

Texas A&M University-Kingsville  
School of Music

Graduate Music Student Handbook

Updated 2/24



## Introduction

The *Graduate Music Student Handbook* is designed to provide information concerning your musical studies at Texas A&M-Kingsville. It contains information about School of Music policies and procedures, programs, facilities, services, curricula, and degree plans. The *Graduate Music Student Handbook* is considered official School of Music policy and is current as of June 16, 2023. Please realize that there may be changes in policies, procedures, curricula, and degree plans that occur periodically. These policy changes will be updated in the handbook at appropriate times based upon the implementation of such new policies and procedures. For more information about the University policies and procedures, please read the [Graduate Catalog](#).

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

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# Mission Statement

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

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

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

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

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

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

# School of Music Admissions

## Application for Acceptance to TAMUK College of Graduate Studies

All potential Master of Music students must apply and be admitted to the Texas A&M University-Kingsville College of Graduate Studies and School of Music. Click on [Apply Now](#) on the TAMUK Graduate Admissions website.

Applications are not considered complete until all required documents are submitted. This includes official transcripts from any college/university previously attended. It can take several weeks to a month for transcripts to be added to your file. Only complete applications are sent to Graduate Coordinators for review. Plan accordingly.

The Graduate Requisite Exam (GRE) is not required for admission to the M.M. program.

## Application for Acceptance to TAMUK School of Music

All potential M.M. Students applying for admission to the Master of Music program must submit the School of Music Application to the Graduate Coordinator. The application is located at the Admissions section of the School of Music website, [here](#).

## Graduate Audition Requirements

Students intending to pursue a Master of Music in Performance or Conducting must schedule and perform an entrance audition and/or interview to be considered for admission to the School of Music. School of Music scheduled audition days occur during the spring semester. Students may also contact the applied music professor or the ensemble director in their instrumental/vocal area to schedule the audition. (*see list of Faculty and Staff p. 41*) Master of Music in Performance students must prepare a prescribed list of material for their audition.

[Graduate Audition Requirements](#)

Master of Music in Music Education students do not need an audition or interview.

## Proficiency Exams

See Proficiency Exams section on p. 15

## Graduate Teaching Assistantships and Scholarships Application

An application must be submitted to be considered for a Graduate Teaching Assistantship and Scholarship. [Graduate Teaching Assistantship and Scholarship Application](#)

## Admission Checklist

- Apply for the TAMUK College of Graduate Studies through [Apply Texas](#)
- Submit the [TAMUK School of Music Graduate Application](#)
- Schedule an audition, if you are applying for a M.M. in Performance or Conducting

- 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 student's 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 student's final 12 course hours. Graduate courses older than 7 years will not be considered for transfer.



# Graduate Degree Plans

Fully accredited by the National Association of Schools of Music (NASM), the Texas A&M University-Kingsville Department of Music offers a Master of Music degree with concentrations in music education, performance, and conducting. The degree offers high quality graduate education at an exceptionally affordable cost.

All Master of Music degree plans are a minimum of 36 hours, though some students may take more hours due to the addition of non-degree classes/ensembles. Classes are carefully scheduled so that students can graduate in 4 long semesters (Performance/Conducting) or 3 summers (Music Education). If students fail a course, take less than full-time course loads, and/or fail one or both Proficiency Exam areas, their expected graduation time will change. A minimum cumulative 3.0 GPA and coursework grades of a C or better is required to graduate with a MM degree.

Master of Music Degrees offered at Texas A&M University Kingsville

Music Education Concentration and Specializations

[MM in Music Education: Instrumental](#)

[MM in Music Education: Vocal](#)

[MM in Music Education: Elementary Music](#)

Music Performance Concentration and Specializations

[MM in Performance: Instrumental](#)

[MM in Performance: Vocal](#)

Music Conducting Concentration and Specializations

[MM in Conducting: Wind](#)

[MM in Conducting: Choral](#)

# Graduate Teaching Assistantships (GTA) and Scholarships

## Positions

The School of Music receives several Graduate Teaching Assistantships from the College of Arts and Sciences each year. These positions may be renewed, based on the needs of the School of Music and the GTA's work in previous semester(s).

