semesters.

Examination Preparation

Student is expected to answer questions over material from any course they completed.

Student will speak with each member of the committee regarding the scope of study from which to expect questions. *The Committee member does not have to provide that information.*

Student must keep in mind the expected level of preparation is far greater than anyth2 792 reW* n EMC /-hc

The sit-down exam will cover at least three primary areas:

- Music Theory, Music History, and Music Literature/Pedagogy for Performance and Conducting Graduate students.
- Music Theory/Music History, Music Literature, Pedagogy, and/or Music Education for Elementary and Education Graduate students.

The committee will provide 2 questions in the Theory/History/Pedagogy (Elementary and Education students) area each; student will be directed and expected to answer only 1 of each.

The committee will provide 3-4 questions from the Literature/Pedagogy/Education area; student will be directed and expected to answer 2.

Total of 4 questions are required to be answered.

Each Student will get 1 hour per question with 15-minute breaks between exams, thus totaling 4 hours and 45 minutes.

Once the committee has agreed that the student has successfully completed all requirements for the comprehensive exam, including any remediation, the committee will sign a Graduate College DocuSign form GS 103 for Music Education students and GS 105 for Performance and Conducting students. See page 26 for the links to the forms and information.

The form will be generated at least one (1) week prior to graduation by the Music Graduate Council.

The committee will provide 3-4 questions from the Literature/Pedagogy/Education area; student will be directed and expected to answer 2.

Total of 4 questions are required to be answered.

Each Exam will last for 4 hours with 15-minute breaks between exams, thus totaling 4 hours and 45 minutes.

Exams will be administered in the School of Music computer lab. Students have no access to internet.

Each week prior to the exam, the Music Graduate Coordinator will provide the content to the Committee Chairs. Students will answer the questions and save to the same USB. The Graduate Coordinator will distribute the content to the Committee Chairs.

Committee Chairs and Duties

The committee chair will schedule a meeting with all members of the committee within one week of Comprehensive Exam completion.

Should the committee chair choose not to serve, the Music Graduate Coordinator will appoint another chair.

Committee chair duties:

- Schedule an in-person or video meeting with all members of the committee within one week of Comprehensive Exam completion.
- Confer with all members and decide 1) pass, 2) requires remediation, or 3) fail.
- Report committee decision to the Music Graduate Coordinator no later than one week after the Comprehensive Exam.
- When remediation is required, the committee chair will schedule a second in-person or video meeting with all members of the committee within one week of remedial work is submitted. Chair will confer with committee members and decide 1) passed or 2) failed the Comprehensive Exam.
- Report committee decision to Music Graduate Coordinator no later than one week after remedial work is submitted.

Committee Duties

Exams must be completed before the mid-semester point in the long semesters and before the start of Summer II in the summer semesters.

Committee members will submit a draft of the Comprehensive Exam to the Music Graduate Coordinator at least two (2) weeks prior to the exam date during the long semesters and one (1) week prior to the exam date during the summer semesters.

Music Graduate Coordinator will provide copies of the student responses for each exam to each committee member upon completion of the exam. Each committee member will individually review the responses.

The committee chair will schedule a meeting with all members of the committee within one week of Comprehensive Exam completion.

Should the committee chair choose not to serve, the Music Graduate Coordinator will appoint another chair.

If a student fails their Comprehensive Examination, they will be required to re-take the exam in a subsequent semester.

Once the committee has agreed that the student has successfully completed all requirements for the comprehensive examination, including any remediation, the committee will sign a Graduate College DocuSign form GS 103 for Music Education and Elementary Music Education majors and GS 105 for Performance and Conducting majors. The form will be generated by the Music Gtcf wvg Cqqt f lpcvt wr qp pqv eg qheqo o kwgg u f geklp.

accompanist, and faculty recital committee members. Mr. Barrera will approve the date and officially place the date on the SOM calendar.

5. The Recital Hearing should be scheduled at the same time as the recital itself. (See Recital Hearing above)
6. Once the hearing is passed, the student must submit the materials for the recital program to the SOM Office at least 10 days in advance of the recital. Everything should be submitted electronically and free of typos or mistakes. Failure to meet this deadline may result in the student not having a program for the recital.

