Armstrong State University

Start Strong!

Music Education
at
Armstrong

Handbook for Majors

Revised September 2015
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If you have questions, contact Dr. Benton.
carol.benton@armstrong.edu  912-344-2822
Important Information for Music Education Majors

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING THE B.M.E PROGRAM

Subscribe to the COE blog.
1. Go to the College of Education home page on the Armstrong web site.
2. Click on Student Resources.
3. Enter your information to subscribe.

1. **During their freshman through sophomore years**, music education majors should enroll in the following sequence of education courses (one or two courses per semester, making a “C” or better in each course).

   - EDUC 2110 – Investigating Critical and Contemporary Issues in Education
   - EDUC 2120 – Exploring Socio-cultural Perspectives on Diversity in Education Contexts
   - EDUC 2130 – Exploring Learning & Teaching
     (This course requires 30 hours of field experience.)

   The courses listed above may be taken in any order. It is strongly recommended that students not take EDUC 2130 in the first semester of freshman year, due to the 30 required hours of field experience.

   Take the following course immediately after admission to candidacy:

   - EDUC 3100 – Technology Applications for Teachers
     Students get their Live Text accounts during EDUC 3100.
     Coursework and assessments in future courses will be submitted via Live Text. Take EDUC 3100, either concurrently or before taking the following courses: Band/Choral Methods, General Music Methods, Internship I.

2. **During their freshman year**, music education majors should take English 1101, English 1102, and an Area A Math course. Students must make at least a “C” or better in each course. These courses must be completed within the first 60 hours of coursework.

3. **Throughout the degree program**, music education majors are required to maintain a Grade Point Average (GPA) of at least 2.5.

4. **IMPORTANT FIRST STEP: GETTING YOUR “CERT ID” NUMBER**
   - In order to apply for Admission to Candidacy and register for the GACE Program Admission Tests, you must first visit the Georgia Professional Standards Commission (PSC) website and create an account. Creating an account is FREE and necessary before you can take any of the required tests (program admission and/or content tests). Go to [http://mypsc.gapsc.org/](http://mypsc.gapsc.org/) to register and be granted eligibility to take the tests.
   - Make sure to use a personal email address at the GAPSC website and not your university account. You will also need to check the box that indicates you are
“Enrolling in a Georgia Educator Preparation Program” and the box that indicates you want to “Take a GACE Assessment.”

- When you create your account, you will receive a CERT ID number. Keep this number in a safe place, as you will be required to enter your number in subsequent documents as you go through the degree program.

- Even those students who are exempt from GACE Program Admission Tests are required to create a My PSC account and receive a CERT ID number. See page 5, No. 10 for exemption information.

5. **At the beginning of the sophomore year** teacher candidates should sign up to take the **GACE Program Admission Tests**.

- Students should take the Program Admission Tests after they have taken English 1101, English 1102, and an Area A Math course. Take the tests as early as possible because there is a 30 day wait period before students can retest, and there are limited test dates available.

- The GACE Program Admission Tests cover Math, Reading, and Writing. Students must pass all three sections to be admitted to candidacy in the Department of Art, Music and Theatre: (1) Program Admission Test I (200) covers Reading, (2) Program Admission Test II (201) covers Mathematics, and (3) Program Admission Test III (202) covers Writing.

- GACE test information is located at [http://gace.ets.org](http://gace.ets.org)
- All Program Admission Tests are administered online. There are no paper-testing options.
- GACE Program Admission Tests are administered on campus in the Memorial College Center (MCC) building.

<table>
<thead>
<tr>
<th>Testing fees:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Program Admission Test (single test)</td>
<td>$78</td>
</tr>
<tr>
<td>Program Admission Test (any combination of two tests)</td>
<td>$103</td>
</tr>
<tr>
<td>Combined Program Admission Tests (700) (all three combined)</td>
<td>$128</td>
</tr>
</tbody>
</table>

6. **Test Preparation and Resources**:

- For resources and study guides, go to [http://gace.ets.org/prepare/materials/700](http://gace.ets.org/prepare/materials/700). At this site, there is a study companion that is free to download. There are also test familiarization videos, test prep webinars, and study plans available for your benefit. Interactive practice tests are also available for an additional cost.

