



FLORIDA INTERNATIONAL UNIVERSITY

# UNDERGRADUATE HANDBOOK

2021 - 2022



[MUSIC.FIU.EDU](http://MUSIC.FIU.EDU)

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FLORIDA INTERNATIONAL UNIVERSITY  
*Miami's public research university*

**FIU**

FLORIDA INTERNATIONAL UNIVERSITY

*Miami's Public Research  
University*

Welcome to the School of Music at Florida International University! Our goal is to provide you with a superb education in a professional atmosphere. We have the finest faculty available and, we offer numerous performance opportunities in varied and important venues.

In the fall of 1996, the School of Music moved into the \$14.5 million Herbert and Nicole Wertheim Performing Arts Center. This facility houses a 600-seat concert hall with a 74-rank Schantz pipe organ (considered by many to be the finest in the Southeast United States), a 150-seat recital hall, thirty practice rooms, instrumental rehearsal halls, state-of-the-art computer music studios, percussion studios, and faculty teaching studios. Over 100 concerts are presented every year in the beautiful Wertheim Concert and Recital Halls.

The School of Music serves over 250 music majors from eighteen countries with twenty-two full-time faculty and thirty adjunct faculty members. FIU offers the Bachelor of Music degree with concentrations in string, vocal, wind, brass, percussion, and keyboard performance; composition; jazz performance; music technology; and Music Education. The School also offers the Bachelor of Arts degree with a major in music. Our graduate programs include the Master of Science in Music Education and the Master of Music in composition, conducting, jazz, music technology, and performance (in all of the areas listed above). FIU is accredited by the Southern Association of Colleges and Schools (SACS) and accredited by the National Association of Schools of Music (NASM). The School of Music is part of the College of Communication, Architecture + the Arts, a national model for arts and design education. We are also fully able to take advantage of our South Florida location by engaging in innovative problem-solving initiatives with our local and global communities.

Students have an opportunity to play in our premier performing ensembles, which have toured South and Central America, the East Coast and the Midwest, have been featured on cruise ships, and have recorded with many fine artists. Students also have the opportunity to attend and perform in workshops and master classes by internationally-acclaimed artists, such as George Crumb, Morton Subotnik, Richard Stoltzman, Helen Donath, and Cynthia Phelps.

The School of Music faculty is comprised of highly-trained artists and scholars who are nationally and internationally known and respected. They are also superb and dedicated teachers who are committed to your success. The university core and music curricula, recently revised, uphold high academic and artistic standards and—completed successfully—will prepare you well for a professional career in music.

There are a few changes this year: some improvements in advising mechanisms, some new area coordinators, and changes in grading, probationary, and dismissal policies.

We look forward to working with you this coming academic year! Best wishes for your success,  
Karen S. Fuller Veloz  
Director, School of Music

# *Florida International University*

## *School of Music*

### ***Mission Statement***

Located at the crossroads of the Americas, the FIU School of Music provides an innovative, comprehensive musical education of the highest artistic and academic standards.

Its distinguished artist-faculty is dedicated to encouraging the pursuit of excellence in performance, teaching, and research, with a commitment to creativity, critical thinking, entrepreneurship, and interdisciplinary collaborations.

### ***General Information***

Florida International University is located in Miami, Florida. It is one of the fastest growing universities in the state system serving a population base of over 1.8 million people. The University population includes over 54,000 students on three campuses. There are nine Schools and Colleges in the University; the School of Music is housed in the College of Communication, Architecture, + the Arts.

The information in this handbook is provided to inform students of the policies and procedures set forth by the faculty of the FIU School of Music. Students should additionally familiarize themselves with the other publications provided by the University, particularly the FIU Student Handbook <http://www.fiu.edu/student.htm> and the FIU Undergraduate <http://registrar.fiu.edu> While the School of Music Undergraduate Handbook endeavors to be up-to-date, it does not supersede the requirements and regulations laid out in the FIU Student Handbook and the University Catalogue.

### ***COVID-19 Information***

Many musical instruments – such as wind, brass, and voice – produce bio-aerosol emissions. Bio-aerosols of infected individuals are scientifically proven to spread the Coronavirus contagion. This is a concern recognized by the School of Music and ensuring safety is top priority.

In addition to the current university requirement of pre-screening before coming to campus, using the P3 app and online Guest Registration, the School of Music is actively working on an approved protocol to further protect all students, faculty, staff, and visitors. Students, faculty, staff, and visitors are urged to follow all current CDC guidelines concerning the prevention and spread of the Coronavirus as well as observing the recommendations set forth by the State University System of Florida and the President of Florida International University.

A statement from the State University System of Florida concerning the health policies for the 2021-22 Academic Year says:

“With the increasing spread of the Delta variant of the COVID virus throughout the country, it is critical and urgent that unvaccinated people get vaccinated and continue to wear a mask until they are fully vaccinated. We strongly recommend that state university faculty, staff, and students be vaccinated for the COVID-19 virus.”

A statement to the university community from FIU President Mark B. Rosenberg on August 10, 2021 says:

“Face coverings on campus: That is why, effective immediately and in accordance with Centers for Disease Control and Prevention (CDC) guidelines, we strongly advise all student, faculty, staff, visitors and vendors to wear a face covering at all times while indoors at any FIU facility, regardless of your vaccination status.”

Updated COVID-19 precautions will be provided as they are available. It is the policy of the FIU School of Music to follow CDC and University guidelines and implementing extra precautions when possible. It is the expectation that all students, faculty, staff, and visitors will adhere to these guidelines.

## *Facilities*

In Fall 1996, the School of Music moved into a \$14.5 million performing arts building at the southeast corner of the property adjacent to the Miami Dade County Fairgrounds. The facility houses a 600-seat concert hall and a 150-seat recital hall, as well as rehearsal halls, faculty offices, a computer music studio, recording studio, practice rooms, and a rotunda-capped atrium that serves as the entrance to both the music and theater wings. Our present facilities also include the DM (Deuxième Maison) 100 recital and lecture hall, a Piano Lab in DM 160 with sixteen new electric pianos, a computer lab in the Green Library, and an opera studio with additional offices. Lockers are available for instrument storage in the Wertheim building. Please complete the Music Locker Rental Application to reserve a music locker at The Wertheim.

## *Applying and Auditioning for the School of Music*

[FIU Admissions](#)

[FIU School of Music Application Information](#)

[FIU School of Music Admissions](#)

[FIU School of Music Auditions](#)

All music students must complete the general FIU undergraduate application and be accepted by the University. Please visit <http://admissions.fiu.edu> for information on undergraduate admissions. There are links to the application itself, as well as to information about financial aid and about procedures for international students. In addition to applying to the University, potential music majors must complete an Undergraduate School of Music Application through GetAcceptd ([getacceptd.com/fiumusic](http://getacceptd.com/fiumusic)), which may also be found on the School of Music website

([music.fiu.edu/apply](http://music.fiu.edu/apply)). All undergraduate music majors and minors must audition on an instrument or voice. We have three audition days in 2020-2021: Saturday, November 21, 2020, Friday, February 5, 2021, and Friday, March 12, 2021.

Please contact the Area Coordinator for your particular instrument (or voice) prior to the audition day to ensure that you are on the audition schedule and that the faculty is aware you are coming. You will find names and contact information for all of our Area Coordinators in this handbook and on our website.

For more information on auditions, please visit our website and click on the "Admissions" tab at the top. See <http://carta.fiu.edu/music/admissions>. From there, you can proceed to individual areas for detailed application, audition and interview requirements.

Audition requirements differ from area to area, and they also vary depending on whether the student is applying for the B.M. in performance, or some other music concentration (e.g., Composition, Music Business, Music Education, Music Technology, or the B.A.—a liberal arts option), or the music minor. Generally, auditions require a combination of sight-reading, performance of technical studies (scales, arpeggios, and etudes), and performance of repertoire in specified styles and genres. Jazz applicants are also expected to improvise. It is expected that applicants will display competency in all portions of the audition. For example, an applicant who has learned a sonata movement well but cannot sight read would not be able to manage in our ensembles.

In addition to an audition, prospective Music Business, Music Education, and Music Technology students must schedule and interview with Karen Fuller Veloz (Music Business), Jacob Sudol (Music Technology) or Candice Davenport (Music Education). These area coordinators are also present on the official School of Music audition days.

Acceptance into the School of Music is based not only on the audition and on acceptance by FIU but also on the needs of the applicant's performance area and its ensembles. These needs can change from year to year, and they also evolve within a single year, thus making some areas more competitive than others.

Applicants are encouraged to apply and audition earlier in the academic year. Priority is given for students who apply for many [Merit-Based Scholarships](#) by November 1. For out-of-state tuition waivers granted through [Linkage Institutes](#), applications are due by May 1 [School of Music Scholarships](#) are limited and first consideration goes to applicants who audition/apply early.

### *Diagnostic placement exams (freshmen and transfers)*

In addition to auditioning for the School of Music, all entering music majors need to take certain diagnostic tests in order to determine appropriate placement level for academic music courses. First year students need to take a fundamentals test in music theory. Transfer students who have already taken college-level history classes will take placement tests in both theory and music history. Only students who have taken music history classes at other universities or colleges have the option of placing out of corresponding history courses at FIU. Students who have not taken college-level music history must take undergraduate history survey course.

Diagnostic tests must be taken by the week before classes begin if not sooner – such as on audition days. These placement tests are usually offered the Thursday prior to the first day of class. Consult the Placement Tests webpage for more information. Advanced preparation is recommended, as the test is timed.

## *Fundamentals Theory Placement Test*

All incoming freshman and transfer students who have never taken college-level theory must take this test. This test must be passed in order to place out of MUT 1001, (Fundamentals of Music), and into MUT 1111 (Music Theory I) and MUT 1221 (Sight Singing I).

Theory I and Sight Singing I are the initial courses in the 4-semester theory and sight singing sequence required of all undergraduate music majors. These courses are not necessarily offered every semester. **It is imperative to take the classes in the semester you are advised to do so in order to graduate on time.** You must obtain permission from Dr. Joel Galand to register for the appropriate Theory and Sight Singing classes (galandj@fiu.edu).

You are exempt from taking the Fundamental Theory Test if:

1. You received a 3 or better on the Music Theory AP Examination
2. You received a C or better in MUT 1001 (Fundamental of Music) at FIU or other SUS institution

Applicants who are not confident in their theory skills are encouraged to prepare prior to matriculation. Here are some suggested resources:

- *Elements of Music* by Joseph Strauss (for music notation)
- *Harmony and Voice Leading* by Edward Aldwell and Carl Schachter (chapters 1-5)
- Other online resources affiliated with and accredited college or university

## *TOEFL scores*

The TOEFL is required of all applicants whose native language is not English. A 500 paper-based or a 173 computer-based, or a 63 internet-based (IBT) minimum score is required for all undergraduate programs. The following exceptions apply:

- Applicants who completed 4 years of high school in the United States or other English-speaking countries.
- Applicants who hold an undergraduate or graduate degree from an institution within the United States or other English-speaking countries.

## *Pianos*

The School of Music is proud of the pianos in all buildings and would like you to maintain them accordingly. Please treat them as you would your parent's living room furniture, if not better! These instruments are tuned on a regular basis; if, however, you have any problems with a piano, please notify the office.

## *Lab Rules for GL 535 (for all Music Majors) and WPAC 169 (Advanced Music Tech. Majors only)*

Please observe the following protocols:

- Upon entering and exiting the lab, show the Lab Assistant your Panther ID and be sure to sign in and sign out, including your FIU email address.
- Follow proper check-out procedures for removing equipment. You must obtain permission from Dr. Jacob Sudol ([jsudol@fiu.edu](mailto:jsudol@fiu.edu)) or the Lab Assistant in order to remove equipment from the lab.
- No eating or drinking inside the lab. Keep the space clean with cables sorted and organized. Leave the lab as you originally found it, or in better condition.

