

University of Arkansas at Pine Bluff

**Music Department
Operational Handbook
2018**

Dr. Richard Bailey, Chairperson

Dr. Andrea Stewart, Dean of the School of Arts and Sciences

Dr. Robert Carr, Vice Chancellor of
Academic Affairs and Provost

Dr. Laurence B. Alexander, Chancellor

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Mission, Goals, and Objectives of the Music Department

Music Department Mission Statement

As a land grant institution, the University of Arkansas at Pine Bluff has a historical and evolving mission to provide educational opportunities and training for a culturally diverse student population. The current mission statement (pending approval by the Higher Learning Commission) stresses reaching out to “academically deserving students” and providing for the development of “leadership in a 21st century national and global community.” The Music Department, whose mission is in alignment with the University’s, is dedicated to: offering experiences and curricula that lead to professional licensure in music education, preparing students for graduate and professional studies in music, developing performing opportunities that enrich both students and community, producing technologically experienced music professionals, providing options for students selecting Music and an Outside Field to take course work and gain internship training in Business Marketing or Theatre, and training students to become leaders and advocates for the music profession.

Music Department Vision Statement

The Music Department’s respect for its tradition and history does not come at the expense of embracing change. The department aspires to be an agent of change that enhances both the individual’s quality of life and that of the community by: providing lifelong learning experiences via distance learning and other emerging technologies, being a center and resource for teacher excellence in music education, improving the quality of life by producing concerts, master classes, and other music activities open to the public, creating a culture of excellence that stimulates intellectual discourse via seminars, symposiums, master classes and professional development and internship opportunities. In general, the department seeks to create a greater appreciation of music’s power to inform, enrich, and inspire.

Goals and Objectives of the Music Department

Goal 1. Prepare students to become licensed professional music educators by:

- | | |
|---------------|---|
| Objective 1.1 | Providing curricula and field experiences to prepare students to become teachers; |
| Objective 1.2 | Providing performance and laboratory experiences to prepare students to lead an ensemble; |
| Objective 1.3 | Developing general teaching competencies in curriculum development, methodology, pedagogy, selecting instructional materials, and assessment; and |
| Objective 1.4 | Introducing students to computer assisted software available for music instruction. |

Goal 2. Prepare sound recording technology professionals by

- | | |
|---------------|--|
| Objective 2.1 | Offering a curriculum that provides the knowledge base and skill sets to adapt to a changing professional recording environment. |
| Objective 2.2 | Providing pre-professional experiences and internships with area professionals; and |

- Objective 2.3 Offering workshops, clinics, and seminars led by industry professionals that address current technological changes.
- Goal 3. Prepare students for graduate and professional studies in music by:
- Objective 3.1 Providing students with a broad liberal arts education that will prepare them to conduct research in music;
- Objective 3.2 Preparing students to perform at a level expected of independent music professionals; and
- Objective 3.3 Preparing students to be computer literate.
- Goal 4. Provide future music professionals with basic skills in music technology by:
- Objective 4.1 Providing practical experiences utilizing technologies available in the typical classroom;
- Objective 4.2 Requiring students to become familiar with age-appropriate music software; and
- Objective 4.3 Providing workshops, tutorials, and seminars in various technologies.
- Goal 5. Create an environment that fosters a culture of excellence among a heterogeneous clientele by:
- Objective 5.1 Encouraging and support professional development of faculty;
- Objective 5.2 Encouraging and support professional development of students;
- Objective 5.3 Establishing standards for excellence through assessment and to use results to improve instruction.
- Goal 6. Make our faculty, ensembles, and facilities available as a resource for the community by:
- Objective 6.1 Offering workshops, master classes, lectures, concerts, and recitals to the public; and
- Objective 6.2 Providing access to library holdings.

National Association of Schools of Music (NASM) Standards

Performance

Students must acquire:

1. Technical skills requisite for artistic self-expression in at least one major performance area at a level appropriate for the particular music concentration.
2. An overview understanding of the repertory in their major performance area and the ability to perform from a cross-section of that repertory.
3. The ability to read at sight with fluency.
4. Knowledge and skills sufficient to work as a leader and in collaboration on matters of musical interpretation. Rehearsal and conducting skills are required as appropriate to the particular music concentration.
5. Keyboard competency. Experiences in secondary performance areas are recommended.
6. Growth in artistry, technical skills, collaborative competence and knowledge or repertory through regular ensemble experiences. Ensembles should be varied both in size and nature.

Aural Skills and Analysis

Students must acquire:

1. An understanding of the common elements and organizational patterns of music and their interaction, and the ability to employ this understanding in aural, verbal, and visual analyses.
2. Sufficient understanding of musical forms, processes, and structures to use this knowledge in compositional, performance, scholarly, pedagogical, and historical contexts, according to the requisites of their specializations.
3. The ability to place music in historical, cultural, and stylistic contexts.

Composition and Improvisation

Students must acquire:

1. Rudimentary capacity to create derivative or original music both extemporaneously and in written form.
2. The ability to compose, improvise, or both at a basic level in one or more musical languages, for example, the imitation of various musical styles, improvisation on pre-existing materials, the creation of original compositions, experimentation with various sound sources, and manipulating the common elements in non-traditional ways.

History and Repertory

Students must acquire:

1. A basic knowledge of music history through the present time.
2. An acquaintance with repertories beyond the area specialization. All students must be exposed to a large and varied body of music through study and attendance at recitals, concerts, opera and musical theatre productions, and other performances.

Technology

Students must acquire:

1. A basic overview understanding of how technology serves the field of music as a whole.

2. Working knowledge of technological developments applicable to their area of specialization.

Synthesis

While synthesis is a lifetime process, by the end of undergraduate study students should be:

1. Working independently on a variety of musical problems by combining their capabilities in performance; aural, verbal and visual analysis; composition and improvisation; and history and repertory.
2. Forming and defending value judgments about music.
3. Acquiring the tools to work with a comprehensive repertory, including music from various cultures of the world and music of their own time.
4. Understanding basic interrelationships and interdependencies among the various professions and activities that constitute the musical enterprise.

Recruitment Plan 2016 – 2021

Program Impact Executive Summary	
A. Vision	The University of Arkansas at Pine Bluff’s Music Department will implement valid and reliable measures to recruit and select highly qualified music students.
B. Summary of Process	This recruitment enhancement plan builds off of our existing assessment plan. We initially began reviewing our recruitment plan for revision in Spring 2016. We identified areas of weakness in small groups, but did not formally begin to discuss possible means to address weaknesses during the Fall 2017 Assessment Meeting. The discussion was facilitated by the department chair and faculty. We examined how we measured up in relation to NASM standards related to recruitment and selectivity. Subsequent small group meetings over the summer and beginning of the fall 2017 semester enabled us to identify some of the greatest areas for improvement. We discussed those areas as a body again during one of the fall 2017 faculty meetings. The chair informed the faculty at this meeting of the progress toward accreditation under the NASM standards, and we began our process of formalizing our recruitment plan.
C. Summary of Goals	<ol style="list-style-type: none"> I. The music department will design and implement new consistent admission guidelines for all music preparation programs. II. The music department will create a working budget for the targeted recruitment of highly qualified music students III. The music department will increase overall quality candidate survey/feedback data. IV. The music department will develop an annual report each year specifically focusing on candidate quality
D. Summary of New Resources Required to Reach Goals	Additional training will be needed for the Chair to achieve the stated goals. The music department already has access to some recruitment data and has made significant upgrades in terms of technology in the last two years and data management systems are in place.

Environmental Scan/Challenges	
A. Assessment of cumulative progress in meeting goals in current enhancement plan	This is the official recruitment plan for program impact. It represents a critical look at existing recruitment practices based upon the NASM standards.
B. Environmental Scan/Challenges, Opportunities, and Obstacles	Assessment of music programs in Arkansas is currently in a state of transition. Our opportunity lies in further developing our relationships with the surrounding schools and community. We must focus on improving our communication and developing a reciprocal data sharing relationship. We believe that our transparency and more intricately involving the places that we recruit heavily in the development of our music majors will assist us in becoming more involved in the schools. We see our best hopes of developing a value-added recruitment model is from sustained collaboration with our school partners. While this means may not be the most efficient for us as a small university, we believe that it will prove to be most rewarding and beneficial to both the music department and the Pine Bluff community.

