

# **Emporia State University**



**Department of Music  
Graduate Handbook**

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## **Introduction**

Graduate education in music at Emporia State University is based upon a tradition that nurtures scholarship, promotes performance, and encourages creativity. Graduate programs in music seek to address the professional and practical need of post-baccalaureate students and prepare them for active careers and post-graduate study in music. Music Education Emphasis and Music Performance Emphasis are available.

## **Admission to Graduate Studies - Emporia State University**

### **1. Admission Dates**

Students may begin programs of study in the fall or spring semester or the summer session. It is advisable to apply as early as possible. See the academic calendar for beginning dates. Students within the U.S. should apply at least one month before the beginning of the term. Students outside the U.S. should apply two months in advance.

### **2. Admission to Graduate Studies**

Application forms may be obtained in the Office of Graduate Studies and Research, Room 313, Plumb Hall or by writing or calling the Office of Graduate Studies and Research (address, FAX number, telephone number, and e-mail address listed below). Applications may also be submitted on-line or downloaded by accessing the Forms link on the Office of Graduate Studies and Research web page.

Office of Graduate Studies and Research  
Emporia State University - Box 4003  
1200 Commercial St.  
Emporia, KS 66801  
FAX number: 316-341-5909  
telephone: 620-341-5403 or 1-800-950-GRAD  
e-mail: gradinfo@emporia.edu  
<http://www.emporia.edu/grad/>

Applications for admission to graduate study should be submitted to the Office of Graduate Studies and Research no later than two weeks before the first day of an enrollment period.

### **3. Non-Degree Student Status**

Students with at least a baccalaureate degree from an accredited institution who desire to enroll in graduate classes to earn credit for the purpose of certification or to engage in additional studies are classified as non-degree students.

### **4. Master's Degree Student Status**

The following are admission requirements for degree seeking students:

- An accredited college or university.
- Adequate preparation in the proposed area of specialization (to be determined by the division of specialization).
- A grade point average of not less than 2.5 in the last 60 semester hours of undergraduate study or an overall grade point average of no less than 3.0 for a completed master's degree.

- Some academic division requirements may be higher.
- Satisfactory completion of the entrance examinations required by the major division.
- Specific information about these examinations may be obtained from the division in which one wishes to study or from the Office of Graduate Studies and Research.

## 5. International Graduate Student Admission

All non-U.S. residents attending Emporia State University are classified as international students. The procedures and requirements for applying for admission for international graduate students who seek acceptance to Emporia State University are as follows:

### INTERNATIONAL STUDENT APPLICATION

International student applicants must complete the International Student Application and return it, along with all other requested documents to:

Office of International Education - Box 4041  
 1200 Commercial St.  
 Emporia State University, Box 4041  
 Emporia, KS 66801-5087  
 U.S.A.  
 Telephone: 316-341-5374  
 Fax: 316-341-5918

### OFFICIAL STATEMENT OF FINANCE

An Official Statement of Finance is required to assure that students have the necessary financial support for each academic year they will be attending Emporia State University. The financial statement must be supported by signed statements from parents, guardians, a financial sponsor and/or bank. The name of the agency or firm providing any scholarship or loan should be listed on the statement. The scholarship agency must send an official letter that verifies the amount of the scholarship award and authorizes Emporia State University to bill the scholarship agency for full tuition and fees.

### Transcripts and Related Documents

Transcripts and degree certificates from all colleges or universities attended must be sent. These must either be originals or certified by a notary public to be true copies of the originals. Each transcript must have the official school seal affixed and bear the signature of the proper school official. In order to begin a graduate degree program, a bachelor's degree must have been completed at an accredited or recognized institution.

### English Language Proficiency Requirements

Emporia State University, like most universities in the United States, requires that all non-native speakers of English demonstrate an acceptable level of proficiency in English before they can be considered for admission. Such a determination is based on the score obtained by the student on the Test of English as a Foreign Language (TOEFL). The TOEFL Bulletin of Information for Applicants, available free of charge, provides the necessary information and registration forms for the test. It may be secured through

American embassies or consulates, United States Information Services, US Educational Commissions, and many other centers and private organizations such as the Institute of International Education. Candidates may also obtain a TOEFL bulletin by writing directly to TOEFL, Educational Testing Service, P.O. Box 899, Princeton, NJ 08540, USA. Applicants should have their scores forwarded to the International Student Office at Emporia State University in order to be fully considered for admission.

The following are the various acceptable means of verifying English proficiency for purposes of being admitted to ESU. These guidelines are subject to change by official action of the appropriate governance bodies:

- Verification that the applicant's native language is English, as shown to a high degree of probability by citizenship in an English-speaking country such as Great Britain, Australia, New Zealand, Jamaica, or English-speaking provinces in Canada;
- Graduation with a baccalaureate degree, or higher, from an accredited U.S. institution of higher education, or from such an institution in one of the countries listed above whose medium of instruction is English;
- Receipt of institutional copy, not student's copy, of applicant's TOEFL scores achieved no more than two years prior to the semester of admission. A minimum TOEFL score of 450 is needed to be admitted to the Intensive English Program (see section on IEP, pp. 32-34) and a minimum score of 550 is needed to be exempted from testing by the Intensive English Program and for admission to a graduate degree program. A graduate student must have a minimum TOEFL score of 500 or its equivalent before enrolling in any academic courses for graduate credit.

Graduate students with TOEFL scores between 550 and 575 must take the graduate level IEP course FL 075, Communication Skills for International Students. Students enrolling in this course may be subject to placement in Intensive English Program (IEP) Intermediate or Advanced Writing. If the diagnostic test they take in FL 075 shows they need instruction at the developmental level, they will be placed in the appropriate IEP writing course and must then meet the IEP requirements for advancement and/or exemption.

#### LETTERS OF RECOMMENDATION

Three letters of recommendation from former instructors, administrators, or employers are required. These letters must be on official company or school letterhead and/or carry the seal of the school or business. Letters from friends and relatives and letters not written on official stationery will not be accepted.

#### FOREIGN STUDENT ADVISOR RECOMMENDATION FORM

Students who have attended or are attending a college or university in the United States must complete this form before acceptance can be granted. A form for this purpose will be sent only to students who are currently attending or have previously attended a U.S. college or university.

#### AUTOBIOGRAPHY

Each applicant is required to write a short (one or two page) autobiography. This statement should describe the student's background, expectations from studying at ESU, and future plans after completing a degree at Emporia State University.

#### APPLICATION PROCESSING FEE

Emporia State University requires a non-refundable application processing fee of \$75.00 (U.S.) that applies to all international students seeking admission to a graduate program. Send a check or money order made payable to: Emporia State University International Student Education in the amount of \$75.00. No application will be considered complete until this fee is paid.

#### 6. Intensive English Program

IEP provides courses for international students who have been accepted for admission to Emporia State University but who need additional preparation in English before beginning a regular program of study. IEP offers non-credit intermediate and advanced level developmental courses in reading, speaking/understanding, structure, and writing, each meeting five hours per week, and a graduate level communication skills course, meeting three hours per week and focusing on research skills, research writing, and oral presentations.