Other lab policies:

1. Labs are reserved for FIU School of Music course work, with priority given to students who are working on assignments for Music Technology courses.
2. Lab assistants will begin closing the lab at least ten minutes prior to the close of lab hours. Please respect their time and begin packing up equipment and saving your files before closing time. Arriving fifteen minutes prior to the close of lab hours will not guarantee a working spot in the lab.
3. Working in the lab without either a professor or lab assistant present is forbidden.
4. Do not contact lab assistants personally to open the lab outside of lab hours. Do not ask the lab assistants to lend out their personal equipment.
5. Back up your own work (using a USB stick is recommended) and take it with you! The lab is not responsible for lost or altered files. All files are regularly deleted from lab computers

6. Intentional damage to any lab equipment or harassment of lab assistants will result in immediate and permanent loss of lab privileges.
7. Bring your own headphones or check them out from the general library desk. The lab is not a recording studio; it is for quiet work at individual workstations.
8. Be respectful of other people working in the lab.

### *Student records (fact sheet)*

Every music major should have a Student Fact Sheet Form on file in the School of Music office. This form allows us to maintain your contact information and to track your progress through certain milestones (e.g., placement tests, UCC requirements, degree recitals, and senior projects). Make sure by the end of the second week of your first semester that we have your correct contact information and intended major and track. Please inform the School of Music Office ([music@fiu.edu](mailto:music@fiu.edu)) in the event that your contact information should change.

### *Email /Panthersoft*

Every FIU student receives a University email account. It is your responsibility to check this account regularly, preferably daily. All official notices (including the FIU School of Music Chair, the Office of the Registrar, and the College Dean's Office) will use your FIU email. FIU email addresses also appear on official class rosters. You may feel free to forward your FIU email to your personal email, please ask the Student Media Services division for assistance in forwarding your email if preferred.

### *Fees*

Please visit University Financial Services for fee updates. [Tuition Fee Calculator](#)

## *Scholarships*

Merit-based scholarships offered through the University have deadlines as early as November 1. For more information, visit [OneStop](#).

A limited number of FIU Institutional [Scholarships](#) are available to current and incoming music majors, based on merit as a musical performer. Recipients are reviewed each semester. The University allots Institutional Scholarship funds to the individual Colleges, whose Deans in turn approve awards at the departmental level. Therefore, all recipients of Institutional Scholarships must adhere to the following College of Communication, Architecture and the Arts (CARTA) policies:

- Maintain a minimum cumulative GPA of 3.0
- Be registered as full-time students at 15 credits for undergraduate. (Exceptions to the 15-credit rule are made for first-year students and when a student's degree map calls for fewer than 15 credits in a given semester, e.g., when completing a teaching internship within the B.M. in Music Education.
- In no case may a scholarship student fall below 12 credits, which is the minimum for an undergraduate to be considered fulltime.

In addition to the above requirements, all School of Music Scholarship recipients must adhere to the following:

1. Be enrolled in applied lessons each semester the scholarship is offered and a major ensemble as applicable. Exemptions may be made for upper-division students in Composition and Music Technology and Undergraduate Music Education majors completing their teaching internship.
2. Provide service to the School of Music each semester the scholarship is offered. This could involve your Area Coordinator assigning you to an extra ensemble—beyond the number already required by your particular academic track—or it could involve an equivalent amount of some other type of service, such participating in outreach programs to area public schools, or other university service.
3. Earn a minimum applied lesson grade of a B. Students receiving a grade less than B in applied lessons will be put on probation. A grade of B- is considered to be below the required minimum grade of a B.
4. Make suitable progress towards the degree. Scholarships will not be awarded beyond four years of undergraduate study.
5. Be available to perform for special School of Music events.
6. Be in good standing in the School of Music as it relates to behavior, dependability, and attendance.

FIU, a public university, has limited scholarship funds. Scholarships are meant to help students complete the basic four-year B.M. (120 credits) or B.A. (120 credits) curriculum. It is not meant to cover extra elective credits that a student might wish to take beyond the number of credits required for the completion of the degree. Students wishing to enrich their curricular experience with additional electives should be prepared to fund for these electives on their own or with non-SOM financial aid.

Many prospective music majors are under the impression that their financial aid or scholarship awards will be determined and administered entirely by the School of Music. This is not accurate. The School of Music does have limited scholarship funds of its own, for which all students who audition are automatically considered, provided they have a GPA of 3.0 or better. Most scholarship opportunities at FIU, however, are university wide. In most cases, the School of Music can only fund a portion of a student's expenses, especially if the student is out of state.

The FIU Financial Aid Office, [OneStop](#), maintains a list of possible funding resources. Some of these are well-known government opportunities, such as [Bright Futures](#) or [Pell Grants](#). Additionally, every applicant is encouraged to consider funding opportunities directly from the university through the [Office of Scholarships](#). Some students with a high GPA and/or class ranking are automatically considered. Students who apply early are given priority for merit-based scholarships. You may also apply for a [School of Music Scholarship](#).

Some international students may be eligible for out-of-state tuition waivers through the [FIU Linkage Institutes](#) and the [Latin American Caribbean Center](#). Make note of application deadlines and requirements regarding the Form I-20.

## *Minimum grade for courses required for the major*

Students must earn a grade of C or higher in all courses required for the major. A grade of C- is not acceptable in any required course. Individual areas may set higher standards. For example, Composition majors need to earn a minimum grade of B in all theory and composition courses. B is also the minimum grade for Applied Lessons on a major instrument and for juries (see Probation, Suspension, and Dismissal). Check with your Area Coordinator for any other discipline-specific grade requirements.

## *Applied music grading*

Applied music grades are based on the following percentages:

- 75% Weekly lesson grade, assigned by the Applied instructor
- 25% Jury grade, which is the average of the assigned jury committee  
The jury grade may include sight reading and/or sight singing

## *Grade Appeals – excluding applied music*

Once submitted, end-of-semester grades are final, with the exception of Incomplete and NR grades which default to F at the end of two consecutive terms. They are subject to change by the instructor only through a Change of Grade Form to “correct an error in computation or transcribing, or where part of the student's work has been unintentionally overlooked” (from the University’s Undergraduate Catalogue).

If a student wishes to appeal a grade, the student should follow the procedures outlined below under Grievance Procedures. If a dispute still remains after all grievance procedures have been exhausted, a student can contact the [Office of the University Ombudsperson](#). If the appeal process is successful and the student's grade is changed to a C or higher, then the student will be allowed to advance to the next class. Otherwise, the student must repeat the class in order to have the grade changed. Students may exercise the University’s [Grade Forgiveness](#).

## *Incomplete grades*

An Incomplete grade (IN) is a temporary symbol given at the discretion of the instructor for work not completed because of serious interruption not caused by the student’s own negligence. An Incomplete must be made up as quickly as possible, but no later than two consecutive terms, including summer term, after the initial taking of the course, or it will automatically default to an F grade. For example, if a student earns an IN for the Spring Term 2020, that IN must be changed to a grade by the end of Fall Term 2020. There is no extension of the two-term deadline. If an Incomplete earned in a required course has defaulted to an F, then the student has to repeat the course for a passing grade. Students who have Incomplete grades on their records must remove the Incomplete by the end of the fourth week of the term in which they plan to graduate. Failure to do so will result in a cancellation of graduation.

In such cases where the course instructor determines that it is appropriate to award a student a grade of “IN” (incomplete), the instructor will take the following steps:

1. Note the grade earned by the student to date
2. Specify the missing work and the percentage of the final grade it represents – missing assignments, exams, etc.
3. Specify the date by which the missing work must be submitted or an examination made up
4. Justify awarding the grade of “IN”

Once a student has satisfied the missing requirements of the course, the instructor can change the grade in Panthersoft.

Note: Students who are in danger of earning a failing grade may not ask the instructor to assign an Incomplete and allow them to retake the class with re-registering for it. An Incomplete may not be used to avert a failing grade unless approved exceptional circumstances are presented.

## *Probation, suspension, and dismissal*

Performance majors enrolled in Applied Music Lessons in their major instrument will be placed on a one-semester probation if the semester applied grade is B- or lower.

A second grade of B- or lower in that same applied lesson while the student is on probation will result in dismissal from the School of Music, and the student will not be eligible to enroll in music courses. The student may attempt to audition for readmission to the School of Music no sooner than one semester after the dismissal.

For all other music courses, any student receiving a grade of C- or lower in a music course will automatically be placed on academic probation. A second grade of C- or lower in the same class will result in automatic dismissal from the School of Music, and the student will not be eligible to enroll in music courses. The student may attempt to audition for readmission to the School of Music no sooner than one semester after the dismissal.

A student who does not meet the minimum grade requirement for a course must attempt a retake of that course the next time it is offered, unless the student has taken an official leave of absence. Registered music majors who fail to retake the class as required will be deemed to have failed the course again for the purposes of applying probation and dismissal policies.

Students who do not make sufficient progress towards graduation are also subject to dismissal. By the end of the third year at the latest, students must complete all of the 1000 and 2000-level general music requirements, at least the first year of the history survey (History I–II), and all writing and quantitative reasoning courses within the University Core Curriculum. They must have taken enough of their upper-division music requirements to ensure graduation within six years. Students who do not meet these criteria will be placed on probation. If, by the end of the fourth year, the student's Area Coordinator and the Director of the School of Music have concluded that graduation within six years remains unlikely, the student will be dismissed from the School of Music.

## *Special Students – non-degree seeking*

A [Non-Degree Student Application](#) must be completed for students seeking non-degree enrollment in classes. Students who exceed the Undergraduate 15 credit limit for non-degree seeking must be affiliated to a college or school in order to continue taking the course. Please note that the School of Music must approve these credits. Excess credits will not count towards graduation (this is a university policy). International students cannot take courses as special students.

## *Transfer students*

Based on the results of placement tests, auditions, and credits that transferred, the appropriate level of classes for transfer students will be determined for the following classes:

- Music Theory
- History
- Sight singing
- Class piano
- Applied lessons

It is possible that in order to satisfy degree requirements, transfer students matriculating with an AA degree may need to take credits beyond the 120-credits for the B.M. and B.A. degrees in music.

Normally, up to 60 credits of transfer coursework are counted toward the total number of credits required to earn a bachelor's degree. Additional transfer credits (up to 30 credits) may be awarded for coursework taken at the upper-division level (3XXX and 4XXX level). These additional transfer credits must be applied to specific degree requirements, at the School of Music's discretion.

Additionally, transfer students must complete the required number of credits for their degree program, earn the minimum GPA, and satisfy all requirements for the degree program. Repeats of certain courses (e.g., lessons and ensembles) may be allowed for credit. Academic courses (e.g., theory and history classes) are not eligible to be repeated for credit. For example, if a student has taken Theory III at a community college but fails the FIU placement test to place out Theory III, the student will need to retake Theory III at FIU. In this case the student will earn 3, not 6, credits for Theory III.

Because each transfer student presents a special case, all transfer students should meet with the School of Music Undergraduate Advisor and their Area Coordinator no later than the week before classes begin. It is imperative that students stay on schedule to graduate and understand what classes they must take each semester in order to graduate in a timely manner.

## *Graduation*

Before the last 30 credits, or at the completion of the junior year, students must request the School of Music Undergraduate Advisor to make a preliminary check to see that all requirements for graduation have been met or will be met in the last year. Any problems that come up with the Panther Degree Audit will need to be addressed.

Students must [Apply for Graduation](#). A formal application for graduation must be made by filling out an application on MyFIU. Apply early in case your graduation application is rejected. This will allow for time to try to fix any problems before the deadline. Graduate deadlines are always early in the semester. If you miss the deadline, you will not graduate.

A final degree audit must be made in the semester in which the student has applied for graduation. This final graduation check to ensure that all requirements have been met is

performed by the Undergraduate Advisor and the Associate Dean for Student Advising of CARTA.

## *Course Prefixes*

**MUS** Music

**MUE** Music Education

**MUG** Music Conducting

**MUH** Music

History/Musicology

**MUL** Music Literature

**MUM** Music Business

**MUN** Music Ensembles

**MUT** Music Theory

**MVB** Applied Brass

**MVK** Applied Keyboard

**MVJ** Applied Jazz

**MVP** Applied Percussion

**MVS** Applied Strings

**MVV** Applied Voice

**MVW** Applied Woodwinds

## *Grievance Procedures*

Undergraduate students with an academic grievance should follow the procedure outlined on the [Student Affairs](#) webpage, [Student Complaints, Grievances, and Appeals](#). Grievance definitions and procedures may be found in the [FIU Student Handbook](#).