Recital Checklist:

Plan Recital

- _____ Secure date for the recital
- _____ Secure accompanist for the recital
- _____ Choose recital program: Give accompanist music when recital is scheduled
- _____ Secure the assistance of any other musicians needed

Rehearsals

- _____ Plan and schedule all rehearsals with accompanist
- _____ Secure rehearsal locations for all rehearsals
- _____ Plan and schedule any rehearsals with other musicians Recital Hearing
- _____ Schedule the Recital

Hearing

- _____ Secure the location for the Recital Hearing
- _____ Request faculty members to serve on the Recital Committee
- _____ Confirm the presence of committee members three days prior to the hearing

Recital

- _____ Program: Must be submitted to SOM Office at least 10 days in advance of Recital
- _____ Secure recording services for the recital
- _____ Secure a stage crew for the recital
- _____ Secure a page-turner if the accompanist requests one
- _____ Plan appropriate attire and inform all performers involved in the recital
- _____ Plan reception if desired (Receptions allowed only after 8:00 recitals)
- _____ Invite family to recital ó Be sure to inform them of recital etiquette (No photos during recital, no disruptive children, etc.)
- _____ Have all needed supplies for recital ó Music, instruments, mutes, reeds, water, towel, etc.
- _____ Confirm the presence of committee members three days prior to the recital

Faculty Guidelines for Supervisor of Graduate Research Project

Students pursuing a Master of Music in Education must submit a paper for their final Graduate Research Project. While the project is to be completed in the last semester of MM courses, the student is expected to begin the paper prior to completion of the coursework. The project topic does not have to be new but cannot be a reiteration of another paper since it will be submitted through Turn-It-In on Blackboard. Turn-It-In is an originality checking and plagiarism prevention service that checks writing for citation mistakes or inappropriate copying. The supervising faculty member should become familiar with the Turn-It-In application on Blackboard.

The length of the paper is not as important as the content. Rarely are papers less than 30 pages or more than 70. The supervising professor is expected to guide students in appropriate journal selection and to suggest paper revisions and edits before final submission.

Consistent progress is vital to the Research Project successful completion. The supervising faculty

Turnitin Process for Graduate Research Projects

Graduation Procedures

File for Candidacy/Apply for Graduation DegreeWorks (Degree Plan)

Students must apply for graduation through Blue and Gold. The deadlines change each semester; therefore, it is best to consult the Academic Calendar to find the deadlines. The deadline is typically within the first week or so of school starting in the long semesters (around Sept. 1 for Fall/around Feb. 1 for Spring), and by the end of the first week of the 1st summer session for August graduation. Students would be wise to fill out the application as soon as the window opens for them, so that it does not get missed.

Submission of Degree Plan

DegreeWorks serves as the official degree plan for t

Graduate Studies Information and Links

[College of Graduate Studies](#)

Other important links

[Research Policies and Procedures](#)

[Research Compliance](#)

[Graduate Catalog](#)

[Current Graduate Students Info](#)

[DocuSign Forms](#)

Music Facilities and Services

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

Facilities Usage

Music Education Complex and Music Annex facilities are available for student use whenever the buildings are open. The music facilities are to be used only for university-sponsored events or ensembles. The Music Building days and hours of operation are as follows:

Monday through Thursday: 7:00 AM to 11:00 PM

Friday: 7:00 AM to 10:00 PM

*Saturday: 11:00 AM to 5:00 PM

*Sunday: 1:00 PM to 10:00 PM

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

Practice/Rehearsal Facilities

Many areas within the Music Education Complex are designated as practice/rehearsal areas and may be utilized by students. Certain practice areas are restricted for use by permission only. To gain permission to utilize a restricted practice facility, the student must submit a request online to Dr. Kyle Millsap.

Practice/Rehearsal Facilities are as follows:

Practice Rooms

Rehearsal Halls: Permission required

*Recital Hall: Permission required (Recital Preparation/Rehearsals)

*Performance Hall: Permission required (Recital Preparation/Rehearsals)

*Please note: Use of these facilities requires that a faculty member be present at the rehearsal. Mr. Vicente Barrera will schedule and approve the use of these facilities.

