FOREWORD

As a music student at Armstrong State University, you are enrolled in a professional program that will help you attain your future career goals. In order for you to achieve the maximum benefit from your time of study in this department, this handbook has been prepared for your use. It contains specific information that affects your enrollment and graduation. Please read and familiarize yourself with its contents. If you have further questions, please see your advisor or the department head.
MISSION STATEMENT OF THE MUSIC DEPARTMENT

The mission of the music program of the Armstrong Department of Art, Music and Theatre is to foster an environment of academic, cultural (artistic) and leadership excellence in music and music education for the region and the state with focus on the following areas by:

A. Providing the highest quality performance opportunities for students and community to stimulate intellectual growth, provide cultural enrichment and promote a life-long love of music;
B. Creating an environment of academic expectation and achievement that is grounded in recognized, professional standards;
C. Advancing scholarship, creative endeavors, teaching, and service to the community through exemplary leadership in music education; and
D. Serving as a musical resource for the community.

GOALS OF THE MUSIC DEPARTMENT

A. To educate musicians to a level of competence that will enable them to function effectively as educators or as musicians with a strong liberal arts background. This includes offering a curriculum that provides thorough and relevant content for the 1) Bachelor of Music Education degree (K-12); and 2) Bachelor of Arts Degree with a Major in Music; and 3) music minor program, encouraging the election of this option by non-major students involved in music.

B. To provide quality music course offerings to service the university core curriculum and the non-music major.

C. To function as an educational and cultural leader in music for the community by 1) providing concerts and musical events for the university and the general public; and 2) offering special courses, performance activities, in-service training, seminars, and other events for the university and community as well as for public and private school music educators.

D. To support the public relations mission of the university through various outreach programs and student recruitment activities.
OBJECTIVES

A. To provide guidance to music majors as they achieve:
   1. A thorough preparation in the subject matter, including the theoretical understanding of harmonic practices, and knowledge of the major historical periods, works, composers, and styles;
   2. Sufficient aural skills in the areas of sight singing and dictation;
   3. Acceptable solo and ensemble performance skills on one primary musical instrument, and acceptable piano accompanying skills.

B. To provide specialized training that assists music education majors in developing:
   1. A personal philosophy of music education that demonstrates an understanding of the goals and objectives of the overall educational system and how music education relates to these broader purposes;
   2. Knowledge of the learning process, a broad range of instructional strategies and materials, and how to select those best suited for a given teaching and learning situation.

C. To provide a variety of music courses and ensembles to encourage the general university student to participate in music learning.

D. To provide the campus and area community an annual concert series that includes a wide variety of musical performances.

E. To co-sponsor and host events and activities of area music organizations such as the Georgia Music Educator's Association, Georgia Music Teacher's Association, the Savannah Music Festival and the Savannah Friends of Music.

F. To promote music education and Armstrong State University by providing a series of workshops and other activities for arts and humanities teachers.
**DEGREES AVAILABLE**

The Department of Art, Music, and Theatre offers the degree of Bachelor of Music Education (B.M.E.) and the degree of Bachelor of Arts in Music (B.A.). With either degree students may select keyboard, voice, guitar, wind, or percussion as an applied performance emphasis. The B.M.E. Degree is a professional degree leading to teacher certification in choral, instrumental and general music for grades P-12.

The B.A. Degree offers students a choice between a traditional liberal arts degree with an emphasis in music, or a professional degree focusing on performance or composition. All performance students are considered to be in the liberal arts track until they pass the Rising Junior Exam. Depending upon the quality of this exam, the applied faculty may recommend that the student have the option of completing the performance track. Students intending to pursue the composition track will apply for admission after the successful completion of MUSC 2100. They will be admitted to the program upon recommendation of the theory/composition faculty. Procedures are outlined elsewhere in the handbook in the section **REQUIREMENTS TOWARD A DEGREE**.