GTA minimal requirements:

- Enroll full-time as a graduate student for each semester awarded
- Fall/Spring – at least 9 credit hours each semester
- Summer – at least 3 credit hours each session
- Maintain a 3.0 GPA

GTA Instructor of Record requirements:

- At least 18 graduate credit hours in the discipline
- Official transcripts submitted to the Provost's Office
- Approved Credential Evaluation Form submitted to the Provost's Office

## Hours

GTAs are hired for one semester (4.5 months) at a time, which allows flexibility to change responsibilities or to not continue a student who has not performed satisfactory work. GTAs work 20 hours per week from first class day until last day of finals. The actual first day may vary based on official hire date

## Duties

- Work 20 hours per week from first class day until last day of finals
- Actual first day may vary based on official hire date

Assignments may include:

- Assist with preparation and development of course/lab materials
- Assist with teaching undergraduate courses or labs
- Laboratory sessions must not exceed 10 hours (or 3 labs) per week
- Teach undergraduate courses as instructor of record
- Conduct study/review sessions
- Hold regular office hours and respond to student questions
- Assist in other activities that support teaching (e.g. grading) \*

\*Faculty: Grading done by a GTA should be checked by the instructor of record. The instructor of record is the only person who should input grades into Blue and Gold.

# 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,
- emphasize the analysis and synthesis of information and should expand the student's knowledge base and prepare the student for the job market at a more advanced level than those with baccalaureate degree.
- provide knowledge of scholarly writing techniques and of research methodologies appropriate to the discipline, and
- prepare the student for pursuing more advanced degrees.

# 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— 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 – 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	

The Applied Music courses use the MUSA prefix and can be found under “Applied Music” in the Blue and Gold Registration System.

The course number utilizes four digits as follows:

1. The first digit indicates the level of instruction: 1-Freshman, 2-Sophomore, 3-Junior, 4-Senior, 5-Graduate.
2. The second digit indicates the number of semester hours credit and the minimum hours of daily practice: 1-1 hour, 2-2 hours, 3-3 hours, 4-4 hours. A one credit hour lesson meets for 30 minutes each week. A two, three or four credit hour lesson meets for 50 minutes each week.
3. The third digit indicates the semester of study: 1-first semester, 2-second semester, 3- third semester, 4-fourth semester.
4. The fourth digit is zero.

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

The Applied Music course requirements for music majors and minors are as follows: BM with Teacher Certification:

MM in Performance: Four Semesters of three credit hour lessons

MM in Conducting: Four Semesters of credit hour lessons

# Juries

The progress of a student from one level of applied music to another is dependent on the jury held at the conclusion of each semester. Music Juries are essentially final exams for the applied music courses. Juries are performed at the end of each long semester, usually immediately preceding Dead Day.

Juries are divided up into sub-areas to include: Woodwinds, Brass, Percussion, Piano, and Voice.

Students within each sub-area will perform for a panel of music faculty who will offer written comments and criticisms with the intent of helping the student to improve as a musician.

Each faculty panelist will assign a grade to the student for the jury which will be utilized by the applied faculty member in a way consistent with the written guidelines of the applied music course syllabus.

Each jury will be scheduled for a seven-minute time slot. Performance majors may be asked to schedule two seven-minute time slots.

Students should be sure to sign up for a jury time that:

- a) does not conflict with any classes or rehearsals;
- b) is at a time when the accompanist is available; and
- c) allows for adequate warm-up time prior to the jury.

Most students will be asked to secure the services of an accompanist at a cost of approximately \$40 for the jury.

Students are to prepare music as assigned by the applied teacher.

Students should fill out applied jury sheets for each faculty panelist as well as one applied music repertoire sheet.

Students should also obtain copies of their jury music to provide for each faculty panelist.

Students should dress professionally for the jury since it is a formal performance displaying their best effort

# Proficiency and Comprehensive Examinations

## Proficiency Exams

All incoming graduate students must take and pass a Proficiency Exam in the areas of Music History and Theory. Graduate students may take the Proficiency Exams no more than two times in a semester. Thorough preparation is highly recommended. Study guides are available to assist with preparation for the exams. Failure to pass one or both exams could delay graduation.

[Proficiency Exams Study Guide](#)

## Proficiency Exam Offerings

- \*Audition day for Master of Music in Performance or Conducting
- One-two weeks before Summer Session 1
- One week before Fall and Spring Semesters

\*Master of Music in Education students may take the Proficiency Exams during any designated School of Music Audition Day.