International graduate students with TOEFL scores below 550 are subject to placement in the developmental IEP courses. The student's scores on an English placement test and a writing test taken the week before classes begin determine placement. An individual may be a part-time or a full-time IEP student, and placement can be at the intermediate level, the advanced level, or a combination. Limited academic coursework is available to part-time IEP students. Diagnostic tests during the first week of classes verify initial placement, with advancement or exemption possible.

Developmental IEP courses are skills based and sequential, allowing for movement from intermediate to advanced and from advanced to exempt in a skill area as individual courses are satisfactorily completed. Also, graduate students who achieve TOEFL scores of at least 550 while enrolled in the IEP are not required to enroll in IEP reading, speaking/understanding, or structure courses in subsequent semesters. However, this exit-by-TOEFL option does not apply to the general IEP writing courses, FL 003 and FL 009; and no exit-by-TOEFL-score option applies to FL 075 Communication Skills for International Students once a student has been placed in the course.

The graduate level IEP course, Communication Skills for International Students, is required for all international graduate students with TOEFL scores below 575. Students initially placed into IEP developmental courses take the communication skills course as soon as they have satisfactorily completed any developmental writing requirement(s). Students entering ESU with TOEFL scores between 550 and 575 must enroll in the communication skills course their first semester. These students are subject to placement in IEP Intermediate or Advanced Writing if the diagnostic test taken during the first class meeting shows a need for instruction at the developmental level. Students placed in one of these courses must then complete the general IEP writing course requirements before again enrolling in FL 075. As stated, the exit-by-TOEFL option does not apply to the general IEP writing courses. However, any student who has achieved a TOEFL score of 575 or higher by the time he or she has completed the general IEP writing course requirements will not be required to take FL 075.

Students who have 500-549 TOEFL scores and are enrolled in only one Intensive English class may, with permission of the graduate dean, enroll in no more than four 800 level courses. Students who satisfactorily complete Intensive English Program requirements and have not achieved a score of 550 on the TOEFL will be changed to degree-seeking graduate students (5); a department file

folder will be prepared and forwarded to the department for review and determination of eligibility. Upon review, these students will be notified of their admission status and, if found eligible, will be advised by faculty from their prospective divisions. If found to be ineligible, the students will be contacted by the Office of Graduate Studies.

### **Graduate School Academic Information**

#### **1. Grades**

Candidates for master students must earn a grade point average of B (3.0) in all courses used for the degree. A grade of A, B, or P (no C, D or F grades) may be used in 500 and 600 level courses. P grades will not be calculated in the GPA. All C credits must be balanced with an equal number of A credits; in such balancing an A earned in 500-600 level courses may be used to balance a C grade earned in a 700-999 level course. Courses in which grades of C, D or F are earned may be retaken. Only those courses in which a grade of B or higher has been earned may be transferred from another institution. Courses in which P grades have been earned may be transferred from another accredited college or university, but the total of transfer P grades and P grades earned at ESU to meet degree requirements cannot exceed two-fifths of the total credit hours for the degree. Although transfer credit may be accepted and used on the degree plan, no grades earned on transfer credit may be used in determining grade point averages.

#### **2. In-Progress Grades**

In progress, IP, grade extensions are used in graduate classes identified by the College/School as requiring graduate work that extends beyond one semester. IP grades are automatically extended each semester, but a final course grade must be submitted for the course(s) by the end of the semester the student graduates. With the exception of the IP grade extension, the I policy for undergraduates also applies to graduate students.

#### **3. Incomplete Grade Policy**

The grade "I" (incomplete) is given only for personal emergencies which are verifiable and when the student has done passing work in the course. The student has the responsibility to take the initiative in completing the work and the student is expected to make up the incomplete as soon as possible during the following semester.

Except for graduate research, thesis, or the equivalent, all incomplete work must be finished the end of the following full semester (summer sessions are not considered a full semester for purposes of this deadline). During the initial extension period, a student may submit a written petition for an extension of one additional semester during which an incomplete grade may be removed. In the most exceptional cases, the faculty member, with the written approval of the division chair, may grant the request for an extension. An extension beyond two semesters will require the approval of the dean of the school or college in which the course was offered. The granting of an extension will not be routine. Individual instructors may establish earlier deadlines for completion of the work. Students who do not complete the unfinished work by the established deadline will have the grade of "F" entered on the transcript and will be required to re-enroll to earn credit in the course.

#### **4. Definition of Semester Hours**

All credits on official transcripts are certified in terms of the semester hour. A semester hour con-

sists of a minimum of 750-800 minutes of classroom contact on lecture courses or equivalent in independent study during the semester.

#### 5. Transfer Credit

Graduate credit earned in approved/accredited institutions of recognized standing may be transferred for credit toward the Master's degree subject to the following conditions:

- No more than nine (9) semester hours of credit may be transferred.
- A grade of B or higher must have been earned in all such transfer credit.
- Official transcripts of all transfer work must be on file in the Office of Graduate Studies and Research prior to submitting degree plans.
- Transfer courses must be approved by the major division and the Dean of Graduate Studies and Research.

#### 6. Seniors Earning Graduate Credit

College seniors at Emporia State University, or other four-year institutions, may earn graduate credit during the term in which the undergraduate degree is received and the term immediately preceding the final term by accomplishing the following:

- Completing a formal application for graduate study and submitting an official transcript.
- Obtaining approval of the advisor, course instructor, and Dean of Graduate Studies and Research prior to the end of the drop-add period. The Senior Request for Graduate Credit card may be obtained in the Office of Graduate Studies and Research.
- Not needing or using the courses to meet undergraduate degree requirements.
- Providing assurance that the total enrollment will not exceed 17 hours per semester or 10 hours per summer term and that no more than 12 semester hours of graduate credit is to be accumulated in this way.
- Only those courses numbered 500-799 will be considered for graduate credit before the undergraduate degree has been awarded.

#### 7. Thesis

A thesis is required for certain degrees and is an option in others. Three copies of the thesis (including the original) must be submitted to the Graduate Office. A candidate may obtain a thesis guide booklet in the Office of Graduate Studies and Research, Plumb Hall, 313. An on-line copy of the thesis guide is available by accessing the Graduate Publications link on the Graduate Studies homepage. Dates by which theses must be received in the Graduate Office are listed in the thesis guide booklet. Exceptions to the rules governing the typing of theses may be permitted, but only with the written consent of the Dean of Graduate Studies and the chair of the candidate's committee.

A candidate may not apply more than six hours of thesis credit toward a master's degree. A copy of the thesis must be submitted to the major division no later than three weeks prior to the day on which the degree is to be conferred. The three required copies of the thesis in final form, ready for the bindery, are due in the Office of Graduate Studies and Research one week before graduation. The thesis binding fee must be paid at this time.

### 8. Thesis Credit Hours

There are no limitations on the number of thesis and investigative credit hours for which a student may enroll. However, only six hours and five hours of thesis credit may apply toward master's and specialist degrees respectively, and no more than 12 hours of combined thesis and investigation credit may apply toward a single graduate degree.

### 9. Graduate Degree and Enrollment

Graduate students using the resources of the university (e.g., instructors, libraries, laboratories, computers) are expected to be enrolled in courses for credit and must be enrolled in at least one semester credit hour during the term in which the degree is granted or the requirements are met.

