



Music Education Handbook

INTRODUCTION AND STATEMENT OF PURPOSE

This handbook is prepared to introduce you to the UNLV School of Music curriculum and policies. If, after reading this material, you have any questions you may meet with either Eugenie Burkett, Coordinator of the Music Education program or your advisor. Please feel free to contact them at any time for an appointment.

The activities of the Music Education program are designed to support the mission of the School of Music, the College of Fine Arts, the College of Education, and the mission of the University in general, by insuring that its graduates successfully meet the standards for effective teaching as prescribed by the Nevada School of Education at <http://www.doe.nv.gov/>. This will be accomplished by providing learning experiences incorporating classroom, laboratory, workshop, seminar, and field/practicum formats, which are designed to achieve the educational objectives. The standards are available at <http://www.doe.nv.gov/standards/standarts.html>.

The curriculum for the Bachelor of Music Degree in Music Education at UNLV has two very specific objectives:

- 1) to help the student become an effective teacher in the music classroom through the acquisition of a basic traditional and contemporary knowledge, practical teaching techniques, and the opportunity to observe and work under successful members of the music teaching profession; and
- 2) to help the student become eligible for licensing to teach music in a public school.

CURRICULUM

The Bachelor of Music Degree with a concentration in Music Education requires 143 -147 credits for graduation. The minimum number of semester credits required for a bachelor's degree for a student graduating is 120. At least half of the credits required for a baccalaureate degree at the institution must be earned at a four-year institution.

Complete advising sheets are available in the School of Music Office.

ADVISING

Meetings with the Music Education coordinator will be required in your 4th, and 6th semesters in the major. Additional meetings may be scheduled at your request, but are not mandatory.

- Don't rely on the "rumor mill" for academic advising.
- See your School of Music advisor, the School director, or the School Administrative Assistant for any questions.

All music education students should see their advisor every semester. The music education coordinator should be consulted before the end of the junior year to complete a graduation check.

UNLV ENSEMBLES

Instrumental Concentration

UNLV Instrumental Ensembles Music Education Undergraduate Requirements & Guidelines

The following instrumental ensemble course offerings include:

BAND ENSEMBLES

UNLV Wind Orchestra (MUSE 113, 41 3)
University Marching Band (MUSE 115, 415)
UNLV "Runnin' Rebel" Basketball Pep Band (MUSE 116, 416)
UNLV Community Concert Band (MUSE 118, 418)
University Brass Band (MUSE 119, 419)
UNLV Symphonic Winds (MUSE 120, 420) – Spring only

ORCHESTRA ENSEMBLES

Symphony Orchestra (MUSE 121, 421)
Chamber Orchestra (MUSE 122, 422)

JAZZ ENSEMBLES

Jazz Ensemble (MUSE 131, 431)
Intro to Jazz Combo (MUSE 132)
Jazz Combo (MUSE 133, 433)

Please refer to the University Catalog for a complete list of all chamber and coached ensembles.

In order to prepare music education majors to meet the needs of contemporary public school music programs, students are advised to enroll in a variety of ensembles over the course of 4 years. These recommendations apply to:

B.M. Music Education (Instrumental)

B.M. Music Education (Piano or Guitar choosing the Instrumental option) - All Music Education-Piano or Guitar students who are interested in teaching instrumental music at the secondary level (middle school and high school) are advised to enroll in accompanying ensemble (piano), guitar ensemble (Guitar) and a instrumental ensemble every semester; total of eight (8) credits.

Depending upon the student's primary instrument, performance medium, and ensemble instrumentation needs, it is recommended that instrumental students have a minimum of the following:

University Marching Band	2 semesters
UNLV Symphonic Winds or Wind Orchestra	1-2 semesters
UNLV "Runnin' Rebel" Basketball Pep Band	1 semester
Jazz	1 semester
Orchestra and/or Chamber Orchestra	1-2 semester
Chamber or coached small ensembles	1 semester

All instrumental music education students study secondary instruments in techniques classes (brass, percussion, woodwinds, strings) and private lessons. In order to gain familiarity and facility, practice on these instruments is highly recommended through participation in the following ensembles:

UNLV Community Concert Band
New Horizons Band

FOR STUDENTS WHO RECEIVE AN INSTRUMENTAL MUSIC SCHOLARSHIP

Students receiving an instrumental scholarship from the School of Music are required to perform in a minimum of two ensembles. In most cases, both ensembles are determined by audition and assigned by the area or School. Students are advised to perform in no more than 2-3 ensembles per semester.