A music minor is available. Please consult the current catalog for further details.
SEMESTER REQUIREMENTS

RECITAL ATTENDANCE POLICY

For students completing the B.A. Degree in Music or B.M.E. Degree, seven semesters of recital attendance credit are required for graduation. For each semester that the student enrolls in applied music at the major level (MUSC 1400-4400), the student must also register for MUSC 1000 Recital Attendance, until the seven semester requirement is completed.

The recital attendance requirement is designed to expose students to a variety of musical experiences as well as broaden their education. Each semester, a listing of Armstrong-sponsored recitals and concerts will be published. For each semester enrolled, the student will be responsible for:

A. Attending a total of 18 concerts. At least 8 of those must be Thursday Recital Hours.

B. The remaining concerts may be Armstrong concerts or approved outside concerts. Failure to complete recital attendance requirements for two consecutive semesters will be grounds for removal from the music degree program.

Note: Students entering Armstrong as a music major and having completed a baccalaureate degree in another field must complete a minimum of six semesters of recital attendance at Armstrong.

ENSEMBLE REQUIREMENTS

All students enrolled in applied music at the 1400-4400 level must be enrolled each semester in the appropriate major ensemble (Wind Ensemble or University Chorale). Check the current individual degree track for semester requirements. Students withdrawing from the ensemble will be required to withdraw from applied music for the semester involved. Failure to complete the requirements for two successive semesters will be grounds for declaring a student a non-music major.

Exceptions to the requirements listed above for recital attendance and ensemble requirements can be made only through petition to the faculty.

Transcripts of transfer students will be evaluated on an individual basis to determine the number of recital attendance and ensemble credits required at Armstrong for graduation as a music major.
APPLIED MUSIC

APPLIED MUSIC FEES

All students (including music majors) are required to pay a fee for applied music courses. Please see course catalog for current fees.

APPLIED MUSIC REQUIREMENTS AND JURY PROCEDURES

Students taking applied music at the 1400 level or higher must fulfill the appropriate requirements listed below. Some areas of applied music may require additional performances or have other specific requirements as presented in the course syllabus.

A. Attend the weekly performance class

B. Perform as follows on the Thursday afternoon recital hour
   1) MUSC 1400 a minimum of one recital performance per semester
   2) MUSC 2400 a minimum of one recital performance per semester
   3) MUSC 3400 a minimum of two recital performances per semester
   4) MUSC 4400 a minimum of two recital performances per semester

C. Perform a jury exam at the conclusion of each semester of study

Applied juries will normally be held during the last week of classes and into the week of finals. In each division, students will be asked by the jury faculty to perform repertoire selected from their semester repertoire sheet. Repertoire requirements are given for each division.

The jury grade will constitute 10% of the semester grade and will be an average of the grades from each member of the jury.

Students who have not passed MUSC 2100, 2110, and 2130 with a grade of “C” or higher are not eligible to enroll in MUSC 3400 or MUSC 4400.
RISING JUNIOR APPLIED MUSIC EXAMINATION

See: Requirements Towards a degree. Requirements for specific applied areas (Vocal, Instrumental, etc.) can be found in the appropriate syllabi.

KEYBOARD ACCOMPANIMENT REQUIREMENT

Keyboard students in upper levels (3400-4400) are required, at least once a year, to accompany a student or student group in a jury or performance situation.

RECITALS

A recital is required for most music degrees. Specific performance requirements are determined by division and studio. General requirements are shown by degree plan:

Bachelor of Arts Degree

Liberal Arts track: Students in the liberal arts track are not required to perform a recital unless they choose MUSC 3400 or MUSC 4400 as electives. Students choosing to study MUSC 3400 or MUSC 4400 will meet recital requirements appropriate for that level of study.

Performance track: Students in the performance track will present a recital (MUSC 3450 Half Recital) of 25-30 minutes of music in the second semester of MUSC 3400 and a second recital (MUSC 4450 Full Recital) of 50-60 minutes of music in the second semester of MUSC 4400.

Composition track: Students in the composition track will present a program of original works as part of MUSC 4460 Composition Portfolio. This program requires a minimum of 25-30 minutes of music.