### 10. Semester Course Loads

A graduate student enrolled in seven or more semester hours in a given semester during the academic year or in four or more semester hours during a five-week summer term is classified as a full-time student.

The maximum load for a graduate student is 16 hours per semester. During a summer term, a maximum load is one semester hour per week of enrollment. Students with summer graduate assistantships must be enrolled in a minimum of 3 hours for the summer session to retain their assistantship. Overloads may be approved under exceptional circumstances. Overload forms are not required for graduate students during the summer session. A division under the supervision of its respective school may establish additional restrictions upon credit hours earned during an enrollment period.

Courses enrolled in for audit credit do not count in computing minimum course load requirements for graduate assistants. Any exception to these regulations must be requested by the chair of the major division and approved prior to enrollment by the Dean of Graduate Studies and Research.

### 11. Time Limit

Requirements for graduate degrees must be completed within seven (7) years from the date of the first enrollment. In the case of compelling circumstances, the Division offering the degree may consider a petition for a one-year extension of all requirements. The Graduate Council may consider a petition, with Divisional approval, to validate course work in the ninth or tenth year, dating from the first enrollment. Validation may be accomplished by examination or additional approved work. No transfer work can be validated. No work over ten years old can be used to satisfy the requirements for graduate degrees.

### 12. Requirements for a Second Masters Degree

Should a student wish to secure a second master's degree at ESU, a division or school may approve a degree plan that includes a maximum of ten semester hours of credit from the first degree. Any exception to this ten hour limit must be requested by the chair of the major division and approved by the Graduate Dean. The second degree program must fulfill all of the requirements for that particular master's degree.

13. Academic Dishonesty Policy The Faculty Senate at Emporia State University passed the following policy concerning Academic Dishonesty.

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources). The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question. The division chair should be advised of any action taken by the faculty member regarding academic dishonesty.

The faculty member may consent to refer the case to other academic personnel for further action. Divisions, schools, and colleges may have provisions for more severe penalties than are set forth above. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the University.

The student has the right to appeal the charge of academic dishonesty in accordance with the university's Academic Appeals policy and procedure as set forth in section 9A-04 of the Faculty Handbook.

#### 14. Grievance Policy

To provide an established procedure dealing with the problems involving graduate students that cannot be resolved at the school or college level, a grievance policy has been adopted. If the graduate dean is unable to resolve a student's grievance, the policy outlines procedures by which an ad-hoc grievance committee will be formed. Committee composition, the scope of problems appropriate for committee consideration, and other information relative to time periods and procedure are covered in the policy below.

##### PURPOSE

This policy is offered to provide an established procedure for dealing with problems involving graduate students that remain unresolved after procedures have been exhausted at the School/College level.

##### SCOPE

Problems to be dealt with under this procedure might include, but are not limited to, dismissal recommendations, failure to follow established procedures, time limitation of degree plans, candidacy, etc., competency examination evaluation, or written or published commitments to students not maintained.

This procedure is not to be used for arbitration of examination scores, course grades, or courses in graduate curricula. Grade problems are to be resolved strictly between the instructor and the student, or through their respective divisional grievance committees. Documentation relating to potential tabulation inaccuracies and/or unfairness in the ranking of a specific student could be grounds for submitting grade related grievances.

##### PROCEDURE

In the event that a graduate student is unable to resolve a problem at the School/College level a grievance with supporting documentation may be submitted to the Graduate Dean. If the problem cannot be readily resolved after consultation with the Graduate Dean, the Graduate Dean in consul-

tation with the Graduate Council will appoint an ad-hoc grievance committee. Upon receipt of the grievance and supporting documentation the committee has a charge to resolve the problem within thirty (30) days. This committee is a fact-finding body and will hold a grievance hearing. All parties directly involved with the matter will be requested to appear at a designated time to respond to the committee's inquiries. After the hearing, the Graduate Dean may request additional information from any party at the recommendation of the grievance committee. Additional hearings may be held if deemed necessary by the committee. The committee will provide any recommendations to the Graduate Dean who will in turn issue an opinion as to how the grievance shall be resolved.

#### COMMITTEE COMPOSITION

The ad-hoc grievance committee shall consist of six (6) members, two graduate students and four graduate faculty members. One of the four faculty members must be from the division where the grievance originates, but must not be a party to the grievance. The divisional faculty member's purpose will be to provide insight relating to the point of concern from a divisional perspective, but will not be a voting member of the committee.

### **Graduate Studies in Music**

#### 1. Admission to Graduate Studies in Music

In addition to the general admission requirements listed by the Graduate School, the Department of Music requires all new prospective graduate students to submit a Department of Music New Graduate Student Information Form and a vitae. Prior to admission to the Department of Music, students wishing to pursue the M.M. Performance Emphasis will submit a repertoire list and present a live audition of approximately 20 minutes in length. If a live audition creates an undue hardship, a CD or tape may be submitted, but a live audition will be required at the beginning of the first semester of study. Students wishing to pursue the M.M. Music Education Emphasis will submit a quality videotape of their classroom teaching, student teaching, or conducting and submit a formal statement of their music education philosophy.

#### 2. Entrance Exams

All applicants for graduate study in music shall demonstrate at least a baccalaureate-level competence in those areas common to all undergraduate music study. Competence in those areas shall be determined by first semester graduate students completing the entrance examinations listed below.

#### MUSIC HISTORY

Students not passing the required entrance examination in Music History will be required to enroll in MU 628 and/or MU 629, dependent upon the deficiency noted by the examination results. MU 628 and MU 629 will not fulfill the Music History/Literature requirements.

#### MUSIC THEORY

Students not passing the required entrance examination in Music Theory will be required to enroll in MU 618. This course will not fulfill the Music Theory requirements.

#### ORCHESTRATION

No examination will be given. Students who have not taken orchestration as an undergraduate course, or who have taken orchestration as an undergraduate course and have received a "C" or lower, will be required to take MU 488 as a deficiency.

### **Master of Music - Music Performance Emphasis**

The Master of Music - Music Performance Emphasis is an intensive program of studies to foster increased mastery in performance and pedagogy in preparation for a professional career.

#### 1. Course Requirements - 32 Hours

**MU 838 Introduction to Research in Music** (3)

(Note: Introduction to Research in Music should be taken in the first Fall Semester of the Graduate Program.)

**Music Theory Requirements** (4)

MU 678 Counterpoint (2)

MU 772 Techniques of Analysis (2)

**Music History/Literature Requirements** (4)

select from

MU 733 Music in the Medieval Period (2)

MU 734 Music in the Renaissance Period (2)

MU 735 Music in the Baroque Period (2)

MU 736 Music in the Classical Period (2)

MU 737 Music in the Romantic Period (2)

MU 837 Music in the Twentieth Century (2)

**Instrument/Area Specific Pedagogy Course** (2)

**Applied Music - 800 level** (6)

**Music Ensembles - 600 level** (2)

**Music Theory or Music History/Literature Electives** (4)

**Elective Studies at 800 level (secondary instrument not to exceed 2 hours)** (4)

**MU 800 Graduate Recital** (2)

**MU 801 Graduate Program Notes** (1)

#### 2. Graduate Recital Information

A graduate recital is required of all Master of Music - Performance Emphasis students. The graduate performance recital should consist of 50 minutes of music. All recital repertoire must be approved by the applied instructor the semester before the proposed recital.