7. Music education majors should take the Program Admission Tests as soon as possible because there is a 30-day waiting period before students can retest, and deadlines apply (see above) If you do not pass the tests in a timely fashion, it will delay your admission to candidacy and cause a delay in the completion of your B.M.E. degree.
   • Testing sites:
     Armstrong State University – for GACE Program Admission Tests
     Memorial College Center (MCC)
     Continuous test dates, starting September 1, 2015.

     Prometric Test Center
     340 Eisenhower
     Savannah, GA 31406

   • The last date to pass Program Admission Tests if you want to be admitted to candidacy for Spring 2016 is November 1, 2015.
   • The last date to pass Program Admission Tests if you want to be admitted to candidacy for Summer 2016 is March 1, 2016.
   • The last date to pass Program Admission Tests if you want to be admitted to candidacy for Fall 2016 is April 1, 2016.

10. Exemptions from Program Admission Tests:
    • A student may exempt taking the GACE Program Admission Tests by providing SAT Verbal, Critical Reading, and Math combined score of 1000 or higher.
    • A student may exempt taking the GACE Program Admission Tests by providing ACT English/Math combined score of 43 or higher.
    • A student may exempt taking the GACE Program Admission Tests by providing GRE Quantitative/Verbal score of 297 or higher.
    • A student may exempt taking the GACE Program Admission Tests by providing proof of a master’s degree from an accredited institution.
    • If you need more information about showing documentation for exemption through SAT, ACT, and GRE test scores (including how to receive official scores by mail), go to the following web site:

        IMPORTANT NOTE: Even those students who are exempt from taking the Program Admission Tests must go to http://mypsc.gapsc.org/ and register for a free account. You will need to have an account before you can take the GACE Content Exams that are required before Internship II (Student Teaching).

11. After Admission to Candidacy, continue to complete all courses required for the degree program with a C or higher (see pages 13 - 16). Continue to maintain a GPA of at least 2.5.

12. During the semester in which you are enrolled in Internship I (pre-student teaching), you will need to apply for Internship II (student teaching) and pass the GACE Content Tests in Music. You will not be able to register for these tests until your name is released for testing by Dr. Cato.
• Testing Windows for GACE Content Tests in Music (2015-2016):
  Music Test I (111), Music Test II (112),
  Combined Music Tests I and II (611).
  11/13/15 – 11/19/15
  2/5/16 – 2/11/16
  4/1/16 – 4/7/16
  5/6/16 – 5/12/16
  6/3/16 – 6/9/16
  8/5/16 – 8/11/16

DECISION POINTS

13. Decision Point 1: Admission to Candidacy and Pre-Service Certification

• At the end of the sophomore year, music education majors should apply for Admission to Candidacy (Decision Point #1). Passing the GACE Program Admission Tests (or providing proof of satisfactory exemption scores) is required for admission to candidacy.

• You are ready for Admission to Candidacy when you have completed the following requirements: (1) Passing EDUC 2110, EDUC 2120, and EDUC 2130 with at least a C in each course; (2) Passing ENGL 1101, ENGL 1102, and an Area A Math course with at least a C in each course; (3) GPA of 2.5 or higher.

• Watch the COE blog for announcements about Admission to Candidacy.

• There are several parts to the application process, including the following: (1) Two disposition assessments completed on paper by professionals outside the AMT Department; (2) Passing scores on GACE Program Admission Tests or Exemption Scores; (3) Proof of completion of Georgia Educator Ethics Exam (completed online); (4) Proof of professional tort liability insurance, valid for at least 3 years from date of admission to candidacy; (5) Printed Student Permanent Record showing completion of required courses and required GPA (see above).

• Applications for admission to candidacy require several pieces of documentation, as described in the preceding bullet. Therefore, students should give themselves plenty of time to get materials together before the deadline for application submission (see page 7).