## Proficiency Exam Pass/Fail Rules

- Once a student has passed the Proficiency Exams, they are allowed to proceed with the degree plan without barriers.
- The Proficiency Exams can be taken a maximum of two times in a semester until a passing grade is achieved.
- Failure to pass a Proficiency Exam could delay graduation.
  - The Theory Proficiency Exam must be passed before taking a graduate theory course.
  - The Music History Proficiency Exam must be passed before submitting to Degree Works for graduation.
- Upon the first non-passing Theory Proficiency Exam, the student must take AND pass the [Eastman Graduate Music Theory Review](#) before taking the proficiency exam a second time. There is a required fee for the online course.

# 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 – 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
  - a member from student's area of specialization,
  - a member from an academic area (music history, music theory, or music education),
  - a member at-large.

## Constructing a Committee – 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
  - a member from your area of specialization,
  - 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 5<sup>th</sup> class day during the fall and spring semesters and before the end of the 2<sup>nd</sup> 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 anything they have prepared for to this point. Be thorough.
- It is advisable to save all course materials and textbooks throughout your degree program so that you may use these in order to review for these exams.

## Written Comprehensive Exams – All MM Grads

- Student will take a traditional, sit-down examination by the mid-semester point of their final semester for Fall and Spring exams and between summer sessions for Summer exams.



- 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.
- Exams will be administered in the School of Music computer lab. Students have no access to internet.
- Each student will be given a USB with their Comp Committee's questions and any supplemental materials. Students will answer the questions and save to the same USB. The Graduate Coordinator will distribute the content to the Committee Chairs.

## Assessment of Comprehensive Exams

- Comprehensive exams are usually taken during the final semester of a student's coursework.
- Students must be enrolled in at least one graduate music course in order to take the comprehensive exams, even if they have completed all course requirements.
- Within the week after exams are administered, the Comprehensive Exam committee will assess student exams and collectively determine 1) pass, 2) requires remediation, 3) fail.
- Should an exam(s) need remedial work, the scope of work will be determined by the Comprehensive Exam Committee and assigned one (1) week after the exam was taken.
- Comprehensive Exam Committee will assess remediation and determine 1) pass or 2) fail.
- Should a student not pass one or more Comprehensive Exams, they are required to take the exam again at subsequent Comprehensive Exam times.

## Failure of Comprehensive Exams

- Should a student not pass one or more Comprehensive Exams, they are required to take the exam again at subsequent Comprehensive Exam times.
- Students must be enrolled in at least one graduate music course in order to re-take the comprehensive exams, even if they have completed all course requirements.
- Students must re-apply for graduation, if they fail their comprehensive exams. Graduation applications do not roll over to subsequent semesters. If a student has been approved for candidacy, but has failed the comprehensive exams, they can still walk the stage at graduation, but their degree will not be conferred until the semester in which they have completed their comprehensive exams and re-applied for graduation.

## Completion of Comprehensive Exams

- 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 Coordinator or upon notice of committee's decision.

# Faculty Guidelines for the MM Comprehensive Examination

All Master of Music candidates within the graduate music program must pass a comprehensive examination during their final semester of study. The exams are derived from their program of study. Upon completion of the exam, the committee will collectively assess and assign one of three grades: 1) pass, 2) requires remediation, 3) or fail. If remediation is required, the committee will assign and grade the remediation, which must be completed before the final 2 weeks of long semesters and the final week of the summer semester. If the committee determines the student failed, the exam must be retaken in a subsequent semester.

## Constructing a Committee – 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
  - a member from student's area of specialization,
  - a member from an academic area (music history, music theory, or music education),
  - a member at-large.