Strategic Goals, Action Plan, & Performance Outcomes	
A. Goal #1	The music department will design and implement consistent admission guidelines for all music preparation programs.
B. Action Plan to Achieve Goal	1.1. Develop a scaled system of admission requirements for all music preparation students. 1.2. Work with faculty to write grants designed to increase quality music majors in high need areas.
C. Effectiveness Measures/Outcomes Assessment	1.1 Number of UAPB music students selected 1.2 Number of Grants submitted
D. Assessment Schedule/Timeline	1.1 Ongoing development, Fall 2017 Implementation 1.2 Spring 2018 review of processes
E. Person(s) Responsible	Dean School of Arts and Sciences Department Chair Department Faculty
F. Resources Required	N/A

Strategic Goals, Action Plan, & Performance Outcomes	
A. Goal #2	The music department will create a working budget for the targeted recruitment of qualified music students.
B. Action Plan to Achieve Goal	2.1 Develop a recruiting budget with department faculty specifically for recruiting highly qualified music students. 2.2. Develop annually recruiting cost projections for targeted highly qualified music students
C. Effectiveness Measures/Outcomes Assessment	2.1 Line item in the budget for recruiting 2.2 Recruiting plan as part of the strategic plan with funding attached
D. Assessment Schedule/Timeline	2.1 Fall 2017 budget development 2.2 Fall 2018 Implementation
E. Person(s) Responsible	Dean School of Arts and Sciences Department Chair Provost
F. Resources Required	\$2500

Strategic Goals, Action Plan, & Performance Outcomes	
A. Goal #3	Increase overall quality candidate survey data.
B. Action Plan to Achieve Goal	3.1 Review and revise existing assessments & follow-up surveys to ensure validity and reliability 3.2 Ensure that items that deal with quality candidate recruitment are included on exit surveys
C. Effectiveness Measures/Outcomes Assessment	Redesigned Surveys, Meeting Agendas/Minutes
D. Assessment Schedule/Timeline	3.1 and 3.2 Summer and Fall 2017; Full Implementation Spring 2018 Semester
E. Person(s) Responsible	Department Chair Dean School of Arts and Sciences Department Faculty
F. Resources Required	N/A

Strategic Goals, Action Plan, & Performance Outcomes	
A. Goal #4	Develop an annual report each year specifically focusing on music candidate quality
B. Action Plan to Achieve Goal	4.1 Create a candidate quality committee and assign tasks 4.2 Develop processes and agreements for data collection and sharing with stakeholders 4.3 Collect data as granted access 4.4 Produce 1st Annual Report in Spring 2018 incorporating existing data sources at that time.
C. Effectiveness Measures/Outcomes Assessment	Quality of the Department of Music Annual Report including number of data sources reported and analyzed for candidate quality. Quality of Students Annual Report
D. Assessment Schedule/Timeline	Development is Ongoing Full implementation by Fall 2018
E. Person(s) Responsible	Department Chair Committee on Student Quality Dean, School of Arts and Sciences
F. Resources Required	N/A

Building, Equipment, and Facility Use

The Hathaway-Howard Fine Arts Building is a smoke free environment. No food or drinks are allowed in the classrooms, rehearsal halls, performance hall, practice rooms, computer labs or piano labs.

Access to Music Wing for evening or weekend activities.

During the fall/spring semesters, there are classes that will be offered in the evening (after 5:00pm). If you are enrolled in a class that is offered in the evening, you will be permitted inside to attend. Also for music majors, the practice rooms will be available at the same time as the classes. However, all practice rooms, classrooms, and all personnel will be asked to vacate the building at 10:00pm. The Hathaway-Howard Fine Arts Building and music wing will be locked at 10:30pm.

For availability of the auditorium, band room, choir room, or a class room; you must do the following:

Clear the availability of the particular room for your event with the building manager (located in the main office in the art wing of the Hathaway-Howard Fine Arts Building) and the music department chair in the music office.

If this is an event open to the public, complete and return the Space Request form available either online on the UAPB web page or from the Office of Student Involvement and Leadership (located in the Student Union). If the event is a music-sponsored recital, class, or concert, secure/reserve a date in the main office in the art wing and fill out the required department forms.

Pay the required fee.

If needed, make arrangements for the use of piano on the stage with the music department.

Clean up the space after use. (including putting back piano, if used, clearing all items off of stage, returning all chairs and tables back to its original set up in class rooms, etc.)

Weekend access to Music Wing for practice

Weekend access to the music building is coordinated through the main office of the UAPB music department and is supervised by designated students. Practice facilities are for the use of music majors and members of performance organizations. In order to gain access to the music building—practice facilities, a student must display proper UAPB identification. Student is required to have identification on them at all times. Student is responsible for his/her personal property. Student must contact either campus security or music office immediately about property damage, theft, or any suspicious activity that threatens their personal safety. Eating, drinking, smoking, and unauthorized personnel are prohibited. Weekend and evening access for practice will be posted in the area.

Use of university-owned instruments or equipment:

The music department has a limited number of instruments available for student use. Those students must either be UAPB music majors taking applied lessons, instrumental, method course students, or students enrolled in an instrumental ensemble (marching band, concert band, jazz band, percussion ensemble, etc.). Students must fill out an **instrument agreement form** (see Director of Bands, or Band Staff). Accessibility and quality of the instrument loaned is at the discretion of the Director of Bands and the applied music instructors.

Access to the concert grand piano, which is located in the auditorium, is limited to faculty, guest artists, and piano majors. Any other student or organization wanting to use the concert grand piano must clear it with the UAPB Music Department Chair.

Lockers

The music department has lockers available first for music majors, then for students who are enrolled in the performing ensembles (Vesper Choir, marching band, wind symphony, concert band, jazz band, etc.). You can secure a locker by filling out a form obtained from an assistant band director. Lockers are available at the beginning of each semester. All lockers must be cleaned out at the end of each semester, unless arrangements have been made to keep a locker between the fall and spring semester. At the end of the spring semester, all lockers must be completely cleaned out. Any items left will either be disposed of or put in the lost and found. Students who register for summer sessions may keep their lockers during the summer session.

Recording Studio and Midi Lab

The UAPB Music Department houses several technology-based laboratory facilities. These laboratories exist as educational facilities to be utilized in conjunction with a variety of courses offered by the music department. Access to these laboratories is limited to students currently enrolled in courses that contain specific laboratory components. Use of these laboratories is intended to enhance the learning experience of students enrolled in these courses. The laboratory facilities are not open-access facilities, nor are they available for use by students other than those outlined above. These educational laboratories are not commercial facilities, and are therefore not available for hire. Persons **not** currently enrolled in courses that utilize specific laboratory facilities, and those who wish to pursue a project (e.g., recording a song, mastering a CD or DVD, creating a MIDI sequence, etc.) should contact a business that commercially provides these services. Policies regarding actual studio use will be posted. If there are questions regarding the Recording Studio and the Midi Lab, see the Coordinator of the Recording Studio.

Academic Information

General university requirements

Total number of semester hours required for graduation varies with departmental and school curricula. The minimum requirements for graduation are 120 semester hours, completion of general education requirements, a grade of “C” or better in each major course and a minimum cumulative grade point average of 2.0.

Second degree

Students seeking a second degree must complete a minimum of 30 hours above the 1000 level in residence beyond the first degree. A major must be completed, and only credits earned at the University of Arkansas at Pine Bluff will apply toward the second degree.

Comprehensive Examination

All Students entering the university in a legal academic year and thereafter will be required to take a comprehensive examination in their major field of study prior to graduation. Students seeking a second degree will be required to take a comprehensive examination in their major area.