Completed applications for Admission to Candidacy must be checked and signed by Dr. Benton and then submitted to Dr. Cato in the AMT office.

• Georgia Professional Standards Commission (GaPSC) Pre-Service Certification. You will submit your Pre-Service Certification application at the time that you are preparing your Admission to Candidacy application. (These two steps go hand-in-hand). Retrieve the GaPSC Pre-Service Certificate Application from University Hall Room 242. Complete the entire application, but DO NOT SIGN IT except in the presence of the notary public in UH 242. (At the present time, the notary public is Ms. Hinley). Be sure to answer questions on the application with complete honesty. Full disclosure of any and all prior “issues” is necessary for the pre-service certification process to be completed.
• **NOTE** – Admission to Candidacy and Pre-Service Certification are required before music education majors can enroll in the following courses: MUSC 5300 Curriculum and Methods in General Music; MUSC 5330 Band Methods; MUSC 5340 Choral Methods; MUSC 3760 Internship I (pre-student teaching); and MUSC 4760 Internship II (student teaching). It is **NOT POSSIBLE** to receive special permission to complete these courses without first completing Admission to Candidacy and Pre-Service Certification.

• **Deadlines** for applications for Admission to Candidacy and Pre-Service Certification are as follows:
  - March 15 for fall semester.
  - September 15 for spring semester.
  - January 15 for summer semester.

  Deadlines are subject to change. Candidates should watch COE blog and follow any directives given by the College of Education regarding deadlines.

14. **After Admission to Candidacy:** In the **fall semester** of their **junior year (third year)**, teacher candidates should complete MUSC 5300U – Curriculum and Methods in General Music and either MUSC 5330 Band Methods or MUSC 5340 Choral Methods. You must make a “C” or higher in both courses. You **must be admitted to candidacy** before you can take these courses. Additionally, keep in mind that these courses are offered only in the fall semester.

15. Disposition Assessment II is completed via Live Text while candidates are enrolled in MUSC 5300 Curriculum and Methods in General Music by the instructor of the course.

16. **Field Experiences:**
   - Teacher candidates will be required to complete 30 hours of field experiences in MUSC 5300U/G.
   - Teacher candidates will be required to complete 30 hours of field experiences in either MUSC 5330U/G Band Methods or MUSC 5340 U/G Choral Methods.
   - Teacher candidates will be required to complete 30 hours of field experiences in MUSC 3760 – Internship I – Pre-Student Teaching, a one-credit-hour clinical practice in the semester prior to student teaching. Internship I requires both observation and limited teaching in public school music classrooms. During Internship I, candidates teach a unit and submit unit planning and reflection projects via Live Text.

17. **Decision Point 2: Admission to Internship II (student teaching)**
   - In the **fall semester of their senior year (fourth year)**, teacher candidates will apply and be accepted for Internship II (student teaching). During the semester that you are completing Internship I, you must apply and be accepted for Internship II.
   - Disposition Assessment III is completed via Live Text while candidates are enrolled in MUSC 3760 Internship I by the instructor of the course.
• At this point, candidates should watch the COE blog for information about applying for student teaching. Be sure to attend any meetings regarding this important step. Application forms are available online at the College of Education Office of Field Experiences web site.

http://www.armstrong.edu/Education/field_experiences2/coefe_internship_ii_graduate_internship

Teacher candidates will apply for admission to Internship II through their department teacher certification program. To be eligible for admission to Internship II, the teacher candidate must provide evidence of the following:

1) Transcript showing a cumulative GPA of 2.5 or higher
2) Completion of all music education major courses with a “C” or better
3) Completion of ALL courses in the degree program, except for MUSC 4760, Internship II.
4) Pre-Service Certification
5) Positive candidate disposition assessment (Disposition Assessment III).
6) Passing score on GACE Content Tests in Music.

A $325.00 internship fee will be charged to the student’s Armstrong account when the student registers for MUSC 4760 Internship II – student teaching.