## Constructing a Committee – 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
  - one member from your area of specialization,
  - one member each from theory and history academic areas

## Contacting Committee Members

- Student must contact prospective committee members to determine their willingness to serve.
- Student must obtain the signatures of committee members on the fillable form provided by the Music Graduate Coordinator.
- Student must turn in the completed form to the Music Graduate Coordinator before the end of the 5<sup>th</sup> class day during the fall and spring semesters and before the end of the 2<sup>nd</sup> class day during summer semesters.
- [Fillable Signature Form](#)

## Committee Member Question Guidelines – All MM Grads

- Students will take a traditional, sit-down examination by the mid-semester point of their final semester for Fall and Spring exams and between summer sessions for Summer exams.
- 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 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 student will be given a USB with their Comp Committee's questions and any supplemental materials. 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 member designated as the student's area of specialization will serve the committee chair.
- 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 after student's 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 evaluate the student's responses.
- The committee will meet to discuss student's exams and together the committee will decide 1) pass, 2) requires remediation, 3) or fail.
- Should remediation work be required, the committee will collectively determine the scope of remediation and issue the assignment to the student. Remediation work must be completed before the final two (2) weeks of the given semester.
- The committee will meet a second time within the week after the student submits remedial work to evaluate the remedial work and decide 1) pass or 2) fail.

- 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 Graduate Coordinator upon notice of committee's decision.

# Final Projects

## Master of Music in Performance and Conducting Graduate Recital

### Graduate Recital

All MM Performance and Conducting majors are required to perform a full recital in their final semester of study.

- MM in Performance students will perform a full-length recital in the area of their specialization.
- MM in Conducting students will either perform a full-length recital; or a composite of several performances equal to or greater than a full recital. In the case of a composite recital, the student will submit links to the performances to the recital panel.
- Graduate students will register for MUSI 5305 – Graduate Research Project – the course required for completion of the graduate recital.

### Recital Hearing – All MM in Performance

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

### Recital Preparation Procedures – All MM in Performance

The following “checklist” is designed to aid the student in the preparation for the Graduate Recital. All plans for the recital must be made with the advice, assistance and recommendations of the applied/ensemble professor. Please remember that a recital is an academic event, not a social one. Ultimately, the student is responsible for the outcome of the recital, and as such, the student should take the initiative to methodically plan the recital and work diligently to ensure its success.

1. Discuss your recital plans with your applied/ensemble professor.
2. The scheduling of the recital date must be done with the approval and commitment of everyone who will be involved: Applied Professor, Accompanist, Student Performers. Check availability of the performing hall.
3. Possible recital days are Mondays, Tuesdays, Wednesdays, and Thursdays during the long semesters. Recitals may be at 6:30 or 8:00 and should be approximately 50 minutes in length. Only 6:30 PM recitals are permitted on Monday nights.
4. Once a date and time for the recital has been agreed upon by all involved, the student must submit a “Recital Date Request” form to Mr. Vicente Barrera, Manager of Facilities and Sound Recording. Several signatures are required on the form including the applied professor,

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 – Be sure to inform them of recital etiquette (No photos during recital, no disruptive children, etc.)
- \_\_\_\_\_ Have all needed supplies for recital – Music, instruments, mutes, reeds, water, towel, etc.
- \_\_\_\_\_ Confirm the presence of committee members three days prior to the recital

## Master of Music in Education Graduate Research Project

The Research Project is the end goal of MUSI 5305 and the Master of Music Education degree. 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.

If the project requires input from Human Subjects, the Institutional Review Board (IRB) must be notified of the project. The IRB meets on the 2<sup>nd</sup> Tuesday of each month during the fall and spring semesters. Advance planning is essential for the success of the research. For more detailed information, view the [Research Compliance](#) page.

The length of the paper is not as important as the content. Rarely are papers less than 30 pages or more than 70. Writing and citation styles should mimic a particular journal related to the research project's topic. The supervising professor will guide you in appropriate journal selection.

Research methods and materials learned in the Introduction to Research class (MUSI 5301) is invaluable for compilation of information and sources for the project. Many online resources exist through TAMUK Jernigan Library, Interlibrary loan, and other libraries around the nation.

Commitment to daily progress on the Research Project is essential for completion of the paper in a timely manner. Below is an example of a typical schedule for an August graduation:

- 2<sup>nd</sup> week in May – Abstract due – Submit to Grad Coordinator – Faculty supervisor assigned
- 3<sup>rd</sup> week in June – Bibliography due
- 4<sup>th</sup> week in June – Outline due
- 1<sup>st</sup> week in July – Introduction due
- 3<sup>rd</sup> week in July – first complete Draft due – returned at least week later
- 4<sup>th</sup> week in July – Final Draft due – submit through Turn-It-In – returned next day for final edits
- Monday before graduation – Corrected final paper due. Final papers must be printed and turned into the music office to be stored in the student's School of Music file. You can either print your paper yourself and deliver to the music office, or you can email your paper to Melinda Perez, [melinda.perez@tamuk.edu](mailto:melinda.perez@tamuk.edu), who will print the paper and place it in your file (please cc Dr. Scott Jones as well as your supervising professor.)