Major and minor

See Degree Plan for minimum number of semester hours for a major in any field. Eighteen (18) hours are required for a minor; however, General Education courses are not included.

A major and minor, a combined major-minor, or a double major are not required unless otherwise specified. A double major may be recorded on the student’s permanent record, but only one diploma is issued; at the time of making application for the degree, the student must decide the major to be designated.

Declaration of Major

All full-time, degree seeking, undergraduate students at the University of Arkansas at Pine Bluff must declare a major upon registering. Students may be permitted to complete 30 semester hours as an undecided major. All entering students must take the Theory Placement/General Music Knowledge Exam. It will be administered during the week of registration. The score will determine whether the student must take Preparatory Theory, or can register for Theory I in the spring semester. All entering students intending to major in music must audition on their applied instrument, or voice with their prospective applied teacher. If the audition is successful, the student can register for applied music. If the audition is not successful, the student will not be able to register for applied until successfully passing the audition. All freshmen intending to major in music must be enrolled in a major ensemble (Vesper choir, marching band, or concert band), applied lesson, and theory. However, students can not declare a major in music until they have passed Prep-theory (MUSI 1305).

Applied Music Fee

All students registering for applied music will be assessed the Applied Music Fee of \$75.00.

Changing from Teaching to Non-Teaching

Changing degree emphasis is an important decision that should not be taken without consultation with your advisor. Students should carefully consider the following requirements and time-line for the non-teaching degree:

Pre-requisites

1. Completion of all course work with a minimum grade of “C” in all music courses, college algebra, and English composition courses.
2. A non-teaching jury with selections from competency level must be performed and passed the semester before the intended change. This jury can be performed during the regular juries at the end of each semester.
3. If switching from teaching to music SRT, student must take SRT courses and be aware of total number of music electives required for the degree.

4. Length of a teaching and non-teaching graduating recital are both required to perform 50 minutes of music.
5. The length of a music SRT major graduating recital is required to perform 30 minutes of music.
6. Consideration must also be given that a non-teaching and music SRT major will both have to complete internships of 120 hours before graduating.

Students Intending to Receive a Bachelor of General Studies Degree with an Emphasis in Music

The Bachelor of General Studies (BGS) is a four-year baccalaureate degree program administered by the University College. The program is designed to meet the needs of the non-traditional student. However, traditional students may be considered for admission based upon unique circumstances.

This flexible program is especially attractive to students who feel that the current curriculums do not meet their educational needs. It provides maximum freedom for students who wish to design their own educational programs. Students who graduate with the BGS will have the basic preparation needed to pursue careers in many fields. For students who already have careers, degrees, or jobs, the BGS can help provide additional learning experiences and/or enhance their chances for job promotion and advancement.

To be eligible for admission, a student must meet the following criteria:

- The applicant should not have enrolled full-time or part-time in any previous baccalaureate degree program during the year prior to applying for admission to the BGS program.
- The applicant should have a history of full-time employment during one or more of the past five years.
- The applicant must have completed at least 30 semester hours with a minimum GPA of 2.00 on a 4.00 scale at the time of application.
- Applicants must participate in a personal interview with the BGS admissions committee.
- All applicants must write, at the interview, a one-page essay detailing why they would like to be admitted to the program, their educational and career goals, their area of concentration, and how the program will lead to the accomplishment of their professional goals and objectives.

Curriculum Requirements	
General Education (State Minimum Core and Institutional Requirements)	46 hours
Concentration Area	30 hours
Junior and Senior Level Course Requirements in Two Tracks (One track of 18 semester credit hours must be in the area of concentration; the second track consisting of 12 semester credit hours may come from within any of the disciplines in the four areas of concentration)	30 hours
Free Electives	15 hours
Computer Science	3 hours
General Studies Seminar	1 hour
Total	125 hours

Other program requirements include the following:

- At least 30 semester credit hours must be taken during program enrollment.
- A grade of "C" is required in all courses in the area of concentration and the two tracks.
- University requirements regarding residence, pre-requisites, required exams, e.g., comprehensive exams, English Proficiency exams, etc. and English, mathematics and reading apply to this degree.

Degree Plan

Bachelor of Science Degree – Music/Teaching K-12

University of Arkansas at Pine Bluff

Revised 2016

Name				Date of Entry to UAPB
Telephone				
Address		City	ST	Zip
Student ID				
Email				

	COURSE	HRS	TERM PASSED	GRADE	NOTES
GENERAL ED INSTITUTIONAL REQUIREMENTS 3 hrs.	BAS 1210 Personal Social. Dev.				
	BAS 1120 Career Life Plan.				
MATHEMATIC & NATURAL SCIENCES 11 hrs.	Select 1 course from the following:				
	MATH 1330 College Algebra or				
	MATH 1359 Enhanced Quantitative Literacy				
	MATH 1340 College Trigonometry				
	MATH 1550 Pre-Calculus I				
	MATH 2510 Calculus				
	Select 4 hours from the following:				
	BIOL 1350 Biological Science				
	BIOL 1150 Biological Science Lab				
	BIOL 1455 Principles of Biology				
	Select 4 hours from the following:				
	CHEM 1310 Principles of Chemistry				
	CHEM 1110 Principles Of Chemistry Lab				
	CHEM 1311 Physical Science				
	CHEM 1111 Physical Science Lab				
CHEM 1330 General Chemistry					
CHEM 1130 General Chemistry Lab					
CHEM 1345 Intro to Astronomy					
CHEM 1145 Intro to Astronomy Lab					
HUMANITIES 6 hrs.	Select 2 courses from the following:				
	ART 2340 Art Appreciation				
	MUSI 3321 Music History				Majors required to take
	HUMN 2301 Humanities				
	THTR 2324 Theatre Appreciation				
SOCIAL SCIENCES 9 hrs.	Select 1 course from the following:				
	HIST 2315 U. S. History to 1877				
	HIST 2318 U. S. History since 1877				
	PSCI 2312 American Gov't.				
	Select 2 from the following				
	ECON 2310 Principles of Eco. I				
	ECON 2320 Principles of Eco. II				
	GEOG 2360 World Reg. Geography				
	HIST 1330 Western Civilization I				
	HIST 1340 Western Civilization II				
PSYC 2300 General Psychology					
SOCI 1320 Intro. to Social Science					
SOCI 2310 Intro. to Sociology					
Health & P.E. 4 hrs.	Select 1 course from the following:				
	HLPE 1310 Personal Health & Safety				
	HUSC 1311 Nutrition and Wellness				
	Select 1 from the following:				
	MUSI 1114 Marching Band				
MLSC 1210 Learning to Lead I					
ENGLISH & COMMUNICATION 12 hrs.	ENGL 1311 English Comp. I				
	ENGL 1321 English Comp II				
	MCOM 2390 Oral Communication				
	Select 1 from the following:				
	ENGL 2300 Intro. to Lit				
	ENGL 2360 World Lit. I				
ENGL 2361 World Lit. II					
RECITAL ATTENDANCE 0 hrs.	MUSI 1004 Recital Attendance				
	MUSI 1005 Recital Attendance				
	MUSI 2004 Recital Attendance				
	MUSI 2005 Recital Attendance				
	MUSI 3004 Recital Attendance				
MUSI 3005 Recital Attendance					

