



MUSIC EDUCATION STUDENT HANDBOOK

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musiced.music.unt.edu

The Division of Music Education is dedicated to empowering students through learning opportunities that are contextual and relevant to a career in teaching. To become an effective music educator, each student must commit to excellence in both teaching and musicianship.

WELCOME TO MUSIC EDUCATION

The music education faculty welcomes you to the College of Music. You have chosen a career path that is an integral and vital component of the music profession. As you prepare yourself for this role, we encourage you to take advantage of the rich curriculum of course offerings, as well as other purposeful activities that will help prepare you for a career in music education.

Our goal is to provide for you an environment that will nurture your development as a musician, a teacher, a mentor, a reflective practitioner, and an effective musical leader within diverse cultural and educational environments.

We constructed this handbook with the expectation that it will be a valuable resource in guiding you through the degree program at UNT. Indeed, this is a professional, binding document. Refer to it often, and from it, plan to pursue a personal and professional path that will lead to fulfillment of your goals as a musician and educator. We wish you the very best. Please feel free to call upon us for help and encouragement as you begin your journey at UNT.

Music Education Faculty:

Dr. Elizabeth Chappell, Assistant Professor
Mr. Ian Cicco, Visiting Lecturer
Dr. Crystal Gerrard, Assistant Professor
Dr. Warren Henry, Professor
Dr. Jamey Kelley, Assistant Professor
Dr. Mark Montemayor, Associate Professor
Dr. Jessica Nápoles, Professor
Dr. Sean Powell, Associate Professor
Dr. Don Taylor, Associate Professor

For full faculty bios and contact information,
please visit musiced.music.unt.edu/faculty

THE MUSIC EDUCATION DEGREE REQUIREMENTS

The Music Education portion of your degree plan includes a variety of courses designed to prepare you to teach music in the public schools and to be certified as an educator by the State of Texas. In addition to the required music education courses, you will also take a total of eighteen (18) hours of Professional Education courses (of which six [6] hours are in music). These eighteen hours are the equivalent to a minor in other degree programs.

Can I graduate in four years? Yes, it can be done, but five years is much more typical. In order to graduate in four years, you will take nearly 18 hours every full semester, in addition to approximately four summer school sessions. A sample plan of how to graduate in four years is enclosed in this handbook. If you come to UNT with credit hours by transfer or examination, you have a better opportunity to graduate early. However, do not rush through your classes just to graduate in four years.

Required Music Education Courses:

MUED 2310 Musicianship for Teaching I - An overview of foundational principles in music education. The course explores these foundational principles in terms of the skills, characteristics, and attributes of the musician teacher. A prerequisite for MUED 3100 and 3200.

MUED 3100 Musicianship for Teaching II - Comprehensive study of musical elements, structures, forms, genres and exemplary literature as related to basic principles of child development. The course explores instruction of the child in terms of the skills, characteristics, and attributes of the musician teacher. Prerequisite: MUED 2310 or consent of college.

MUED 3200 Musicianship for Teaching III - Teaching methods and responsibilities common to choral and instrumental instruction in secondary schools. This course covers such aspects as psychology of young adults, recruitment procedures, rehearsal management, concert programming, performance preparation, fund raising and adjudicated events, as well as furthering the musical and instructional development of the musician teacher. Prerequisites: MUED 2310 and 3100 or consent of college.

****In order to take a 4000 level MUED class, you are required to have already completed the following:***

Upper Division Exam
Piano Proficiency
Applied and been admitted to the
College of Education's Teacher Certification program

MUED 4103 Advanced Techniques and Materials for Elementary General Music Instruction - Techniques for instructional planning (K-6) utilizing aspects of various teaching approaches (Orff, Kodály, Dalcroze), and principles of sequentially organized materials and activities for the young learner in general music. PREREQUISITES -- MUED 2310, MUED 3100 and 3200 and 2.75 GPA or consent of college—restriction code available from the Music Undergraduate Advising Office.

