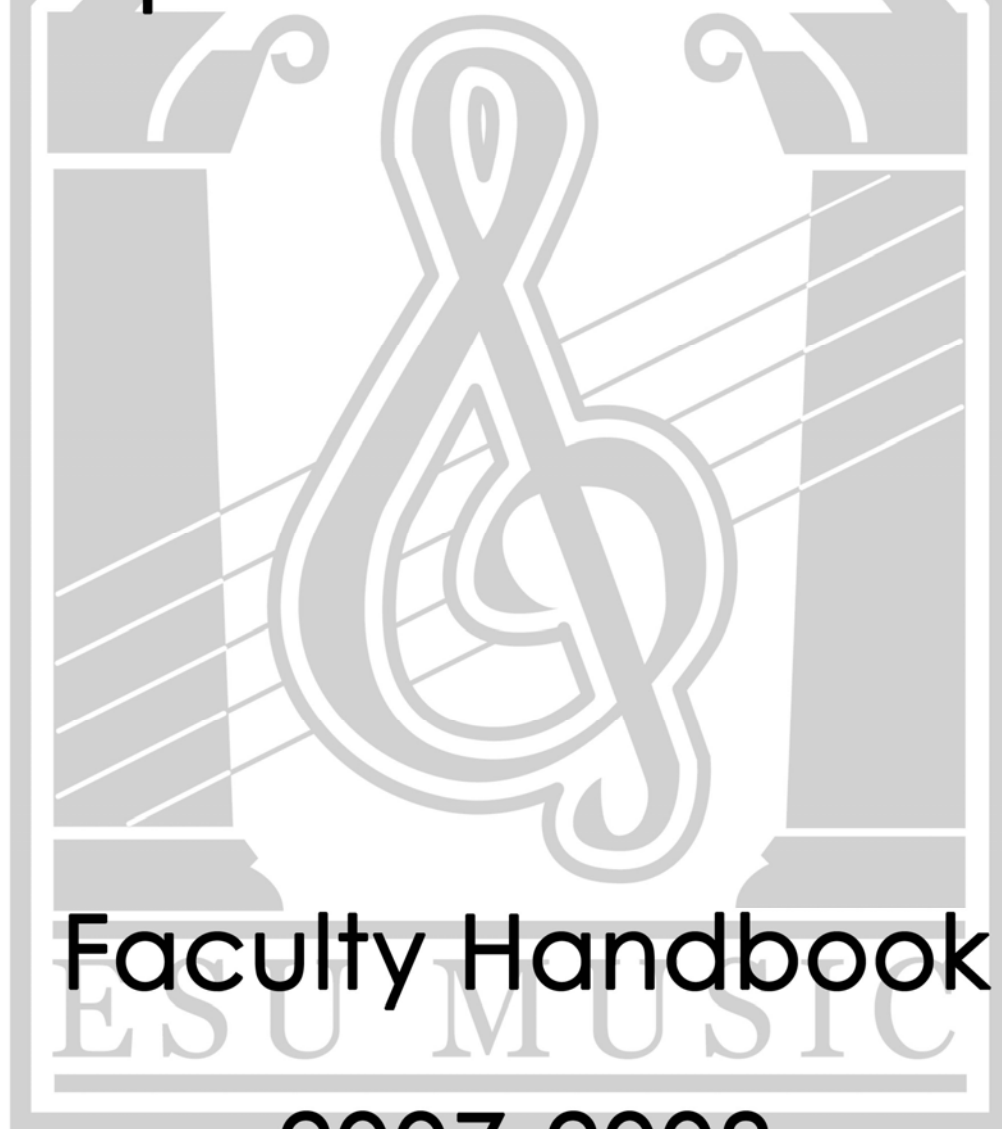


**Emporia State University**

**Department of Music**



**Faculty Handbook**

**2007-2008**

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## **1. Department Information**

### **a. Accreditation**

The Department of Music is fully accredited by the National Association of Schools of Music (NASM) and National Council for Accreditation of Teacher Education (NCATE). The Department's next accreditation visit will occur during the 2010 – 2011 academic year.

### **b. University Mission Statement**

Emporia State University is a comprehensive Regents university primarily serving residents of Kansas by providing leadership in quality instruction, related scholarship, and service. A student-centered institution, its central mission is to develop lifelong learning skills, impart society's cultural heritage, and educate and prepare for both the professions and advanced study. Faculty, staff, and students interact in a collegial atmosphere that fosters freedom of inquiry and expression.

The University provides undergraduate educational opportunities designed to meet the broad goals of basic skill development and general education, as well as the more specific goals of a variety of programs in arts and sciences, business, education, and library and information management. Graduate programs serve needs and provide leadership within the region, the state, and the Great Plains area.

### **c. Department Mission Statement, Goals, and Objectives**

The Department of Music has served as an integral component of Emporia State University since the university's creation in 1863. From its early history as a Kansas leader in the preparation of music instructors and supervisors to its current role of providing music degree programs and varied musical experiences for students of ESU and members of the surrounding communities, the department has sustained its mission, goals, and objectives as consistent and interrelated to those of the university.

The Department of Music at Emporia State University is committed to programs and curricula that provide students the opportunity to study music according to varied interests and needs. The curriculum is comprehensive so as to provide degree programs for students who wish to major or minor in music as well as offer a spectrum of musical experiences for all other students.

Music cultural experiences, an essential component to the academic program, are available and contribute to the growth and enrichment of participants and audience members.

### **d. Program Goals of the Department of Music**

- It shall provide an educational program that is musically and academically sound.
- It shall offer a variety of programs that accommodate the needs and interests of students.
- It shall provide an atmosphere for quality individual instruction, mentoring, and advising.
- It shall provide an environment for students and faculty that is compatible with a humanistic philosophy as a strong support for the university's general education

- program.
- It shall establish and maintain a curriculum that has a strong historical base balanced by offerings reflecting current trends in the arts and education.
  - It shall provide a strong preparation of PreK-12 music educators.
  - It shall provide advanced programs and degrees for those students who wish to pursue graduate studies.

**e. Baccalaureate Student Outcomes of the Department of Music**

- Demonstrate preparation, knowledge, and skills for a professional career in music.
- Demonstrate solo performance proficiency and knowledge of solo literature in the selected area of concentration.
- Demonstrate ensemble performance proficiency and knowledge of ensemble literature in the selected area of concentration.
- Demonstrate knowledge of music theory, musical analysis, and historical musical developments.
- Demonstrate proficiency in keyboard skills and in sight-singing.
- Demonstrate skill in utilization of music computer applications.

**f. Graduate Student Outcomes of the Department of Music**

- Demonstrate ability to identify salient compositional techniques of major periods of music history.
- Demonstrate ability to identify and explain elements of common practice and 20<sup>th</sup> century music theory.
- Demonstrate knowledge of major music reference resources.
- Demonstrate ability to successfully conduct music research and accurately report these results in accepted discipline formats.
- Demonstrate ability to identify aurally major musical compositions representative of all music genres and periods.
- Performance Emphasis: Demonstrate knowledge of and ability to perform representative literature and technique for major instrument.
- Music Education Emphasis: Demonstrate knowledge of learning theories in music and music education history and philosophy.

