

# **Music Education Handbook**



**The University of Tennessee  
School of Music  
Knoxville, Tennessee**

**2021-2022**

# UNIVERSITY OF TENNESSEE, KNOXVILLE

## SCHOOL OF MUSIC

### *MUSIC EDUCATION HANDBOOK*

## INTRODUCTION

Welcome to the music teacher education program at the University of Tennessee. As an accredited member of the National Association of Schools of Music (NASM) and the Tennessee Department of Education, the University of Tennessee School of Music is dedicated to excellence in music and academics. The School offers an exciting range of opportunities for UT music education majors. The music education faculty is a distinguished group and committed to the highest standards of music teaching.

This handbook is designed to aid the music education student in understanding the policies, procedures, expectations and guidelines of the music education area. However, it is important to remember that this book is a guide and a reminder, *but it is ultimately the student's responsibility to ensure that all policies are adhered to and deadlines met.* Personnel in the Music Office (117 Natalie L. Haslam Music Center) and the faculty advisors are available to assist students with questions. Further useful information for students can be found online in the current UTK *Undergraduate Catalog* and *School of Music Website* ([www.music.utk.edu](http://www.music.utk.edu)).

## THE MUSIC EDUCATION PROGRAM

The School of Music at the University of Tennessee has a long and honored tradition in the field of Music Education. For many generations the School of Music has prepared musicians to become teachers in the nation's public schools. The program in Music Education focuses on preparing the prospective music educator for teaching music in grades K-12. The program is based on the National Standards for Arts Education in Music and the requirements for licensure established by the Tennessee Department of Education. The curricula in instrumental and vocal music education consist of courses with instruction in

the latest techniques, strategies and methodologies for successful teaching. The music education faculty is diverse in its expertise and is current in the profession, often making local, national and international appearances and publishing in their respective areas.

The current music education faculty is as follows:

**Dr. Loneka Battiste**, Assistant Professor of Music Education, PHD - Louisiana State University

**Dr. David Royse**, Coordinator/Associate Professor of Music Education, PHD - Kent State University

**Dr. Michael Stewart**, Associate Professor of Music Education/Associate Director of Bands, PHD - Ohio State University

**Dr. Fuller Lyon IV**, Senior Lecturer of Music Education/Assistant Director of Bands, DMA – Louisiana State University

**Dr. Khyle Wooten**, Assistant Professor of Music Education/Associate Director of Choral Studies, PHD – Florida State University

## **DEGREES**

The music education area is devoted to preparing students for a public school (K-12) teaching career in instrumental and vocal music. Curricula in Vocal-General/Vocal, Vocal-General/Keyboard, Instrumental/String, Instrumental/Woodwind/Brass/Percussion, Instrumental/String Jazz, and Instrumental/Woodwind/Brass/Percussion Jazz lead to a Bachelor of Music in Music Education degree. Tennessee music teaching licensure is completed by taking a semester of undergraduate-level student teaching or one year of a graduate-level internship, which counts as one year of teaching in Tennessee and twenty-four credit hours that may be applied to a Master of Music degree in Music Education. Music Education majors must complete all BM in music education coursework before they are eligible to begin student teaching or the internship. The Vocal-General/Vocal and Vocal-General/Keyboard programs carry a Tennessee Vocal/General Music K-12 Teaching License and the Instrumental/String, Instrumental/Woodwind/Brass/Percussion, Instrumental/String Jazz, and Instrumental/Woodwind/Brass/Percussion Jazz programs carry a Tennessee Instrumental/General Music K-12 Teaching License.

# ACADEMIC ADVISING

## SCHOOL OF MUSIC

Upon entrance to the School of Music each student who declares music education as a major is assigned an academic advisor. The advisor will assist the student in planning an appropriate course of study. It is mandatory that students make appointments each semester with their advisor to ensure that requirements and deadlines are being met and that students are properly prepared for student teaching or the internship. Failure to meet with the music education advisor may affect graduation. ***It is ultimately the student's responsibility to ensure that all policies are adhered to and deadlines met.*** Students should regularly check their graduation progress in Banner DARS, the auto-graduation check found in MyUTK.