The following excerpt is from the 2020-2021 Student Handbook:

**INFORMAL ACADEMIC GRIEVANCE PROCEDURE** Undergraduate and Graduate students must attempt to resolve informally an academic grievance as soon as possible. A student must initiate informal resolution procedures by contacting the professor (or administrator as the instructor of record) no later than ten (10) business days after classes begin in the semester following that in which the complaint arose or the grievance will be deemed untimely. The student must first attempt to resolve the academic grievance through an informal meeting with the professor. If the matter cannot be resolved, or if the professor cannot be reached, the student must meet next with the department chair. If the student's grievance is against a committee, the student must meet with the committee chairperson. If the matter cannot be resolved, the student must meet next with the department chair. The informal grievance process is terminated at the department level except when the department chair is the subject of the complaint in which case the grievance continues to the college or school dean. A mutually agreeable resolution shall be formalized through a notation in the student's file/record which is initiated by the student and the professor or college or school dean.

**FORMAL GRIEVANCE PROCEDURE** The academic grievance procedure is initiated by filing a written complaint with the Faculty Fellow for Academic Integrity. The complaint must be filed within fifteen (15) business days of the date the informal resolution process ends, or within twenty (20) business days after classes begin in the semester following that in which the complaint arose—whichever is later. After receipt, the Faculty Fellow for Academic Integrity, in consultation with the chairperson of the Academic Grievance Committee, will review the complaint to determine whether it falls within the scope of this policy and whether a formal hearing is warranted. When there are disputed issues of material fact which must be determined, a formal hearing is warranted. If the complaint does not fall within the scope of this policy, then the student shall be notified in writing.

## *Contact Information – Area Coordinators, Directors, and Advisors*

<p><b>Director, School of Music</b> Prof. Karen Fuller-Veloz</p>	<p><a href="mailto:fullerk@fiu.edu">fullerk@fiu.edu</a>   305-348-2896</p>	<p>WPAC 142</p>
<p><b>Area Coordinator of Composition</b> <b>Composer in Residence</b> Dr. Orlando Jacinto García</p>	<p><a href="mailto:garciao@fiu.edu">garciao@fiu.edu</a>   305-535-2617</p>	<p>Mana Wynwood</p>
<p><b>FIU Wind Ensemble</b> <b>Instrumental Conducting</b> Dr. Brenton F. Alston</p>	<p><a href="mailto:bralston@fiu.edu">bralston@fiu.edu</a>   305-348-2497</p>	<p>WPAC 143B</p>
<p><b>Director of Choral Activities</b> <b>Choral Conducting</b> Dr. Erynn Millard</p>	<p><a href="mailto:emillard@fiu.edu">emillard@fiu.edu</a>   305-348-3359</p>	<p>WPAC 144A</p>
<p><b>Area Coordinator of Winds, Brass and Percussion Studies,</b> <b>Director of Bands</b> Prof. Barry Bernhardt</p>	<p><a href="mailto:bbernar@fiu.edu">bbernar@fiu.edu</a>   305-348-1547</p>	<p>WPAC 155B</p>
<p><b>Area Coordinator of Jazz Performance</b> Dr. Jamie Ousley</p>	<p><a href="mailto:lousley@fiu.edu">lousley@fiu.edu</a>   305-348-1854</p>	<p>WPAC 145A</p>
<p><b>Area Coordinator of Music Business and Music Education</b> Prof. Karen Fuller-Veloz</p>	<p><a href="mailto:fullerk@fiu.edu">fullerk@fiu.edu</a>   305-348-2896</p>	<p>WPAC 142</p>
<p><b>Music Technology, Composition, and Director of FLEA Ensemble</b> Dr. Jacob Sudol</p>	<p><a href="mailto:jsudol@fiu.edu">jsudol@fiu.edu</a>   305-348-0109</p>	<p>WPAC 145B</p>
<p><b>FIU Symphony Orchestra</b> Dr. Javier José Mendoza</p>	<p><a href="mailto:javmendo@fiu.edu">javmendo@fiu.edu</a>   305-348-3360</p>	<p>WPAC 143B</p>
<p><b>Area Coordinator of Guitar Performance</b> Dr. Mesut Özgen</p>	<p><a href="mailto:mozgen@fiu.edu">mozgen@fiu.edu</a>   305-348-7646</p>	<p>WPAC 156A</p>
<p><b>Area Coordinator of Keyboard Performance</b> Dr. José Raul López</p>	<p><a href="mailto:lopezjr@fiu.edu">lopezjr@fiu.edu</a>   305-348-3697</p>	<p>WPAC 147C</p>
<p><b>Area Coordinator of String Performance</b> Prof. Marcia Littley</p>	<p><a href="mailto:mlittley@fiu.edu">mlittley@fiu.edu</a>   305-348-1699</p>	<p>WPAC 147A</p>
<p><b>Area Coordinator of Vocal Performance</b> Dr. Vindhya Devi Khare</p>	<p><a href="mailto:vkhare@fiu.edu">vkhare@fiu.edu</a>   305-348-4915</p>	<p>WPAC 146A</p>

<b>Graduate Director,</b> <b>Music Theory</b> – placement testing Dr. Joel Galand	<a href="mailto:galandj@fiu.edu">galandj@fiu.edu</a>   305-348-7078	WPAC 146C
<b>Musicology,</b> <b>Music History</b> – placement testing Dr. David Dolata	<a href="mailto:dolatad@fiu.edu">dolatad@fiu.edu</a>   305-348-2076	WPAC 146B
<b>Interim Undergraduate Academic Advisor</b> Maria Henriquez	<a href="mailto:maparrill@fiu.edu">maparrill@fiu.edu</a>   305-348-7486	VH 121

## *Advising and Registration*

- Prior to each registration period, incoming and continuing music majors are placed on an advising hold until they have met with their Area Coordinator or designated Area Advisor. They will work with students to plan their schedule for the upcoming academic year, process any necessary course permissions, and refer students to the appropriate faculty member if more specialized advisement or course placement is needed. Your Area Coordinator or designated Area Advisor may also refer a student to the Undergraduate Academic Advisor for issues related to general university requirements, transfer credits, and other special cases.
- Students will be able to register for classes once their Area Coordinator or designated Area Advisor and Undergraduate Academic Advisor has requested that their advising hold be lifted. In order to expedite the registration process, it is recommended that students meet with their Area Coordinator or designated Area Advisor in mid- to late-October (for spring registration) and in mid- to late-March (for summer and fall registration) in order to have their holds lifted. That way, as soon as registration period opens, they can register for most of their classes—especially UCC courses, the sections of which fill up early. In any event, students must meet with their Area Coordinator no later than the University business day prior to the first day of classes.
- For music courses requiring permission, students obtain permission through their Area Coordinator or designated Area Advisor, with the two exceptions:
  1. Students needing permission for their initial theory class at FIU should contact Dr. Joel Galand ([galandj@fiu.edu](mailto:galandj@fiu.edu)) during the registration period if they have already taken a theory placement test, or else take the theory placement test that is offered the week before classes begin
  2. Students who wish to enter the Class Piano sequence at a more advanced level than Class Piano I will need to audition for Dr. Jose Lopez ([lopezjr@fiu.edu](mailto:lopezjr@fiu.edu))
- Many specialized courses offered by individual areas (e.g., Diction, Keyboard Pedagogy, Music in Special Education, and so on) are only offered once a year or once every other year. The rotation of these courses is presented in this handbook as well as the online degree maps (see below). It is best to check with your Area Coordinator or

designated Area Advisor regularly about the imminent availability of classes not offered every term or every year.

- Know your degree plan, which is described later in this publication. In addition, there are precise 4-year maps published for each of the undergraduate tracks. Take into account the rotation of courses offered only every other semester or every other year. The degree maps are also available through My FIU.
- Make sure that your correct degree and track come up in Panthersoft: if you are listed as a B.A. student when you are really B.M., or vice-versa, you will need to fill out a [Change of Program Form](#). Make sure your correct sub-plan is listed (e.g., Instrumental Performance, Music Business, Music Education, etc.) If there is a mismatch between your Panther Degree Audit and your sub-plan, your graduation could be delayed.
- You are obligated to follow the curriculum that appears in the Undergraduate Catalog the year you entered FIU. You also have the option of choosing a plan instituted in a subsequent year, which flows from the principle that each subsequent curriculum improves its predecessor.
- **Transfer students:** All transfer students will be advised by Area Coordinators and the Undergraduate Academic Advisor. Schedule an appointment with both a few days before classes start in order to work out a tentative schedule for the forthcoming semester as well as a graduation plan. Your status may change if you have yet to take placement tests, so check in with them regularly.
- The more courses in a sequence, the more likely delaying the commencement of that sequence will delay your graduation. Therefore, keep an eye on the two and four course sequences in the Common Requirements: Music Theory & Sight Singing, Music History, and Class Piano. Starting Music Theory right away is particularly important because it is a prerequisite for courses in many of the Area Requirements, e.g., Form & Analysis, Counterpoint, and Orchestration.
- Check your unofficial transcript and your Panther Degree Audit regularly, and immediately bring any discrepancies to the Undergraduate Academic Advisor.

# *Rotation of Courses*

## **MUSIC THEORY**

Music theory courses are not offered during the summer.

Lower-division core theory courses (Fundamentals, Sight Singing I–IV, and Theory I–IV) are offered once a year according to the following schedule:

### **FALL**

Fundamentals of Music  
Theory I  
Theory III  
Sight Singing I  
Sight Singing III  
Orchestration: Fall/odd years  
Counterpoint: Fall/even years  
Form & Analysis: Fall/odd years

### **SPRING**

Theory I (based on enrollment)  
Theory IV  
Sight Singing II  
Sight Singing IV

### **SUMMER A**

Theory II

### **SUMMER B**

Fundamentals of Music

The three upper-division undergraduate theory courses (Counterpoint, Orchestration, and Form & Analysis) will be offered according to the following schedule:

This schedule will require careful planning on students' parts. Upper-division theory courses are normally taken only in the junior and senior years, i.e., after Theory I–IV and Sight Singing I–IV have been passed. Therefore, most students will only have one chance to pass certain upper-division theory courses by the end of their fourth year.

We recognize that this schedule may make it difficult for students to graduate in four years if they have had to take MUT 1001 (Fundamentals) during their first semester. The solution to this problem is straightforward: make sure to pass the fundamentals portion of our theory placement test!

## **MUSIC HISTORY**

The Music History sequence begins anew every fall semester.

Fall: Music History Survey I (MUH 3211)

Spring: Music History Survey II (MUH 3212)

As is the case with the Music Theory sequence, these courses may not be taken out of sequence.

- Music of the World (MUH 3052) is offered every spring semester. There is no pre-requisite for this course, and it may be taken concurrently with any Music History Survey class.
- Music History Seminar: Special Topics (MUH 4680/6937) is offered at least once every other year, usually in the spring semester.
- Jazz History: The Innovators (MUH 3801/5815): offered every spring

## CONDUCTING

- Fall: Basic Conducting (MUG 4101L) offered every fall
- Spring: Instrumental Conducting (MUG 4302L) & Choral Conducting (MUG 4202)

## PEDAGOGY COURSES

- Keyboard Pedagogy (MVK 4640): Fall/even years
- Vocal Pedagogy (MVV 3630): Spring/even years

## MUSIC TECHNOLOGY

- Music Technology Fundamentals (MUC 1342): online every semester
- Introduction to Electronic Music: every fall
- Electronic Music Lab III every fall
- Electronic Music Lab II/IV every spring.