**g. Music Degree Programs & Certificates**

The Department of Music offers the following degrees:

Bachelor of Music Education – Vocal Emphasis  
Bachelor of Music Education – Instrumental Emphasis  
Bachelor of Music in Performance  
Bachelor of Arts – Major in Music  
Bachelor of Arts – Major in Music, Digital Recording Concentration  
Master of Music – Music Education Emphasis  
Master of Music – Performance Emphasis

The Department of Music offers the following minors in music:

Music Minor – Applied Music & Performance  
Music Minor – Music Theory & History

The Department of Music offers the following certifications:

Digital Recording Certificate (baccalaureate & graduate levels)  
Music Technology Certificate (baccalaureate & graduate levels)  
Piano Pedagogy Certificate (baccalaureate & graduate levels)  
Music Performance Certificate (graduate level)

#### **h. Department Committees**

Department committees provide direction to departmental curricula, assessment, and planning. Monthly committee meetings are placed on the departmental schedule. The Committee Chair is responsible to provide a meeting agenda to committee members and to advance reports of each meeting to departmental faculty. Committee members are expected to be present at committee meetings. If a faculty member cannot be present, he/she should notify the committee chair.

- **Music Core Committee**  
The Music Core Committee members review and coordinate departmental curricula. Recommendations of the Music Core Committee are subject to approval by department faculty members. Committee members are appointed by the Music Department Chair.
- **Music Education Committee**  
Composed of music education faculty members, this committee reviews the policies, curriculum, and implementation of the music education degree. This committee will also be charged with policies concerning admission to and retention in the teacher education program. Committee members are appointed by the Department of Music Chair.
- **Faculty Recognition**  
Members of this committee make recommendations to the Chair of the Department regarding faculty recognition matters involving retention, tenure, promotion, and sabbatical applications. This committee also conducts annual peer teaching evaluations of all music faculty members. This committee is appointed on a rotational basis by the Department of Music Chair according to the procedures defined in the Music Faculty Recognition document.
- **Program Review Committee**  
Composed of music faculty members, this committee approves and coordinates varied components of the Baccalaureate Assessment Plan.
- **Recruitment Committee**  
The Recruitment Committee is charged with organizing and implementing the departmental recruitment program including school visits and tours, processing of requests for information, organizing scholarship days, organizing the annual Showcase Concert, and supervising the distribution of scholarship monies. Members of the Recruitment committee work closely with the departmental Administrative Specialist who manages the processing of information and scholarship days.
- **Graduate Committee**  
Members of the Graduate Committee coordinate graduate music admissions, candidate evaluations, graduate curricula, and review/approve candidates for graduate assistantships. Committee members consist of the faculty coordinator of the graduate program, graduate advisor, and others appointed by the Department Chair.

## 2. Faculty and Staff

Faculty	Phone	Studio	Instructional Assignment
Dr. Terry Barham	5436	217	Director of Choral Activities, Music Education
Dr. Kate Bergman	5230	118	Flute, Sightsinging/Ear Training
Ms. Tiffany Budke	5336	116	Piano, Accompanying
Dr. Allan Comstock	5263	203	Double Reeds, Music History
Ms. Lory Cross	5431	105	Administrative Specialist
Dr. Dawn Courtney	5434	307	Single Reeds, Music Education
Dr. Martín Cuéllar	5230	114	Piano
Dr. Stanford Felix	5893	208	Voice, Amphion
Dr. Tracy Freeze	5326	120	Marching Band, Percussion
Ms. Andrea Garritano	5435	118	Music Appreciation
Ms. Melinda Groves	5429	119	Accompanying, Group Piano
Dr. Jeff Hodapp	5295	329	Low Brass, Music Theory
Dr. Andrew Houchins	6089	115	Music Theory, Composition, Computer Lab
Ms. Diane McCarty	5067	117	Music Education
Mr. Robert McCurdy	5439	306	Applied Jazz, Improvisation, Jazz Combo
Dr. Marie Miller	5431	105	Department Chair, Music Education
Dr. Kevin Powers	5487	302	Orchestra, Music Fundamentals
Ms. Anna Ryan	5336	116	Voice
Dr. Penny Speedie	5438	308	Voice, Opera Theatre
Dr. James Starr	5226	213	Upper Strings, Music Appreciation
Dr. Gary Ziek	5325	121	Director of Bands, Trumpet
Ms. Terrisa Ziek	5067	117	Horn, Music Education

## 3. Music Advisors

Advisors	Degree	Emphasis
Drs. Comstock, Courtney, Hodapp, Miller, Starr	Bachelor of Music Education	Instrumental
Drs. Miller, Speedie, Starr	Bachelor of Music Education	Vocal
Drs. Comstock, Miller, Speedie,	Bachelor of Music	Performance
Drs. Comstock, Miller, Speedie	Bachelor of Arts	Major in Music
Dr. Miller	Bachelor of Arts	Digital Audio Concentration
Dr. Comstock	Master of Music	Music Education
Dr. Comstock	Master of Music	Performance

#### 4. Music Performance Organizations

##### a. Instrumental Ensembles

Organization	Qualification	Rehearsal	Conductor
Brass Choir	Audition	7:00 – 9:00 pm – M	Dr. Hodapp
Clarinet Choir	Audition	TBA	Dr. Courtney
Flute Choir	Audition	TBA	Dr. Bergman
Hornet Revue	Audition	TBA	Dr. Freeze
Jazz Combos	Audition	TBA	Mr. McCurdy
Jazz Ensemble	Audition	12:00 – 12:50 pm – MTWR	Dr. Ziek
Marching Hornets	No Audition	3:00 – 5:00 pm – MWF	Dr. Freeze
Orchestra	Audition	2:00 – 2:50 pm – MTRW	Dr. Powers
Percussion Ensemble	Audition	1:00 – 2:30 pm – TR	Dr. Freeze
Saxophone Ensemble	Audition	TBA	Dr. Courtney
Wind Ensemble	Audition	3:00 – 3:50 pm – MTWR	Dr. Ziek

##### b. Choral Ensembles

Organization	Qualification	Rehearsal	Conductor
A Cappella Choir	Audition	1:00 – 1:50 pm – MTWR	Dr. Barham
Amphion	Audition	4:00 – 5:30 pm – R	Dr. Felix
Community Chorus	No Audition	7:00 – 9:00 pm – M	Dr. Barham
Madrigals	Audition	1:00 – 1:50 pm – F	Mr. Mark Snider
Opera Theatre	Audition	4:00 – 6:00 pm – MWF	Dr. Speedie

#### 5. Student Organizations

##### a. Collegiate Chapter of the 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. Dawn Courtney

##### b. 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

**c. 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 better dialogue between faculty, administration, and students.

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 Department Chair.

The Council meets monthly. Recommendations are forwarded to the Department Chair.