#### SELECTION OF GRADUATE RECITAL COMMITTEE

The student, in consultation with the Graduate Music Advisor, will select a Graduate Recital Committee. The Committee will consist of student's major professor and two faculty members of the Department of Music. The major professor will act as chair of the committee.

It is the responsibility of the graduate student to contact each proposed committee member and secure signatures on the Graduate Recital Committee Approval Form (available from the Director of Graduate Studies in Music).

The selection of the Graduate Recital Committee and completion of the appropriate form should be completed and submitted by the graduate student to the Coordinator of Graduate Studies in Music within the first two weeks of the semester.

#### COMPLETION OF GRADUATE RECITAL PROGRAM NOTES

The student will work with the major advisor to develop a procedure for completion of the program notes. Program notes should be prepared, typed, and submitted in an accepted style as determined by the major advisor. The following are accepted styles within the Department of Music:

Publication manual of the American Psychological Association (1994) (fourth edition). Washington D. C.: American Psychological Association.

Turabian, K. L. (196). A manual for writers of term papers, theses, and dissertations (sixth edition). Chicago, IL: The University of Chicago Press.

A Manual of Style (1982) (thirteenth edition). Chicago: University of Chicago Press.

A copy of the completed Graduate Recital Program Notes must be submitted to each member of the Graduate Recital Committee. Copies with corrections and amendments must be returned to the chair by committee members two weeks. This process will continue until the final copy is completed.

The final corrected copy and signed Graduate Recital Program Notes Approval forms from all committee members must be submitted to the Director of Graduate Studies prior to the performance of the Graduate Recital Preview.

#### GRADUATE RECITAL PREVIEW

Every student planning to perform a recital using university facilities (HRH or Anderson Library) must perform a Recital Preview Jury and must be approved by the Recital Preview Jury before scheduling a recital.

Recital Preview Juries are scheduled on the following days (6:30 p.m.):

October 31, 2001	March 13, 2002
November 14, 2001	April 10, 2002
December 5, 2001	April 24, 2002

The applied professor each candidate must notify the chair of the Recital Preview Committee one week in advance. The committee chair will arrange the order of the candidates to be presented.

The student must submit to Preview Committee at time of Preview Jury five printed copies of program in performance order and one complete set of all recital music (including accompaniments).

All personnel performing with the candidate must be present at the preview.

The student should be prepared to perform all the recital selections for the Recital Preview Jury. The Recital Preview Committee will determine which recital selections to be performed for the jury. The Committee will select any or all parts of the program for review.

Memorized recitals and compositions must be performed by memory for the preview.

The applied professor of the candidate is invited to the preview and to the discussion of the candidate's performance. The applied professor does not have a vote on the committee.

Candidates will perform at the recital preview in the formal manner of a recital.

The candidates will be judged on the following items:

- Rhythm
- Tone (quality, control)
- Intonation
- Technique
- Voice (accuracy, phrasing, posture, diction, pronunciation)
- Keyboard (articulation, accuracy, use of pedals)
- Strings (bowing, articulation, posture)
- Winds (articulation, phrasing)
- Interpretation (style, tempo, dynamics)
- Other factors (presentation, appearance, stage deportment)
- Memorization (when required)
- Ensemble (piano accompaniment, duos, trios, quartets)

#### GRADUATE RECITAL SCHEDULING AND PUBLICITY

The recital date (at least one week after approved preview) and site will be scheduled by the student in the Music Office only after satisfactory completion of the Recital Preview. Students will not be permitted to set a tentative recital date prior to the Recital Preview. The student is responsible for notifying the applied instructor and all people performing in the recital of the date and time.

Student recitals will be performed in HRH or Anderson Library. Student recitals can be scheduled for the following times: 1:30 p.m., 4:00 p.m., or 7:30 p.m. Rehearsal times must also be scheduled in the Music Office.

Appropriate stage set-up and conduct must be maintained for all student recitals. According to University regulations no open flames are permitted in state facilities.

The typed, complete recital program, including a shortened version of the program notes, must be submitted to the Music Office when the student schedules the recital. The Department of Music will pay for the printing of 50 programs for the senior recital. Additional printed programs must be paid for by the student. Students are responsible for any posters or announcements. No music other than the selections presented as part of the Recital Preview can be performed during the recital.

A Recital Checklist can be found at the end of this handbook. This should be used by the student and the applied instructor as a guide to recital preparation. The applied instructor is encouraged to review this checklist with each student preparing a recital.

Any reception plans are to be made by the student. A reception is not required. Receptions will be held in the Shepherd Music Center Rotunda and must be scheduled in the Music Office.

## GRADUATE RECITAL TAPING

All graduate recitals are taped by the Department of Music and kept as a part of a permanent collection by the Department of Music. The student performer should contact the student recording engineer about taping the recital at least two weeks in advance. Students wishing a copy of the tape need to complete a taping request form and provide a blank tape. Students will be given one dubbing at no charge for senior recitals. Any additional requests will follow Department taping policy requiring a minimum fee of \$5.00. Arrangements for video taping must be made privately by the performer.

**Master of Music - Music Education Emphasis**

The Master of Music - Music Education Emphasis is a comprehensive program designed to strengthen teaching competence and strategies at all levels of music education.

## 1. Course Requirements - 32 Credit Hours

**MU 838 Introduction to Research in Music (3)**

(Note: Introduction to Research in Music should be taken in the first Fall Semester of the Graduate Program.)

**Music Theory Requirements (4)**

MU 678 Counterpoint (2)

MU 772 Techniques of Analysis (2)

**Music History/Literature Requirements (4)**

select from

MU 733 Music in the Medieval Period (2)

MU 734 Music in the Renaissance Period (2)

MU 735 Music in the Baroque Period (2)

MU 736 Music in the Classical Period (2)

MU 737 Music in the Romantic Period (2)

MU 837 Music in the Twentieth Century (2)

**Music Education Requirements (9)**

MU 816 Advanced Conducting (2)

MU 846 History & Philosophy of Music Education (2)

MU 848 Learning Theories in Music (3)

Music Ensembles - 600 level (2)

**Music Theory or Music History/Literature Electives (4)****Thesis or Project Option (select one) (2 or 4)**

Thesis Option - MU 879 (minimum 4 hours)

Project Option - MU 871 (minimum 2 hours)

**Electives Studies (4 or 6)**

Thesis Option - 4 required at the 800 level

Project Option - 6 required, 4 must be at the 800 level

Applied music not to exceed 4 hours

## 2. Graduate Thesis Guidelines

The Master of Music - Music Education Emphasis required the selection of either the Thesis Option. Guidelines for the process and completion of the Thesis and the Project follow.

### SELECTION OF MAJOR ADVISOR & COMMITTEE

Students seeking to fulfill the thesis requirement will request a major advisor through the Graduate Music Advisor. The major advisor must be on the music graduate faculty.

Upon approval of the major advisor, and in consultation with the major advisor, two additional faculty members should be selected. A least one member must be on the music graduate committee. The third member may be on the graduate faculty of another university Department.