18. During the semester prior to Internship II (Student Teaching), the teacher candidate must register, take the GACE Content Tests (Music), and show a passing grade on the GACE Content Tests. Candidates must be “released” by the Art, Music & Theatre Department before they can register to take the GACE Content Tests. This step is necessary to assure that candidates have completed relevant coursework to pass all sections of the tests. Dr. Cato, the department chair, is the person who “releases” candidates to take the GACE Content Tests.

19. Decision Point 3: Program Completion

Teacher candidates will apply for graduation through the Art, Music and Theatre Department. This is generally done two semesters before the anticipated graduation date. To be eligible for program completion, the teacher candidate must provide evidence of the following:

1) Completion of all required courses in the Bachelor of Music Education degree program with a cumulative GPA of 2.5 or higher,
2) Successful completion of Internship II as measured by “acceptable” level or higher on all domains of the Candidate Assessment on Performance Standards (CAPS) assessment instrument,
3) Positive candidate disposition assessment (Disposition IV), completed by the university supervisor for the internship,

4) Passing score on the nationally assessed EdTPA portfolio. This document is submitted via Live Text. Throughout the preparation of the EdTPA portfolio, each candidate is greatly supported by professionals in the College of Education, as well as the university supervisor and cooperating teacher.

20.

**Georgia Educator Ethics Assessment**

- Candidates are required to take the Georgia Educator Ethics Assessment for Admission to Candidacy and Pre-Service Certification.
- The cost to the candidate is $30.00.
- The Ethics Assessment is completed online via secure web site on any computer or tablet.
- Each candidate will complete several modules and be assessed via the online Georgia Educator Ethics Assessment.
- This assessment is required by Georgia to complete a degree in any area of education, including the Bachelor of Music Education degree.
- Go to [http://gace.ets.org/ethics/about/educator/](http://gace.ets.org/ethics/about/educator/) for information about registering and taking the ethics assessment.
Important information for post-baccalaureate music education certification seekers:

1. The post-baccalaureate program in music education is designed as a certification-only, non-degree granting program for individuals who hold a bachelor’s degree from a regionally accredited institution and seek to become certified to teach music in grades P-12.

2. Students must apply and be accepted to both the ASU Post-Baccalaureate Music Education Certification program and the ASU Graduate Teacher Certification Program. In the admission process, the student must complete the application for candidacy and be accepted into Candidacy in the Department of Art, Music, and Theatre, satisfying all requirements thereof.

3. The post-baccalaureate certification seeker will follow the prescribed course of study, including EDUC 6000-through-6300 courses as well as prescribed music education courses in the Department of Art, Music, and Theatre. Based on transcript evaluation, the post-baccalaureate certification seeker will follow an individualized program of study leading to clear, renewable T-4 teaching certificate in Music P-12.

4. The post-baccalaureate certification seeker is not required to complete Internship I – pre-student teaching. The post-baccalaureate certification seeker must complete MUSC 6760 Graduate Internship – student teaching.

5. During the semester prior to student teaching, the post-baccalaureate certification seeker must submit an application for Graduate Internship.

6. The post-baccalaureate certification seeker must pass the GACE Content Tests in Music for admission into MUSC 6760 Graduate Internship – student teaching.
Instructions for Requesting and Receiving Disposition Assessments

As you progress toward completion of the Bachelor of Music Education degree program and prepare to be a public school teacher certified by the State of Georgia, you will need to request disposition assessments at four points along the way. Through these four disposition assessments, professors verify that you possess appropriate personal, academic, and character qualities to predict your success as an educator.

Instructions for Undergraduate Music Education Majors:

Disposition Assessment I at Decision Point 1 (Admission to Candidacy) -
Request this disposition assessment from two persons of your choice when you are applying for Candidacy in the Department of Art, Music, & Theatre. The persons from whom you request dispositions should be current or former employers/supervisors or ASU faculty members who have knowledge of your character and attitudes. They may not be professors or instructors in Armstrong Art, Music and Theatre department. These two dispositions will be completed and submitted on paper forms (hard copy) and mailed directly to the Armstrong College of Education. If you are requesting a disposition assessment from an off-campus reference, please give a stamped, addressed envelope to each person from whom you request a disposition assessment. (The address appears on the disposition assessment form). Disposition I is different from subsequent disposition assessments in four ways: (1) you are allowed to select the two persons from whom you request the assessments; (2) the assessments are completed and submitted on paper; (3) you will request disposition assessments from two persons at this time (not just one); and (4) the two assessors are not in the AMT department.