If the project is unable to be completed in the semester that the student signed up for the Graduate Research Project course, the student cannot drop the course (after the drop deadline), and they cannot receive an I for the course. The student will take an S or U grade on the work completed, but will have to re-register for the course in a subsequent semester.



# 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. Writing and citation styles should mimic a particular journal related to the research project's topic. 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 member will work with the student to set specific deadlines and goals throughout the summer leading up to August graduation.

Below is an example of a typical schedule for an August graduation:

- 2<sup>nd</sup> week in May – Abstract due – Submit to Grad Coordinator – Faculty supervisor assigned
- 3<sup>rd</sup> week in June – Bibliography due
- 4<sup>th</sup> week in June – Outline due
- 1<sup>st</sup> week in July – Introduction due
- 3<sup>rd</sup> week in July – first complete Draft due – returned at least week later
- 4<sup>th</sup> week in July – Final Draft due – submit through Turn-It-In – returned next day for final edits
- Monday before graduation – Corrected final paper due

A faculty member must successfully supervise 5 graduate research projects prior to receiving load credit. These projects must be documented as students registering for MUSI 5305 or MUSI 5306, and the faculty member listed as the teacher of record. After 5 projects, the faculty member may request a 3-hour load reduction in the next long semester. If the faculty member cannot take a load reduction, he/she may request from the Dean a payment of \$3,000. The Dean will determine if the load reduction cannot be taken and if not, compensate the faculty member.

# Turnitin Process for Graduate Research Projects

Supervising professors will need to set up an assignment in Blackboard in order to generate the Turnitin Report.

The Turnitin Percentage must be below 15%. If it is higher than that an email must be sent to Graduate Studies from the professor explaining why the percentage above 15% is acceptable.

Either the student or the professor can initiate the form GS-110 (available [here](#), under “Graduate Studies Forms and Manuscript Upload Link”) which is the Turnitin Report, but the professor must be the one to attach the Turnitin Report to the form. If there are issues with attaching the Turnitin report to the signature form, the professor can email the report to [graduatestudies@tamuk.edu](mailto:graduatestudies@tamuk.edu) and CC Martha Alegria ([martha.alegria@tamuk.edu](mailto:martha.alegria@tamuk.edu))

To generate the Turnitin Report, the professor should:

1. In Blackboard, open the Graduate Research Project Course
  2. Left Menu, under Resource Links, click on Turnitin
  3. Under the Assessments drop down menu, select Turnitin Assignment
  4. Select Paper Assignment
  5. Assignment Title: Research Paper
  6. Due Date: August 1 (or whatever date you need this to be, leave everything else alone.)
  7. Click Submit, then OK

# 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 1<sup>st</sup> 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 all graduate students. It is advisable in the semester before graduation to look at your degree plan in DegreeWorks to ensure that all of your courses are being counted towards your degree in the appropriate area.

## Graduate Studies Form

After successful completion of the Comprehensive Exams and Final Research Project, the College of Graduate Studies requires proof of completion of these degree milestones. The following information explains which forms are to be completed by each Master of Music Degree. Timely completion of the forms is relevant to graduation.

[Graduate Studies Forms](#)

All forms for the College of Graduate Studies are time sensitive. The form must be generated at least one (1) week prior to graduation by the Music Graduate Coordinator and/or designated Research Project Supervisor, when applicable. *All forms are due to the College of Graduate Studies one day before Commencement.*

## Submission of Graduate Studies Forms – MM in Education ONLY

- The GS-103 form will be signed by the MM candidate, Research Project Supervisor, Music Graduate Coordinator, Comprehensive Exam Committee, Director of School of Music, and Dean of College of Arts and Sciences.
- The GS-110 form (Turn-It-In Report form) will be signed by the MM Candidate and Research Project Supervisor. *The Research Project Supervisor MUST start this form and upload the Turn-It-In PDF Report* which is then routed to the College of Graduate Studies.