Within five days of the selection of the thesis committee, the student should complete the "Approval of Graduate Thesis Committee" form (available from the Director of Graduate Studies in Music), secure the signatures of the advisor and committee members, and submit the form to the Director of Graduate Studies in Music.

### APPROVAL OF THESIS TOPIC

Formal approval of the thesis topic should be completed within no less than two semesters after committee selection. A copy of the Thesis Proposal and a copy of the "Approval of Thesis Topic" form with completed information should be submitted to the major advisor and each committee member. Committee members are asked to complete the form and return it to the major advisor within fourteen days.

The thesis proposal should be submitted in an accepted style determined by the major advisor. Recommended styles in the Department of Music include:

Publication manual of the American Psychological Association (1994) (fourth edition). Washington D. C.: American Psychological Association.

Turabian, K. L. (196). A manual for writers of term papers, theses, and dissertations (sixth edition). Chicago, IL: The University of Chicago Press.

A Manual of Style (1982) (thirteenth edition). Chicago: University of Chicago Press.

The thesis proposal should include the following information:

- Statement of Topic
- Need for Study
- Review of Literature
- Methodology
- Organization of Thesis
- Proposed Timetable
- Bibliography

#### COMPLETION OF THESIS

Upon approval of the Thesis Proposal, the student will work with the major advisor to develop a procedure for completion of each chapter and forwarding each chapter to the committee members upon completion. Committee members are encouraged to return each chapter with written comments within ten days of submission.

The student should consult the Emporia State University Guide to Thesis Preparation available through the Office of Graduate Studies, 218 Morse Hall. The student is expected to follow the university guidelines on "Thesis Requirements" including abstract, title page, and approval sheets.

Upon completion of the thesis, one copy is to be submitted to each committee member by the student. This xeroxed copy should be in final form. Committee members will return the copy with needed corrections to the student within fourteen days.

The completed thesis incorporating committee suggestions must be submitted to the major advisor three weeks before the date of graduation. Three printed copies of the thesis (according to ESU guidelines) must be submitted with all required approvals seven days before graduation.

### **Graduate Project Requirements and Procedure**

#### SELECTION OF MAJOR ADVISOR & COMMITTEE

The student, in consultation with the Graduate Music Advisor will select a Graduate Project Committee. The Committee shall consist of three faculty members from the Department of Music. One member of the Graduate Project Committee will serve as the major advisor and chair of the committee.

It is the responsibility of the graduate student to contact each committee member, obtain the signatures on the Graduate Project Committee Approval Form (available from the Director of Graduate Studies in Music, and submit this form to the Director of Graduate Studies in Music.

The selection of the Graduate Project Committee and completion of the Graduate Project Committee Approval should be completed during the first week of the semester.

#### APPROVAL OF PROJECT TOPIC

A formal proposal of the Graduate Project must be submitted to all members of the Graduate Project Committee within the first three weeks of the semester.

The project proposal should be typed and submitted in an accepted style as determined by the major advisor. The following are accepted styles within the Department of Music:

Publication manual of the American Psychological Association (1994) (fourth edition). Washington D. C.: American Psychological Association.

Turabian, K. L. (196). A manual for writers of term papers, theses, and dissertations (sixth edition). Chicago, IL: The University of Chicago Press.

A Manual of Style (1982) (thirteenth edition). Chicago: University of Chicago Press.

The Graduate Project Proposal should include the following:

- Statement of topic
- Methodology of research
- Organization of project
- Bibliography

Each Graduate Project Committee Member will return the proposal and the completed Approval of Graduate Project Proposal Form to the graduate student within one week.

It is the responsibility of the Graduate Student to submit a copy of the Graduate Project Proposal and all the signed approval forms to the Director of Graduate Studies in Music.

#### COMPLETION OF PROJECT

Upon approval of the Project Proposal, the student will work with the major advisor to develop a procedure for completion of the project.

Copies of the final rough draft of the project must be submitted to each member of the Graduate Project Committee no later than Friday of week eight in the semester.

Corrections or amendations will be made by each committee member and returned to the student within two weeks. One copy of the project in final printed form with completed signature page must be submitted to the Director of Graduate Studies in Music by the first day of final examination of the semester.

Copies of the complete (corrected) project must be submitted to each member of the Graduate Project Committee for approval no later than Friday of week twelve of the semester. Upon approval, each committee member will sign the signature page.

### **Master of Music Degree Completion Information**

#### 1. Degree Candidacy

Degree candidacy in the Department of Music is formal approval to pursue the Master of Music degree. This approval cannot be sought until all departmental preliminary requirements in Music Theory, Music History, and Orchestration have been met.

Following the completion of 12 to 14 hours of study which include the completion of departmental preliminary Music Theory, Music History, and Orchestration requirements as stated above, the graduate student will make application for Degree Candidacy to the Master of Music program. The application process will include the following:

- Letter to Department of Music Graduate Committee requesting degree candidacy;
- Statement of personal goals regarding the completion of the Master of Music degree;
- Interview with the Music Graduate Committee.

The Music Graduate Committee will review the materials submitted, the student's grades and degree progress, and the student's potential for program completion. The committee will make one of the following recommendations:

- Approval of Degree Candidacy and recommendation of members of student's Graduate Committee.
- Provisional approval and course recommendation(s). Following the completion of the recommendations, the student will reapply for Degree Candidacy.
- No approval of Degree Candidacy.

## 2. Graduation Requiements

All graduate students in music must complete the following requirements:

### MUSIC HISTORY LISTENING EXAMINATION

The Graduate Listening Exam consists of 40 examples comprising selections from all historical periods. Each student must successfully identify 34 of the 40 examples. This examination may be completed at any point before taking the Comprehensive Oral Examination.

### GRADUATE QUALIFYING EXAMINATION

The Graduate Qualifying Examination will consist of 6 questions solicited from the candidate's committee ñ 3 from their major professor, and 1 from each of the areas of history, theory, and research. The candidate must pass 5 out of 6 of the questions. This examination will be administered during the final semester before taking the Comprehensive Oral Examination.

### COMPREHENSIVE ORAL EXAMINATION

The Comprehensive Oral Examination will take place upon completion of required coursework for the degree and after successful completion of the Music History Listening Examination and the Graduate Qualifying Examination. The candidate's committee will administer the Comprehensive Oral Examination.

## **Graduate Teaching Assistant Information**

Graduate Teaching Assistants at Emporia State University and in the Department of Music fulfill a unique role within the educational life of this institution. Teaching duties permit the graduate student opportunities to put prior and current learnings into practice. A teaching assistantship affords the graduate student occasions to work closely with faculty in his/her selected area of specialization. These teaching assignments also grant graduate students opportunities to work with undergraduate students in many diverse situations.

### 1. Faculty Supervisor

Each graduate teaching assistant will be assigned to one or more faculty supervisors for specific duties. Your faculty supervisor(s) can help you with the following:

- course/ensemble/applied lessons/tutoring planning
- student concerned (attendance, attitude, etc.)
- grading
- preparation of syllabi, materials, music, etc.

Each graduate teaching assistant is encouraged to work closely with his/her faculty supervisor(s) as needed. Weekly communication with the faculty supervisor(s) is strongly encouraged.