FOR STUDENTS WHO DO NOT HOLD AN INSTRUMENTAL MUSIC SCHOLARSHIP

Music majors who do not hold a music scholarship are required to perform in one ensemble each semester (8 credits total) selected in consultation with the faculty advisor. Most instrumental ensembles require audition and/or permission of the director. Students are advised to perform in no more than 2-3 ensembles per semester.

*Note: Year 3 = students who have passed their MUSA 246 applied jury.
Year 4 = students who have completed their junior recital.*

B.M. Music Education (Vocal)

***UNLV Choral Ensembles & Opera Ensembles
Undergraduate Requirements & Guidelines***

As the UNLV vocal performance ensembles are in a continual state of dynamic growth and change, these requirements and guidelines will only be in effect for the 2006-2007 academic year. This document will be re-evaluated (and possibly rewritten) by the vocal/choral faculty each year in order to create the finest ensemble experiences for our students on an ongoing basis. For further information students should consult the Vocal Area Handbook which is published each year.

CHORAL ENSEMBLES

University Concert Singers (*MUSE 108, 408*)
Chamber Chorale (*MUSE 103, 403*)
Varsity Men's Glee Club (*MUSE 106, 406*)
Women's Chorus (*MUSE 105, 405*)

OPERA ENSEMBLES

Opera Workshop (*MUSE 104, 404*)
Opera Production (*MUSE 480*)

FOR STUDENTS WHO RECEIVE A VOCAL MUSIC SCHOLARSHIP

Students receiving a vocal scholarship from the School of Music are required to perform in two ensembles each semester according to the following list. In some cases, both ensembles are assigned by the School, while in some cases one ensemble is assigned by the School and a second ensemble is chosen by the student in consultation with your faculty advisor and with approval of the Director of Choral Studies. Students are advised to perform in no more than 2-3 ensembles per semester.

*Note: Year 3 = students who have passed their MUSA 246 applied jury.
Year 4 = students who have completed their junior recital.*

B.M. Music Education (Voice)

Year 1: Concert Singers	any choral ensemble listed above
Year 2: Concert Singers	any choral ensemble listed above
Year 3: Concert Singers or Chamber Chorale	any choral ensemble or opera ensemble listed above,
Year 4: Concert Singers or Chamber Chorale	any choral ensemble or opera ensemble listed above,

Vocal Music Education majors on scholarship are advised to enroll in at least 1 semester of Varsity Men's Glee Club or Women's Chorus

B.M. Music Education (Piano)

Year 1: Accompanying (MUS 172)	any choral ensemble (singer)
Year 2: Accompanying (MUS 172)	any choral ensemble (singer)
Year 3: Accompanying (MUS 472)	any choral ens. or opera ens. (singer)
Year 4: Accompanying (MUS 472)	any choral ens. or opera ens. (singer)

All Music Education-Piano students who are interested in teaching vocal music at the secondary level (middle school and high school) are advised to enroll in a choral ensemble every semester, including at least two years of University Concert Singers.

FOR VOCAL MUSIC MAJORS WHO DO NOT HOLD A MUSIC SCHOLARSHIP

Music majors who do not hold a music scholarship are required to perform in one ensemble each semester (8 credits total) selected according to the following list, in consultation with your faculty advisor and with approval of the Director of Choral Studies. Students are advised to perform in no more than 2-3 ensembles per semester.

*Note: Year 3 = students who have passed their MUSA 246 applied jury.
Year 4 = students who have completed their junior recital.*

B.M. Music Education (Voice)

Year 1: Concert Singers
Year 2: Concert Singers
Year 3: Concert Singers or Chamber Chorale
Year 4: Concert Singers or Chamber Chorale

Vocal Music Education majors are advised to also enroll in at least 1 semester of Varsity Men's Glee Club or Women's Chorus.

B.M. Music Education (Piano)

Years 1-4: 4 credits of Accompanying (MUS 172, 472) and 4 credits of singing in a choral ensemble or opera ensemble and/or playing in an instrumental ensemble. Selected in consultation with faculty advisor and the Director of Choral Studies; total of eight (8) credits.

All Music Education-Piano students who are interested in teaching vocal music at the secondary level (middle school and high school) are advised to enroll in a choral ensemble every semester, including at least two years of University Concert Singers.

