



Division of Music

**Music Education
Handbook
2024-2025**

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PREFACE

The contents of this handbook and the policies and programs described may change at any time based on state laws and School of Education regulations. While the Music Education program falls under the accreditation of the National Association of Schools of Music (NASM), it also falls under the accreditation of the School of Education. This handbook will be updated as each year and as needed during the year of laws or regulations change.

Students who are part of the Music Education Program must be admitted to the OBU's Education Preparation Program (EPP). This normally takes place in the spring of the sophomore year. In addition, once all other requirements are completed, students must apply to student teaching and be accepted and complete student teaching to be graduated with a Bachelor of Music Education (BME). Being graduated with a BME does not guarantee teacher certification as additional tests are required by the State of Oklahoma.

The University's student conduct code and academic policies, as outlined in the OBU's [Student Handbook](#), are fully applicable to all candidates engaged in the Education Preparation Program, whether the candidate is on or off campus. A candidate must remain in good standing within the University to remain eligible to pursue and complete an education degree.

Students who are part of the BME program should familiarize themselves with the [Teacher Education Handbook](#) each year and be familiar with the processes included in that handbook.

Division of Music

Music Education students are required to follow all the guidelines in the Division of Music Handbook as well as the handbooks for their particular area such as piano, voice, instrumental, etc. The handbook can be found at this link:

<https://www.okbu.edu/arts/music/music-student-handbooks.html>

Teacher Education Program

All music education students are subject to the conditions of the Teacher Education Program and the guidelines outlined in the School of Education Teacher Education Handbook found at

<https://www.okbu.edu/education/documents/school-of-education-handbook.pdf>

All music education students are responsible for following the guidelines in the Music Education Handbooks AND the Teacher Education Handbook.

Timeline

- ⊗ Freshmen year
 - ⓐ Fall – Introduction to Music Education
- ⊗ Sophomore year
 - ⓐ Fall – begin taking education classes
 - ⓑ Fall – being taking instrumental pedagogy classes
 - ⓒ Spring – Apply to Teacher Education Program, take OGET if ACT below 22 OR no scored writing component; OR SAT below 1120 OR writing less than a 5 OR reading less than a 5 OR analysis less than a 4.
- ⊗ Junior year
 - ⓐ Fall – Elementary/General Music Methods
 - ⓑ Fall – Vocal majors take Vocal Pedagogy I
 - ⓒ Spring – Secondary Vocal or Instrumental Methods
- ⊗ Senior Year
 - ⓐ Fall – Instrumental majors take Marching Band Techniques
 - ⓑ Fall – Apply for student teaching
 - ⓒ Spring – Student teach
 - ⓓ Spring – Take OSAT and PPAT

Criteria for Teacher Education

- ⊗ Maintain an overall GPA of 2.75 or higher.
- ⊗ Maintain a GPA of 3.0 or higher in music courses.
- ⊗ All music courses must be passed with a grade of “C” or higher. Courses completed with a grade lower than a “C” must be repeated and a grade of “C” or higher must be earned.
- ⊗ Completion of the English Composition courses (ENGL 1153/1163) with grades of at least a “C”. Should a candidate earn a grade lower than a “C”

in any of these courses, the course must be repeated and earn a grade of at least “C.

- ⊗ It should be noted that all candidates accepted into the OBU EPP are required to maintain a 2.75 GPA or better. If following admission, the GPA drops below 2.75, the candidate will be placed on probation to continue in Teacher Education courses for one (1) semester. If, however, at the end of the following semester, the candidate has not achieved a 2.75 GPA, he/she will be dropped from the Educator Preparation Program.

EPP Application Process

- ⊗ All candidates must apply to the EPP. Instructions for applying to the Educator Preparation Program are available online: <https://www.okbu.edu/education/application.html>.
- ⊗ The completed application must be submitted to the Teacher Education office by 5:00 p.m. on September 15th for the fall semester and February 15th for the spring semester.
- ⊗ The applicant is to apply after 25 - 30 hours and the recommendation of the academic advisor.
- ⊗ The application should be carefully read, and all instructions followed. Details of required documentation to be submitted with the application are listed on the application and include a video describing experiences that will contribute to your effectiveness as a teacher, proof of passing completed coursework, and GPA or testing requirements.
- ⊗ After submission to the Teacher Education office, the application and accompanying paperwork become a part of the Teacher Education candidate's record on file.
- ⊗ Three (3) faculty evaluation forms are included in the Teacher Education application packet and are required for each applicant. One must be filled out by the applicant's advisor, and the other two by the faculty listed on the application as references. Before an applicant places an Oklahoma Baptist University faculty member's name on the application as a reference, the applicant must meet personally with the faculty member to obtain permission. These evaluation forms will be submitted to the Teacher Education Office by the faculty members. These evaluations will be part of the consideration, and negative evaluations can result in non-admittance to the program.