Faculty supervisors will complete a Graduate Assistant Evaluation for each student assistant each semester. A copy of the Graduate Assistant Evaluation form is found in Appendix A

## 2. Meeting Classes and Rehearsals

Every effort should be made to meet all teaching assignments (classes, ensembles, applied lessons, tutoring sessions) in a timely fashion. All sessions should begin and end on time. Encourage your students to respect this time consideration. If you are unable to meet any teaching session, please notify the Department of Music Office at least two hours prior to the scheduled appointment.

## 3. Syllabus Preparation and Distribution

A syllabus should be prepared and distributed to each student (class, ensemble, applied lesson) within the first week of classes.

Your syllabus should contain specific information on your attendance policies, assignment completion, and grading. Many courses and ensembles have a generic syllabus available. You may opt to utilize this syllabus or prepare another. Your faculty supervisor(s) will be able to help you with syllabus preparation.

A copy of each of your syllabi should also be submitted to the Department of Music Office early in the semester.

## 4. Attendance and Grade Records

Each graduate teaching assistant must keep complete grade and attendance lists for all courses, ensembles, and applied lessons. Grade books are available in the Department of Music Office. Completed books must be turned into the Department of Music Office upon completion of each semester. Graduate assistants with tutoring duties are required to maintain a list of student appointments. Tutoring Reporting Forms are available in the Department of Music Office.

## 5. Office Hours

Each graduate teaching assistant should schedule a minimum of three office hours per week. These hours are in addition to any assigned tutoring hours and computer laboratory hours. Office hours and your teaching/tutoring hours are to be posted on your office door. One copy of your complete schedule (teaching duties, class times, work, etc.) should be given to the Department of Music Office. One copy of your complete schedule should be given to each of your faculty supervisors. Schedule forms are available in the Department of Music Office.

## 6. Teaching Evaluations

Graduate teaching assistants (courses, ensembles, applied lessons) must have all student complete Department of Music Student Evaluations each semester. Information regarding these evaluations will be given the graduate teaching assistants during each semester. Graduate teaching assistants (tutoring) must have each student complete a Tutor Evaluation Form upon completion of each tutoring session. Tutor Evaluation Forms are available in the Department of Music Office.

### 7. Classroom Conduct

All graduate teaching assistants should maintain a proper teacher-student relationship. During any time when you are fulfilling your teaching duties, dress should be neat and professional in appearance. In most circumstances, attire such as jeans, cut-offs, sweats, shorts, etc. are inappropriate. Check with your faculty supervisor if you are unsure.

Graduate teaching assistants should expect and demand that they be addressed by title and last name (Ms. Smith, Mr. Smith) in all instructional situations. Professional teaching conduct is always appropriate and necessary for successful completion of teaching duties.

### 8. Copying and Teaching Supplies

All copying needs will be handled through the Department of Music Office. This includes syllabi, class hand-outs, examinations, etc. All materials should be copy-ready. The Department of Music Office must have a minimum of 4 hours advance notice for any copying needs. Forms for copying are available in the Department of Music Office. All personal copying must be paid for by the graduate student (\$.05 per page).

Teaching supplies (pens, pencils, ledger pads, grade books, etc.) are available through the Department of Music Office. Key cards will be issued as needed through the Department of Music Office. Graduate teaching assistants should check with their faculty supervisors about key arrangements.

### Department of Music Information

Music at Emporia State University is based upon a tradition that fosters scholarship, promotes performance, and encourages creativity. Graduate study in music seeks to address the professional and practical needs of post-baccalaureate students and prepares them for active careers and post-graduate study in music.

Emporia State University holds many national accreditations including National Council for Accreditation of Teacher Education, North Central Association, and Kansas State Department of Education. The Department of Music maintains full accreditation with the National Association of Schools of Music (NASM).

### 1. Department of Music Faculty and Staff

NAME	PHONE	ROOM	RESPONSIBILITIES
Barham, Terry	5436	217	Director of Choral Activities, Music Ed
Comstock, Allan	5263	203	Double Reeds, Orchestras, Music History
CuÈllar, MartÌn	5230	114	Piano, Organ, Music Theory
Hammer, Holly	5431	105	Department Secretary
Herring, Scott	5326	120	Percussion, Assistant Director of Bands
Hodapp, Jeffrey	5295	329	Low Brass, Hornet Revue
Houchins, Andrew	6089	115	Music Theory, Composition, Coord. Comp Lab
Kile, Don	5230	118	Guitar
McCarty, Diane	5067	117	Music Education
McComas, Angela	5230	118	Flute, Flute Ensemble
McConkie, Dawn	5434	307	Single Reeds, Music Ed

Miller, Marie	5431	105	Department Chair, Music Ed, Piano
Murphy, Regina	5429	119	Director of Academy of Music, Music App
Prewitt, Ken	5262	208	Voice
Ryan, Anna	5336	116	Showstoppers, Class Voice
Speedie, Penelope	5438	308	Voice, Opera/Musical Theatre
Starr, James	5226	213	Violin, Viola, Music App
Swain, James	5487	302	Cello, String Bass, Music Appreciation
Ziek, Gary	5325	121	Director of Bands, Jazz Ensemble, Trum
Ziek, Terrisa	5431	117	Horn, Music Education

## 2. Music Degrees Programs

DEGREE	EMPHASIS	ADVISORS
Bachelor of Music Education	Instrumental	Miller/Speedie/Starr
Bachelor of Music Education	Vocal	Miller/Speedie/Starr
Bachelor of Music - Performance		Swain
Bachelor of Arts - Major in Music		Swain
Master of Music	Music Education	Miller/Comstock
Master of Music	Performance	Miller/Comstock

## 3. Music Performance Organizations

### Instrumental

ORGANIZATION	QUALIFICATION	REHEARSAL	CONDUCTOR
Chamber Orchestra	Audition	2:00 - 2:50 MTWR	Comstock
Hornet Revue	Audition	6:30 - 8:00 W	Hodapp
Jazz Ensemble	Audition	1:00 - 1:50 MTWR	Ziek
Marching Hornets	No Audition	3:00 - 4:30 MTWR	Ziek
Percussion Ensemble	Audition	2:00 - 2:50 MTWR	Herring
Wind Ensemble	Audition	3:00 - 4:30 MTWR	Ziek

### Choral

ORGANIZATION	QUALIFICATION	REHEARSAL	CONDUCTOR
A Cappella Choir	Audition	1:00 MTWR	Barham
ESU Community Chorus	No Audition	7:00 - 9:00 M	Barham
Opera Theatre	Audition	4:00 - 6:00 MWF	Speedie
ESU Showstoppers	Audition	2:00 - 3:50 MW	Ryan
Amphion	Audition	1:00 - 1:50 F	Prewitt
Madrigal Singers	Audition	2:00 - 2:50 MWF	Peterson

## 4. Student Organizations

### COLLEGIATE MUSIC EDUCATORS NATIONAL CONFERENCE (CMENC)

Composed of pre-service music educators, this organization provides students with opportunities for professional orientation and development in music education.

Faculty Sponsor - Dr. Marie Miller

**KAPPA KAPPA PSI**

This honorary band service fraternity for men is sponsored by the Director of Bands. This organization focuses on activities that promote and assist the university band program and the Department of music.