## COLLEGE OF EDUCATION, HEALTH AND HUMAN SCIENCES

The University of Tennessee College of Education, Health and Human Sciences works in conjunction with the University of Tennessee School of Music in the student's preparation for teacher licensure. They manage the admission process into teacher education and students' licensure files that ultimately are sent to the Tennessee Department of Education upon the successful completion of student teaching or the internship. Their licensure specialists, located in the Advising Center of Claxton Education Building, are also the contact persons for those seeking music teacher licensure in states other than Tennessee.

## PROGRAM REQUIREMENTS

### ACADEMIC RECORD

Music Education students must maintain a cumulative grade point average of 2.75 and a music grade point average of 2.8 to be accepted into and complete the Teacher Education Program. All music, music education, and education courses require a minimum grade of C.

## **KEYBOARD PROFICIENCY**

All students in the Music Education Program must demonstrate appropriate keyboard skills. This requirement can be addressed either by successfully completing the four required semesters of class piano (vocal majors), two semesters of class piano (instrumental majors) or by passing a piano proficiency exam.

## **APPLIED PROFICIENCY**

All music education students are required to pass a junior-level proficiency on their major instrument or voice and complete a junior recital prior to student teaching or interning.

## **PROFESSIONAL MEMBERSHIP**

Students are expected to become affiliated with the collegiate chapter of our national teaching organization, the Collegiate NAFME (National Association for Music Education). In addition, students are encouraged to become active in other professional instrumental and vocal organizations.

## **ENSEMBLE REQUIREMENTS**

Ensemble participation is required during each semester as a full-time student, except during student teaching or interning. Students must participate in major concert ensembles appropriate to their specific degree programs as approved by the faculty of the School of Music. Ensemble requirements vary by music education concentration. To summarize, approved concert ensembles for Vocal and Vocal/Keyboard music education majors are Concert Choir, Chamber Singers, and Men's or Women's Chorale; in addition, Vocal and Vocal/Keyboard music education majors are required to participate in Opera Theater for a minimum of one semester, which must be taken concurrently with a concert choir. Approved concert ensembles for Woodwind/Brass/Percussion music education majors are Wind Ensemble, Symphonic Band, or Concert Band for a minimum of five semesters; a minimum of two additional semesters may be selected from Wind Ensemble, Symphonic Band, Concert Band, Symphony Orchestra, Concert Choir, Chamber Singers, Men's Chorale, or Women's Chorale. Approved concert ensembles for Woodwind/Brass/Percussion Jazz music education majors are Wind Ensemble, Symphonic Band, or Concert Band for a minimum of four semesters and Jazz Ensemble for a minimum of three semesters. In addition, Woodwind/Brass/Percussion majors are required to participate in the "Pride of

the Southland” Marching Band for a minimum of three semesters and Woodwind/Brass/Percussion Jazz majors are required for one semester, taken concurrently with a concert ensemble. The approved concert ensemble for String music education majors is Symphony Orchestra for a minimum of five semesters; additionally, a minimum of two additional semesters may be selected from Symphony Orchestra, Wind Ensemble, Symphonic Band, Concert Band, Concert Choir, Chamber Singers, Men’s Chorale, or Women’s Chorale. The approved concert ensembles for String Jazz music education majors are Symphony Orchestra for a minimum of four semesters and Jazz Ensemble for a minimum of three semesters.

## **ADMISSION TO TEACHER EDUCATION**

Progression towards completion of a degree in music education requires acceptance into the Teacher Education Program by an interview with a Music Education Faculty Board of Admissions Panel. This is usually held second semester of the sophomore year (or after 45 credits have been earned) to evaluate academic progress and to assess personal musicianship, professional commitment, teaching competency and public speaking skills. Students receive one of two evaluations, “Recommended for Teacher Education” or “Cannot be Recommended to the Teacher Education Program.” To be accepted into the Teacher Education Program, students must receive a recommendation by the Board. Students begin the process for admission to teacher education by completing the application for Teacher Education online once they meet the following criteria, normally during spring of their sophomore year.