Faculty Sponsor – Professor Terrisa Ziek

**d. Tau Beta Sigma**

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

Faculty Sponsor – Dr. Kate Bergman

**6. Departmental Secretarial Staff**

**a. Department of Music Administrative Specialist**

The Department Administrative Specialist, Lory Cross, coordinates all Music Office procedures and is responsible for a smooth, efficient operation that adheres to policies and procedures established by the University and the State of Kansas Board of Regents. The Administrative Specialist assumes responsibility for the coordination of the department including travel, facilities scheduling, events scheduling, publications, and recruitment processing. The Department Administrative Specialist is normally available Monday through Friday, 8:00 – 5:00.

**b. Student Secretaries**

The Music Office Student Secretaries have regular assignments in the Music Office. They are available to assist faculty with processing of mailings and other projects. Faculty should make work requests through the Department Administrative Specialist who sets and coordinates the student secretaries' work schedule.

**7. ESU Academy of Music**

**a. Mission and Policies**

The ESU Academy of Music is a non-profit organization operating under the sponsorship of the Department of Music. The ESU Academy of Music is dedicated to enriching the lives of its students and ultimately of community and area members by stimulating a lifelong appreciation of music. The Academy's professional faculty offers musical instruction to students of all ages, abilities, and backgrounds. Its faculty also provides instruction in basic musical, performing, and compositional skill development.

The Academy’s directional structure includes a Board of Directors and a Parent’s Committee. Salaries for the director and instructors as well for the purchase of equipment and supplies are provided from collected student lesson and class fees. Collected fee monies, payroll, and purchase of equipment and supplies are processed through the University payroll and budget offices.

The Department of Music supports the Academy by providing applied and classroom teaching and performances spaces, keyboard instruments, and access to the Hendricks Music Computer Laboratory. The Department also provides office space and equipment for the Academy Office.

**b. Instructors**

Music Department faculty members may, in addition to their normal teaching load, teach through the Academy. According to State of Kansas regulations, university faculty and staff are not allowed to use university facilities and equipment for profit. This regulation includes the use of Music Department facilities for private, for-pay music lesson instruction. Music faculty who wish to teach private lessons separate from University or Academy of Music enrollment must do so at an off-campus site.

**8. Department Facilities**

**a. Building Hours**

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

<b>Days</b>	<b>Hours</b>
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.

The Music Office is open during the following hours:

<b>Days</b>	<b>Hours</b>
Monday-Friday	8:00 a.m. to 5:00 p.m.

**b. General Usage Policies**

Classrooms in Beach Music Hall (205, 206, 215) will be locked at times buildings are not open unless supervised by faculty or other authorized personnel. Rehearsal and sectional rooms in Shepherd Music Center (131a, 132, 134, 135a) will remain locked at all times that these rooms are not in use.

All rooms are to be put back in proper order, blackboards erased, equipment put back in original place, and windows, and doors secured when you are finished using the facility.

Smoking is not permitted in Beach Music Hall. Food or drink is not allowed in practice, class, and rehearsal rooms.

Notices, posters, messages, etc., should be placed on appropriate bulletin boards and adhere to the general style of other information on the board. Notices, posters, messages are not to be posted on studio or classroom doors, the outside doors, windows, and the lobby of Beach Music Hall.

**c. Scheduling of Facilities**

All usage of Beach Hall classrooms, rehearsal, and performance rooms must be scheduled through the Music Office. Faculty members can view availability of rooms through GroupWise (Lory Cross will assist you as needed to set up the view capabilities.) After finding an available room/time/date, email this information to Lory Cross who will enter this information into the master schedule. The email request will serve as the request form. Lory Cross will only schedule events for the current semester. Events repeating a second semester must be requested through this process.

Scheduling for recording in HRH will follow the above process. Once the date/time is scheduled, the faculty member must schedule this recording time, use of the equipment, and the assistance of a recording engineer with the recording manager at least one week in advance. The faculty member may wish to arrange for an alternate date/time should the first recording event take longer than the project.

The facilities and the equipment of the Department of Music will not be made available to campus or off-campus groups unless an event is associated with the curriculum of the Department of Music or the activities of the music faculty. All scheduling of facilities and equipment is subject to the approval of the Department Chair.

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:

<b>Event Preparation</b>	<b>Time Allowed</b>
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 Recitals	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: 3:00 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.

**d. 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 \$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 \$15.00 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.

**e. Security**

Faculty 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.

**f. 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 cannot 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.

**g. Music Office**

The Music Office must arrange work on a priority basis. When work requests are made from faculty the office will make every effort to comply with such wishes. Due to the large workload of the Department Administrative Specialist and staff, faculty are asked to comply with the following directives:

- Faculty will prepare his/her own letters, tests, and masters for duplication.
- Copying requests should be submitted a minimum of 4 hours before needed. The master copy should be submitted in completed form.
- Faculty members should supply a complete on-campus schedule to the office by the second week of each semester.
- Faculty members should supply complete syllabi for each course taught at the beginning of the semester.

**h. 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 faculty and student use. Faculty may put on reserve listening materials for their classes. Materials housed in the Media Center are available for faculty and student check-out.

**i. Music Collections – White Library**

The White Library maintains an excellent inventory of books, journals, and musical scores. The library houses the Brewsaugh Collection of musical scores as well as the Catherine Strouse Collection of books. Faculty can place books and materials on semester class reserve. Music faculty can access library holdings, electronic databases, and library services such as interlibrary loan through the internet.

**j. Room Key Checkout for Students**

Room keys for specific practice rooms (percussion, piano, recording studio) can be

checked out by students from the University Key Bank. Students must complete a Music Key Request form available in the Music Office. This form will require a supervising faculty member's signature. Students may check out keys for one semester.

## **9. Equipment & Supplies**

### **a. Equipment Moving**

Equipment housed within the Department must not be moved from its present location without approval from the Department Office. This includes all recording equipment, office equipment, pianos, amplifiers, etc. All requests must be made in writing to Lory Cross. The Department of Music Equipment Request form is available through the Department Webpage. In situations that involve multiple useage of the same materials, such as music stands, percussion equipment, etc., such materials must be coordinated with each person who will be affected by the move. Ensemble directors should coordinate with one another in order to prevent the duplication of multiple requests.

### **b. Equipment Usage**

Private use of university property is forbidden by university Administrative Policy. No one connected with the University in any capacity shall use for personal purposes any state property of whatever description; and no one shall be permitted to remove from the buildings or grounds any property belonging to the University even though it may seem to be of no value, unless it be temporarily and pursuant to some well established regulation or usage, or with the distinct approval of the President or the Property Custodian of the University.

### **c. Performance Equipment**

Performance pianos must be in acceptable condition for performance at all times. The piano technician hired for tuning and maintenance of performance instruments is scheduled by the Music Office. Piano tuning and maintenance takes priority over rehearsals in HRH and ATH. Keyboard maintenance and tuning needs should be reported to the Music Office in writing.

The Music Office must be notified two weeks in advance if the harpsichord is needed for performance. Recital dates using harpsichord must be cleared with the office so that piano technician can be notified. The harpsichord will be moved to the stage after permission of Chair of Keyboard Studies is received. The harpsichord will be tuned on stage and should remain there until after the performance. Problems, which result after tuning, may or may not be adjusted, depending upon the availability of the tuner. The harpsichord will be moved only by students approved by Chair of Keyboard Studies. The harpsichord will be returned to its storage place as soon as possible after a performance.