- ⊗ At the time the application is submitted to the Teacher Education office, the applicant should register for a personal “interview” which will be conducted by a panel of Oklahoma Baptist University faculty or administration who represent the Teacher Education Committee. The panel will submit a written assessment of the applicant’s traits observed during the “interview” that speaks to the candidate’s potential for working with youth, parents, and other constituents with which teachers might interact. This will also become a part of the applicant’s file and will be reviewed by the Teacher Education Committee during the admission process.
- ⊗ Following the submission of a completed application (with all accompanying documentation), the applicant’s record is referred to the Teacher Education Committee for official action. The candidate will be notified of the final decision of the Teacher Education Committee by the Teacher Education office. Transfer and Non-Traditional Candidate Process

Background Check

- ⊗ Background Check TE candidates will be responsible for supplying a current copy of a passing background check prior to entry into any/all field experiences. Information concerning the background check is available in the [Teacher Education Handbook](#).
- ⊗ This is an additional charge and will be required for the following courses in the Division of Music:
 - ⊗ Introduction to Music Education
 - ⊗ Elementary/General Music Methods
 - ⊗ Secondary Choral Methods/Secondary Instrumental Methods
 - ⊗ Marching Band Pedagogy
 - ⊗ Student Teaching
- ⊗ Background check must be updated yearly.

Certification Exams

Certification Exams Specific Certification Examinations for Oklahoma Educators (CEOE) must be passed to obtain an Oklahoma State Teaching Certificate. The required tests include:

- ⊗ Oklahoma Subject Area Test (OSAT)
- ⊗ Praxis Performance Assessment for Teachers (PPAT).

Student Organization

- ⊗ National Association for Music Educators
 - Ⓜ Required for all Music Education students every semester they are enrolled
 - Ⓜ Fee includes dues and T-shirt each year
 - Ⓜ Opportunity to attend Oklahoma Music Educators each year
 - Ⓜ Opportunity to Attend Texas Music Educators each year
 - Ⓜ Opportunities to participate in college honor bands in OkMEA
 - Ⓜ Provides service to OBU each semester

Field Experiences

Field experiences are vital to pre-service preparation. Music Education students will participate in field experiences in both regular education classes and music education classes. Music Education students will have a minimum 75 hours of field experiences before student teaching.

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| ⊗ Introduction to Music Education | 15 hours |
| ⊗ Introduction to Children with Exceptionalities | 20 hours |
| ⊗ Elementary/General Music Methods | 20 hours |
| ⊗ Secondary Vocal or instrumental Methods | 20 hours |
| ⊗ Marching Band Techniques | 5 hours |

Dispositions

Dispositions are qualities of mind and character that are expected of all education majors. All students will do a self-assessment as well as a faculty assessment of dispositions in Introduction to Music Education. All students will have a Disposition Assessment done by their advisor as part of the application process to student teach. The assessment and assessment rubric are in the Teacher Education Handbook.

Students receiving a Poor or Developing score on any disposition, will have an intervention plan put in place. This ensures the student had the opportunity to be successful in completing not only the course work but will be successful in the classroom.

The following are the dispositions:

- ⊗ Demonstrates effective oral communication skills
- ⊗ Demonstrates effective written communication skills
- ⊗ Demonstrates Professionalism

- ⊗ Demonstrates a positive and enthusiastic attitude
- ⊗ Demonstrates preparedness in teaching and learning
- ⊗ Exhibits an appreciation of and value for cultural and academic diversity
- ⊗ Demonstrates self-regulated learner behaviors/take initiative
- ⊗ Exhibits the social and emotional intelligence to promote personal and educational goals/stability

Dress Code

There is not formal dress code for teacher education but keep the following in mind:

- ⊗ Modesty is the best policy
- ⊗ Some school districts require tattoos to be non-visible at all times
- ⊗ Some school districts have rules about where piercings can be
- ⊗ While jeans are worn often by public school teachers, it is best not to wear jeans when observing, doing practicum hours or student teaching.
- ⊗ Be professional in all you wear