	COURSE	HRS	TERM PASSED	GRADE	NOTES
MUSICIANSHIP REQUIREMENTS 34 hrs. – Instrumental 35 hrs. – Vocal	MUSI 1206 Music Theory I				
	MUSI 1106 Sight Singing I				
	MUSI 2207 Music Theory II				
	MUSI 2107 Sight Singing II				
	MUSI 2210 Music Theory III				
	MUSI 2110 Sight Singing III				
	MUSI 3224 Theory IV				
	MUSI 3124 Sight Singing IV				
	MUSI 3322 Music History II				
	MUSI 2125 Percussion Methods				
	MUSI 2126 String Methods				
	MUSI 2127 Woodwind Methods				
	MUSI 2128 Brasswind Methods				
	MUSI 2315 Diction*				
	MUSI 4227 Vocal Pedagogy*				
	MUSI 2222 Conducting I				
	MUSI 3211 Choral Lit. & Conducting*				
	MUSI 1160 Piano Class Beginning				
	MUSI 1161 Intermediate I Piano Class				
	MUSI 1162 Intermediate II Piano Class				
	MUSI 1163 Adv. Piano Class				
	MUSI 3310 General Music Methods				
MUSI 4310 Orchestration & Arranging					
MUSI 1231 Voice Class**					
MUSI 4222 Band Techniques**					
MUSI 4207 Instrumental. Lit. & Cond. **					
MUSI 4000 Jr./Sr. Seminar					
MUSI 4010 Senior Recital					
APPLIED MUSIC 7 hrs.	MUSI 1104 Applied Music				
	MUSI 1105 Applied Music				
	MUSI 2102 Applied Music				
	MUSI 2103 Applied Music				
	MUSI 3109 Applied Music				
	MUSI 3119 Applied Music				
	MUSI 4104 Applied Music				
ENSEMBLE REQUIREMENTS 6 hrs. – Vocal 7 hrs. – Instrumental	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
PROFESSIONAL EDUCATION 30-32 hrs.	EDUC 1300 Foundations/Dev/Amer/Educ				
	EDUC 3236 Cul/Div/Sch/Fam/Comm				
	SPED 2300 Survey of Exceptional Child.				
	EDUC 3301 Human Growth & Dev.				
	EDUC 3366 Asses. Middle School Learners				
	EDUC 3302 Psychology of Learning & Teach.				
	EDUC 3303 Classroom Behav. Management				
	EDUC 2210 Testing Seminar***				
	EDUC 4600 Student Teaching. (Clinical)				
	EDUC 4612 Student Teaching (Pract./Music)				
Minimum Required for Graduation	122-126				
Sophomore Barrier Exam					*Vocal Major
Piano Proficiency					** Instrumental Emphasis
Performed Senior Recital					
Exit University College					
English Proficiency Exam					

*** Testing Seminar is not required if the student passes Praxis Core during the freshman year.

Name	Date of Entry to UAPB				
Telephone	Address	City	ST	Zip	
Student ID	Email:				
	COURSE	HRS	TERM PASSED	GRADE	NOTES
GENERAL ED INSTITUTIONAL REQUIREMENTS 3 hrs.	BAS 1210 Personal Social Development				
	BAS 1120 Career Life Planning				
MATHEMATIC & NATURAL SCIENCES 11 hrs.	Select 1 course from the following:				
	MATH 1330 College Algebra or				
	MATH 1359 Enhanced Quant. Lit.				
	MATH 1340 College Trigonometry				
	MATH 1550 Pre-Calculus I				
	MATH 2510 Calculus				
	Select 4 hours from the following:				
	BIOL 1350 Biological Science				
	BIOL 1150 Biological Science Lab				
	BIOL 1455 Principles of Biology				
	Select 4 hours from the following:				
	CHEM 1310 Principles of Chemistry				
	CHEM 1110 Principles of Chemistry Lab				
	CHEM 1311 Physical Science				
	CHEM 1111 Physical Science Lab				
CHEM 1330 General Chemistry					
CHEM 1130 General Chemistry Lab					
CHEM 1345 Intro to Astronomy					
CHEM 1145 Intro to Astronomy Lab					
HUMANITIES 6 hrs.	Select 2 courses from the following:				
	ART 2340 Art Appreciation				
	MUSI 2330 Music History Appreciation				
	HUMN 2301 Humanities				
THTR 2324 Theatre Appreciation					
GENERAL SOCIAL SCIENCES 9 hrs.	Select 1 course from the following:				
	HIST 2315 U. S. History to 1877				
	HIST 2318 U. S. History since 1877				
	PSCI 2312 American Government				
	Select 2 from the following:				
	ECON 2310 Principles of Eco. I				
	ECON 2320 Principles of Eco. II				
	GEOG 2360 World Reg. Geography				
	HIST 1330 Western Civilization I				
	HIST 1340 Western Civilization II				
	PSYC 2300 General Psychology				
SOCI 1320 Intro. to Social Science					
SOCI 2310 Intro. to Sociology					
HLPE 4 hrs.	Select 1 course from the following:				
	HLPE 1310 Personal Health & Safety				
	HUSC 1311 Nutrition and Wellness				
	Select 1 from the following:				
	HLPE 1110-1123 Physical Ed.				
MLSC 1210 Learning to Lead I					
ENGLISH & COMMUNICATION 12 hrs.	ENGL 1311 English Comp. I				
	ENGL 1321 English Comp II				
	MCOM 2390 Oral Communication				
	Select 1 from the following:				
	ENGL 2300 Intro. to Lit				
	ENGL 2360 World Lit. I				
ENGL 2361 World Lit. II					
RECITAL ATTENDANCE 0 hrs.	MUSI 1004 Recital Attendance				
	MUSI 1005 Recital Attendance				
	MUSI 2004 Recital Attendance				
	MUSI 2005 Recital Attendance				
	MUSI 3004 Recital Attendance				
	MUSI 3005 Recital Attendance				

	COURSE	HRS	TERM PASSED	GRADE	NOTES
MUSICIANSHIP REQUIREMENTS 25 hrs.	MUSI 1206 Music Theory I				
	MUSI 1106 Sight Singing I				
	MUSI 2207 Music Theory II				
	MUSI 2107 Sight Singing II				
	MUSI 2210 Music Theory III				
	MUSI 2110 Sight Singing III				
	MUSI 3224 Theory IV				
	MUSI 3124 Sight Singing IV				
	MUSI 3321 Music History I				
	MUSI 3322 Music History II				
	MUSI 1160 Piano Class Beginning				
	MUSI 1161 Intermediate I Piano Class				
	MUSI 1162 Intermediate II Piano Class				
	MUSI 1163 Advanced Piano Class				
	MUSI 4310 Orchestration & Arranging				
MUSI 3010 Solo Recital SRT					
MUSI 4020 Senior Recital					
MUSIC TECHNOLOGY REQUIREMENTS 30 hrs.	MUSI 2301 Intro. To Studio Recording				
	MUSI 2307 Intro. To Computer Music App.				
	MUSI 3300 Audio Video Recording Tech.				
	MUSI 3301 Intermediate Studio Recording				
	MUSI 3302 Music Business				
	MUSI 4301 Digital Audio Recording Tech.				
	MUSI 4302 Seminar in Adv. Studio Topics				
	MUSI 4303 Senior Recording Project				
MUSI 4600 Studio Internship					
APPLIED MUSIC 5 hrs.	MUSI 1104 Applied Music				
	MUSI 1105 Applied Music				
	MUSI 2102 Applied Music				
	MUSI 2103 Applied Music				
	MUSI 3109 Applied Music				
DIRECTED ELECTIVES 3 hrs. A minimum grade of "C" is required	CPSC 2363 Intro. to Business Program.				
ENSEMBLE REQUIREMENTS 4 hrs.	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
FOREIGN LANGUAGE 3 hrs.	Select 1 from the following:				
	MDFL Spanish I 2311				
	MDFL Spanish II 2321				
	MDFL French I 2310				
	MDFL French II 3320				
MUSIC ELECTIVES 5 hrs. A minimum grade of "C" is required	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
	Minimum Required for Graduation	120			
	Sophomore Barrier Exam				
	Piano Proficiency Exam				
	Performed Senior Recital				
	Exit University College				
	English Proficiency Exam				
	Comprehensive Exam				

Name				Date of Entry to UAPB		
Telephone						
Address				City	ST	Zip
Student ID				Email		