Harpsichord may be used for student practice with the approval of the Chair of Keyboard Studies.

### **d. School-owned Instruments**

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

MU 319 – 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

Students will pay the following non refundable fees (used for instrumental repairs and cleaning per semester:

- \$10.00 per instrument rented for applied music and/or ensemble
- \$10.00 per methods class

Student will pay the rental fees in the Music Office and give the receipt to the GTA (Brandon Brady) at the time/place designated and posted by the GTA place of the instrument. The GTA will collect the instruments at the end of each semester at the posted date/time.

Students will be required to check in the instruments at the end of each semester. A student may retain the instrument over the winter break if he/she pays the spring semester rental fee and submits the receipt to the GTA.

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.

Brandon Brady will coordinate the distribution and collection of instruments used in methods classes. Hannah Brady will coordinate the distribution and collection of instruments for Marching Band and Wind Ensemble. Instruments may not be checked out during summer sessions.

#### **e. Office Supplies**

Faculty may obtain office supplies from the Department Music Office Staff. Office supplies are kept for faculty in the Department workroom. It is of the utmost importance that office supplies be used as needed. The more that we as a faculty conservatively use office supplies the more that other areas of the budget are enhanced (i.e. funds for recruitment, faculty travel, etc.).

### **10. Music Major Degree Requirements**

#### **a. Student Placement Procedures**

The following placement examinations are given at the beginning of the baccalaureate student's first semester at Emporia State University:

- **Music Theory Assessment** – placement into appropriate course, either MU 101 or MU 118.
- **Group Piano Assessment** – placement into the appropriate section of Group

Piano.

- **Applied Voice Audition** – for student wishing to study voice, placement into either class voice or applied voice.
- **Applied Piano Audition** – for student wishing to study piano

## **b. Advising**

The Department of Music actively encourages student retention through the university initiated intrusive advisement program. At the freshman and undeclared levels, all students are advised at the University Student Advising Center where the Department is represented by one of its faculty advisors. At all other undergraduate levels, music majors are advised by one of five music faculty members.

Music students are expected to take an active role in course advisement. Each student has a copy of the specific degree plan requirements. The student and advisor prepare a long-range plan that plots expected graduation date and keeps track of the progress toward that completion date. Students meet a minimum of one time each semester with their music advisor. **Prior to the meeting with the advisor, the student is expected to prepare a schedule of classes for the upcoming semester using STING.**

## **c. Music Convocation Policy & Procedures**

### **1. Procedures**

Each music major is required to enroll in MU 099, Music Convocation, each semester he /she is a full-time student (12 hours or more). Music Convocation is held on selected Tuesdays throughout the semester in HRH from 10:00 - 11:00 am.

Attendance and a final grade of Satisfactory “S” is required each semester a music major is enrolled as a full-time student. This is a graduation requirement. The student must fully complete this requirement in order to graduate. Music Education majors are excused from this requirement during the student teaching semester.

In order to receive a grade of “S”, the student must attend all Convocations and Student Recitals at 10:00 am Tuesdays and attend additional ESU Department of Music recitals and concerts for a total of twelve performance attendances. A recital in which the student is a performer will not fulfill the twelve recital attendance requirement.

Studio recitals are not applicable for Music Convocation attendance. Studio master class sessions hosting a guest clinician and publicized as open to the public can be available for Music Convocation attendance.

In order to receive credit for attending each recital the student must obtain an attendance card from the designated faculty member outside the entrance at each recital or concert. The student must complete the card and return it to that faculty member following the concert. The faculty will be available for 15 minutes following the concert. Cards may not be turned in at any other time or to any other faculty member.

A student performing for a Music Convocation program can receive credit for attending the remaining portion of the recital. The student’s applied instructor

must confirm with Dr. Comstock that this student did attend the remaining portion of the recital.

A student attending an off-campus performance can receive credit for this attendance provided the student’s applied instructor approves the credit and notifies Dr. Comstock.

Students can check the number of recitals attended on Blackboard. It is the student’s responsibility to check his/her progress in completing the course requirements.

**2. Students Who Have Received a “U” Grade**

Students who have received an UNSATISFACTORY “U” at the end of a semester must make up the requirements for the unsatisfactory semester before credit can begin to be applied to the current semester.

Students receiving a “U” for Music Convocation should check with their applied instructor for the number of recitals needed for “make-up”.

**3. 2006-2007 Convocation Dates**

Fall Semester		Spring Semester	
August 28	Faculty Get Acquainted Recital	January 29	Student Recital
September 18	Student Recital	February 12	Student Recital
October 16	Student Recital	February 26	Student Recital
October 30	Halloween Recital	March 1	Student Recital
November 13	Kate Bergman, Flute	March 25	Student Recital
November 27	Student Recital	April 8	Student Recital
		April 22	Student Recital

**d. Applied Lesson Enrollment**

**1. 200 Level Enrollment**

The 200 level in applied music is the entry point for all university students enrolling in applied music. Each student enrolled in 200 level applied lessons must meet the course requirements as outlined in each applied instrument syllabus. Every student enrolled in the 200 level of applied music must perform an Applied Jury Examination at the end of each semester of enrollment.

**2. 400 Level Enrollment**

The 400 level is reserved for music majors and selected non-majors (subject to approval by the applied area faculty committee.) The student must audition for 400 level at the time of semester applied juries. Specific area requirements are available from your applied instructor. 400 level enrollment is required for movement to Music Major Assessment Level 3. The student must be enrolled in 400 level applied instruction for a minimum of 2 semesters before moving to the 500 level.

### **3. 500 Level Enrollment**

The 500 level is reserved for music major students seeking to present a senior recital. The student must audition for 500 level at the time of semester applied juries. Specific area requirements are available from your applied instructor. The student must be enrolled in 500 level applied studies for a minimum of one semester prior to presenting the senior recital.

## **e. Applied Jury Examinations**

### **1. Jury Explanation**

A jury (or final examination performed before appropriate faculty) is required of all students receiving credit for applied music study in the Music Department. Juries will be given at the end of each semester of study during the period designated for final examinations.

Students giving a degree recital will not be required to take a jury in the semester they give their recital.

Students registered for audit are exempt from this requirement and will receive a "V" grade.

The assigned jury grade is a simple average of the grades given by all faculty present at the jury. It is recorded on the repertoire sheet under the "remarks" section. The jury grade is worth 25% of the applied grade for the semester.

### **2. Jury Procedures**

The jury faculty committee consists of all applied music instructors from each respective area: Brass/Percussion, Keyboard, Strings, Vocal, and Woodwind. Juries for all music majors will be taped.

### **3. Time Requirements**

A minimum of 10 minutes per credit hour of enrollment will be allowed. However, some committees may wish to require more time for advanced students and for those taking more than one credit hour.

### **4. Memorization Requirements**

Memorization requirements are established by the individual area applied committees. Memory requirements are listed on the semester syllabus and should be made clear to all students concerned at the beginning of each semester.