## MUSIC EDUCATION

### Fall

MUE 2040	Intro to MUD
MUE 3340	Elementary Music Methods
MUE 3744	Assessment & Evaluation in MUE
RED 4325	Subject Area Reading
TSL 4325	ESOL Content Area

### Spring

MUE 3411	Choral Methods
MUE 3332	Instrumental Methods
MUE 3395	Music in Special Education
RED 4325	Subject Area Reading
TSL 4325	ESOL Content Area

### MUE TECHNIQUES

MVS 1116	Guitar Skills: Fall/odd years	MUE 2450C	Woodwind Techniques
MUE 2460	Brass Techniques	MUE 2240	String Techniques
MUE 2470	Percussion Techniques	MVV 3630	Vocal Pedagogy: Spring/even years
MUE 2360	Vocal Techniques: Fall/odd years	MUS 2231	German Diction: Spring/odd years
MUS 2211	English Diction: Fall/odd years	MUS 2241	Italian Diction: Spring/even years
MUS 2221	French Diction: Fall/even years		

Summer A: RED 4325, TSL 4325, MUE 4480 Marching Band Techniques (based on availability)

## JAZZ PERFORMANCE

- Jazz Class Piano I: Fall
- Jazz Class Piano II: Spring
- Jazz Arranging (MUT 4353): Fall/odd years
- Jazz Theory I (MUT 3170C): Fall/even years
- Jazz Theory II (MUT 3171C): Spring/odd years
- Jazz Improvisation I (MUT 2641): Fall/odd years
- Jazz Improvisation II (MUT 4643): Spring/even years
- Jazz History: The Innovators (MUH 3801): Spring/odd years
- Jazz Ear Training (MUT 3363L): Spring/odd years

## **LITERATURE (MUL) COURSES**

- Art Song Literature (MUL 3600): Fall/odd years
- Guitar Literature (MUL 4430): Spring/even years
- Keyboard Lit I (MUL 4400): Fall/odd years
- Keyboard Lit II (MUL 4401): Spring/even years
- Symphonic Literature (MUL 4500): Spring/even years
- Wind Literature (MUL 3551): Spring/odd years

## **OTHER VOCAL COURSES**

- English Diction (MUS 2211): Fall/alternate odd years – 2021 onward
- French Diction (MUS 2221): Fall/alternate even years – 2022 onward
- German Diction (MUS 2231): Spring/alternate odd years – 2021 onward
- Italian Diction (MUS 2241): Spring/alternate even years – 2022 onward

## *Curriculum*

The Florida International University Board of Trustees requires that all music students complete at least 120 credit hours to attain a Bachelor of Music degree (B.M.) or a Bachelor of Science in Music Education (B.S.) and at least 120 credit hours to attain the Bachelor of Arts degree with a major in music (B.A.). The catalog in effect the year you enter FIU is your record of graduation requirements. If the curriculum changes subsequently, you may elect to follow the curriculum in effect when you graduate.

## *Common requirements in music*

In addition to working toward completion of the University Core Curriculum (UCC), Music Majors during the first two years must also fulfill the majority of their Common Requirements in Music (p. 29). The Common Requirements that are normally completed in the first two years include four semesters of music theory; four semesters of sight singing (which includes ear-training); four semesters each class piano; four semesters of private lessons on your instrument or voice each semester; and one or two ensembles each semester. The Common Requirements, in conjunction with your academic Core Curriculum, makes up the Lower Division or approximately 60 credits of the music major. After completing these credits you will audition for Upper Division and finish your degree (consult pp. 30ff. for Area Requirements). B.A. students have fewer common requirements than B.M. students (see the curriculum for that degree).

## *Registering for applied lessons*

In order to register for applied lessons, private lessons, you will need permission. Please request that your Area Coordinator enter this permission code in Panthersoft for you during the week prior to the beginning of classes.

### **Applied lesson/ensemble co-requisite**

All students registered for applied lessons must be in at least one ensemble for every semester in which they are registered for lessons.

- Orchestral string players (violin, viola, cello, double bass), the ensemble must be orchestra
- Wind, brass, and percussion players (WBP), the ensemble must be Wind Ensemble, Orchestra, or Symphonic Band, as determined by the Area Coordinator of the WBP area, in consultation with the Orchestra Director
- Voice, the ensemble will be Concert Choir or University Singers, as determined by the Director of Choral Activities
- Other areas: consult your Area Coordinator and the curriculum listing for your track. Ensemble and seating auditions take place the week or weekend before classes begin.

### **Types of applied lessons**

- Major Applied Lessons: Performance majors on their major instrument
- Principal Applied Lessons: Music majors other than Performance majors and Music Minors, who audition successfully for lessons
- Secondary Applied Lessons: Non-music majors and music majors studying a secondary instrument. Requests for secondary lessons cannot be guaranteed

### **Number of credits for applied lessons**

Registering for the correct number of lesson credits is crucial.

- Lower-Division Major Applied Lessons: register for 2 credits
- Upper-Division Major Applied Lessons: register for 3 credits
- Principal Applied Lessons: register for 2 credits

Note: Music students should never register for 1-credit of applied lessons

## ***Course Numbering Levels: Applied Lessons, Chamber Music, Opera Workshop, and Ensembles***

Most applied courses are available at several levels. For example, Orchestra appears in the Catalogue as MUN 1210, MUN 4213, and 5215. Chamber Music appears as MUN 1460, MUN 3463, and MUN 5465. Major Applied Violin appears as MVS 1411, MVS 2421, MVS 3431, MVS 4441, and MVS 5451. Here are guidelines you and your instructor follow in choosing the appropriate course:

- 1XXX and 2XXX level courses are for Lower-Division students. If a course is available at both a 1XXX and a 2XXX level, sign up for the 1XXX course during your first year of Lower Division (freshman year) and the 2XXX course your second year of Lower Division (sophomore year)
- Courses with only one Lower-Division number. Register for that level every semester you are a Lower-Division student
- 3XXX and 4XXX level courses are for Upper-Division students. If a course is available in both a 3XXX and a 4XXX level, sign up for the 3XXX course during your first year of Upper Division (junior year) and the 4XXX course your second year of Upper Division (senior year)

- Courses with only one Upper-Division number. Register for that level every semester you are an Upper-Division student
- 5XXX level course numbers are for master's students

## *Juries*

All students enrolled in Applied Lessons will be expected to perform in a jury at the end of each semester. The jury consists of performing repertoire assigned by the applied instructor. Other requirements may include scales, studies, sight-reading, and sight-singing in accordance with the requirements for each particular instrument. Juries will be before a committee consisting of faculty members from the particular instrument. The jury grade represents 25% of the semester grade. Absence from the jury will result in a grade reduction of two letters in Applied Music (i.e., an "A" becomes a "C").

Note: The minimum passing grade for a jury is a B. The grade of B- is lower than a B. Students who do not meet the minimum B requirement will be placed on probation.

## *Lower Division Theory*

The music theory placement test determines the level of theory class to start with when beginning studies at the FIU School of Music. Upon passing Fundamentals of Music, MUT 1001, students may register for Theory I/Sight Singing I. Dr. Joel Galand or the Undergraduate Academic Advisor will enter your permission code in Panthersoft to grant you access to register.

An alternative to passing Fundamentals of Music would be to show evidence of earning a 3 or better on the AP Music Theory Exam.

Once the level is determined as to where to begin the theory sequence, the courses must be completed in the prescribed order. Students may not advance in the sequence unless they satisfactorily complete the necessary pre-requisite course with a grade of C or higher.

Sight singing courses are labs that begin and continue in tandem with the corresponding music theory classes. Sight Singing I should be taken the same semester as Theory I, Sight Singing II the same semester as Theory II, etc. Students may not advance in the sight singing sequence until they have achieved a C or higher in both the current sight singing course and the corresponding theory course.

Note: Diagnostic placement tests are for incoming students only. They are not used to help a student test out of a course for which they have already received a failing grade of D or lower at FIU in a previous semester, nor are they used to skip portions of a sequence already in progress.

## *Upper Division Theory*

Admittance into Junior/Senior level theory is contingent upon satisfactorily completing all 4 semesters of Freshman/Sophomore Theory and Sight Singing with a grade of C or higher before enrolling in Counterpoint, Form and Analysis, or Orchestration. Transfer students are required to pass theory and ear-training diagnostic exams before enrolling in any of the Junior/Senior level theory or history courses. In some cases, remedial work may be required in one or more of these areas.

## *Piano Proficiency Test*

All students are required to pass a piano proficiency test after completing all 4 semesters of the Class Piano sequence (MVK 1111L, 1112L, 2121L, and 2122L). The proficiency test is given as a final exam in Class Piano IV. For more information contact Dr. José López at [lopezjr@fiu.edu](mailto:lopezjr@fiu.edu).

## *Membership in Ensembles*

While enrolled in Applied Lessons, students must hold membership in one or two ensembles as assigned by the Area Coordinator. Different areas will have different ensemble requirements. Students should familiarize themselves with the grading and attendance policies of each individual ensemble. Students with School of Music scholarships may be required to participate in additional ensembles as determined by the faculty.

## *Absent/Tardiness Policy: Applied Lessons and Ensembles*

Absences must be approved by the instructor. Tardiness is unacceptable. A lowering of the student's grade will occur in accordance with the instructor's policy.

## *Recital attendance*

Recital Attendance (MUS 1010 or MUS 3040) is required of all music majors enrolled in Applied Music Lessons. It is a "0" credit class with a Pass/Fail grade option. Music minors are not required to enroll in Recital Attendance.

The Recital Attendance professor will provide you with all course requirements. You will meet with the professor at least 4 times throughout the semester to successfully pass the course.

In order to pass the Recital Attendance Class:

- Attend all of the forums in your instrument area
- Attend all Departmental Recitals
- Attend a specific number of FIU School of Music events (concerts, recitals, and master classes) in which the student is not a participant.

## *Forums*

All undergraduate students are required to attend their area forums. Forums provide the opportunity for all applied students to perform for their area faculty and peers, develop their performance skills, and receive constructive evaluation. Students who demonstrate a high level of accomplishment may be selected to perform at the School of Music Departmental Recitals. Composition and Jazz areas also have forums which are required for their students. Forum schedules will be distributed by the respective Area Coordinator at the beginning of each semester.

## *Departmental Recital*

The Departmental Recital provides the opportunity for each area in the School of Music to showcase student performances of particular excellence. It is considered an honor to be selected to represent your area at the Departmental Recital. This is considered an important part of your music education and an extension of applied lessons.

Departmental Recitals take place twice a semester, on Thursday at 3:30 pm in the Wertheim Concert Hall. All students are required to attend, and it is also part of the Recital Attendance grade. Exact dates are posted on the FIU Concert Calendar.

## *Collegium Musicum*

The FIU School of Music Collegium Musicum is an ensemble that provides a forum for FIU students and members of the FIU community to study and publicly perform solo and ensemble music composed prior to 1800 and dances from before 1900.

Some of Collegium's valuable instruments include the following:

- A Carl Fudge transposing Flemish double harpsichord, made possible in part through a generous grant from the Lady Suzanna P. Tweed and Carleton Tweed Charitable Foundation
- An archlute, sackbut, crumhorns, and a complete set of bows for baroque orchestra built by the English maker David Van Edwards
- A portative organ

Collegium members learn to apply historically informed performance practice to the vocal and instrumental music of pre-Romantic eras through the acquisition of a working practical knowledge of musical and performance style characteristics of earlier repertoires. In addition, students may also have the opportunity to learn to dance some of the popular dances styles of these eras.

For more information contact Dr. David Dolata at [dolatad@fiu.edu](mailto:dolatad@fiu.edu) or Prof. Juvenal Correa-Salas at [jcorreass@fiu.edu](mailto:jcorreass@fiu.edu).

# ***FIU SCHOOL OF MUSIC DEGREE PROGRAMS***



## *Degree Programs*

Each undergraduate music degree curriculum is comprised of two parts:

1. **Common Requirements** that every FIU music major must complete. These are further divided into two sections:
  - a. University Core Curriculum (UCC): required of all FIU students
  - b. Music Core Curriculum: required of all FIU music majors
2. **Area Requirements** unique to each track

School of Music undergraduate tracks require 120 total credits. Both the B.M. and B.A. degrees require a total of 120 credits. The breakdown of credits is as follows:

### **Common Requirements**

- University Core Curriculum: 33 credits
  - Music Core Curriculum: 34 credits
  - Area Requirements: 53 credits
- Total: 120 credits

On the following pages you will find listed the Common Requirements, University Core Curriculum, and the Area Requirements for each major. This information can also be found online in the [School of Music Undergraduate Catalog](#).

Checkboxes are provided for your convenience to help keep track of your progress. Your online Panther Degree Audit provides even greater detail and documents the semester that each requirement was satisfied.

## University Core Curriculum

<b>First Year Experience (SLS 1501)</b>	1	<input type="checkbox"/>
<b>English Composition (ENC 1101–1102)</b>	6	<input type="checkbox"/>
<b>Humanities with Writing*</b>	6	<input type="checkbox"/>
<b>Mathematics</b>	6	<input type="checkbox"/>
<b>Social Science*</b>	6	<input type="checkbox"/>
<b>Natural Science*</b>	8	<input type="checkbox"/>
<b>Arts Requirement (waived for music majors)</b>		
	Total	33

See FIU Undergraduate Catalog for further details.