	COURSE	HRS	TERM PASSED	GRADE	NOTES
GENERAL ED INSTITUTIONAL REQUIREMENTS 3 hrs.	BAS 1210 Personal Social. Dev.				
	BAS 1120 Career Life Plan.				
MATHEMATICS & NATURAL SCIENCES 11 hrs.	Select 1 course from the following:				
	MATH 1330 College Algebra or				
	MATH 1359 Enhanced Quant. Lit.				
	MATH 1340 College Trigonometry				
	MATH 1550 Pre-Calculus I				
	MATH 2510 Calculus				
	Select 4 hours from the following:				
	BIOL 1350 Biological Science				
	BIOL 1150 Biological Science Lab				
	BIOL 1455 Principles of Biology				
	Select 4 hours from the following:				
	CHEM 1310 Principles of Chemistry				
	CHEM 1110 Prin. Of Chemistry Lab				
	CHEM 1311 Physical Science				
	CHEM 1111 Physical Science Lab				
CHEM 1330 General Chemistry					
CHEM 1130 General Chemistry Lab					
CHEM 1455 Intro. to Astronomy					
CHEM 1145 Intro to Astronomy Lab					
HUMANITIES 6 hrs.	Select 2 courses from the following:				
	ART 2340 Art Appreciation				
	MUSI 2330 Music History Appreciation				
	HUMN 2301 Humanities				
THTR 2324 Theatre Appreciation					
GENERAL SOCIAL SCIENCES 9 hrs.	Select 1 course from the following:				
	HIST 2315 U. S. History to 1877				
	HIST 2318 U. S. History since 1877				
	PSCI 2312 American Government				
	Select 2 from the following:				
	ECON 2310 Principles of Eco. I				
	ECON 2320 Principles of Eco. II				
	GEOG 2360 World Reg. Geography				
	HIST 1330 Western Civilization I				
	HIST 1340 Western Civilization II				
PSYC 2300 General Psychology					
SOCI 1320 Intro. to Social Science					
SOCI 2310 Intro. to Sociology					
HLPE 4 hrs.	Select 1 course from the following:				
	HLPE 1310 Personal Health & Safety				
	HUSC 1311 Nutrition and Wellness				
	Select 1 from the following:				
HLPE 1110-1123 Physical Ed.					
ENGLISH & COMMUNICATION 12 hrs.	ENGL 1311 English Comp. I				
	ENGL 1321 English Comp II				
	MCOM 2390 Oral Communication				
	Select 1 from the following:				
	ENGL 2300 Intro. to Lit				
ENGL 2360 World Lit. I					
ENGL 2361 World Lit. II					
RECITAL ATTENDANCE 0 hrs.	MUSI 1004 Recital Attendance				
	MUSI 1005 Recital Attendance				
	MUSI 2004 Recital Attendance				
	MUSI 2005 Recital Attendance				
	MUSI 3004 Recital Attendance				
MUSI 3005 Recital Attendance					

	COURSE	HRS	TERM PASSED	GRADE	NOTES
MUSICIANSHIP REQUIREMENTS 33 hrs. – Instrumental 36 hrs. – Vocal	MUSI 1206 Music Theory I				
	MUSI 1106 Sight Singing I				
	MUSI 2207 Music Theory II				
	MUSI 2107 Sight Singing II				
	MUSI 2210 Music Theory III				
	MUSI 2110 Sight Singing III				
	MUSI 3224 Theory IV				
	MUSI 3124 Sight Singing IV				
	MUSI 3321 Music History I				
	MUSI 3322 Music History II				
	MUSI 2315 Diction*				
	MUSI 1160 Piano Class				
	MUSI 1161 Intermediate I Piano Class				
	MUSI 1162 Intermediate II Piano Class				
	MUSI 1163 Adv. Piano Class				
	MUSI 4310 Orchestration & Arranging				
	MUSI 1231 Voice Class**				
MUSI 4020 Senior Recital					
MUSI 4227 Vocal Pedagogy*					
MUSI 4611 Internship					
APPLIED MUSIC 7 hrs.	MUSI 1104 Applied Music				
	MUSI 1105 Applied Music				
	MUSI 2102 Applied Music				
	MUSI 2103 Applied Music				
	MUSI 3109 Applied Music				
	MUSI 3119 Applied Music				
ENSEMBLE REQUIREMENTS 6 hrs. – Vocal 7 hrs. – Instrumental					
DIRECTED ELECTIVES BUSINESS/MARKETING EMPHASIS 15 hrs. A minimum grade of "C" is required	MIS 3350 Management Info. Systems				
	MKTG 3300 Principles of Marketing				
	MKTG 3310 Consumer Analysis & Behavior				
	MGMT 3300 Principles of Management				
	BADM 3314 Business Law				
FOREIGN LANGUAGE 6 hrs.	Select 2 from the following:				
	MDFL Spanish I 2311				
	MDFL Spanish II 2321				
	MDFL French I 2310				
	MDFL French II 3320				
	Minimum Required for Graduation				
	Sophomore Barrier Exam				*Vocal Major
	Piano Proficiency Exam				** instrumental Emphasis
	Performed Senior Recital				
	Exit University College				
	English Proficiency Exam				
	Comprehensive Exam				

Name		Date of Entry to UAPB	Student ID	Telephone
Address		City	ST	Zip
Student ID	Email			

	COURSE	HRS	TERM PASSED	GRADE	NOTES
GENERAL ED INSTITUTIONAL REQUIREMENTS 3 hrs.	BAS 1210 Personal Social. Dev.				
	BAS 1120 Career Life Plan.				
MATHEMATIC & NATURAL SCIENCES 11 hrs.	Select 1 course from the following:				
	MATH 1330 College Algebra or				
	MATH 1359 Enhanced Quant. Lit.				
	MATH 1340 College Trigonometry				
	MATH 1550 Pre-Calculus I				
	MATH 2510 Calculus				
	Select 4 hours from the following:				
	BIOL 1350 Biological Science				
	BIOL 1150 Biological Science Lab				
	BIOL 1455 Principles of Biology				
	Select 4 hours from the following:				
	CHEM 1310 Principles of Chemistry				
	CHEM 1150 Principles of Chemistry Lab				
	CHEM 1311 Physical Science				
	CHEM 1111 Physical Science Lab				
CHEM 1330 General Chemistry					
CHEM 1130 General Chemistry Lab					
CHEM 1345 Intro. to Astronomy					
CHEM 1145 Intro to Astronomy Lab					
HUMANITIES 6 hrs.	Select 2 courses from the following:				
	ART 2340 Art Appreciation				
	MUSI 2330 Music History and Appreciation				
	HUMN 2301 Humanities				
	THTR 2324 Theatre Appreciation				
GENERAL SOCIAL SCIENCES 9 hrs.	Select 1 course from the following:				
	HIST 2315 U. S. History to 1877				
	HIST 2318 U. S. History since 1877				
	PSCI 2312 American Government				
	Select 2 from the following				
	ECON 2310 Principles of Eco. I				
	ECON 2320 Principles of Eco. II				
	GEOG 2360 World Reg. Geography				
	HIST 1330 Western Civilization I				
	HIST 1340 Western Civilization II				
	PSYC 2300 General Psychology				
SOCI 1320 Intro. to Social Science					
SOCI 2310 Intro. to Sociology					
HLPE 4 hrs.	Select 1 course from the following:				
	HLPE 1310 Personal Health & Safety				
	HUSC 1311 Nutrition and Wellness				
	Select 1 from the following:				
	HLPE 1110-1123 Physical Ed.				
MLSC 1210 Learning to Lead I					
ENGLISH & COMMUNICATION 12 hrs.	ENGL 1311 English Comp. I				
	ENGL 1321 English Comp II				
	MCOM 2390 Oral Communication				
	Select 1 from the following:				
	ENGL 2300 Intro. to Lit				
	ENGL 2360 World Lit. I				
ENGL 2361 World Lit. II					
RECITAL ATTENDANCE 0 hrs.	MUSI 1004 Recital Attendance				
	MUSI 1005 Recital Attendance				
	MUSI 2004 Recital Attendance				
	MUSI 2005 Recital Attendance				
	MUSI 3004 Recital Attendance				
	MUSI 3005 Recital Attendance				