### **5. Literature and Technical Requirements**

Literature and technical requirements are established by the individual area applied committees. Literature and technical requirements are listed on the semester syllabus and should be made clear to all students concerned at the beginning of each semester.

## **f. Bachelor of Music Education-Teacher Education Requirements**

Students enrolled in the Bachelor of Music Education program (vocal or instrumental) will find all requirements in the Music Education Student Handbook.

**g. Bachelor of Music: Performance Degree - Entrance Requirements**

Each student seeking to enter the Bachelor of Music: Performance degree must perform a twenty (20) minute audition at the end of the second semester of enrollment at Emporia State University. Transfer students may audition at the end of the first semester of ESU enrollment; transfer students must audition at the end of the second semester. Auditions will occur during the semester applied jury examinations.

The audition should consist of the following:

- Twenty (20) minutes of music
- Music performed must include selections from two to three eras / styles
- Memorization may be required depending upon the applied area
- Auditioning student must provide his / her accompanist
- One complete copy of all music must be available for the faculty jury

The audition will be performed for the faculty of the applied area. A student will be accepted into the Bachelor of Music: Performance program upon approval of a majority of the area faculty. The applied student will, upon this approval, be permitted to enroll for 3-5 hours of credit in the applied area.

Students who do not qualify for entrance into the Bachelor of Music: Performance program may choose to re-audition.

Specific instrumental and vocal Bachelor of Music: Performance audition requirements are available from the applied instructors.

**11. Student Assessment Guidelines**

**a. General Procedures**

Students in all undergraduate and graduate music degree programs are regularly evaluated by means of departmental performance and musical skills assessments in addition to the normal curricular assessments. These assessments are degree requirements; the satisfactory completion of all assessments is required. Assessment records are maintained in each student's degree program file. The following Assessment Plan is used in the three baccalaureate music degree programs:

The Assessment Plan for all baccalaureate degrees within the Department of Music is a four-tiered transition point indication within the degree program. Candidates for the degrees Bachelor of Music in Performance, Bachelor of Music Education, and Bachelor of Arts in Music must meet requirements of each transition point.

The four transition points and their respective time frames are as follows:

- Music Major Level 1 Review – following two semesters of study
- Music Major Level 2 Review – following four semesters of study
- Music Major Level 3 Review – junior or senior year
- Music Major Level 4 Review – prior to commencement

Students declaring a music major would, under this program, be enrolled with the designation of Music Major, Level 1. Upon completion of each level, the designation would change to reflect advancement: Music Major, Level 2, Music Major, Level 3, and Music Major, Level 4. Completion of the Music Major Level 4 Review indicates program (degree) completion.

The assessment plan is modeled upon that of National Council for Accreditation of Teacher Education (NCATE). It will serve as a significant assessment component for the National Association of Schools of Music (NASM) 10-year accreditation review, the North Central ESU accreditation review, and the NCATE accreditation review.

A variety of assessment formats are utilized throughout this program. The following table lists these assessment formats, requirements, approval/non-approval evaluation results, and faculty committee responsible for the evaluative decisions.

**b. Music Major Level 1 Review**

<b>Degree Plan</b>	<b>Requirements</b>	<b>Evaluation</b>
BA, BME, BM	Minimum grade of "C" in MU118 and 119	Grades earned in courses
BA, BME, BM	Applied Music Review	Semester jury with approved evaluation
BA, BME, BM	Two faculty recommendations (applied instructor and music course instructor)	Checklist
BA, BME, BM	Essay stating degree choice, reasons, and career goals	Checklist

**Candidate receiving a positive (encourage) evaluation:**

1. BA, BME, BM candidate accepted with Music Major, Level 2 designation.
2. BM candidate can enroll in 3-5 hours of applied music

**Candidate receiving a negative (discourage) evaluation:**

1. BA, BME, BM candidate not accepted with Music Major, Level 2 designation.
2. Candidate is permitted to re-apply a second time

**Transfer Music Major**, following two semesters of study at ESU, can apply for either the Music Major, Level 1, Music Major, Level 2 or Music Major, Level 3 Review, depending upon the candidate's status, and upon recommendation of the applied instructor.

**c. Music Major Level 2 Review**

<b>Degree Plan</b>	<b>Requirements</b>	<b>Evaluation</b>
BA & BME	Applied Music Review	Applied Jury with encourage or discourage evaluation
BM	BM Performance Jury	Applied Jury with encourage or discourage evaluation

**Candidate meeting all requirements:**

1. Accepted with Music Major, Level 3 designation
2. Is admitted to 400 level music courses

**Candidate not meeting all requirements:**

1. Not accepted with Music Major, Level 3 designation
2. Is not permitted to enroll in 400-level music courses
3. Candidate is permitted to re-apply a second time

**d. Music Major Level 3 Review**

Degree Plan	Evaluation	Requirements
BA, BME, BM	Grades earned in courses	Minimum grade of “C” in MU 108, 118, 109, 119, 208, 218, 209, 219
BA, BME, BM	Grades earned in courses	Minimum grade of “C” in MU 324, 328, 329
BA, BME, BM	Checklist	Minimum grade of “C” on Final Exam of MU 209
BA, BME, BM	Applied faculty evaluation	Applied 500 level approval
BA, BME, BM	Grades earned in course	MU 099 - all semester grades of “S”
BA, BME, BM	Grades earned in courses	Minimum grade of “C” in all music course work
BME	Checklist	Admission to Teacher Education Phase 1
BME	Checklist	Minimum grade of “C” on Final Exam of MU 134

BA, BME, & BM candidates must meet all requirements of the Music Major, Level 3 Review before moving to Music Major, Level 4 status.

**e. Music Major Level 4 Review**

Degree Plan	Requirements	Evaluation
BA, BME, BM	Satisfactory completion of Senior Recital	Senior Recital evaluation
BA, BME, BM	Completion of all degree requirements with minimum grade of C	Grade earned in courses
BA, BME, BM	Technology Portfolio completed	Rubric
BA, BME, BM	Professional Portfolio completed	Rubric
BA, BME, BM	Completion of Senior Exit	Checklist

Explanations of some items of this plan follow:

**Sight Singing Proficiency**

The student must earn a minimum grade of “C” in each of the four semesters of the sight singing portion of the ear training/sight singing courses (MU 108, 109, 208, & 209).

**Music Theory Classes**

The student must maintain a minimum grade of “C” in each course and in order to advance to the next course within this sequence.

**Music Theory and Music History and Literature**

The student must maintain a minimum grade of “C” in each course.

**Piano Proficiency - BME only**

The student must complete MU 134 with a grade of “C” or better.

**f. Music Education Student Assessment – BME only**

Music education majors are assessed each fall semester for professional skills and qualities deemed necessary for effective PreK-12 music classroom instruction. Faculty members who have had music education majors in classes/ensembles/applied lessons during the prior spring semester or the current fall semester have the option to complete this form.

Ratings of each student are reviewed by members of the Music Education Committee. Each student with substantial “needs improvement” ratings as stated on these forms will be asked to meet individually with the Music Education Committee at the beginning of the following semester. During this meeting, each student will be informed of the concerns and will be given an opportunity to respond. A copy of this assessment form can be found in the appendix of this handbook.