Criteria for formal acceptance into the Teacher Education Program are as follows:

1. Earn a minimum ACT Enhanced – 21, SAT - 1020. Students who do not acquire these scores are required to pass the Core Academic Skills for Educators (CORE), which has three subsections: Reading (min. score-156), and Writing (minimum score-162), Math (min. score-150).
2. Demonstrate satisfactory personal/professional traits. (Indicated in conduct record).
3. Completion of a TBI background check (students must pay for it).
4. Complete a ProCADS form online.

The following criteria must be completed for the School of Music:

1. Cumulative GPA of 2.80 earned in music courses at UT.
2. Cumulative GPA of 2.75 earned in all course work at UT.
3. Music Keyboard 120 - Class Piano II.
4. Completion of Music Theory 210 – Theory III and Music Theory 230 – Advanced Ear Training III.
5. Twenty hours of documented music instructional experiences with students. This experience may include, but is not limited to instruction, tutoring, coaching, and directing musical experiences with young people (see p. 7).

Students will not be admitted to upper-division music education and CEHHS courses before acceptance into the Teacher Education Program.

## **MUSIC INSTRUCTIONAL EXPERIENCE WITH STUDENTS**

Music education majors are required to complete twenty hours of instructional experiences with young people. Contact hours may be counted anytime after starting course work in music education at UT, usually during fall of the freshman year. Experiences may include public schools, private schools, church music programs, summer camps, pre-school and daycare facilities. Individual private lessons will not fulfill this requirement, unless they are taught at the Knoxville Joy of Music School. Please note that state music licensure standards require that a portion of these 20 hours must be earned during the beginning weeks of a public school. In addition personal professional liability insurance must be purchased before working with young people (see below). Music Education majors must provide documentation of their experiences with dates and times signed by a teacher or supervisor. (See Appendix A).

## **PERSONAL PROFESSIONAL LIABILITY INSURANCE**

In order to participate in field-based experiences, including MUED 350 – Field Experience in Music Education and student teaching/internship, the College of Education, Health and Human Sciences requires that you have proof of personal professional liability insurance. **This must be done before you will be allowed to begin working with young people.** The recommended way to acquire insurance is to join STEA/NEA Aspiring Educators, the student chapter of the National Education Association. This provides students with a \$1,000,000 personal liability policy. This costs around \$30 for one academic year, September to August. You may join online at <[www.teateachers.org](http://www.teateachers.org)>.

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# STUDENT TEACHING

Students who plan to student teach must make application for student teaching to the Coordinator of Music Education two semesters prior to teaching placement. Prerequisites for student teaching include:

1. Admission to the Teacher Education Program.
2. Achievement of a minimum cumulative GPA of 2.75 and 2.8 in major courses.
3. Completion of all curriculum requirements except for MUED 400 - Student Teaching and MUED 401 - Senior Seminar
4. Completion of all music, music education, and teacher education courses in the Music Education curriculum with a grade of C or higher.
5. Demonstration of satisfactory performance skills by completing junior-level recital and proficiency requirements in a private applied area of study.
6. Recommendation of the Music Education Faculty.
7. Possession of personal professional liability insurance.
8. Completion of UT's Child Protection Training.

The Music Education Area arranges and assigns student teacher placements. Student teaching lasts one semester and occurs in either the fall or spring semester. At least two semesters prior to the student teaching semester, students should make an appointment with the vocal or instrumental music education faculty supervisor to discuss possible assignments. Student teaching assignments must include a middle school placement and a second area of emphasis (elementary or high school). It is possible to include placements in all three areas. Student teachers will follow the public-school calendar year beginning with their in-service days and ending with the completion of the public-school semester. Students placed in band programs during the fall semester must attend their placement school's band camp. Student teachers are observed by a cooperating teacher (public school teacher) and observed and assessed by the university supervisor (music education faculty member).

Students who are enrolled in Student Teaching (MUED 400) must also enroll in Senior Seminar (MUED 401).