Faculty Sponsor - Dr. Gary Ziek

**MUSIC STUDENT ADVISORY COUNCIL (MUSAC)**

The Student Advisory Council was formed to promote understanding of both faculty and students of problems facing the Department of Music; to offer solutions for these problems; and to create a solution.

The Council consists of seven students - six undergraduate and one graduate - and a faculty advisor. The term of each of these members is 1 year (August to June). The undergraduate members are chosen by student elections. The graduate student is appointed by the Director of the Graduate Program. The Council meets monthly. Recommendations are forwarded to the Department Chair. better dialogue between faculty, administration, and students.

Faculty Sponsor - Dr. Allan Comstock

**SIGMA ALPHA IOTA (SAI)**

An honorary music fraternity for women students, this organizations provides service to the Department of Music and the Emporia community. Members must meet specific academic requirements for membership.

Faculty Sponsor - Ms. Regina Murphy

**TAU BETA SIGMA**

An honorary band service organization, this group of students works closely with Kappa Kappa Psi members on service projects for the Department of Music.

Faculty Sponsor - Ms. Terrisa Ziek

**5. Beach Music Hall Facilities Policies****BUILDING HOURS**

Beach Music Hall and Shepherd Music Center are open during the following hours:

Monday -Friday 7:00 a.m. to 10:00 p.m.

Saturday 8:00 a.m. to 5:00 p.m.

Sunday 2:00 p.m. to 10:00 p.m.

Music Office Hours: Monday through Friday 8:00 a.m. to 5:00 p.m.

**SCHEDULING AND USE OF FACILITIES**

In order that students, faculty and technicians have opportunity to work with a minimum of inconvenience in the various facilities, it is essential that these guidelines be followed.

All scheduling of facilities must be done through Holly Hammer.

Concerts and recitals in HRH will be given priority in scheduling. The following piano practice policy has been adopted. Students may schedule time on the grand piano as follows:

Piano degree recitals. . . . .	10 hours
Piano Concerto Auditions . . . . .	.5 hours
Recital Previews . . . . .	.3 hours
Student degree recitals other than Piano concentrations. . . . .	.3 hours
Monthly student recitalists. . . . .	2 hours

Heath Recital Hall and BH 132 & 134 grand pianos must be covered when not in use. No materials (music, instruments, mutes, food, etc.) should be put on the grand piano. HRH stage must be cleared of chairs and stands following rehearsals.

Performances will be scheduled at the following times: 1:30 p.m., 4:00 p.m., and 7:30 p.m. The facility will be reserved 30 minutes prior to each event in order that preparation can be made for the event.

#### SECURITY

Students are requested to report to the Music Office any suspicious persons or unauthorized activity in all music facilities. If the Music Office is not open please immediately call ESU Safety and Security #5337. It is extremely important that faculty and staff secure all equipment, windows and locks when leaving the work place.

#### HENDRICKS MUSIC COMPUTER LABORATORY

The computer laboratory is located in BH 330. The lab is available to all music students and faculty for music theory and general office uses like word processing. Lab hours and rules follow:

The use of the lab is a PRIVILEGE not a right. This privilege will be revoked if there is misuse or abuse of equipment, access, or lab personnel. All university policies regarding proper uses of technology must be followed. All state and federal laws and regulations must be observed. A \$5.00 student lab fee must be paid to the Department Office.

No food or drink of any kind will be allowed in the lab - including water bottles. This includes all faculty, lab monitors and students.

The lab is reserved for use by Music Majors and Minors, students enrolled in MU 124, and Academy of Music students.

This is a full service lab providing music majors and minors software for individual drill, completion of assignments, development of portfolios, personal creative projects, internet access and email access.

In periods of heavy use, assigned projects, homework, and practice drills will receive preference. Other users will be asked to relinquish their station. Also, a time limit of 60 minutes will be observed (this may change according to needs).

The lab monitor is the authority in charge during his/her shift. Lab monitor decisions and requests

must be adhered to or a possible loss of privileges may result. If there is a question regarding a decision, all inquiries may be directed to Dr. Houchins for resolution. While the lab monitors are available to answer general use questions and help users get started, they are not software experts. Answers to software specific questions can be found in the manuals. Please report any problems or damage to the monitor immediately.

The lab is also available for non-music students, on a limited basis, to complete specific class assignments and projects required by Department of Music courses. Instructors will furnish the lab with a list of students and the project or assignment for which they require the unique software in the lab. Word processing, scanning, email access, and web surfing are available in the student labs in Visser. In periods of heavy use, non-music students may be asked to complete these tasks in the Media Lab (125 Visser).

Printing will be limited to 15 pages (one-sided) a day per user. The lab will have paper available. Only laser printer paper may be used. Absolutely no notebook or typing paper may be used! Also, paper that is hole-punched, with loose edges, has been folded or wadded, or in any other way may jam (and damage) the printer can not be used. You must Inform the Lab Monitor before clicking the Print Button.

To better serve the needs of students and faculty, all users are asked to sign a log with their time in, time out, and activity. Users will sign-in to the lab and leave their ESU Hornet Card at the monitor station. Users must present their Hornet Card to use the lab (not a driver's license or other ID - the lab is not available to non-students/faculty). When they are ready to leave, users will then sign-out and collect their Hornet Card.

These policies are designed preserve the value and extend the life of our computer lab and provide guidelines for proper lab etiquette. Bad or abusive manners can result in sanction. In general, allow plenty of time to complete tasks and your lab experience will probably be successful. Do not expect to be able to run into the lab 5 minutes before a class starts to print out an assignment - technology always seems to fail when you're in a rush. Procrastination on your part does not create an emergency on our part.

#### PRACTICE ROOMS

Music practice rooms are located on the third floor of Beach Music Hall. Students may also practice piano in BH 301 during open hours of the Hendricks Computer Laboratory. Practice rooms are not scheduled.

Percussion practice rooms are available in BH 129 & 130. Students wishing to use these practice facilities must request a key from the Music Officer. There is a refundable \$10.00 key fee.

BH 321, 331, and 332 are reserved for piano major students. Students must sign up for practice in these rooms in the Music Office. Each student will be given two hours of practice time daily. Students must request a key from the Music Office. There is a refundable \$10.00 key fee.

No practicing is permitted in regular classrooms or ensemble rehearsal rooms.

No food or drinks are allowed in classrooms, practice rooms, or ensemble rehearsal rooms.

Personal property and music instruments are not to be left in practice rooms.

Practice rooms are to be used for practice only. It is the responsibility of each student to turn off the lights when leaving a practice room.

Practice rooms are not to be used for private lessons

#### MUSIC LISTENING LIBRARY - WHITE LIBRARY MEDIA CENTER

The Music Listening Library is located in the White Library Media Center. Compact disc players, cassette tape recorders, and record players are available for supervised use. White Library houses an outstanding audio collection of recordings for student use.

#### MUSIC COLLECTIONS - WHITE LIBRARY

The White Library maintains an excellent inventory of books, journals and musical scores. The library houses the Brewsagh Collection of musical scores as well as the Catherine Strouse Collection of books. Music students can access library holdings, electronic databases, and library services such as interlibrary loan through the internet in the Hendricks Music Computer Laboratory.