Faculty members will be asked to reassess these students during the same spring semester. Early in the subsequent fall semester, these students will be asked to again meet with the Music Education Committee to review progress.

In addition to this annual assessment process, each music education student will be formally evaluated by members of the Music Education Committee prior to admission to both Phase I and Phase II of the Teacher Education Program. Music Education committee members, along with the Chair of the Department of Music, make the final decision regarding admission to both phases.

The Department of Music also utilizes **Initial Candidate Assessment of Dispositions** as mandated for all students enrolled in Teacher Education at Emporia State University. This assessment form is completed as part of the Phase I and Phase II admission review process. In addition, this form is completed on each student who receives substantial “needs improvement” ratings. As a part of this assessment process, each student will

receive a copy of the completed assessment form. A copy of this form can be found in the appendix of this handbook.

**g. Collection of Assessment Materials**

Assessment files for each music major student are maintained in the Music Office. The following materials will be collected and stored in these files:

- Level change forms
- Applied jury forms
- Repertory records
- 500 level approval forms
- Scholarship offers
- Music theory, sight singing/ear training, and music history D & F final grade reports
- Music Education Assessment forms and meeting notes
- Concern forms

**h. Faculty Student Concerns**

Music Student Concern Forms are available for faculty use on the department website. Instructors utilize these forms to inform music advisors of a student's lack of progress in course work, applied lessons, or ensemble work. The music faculty advisor meets with the student, discusses the issues and a plan to improve the situation, and informs the faculty member of the results.

**12. General Performance Information**

**a. 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.

**b. Concert Etiquette**

Common courtesy is basic to good concert etiquette. Applied faculty should encourage exemplary concert etiquette. As a reference for faculty members, the following is taken from the Department of Music Student Handbook:

As a member of the audience, you should remember the following:

- Applaud performers as they walk onto the stage
- No talking or whispering during performances.
- No entering or leaving a hall during a performance.
- No gesturing or whistling.
- Warm applause after groups of pieces or at the end of a concert is appropriate and appreciated by performers.
- Flash cameras should never be used during performances, as flashes are distracting to performers and to audiences. Pictures can be taken before or immediately after a performance.

As a performer, you should:

- Always acknowledge an audience after you walk on stage with a tasteful bow – a nod of the head is enough.
- Walk onto and off of the stage briskly and with confidence (even if you are somewhat anxious).
- Be sure that you are standing still and have both feet planted squarely before bowing.
- Glance at your toes or just in front of your feet as you bow.
- Avoid trying to look at people in the audience as you bow.
- Always acknowledge your accompanist after you bow (if you had one). They are essential to your performance.

**c. Musician Participation in Music Ensembles**

- Groups that meet regularly under the direction of a faculty member for purposes including rehearsal and/or performance are considered music ensembles. The department has two options for these type of ensembles: listed and scheduled by the department under the MU 391/691 umbrella course number for Chamber Music or as a studio instructional activity. As a studio instructional activity, this ensemble would be considered a requirement of applied lesson enrollment for all studio students.
- Musicians who participate in a regularly scheduled ensemble must be enrolled in the specific ensemble.
- Musicians who participate in a studio instructional ensemble must be enrolled in applied lessons within the specific studio.

**d. Student Performances for Music Convocations**

Student recitals are scheduled at the 10:00 a.m. Tuesday 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.

e. **Honors Recital**

**1. Honors Recital Information**

The Honors Recital is an annual competitive event during which students selected by applied area faculty members perform for evaluative ratings. The top three recital performers will be awarded Music Scholarships for the upcoming academic year.

A student can elect to perform in one of the following seven areas:

Brass  
Woodwind  
Percussion  
Strings  
Piano  
Voice  
Composition

Faculty members from each applied area can select one or more students to perform for a total of 12 minutes. If there is no student whose performance merits the recital performance, then no student from that area should be selected.

The Honors Recital competition is open to both undergraduate and graduate students. Scholarship awards will be given for first, second, and third place finishers. Students who receive the first place award are not eligible for that award for two subsequent years.

The 2008 Honors Recital will be coordinated by Terrisa Ziek.

**2. Honors Recital Auditions**

Students seeking to perform for the Honors Recital must perform the complete selection for the applied area faculty committee during the December applied juries. Each student seeking to audition must complete an Honors Recital Audition form available from the applied instructor. This form must be submitted to the Applied Instructor by the date designated on the schedule.

The student will perform the entire composition/movement for the jury. An accompanist and/or other musicians involved in the performance must perform for this jury.

Accompanists: fee of \$50.00 includes 1 hour rehearsal, audition, the dress rehearsal, and the recital performance.

**3. Honors Recital Requirements**

- a. Honors Recital Contract  
Each student selected for the Honors Recital must sign the Honors Recital contract by the date designated on the schedule.
- b. Program Notes

Program notes must be completed and submitted to the applied faculty  
Students selected to perform for the Honors Recital for approval/corrections by the date designated on the schedule. Completed program notes must be submitted by the student to the Honors Recital Faculty Coordinator by the date designated on the schedule.

c. **Dress Rehearsal**

All performers, including accompanists and other musicians must be present for the Honors Recital Dress Rehearsal listed on the schedule. This rehearsal will be held from 7:00 – 9:00 pm. **All performers must be present during the entire rehearsal time. Performers not present during the dress rehearsal Performers not attending the complete dress rehearsal will not be allowed to perform for the Honors Recital.**

All student performers must attend and perform in the dress rehearsal in performance attire.

**4. Memorization**

All selections for the Honors Recital must be performed from memory.

**5. Honors Recital Schedule**

- December 3– 5:00 p.m.- - Honors Recital Audition Form submitted to applied instructor by student
- December 6 – 5:00 p.m. - - Honors Recital Audition Forms submitted to Terrisa Ziek by applied instructor
- December 10/14 - - Honors Recital selection juries
- January 28– 5:00 p.m. - - Honors Recital contracts signed by student performer
- January 28– 5:00 p.m. - - Program Notes submitted by student to applied instructor
- February 1-5:00 p.m. - - Approved/corrected program notes submitted by student to Terrisa Ziek
- February 3 – 7:00 p.m. - - Honors Recital Dress Rehearsal
- February 5 – 7:30 p.m. - - Honors Recital

**13. Degree Recital Requirements**

**a. General Information**

A senior recital is required of all music majors. A junior recital is required of B.M. degree students. All recital repertoire must be approved by the applied instructor the semester before the proposed recital.

BME and BA senior recitals and BM junior recitals must consist of a minimum of thirty minutes of music. BM senior recitals must consist of fifty minutes of music.

**b. Student 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.

### **1. Scheduling a Recital Preview Jury**

Recital Preview Juries are scheduled with the applied instructor and the applied area faculty.

The final date for all recital previews is March 30 for a spring semester performance and November 5 for a fall semester performance.

### **2. Recital Preview Jury Requirements**

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.

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

### **3. Recital Preview Evaluations**

The candidate 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)

The Recital Preview will be graded by a minimum of three faculty area committee members as pass/fail using the area Recital Preview Jury rubric. A copy of this rubric is available to the student prior to the Preview Jury. The student should request a copy of this rubric from his/her applied instructor.