## Other Requirements

Students must complete 2 years of a foreign language in high school, satisfy the UCC requirements (including [Gordon Rule](#) and [Global Learning](#)), take a minimum of 9 summer credits, and complete a minimum of 120 total credits (transfer and FIU credits) before graduation for the B.M. and B.A.

Note: Denotes Gordon Rule classes have a writing requirement. These classes should be completed in the first two years. Music majors may find that the UCC courses take longer to complete because of the required music classes. Transfer students can satisfy these requirements with an A.A. degree. A grade of C or better is required in all Gordon Rule classes.

Three of the UCC credits must satisfy the lower-division [Global Learning Requirement](#). For more information about this and other FIU-wide requirements, consult the Undergraduate Catalog or an Undergraduate Academic Advisor.

Transfer students with an AA degree are generally exempt from the UCC requirements but in order to satisfy the [Global Learning Requirement](#), transfer music students must take Artistic Expression in a Global Society (IDS 3336) in addition to Music of the World (MUH 3052) which is required of all music majors. Music Education majors transferring with an AA degree take Music of the World (MUH 3052) and ESOL Methods K–12 (TSL 4325) to satisfy these requirements.

## Common Requirements for All Degrees

Common Requirements for All Degrees:	Credits	
University Core Curriculum*	33	<input type="checkbox"/>
<b>Music Theory</b>		
MUT 1111 Music Theory I	3	<input type="checkbox"/>
MUT 1112 Music Theory II	3	<input type="checkbox"/>
MUT 2116 Music Theory III	3	<input type="checkbox"/>
MUT 2117 Music Theory IV	3	<input type="checkbox"/>
<b>Sight Singing</b>		
MUT 1221 Sight Singing I	1	<input type="checkbox"/>
MUT 1222 Sight Singing II	1	<input type="checkbox"/>
MUT 2226 Sight Singing III	1	<input type="checkbox"/>
MUT 2227 Sight Singing IV	1	<input type="checkbox"/>
<b>Music History</b>		
MUH 3211 Music History Survey I	3	<input type="checkbox"/>
MUH 3212 Music History Survey II	3	<input type="checkbox"/>
	3	<input type="checkbox"/>
	3	<input type="checkbox"/>
<b>Ethnomusicology</b>		
MUH 3514 Music of the World	3	<input type="checkbox"/>

\* The 3-credit UCC Arts Requirement is waived for music majors, reducing their UCC credits from 36 to 33.

\*\*Students in the Jazz Performance track take Class Jazz Piano MVJ 3135 and 3136 instead of MVK 2121 and 2122. Jazz piano majors take four credits (two semesters) of Classical Principal Applied Piano instead of Class Piano.

<b>Class Piano**</b>		
MVK 1111L Class Piano I	1	<input type="checkbox"/>
MVK 1112L Class Piano II	1	<input type="checkbox"/>
MVK 2121L Class Piano III	1	<input type="checkbox"/>
MVK 2122L Class Piano IV	1	<input type="checkbox"/>
<b>Applied Lessons+</b>		
Applied Lessons	8	<input type="checkbox"/>
<b>Music Technology</b>		
MUC 1342 MIDI Technology	2	<input type="checkbox"/>
<b>Music Business</b>		
MUM 4301 Business of Music	3	<input type="checkbox"/>
<b>Conducting</b>		
MUG 4101 Basic Conducting	1	<input type="checkbox"/>
<b>Recital Attendance</b>		
MUS 1010 Recital Attendance is required each semester enrolled in applied lessons at the freshman/sophomore level.	0	<input type="checkbox"/>
MUS 3040 Recital Attendance is required each semester enrolled in applied lessons at the junior/senior level.	0	<input type="checkbox"/>
<b>Total</b>		<b>82</b>

+Total number of credits for applied lessons will vary according to program. For example: Music education students require 6 semesters. BA students require only 4 semesters of applied lessons.

The following are credits required for specific degrees, in addition to the common credits required of all degrees previously listed:

***B.M. in Instrumental Performance (120 credit hours)***

<b>Music Theory/History</b>		
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
Upper Division MUT or MUH course	3	
<b>Ensembles</b>		
One major ensemble every semester enrolled in lessons*	8	<input type="checkbox"/>
Additional ensembles <sup>9</sup>	8	
<b>Major Applied Lessons</b>		
Lower Division Major Applied Lessons. Four semesters, 2 credits each semester	8	<input type="checkbox"/>
Upper Division Major Applied Lessons. Four semesters, 3 credits each semester	12	
<b>Conducting</b>		
MUG 4101 Basic Conducting	1	<input type="checkbox"/>
MUG 4302L Instrumental Conducting	1	
<b>Literature</b>		
MUL xxxx Music Literature**	3	<input type="checkbox"/>
<b>Music Internship</b>		
MUM 3942 Music Internship	0	<input type="checkbox"/>
<b>Recitals</b>		
Junior Recital	0	<input type="checkbox"/>
Senior Recital	0	<input type="checkbox"/>
<b>Electives</b>		
Music Electives	6	<input type="checkbox"/>
<b>Total</b>	<b>53</b>	

\*To be assigned by the Area Coordinator for the instrument. Orchestra string players (Vn, Va, Vc, Db) must choose orchestra. Wind, brass, percussion players are assigned either Orchestra, Wind Ensemble, or Symphonic Band.

\*\*String players take MUL 4500 Symphonic Literature. Guitarists take MUL 4430 Guitar Literature. Wind, brass, and percussion players take MUL 4500 Symphonic Literature AND MUL 3551 Wind Literature, applying the latter towards their Music Electives. Vocal Performance majors take Art Song Literature MUL 3600.

***B.M. in Vocal Performance (120 credits)***

<b>Music Theory/History</b>		
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
Upper Division MUT or MUH course	3	
<b>Ensembles</b> (assigned by Director of Choral Studies)		
For each semester of lower-division applied voice, 1 cr. of MUN 1310 or MUN 1340	4	<input type="checkbox"/>
For each semester of upper-division applied voice, 1 cr. of MUN 3313 or MUN 3343	4	<input type="checkbox"/>
<b>Major Applied Lessons</b>		
Lower Division Major Applied Lessons. Four semesters, 2 credits each semester	8	<input type="checkbox"/>
Upper Division Major Applied Lessons. Four semesters, 3 credits each semester	12	
<b>Conducting</b>		
MUG 4101 Basic Conducting	1	<input type="checkbox"/>
MUG 4202 Choral Conducting	1	
<b>Recitals</b>		
MVV 3970 Junior Recital	0	<input type="checkbox"/>
MVV 4971 Senior Recital	0	<input type="checkbox"/>

### Diction for Singers

Either MUS 2201-2202 (2 credits each) or the following four courses (1 credit each):	4	<input type="checkbox"/>
MUS 2211 English Diction	1	<input type="checkbox"/>
MUS 2221 French Diction	1	<input type="checkbox"/>
MUS 2231 German Diction	1	<input type="checkbox"/>
MUS 2241 Italian Diction	1	<input type="checkbox"/>

### Vocal Pedagogy

MVV 3630 Vocal Pedagogy	2	<input type="checkbox"/>
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### Opera Workshop

MUO 4502 Opera Workshop, 1 cr. per semester of upper-division Applied Voice	4	<input type="checkbox"/>
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### Music Internship

MUM 3942 Music Internship	0	<input type="checkbox"/>
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### Literature

MUL 3600 Art Song Literature	3	<input type="checkbox"/>
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### Electives (chosen in consultation with area advisor)

Music Electives	4	<input type="checkbox"/>
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**Total** 53

### *Combined B.M./M.M. in Vocal Performance*

#### Admission Requirements

Current overall GPA of 3.2 or better.  Completed at least 75 credit hours of course work

#### Requirements (36 credits) Senior Year

- In their senior year, students will compete four 5000 level courses (10) credits)
- In their fourth year, students will also complete the exit requirement for the undergraduate Vocal Performance major, the Senior Recital, MVV 4971 (0 credit)
- Students must apply for graduation so that they will receive the B.M. at the end of their senior year.

#### Fifth Year

During their fifth year, students will complete 18 hours of graduate-level work consisting of the remaining courses necessary to satisfy the M.M. requirements. Students must complete the M.M. credits within one year of receiving the B.M. in Music at FIU.

## *BM in Music Composition (120 credit hours)*

### **Theory**

MUT 3401 Counterpoint	3	<input type="checkbox"/>
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
MUT 4311 Orchestration	3	<input type="checkbox"/>

### **Ensembles**

Lower division: 4 credits (1 per semester) freshman and sophomore years to be selected by principal instrument/voice area coordinator	4	<input type="checkbox"/>
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area coordinator

Upper Division: 2 credits junior and senior years, comprising 2 semesters of New Music Ensemble and two others to be selected by principal instrument/voice area coordinator	2	<input type="checkbox"/>
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### **Conducting**

MUG 4202 Choral Conducting or	1	<input type="checkbox"/>
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MUG 4302L Instrumental Conducting	1	<input type="checkbox"/>
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### **Principal Applied Lessons**

Lower Division Principal Applied Lessons. Four semesters, 2 credits each semester	8	<input type="checkbox"/>
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Upper Division Principal Applied Lessons. Two semesters, 2 credits each semester	4	<input type="checkbox"/>
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### **Composition**

MUC 2221 Composition I	2	<input type="checkbox"/>
MUC 2222 Composition II	2	<input type="checkbox"/>
MUC 3231 Composition III	2	<input type="checkbox"/>
MUC 3232 Composition IV	2	<input type="checkbox"/>
MUC 4241 Composition V	2	<input type="checkbox"/>
MUC 4932 Composition Forum – 4 semesters	4	<input type="checkbox"/>

### **Electronic Music**

MUC 2301L Introduction to Electronic Music	2	<input type="checkbox"/>
MUC 3302 Electronic Music Lab II	2	<input type="checkbox"/>

### **Recitals\***

MUS 4910 Research (Composition Recital)	2	<input type="checkbox"/>
Senior Recital (voice/instrument)	0	<input type="checkbox"/>

### **Interdisciplinary Course Electives**

Three credits from	3	<input type="checkbox"/>
MUC 4611C Documentary Film Scoring Fundamentals		<input type="checkbox"/>
MUS 4650 Experimental Music and		<input type="checkbox"/>
MUS 4610 Film Scoring Fundamentals		<input type="checkbox"/>

### **Music Internship**

MUM 3942 Music Internship	0	<input type="checkbox"/>
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**Total 53**

\* Composition students must present a 45-minute recital

of their works and a 30-minute performance recital. A final oral

exam administered after the composition recital must also be successfully completed. Composition

students must earn a "B" or better in all theory, composition, and electronic music courses

## *BM in Jazz Performance (120 credit hours)*

### **Music Theory/History**

MUT 3170C Jazz Theory I	3	<input type="checkbox"/>
MUT 3171C Jazz Theory II (mus. core, 3 credits)		<input type="checkbox"/>
MUT 4353 Jazz Arranging	2	<input type="checkbox"/>
MUT 2641 Jazz Improvisation I	2	<input type="checkbox"/>
MUT 2642 Jazz Improvisation II	2	<input type="checkbox"/>
MUT 3XXX Jazz Ear Training (mus. core, 3		<input type="checkbox"/>
MUT 3801 Jazz History	3	<input type="checkbox"/>
MUT 3135 Class Jazz Piano I (mus. core, 1 credit)		<input type="checkbox"/>
MUT 3136 Class Jazz Piano II (mus. core, 1 credit)		<input type="checkbox"/>

### **Ensembles**

Two credits each semester (to be determined by the Jazz Area Coordinator)	16	<input type="checkbox"/>
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### **Major Applied Lessons**

Lower Division Major Applied Lessons. Four semesters, 2 credits each semester	8	<input type="checkbox"/>
Upper Division Major Applied Lessons. Four semesters, 3 credits each semester	12	<input type="checkbox"/>

### **Music Internship**

MUM 3942 Music Internship	0	<input type="checkbox"/>
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### **Recitals**