MUED 4203 Music Performance: Vocal/Choral - Principles of music performance using the vocal medium, nature of and influences on the human voice and its use, performance practices and procedures, and music literature for vocal and choral performance. PREREQUISITES -- MUED 2310, MUED 3100 and 3200 and 2.75 GPA or consent of college—restriction code available from the Music Undergraduate Advising Office.

MUED 4109 Methods and Materials for Teaching Instrumental Music in Elementary Schools - Rehearsal objectives, instructional techniques and materials specific to beginning band and orchestra; rehearsal management and organization; visual and aural diagnostic skills for teaching performance fundamentals; lab school field experience. PREREQUISITES - MUED 2310, MUED 3100 and 3200, and as applicable: MUAG 1102-1202, MUAG 1125-1225, MUAG 1121-1221, and MUAG 1117 and 2.75 GPA or consent of college—restriction code available from the Music Undergraduate Advising Office.

MUED 4209 **Music Performance: Instrumental** - Principles of music performance using the band and/or orchestra ensemble. Foundations of performance on band and/or stringed instruments, rescoring and arranging for band and/or orchestra, fundamentals of marching band, performance practices, and standard band and/or orchestra literature. PREREQUISITES - MUED 2310, MUED 3100 and 3200, and as applicable: MUAG 1102-1202, MUAG 1125-1225, MUAG 1121-1221, and MUAG 1117 and 2.75 GPA or consent of college—restriction code available from the Music Undergraduate Advising Office.

Field Experience in the Schools

The Division of Music Education recognizes the need for undergraduates to be able to link the theory of music teaching with its practice. We find it imperative that preservice music educators conduct their observations in the school classrooms under the guidance of experienced, exemplary music educators.

DIVISION OF MUSIC EDUCATION POLICY STATEMENT

As you proceed through the Music Education Degree Plan, be aware of the following:

- Before you take your Professional Development Courses, you must be admitted to the College of Education. This requires an overall G.P.A. of 2.75.
- In order to student teach, you must have an overall G.P.A. of 2.75 in the University of North Texas.
- In order to student teach, you must have an overall G.P.A. of 2.75 in all coursework including UNT work and transfer work.
- In order to student teach, you must have an overall G.P.A. of 2.75 in your professional development/certification courses: MUED 4103 or MUED 4109, MUED 3200, HDF5 3123, EDSE 3800 and EDRE 4820.
- You must have a minimum grade of C in all EDXX courses.
- You must have a minimum grade of C in all Music courses.
- All proficiencies must be passed before you student teach.
- No coursework should be taken during student teaching.
- You must be in a lab ensemble every fall and spring semester.
- If you fail the same music education course two times, your degree status will be changed to music undecided until you are counseled into another degree option.
- If your G.P.A. drops below a 2.75, your major will be changed to MUND – Music Undetermined. You will have one semester to bring your G.P.A. up to the minimum requirement of a 2.75. If this is not done within one semester, you will need to pass an interview with the Music Education faculty to become a Music Education major again. Please contact the division administrative assistant for a re-interview.

Have a question about your G.P.A.?

Students can view and track their G.P.A. online at any time, via my.unt.edu, using the Interactive Audit feature.

Other Requirements

Music Education students must complete a minimum of 7 semesters of lab ensemble “on their primary instrument or voice part”. One of the 7 credits may be used for a jazz lab ensemble, with permission of the department. As part of their 7 semesters of lab ensemble, instrumental band students must complete 3 semesters of marching band. Those instrumental band students who are on the instrumental/elementary track are required to take a minimum of 2 marching band credits and 2 vocal lab credits.

Every long semester, choral music education students are expected to participate in the pedagogy choir for choral music education, Up Front! First semester freshman are excused from this expectation, but are enthusiastically invited to participate if their schedule allows. Meeting times are Mondays and Wednesdays from 3-3:50.

There is a basic attendance policy for all music education courses. Students cannot miss more than 3 classes in a given semester for each music education course (not counting university excused absences). If more than 3 classes are missed, the student will earn an “F” for the semester grade for that course. Instructors may have more stringent policies than this basic policy. Please check individual class syllabi for any additional attendance requirements.