ACADEMIC POLICIES

It is up to you, the student, to be informed of the many academic policies in place throughout the University. The majority of these policies can be found in the of the university catalogue at:

http://catalog.unlv.edu/preview_entity.php?catoid=16&ent_oid=1261&returnto=2840

and the Class Schedule/Registration Guide <http://www.unlv.edu/registrar>

- “No one ever told me that,” is not a valid excuse.
- Academic Probation, other Schools having different grading policies, not following up on paperwork, etc. can

- have serious, negative consequences for you.
- Visit these websites often for important updates.
- Also, make sure to follow-up on all paperwork (grade changes, withdrawals, etc.) and keep all the copies sent to your student mailbox.

Registrar

<http://www.unlv.edu/registrar>

(Class Schedule, Registration Guide, Online Functions and Online Registration)

Division of Student Affairs

<http://www.unlv.edu/studentaffairs>

(Important Dates, Parking Permits, etc.)

Student Support Services

<http://caeo.unlv.edu/sss/>

(Academic Success, Enrollment Services, etc.)

UNLV School of Music

<http://www.unlv.edu/music>

Music School Student Resources

<http://www.unlv.edu/music/student-resources>

(Forms, policies, etc.)

MUSIC EDUCATION CONCENTRATION

Specific Information regarding the Music Education Concentration may be found on the School of Music Website at <http://www.unlv.edu/music/academic-programs>

PIANO PROFICIENCY

Piano skills are an important component for successful teaching in any music field. Music education students must satisfy the piano proficiency skills requirements prior to student teaching and it is highly recommended that the requirements be completed prior to the third year (junior standing) of study. The following options fulfill this requirement.

Option #1

Students take and pass the comprehensive Piano Proficiency (MUS 167) at any time prior to enrolling in upper level applied lessons (Vocal) or before applying for student teaching.

Option #2

Students enroll in Functional Piano Classes I-IV (MUS 109, 110, 209, 210). A passing grade of “C” or above is required in each Functional Piano class.

Students enrolling in Functional Piano IV (MUS 210) also enroll in Piano Proficiency Exam (MUS 167). Students maintaining a cumulative grade point average of “B” or above in the four (4) Functional Piano classes (MUS 109, 110, 209, 210) will not be required to take the comprehensive Piano Proficiency Exam. A “P” (pass) for (MUS 167) will automatically be recorded on the student’s transcript.

Should a cumulative grade point average of “B” or above not be achieved, the student will be required to take the Piano Proficiency Exam.

Option #3

Transfer students and students with accomplished piano skills take the comprehensive Piano Proficiency Exam (MUS 167) in lieu of taking Functional Piano classes. If the student does not pass the exam, Option #2 applies.

Upon successful completion of the piano proficiency requirement Music education students (Vocal/General and Elementary Instrumental majors) are required to take two semesters of private piano instruction (MUSA 300).

A complete table of the skills required for each level of Functional Piano and Piano Proficiency is included in the appendix.

PRE-PRACTICUM AND STUDENT TEACHING

There are at least four core music education courses (depending upon your concentration of instrumental or general/vocal) that require field experience in the public schools as part of the course work:

MUS 271 Introduction to Music Education
MUS 375 Instrumental Methods
MUS 376 Choral Methods
MUS 378 Teaching General Music

Additional observations may be required for other courses.

All field experience practicum must be coordinated through Dr. Burkett in conjunction with the primary teacher of the course.

Field Experience Dress Code:

- No extreme dress (“belly” shirts, exposed and/or excessive piercings, etc.), poor grooming, lack of
- personal hygiene will **not** be tolerated in the field.
- Men in shirt, tie, dress slacks or pressed khakis
- Women - skirt, blouse, dress, or pantsuit
- Sneakers are not considered appropriate footwear unless you provide us (your teacher or the Music Education Coordinator) with documentation of a medical condition.

Student Teacher Registration:

Application for the student teaching semester is handled by the Music Education Coordinator in conjunction with the Office of Field Experience at <http://education.unlv.edu/ofe/> in the School of Curriculum and Instruction, School of Education. The following prerequisites apply:

- Undergraduate degree with overall GPA of 2.75 or higher,
- 90 degree-applicable credits,
- Praxis Core academic Skills for Educators: passing scores for Reading, Writing, and Mathematics (visit ets.org for current passing scores), and
- Nevada School Law, U.S. Constitution, Nevada Constitution (course and/or test)
- Successful completion and pass of Piano Proficiency requirements.
- Successful completion of junior recital.
- Fingerprinting through the Clark County School District.