## Submission of Graduate Studies Forms – MM in Performance and Conducting ONLY

- The **GS-105 form** will be signed by the MM Candidate, Graduate Coordinator, Comprehensive Exam Committee, Director of School of Music, and Dean of College of Arts and Sciences.

# 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

Instrument/storage lockers are available for student use. Lockers are checked out to students on a “first-come, first served” basis. Lockers will be issued to students and assigned according to the type and size of instrument they play. The Band Program is responsible for locker check-out.

## Calendar Requests

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

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

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

### 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

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

\$15 video add-on

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

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

### Session (studio or hall)

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

\$25/each additional hour

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

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

\$25 flat fee video add on — available for sessions in RH/PH only

- Includes single video file of complete recording session

Additional policies:

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

# Student Organizations

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

## Kappa Kappa Psi

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

## Phi Mu Alpha Sinfonia

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

## Sigma Alpha Iota

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

## Tau Beta Sigma

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

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

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

## The Choir Council

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

#### Studio Societies

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

American String Teachers Association Student Chapter

TAMUK Flute Society

TAMUK Clarinet, Oboe, Bassoon Society

TAMUK Saxophone Society

TAMUK Trumpet Society

TAMUK Horn Society

TAMUK Trombone Society

TAMUK Tuba/Euphonium Society

TAMUK Percussion Society



# 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 students. Major ensembles are identified in the following way:

### MM in Performance

Instrumental – Wind or Percussion:	Wind Symphony, Symphonic Band, Orchestra
Instrumental – Piano:	Wind Symphony, Symphonic Band, Concert Choir, Orchestra
Vocal:	Concert Choir, Opera
Strings:	Orchestra

### Wind Symphony

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

### Symphonic Band

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

### Orchestra

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

### Jazz Band I

Jazz Band I is the premiere instrumental jazz ensemble in the jazz program. The ensemble performs the highest level of jazz literature stressing improvisation and various styles of jazz. Jazz Band I has performed at the Texas Music Educators Association State Music Convention in 1995, 2003, 2009, 2013, and 2020, the UNC/Greeley Jazz Festival, the National Collegiate Jazz Band Competition at the Mobile Jazz Festival, and numerous other jazz festivals. In 2004, 2010, 2020 and 2021, Jazz Band I won the

DownBeat Award for the best college big band or runner up best college big band in the United States and Canada. Participation in Jazz Band I is open to all TAMUK students. *An audition is required.*

### Jazz Combo

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

### Advanced Chamber Music

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

Flute Choir

Double Reed Ensemble

Clarinet Choir

Saxophone Ensemble/Quartets

Trumpet Ensemble

Horn Ensemble

Trombone Choir

Tuba/Euphonium Ensemble

Percussion Ensembles

Brass Quintet

Woodwind Quintet

String Quartet

## Vocal Ensembles

### Concert Choir

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

### Chamber Singers

The Chamber Singers are a small select mixed ensemble that performs a variety of literature from vocal jazz, popular arrangements, musical theater, and a cappella classical choral music from the Renaissance to the present day. The Chamber Singers perform literature in a variety of genres and languages and they

often tour South Texas with the Concert Choir. Participation in Singers is open to all TAMUK students. *An audition is required.*

Opera Workshop:

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

Musical Theatre:

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

# Academic Policies and Procedures

## General Requirements

All full-time (9 semester hours or more) Graduate students seeking the M.M. degree specializing in Music Performance or Conducting must:

1. Register for and participate in their prescribed major ensemble until they graduate.
2. Register for applied music until degree requirements are completed.
3. Perform in at least one public recital per semester.
4. Fulfill all solo recital requirements as prescribed.
6. Make a grade of C or better in every music course taken toward the degree.
7. Maintain a GPA of 3.0

## Grading Policy

It is SOM and university policy that faculty list grading procedures and policies in their course syllabi. Faculty follow the grading policies as outlined in their syllabi. Grades are assigned to students in a fair and equitable manner based upon the grading policies and procedures listed in the syllabi. Music Faculty grade and return homework, tests, and other assignments in a reasonable and timely manner given the circumstances of their teaching assignments. Faculty maintain accurate grades of students' work and will make available an accounting of a student's academic standing when requested by the students through a scheduled appointment.