	COURSE	HRS	TERM PASSED	GRADE	NOTES
MUSICIANSHIP REQUIREMENTS 33 hrs. – Instrumental 36 hrs. – Vocal	MUSI 1206 Music Theory I				
	MUSI 1106 Sight Singing I				
	MUSI 2207 Music Theory II				
	MUSI 2107 Sight Singing II				
	MUSI 2210 Music Theory III				
	MUSI 2110 Sight Singing III				
	MUSI 3224 Theory IV				
	MUSI 3124 Sight Singing IV				
	MUSI 3321 Music History I				
	MUSI 3322 Music History II				
	MUSI 2315 Diction*				
	MUSI 4227 Vocal Pedagogy*				
	MUSI 1160 Piano Class				
	MUSI 1161 Intermediate I Piano Class				
	MUSI 1162 Intermediate II Piano Class				
	MUSI 1163 Adv. Piano Class				
	MUSI 4310 Orchestration & Arranging				
	MUSI 1231 Voice Class**				
MUSI 4020 Senior Recital					
MUSI 4611 Internship					
APPLIED MUSIC 7 hrs.	MUSI 1104 Applied Music				
	MUSI 1105 Applied Music				
	MUSI 2102 Applied Music				
	MUSI 2103 Applied Music				
	MUSI 3109 Applied Music				
	MUSI 3119 Applied Music				
	MUSI 4104 Applied Music				
ENSEMBLE REQUIREMENTS 6 hrs. Vocal 7 hrs. – Instrumental	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
	MUSI				
DIRECTED ELECTIVES THEATRE/MASS COMM EMPHASIS 15 hrs. A minimum grade of "C" is required Choose 6 from the Following	THTR 2320 Stage Lighting				
	SPCH 2340 Voice & Movement				
	SPCH 1310 Oral Interpretation				
	THTR 2331 Acting I				
	THTR 4324 History of Theatre				
	SPDR 2324 TV Production				
	SPDR 2335 Radio Production				
	SPDR 3300 Dramatic Criticism				
	SPDR 3313 Survey of Children Theatre				
	SPDR 3340 Modern Drama				
	SPDR 3315 Creative Dramatics				
	SPDR 4301 Black Drama				
	SPDR 4342 Play Production				
JOUR 4321 Mass Communication					
FOREIGN LANGUAGE 6 hrs.	Select 2 from the following:				
	MDFL Spanish I 2311				
	MDFL Spanish II 2321				
	MDFL French I 2310				
	MDFL French II 2320				
MUSIC ELECTIVES VOCAL MAJORS 8 hrs. INSTRUMENTAL 7 hrs.					
	Minimum Required for Graduation	120			
	Sophomore Barrier Exam				*Vocal Major
	Piano Proficiency Exam				** Instrumental Emphasis
	Performed Senior Recital				
	Exit University College				
	English Proficiency Exam				
	Comprehensive Exam				

Assessment

Institutional Student Assessment

At the University of Arkansas at Pine Bluff, degree-seeking students are required to take the following standardized and criterion referenced tests.

1. The Comprehensive Test of Basic Skills (CTBS/4), Form A – a diagnostic test to be taken the first semester of the student's freshman year (Required by all students).
2. The CTBS/4, Form B –required of all students taking Reading 1212 and/or 2213, English 1310, General Math 1310, and/or Intermediate Algebra 1320 (to be taken upon completion of all developmental courses).
3. The Arkansas Assessment of General Education (AAGE) – also referred to as the Rising Junior Examination (Required by all students)
4. The University College Exit Exam – required of all students with more than 60 college-level credits who did not take the AAGE.
5. The English Proficiency Exam or Common Exam – required of all students except those who have passed the English portion of the PPST or certain other specialization tests required by a specific program or discipline (Required by all students).
6. Standardized/Criterion Referenced Exam – required by specific disciplines (Praxis I and II for music education)
7. Comprehensive Examination – covering the discipline in which the student majors – is to be taken by all non-teaching majors and is to be taken the semester the student expects to graduate.

Department of Music Student Assessment

In addition to institutional assessments, the music department has specific assessments which focus on two main areas – educational and artistic.

Bachelor of Science Degree – Music/Teaching – K-12

Measures	Benchmark	Completion Goals/Implementation
Theory/General Music Knowledge Placement Exam Objective 1.1	Score of 70% or higher	By the first day of class
Applied Studio Audition Objective 3.2	80% of students pass	By the first day of class
Praxis Core Objective 2.1	Nationally required pass scores	By the end of the Sophomore year
Sophomore Barrier Exam Objective 2.1	Score of 70% or higher	By the end of the fourth semester of applied lessons
Exit University College Objective 2.1 3.1 3.2	Completion of 30 semester credit hours	By the end of the Sophomore year
Admission to the School of Education		By the junior year
Piano Proficiency Objective 3.2	Score of 81% or higher	By the end of the first semester of Junior year
Senior Recital Jury Objective 1.2 3.2 4.2	100% of students need to pass	Two weeks before scheduled recital date
Praxis II Objective 2.1	Nationally required pass scores	Before the student teaching semester
Student Teaching Objective 1.1 1.3 1.4 2.1 2.2 2.3 4.1 4.2 4.3 5.2	Achieve Score of 70% or higher	Final semester

Bachelor of Science Degree – Music/Non-Teaching (Outside Field)

Measures	Benchmark	Completion Goals/Implementation
Theory/General Music Knowledge Placement Exam Objective 1.1	Score of 70% or higher	By the first day of class
Applied Studio Audition Objective 3.2	80% of students pass	By the first day of class
Sophomore Barrier Exam Objective 2.1	Score of 70% or higher	By the end of the fourth semester of applied lessons
Exit University College Objective 2.1 3.1 3.2	Completion of 30 semester credit hours	By the end of the Sophomore year
Piano Proficiency Objective 3.2	Score of 81% or higher	By the end of the first semester of Junior year
Senior Recital Jury Objective 1.2 3.2 4.2	100% of students need to pass	Two weeks before scheduled recital date
Internship Objective 1.1 1.3 1.4 2.1 2.2 2.3 4.1	Achieve Score of 70% or higher	Final semester
Music Comprehensive Exam Objective 1.1 1.3 1.4 2.1 2.2 2.3	Achieve Score of 70% or higher	Final semester

Bachelor of Science Degree – Music/Non-Teaching (SRT)

Measures	Benchmark	Completion Goals/Implementation
Theory/General Music Knowledge Placement Exam Objective 1.1	Score of 70% or higher	By the first day of class
Applied Studio Audition Objective 3.2	80% of students pass	By the first day of class
Sophomore Barrier Exam Objective 2.1	Score of 70% or higher	By the end of the fourth semester of applied lessons
Exit University College Objective 2.1 3.1 3.2	Completion of 30 semester credit hours	By the end of the Sophomore year
Piano Proficiency Objective 3.2	Score of 81% or higher	By the end of the first semester of Junior year
Senior Recital Jury Objective 1.2 3.2 4.2	100% of students need to pass	Two weeks before scheduled recital date
Studio Internship Objective 1.1 1.3 1.4 2.1 2.2 2.3 4.1	Achieve Score of 70% or higher	Final semester
Senior Recording Project Objective 2.1 2.2 2.3 3.1 4.1 4.2 4.3	Achieve Score of 70% or higher	Final semester
Music Comprehensive Exam Objective 1.1 1.3 1.4 2.1 2.2 2.3	Achieve Score of 70% or higher	Final semester

Music Ensembles

Students can participate in the following ensembles:

Major Ensembles

Marching Band
Wind Symphony
Black Concert Band
Gold Concert Band
Jazz Ensemble
Vesper Choir

Minor Ensembles

Percussion Ensemble
Brass Ensemble
Woodwind Ensemble
String Ensemble
University Singers
Opera Workshop

Membership in these ensembles is open to all qualified students, regardless of major, based on audition.