Bachelor of Music Education Degree

Bachelor of Music Education: Students in the Music Education track will present a recital (MUSC 3450 Half Recital) of 25-30 minutes of music in the second semester of MUSC 3400. B.M.E. students must enroll in applied music until this requirement is met. In the B.M.E program, a jury examination may be substituted for the recital if recommended by the faculty.

Educational outcomes for degree recitals.
The student will:
1. Demonstrate musicianship at a level appropriate to the degree program and track.
2. Demonstrate technical proficiency at a level appropriate to the degree program and track.
3. Demonstrate an understanding of performance practices in a variety of styles.

4. Demonstrate the ability to plan and execute a complex task within a predetermined time frame.

General Information
1. The applied instructor will initiate the request for a half or full recital by submitting to the Facilities Coordinator a calendar request form a minimum of one semester prior to the proposed recital date.

2. Half, Full and Composition Portfolio recitals are generally presented on Friday afternoon.

3. Recitals must be previewed by a committee of at least three music faculty a minimum of two weeks before the date of its presentation. A student must pass the preview in order to perform the recital. An unacceptable preview hearing will result in postponement of the recital until the next semester. A postponement of the recital due to an unacceptable preview hearing will also impact the recital grade. Half and Full recitals do not earn academic credit but are a requirement for most music degrees. **Passing the preview does not automatically insure passing the recital requirement.**

4. Program copy will be submitted to the secretary one week prior to the date of the recital preview. All programs will conform to departmental requirements.

5. It is recommended that the attire for recitals reflect the importance of the occasion.

6. Microphones and a recorder are in place to record programs that are held in the auditorium. To obtain a copy of the recording, the student must provide a blank CD for the auditorium technician.

7. No photographs are allowed during the recital.

8. Video recording of a program is allowed at the performer's expense and must be approved in advance. To avoid any disturbance of the performer and audience, the video camera and operator will be stationed at the back of the lower level of the auditorium.
ACCOMPANISTS

It is the policy of the department to pay the fee (as long as funds are available) for departmental accompanists for the following: performance classes, required performances on recital hour (once or twice/semester), and for jury exams. The department does not pay for rehearsals, accompaniment for lessons, recital previews or degree recitals. Accompanists may set policies for fee payments, scheduling and similar matters.

HEALTH AND SAFETY

Injury Prevention: Armstrong is committed to promoting neuromusculoskeletal and vocal health. Students will be instructed on sound performing and practicing habits and are encouraged to read the document at the following address: http://tinyurl.com/ls768jd
REQUIREMENTS TOWARDS A DEGREE

KEYBOARD PROFICIENCY REQUIREMENTS

All music majors must pass a Keyboard Proficiency Exam. Music majors must first complete the three semesters of the Keyboard Harmony sequence with grades of "C" or higher. This sequence is to be taken concurrently with MUSC 1200, MUSC 1500, and MUSC 2100.

Eligible students may take the Keyboard Proficiency Exam in the fall semester during the final examination period or as scheduled by the instructor. They are available from the instructor. Music majors must continue to enroll in MUSC 2130 until the exam is passed. Keyboard majors who are unable to pass the exam on the first attempt also must enroll in Keyboard Harmony until they pass all portions of the exam.

Completion of the Keyboard Proficiency Exam is a prerequisite for courses in advanced conducting (MUSC 4800 or 4810). Students will not be allowed to enroll in these courses until they have passed the Keyboard Proficiency Exam.

RISING JUNIOR APPLIED MUSIC EXAMINATION

The Rising Junior Applied Music Examination requirement must be completed before enrolling in MUSC 3400. This exam is intended to demonstrate to the faculty that the student is capable of success at the MUSC 3400 level of applied study. It consists of a jury examination during which the student must demonstrate his/her competence to move from MUSC 2400 to MUSC 3400. For division requirements, refer to the information provided by your applied music instructor.

Criteria for competence at the MUSC 3400 level are described as part of the overall applied music level expectations available for each applied area.