The same area faculty members will grade the recital with a letter grade. The averaged recital grade must be a “B” or higher in order to be considered a “pass” for the submitted recital grade. In exceptional cases, another designated music faculty member can substitute for one of the three faculty area committee members for purpose of assigning the recital grade.

#### **4. Student Recital Scheduling**

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. 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 program notes, must be submitted to the Music Office when the student schedules the recital. 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.

#### **5. Student Recital Publicity and Reception**

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.

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.

#### **6. Recital Taping**

All junior and senior 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 videotaping must be made privately by the performer.

## 7. Recital Checklist

A recital checklist is available on the department website.

## 14. Accompanist Policies

Students and faculty needing accompanists will contact accompanists, make arrangements for rehearsals and performances, and make arrangements with the accompanist for payment.

The following amounts are standard for the 2007-2008 academic year.

Event	Total Amount	Payment Timetable	Requirements
Solo Recital	\$250.00	\$100.00 at time of contract \$150.00 at time of recital	3 hrs rehearsal/lesson preview jury recital performance
Honors Recital	\$50.00	\$20.00 at time of contract \$30.00 at time of recital	1 hour rehearsal/lesson December jury Pre-concert rehearsal Recital
NATS	\$50.00	\$20.00 at time of contract \$30.00 at time of NATS	1 hour rehearsal/lesson NATS competition(s)
Rehearsal and/or Taping	\$25.00 an hour	Total amount at time of rehearsal or taping	

## 15. Recording of Recitals and Concerts

The following events will be recorded at departmental expense:

- Large Organizations (Band, Orchestra, Choir, etc.)
- Chamber Ensembles
- Student and Honors Recitals
- Degree Recitals
- Faculty & Guest Artist Recitals
- 

Faculty members are given on CD copy of their recital or ensemble performance at no charge. Additional copies must be purchased according to Department policy. A request form along with a CD needs to be submitted to the Department office. CD's will be duplicated at an hourly rate of \$5.00 per hour with a minimum one hour charge. Allow one week for duplication.

Tapes may also be duplicated through Tele-Educational services located in Visser Hall. Only official personnel will be allowed to use recording equipment in the recording booth.

## 16. Travel

Faculty who travel for any university purpose must complete the Faculty Travel Form found on the Department website. This form must be submitted for approval and processing no later than 30 working days prior to travel. An additional Travel Assistance Form must be completed if the faculty member is seeking travel funding from the Music Department, the Dean of Liberal Arts

and Sciences, and/or the Graduate Office.

Faculty who are traveling with students (ensemble or individuals) must complete the Ensemble/Student Travel Form found on the Department website. This form must be submitted for approval and processing no later than 30 working days prior to travel. Ensemble and student travel must be covered by PAB funding or another source beyond the Music Department.

Faculty who have invited a guest artist for the purposes of performance, offering master classes, etc. must complete the Guest Travel Form found on the Department website. This form must be completed 30 working days prior to travel. Guest artist travel expenses and fees must be covered by PAB funding or another source beyond the Music Department.

## **17. Special Events**

All special events must be approved by the Department Chair. A request form must be completed two months prior to the event. The Special Events Request Form is found on the departmental website.

## **18. Telephone, Fax, Mail Services**

### **a. Telephone**

If you need to use the phone for a personal call, please use your credit card whenever possible or if not, reimburse the Department when the phone bill comes in. Personal calls are not included in our OOE Budget.

No long distance calls should be made from the music office. Long distance calls should be made from the faculty member's office.

All long distance calls (regardless of the amount) must be verified and explained. Please keep a log by your phone each month so you can crosscheck your calls with the bills charged to your station.

Charges for personal calls made on your phone must be paid to the Department of Music upon your receipt of the statement.

### **b. Fax Machine**

All requests for Fax services must be related to official University business. Fax services for personal use are available @ \$1.00 per page.

### **c. Mail**

Requests for bulk mail services must be approved by the Department Chair. A draft of all bulk mailings will also reviewed by Lory Cross. Any bulk mailings to be addressed in the mail center (not labeled by the Department) must be scheduled no less than one week in advance mailing. Mail will be sent 1<sup>st</sup> class (except for bulk mailings which are normally 3<sup>rd</sup> class). All mail services must be related to official University business.

## **19. Student Employment**

The Department of Music is allocated funds each year for student employment. For students to hold jobs, the Department must show an honest job need. Therefore, it follows that only when a position opens and money is available, a student will be given employment. The following points are related to student employment and are essential to the best interest of students and faculty.

- Faculty members should not promise jobs to students. Faculty should notify the office when there is a need for student help.
- An interview system helps ascertain the best qualified individual for available positions.
- The Department Chair is responsible for coordinating and controlling student employment. Any time the student fails to meet the terms of his contract, the office should be notified by the supervisor so that appropriate action will be taken.
- All student employees will be evaluated in written form by their respective supervisors during the spring semester. Students will be notified of rehire by the end of the spring semester.

## **20. Music Scholarships**

### **a. Music Talent Scholarships – New Students**

The Department of Music awards Music Talent Scholarships to talented students. Music Talent Scholarships are competitive and students must audition to be considered for scholarship awards. Scholarship Audition Days are November 8, February 22, March 7, and April 11.

### **b. Music Talent Scholarships – Returning Students**

All Music Talent Scholarship students must re-audition annually for scholarship award continuation and possible upgrade. Music Talent Scholarship re-auditions are held during the December applied music juries.

Students seeking scholarship renewals must complete the Music Talent Scholarship Renewal Resume found on the department website. This form must be submitted to the student's applied instructor by November 30.

### **c. Music Department Honors Scholarship**

Music Department Honors Scholarships is awarded to participants of the Annual Honors Recital selected by the department faculty.

### **d. Music Talent Scholarship Award Procedures**

Music Talent Scholarship awards are recommended by the following faculty chairs following a successful audition and consultation with area faculty:

Dr. Terry Barham – voice

Dr. Allan Comstock – woodwinds  
Dr. James Starr – strings  
Dr. Martín Cuéllar – keyboard  
Dr. Gary Ziek – brass, percussion

**e. The Corina M. Krieser Talent Award Scholarship**

The Corina Krieser Scholarship is available to music education choral emphasis majors. Requirements include:

- Junior or Senior academic standing
- Active participate in one or more ESU choral ensembles
- Minimum 3.0 GPA in Applied Voice and Choral Ensembles
- Completion of the Corina M. Krieser Talent Award application found on the department website
- Vocal Audition and Interview

**21. Faculty Expectations**

**a. Faculty Handbook**

All faculties are expected to follow the recommendation of the University Policy Manual. It is available in searchable format the web at

[http://www.emporia.edu/acadaff/employee\\_policy\\_manual.htm](http://www.emporia.edu/acadaff/employee_policy_manual.htm)

**b. Retention, Promotion, and Tenure Information**

Faculty information on Department retention, promotion, and tenure is available in the Department of Music Faculty Recognition Guidelines.