MVJ 3970 Junior Jazz Recital	0	<input type="checkbox"/>
MVJ 4971 Senior Jazz Applied Recital	0	<input type="checkbox"/>

### **Music Electives**

Music Electives	5	<input type="checkbox"/>
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**Total 53**

## *BM in Piano Performance (120 credit hours)*

<b>Music Theory/History</b>		
MUT 3611 Form and Analysis	3	<input type="checkbox"/>
Upper Division MUT of MUH course	3	<input type="checkbox"/>
<b>Literature</b>		
MUL 4400 Keyboard Literature I	3	<input type="checkbox"/>
MUL 4401 Keyboard Literature II	3	<input type="checkbox"/>
<b>Ensembles</b>		
Major ensemble (2 semesters) assigned by keyboard area director	2	<input type="checkbox"/>
Ensembles assigned by keyboard area director	6	<input type="checkbox"/>
<b>Accompanying</b>		
MUN 2510L Accompanying (4 semesters)	4	<input type="checkbox"/>
MUN 4513L Accompanying (4 semesters)	2	<input type="checkbox"/>
<b>Keyboard Harmony</b>		
MVK 2180L Keyboard Harmony	1	<input type="checkbox"/>
<b>Major Applied Lessons</b>		
Lower Division Major Applied Lessons. Four semesters, 2 credits each semester	8	<input type="checkbox"/>
Upper Division Major Applied Lessons. Four semesters, 3 credits each semester	12	<input type="checkbox"/>
<b>Pedagogy</b>		
MVK 4640 Keyboard Pedagogy	2	<input type="checkbox"/>
<b>Recitals</b>		
MVK 3970L Junior Recital	0	<input type="checkbox"/>
MVK 4971L Senior Recital	0	<input type="checkbox"/>

**Conducting**

MUG 4101 Basic Conducting 1

MUG 4302 Instrumental Conducting 1

**Music Internship**

MUM 3942 Music Internship 0

(Advisor approval required)

**Electives**

Organ (Principal) – 2 credits of Organ can be substituted for 2 credits of additional ensembles and/or Accompanying, as determined by the Keyboard area coordinator. 2

**Total 52**

## *BM in Organ Performance (120 credit hours)*

### **Music Theory/History**

MUT 3611 Form and Analysis 3

Upper Division MUT or MUH course 3

### **Literature**

MUL 4490 Organ Literature 3

### **Ensembles**

Major ensembles (2 semesters minimum) 2

Ensembles assigned by keyboard area coordinator 6

### **Accompanying**

MUN 2510 Accompanying (4 semesters) 4

MUN 4513 Accompanying (2 semesters) 2

### **Keyboard Harmony**

MVK 2180L Keyboard Harmony 1

### **Major Applied Lessons**

Lower Division Major Applied Lessons.  
Four semesters, 2 credits each semester 8

Upper Division Major Applied Lessons.  
Four semesters, 3 credits each semester 12

### **Pedagogy**

MVK 4640 Keyboard Pedagogy 2

### **Music Internship**

MUM 3942 Music Internship 0   
(Advisor approval required)

**Conducting**

MUG 4101 Basic Conducting 1

MUG 4202 Choral Conducting 1

**Recitals**

MVK 3970L Junior Recital 0

MVK 4971L Senior Recital 0

**Electives**

Applied Piano (Principal) 4

Music Electives 1

**Total 53**

## *BM in Music Technology (120 credit hours)*

### **Music Technology**

MUC 2301L Introduction to Electronic Music	2	<input type="checkbox"/>
MUC 3303L Digital Instrument Design	2	<input type="checkbox"/>
MUC 333 Sound Reinforcement	3	<input type="checkbox"/>
MUC 3304L Audio Digital Signal Processing	2	<input type="checkbox"/>
MUC 4404L Advanced Topics in Music Technology	2	<input type="checkbox"/>
MUM 4910 Senior Thesis	4	<input type="checkbox"/>
MUM 4940 Music Internship	0	<input type="checkbox"/>

### **Ensembles**

Major ensemble for four semesters	4	<input type="checkbox"/>
MUN 3024 Laptop Ensemble (for minimum three semesters)	3	<input type="checkbox"/>

### **Principal Applied Lessons**

Lower Division Principal Applied Lessons. Four semesters, 2 credits each semester	8	<input type="checkbox"/>
Upper Division Principal Applied Lessons. Two semesters, 2 credits each semester	4	<input type="checkbox"/>

### **Conducting**

MUG 4101 Basic Conducting	1	<input type="checkbox"/>
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### **Other Music Courses**

Two of the following courses chosen with consultation of advisor	6	<input type="checkbox"/>
MUS 2501 Recording and Production in Pro Tools		<input type="checkbox"/>
MUS 4611 Documentary Film Scoring Fundamentals		<input type="checkbox"/>
MUS 4650 Experimental Music and Arts		<input type="checkbox"/>

### **Coursework Outside of Music**

PHY 3465 or one Computer Science elective selected in consultation with Advisor (if PHY 34654 unavailable, it may be substituted with MUS 4324) 3

**Electives**

Selected in consultation with Advisor 9

**Total 53**

Music majors in the Music Technology Program must have regular and frequent access to a computer outside of campus facilities. Purchase of a laptop in particular is required. For advice or suggestions on models to consider, please contact the program area coordinator.

## *BM in Music Business (120 credit hours)*

### **Twenty one credits from:**

MUM 3743C Artist Management	3	<input type="checkbox"/>
MUM 3744C Career Development for Artists	3	<input type="checkbox"/>
MUM 3734C Concert Promoter & Venue Mgmt.	3	<input type="checkbox"/>
MUM 3742L Music Production	3	<input type="checkbox"/>
MUM 3XXX Music Concert Industries	3	<input type="checkbox"/>
MUM 4302 Business of Music II	3	<input type="checkbox"/>
MUM 4724C Concert Touring	3	<input type="checkbox"/>
MUM 4803 Grant Writing for the Arts	3	<input type="checkbox"/>
MUM 4814C Leadership in the Arts	3	<input type="checkbox"/>
MUM 4XXX Music Administration History & Analysis	3	<input type="checkbox"/>

### **Music Research**

MUS 4910 Research Projects	2	<input type="checkbox"/>
MUM 4940 Music Internship	6	<input type="checkbox"/>

### **Ensembles**

Six ensembles of 1 credit each semester	6	<input type="checkbox"/>
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### **Principal Applied Lessons**

Six lessons of 2 credits each semester	12	<input type="checkbox"/>
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### **Recital**

Junior Recital	0	<input type="checkbox"/>
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### **Electives**

Music Electives	6	<input type="checkbox"/>
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**Total 53**

### ***BA in Music (120 credit hours)***

University Core Curriculum (33), Music Theory (12), Sight Singing (4), Ethnomusicology (3), History (12), and Class Piano(4) same as for Bachelor of Music, except that B.A. student may substitute a jazz theory course for MUT 2117 Theory IV and may substitute any upper-division MUH or MUL course for History IV.

**(The following should be replaced with the new catalog listing, there are many changes)**

<b>Principal Applied Lessons</b> (4 semesters @ 2 credits each)	8	<input type="checkbox"/>
<b>Ensembles</b> (to be determined by area coordinator for the student's performance area; one for each semester enrolled in lessons)	4	<input type="checkbox"/>
<b>MUH 3912C Basic Music Research and Bibliography</b> (With approval of advisor, may substitute another course as preparation for the Senior Project)	2	<input type="checkbox"/>
<b>Senior Research or project</b> (Students register for MUS 3905, 4910, MUS 4940, or other course designated by Senior Advisor)	3	<input type="checkbox"/>
<b>Restricted Electives*</b>	12	<input type="checkbox"/>
<b>Free Electives</b> (May include foreign language study necessary for completion of research)**	23	<input type="checkbox"/>
<b>Total</b>	<b>38</b>	

### **Entrance Requirements**

Successful instrumental or vocal audition.

Students must pass the Fundamentals Course with a minimum grade of C or be placed into Theory I prior to taking any academic music courses.

Transfers with junior status or upper-division FIU music majors who wish to switch from the B.M. to the B.A. should submit a brief statement in which they identify an area they would like to pursue in their Senior Research or Project. This statement must be approved by a faculty member who is willing to advise the student on this project. Students wishing to switch from the B.M. to the B.A. must do so by the end of the first semester of junior year.

\* Courses chosen in consultation with advisor. These electives should support the student's Senior Project or form a coherent program of study, such as a minor.

\*\* Elective need not be music courses

**B.A. Exit Requirements:** Successful completion of Senior Research or Project or Internship.

- By the end of the semester preceding graduation, the student must choose an advisor and one other committee member and submit to them a Senior Research Proposal.
- At least one member of the committee must be a School of Music faculty member. Normally, the advisor is a School of Music faculty member, but exceptions may be granted with proper approval.
- The proposal should describe the project in 2–3 pages. Include a tentative outline of the project, a discussion of the methodologies to be used, a bibliography of primary and secondary sources (if applicable), and a list of “cognate area” courses taken or to be taken in support of the project.
- Complete the Capstone Proposal for Senior Research Project Form available in this handbook. This form requires the signatures of your committee members.

***B.M. in Music Education (120 credit hours)***

In addition to the UCC (33) and Music Core (34) courses, the following requirements must be completed by all music education majors:

<b>Music Education Foundations (27)</b>			
MUE 3920	Music Education Forum* <sup>1</sup>	0	<input type="checkbox"/>
MUE 2040	Introduction to Music Education	2	<input type="checkbox"/>
MUE 3040	Elementary Music Methods	3	<input type="checkbox"/>
MUE	Choral/Instrumental Methods	2	<input type="checkbox"/>
MUE 3395	Music in Special Education	3	<input type="checkbox"/>
MUE 3744	Assessment & Evaluation in MUE	2	<input type="checkbox"/>
RED 4325	Subject Area Reading	3	<input type="checkbox"/>
TSL 4324	ESOL Methods K–12	3	<input type="checkbox"/>
MUE 4940	Student Teaching <sup>21</sup>	9	<input type="checkbox"/>
<b>Music Technique Emphasis (Choose 6)</b>			
MVV 3xxx	Vocal Techniques	1	<input type="checkbox"/>
MUE 2240	String Techniques	1	<input type="checkbox"/>
MUE 2450	Woodwind Techniques	1	<input type="checkbox"/>
MUE 2460	Brass Techniques	1	<input type="checkbox"/>
MUE 2470	Percussion Techniques	1	<input type="checkbox"/>
MVV 3630	Vocal Pedagogy	2	<input type="checkbox"/>
MVS 1116	Guitar Skills	1	<input type="checkbox"/>
MUE 4480	Marching Band Techniques	3	<input type="checkbox"/>
MUE 2211/21	English/French Diction	1	<input type="checkbox"/>
MUE 2231/41	German/Italian Diction	1	<input type="checkbox"/>
<b>Music Education Core Classes (20)</b>			
Mxx xxxx	Prin. Applied Lower Div. Lessons	8	<input type="checkbox"/>
Mxx xxxx	Prin. Applied Upper Div. Lessons	4	<input type="checkbox"/>
	Junior or Senior Recital	0	<input type="checkbox"/>
	Ensembles <sup>2</sup>	6	<input type="checkbox"/>
MUG 4101	Basic Conducting	1	<input type="checkbox"/>
MUG 4201/02	Instrumental /Choral Conducting	1	<input type="checkbox"/>
		<b>53</b>	

\*Required every semester prior to internship

Music Ed majors are required to enroll in 1 ensemble each semester enrolled in applied lessons

## Music Education Program Requirements

There are three stages in the music education program: (1) admittance into the music education program, (2) admittance into teacher candidacy, (3) placement into music student teaching internship. Each of these stages is outlined below:

**Stage 1: Admittance into Music Education Program.** To be admitted into the music education program, students must meet the general Florida International University requirements for admission, audition requirements for their primary instrument or voice of study, and interview requirements with the Music Education Area Coordinator. Please note that admittance into the music education program does not guarantee admittance into stage 2, teacher candidacy.

**Stage 2: Admittance into Teacher Candidacy.** Students are usually qualified to enter teacher candidacy at the end of their sophomore year. In order to be admitted for teacher candidacy, students must show evidence of quality work in music, music education, general education, and UCC courses. Additionally, ***students must pass the General Knowledge Test (GK) (<http://www.fl.nesinc.com/>) by the end of their sophomore year.*** Student professionalism and dispositions will also be considered.