#### STUDENT LOCKERS

Students can sign up for a locker in the Music Office. Lockers are provided free of charge. All lockers (including lockers being used from the previous year) need to be checked out from the Music Office at the beginning of the Fall semester.

#### SCHOOL-OWNED INSTRUMENTS

School owned instruments may be checked out to the following students enrolled in:

- MU 219 - Chamber Orchestra
- MU 245 - Marching Band
- MU 316 - Jazz Ensemble
- MU 318 - Wind Ensemble
- MU 352 - String Methods
- MU 354 - Woodwind Methods
- MU 356 - Brass Methods
- MU 358 - Percussion Methods
- MU 474 - Elementary Music Methods
- Students enrolled in applied lessons

The rental/insurance fee of \$10.00 per session (Fall, Spring, Summer) must be paid before the instrument can be checked out to the student. Students will pay their insurance fee to Holly Hammer in the Department Office (or by the Band Secretary for all Marching Band check-outs). A receipt will be given to each student. This receipt must be shown before any instrument may be checked-out.

The following persons are responsible for instrument check outs:

Marching Band - Band Secretary

Methods Classes - Faculty

Applied Lessons - Faculty

All instruments must be returned at the end of each semester. Instruments and cases must be cleaned and readied for storage. Students will be given written verification of return at the time the instrument is checked-in. Instruments must be returned according the following schedule:

Ensembles: after the last performance of the semester and/or year.

Methods courses: after final examination.

Applied lessons: conclusion of juries.

Students who fail to make a satisfactory check-in will have a hold placed on their academic records. The hold will remain in place until the instrument is returned or restitution at the current value of the instrument is made.

## 6. Recital Information

### COPYRIGHT LAWS AND REGULATIONS

The Department of Music supports the 1976 Copyright Law and the Guidelines for Educational Uses of Music. The Department of Music faculty will not accept photocopies of any music used by students or faculty for semester juries, recital preview juries, concerto and honor recital juries, or for any performance situation. The printed music score must be used by all performers and accompanists.

The following exceptions will be granted:

- photocopy of a page(s) of a printed score used to assist with page turns during performance;
- photocopy of a work that has been ordered but not yet received as per copyright guidelines;
- an original manuscript and/or copies for music scores not available in print form.

Students should purchase scores for study in applied lessons. Making copies of music for your accompanist is not acceptable according to the Copyright Law. Additional copyright information is available in the Music Office.

### DEPARTMENT OF MUSIC ACCOMPANIST POLICY

Music students desiring accompanying services (rehearsals, auditions, taping, junior & senior recitals) must make arrangements with an accompanist. Such arrangements should include:

- place and time to rehearsal;
- copies of music to be rehearsed provided to the accompanist a minimum of two weeks before first rehearsal;
- agreement on amount and method for payment of services according to established Department of Music Accompanist Fee Policy;
- notification of inability to attend scheduled rehearsals be given no later than four hours before a scheduled rehearsal.

It is the responsibility of the student accompanist to:

- prepare and practice music prior to rehearsals;
- notification of inability to attend scheduled rehearsals be given no later than four hours before rehearsals.

Names of student accompanists and accomplished pianists available in the Emporia area can be obtained from Dr. Martín Cuéllar..

#### DEPARTMENT OF MUSIC ACCOMPANIST FEE SCHEDULE

##### Accompanist Rehearsal Fees:

Students	\$10.00 per hour
Faculty	\$25.00 per hour
Outside Pianists	Rate agreed upon by both parties

##### Recital Fees - Junior Bachelor of Music, Senior Bachelor of Music Education, Bachelor of Arts

\$75.00 to include preview, recital, and two (2) hour rehearsals

Additional rehearsal hours at rates stated above

Payment due at time of recital preview

Additional preview at hourly rate stated above

##### Recital Fees - Senior Bachelor of Music

\$100.00 to include preview, recital, and two (2) hour rehearsals

Additional rehearsal hours at rates stated above

Payment due at time of recital preview

Additional preview at hourly rate stated above

##### Recital Fees - Graduate

\$125.00 to include preview, recital, and two (2) hour rehearsals

Additional rehearsal hours at rates stated above

Payment due at time of recital preview

Additional preview at hourly rate stated above

##### Concerto Auditions & Honors Recitals Audition Fees

\$25.00 to include one (1) hour rehearsal

##### Masterclass Fees

Left to the discretion of participants

Length and difficulty of composition to be considered

Accompanist fees should be considered part of expenses to be incurred at the time of the required recital.

#### STUDENT AND HONOR RECITALS

Student recitals are scheduled at the 10:00 a.m. Tuesday / Thursday Music Convocation time. Students wanting to perform must submit a complete Student Recital Entry Form approved by their

applied instructor at least one week prior to the recital. Program notes must be submitted one week prior to the recital. Students who do not turn in their program notes timely will be dropped from the program. The Department office will notify the applied instructors. Space is limited to 50 minutes so entries will be accepted as submitted as time permits.

The regularly scheduled student recitals provide the opportunity for students to gain valuable performance experience. Students participating in these recitals should be ready to do so. It is strongly recommended that students perform on their major instrument during these recitals unless they are equally proficient on a secondary instrument.

A Student Honors Recital will be scheduled near the end of the spring semester. Auditions for this Honors Recital will be scheduled

## RECITAL CHECKLIST

### BEFORE THE RECITAL PREVIEW JURY

- \_\_\_\_\_ Plan repertoire selections with applied instructor semester before recital
- \_\_\_\_\_ Notify the Chair of the Recital Preview Committee one month before preview date
- \_\_\_\_\_ Clear Preview date with applied teacher, and all recital performers
- \_\_\_\_\_ Type program information in performance order and submit to applied instructor one week before Preview.
- \_\_\_\_\_ Prepare five typed copies of complete program for Preview Committee
- \_\_\_\_\_ Have one complete set of music (complete scores with accompaniments) for Preview Committee

### AFTER APPROVAL BY RECITAL PREVIEW COMMITTEE

- \_\_\_\_\_ Schedule recital date (at least one week after approved preview) and time in the Music Office
- \_\_\_\_\_ Notify applied instructor and all recital performers of date/time
- \_\_\_\_\_ Schedule rehearsal dates/times in the Music Office
- \_\_\_\_\_ Submit typed copy of complete program to the Music Office (including program notes and translations, if desired) at the time of scheduling the recital date
- \_\_\_\_\_ Type, copy and post recital announcements
- \_\_\_\_\_ Make arrangements for Recital Reception

I understand the responsibilities listed above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

### Graduate Assistant Evaluation

Name:

Date:

Grading Key: Excellent      Very Good      Average      Average      Below Average/Poor  
    A                    B                    C                    D                    E

1. Effectiveness in completion of assigned duties

A                    B                    C                    D                    E

2. Conscientiousness in completion of assigned duties

A                    B                    C                    D                    E

3. Professionalism in completion of assigned duties

A                    B                    C                    D                    E

4. Reliability

A                    B                    C                    D                    E

5. Contribution to the development of Department

A                    B                    C                    D                    E

6. Overall rating of graduate assistant

A                    B                    C                    D                    E

7. Do you recommend continuation of assistantship duties

yes                    no

8. If your response to question 7 is "no," please qualify.

9. Comments:

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(signature of evaluator)