Those instrumental band students who are on the instrumental/elementary track are required to take a minimum of 2 marching band credits and 2 vocal lab credits.

Students wishing to switch to the Elementary/Band or Band/Orchestra tracks must interview during the Transfer Student interview period, which takes place during Finals Week each semester.

Professional conduct and disposition: Prospective music educators must demonstrate professional competencies, dispositions, work ethic, and responsible behavior. If faculty develop concerns about students they may complete a Teaching Success Referral Form and Dispositions Rubric. These forms can be used by any faculty member to refer a student to the Chair of the Division of Music Education when there is a major concern regarding a student’s potential to successfully complete the teacher preparation program and/or succeed in the teaching profession. Use of this form allows the Chair, along with faculty colleagues, to both counsel and monitor the progress of students. See musiced.music.unt.edu/programs/undergraduate for forms.

ADVISING PROCEDURES AND FILING FOR A DEGREE PLAN

Advising Procedures

You must meet with a College of Music Academic Advisor every semester. Advisors help you plan your coursework and can assist you with whatever problems you might have concerning your degree plan or the classes. The Advising Office is located in Chilton Hall Suite 211. Please see music.unt.edu/advising for more information.

Filing for a Degree Plan

You should file for a degree plan by the end of your sophomore year. The person who prepares degree plans is Mrs. Ana White. Transfer students should file a degree plan in the same semester they enroll at UNT. To obtain a degree plan, contact Mrs. White (Ana.White@unt.edu) or stop by the Advising Office (Chilton 211) and speak with one of the advisors.

PROFICIENCIES

Concentration Proficiency Requirements

Concentration assessments happen at two points in the degree: once to pass the upper division exam, and once to pass the concentration proficiency. Student teaching may not take place until the final concentration proficiency is passed. Students should see their private instructor regarding proficiency requirements and preparation. ****Concentration Proficiency typically taken at the end of the 6th semester****

Secondary Piano Proficiency Exam Requirements

There are three main sections to the Piano Proficiency Exam: Music Reading, Technique, and Repertoire. This is a list of the general areas of the Piano Proficiency. Details of each section of the examination are given in the piano classes. **The requirements for the proficiency are subject to change, so this list should not be considered official.**

Visit <https://piano.music.unt.edu/pianoproficiency> for more information.

APPLYING TO THE COLLEGE OF EDUCATION

Once a student has earned 60 semester credit hours and meets the eligibility requirements listed below, they must apply for admission to the College of Education Teacher Education Program.

Students who meet all requirements should schedule an advising appointment with the COE Student Advising Office in Matthews Hall Room 105. Following advisor verification of requirements and approval of the Teacher Education Program Admissions Interview questionnaire by Music Education faculty, students who meet admission requirements will receive a formal offer of admission. This offer must be accepted within 72 hours to complete the admission process.

60 or more earned credit hours
2.75 or higher Overall GPA
2.75 or higher UNT GPA
TSI completion or appropriate SAT/ACT scores
Approved Interview Questionnaire
Active enrollment at UNT
Official degree audit that includes certification

See coe.unt.edu/secondary-education for information about completing the online questionnaire in Foliotek.

Application for Admission to UNT's Teacher Education Program
Secondary & All-Level (Non-TNT) Teacher Certifications

Last Name	First Name	M.I.	Former Name (if, applicable)
UNT Student ID	UNT Email	Permanent Phone	Cell or Work Phone

Teaching Certification Fields

Check one (must align with degree program):

- | | | |
|---|--|---|
| <input type="checkbox"/> Art (EC-12) | <input type="checkbox"/> German (EC-12) | <input type="checkbox"/> Physical Education (EC-12) |
| <input type="checkbox"/> Dance (6-12) | <input type="checkbox"/> History (7-12) | <input type="checkbox"/> Social Studies (7-12) |
| <input type="checkbox"/> English Language Arts & Reading (7-12) | <input type="checkbox"/> Human Development & Family Studies (8-12) | <input type="checkbox"/> Spanish (EC-12) |
| <input type="checkbox"/> Family & Consumer Science (6-12) | <input type="checkbox"/> Journalism (7-12) | <input type="checkbox"/> Speech (7-12) |
| <input type="checkbox"/> French (EC-12) | <input type="checkbox"/> Music (EC-12) | <input type="checkbox"/> Theatre (EC-12) |

Admission to Teacher Education

Initial in the boxes of the "Student Confirmation" column below to indicate that you meet the corresponding admission requirement for your certification area.