The procedure for application to take the Rising Junior Applied Music Exam (RIJAME) is a follows:

A. Pending completion of two semesters of study at the MUSC 2400 and after consultation with his/her applied teacher, the student will sign up for a thirty-minute time slot during the semester jury final.

B. During the RIJAME, the student will be expected to demonstrate the potential to succeed at the MUSC 3400 level in both performance and knowledge of the instrument itself.

C. Written comments and grade recommendations will be tabulated. Grading is PASS/FAIL.
D. Failure of the RIJAME will impact the studio grade and prevent the student from moving on to the next level of applied study.

E. A student may retake the RIJAME after one additional semester of study at the MUSCS 2400 level.

F. Failure of the RIJAME a second time will result in the student being declared a non-music major.

G. Any request for reinstatement must be made by an appeal through the Music Student Appeals Committee.

ADMISSION TO MUSIC EDUCATION

The undergraduate teacher certification programs have three decision points for teacher candidates to provide evidence of their knowledge, skills, and disposition. Departmental faculty will review the evidence and provide support for candidates to move through the teacher certification process at Armstrong.

Music education majors will apply for admission to candidacy through the music department. To be eligible for Admission to Candidacy as an undergraduate, the student must provide evidence of the following: 1) a cumulative GPA of 2.5 or higher, 2) satisfactory completion of EDUC 2110, EDUC 2120, EDUC 2130 with a grade of “C” or better, 3) completion of Area A courses with grades of “C” or better, 4) passing scores on all parts of the GACE Program Admission Test, 5) clear criminal background check, 6) 3 years’ tort liability insurance, 7) positive candidate disposition assessments, and 8) completion of Georgia Educators Ethics Exam.

Forms and information on the music education program are located in the Art, Music, & Theatre Office.

ADMISSION TO THE COMPOSITION TRACK

Students may apply at the conclusion of the semester in which they are taking MUSC 2100.

The application should include:
  Composition samples (print copies or Finale or PDF) files. Recordings are helpful, but not required.
  A recommendation from the freshman and sophomore theory teachers.
  Evidence of satisfactory work in freshman and sophomore music theory courses. (Transcript).
  The student should be in academic “good standing” in the university.
  Adjustments to the above requirements may be made for transfer students.
A faculty committee as appointed by the department chair will evaluate applicants.

Students will generally take the eight hours of MUSC 4110 Composition prior to taking MUSC 4460 Composition Portfolio. Students will normally take Composition Portfolio during their final semester after completion of MUSC 4110. Students who are also taking MUSC 4400 Applied Music should meet with their applied and composition instructors to mitigate the impact of two recitals in a single semester.

APPLICATION FOR GRADUATION

Applications for graduation must be completed two (2) semesters before graduation. Applications are available in the Registrar's Office. The application must be submitted to the Department Head for approval, and then submitted to the Registrar’s Office.

EXIT EXAMINATIONS

Each student who receives a degree from Armstrong State University at the associate or baccalaureate level is required to take an Exit Examination in his/her major area. Each Exit Examination is designed to assess the mastery of concepts, principles, and knowledge expected of the student at the conclusion of a major area of study. The examination is usually taken in the final semester of study. Music Education majors take the GACE Content Exam and will apply in the College of Education. B.A. Degree students take the departmental exit exam. See the department head or your advisor for further information.
GENERAL DEPARTMENTAL POLICIES

BULLETIN BOARDS/WALLS

Information for students may be posted on any of the bulletin boards or walls within the fine arts building. Students are encouraged to check both places regularly.

ADVISEMENT

Each music student is assigned an advisor within the department. The advisor assists in planning the course of study and maintains a file on each student’s progress in the Department of Art, Music and Theatre Office. Prior to each registration or preregistration, each student should secure an appointment for advisement. Under the Buckley Amendment, students have access to their file should they wish to view its contents. All music education majors will meet in pre-advisement with the B.M.E. program coordinator.

TRANSFER PLACEMENT EXAMS

All transfer evaluations will be reviewed on an individual basis for student placement in the music curriculum.