Disposition Assessments II, III, and IV differ from Disposition I in three ways: (1) you must request these dispositions from a specific professor, as each one is attached to a specific course and is entered in Live Text as an assignment for that course; (2) these assessments are submitted electronically on Live Text (not in hard copy); and (3) at each point, you request only ONE disposition assessment. The professor for the specific course is the one who completes the disposition assessment.

Disposition Assessment II (requested between Decision Point 1 and Decision Point 2) -
This disposition assessment is submitted via Live Text during the semester that you are enrolled in MUSC 5300 - Curriculum and Methods in General Music. It will appear in Live Text as an assignment for MUSC 5300U/G. This disposition assessment will be completed by the professor who teaches MUSC 5300U/G. The instructor will seek input from other music professors regarding the candidate’s character, attitude, and personal and academic traits as demonstrated in coursework throughout the BME degree program of study.

Disposition Assessment III at Decision Point 2 -
This disposition assessment is submitted via Live Text during the semester that you are enrolled in MUSC 3760, Internship I (pre-student teaching). It will appear in Live Text
as an assignment for MUSC 3760. This disposition assessment will be completed by the professor who teaches MUSC 3760.

Disposition Assessment IV at Decision Point 3 -
This disposition assessment is submitted via Live Text during the semester that you are enrolled in MUSC 4760, Internship II (student teaching). The disposition assessment request will appear in Live Text as an assignment for MUSC 4760. This disposition assessment will be completed by the professor who teaches MUSC 4760.

**Instructions for Music Education Post-baccalaureate Certification Seekers:**

Disposition Assessment I at Decision Point 1 - This disposition assessment is completed when the post-bac student is applying for admission to the program. Directions are included in application materials and instructions.

Disposition Assessment II - Request this disposition assessment via Live Text during the semester that you are enrolled in EDUC 6200. Submit the request via Live Text to the professor who teaches EDUC 6200.

Disposition Assessment III at Decision Point 2 - Request this disposition assessment via Live Text during the semester that you are enrolled in MUSC 5300 G, Curriculum and Methods in General Music. Submit the request electronically via Live Text to the professor who teaches MUSC 5300G: Dr. Benton.

Disposition Assessment IV at Decision Point 3 - Request this disposition assessment via Live Text during the semester that you are enrolled in MUSC 6750 Graduate Internship – student teaching. Send the request electronically via Live Text to the professor who teaches MUSC 6750: Dr. Benton.
Armstrong  
Bachelor or Music Education “15 to Finish” Plan

Your path to degree completion, graduation, teacher certification, and a professional career as a music educator!

You can easily complete your B.M.E. degree in four years (eight semesters) + one summer. The four-year graduation plan does not take into account dual or transfer credit. Course availability and prerequisites can change, so talk to your advisor each time you schedule courses. This is a model four-year graduation plan. Your path to graduation may vary slightly based on factors such as college credit you earned while in high school and your choice of electives.

First Year

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<th>Freshman Fall</th>
<th>Credits</th>
<th>Freshman Spring</th>
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<td>Core class (AREA A.2 – ENGL 1102)</td>
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<td>MUSC 1210 Aural Skills I</td>
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<td>MUSC 1230 Keyboard Harmony I</td>
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<td>First Year Seminar</td>
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<td><strong>Total Semester Credits</strong></td>
<td>15</td>
<td><strong>Total Semester Credits</strong></td>
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</tbody>
</table>

**MILESTONES**
- Complete ENGL 1101 with C or higher.
- Complete First Year Seminar.
- Complete all music courses with C of higher.
- Complete at least 15 credit hours total.
## Second Year