Admission Requirements	Student Confirmation	Front Desk Verification (Office Use Only)
1. Present at EDCI 3800 session or viewed video at http://coe.unt.edu/secondaryalllevel (not for Family & Consumer Science, Human Development & Family Studies, and Physical Education students).	<input type="checkbox"/>	<input type="checkbox"/>
2. 60 or more earned credit hours.	<input type="checkbox"/>	<input type="checkbox"/>
3. 2.75 or higher Overall GPA.	<input type="checkbox"/>	<input type="checkbox"/>
4. 2.75 or higher UNT GPA.	<input type="checkbox"/>	<input type="checkbox"/>
5. Appropriate exam scores on either the ACT or SAT, or TSI completion. Contact the College of Education Student Advising Office at 940-565-2736 or visit in Matthews Hall 105 for appropriate scores (attach unofficial or official score report to this application).	<input type="checkbox"/>	<input type="checkbox"/>
6. <i>Approved</i> online Interview Questionnaire, directions at https://www.coe.unt.edu/tedinterview .	<input type="checkbox"/>	<input type="checkbox"/>
7. Active enrollment or registration at UNT.	<input type="checkbox"/>	<input type="checkbox"/>
8. Official degree audit that includes certification, obtained from your academic advisor (attach to this application).	<input type="checkbox"/>	<input type="checkbox"/>

Admission will be valid while the student remains on the Degree Audit submitted with this application. Students who change their Degree Audit might need to re-apply to the Teacher Education Program and will be subject to the requirements in place at that time. Continuation in the Teacher Education Program is not guaranteed by the admission process. Students who withdraw or are discontinued from the Teacher Education Program will not be eligible to take certification exams or to be recommended for certification through UNT.

Clinical Practice Experiences

Students will participate in clinical practice experiences during the final two long semesters of their degree/certification program which requires availability during normal public school hours. Students must meet all prerequisites to participate in clinical practice experiences' placements. UNT and participating school districts require a criminal history check prior to all clinical practice experiences.

TEExES Certification Exams

Students should visit the TEExES Advising Office, located in Matthews Hall 119F, to discuss TEExES certification exam information and requirements upon admission to the Teacher Education Program. All candidates must pass the state-required certification exams relevant to their certification area before they can be recommended for certification.

Recommendation for Teacher Certification

To be recommended for certification, a student has successfully completed admission to UNT’s Teacher Education Program, all required academic courses and GPA requirements, as stated on the degree audit, all degree requirements and appropriate degree is posted on the UNT transcript, and all required TEExES certification exams.

After meeting all certification requirements, apply for your certificate with the Texas Education Agency (TEA) at <https://tea.texas.gov>. Although the College of Education at UNT recommends you for teacher certification to the TEA, the final authority to confer teacher certificates remains with the State Board for Educator Certification (SBEC). Applicants must pass a criminal history check conducted by SBEC before certificates are issued.

If applicable, list the name of any other teacher education program you were admitted to previously:

Teacher Education Program Agreement	
Initial in the boxes and sign below to indicate that you understand the conditions of the Teacher Education Program.	
1. I consent to UNT’s disclosure of my academic record including records related to my clinical experience, test scores, and my TEA ID number to school districts and the TEA for the purpose of meeting the requirements of the Teacher Education Program and the requirements for Teacher Certification.	<input style="width: 40px; height: 30px;" type="checkbox"/>
2. Texas House Bill 1508 requires Educator Preparation Programs to notify all applicants and enrollees that a felony conviction may make you ineligible for certification upon program completion. The law requires that this information be provided without regard to whether the person has been convicted of a criminal offense. You may review current TEA criminal background checks guidelines, and also, you have the right to request a criminal history evaluation letter from TEA, at https://tea.texas.gov/Texas Educators/Investigations . It is possible that some school districts will not permit individuals with misdemeanor or felony convictions to complete fieldwork on their campuses. By your initials and/or signature you agree not to hold the University of North Texas accountable should you be ineligible for certification because of a criminal offense.	<input style="width: 40px; height: 30px;" type="checkbox"/>
3. I have reviewed the Texas State Educator’s Code of Ethics (https://sos.texas.gov/tac/index.shtml ; 19 TAC §247) and I agree to abide by this code throughout my career as an educator.	<input style="width: 40px; height: 30px;" type="checkbox"/>
4. All communication from the Student Advising Office will be through your UNT e-mail account. Students who meet requirements will receive a formal offer of admission. I understand that this offer must be accepted within 72 hours to complete the admission process.	<input style="width: 40px; height: 30px;" type="checkbox"/>
5. I understand that I am responsible for a \$35 technology fee required by TEA (19 TAC §229.9). I will pay the fee through my UNT student account. The charge is not immediate, but posts during the semester of program admission. Also, I understand that this fee is a one-time, non-refundable, per-admission charge; therefore, I am responsible for the fee if I choose to discontinue the program regardless of timeframe in the program, I will incur additional fees if I discontinue the program and request to be readmitted, and I will incur additional fees if I change program and apply for a different certification program. For details, contact the Office of Educator Preparation at 940-565-4226.	<input style="width: 40px; height: 30px;" type="checkbox"/>
Student Signature: _____	Date: _____

OFFICE USE ONLY		
Certification Code: _____	RDG Exam: _____ Date: _____ Score: _____ Comp/Essay: _____	Processed: <input type="checkbox"/> EIS/TCRT <input type="checkbox"/> Salesforce Data <input type="checkbox"/> Salesforce Letter Box <input type="checkbox"/> u.achieve
Classification: Jr. Sr.	MTH Exam: _____ Date: _____ Score: _____ Comp/Essay: _____	Date: _____
Degree Audit Complete: Y N	WRT Exam: _____ Date: _____ Score: _____ Comp/Essay: _____	Initials: _____
Interview Approved: Y N	UNT GPA: _____ Overall GPA: _____	
ARR Appeal for _____	Teaching Field Hours: _____ Grade Points: _____ GPA: _____	

CLINICAL TEACHING

Clinical Teaching (also known as Student Teaching) is the culminating experience of the degree program in which you serve as a full-time intern with a public school music program. You must complete all degree requirements (classes, proficiencies, etc.) prior to the Clinical Teaching semester. In order to be placed in a partner school for Clinical Teaching, you must 1) confer with faculty in your area to determine a placement, 2) complete the Clinical Teaching Application with the College of Education, 3) complete all paperwork required by the school district, including criminal background check and application. Please see coe.unt.edu/educator-preparation-office/clinical for details, instructions, and the application documents.

EXAMINATIONS FOR TEACHER CERTIFICATION

In order to obtain All-Level Music Certification in Texas, each student must pass two TExES (Texas Examinations of Educator Standards) examinations. The ***Pedagogy and Professional Responsibilities (EC-12)*** test examines knowledge of professional issues, and the ***Music*** tests examines the music content for all parts of the music curricula. **Both exams must be taken during the final semester prior to the Clinical Teaching semester.** Procedures to be followed in registering to take the TExES exams are determined by the **UNT College of Education**. See website www.coe.unt.edu/texes for test dates, registration, study guides, and practice materials. The TExES Advising Office in **College of Education** in Matthews Hall 103 announces the schedules and registration procedures and distributes information for all tests. The College of Education offers competency or “practice” tests for each exam which are not mandatory but are helpful.

Applying for the Certification

Texas Teacher Certification is accepted by most states in the United States. It is easier to complete requirements for a second certificate or to add certification in a different subject area than to meet all requirements for receiving an initial certificate.

See coe.unt.edu/educator-preparation-office/educator-certification for instructions on the Teacher Certification process.

DEGREE PLANS

Please see musiced.music.unt.edu/programs/undergraduate for detailed degree plans for each track.