CRITERIA FOR DECLARING A STUDENT A NON-MUSIC MAJOR

Upon the recommendation and approval of the Music Faculty, the department head shall declare a student to be a non-music major in the B.A. or B.M.E. Degree programs for any or all of the following reasons:

A. Failure to maintain a minimum, adjusted grade point average of 2.0 for the B.A. and B.M.E. degrees for two successive semesters after attaining junior status.

B. Failure to achieve a passing grade of “C”, “S”, or higher of two successive semesters of applied music either through withdrawal or failing grade.

C. Failure to pass two successive semesters of recital attendance.

D. Failure to participate in the appropriate large ensemble prior to completing the required number of semesters.

E. Two failures of the Rising Junior Applied Music Examination.

F. Failure to achieve a passing grade of “C”, “S”, or higher, of the same music major level course in General Requirements (Area F), Major Field Courses, and Concentration Electives.
PROCEDURE FOR DECLARING A STUDENT A NON-MUSIC MAJOR

The department head will inform the student and the Music Faculty in writing of the decision to declare the student a non-music major. The communication will contain reasons for such a declaration, consequences of the action, and readmission procedures.

CONSEQUENCES OF BEING DECLARED A NON-MUSIC MAJOR

A. The student may only be allowed to enroll in applied music at the 1300 level by permission of department only.

B. The department head will not recommend the student for graduation until such time as the student has been reinstated into the program and has completed its requirements.
READMISSION PROCEDURE

A. The student will submit a written request to the department head, in the form of a petition, for readmission. In the case of a student who was declared a non-music major as a result of an inadequate grade point average, current transcripts must be submitted indicating that the minimum grade point average has been attained.

B. The department head will forward the student's petition to the Department’s Appeals Committee. This committee will submit a recommendation to the Music Faculty, which shall make the final decision.

C. The department head will instruct the student regarding requirements and expectations necessary for reinstatement into the program.

D. The student's right to further appeals shall not be diminished by any action taken by the Music Faculty.
MISCELLANEOUS INFORMATION

ENSEMBLE OPPORTUNITIES

The department offers two large ensembles: University Chorale and Wind Ensemble. Other ensembles include the Jazz Ensemble, University Singers, and the Savannah Winds. Additional smaller chamber music groups for jazz, percussion, guitar, brass, and woodwinds also exist.

NATIONAL ASSOCIATION FOR MUSIC EDUCATION

Student Chapter No. 813 of the Collegiate National Association for Music Education (NAfME) is open to any student with an interest in music. The main focus of this organization, which meets once a month, is music education. There are regularly scheduled meetings with guest speakers, field trips, seminars, and workshops. For further information on membership, contact the faculty advisor.

MUSIC TEACHERS NATIONAL ASSOCIATION

The student chapter of MTNA is open to any student. This organization serves as a resource for those students who would like to teach privately as an independent music teacher. A mentoring program pairs students with professional music teachers in Savannah. For more information contact the faculty advisor.

PHI MU ALPHA SINFONIA

Phi Mu Alpha Sinfonia was founded in 1898 at the New England Conservatory in Boston. It is the largest and most active men’s music fraternal organization in the United States. The Object of the Fraternity is to develop the best and truest fraternal spirit, the mutual welfare and brotherhood of musical students, and promote the advancement of music in America and loyalty to the Alma Mater. The men of PMA assist with various music departmental projects throughout the year, raise funds for various initiatives, and host social events. Membership is by invitation and requires a pledging period.

CAREER GUIDANCE

The Office of Career Services, located in Memorial College Center, offers general assistance in career planning. Their services are described on the OCS web page. Your academic advisor is also available for valuable assistance in making career decisions. Please feel free to inquire.
STUDENT GOVERNMENT

The Student Government Association (SGA) is the official governing body of the students at Armstrong State University. It assists in formulating a program of student services and activities and it strives to express the will of the majority of students and to provide experience in democratic living.

All students are automatically members of the Student Government Association and are entitled to vote in SGA elections. Qualified students may seek positions of leadership in the Student Government Association by running for office during the Spring Semester.