Major Ensemble Requirements for Majors

All students pursuing a B.S. in Music (Teaching or Non-Teaching) with an instrumental or vocal/piano emphasis **MUST** enroll in a major ensemble for seven semesters. Students pursuing a B.S. in Music (SRT) need only four semesters of a major ensemble.

Applied Music

The department requires proficiency in one of the following areas of applied music for graduation: piano, guitar, voice, percussion, or one of the standard band or orchestral instruments. Students must complete a minimum of five to seven semesters in one area of applied instruction. Students who switch applied areas will have to start their applied sequence from the beginning (MUSI 1104) in that new area. All students are required to take the sophomore barrier exam (jury) at the end of the fourth semester of applied lessons.

Students must take applied music until they satisfactorily perform their graduating recital.

All music majors will receive an hour lesson each week.

Applied Studio Policy

1. Because of limited space in all applied studios, all incoming freshmen who intend to major in music must audition for an applied lesson class with their respective applied music teacher on their chosen instrument, or in voice.
2. Make-up lessons will be given only for properly canceled lessons. Valid cancellations include:
 - a. Lessons canceled prior to lessons for university function(s)
 - b. Lessons canceled by the instructor
3. Lessons falling on university sanctioned vacation days will not be made up.
4. Changes in lesson times must be mutually agreeable to both instructor and student.
5. All students enrolled in applied lessons must perform at least once each semester on the student recital after their freshman year. Failure to perform as required will result in the student receiving an "F", or "D" at the discretion of the instructor.
6. All students enrolled in applied lessons must attend the student recitals and other departmental concerts, recitals, events, and programs. Failure to attend the requisite number of recitals during the semester will result in the student receiving the grade of "F" ("Fail") for recital attendance. The student may also receive a lowered applied grade at the discretion of the instructor.
7. Students studying applied music with an adjunct instructor must also consult with the lead teacher on that instrument for advisement, and jury/recital scheduling.

Recitals

Student Recitals: All students enrolled in applied music are required to perform at least once each semester on the student recital. Students will be graded by the faculty on their performance. Failure to appear on recital will result in the student receiving the grade of "F" or "D" at the discretion of the applied music teacher.

Senior Recitals: Majors must register for applied instruction until they satisfactorily perform their senior recital in one of the following areas: piano, guitar, voice, percussion, or one of the standard band or orchestral instruments. Students are expected to learn new repertory each semester and should be aware of the repertory requirements and recital length for each recital. All students must satisfactorily perform their public recital in order to pass this requirement. All students must pass a recital jury two weeks before their recital date, or they will not be allowed to perform their recital. All compositions must be performed during the jury and all personnel (including the accompanist) who will be performing must be present and must perform the recital repertoire for the jury panel.

Students must pass both the piano proficiency and the music comprehensive exam BEFORE they will be allowed to perform their recital juries.

The Senior Recital is a prerequisite to student teaching and for non-teaching internships.

Recital requirements differ according to degree:

SRT	Senior Recital (one half hour) Developmental level repertoire
Teaching	Senior Recital (one hour) Competency level repertoire
Non-teaching	Senior Recital (one hour) Mastery level repertoire

Juries

Regular Jury

All music majors must perform a jury at the end of each semester. These are held during “dead day” preceding final exams. Students are required to perform music from the repertoire list that is appropriate for their level. Check with your applied teacher. Failure to perform a jury will result in a grade of “F” for the semester in applied music.

Sophomore Barrier Exam

The barrier exam is a pass/fail jury that is administered by the music faculty. The purpose of this exam is to determine if satisfactory progress is being made in the student’s chosen applied area. Students must perform music from the competency level repertoire list. Students must pass this exam in order to exit the competency level.

1. The barrier exam must be taken during the jury-testing of the fourth semester of applied lesson.
2. The exam is pass/fail.
3. Students who do not pass will NOT be allowed to take the next semester of applied lessons (MUSI 3109-3119).
4. Students who do not pass the sophomore barrier exam will be issued the letter grade of “D,” and must retake the fourth semester of applied lesson (MUSI 2103).
5. The student will not be allowed to take upper-level music courses.

Recital Jury

All majors are required to perform and pass a recital jury before they will be allowed to perform their junior or senior recital. The purpose of this jury is to ensure that advanced preparation and progress has been made. Students do not have to perform a regular jury at the end of the semester if they pass the recital jury AND successfully perform their recital.

1. The recital jury, the final semester of applied and the senior recital must occur during the same semester.
2. A senior recital form must be completed during the first two weeks of the performance semester.
3. The recital jury must occur no later than two weeks prior to the scheduled recital performance.
4. It is the students’ responsibility to make sure all paperwork (including confirmation of the recital date, time, accompanist and recording) is appropriately signed and turned in to their applied music teacher on the time-line specified. It will then be the applied music teacher’s responsibility to make sure the paperwork and program are in the music office.

Academic Advisement Fact Sheet

Students who plan to secure a degree from the University of Arkansas at Pine Bluff must complete the following requirements before obtaining a degree:

1. The student must follow an approved degree plan
2. The student must have a minimum grade point average of 2.00 ("C") in each music major core course listed in their degree plan.
3. The student must have a minimum cumulative grade point average of 2.00 ("C") to graduate.
4. The student must complete all general education requirements.
5. The student must complete a minimum of 124 semester hours for a Bachelor Degree and a minimum of 62 hours for an Associate Degree.
6. The student must earn a minimum passing grade of "C" in English 1311 and 1321. (A passing grade of "C" in English 1310 is required for students scoring less than 19 in English on the ACT.)
7. The student must remove all incomplete grades in accordance with University Policy.
8. The University assigns a grade of "F" to a student who fails to drop a course officially. (A drop is not retroactive.)
9. The student must satisfy departmental requirements as specified in their respective degree plan.
10. The student must take a comprehensive examination in his/her major field of study by the end of their junior year.
11. The student must pass the English Proficiency Test (Transfer students and students seeking an Associate or a Bachelor Degree are required to take the English Proficiency Test. Students seeking a second degree, if the test was passed more than three years ago, must take the English Proficiency Test prior to receiving the degree.)
12. The student must complete a minimum of 30 semester hours above the 1000 level in residence beyond the first degree if the students seek a second bachelor's degree from the University of Arkansas at Pine Bluff, and 15 semester hours for an Associate Degree.
13. The student must exit University College.

Academic Advisement – Faculty Responsibilities

The academic “chief executive” for the campus is the Vice Chancellor for Academic Affairs, who is answerable to the Chancellor. The Registrar, answerable to the Vice Chancellor for Academic Affairs, ensures compliance with the academic standards and practices in accordance with the appropriate campus governance documents and institutional practices. These responsibilities include ensuring that students, when they follow the established curriculum, will be sanctioned for appropriate degrees. In carrying out this responsibility, the Registrar is called upon to keep records and make rulings according to the University Catalogue, established procedures and university academic policy. The Chairperson, the chief academic officer of the department, reports to the Dean. However, in practice the Chair or the designee of the Chair will frequently consult directly with the Registrar to resolve or bring clarity to problems that arise.

The contract with the student is the ***UAPB Catalogue*** (with appropriately sanctioned changes) under which the student enters the university. In the Music Department the “Student Handbook”, while not superseding the university Catalogue, provides clarity, additional and enhanced information, departmental procedures and forms, etc. Another important document important to the advisement process is the current class schedule.

The faculty and staff of the department act in concert to provide accurate and effective advisement information. The student’s primary advisor (after 30 hours) is their applied music instructor. **Academic policy** is contained in the Catalogue. It is the responsibility of the advisor to provide the student with advisement based on knowledge of: the Catalogue and degree plan, the schedule, university forms, policy and procedure and “common sense”. The advisor should also assist the student by providing counseling with regard to goals, career choices, personal problems, etc. The advisor also acts to refer students to other campus services that might help the student in any aspect of campus life. Students should report first to their advisor. If for some reason the advisor is not available, the students should report to the Music Department Office for advisement and counseling.