Fingerprinting:

ALL students must be fingerprinted prior to placement in order to student teach within the CCSD school district.

- In those cases where the student has been a substitute teacher, in order to student teach, you must be fingerprinted again because CCSD requires a separate fingerprint report for all Field Experiences.
- Fingerprints are sent to the FBI and a single report is issued to CCSD and prints are destroyed. If the student completes a continuous placement in CCSD schools through consecutive field experiences, the student will not need to be printed again. However, if the student skips a semester, the student will need to be re-printed prior to placement.

Deadlines for Fingerprinting on the UNLV campus will take place on:

Spring – October 15th

Summer – March 1st

Fall – April 1st

Application for admission to student teaching may be found at <http://www.unlv.edu/music/student-resources> . Please note the deadlines for applications listed above.

COMPLETED APPLICATIONS ARE TO BE TURNED INTO THE COORDINATOR OF MUSIC EDUCATION BY MID-SEMESTER, THE SEMESTER BEFORE YOU WISH TO STUDENT TEACH.

Please note:

- The Registrar's Office requires two weeks to put your graduation application together therefore, initiate the graduation application in the Registrar's Office once you have earned the 90 degree-applicable credit minimum.
- You must complete the Insurance Waiver through the College of Education Office of Field Experience website once your application has been approved: <http://education.unlv.edu/ofe/>
- You will need to register yourself (after consulting with your adviser) through MyUNLV.

The PRAXIS Core Academic Skills for Educators, Principles of Learning and Teaching, and

Praxis Subject Assessments:

You are required to have your Praxis Core Academic Skills for Educators tests taken and passing scores delivered to the College of Education Office of Field Experience prior for applying for **Student Teaching or Graduate Practicum**. PRAXIS Core tests should be taken at the end of the **sophomore** year.

All undergraduate students should register and take the Principles of Learning and Teaching (PLT) and the Praxis Subject Assessments. You will not be hired by CCSD if these are not successfully passed. To ensure timely submission of the scores, students are strongly encouraged to take the tests one semester prior to student teaching.

When completing the registration materials for the PLT and Praxis Subject Assessment, students must list **UNLV (RA4861)** as score recipients. Specific information about the PRAXIS exams is available at: <http://www.ets.org/praxis/nv>

Registration for the PRAXIS tests is available at <http://www.ets.org/praxis/register>

Student Teacher Placements:

All student teacher placements are made by Clark County School District (CCSD) personnel.

- Students may NOT negotiate with schools and/or teachers. To do so might jeopardize placement.
- Students will be placed in an Elementary and Middle School (Secondary) placement.
- Students will NOT be permitted to student teach anywhere outside of the CCSD area, and
- Student teachers find out placements at orientation. In some cases, the school where you are placed may contact you regarding your placement prior to orientation. This is not a guarantee of placement, nor should you expect the cooperating school to notify you prior to orientation.

Anyone enrolling in student teaching needs to be fingerprinted. Information regarding this process is available at <http://education.unlv.edu/ofe/>

Teaching License Information:

Music students receive a K-12 teaching license from the Nevada Department of Education, Office of Teacher Licensing. The Music license is considered a special endorsement. Complete requirements may be found at

http://www.doe.nv.gov/Educator_Licensure/ and
http://www.doe.nv.gov/Educator_Licensure/Specific_Areas_of_Licensure/

Applications may be found at:

http://www.doe.nv.gov/Educator_Licensure/

NAfME Student Chapter:

The School of Music sponsors a student chapter of the National Association for Music Education (formerly Music Educators National Conference). NAfME is dedicated to music education advocacy and providing resource materials to educators in both the public and private schools. Membership is on an academic year

basis (September through June). The fees are nominal and include: *The Music Educators Journal* (5-6 issues, odd months), *Teaching Music* (5-6 issues, even months)

Other Benefits: Reduced admission charges for the NMEA (Nevada Music Educators Association) All-State Conference. Dues must be paid by check/money order.

American Orff-Schulwerk Association:

An affiliate member of MENC, The American Orff-Schulwerk Association (ASOA) is a professional organization dedicated to the creative teaching approach of Carl Orff and Gunild Keetman. A local chapter, Nevada's Desert Valley Chapter (NDVC) holds five meetings a year, with nationally acclaimed clinicians presenting at three of those meetings. The core of Clark County School District's elementary music curriculum is based on the Schulwerk. ASOA and the local chapter, NDVC, can be accessed through the ASOA website at <http://www.asoa.org>.