Lockers

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eqo g, htuvugt xgf ö dcuku. Nqengtu y kndg kuwgf vq uwf gpw cpf cuiki pl gé ej gengf q² lu/pvwug. Nqengtu

Recording Requests

The School of Music has recording services available to students and ensembles for the purpose of recording junior recitals, senior recitals, ensemble performances, and competition/audition submissions. Students must pay for recording services at the current rate prescribed by the School of Music. All requests for recording services must be made at least two weeks prior to the event. Additionally, recording services will only be offered when a recording services technician is available to assist in the recording/editing process.

The Recording Fee Schedule is given below:

Recital

\$30 full-recital recording fee

ÉIpenwf gu vj g hqmty kpi , uj ctgf xlc QpgDtlxg:

o Uncompressed wav files

o Compressed mp3 audio files

\$15 video add-on

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

ÉUwdlgevnq cxckrdkxv ó only one stream can happen at a time

ÉUtgco u y qwf dg cxckrdrg qp VAO WMUej qqnqhO wule FcegdqqmRci g

ÉIpenwf gu ukpi rg o r 4 xlf gq hrg qht gekcn

Session (studio or hall)

\$50 fee for two-hour session ó audio only

\$25/each additional hour

ÉIpenwf gu vj g hqmty kpi , uj ctgf xlc QpgDtlxg:

o Uncompressed wav files

o Compressed mp3 audio files

\$25/hour for engineer editing ô subject to availability and competition/pre-screening rules

\$25 flat fee video add on ô

Music Ensembles

Music Ensembles perform on campus and in various communities throughout Texas and the nation. Graduate students seeking a M.M. in Conducting and Performance have numerous ensemble choices in which to participate, the most common for the MM students to participate in are listed below. Please note which ensembles require an audition for participation.

Instrumental Ensembles Requirements

All full-time performance and conducting majors must register for and participate in their prescribed major ensemble until they graduate. There is no ensemble requirement for Master of Music Education

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

Cell Phone Policy

Cell phones and other electronic devices may not be used or displayed in a classroom, rehearsal, recital,
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University Policies

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides

aware that the University subscribes to the Turnitin plagiarism detection service. Your paper may be submitted to this service at the discretion of the instructor.

5. Lying: deliberate falsification with the intent to deceive in written or verbal form as it applies to an academic submission.
6. Bribery: providing, offering or taking rewards in exchange for a grade, an assignment, or the aid of academic dishonesty.
7. Threat: an attempt to intimidate a student, staff or faculty member for the purpose of receiving an unearned grade or in an effort to prevent reporting of an Honor Code violation.

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

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

Harassment/Discrimination

Texas A&M University-Kingsville does not tolerate discrimination on the basis of race, color, religion, national origin, age, disability, genetic information, gender, gender identify or sexual orientation (or any other illegal basis) and will investigate all complaints that indicate sexual harassment, harassment, or discrimination may have occurred. Sexual harassment and sexual assault are types of sex discrimination. Such sexual misconduct is unacceptable and will not be tolerated. Any member of the university community violating this policy will be subject to disciplinary action. A person who believes he/she has been the victim of sexual harassment or unlawful discrimination may pursue either the informal or the formal complaint resolution procedure. A complaint may be initially made to the Office of Compliance at (361) 593-4758, or to the Office of Compliance at (361) 593-3606 or the Office of Compliance at (361) 593-4758. Regardless of who the complaint is filed with, the Compliance Office will be notified of the complaint so it can be investigated.

Pregnant Students

Any pregnant students, or student planning on becoming pregnant, should consult their health care provider to determine what, if any, additional precautions are needed, based on their individual situation. It is the responsibility of the student to communicate their needs to the faculty member or Office of Compliance as soon as possible in order for risk-reduction to be most effective, and to determine if additional modifications are necessary. While the university cannot mandate that the student notify it that she is pregnant or is planning to become pregnant, the university strongly recommends that students do provide notification, so appropriate steps can be taken to ensure the health of both parent and child. To communicate health circumstances or to request additional information, please contact Karen Royal, Director of Compliance at karen.royal@tamuk.edu or (361) 593-4758.

School of Music Administration/Staff

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