After review, students will be informed that (a) they were accepted into teacher candidacy, (b) they were not accepted and that a different program of study is encouraged, or (c) further remedial work is necessary before acceptance can be granted. ***Only students who have been accepted into for teacher candidacy will be permitted to enroll in upper division courses in music education and general education (MUE, RED, and TSL 3000-level courses and above).*** Please note that acceptance to teacher candidacy does not mean that a student will be automatically accepted for student teaching placement.

**Stage 3: Admittance into Music Student Teaching Internship.** All courses must be successfully completed prior to the student teaching internship. Students must have a C or better in all music, music education and education courses and ***passed all FTCE tests (General Knowledge, Music k-12 Subject Area Exam, Professional Education Exam)*** before they can intern. Please note that music education and education faculty reserve the right to discourage placement in favor of remedial work or another program of study.

Undergraduate students must apply for student teaching internship placement the semester before student teaching. Students may request specific schools, but there is no guarantee this request will be honored. Students may not intern in a school they attended. All students are required to attend the student teaching internship orientation. Information as to time, date and place will be provided.

## State Certification Requirements

The Florida International University Music Education Program is an official Florida teacher certification program. Students will receive a Florida Professional Teaching Certificate upon successful completion of all course work in the music education curriculum and the requirements of the Florida Department of Education (FLDOE) (i.e., field experiences, state exams, student teaching internship).

**State Certification Exams.** Students must register and pass the following exams:

1. General Knowledge Test (GK)
  - Must be taken and passed no later than the end of **sophomore year**
  - Required for admission to teacher candidacy
  - Required for teacher certification
2. Subject Area Exam (SAE) for K-12 Music
  - Must be taken and passed no later than the end of **junior year**
  - Required to receive a student teaching internship placement
  - Required for certification
3. Professional Education Exam (PED)
  - Must be taken and passed the semester before you plan to intern (May 1<sup>st</sup> for Fall Internships and December 1<sup>st</sup> for Spring Internships)
  - Required to receive a student teaching internship placement.
  - Students will not learn their school placements until all **official** passing scores on the FTCE tests are received by the university.
  - Required for certification

FTCE tests are given at Pearson VUE Professional Testing Centers strategically located throughout the state. Tests are given seven days a week with morning, afternoon, and evening availabilities. Information and registration are available online at [www.fl.nesinc.com](http://www.fl.nesinc.com). Special accommodations can be made for students with disabilities. Check the "Registering for Alternative Testing Arrangements" area of the FTCE website.

Please note:

- You must wait 31 days to retake a failed exam.
- There is a fee increase for retaking an exam.
- Information can and does change from time to time.
- It is your responsibility to keep up with changes in testing provision.

If you are interning in the fall, you must pass all FTCE tests by May 1. If you are interning in the spring, you must pass all FTCE tests by December 1. You will not learn your school placement until all **official** passing scores on the FTCE tests are received by the university.

**Field Experiences.** The Florida Department of Education views field experiences as one of the most important components of the Teacher Education Program. In order to provide for the best combination of learning activities in the Music Teacher Education Program, all music education majors will participate in early and continuous field-based experiences beginning with MUE2000 level courses and culminating in the student teaching internship. As a student, you will be given opportunities to work in a wide variety of school settings (i.e., Elementary, Middle, High). Ethical behavior and professional dress is expected for all field experiences. Please note that a failure to complete required field experience hours within a semester will result in a **maximum final grade of a C** in all music education and education courses

**Fingerprinting and Background Checks.** All school districts in the State of Florida require a criminal background check for field placement of students and interns. Your field experience observation and teaching obligations will require an in-depth criminal background check. Background checks for field experience placements routinely include information regarding any criminal offenses other than a minor traffic violation. The results of these mandatory background checks may result in the inability to secure field experience placements and removal from the program. ***Please note that all fingerprinting and criminal background check procedures will be at the student's expense.*** After being fingerprinted at the district office, students should wait one week and then call the FIU Office of Clinical Experiences (305-348-2082) to ensure clearance. Once student is cleared, they should go to the Office of Clinical Experiences (ZEB230) to retrieve his or her clearance card.

**Lower-Division Field Experiences.** During your freshman and sophomore years, you will be involved in observing and/or working with teachers and students in classroom settings. These assignments make the content of education courses relevant as well as help in developing knowledge, skills, and dispositions necessary to facilitate student learning. You will have opportunities to observe teachers in the process of teaching and in some instances you will interact with the students.

**Upper-Division Field Experiences.** During your junior and senior years, you will increase your participation in classrooms and teach individual lessons and complete units. You will have opportunities to put your knowledge of course content such as Elementary and Secondary Music Methods, ESOL, Assessment, etc. to work in real classroom situations.

**Senior Student Teaching Internship.** This is the capstone semester experience where you will work with a cooperating teacher in a public or private school setting. This experience is intense and will be your full-time educational experience during this semester. When you student teach, you will receive a *Student Teaching Handbook* to guide you through this experience.

### ***Minor in Music (24 credit hours)***

Students majoring in any other discipline may minor in music by successfully completing the following curriculum with a grade of "C" or better in each course. Half the credits taken for the Music Minor must be taken at FIU.

#### **Required Courses**

Music Theory chosen from: 6

MUT 1101 Fundamentals of Music MUT 1111 Theory I

MUT 1112 Theory II MUT 2116 Theory III MUT 2117 Theory IV

Music Appreciation 3

Music History Survey chosen from MUH 3211 or MUH 3212 3

[The catalog still includes here all Music History Survey I-IV, MUH 3211-3214, which should be corrected]

Music Electives 12

**Total 24**

Students must take a Music Fundamentals Test in order to determine the appropriate initial theory class; unless they choose to begin with MUT 1001, for which no test or prerequisite is required.

Students must pass an audition at the level of music principal to qualify for the minor in music, whether or not they intend to register for applied lessons or ensembles. It is assumed that students auditioning for will have taken private lessons for several years. Music minors registered for applied lessons must register for at least one ensemble every semester they are registered for applied lessons. Admission to applied lessons and participation in ensembles is at the direction of the Area Coordinator.

### ***Certificate in Music Business (18 credit hours)***

Students majoring in Music (B.M. or B.A, except Music Business) or any other discipline may receive a Certificate in Music Business by successfully filling out an application and seeing the Music Advisor and completing the following curriculum with a grade of "C" or better in each course. At least six (6) of the credits for the Certificate in Music Business must be taken at FIU.

#### **Required Courses**

MUM 3744C Career Development for Artists 3

MUM 4301 Music Business I 3

MUM 4814C Leadership in the Arts 3

MUL 4427 Music Administration History & Analysis 3

MUM 4803 Grant Writing for the Arts 3

and

MUM 3XXX Music Concert Industries 3

or MUM 4302 Music Business II or MUM 3743C Artist Management

**Total 18**

### *Certificate in Music Technology (18 credit hours)*

The Certificate will only be available to students enrolled in a degree program at FIU. Students not enrolled in a degree program will not be allowed to enroll in the Certificate in Music Technology. This certificate is for degree-seeking students only.

#### **Music Technology Courses**

MUC 2301L Introduction to Electronic Music 2  
MUC 3303L Digital Instrument Design 2  
MUC 3304L Audio Digital Signal Processing 2  
MUC 4404L Advanced Topics in Music Technology 2

#### **Ensembles**

MUN 3024 Laptop Ensemble 2

#### **Interdisciplinary Music Courses (6 credits total)**

Two of the following four courses chosen with consultation of advisor

MUS 2501 Recording and Production in Pro Tools 3  
or  
MUC 3333 Sound Reinforcement 3  
or  
MUS 4611 Documentary Film Scoring Fundamentals 3  
or  
MUS 4650 Experimental Music and Arts 3

#### **Additional Music Technology Courses (2 credits total)**

One of the following two courses chosen with consultation of advisor

MUM 4940 Music Internship 2  
or  
MUS 4910 Senior Research 2  
**Total credits 18**

### *Minor in Music Composition (24 credit hours)*

A minor in Music Composition is available for students receiving the BM degree in areas of studies other than composition (e.g. jazz studies, applied, music education). In order to receive credit for a minor in composition students must successfully complete the following:

#### **Required Courses Music Theory**

MUT 4311	Orchestration	3
Composition (beyond Basic Music Composition)		
MUC 2221	Composition I	2
MUC 2222	Composition II	2
Electronic Music		
MUC 2301L	Introduction to Electronic Music	2
Composition Forum		
MUC 4932	Composition Forum	1
Ensemble		
MUN 2490	New Music Ensemble	1

**Interdisciplinary Courses 3 credits from the following:**

- MUS 4650 Experimental Music and Arts (3)
- MUS 4610 Film Scoring Fundamentals (3)
- MUC 4611C Documentary Film Scoring Fundamentals (3)

**Total 14**

*Minor in Sacred Music (12 credit hours)*

A minor in Sacred Music is available for students receiving the BM degree or the BA in Music degree and is designed to allow music majors to further develop the skills and expertise needed to work successfully in the area of sacred music.

**REQUIRED COURSES**

- MUG 4202 Choral Conducting 1
- MUM 4940 Music Internship 3
- Applied Elective 2
- (organ, piano, guitar, or voice lessons with a focus on sacred music) 3
- Chosen from the following:
- MUL 4643 Choral Literature
- MUL 4490 Survey of Organ Literature
- MUH 4680 Special Topics in Music History\*

\*This course is offered on a variety of topics, to fulfill the requirements for the minor, students must enroll in the section titled: Origins of Sacred Polyphony

- Religious studies 3
- Chosen from the following:
- REL 3398 Rhythms of the Sacred REL 3308 Studies in World Religion
- Total credits 12

## *Minor in Music (24 credit hours)*

Students majoring in any other discipline may minor in music by

- Submit a [Minor in Music application](#) form
- Passing an audition on voice or instrument of student's choosing. Even students not planning to take lessons or perform in an ensemble should demonstrate some practical musical ability.
- Successfully completing the following curriculum with a grade of "C" or better in each course. Half the classes taken for the Music Minor must be taken at FIU.

Two courses elected from Fundamentals (MUT 1001) and Music Theory I–IV*	6	<input type="checkbox"/>
Music Appreciation	3	<input type="checkbox"/>
Selected from Music History Survey I–II**	3	<input type="checkbox"/>
Music Electives	12	<input type="checkbox"/>
<b>Total</b>	<b>24</b>	

In order to qualify for lessons, Music Minors must pass an audition. It is assumed that students auditioning for applied lessons will have taken already private lessons for several years. Music minors registered for applied lessons must register for at least one ensemble every semester they are registered for applied lessons. Admission to applied lessons and participation in ensembles is at the discretion of the area coordinator for the student's instrument or voice.

\*Students must successfully complete MUT 1001 Fundamentals of Music or earn a 3 or better in the AP Music Theory test or pass a placement test in order to register for Music Theory I (MUT1111).

\*\*Music Minors must successfully complete Music Appreciation prior to registering for any course in the Music History Survey sequence.

## *Applied Music Information*

### **RECITAL SCHEDULING PROCEDURE**

Familiarize yourself with the [Recital Guidelines](#). You will find the following helpful links:

- Deadlines
- Outline of Procedures
- Venues
- Submit Your Recital Application
- Request an Accompanist
- Choose Repertoire and Submit Your Program
- Recording
- Student [Toolkit](#) – School of Music approved templates for your program and flyers

Scheduling:

- Recitals may conflict with other student recitals but may not conflict with any School of Music concerts listed in the official School of Music [Concert Calendar](#). Inquire if possible recital dates have already been reserved by your Area Coordinator.
- Recitals may not be performed during finals week except with special permission of the Area Coordinator
- Recitals may not be performed during Commencement

Necessary steps:

- Register for a recital course.
- Consult on possible dates with Area Coordinator, applied instructor, and members of recital committee. Be sure to consult any other performers you may need (e.g., accompanists, collaborators in a jazz combo, etc.). All areas require that the student pass a preliminary recital several weeks prior to the recital itself; consult your area coordinator for area-specific policies.
- Once a date is agreed upon, the Area Coordinator books the final recital date with the School of Music Office. Area Coordinator, Applied Instructor, and Director of Graduate Studies (if applicable) will give their consent directly to the SOM office.
- If you require a recording, submit the webform by October 15th for the Fall Semester and December 15th for the Spring Semester. Forms missing any information will NOT be accepted.
- Prepare program according to the requirements of your applied instrument area using the approved template found in the [Toolkit](#). Email a copy of your final edited version to the School of Music office at [music@fiu.edu](mailto:music@fiu.edu) two weeks before recital date.