National members receive 4 quarterly issues of the organization's journal *The Orff Echo*, as well as 4 quarterly newsletters, *Reverberations*.

ADDITIONAL GRADUATION REQUIREMENTS

1. Completion of the specified total credits required for graduation.
2. Completion of your principal instrument proficiency level specified by major.
3. Completion of the piano proficiency exam.
4. Minimum cumulative grade-point average of 2.00 plus minimum grade-point average of 2.70 in concentrate courses.

Music Education Progression Plan

1st Year, Fall Semester

Tracking and advising of music education majors begins.
Percussion/Strings Techniques classes begin

1st Year, Spring Semester

- 2.5+ GPA
- MUS courses “C” or better
- 6 credits of General Ed completed
- Student declares Music Ed Major

2nd Year, Fall Semester

- Transfer students complete first year requirements
- EDU 280 Valuing Cultural Diversity
- Brass/Woodwind Techniques classes continue
- 2.5 – 2.75 GPA

2nd Year, Spring Semester

- 2.75 GPA
- MUS courses “C” or better
- Pass Piano proficiency
- Intro to Music Education course (MUS 271)
- Register for PRAXIS Core
- Resident credits completed

3rd Year, Fall Semester

- Transfer students complete first and second year requirements
- 2.75+ GPA
- Music Ed Practicum courses
- Teaching Methods begin
- Advising Check for Student Teaching

3rd Year, Spring Semester

- Music Ed Practicum courses
- Junior Recital
- Apply for Student Teaching

4th Year, Fall Semester

- Successful completion of Professional Education coursework
- Successful scores on Praxis

4th Year, Spring Semester

- Registration for
- MUS 481 E
 - MUS 481 S
 - Successful completion of concert attendance
 - Graduation

Teacher Certification

Application to Music Education Degree

Application and interviews for admission to the Music Education program occur the second week of May. Students must sign-up for a specific interview day/time on the NAFME or Music Education bulletin board. Please bring this completed form to your interview.

Name: _____ Date: _____

Permanent Address: _____
City State Zip

Las Vegas Address: _____
City State Zip

E-Mail: _____ Phone Contact: _____

Primary Instrument: _____ Expected Date of Graduation: _____

Please indicate your area of emphasis (check all that apply) :

- | | | |
|---------------------------------------|--------------------------------|----------------------------------|
| <input type="checkbox"/> Instrumental | <input type="checkbox"/> Vocal | <input type="checkbox"/> Guitar |
| <input type="checkbox"/> Elementary | <input type="checkbox"/> Piano | <input type="checkbox"/> Strings |

Teaching Experiences and/or Leadership Opportunities with Children

List and describe experiences such as private teaching, summer camp counselor, etc.

Goals Statement

In a brief paragraph, address your reasons for wanting to pursue a career in music education and your long-term goals. Use an additional page if needed.

Application Checklist

Grade Point Average _____	Piano Proficiency Exam _____	Recital	Yes	No
	Date passed			
Praxis I Exams _____	_____	_____		
Math	Reading	Writing		
English 101 _____	(grade and date passed)			
English 102 _____	(grade and date passed)			

Yes No

- Have you entered a teacher education program or applied for admission to teacher education at another institution?
- Do you already hold a baccalaureate and/or graduate degree?
- Have you ever been convicted, or do you currently have felony charges pending?
- Have you ever been convicted, or do you currently have pending charges of a misdemeanor involving a controlled substance, immorality, or physical abuse?
- Have you ever been dismissed from any non-teaching or teaching position due to any immoral or unprofessional conduct, or unfitness for service?
- Have you ever been a substitute teacher?
- Are you currently employed outside of the university? If so, how many hours?
- Do you have children attending CCSD schools? If so, where?
- Do you have close relative(s) teaching or working in CCSD? If so, where?
- Did you graduate from a junior or senior high school in CCSD? If so, where?
- Are there any health issues which might prevent you from carrying out your school responsibilities?
- Do you have special requests/considerations? (Please be specific. All disabilities must be documented and filed with the UNLV Disability Resource Center)

Student _____ Interviewer _____
Signature of Interviewee Signature of Interviewer

Please note: All applicants for a teaching license in the State of Nevada must be a citizen of the United States or a lawful permanent resident of the United States. You may not be employed by a school district if you have been convicted of a felony, possession of controlled substances, immorality, or physical abuse.