<table>
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<td>Core class (AREA E – Social Sciences)</td>
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<td>MUSC 2100 Chromatic Harmony</td>
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<td>One of MUSC 2360, 237, 23280, or 2390 – Instrumental Methods Courses</td>
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<td>MUSC 2110 Aural Skills III</td>
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<td>MUSC 3120 Form and Analysis</td>
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<td>MUSC 2130 Keyboard Harmony III</td>
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<td>MUSC 3540 or MUSC 3560 – Large Ensemble</td>
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<td>MUSC 2400 Applied Music</td>
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<td>One of MUSC 2360, 2370, 2380, or 2390 – Instrumental Methods Courses</td>
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<td>MUSC 5430U Technology in Music</td>
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<td>MUSC 2810 Conducting</td>
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<td>EDUC 3100 Technology Applications for Teachers</td>
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<td>EDUC 2110 or EDUC 2120</td>
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<td><strong>Total Semester Credits</strong></td>
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</table>

### MILESTONES
- Complete all music courses with C or higher.
- Complete all EDUC courses with C or higher.

### MILESTONES
- Successfully complete EDUC 2110, 2120, and 2130 with C or higher.
- Passing Score on GACE Program Admission Tests (or exemption)
- Apply for Admission to Candidacy in AMT/COE.
- Receive the Pre-Service Certificate from GaPSC.
- Complete all Music and Education courses with C or higher.
## Third Year

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<th>Junior Fall</th>
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<td>One of MUSC 2360, 2370, 2380, or 2390 – Instrumental Methods Courses</td>
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<td>MUSC 3710 Music History I</td>
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<td>MUSC 3540 or 3560 – Large Ensemble</td>
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<td>MUSC 5300U Curriculum and Methods in General Music</td>
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<td>MUSC 3610 Orchestration or MUSC 4120 Counterpoint</td>
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<td>Track elective (3000 level or above): MUSC 5330 Band Methods or MUSC 5340 Choral Methods</td>
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<td><strong>Total Semester Credits</strong></td>
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### MILESTONES

**Finalized Admission to Candidacy in AMT/College of Education.**
- Take the Educator Ethics Exam
- Finalized Pre-Service Certificate from the GaPSC.
- Complete all Music and EDUC courses with C or higher.

**MILESTONES**

Passing grade on half recital. Complete all Music and EDUC courses with C or higher.
### Junior Summer

<table>
<thead>
<tr>
<th>Courses</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Core Class (AREA E – Social Sciences)</td>
<td>3</td>
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<tr>
<td>Core Class (AREA D option I.1 – Lab Science) Note: BIOL 1103 with lab is recommended.</td>
<td>4</td>
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</tbody>
</table>

**Total Credits in Summer Sessions**

APPLY FOR GRADUATION!

### Fourth Year

<table>
<thead>
<tr>
<th>Senior Fall</th>
<th>Credits</th>
<th>Senior Spring</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Core Class (AREA B.2 – Global Perspectives)</td>
<td>3</td>
<td>MUSC 4760 Internship II (student teaching)</td>
<td>12</td>
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<tr>
<td>Core Class (AREA E – Social Sciences)</td>
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<tr>
<td>MUSC 1000 Recital Attendance</td>
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<tr>
<td>Track Electives</td>
<td>3</td>
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<td>---</td>
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<tr>
<td>EDUC 3300 Strategies for Teaching Students with Disabilities</td>
<td>3</td>
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<tr>
<td>Core class (AREA E – Social Sciences)</td>
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<tr>
<td>Core class (AREA B.1 – Ethics)</td>
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</table>

**Total Semester Credits**

17

**Total Semester Credits**

12

**MILESTONES**

Complete all coursework except for student teaching. Apply for Admission to Internship II. Passing scores on GACE Content Tests (Music) at the Induction level or above.

**MILESTONES**

Successfully complete Internship II – Student Teaching. GRADUATE with the Bachelor of Music Education degree.