The Music Department secretary is designated as the person responsible for entering student courses and for maintaining departmental records. If the secretary identifies a problem, she will contact the student’s advisor to resolve the problem before entering the student’s classes. The Chairperson is ultimately responsible for the academic integrity of the department and in this capacity makes the final decision in the department based on the Catalogue. Decisions made by the Chair can always be appealed to the Dean and higher administrative levels.

Faculty Load

Faculty load in the Music Department is in concert with the standards published in the **NASM Handbook**. UAPB's institutional policy concerning faculty load can be found at the following link:

<http://www.uapb.edu/sites/www/Uploads/Academics/Acad%20Affairs/Academic%20Policies/Faculty%20Load.pdf>

The standard faculty workload at UAPB includes the teaching load plus the involvement of faculty in academic activities. Academic activities include advising students, serving on university committees, engaging in research and other scholarly or creative endeavors, professional development, and performing academically related public service. Faculty members are also expected to schedule ten (10) office hours per week for student meetings.

The standard FTE is currently twelve (12) credit hours for tenured and tenure-track faculty and fifteen (15) credit hours for instructors. The ratio of classroom instruction to applied lessons is 2:3. Fulltime faculty members are engaged and assigned a workload equivalent to a forty-hour week.

In Music, classroom instruction in lecture/seminar format is weighted differently from private studio lessons in calculating the teaching component of faculty loads. The upper limit for a full load for classroom instruction in a lecture/seminar format for those at the rank of Assistant Professor, Associate Professor and Professor is approximately 12 credit hours per semester and for those at the rank of Instructor the full load is 15 credit hours per semester; and for private studio instruction, approximately 18 clock hours per week. The ratio for private instruction of 12 credit hours for a full load of classroom instruction to 18 hours for a full load of private lessons is 12:18, or 2:3. All faculty should have sufficient time for artistic, scholarly, and professional activity in order to maintain excellence and growth in their respective areas of expertise.

Ensembles are laboratory classes that fall into two categories: major ensembles and secondary ensembles. Both are part of NASM accreditation standards. Most ensembles have upper division and lower division enrollment options that meet simultaneously and are considered to be a combined, single class for purposes of workload and compensation calculations.

1. Major Ensembles:

- a. Marching Band, one credit hour, is the largest ensemble (200+ students), has the greatest amount of student contact commitment, has the largest staffing requirements, and reflects the greatest number of workload hours of any ensemble.
 - i. Head Director(s) receive up to six hours of release time year-round for their work with Marching Band.
 - ii. Assistant Directors receive up to six hours of release time in the Fall semester for their work with Marching Band and up to three hours in the Spring semester.
- b. Vesper Choir, Wind Symphony, Concert Band(s), each one credit hour, carry adjusted workload that matches weekly student contact—four hours per course.
- c. Jazz Ensemble, one credit hour carries an adjusted workload that matches weekly student contact—two hours per course.

2. Secondary Ensembles

- a. Percussion, Woodwind, Brass, and String Ensembles, one credit hour, carries adjusted workload that matches weekly student contact—two hours per course.

Opera Workshop, the production course for the annual opera/musical theater production, carries three hours of academic credit and workload. For large productions, up to three additional hours of workload may be awarded, as determined by the department chair.

Departmental Advising Checklist

Applied Music

- All majors must be enrolled in applied music every semester until successful completion of their senior recital.
- All majors must enroll in the appropriate Recital Attendance course every semester (this is a pass/fail course based solely on attendance).
- All majors must perform an applied jury every semester their enrollment in applied music.
- All majors must take and pass the Sophomore Barrier Exam before they can advance to the next Applied Music class and to upper level courses.
- All majors must pass the Piano Proficiency Exam, or they will not graduate. It is recommended that the exam be taken by the start of their junior year.
- All majors are required to perform on student recital once each semester, with the exception of the first semester of their freshman year.

Ensemble

- All Music Majors (Teaching/Non-Teaching-Outside Field Emphasis) must enroll in a major ensemble for seven semesters.
- All Music Majors (SRT Emphasis) must enroll in a major ensemble for four semesters.

Senior Recital

- All recital forms must be completed by the second week of the semester the student intends to give their senior recital. Failure to do so may prohibit the student from performing a recital that semester.
- The senior recital jury must be performed at least two weeks prior to the recital date. All participating performers must appear on the jury.
- All Senior Recitals must be performed prior to your professional semester.

Academics

- All majors must make a "C" or better in all music and general education courses.
- All majors must exit University College prior to their senior year.
- All majors are required to be advised each semester
- All Majors will be given the following assessments: theory placement/general music knowledge exam on entry; sophomore barrier exam and the senior comprehensive.

Sound Recording Technology

- All SRT majors must perform a Senior Recital prior to their Internship.
- All SRT majors must have an internship and signed contract at least four months before the internship begins.

Teaching

- All teaching majors must perform their Senior Recital before beginning student teaching.
- All teaching majors must pass the PRAXIS CORE before applying for admittance to the School of Education
- All teaching majors must pass PRAXIS II before beginning student teaching.

Music and an Outside Field

- All majors must perform their Senior Recital prior to their internship
- All majors must choose either Business/Marketing, or Theatre/Mass Communication as their secondary area and secondary areas must be approved by the Music Dept. Chair.
- All majors must take the Comprehensive Exam.

General Policies:

When can one be considered a UAPB music Major?

- Student must pass the prep theory exam, general knowledge music test and prep theory
- Student must satisfactorily complete the first semester of Applied Music

What is the purpose of the sophomore barrier?

- It determines whether a student is far enough along musically to be considered a viable candidate for completion of the degree in music.
- Passing the sophomore barrier allows the student to take upper-level courses, including applied music.
- Not passing the sophomore barrier once means that the student receives an “F” for applied music that semester and is allowed to try again the following consecutive semester.
- If the student fails a second time or does not retake the barrier the next semester, he/she can not take the next level of applied and might be counseled out of music.

Policy on switching applied/ensemble areas

- The student must realize that a scholarship given for one ensemble does not guarantee a scholarship from another, and that switching could mean that the student will lose financial benefits.
- If a student is earning an ensemble scholarship, he/she cannot switch from instrumental to vocal or vice versa until written permission is given from the ensemble director. The director decides if and when a student will be eligible for release
- Students wishing to switch applied areas must audition for the new area.
- The student cannot switch applied areas until express permission is given by the new applied instructor and the new ensemble director. The new instructor and director are under no obligation to accept a student from another applied area. Gaining entry into a new applied area is partially dependent on whether the applied instructor has room in the studio.
- The student must begin the sequence of applied lessons in the new applied area, beginning with 1104. For additional information see the Department Chair.

Policy on getting to take applied lessons

- Students must audition expressly for applied lessons. Acceptance into an ensemble does not guarantee that a student will be accepted as a potential music major and receive applied lessons.
- The number of new students who will get to take applied lessons will vary from semester to semester and from year to year, since the number of available slots will vary.
- Students who fail Prep Theory will not get to continue taking applied lessons until they pass the class. Students who begin in the Spring cannot take applied lessons, because they have not passed Prep Theory. Applied instructors can make exceptions depending on their schedules.
- To be accepted into a voice studio, students must
 - Be accepted into the Vesper Choir by audition
 - Audition again at the beginning of the Fall semester for the applied instructor.
 - Students who wish to be voice majors must sing two classical songs at that Fall audition, and at least one of them must be in a foreign language.

Policy on graduating recitals for students

- The applied instructor will assign the entire recital repertoire no later than the end of the semester before the semester in which the recital will take place. Repertoire may be all new or may be a mixture of old and new, but a variety of time periods should be represented and the program should be chronologically ordered in sets.
- For SRT majors, performance time of recital music should be no less than a total of 25 minutes not counting breaks and intermissions. For other music majors, performance time should be no less than 50 minutes total not counting breaks and intermissions.

- SRT students should register for MUSI 3010, teaching major should register for MUSI 4010, and non-teaching for MUSI 4020.
- Students must complete the graduating recital before the professional semester.

Departmental Forms