## INTERNSHIP

Students who plan to apply for the Internship must make application to the UT Graduate School, the Coordinator of Music Education, and the College of Education, Health and Human Sciences two semesters prior to teaching placement. Prerequisites for the internship program include:

1. Admission to the Teacher Education Program.
2. Hold a minimum cumulative GPA of 2.75 and a minimum GPA of 2.8 in music courses.
3. Recommendation of the Music Education Faculty.
4. Completion of an undergraduate music degree in Music Education.
5. Admission to the Graduate School.
6. Possession of personal professional liability insurance.
7. Completion of UT's Child Protection Training.

The Music Education Area arranges and assigns internship placements. Internships are only scheduled for the fall and spring semesters, in that order. At least two semesters prior to the internship year, students should make an appointment with their music education advisor to discuss possible assignments. Internship teaching assignments must include a middle school placement and a second area of emphasis (elementary or high school). It is possible to include placements in all three areas. Interns will follow the public-school calendar year beginning with their in-service days and ending with the completion of the public-school academic year. Interns placed in band programs must attend their placement school's band camp. Interns are observed by a cooperating teacher (public school teacher) and observed and assessed by the university supervisor (music education faculty member).

Students enrolled in the internship program will take 12 hours of MUED 575 (Professional Internship in Teaching), 2 hours of MUED 574 (Analysis for Teaching for Professional Development), 4 hours of MUED 591 (Clinical Studies) and 6 additional hours in graduate music education. Students in the internship program are expected to complete their master's by attending a sixth year to finish all course work for the Master of Music in Music Education degree.

## FINAL LICENSURE PROCEDURE

A valid teaching license is an important official document necessary for you to teach in almost any school district, public or private. The final licensure process is one of the final steps in your program. In order to be eligible for final licensure, you must:

1. Successfully complete all program requirements.
2. Pass edTPA and send results to the University of Tennessee College of Education, Health, and Human Services.
3. Pass the required Praxis Specialty examination for your teaching area (Music Content and Instruction – Test Code 5114) and send the test results to the University of Tennessee, Knoxville, Code 1843.
4. Complete Google Certified Educator Level 1 certification.
5. Complete “Motivate!” TVAAS modules.
6. Initiate an account with TNCompass account with the Tennessee Department of Education.

Once final grades are recorded and the edTPA and Praxis examination test scores are received, the application, institutional recommendation, and test scores will be forwarded to the Tennessee Department of Education (TN DOE) via TNCompass. The TN DOE will send the license to the address on the application form.

It is *very important* that you apply for licensure when all program and test requirements are complete. Individuals who do not apply for licensure immediately upon completing program requirements will be responsible for any new regulations or new program requirements that become effective. The Tennessee Department of Education licensure rules and regulations do not have a “grandfather clause” that allows applicants to be licensed under former program or test requirements once state licensure requirements have been amended.

The University of Tennessee College of Education, Health and Human Sciences will serve as your recommending institution when you apply for initial and final licensure and/or when you complete requirements for additional endorsements. Most states require an institutional recommendation, so remember that the process is the same whether you are a new teacher or an experienced teacher relocating to another state.

# APPENDIX A

## VERIFIED RECORD OF MUSIC INSTRUCTIONAL EXPERIENCES WITH STUDENTS

University of Tennessee  
School of Music  
Music Education

Name: \_\_\_\_\_ Year : \_\_\_\_\_

ID#: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Twenty (20) hours of music experiences are to be completed by the end of the sophomore year. Students are to verify their experiences in such areas as public schools, private schools, church music programs, summer camps, pre-schools and daycare facilities. A portion of these hours must be earned during the beginning weeks of a public school's fall semester. A teacher or director may sign the form. Personal professional liability insurance must be purchased before working with young people.



Date: \_\_\_\_\_ Time Period: \_\_\_\_\_

Type of Music Experience completed: \_\_\_\_\_

School/Church/Camp Facility: \_\_\_\_\_

Number of Hours completed: \_\_\_\_\_

Teacher observed: \_\_\_\_\_ Phone: \_\_\_\_\_

Briefly describe the experience observed and your participation (if any):

\_\_\_\_\_  
Teacher's/Director's Signature

\_\_\_\_\_  
Date

(This form may be duplicated as needed.)