The usual venue for student recitals is the Recital Hall (WPAC 150). Jazz recitals are often held in the Instrumental Hall (WPAC 157). The concert hall is generally not available for student recitals, except for piano and organ recitals. The Frost Museum is also a possible concert venue, please see next section on concerts at The Frost Museum.

### **STUDENT RECITALS AT THE FROST MUSEUM**

The Frost Museum is available at no charge for student recitals during normal operating hours of the museum. After hours will result in fees (for security, staff, etc.) that the student must cover. Reserve your time well in advance, as it is a busy venue.

Note: the museum currently has about 35 chairs that you can use but no music stands or sound/other equipment. The chairs are stored in the loading dock area. Students are responsible for moving them, setting them up, and returning them after the recital. When scheduling, allow enough time to store the chairs and any other equipment after your recital or additional fees will accrue.

NOTE: Any student recitals, rehearsals, meetings, etc. outside of regular class, rehearsal, or scheduled concert time must have faculty permission. This faculty member will take responsibility for the student having access to the space and locking up afterwards. The space and its contents may not be disturbed and must be returned to an orderly setup upon completion. Students found in any rooms without permission will be in violation of this policy and could be dismissed from the SOM. FIU Security is aware of this policy and regularly check the School of Music in the evenings and on weekends.

## **RECITAL PROGRAMS**

Students will work closely with their major instructor to create a comprehensive program using the approved [School of Music program template](#).

All recital programs (both junior and senior) must include complete information regarding each composition (title, date, name of composer, composer's dates, name of lyricist or librettist if appropriate). For vocal selections, texts should be provided; foreign texts should be presented together with an English translation in facing columns. Students must also provide original program notes, consisting in a few paragraphs of historical and analytical background for each composition performed. The program and notes must be pre-approved by your major professor and Area Coordinator. The final program notes will be evaluated by the recital committee, and a "Communication Skills" evaluation will form the basis for part of your recital grade. All concert programs for recitals must also include the wording "in partial fulfillment of the degree." Please note that improper programs will not be accepted and can delay graduation. The School of Music will print free of charge up to 25 programs per recital and any programs needed beyond that number will be the responsibility of the student. The School of Music Office will provide printing options on campus as a resource for the student.

## Student Recital Resources

**Student Recital Application** – required

**Request for Piano Accompanist** – if you do not already have a pianist

### *FIU Technology Center: Recording Information*

Your student recital is an important part of your academic career in becoming a professional musician. The School of Music would like to assist you in your recital recording needs. The following are the procedures for the recording of student recitals and audition/competition recordings.

The recording of a recital includes the following services: setting up the recording equipment, recording the recital or competition/audition recording, editing the recording, and delivering a CD-quality lossless audio files recording via WeTransfer. If a student would like a CD of the recording, he or she will be required to provide the engineer with the CD. Please note you will receive your recording no later than two to three weeks after your recital date.

The Music Technology Center will provide the following equipment: two microphones, two microphone stands, proper cabling, and a portable recorder. There will be no mixers or effects units assigned to the recording.

1. Undergraduate students presenting Performance and Composition recitals, audition or competition recordings in the FIU School of Music may be recorded for archival and audition purposes. A \$75 fee will be charged for seniors, and a \$50 fee will be charged for juniors. This fee will be used to cover the labor for the recording and editing process and is to be paid directly to the recording engineer. Contact Music Technology Coordinator, Dr. Jacob Sudol [jsudol@fiu.edu](mailto:jsudol@fiu.edu) to make arrangements.
2. Upper-level Music Technology students will be designated as the Student Engineers for Undergraduate Recordings. Students are required to make arrangements with the engineer directly through Dr. Sudol, Coordinator of Music Technology. These students are the only authorized engineers for these projects.
3. Recitals must be cleared and on the concert calendar no later than 5 weeks into the semester in which the recital is scheduled. All paperwork must be complete in accordance with the available student engineer.  
Note: If you cancel, reschedule, or fail your recital and do not notify Dr. Sudol, you are subject to additional fees.
4. If the recording is for an audition or competition, and not necessarily a recital, it is advisable that the student register their intent no fewer than 2 weeks prior to the scheduled date with both the Special Events Manager, Nathalie Brenner, and the available engineer. Dr. Sudol, must receive a request from the student's advisor to use SOM facilities and equipment to make a non-recital recording.
5. Students will be required to pay Student Engineers \$75 for Senior recitals and \$50 for Junior recitals. Audition/competition recordings will cost \$50 per hour. The following

services will be covered: setting up the recording equipment, recording the recital or competition/audition recording, editing the recording, and delivering a CD-quality lossless audio files recordings via WeTransfer. If a student would like a CD of the recording, he or she will be required to provide the engineer with the CD.

6. The Music Technology Center will provide the following equipment: two microphones, two microphone stands, proper cabling, and a portable recorder. There will be no mixers or effects units signed to the recording of the recitals.

NOTE: Although the Music Technology Center has professional equipment, it is not a professional recording facility. Student recording projects are provided as a privilege available only to School of Music Students. Under no circumstances are recordings to be made for personal monetary gain. Failure to abide by these rules will result in revocation of recording privileges. There are no exceptions to these rules.



## ***CAPSTONE PROPOSAL FOR SENIOR RESEARCH PROJECT***

Name \_\_\_\_\_ PID \_\_\_\_\_

Advisor \_\_\_\_\_

Committee Member \_\_\_\_\_  
PRINT NAME SIGNATURE DATE

Committee Member \_\_\_\_\_  
PRINT NAME SIGNATURE DATE

Your capstone project is subject to approval by the Area Coordinator/Advisor in consultation with committee members.

Provide a comprehensive proposal that addresses the following:

1. What is the working title of the project?
2. Abstract: Provide a narrative, at least 250 words in length, describing the proposed capstone project and the argument for further study.
3. Separate from the abstract, address the following:
  - Introduction:
    - What is the intent of your capstone research and why was the topic chosen?
    - Why is this topic important in the field of vocal music/studies?
    - Why is this topic worthy of further study?
  - Coursework:
    - How and what university courses have prepared you for in-depth research on this topic?
    - Describe in detail how what you have learned will enhance your research.
  - Methodology:
    - How will you obtain material for your research?
    - How will the project be presented?
  - Works cited:
    - Provide a bibliography of at least 10 references. These works cited will appear in your final project and address the detailed scope of your research.

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Upon approval:

- Provide an outline of the project
- Provide a timeline of completion

## *STUDENT FACT SHEET*

### Student Information:

Last Name:	First Name:	Panther ID:
Address:		Zip:
Main Phone:	Email:	
Ethnicity:	M / F	Race:

### Program Information:

University Acceptance Date:	Freshman	Junior	Graduate
	Sophomore	Senior	Transfer
Audition Date:	Instrument:		Intended Major:
Program Advisor:		Program Code:	Degree:
Semester Starting:	Anticipated Graduation:	Leave of Absence:	

### For Office Use:

<b>CLAST:</b> <input type="checkbox"/> Pass <input type="checkbox"/> Fail	<b>Graduation Application:</b>  Rcvd:	<b>Upper Division Acceptance:</b>
<b>Placement Tests:</b>  <b>Music History:</b> Theory: Piano: (test)		
<b>Senior Recital/Project:</b> Completed:		
<b>Exit Interview:</b> Completed:		

## *Music Student Organizations*

### **NAfME Collegiate**

NAfME Collegiate, Florida Collegiate Music Educators National Conference, is an organization geared towards the music education bound student. However, all music students are welcome to join because there are also benefits for non-music educators. Its function is to keep music students abreast of the latest techniques of music education by way of journals and field trips. Among these benefits will be concerts by various artists, workshops, speakers, and representation of our music school at various music conventions around the country.

1. In order to accomplish these events we would like to invite you to join FCMENC. It is you, the students, who make up this organization. Dues are required for which you receive:
2. A membership card which, entitles you to register at the state, division, and national convention at a special student fee.
3. A subscription to the Music Educators Journal.

A subscription to state music education publication: The Florida Music Director. We look forward to seeing you!

***Dr. Candice Davenport***  
***Faculty Advisor***

### **THE AMERICAN CHORAL DIRECTORS ASSOCIATION**

Founded in 1959, the American Choral Directors Association (ACDA) is a nonprofit music-education organization whose central purpose is to promote excellence in choral music through performance, composition, publication, research, and teaching. In addition, ACDA strives through arts advocacy to elevate choral music's position in American society.

The FIU chapter of the American Choral Directors Association, offers students the opportunity to join the finest professional choral organization in America, and offers lifetime learning, professional stimulation, and continual growth in the choral field.

The local chapter will bring guest conductor/speakers and choirs to campus and may sponsor other workshops and festivals. There are no local student membership dues, but you may wish to pay the National dues of \$20.00 per academic year. This entitles you to: A subscription to The Choral Journal, ACDA's official periodical, a membership card that entitles you to attend state, divisional and national conventions.

You can receive more detailed information about ACDA at the national website at <http://acdaonline.org>.

### **EARS (Electro-Acoustic Research Society)**

EARS is a student organization that represents Music Technology in the School of Music. We are involved with research in new media, including surround sound and multimedia production. Common activities are electro-acoustic concerts, guest lectures from professionals in the field, outreach activities with the greater Miami community, and jam sessions. For more information visit the Music Technology website at <http://www.fiu.edu/~midi> or send an email to [jsudol@fiu.edu](mailto:jsudol@fiu.edu).

***Jacob David Sudol***  
***Faculty Advisor***

### **THE SOCIETY OF COMPOSERS, INC.**

The Society Composers, Inc. (SCI) FIU student chapter is an organization that focuses on contemporary music creation and performance. The student group sponsors a recital of new student composer works each semester, as well as many other activities in and around the FIU campus.

There are no local dues to join this student organization; however, you may choose to join the National Society of Composers, Inc. organization for only \$12/yr. Membership in the national organization entitles you to a quarterly newsletter, performance opportunities at regional and national conferences and festivals, and other related benefits.

The FIU SCI Student Chapter maintains its own website at <http://www.fiu.edu/~sci>. Please visit the site for more details regarding the group and its activities.

***Dr. Orlando Jacinto Garcia***  
***Faculty Advisor***

### **KAPPA KAPPA PSI, NATIONAL BAND FRATERNITY**

The Kappa Kappa Psi was colonized at FIU to support and further all aspects of the band program. The organization is open to all students who are members in good standing with the Golden Panther Marching Band. Those students who are interested in becoming a member of Kappa Kappa Psi must attend one of the fraternity membership functions to make your wishes known to the brothers and sisters. Membership is then selected in the late spring of each year with the prospective membership period lasting from mid-April until late October. Costs are the yearly national dues of \$60.00 per academic year plus whatever chapter dues are levied each year.

Future plans for the chapter include the funding and sponsorship of band scholarships; the creation and operation of the FIU Golden Panther Band Invitational Marching Band Festival; staffing the new Sunshine Music Camp; and providing ushers for important Wind and Percussion concerts.

***Barry Bernhardt***  
***Faculty Advisor***

## **THE NATIONAL ASSOCIATION OF TEACHERS OF SINGING**

The National Association of Teachers of Singing is the largest association of teachers of singing in the world. It has over 5,000 members, all of whom have pledged to uphold a professional Code of Ethics. NATS encourages the highest standards of singing through excellence in teaching and the promotion of vocal education and research. Its goals include the professional advancement of the talented performer and the enrichment of the general public. If you are a singer, music educator, interested in vocal instruction, or work in a voice-related field, we invite you to apply for membership in the FIU student chapter of NATS.

You can receive more information about NATS at the national website at <http://www.nats.org/>.

***Robert B. Dundas***  
***Faculty Advisor***

Undergraduate Handbook updated by the School of Music Curriculum Committee in August 2021  
Vindhya Khare (chair), Sandra Adorno, José R. López, Barry Bernhar