## Graduate Courses Rigor

Master's and doctoral courses and programs at Texas A&M University-Kingsville are progressively more advanced in academic content and rigor than undergraduate courses and programs. The advanced content and rigor in each graduate course and each graduate program is assured through the Graduate Council (elected and delegate body of the graduate faculty) policies and processes on graduate curriculum approval, periodic graduate program reviews and approval, and the graduate faculty membership approval regarding qualifications of graduate faculty. Graduate Faculty conduct research in their area of expertise and are qualified to supervise student research in their specific areas. In addition, no undergraduate credits are accepted toward any master's/doctoral degree. Also, the qualifications of graduate faculty are continuously reviewed.

The Graduate Curriculum Committee of the Graduate Council reviews and evaluates every graduate course and program submitted for approval and makes recommendation to the Graduate Council. This evaluation process takes the following into account to make sure all university post-baccalaureate master's and doctoral degree courses and programs are progressively more advanced in academic content and rigor than undergraduate courses and programs.

## Testing Policy

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

1. Students will not cheat or plagiarize on any exam, assignment, or project. Cheating, in any of its forms, is defined in the TAMUK Student Handbook and will not be tolerated in any circumstance. Consequences of cheating, plagiarism, and dishonesty are listed in the TAMUK Student Handbook.

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

#### Cell Phone Policy

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

#### Recording Policy

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

# University Policies

## Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodations of their disability. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) as early as possible in the term at (361) 593-2904. DRC is located in the Life Service and Wellness building at 1210 Retama Drive.

## Classroom Conduct Expectations

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

## Academic Misconduct

Students are expected to adhere to the highest academic standards of behavior and personal conduct in this course and all other courses. Students who engage in academic misconduct are subject to University disciplinary procedures. Students are expected to be familiar with the current Student Handbook, especially the section on academic misconduct, which discusses conduct expectations and academic dishonesty rules. Academic dishonesty includes but is not limited to:

1. Cheating: deception in which the student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered; giving or receiving aid unauthorized by the professor on assignments or examinations.
2. Aid of academic dishonesty: Intentionally facilitating any act of academic dishonesty. Tampering with grades or taking part in obtaining or distributing any part of a scheduled test.
3. Fabrication: use of invented information or falsified research.
4. Plagiarism: unacknowledged quotation, and/or paraphrase of someone else's work, ideas, or data as one's own in work submitted for credit. Failure to identify information or essays from the internet and submitting them as one's own work also constitutes plagiarism. Please be

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

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

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

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

## Harassment/Discrimination

Texas A&M University-Kingsville does not tolerate discrimination on the basis of race, color, religion, national origin, age, disability, genetic information, gender, gender identify or sexual orientation (or any other illegal basis) and 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, complainant's immediate supervisor, a department head, a supervisory employee, or the Dean of Students 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](mailto:karen.royal@tamuk.edu) or (361) 593-4758.



## School of Music Administration/Staff

<p>Dr. Scott Jones          Director of School of Music          Office: MUEB 100C          Phone: 361-593-2806          E-mail: scott.jones@tamuk.edu</p>	<p>Mr. Vicente Barrera          Manager of Facilities and Sound Recording          Office: MUEB 236E          Phone: 361-593-4706          E-mail: vicente.barrera@tamuk.edu</p>
<p>Dr. Elizabeth Janzen          Associate Director of School of Music          Office: MUEB 118          Phone: 361-593-4562          E-mail: elizabeth.janzen@tamuk.edu</p>	<p>Dr. Gloria Engle          Collaborative Pianist          Office: MUEB 257          Phone: 361-593-          E-mail: Gloria.engle@tamuk.edu</p>
<p>Ms. Sheri Borchardt Senior Administrative          Coordinator I          Office: MUEB 100A          Phone: 361-593-2803          E-mail: kaslb02@tamuk.edu</p>	<p>Ms. Priscilla Guerra          Advisor          Office: MUEB 100B          Phone: 361-593-4243          E-mail: Priscilla.guerra@tamuk.edu</p>
<p>Ms. Melinda Sue Perez          Administrative Associate III          Office: MUEB 100          Phone: 361-593-4360          E-mail: melinda.perez@tamuk.edu</p>	

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