<http://www.emporia.edu/music/topic00/EmporiaStateUniversity-DepartmentofMusic.htm>

University guidelines are available in the University Policy Manual.

It is available in searchable format the web at

[http://www.emporia.edu/acadaff/employee\\_policy\\_manual.htm](http://www.emporia.edu/acadaff/employee_policy_manual.htm)

**c. Department Service Music Policy**

Faculty and students in the Department of Music understand and appreciate the importance and value of service music performances for University events and functions. Live music both enhances and enriches such an event by providing ambience and entertainment. The benefits of such performances often reach well beyond the immediate event and its participants.

This performance ability, for both faculty members and students, is the result of many years of dedicated study, practice, and rehearsal. For each performance, the musician must prepare and rehearse the selections for the event. In addition, the performing music provides the physical set-up. As an example a pianist, this involves delivery and set-up prior to the beginning of the event and tear-down of the instrument after the event

concludes. Many times, especially in the case of student musicians, performance for an event involves canceling or changing times for regularly scheduled lessons, rehearsals, and church or job activities.

Honorariums paid to performing musicians should be considered a portion of the event cost and, as such, should be budgeted, as are other event components (site rental, food services, publicity, etc.).

Given both the importance of music as a part of University events and functions and the extent of the musician's preparation, the Department of Music offers the following honorarium recommendations based upon 60-90 minutes of actual performance and including preparation and set-up/tear-down:

	<b>Soloist</b>	<b>2-4 Musicians</b>
Undergraduate student	\$100.00	\$50.00 per musician
Graduate Student	\$125.00	\$75.00 per musician
Faculty Member	\$150.00	

Performances that include a single composition also include the issues listed above. Honorarium recommendations include:

	<b>Soloist</b>	<b>2-4 Musicians</b>
Undergraduate student	\$50.00	\$25.00 per musician
Graduate Student	\$65.00	\$40.00 per musician
Faculty Member	\$75.00	

Scheduling of soloists and 2-4 musician ensembles must be completed a minimum of three to four weeks prior to the event.

Larger ensembles – Flute Choir, Amphion Men's Ensemble, A Cappella Choir – are also available. Cost would be negotiated with the ensemble director with consideration given to a minimum of \$200.00. Arrangements for this type of ensemble must include scheduling prior to the beginning of the semester as all performances are listed as part of the semester course syllabus.

Contact information on performing musicians and performing ensembles can be obtained from Lory Cross, Administrative Assistant, Department of Music Office: 341-5432.

**d. Absences from Campus or Class**

There are times when a faculty member may need to leave campus (presenting a workshop, paper, adjudicating, concert performance, etc.). The following procedures are necessary for an approved absence:

- Complete The Request For Approval of Absence form found on the department website and submit to the Department Chair.
- Inform your class and/or applied students of your upcoming absence
- Missed classes/lessons must be rescheduled and held.
- Leave the appropriate lesson plans and materials with your substitute.

**e. Absence for Illness**

If a faculty member is ill, he/she should call the office as soon as possible. Any absence

from class or campus should be reported to the Department secretary. If possible, please make arrangements for someone else to teach your class.

**f. Professional Travel**

The Department annually provides each faculty member a maximum of \$300.00 for professional travel. All requests for professional travel will be submitted to the Chair of the Department.

**22. Course Syllabi**

The following items are recommended for inclusion in all course syllabi.

**a. Course Objectives & Student Outcomes**

These should provide direction for students enrolled in the course.

**b. Course Requirements and Assignments**

These should provide sufficient detail to assist the student in preparation and study.

**c. Class Attendance Policies and Effect on Grade**

These statements should clearly define all attendance requirements and policies. Your statements should also include specific information on how non-attendance will affect course grading.

**d. Grading System**

Your grading system for all requirements should be clearly explained.

**e. Student Accommodations Statement (include statement)**

Emporia State University will make reasonable accommodations for persons with documented disabilities. Students need to contact the Director of Disability Services and the professor as early in the semester as possible to ensure that classroom and academic accommodations are implemented in a timely fashion. All communication between students, Disabilities Services, and the professor will be strictly confidential.

**f. Faculty Initiated Student Withdrawal (only if you wish to use this option in your class)**

If a student's absences from class or disruptive behavior become detrimental to the student's progress or that of the other students in the class, the faculty member shall attempt to contact the student in writing about withdrawing from the class and shall seek the aid of the office of the Vice President of Student Affairs to help insure contacting the student. The office of the Vice President of Student Affairs shall provide the student information about the existing appeals procedures. Upon receiving a written report from the faculty members, the Vice President of Student Affairs may initiate a student

withdrawal from the class.

**g. Student Academic Dishonesty**

Faculty will place statements on the course syllabus indicating an intolerance for academic dishonesty. The faculty member chooses an appropriate resolution to academic dishonesty.

The range of sanction options includes:

- a) the failure of the test or assignment
- b) the redoing of the assignment or the retaking of the test
- c) the failure of the course
- d) a reprimand in the student file
- e) dismissal from the university

A copy of all course syllabi (courses, ensembles, applied lessons) for each semester will be on file in the Department Office for review by accrediting agencies (NASM, HLC, NCATE). The Department Chair is required to monitor all course syllabi for the above items as well as course content.

**23. Liberal Arts and Sciences Faculty Expectations**

- Faculty members are expected to meet all assigned classes at the scheduled time and for the scheduled period of time. Any inability to do so should be reported to the chair before the fact. This is consistent with the faculty absences policy stated in the Handbook. Make-up or substitute arrangement plans, which are agreeable to the chair, should be reported for any scheduled class meetings missed.
- Faculty members are expected to establish, post, and keep regular office hours in a fashion consistent with that described in the Handbook.
- Faculty members are expected to prepare syllabi or outlines, in reasonable detail, for the courses they are assigned to teach. These syllabi should describe and outline the material it is intended will be covered during each course; they should be distributed to each student at the beginning of each course and copies of them should be filed with the Department.
  - Syllabi of all courses in which both graduate and undergraduate students are enrolled must indicate additional expectations for graduate credit.
- Faculty members are expected to prepare statements of goals and objectives for each course. Copies should be distributed to each student and should be filed with the Department.
- Faculty members are expected to prepare a statement of the policy toward class attendance, which will be followed in each class. These statements must be consistent with the ESU policies as stated in the Handbook. Copies of these statements should be distributed to each student at the beginning of the semester and they should be filed with the chair.
- Faculty members are expected to prepare a statement of the examination and grading procedures and policies. This statement must be consistent with the ESU policies stated in the Handbook. Copies of it should be distributed to each student at the beginning of the semester and a copy of it should be filed with the Department.
- Faculty members are expected to make no changes in the rooms assigned for each class

without the approval of the chair, who will arrange any such change, which might be necessary.

- Faculty members may expect, and should cooperate with, visits to their classes by their chair and by various of their appropriate colleagues, such visit to be for the purpose of monitoring and evaluating their contribution to the educational process of Emporia State University.
- Faculty members are expected to have, and to use periodically, a regular plan for student evaluations of their courses and their teaching. Such plans should be consistent with departmental/Departmental, School, and ESU policies toward student evaluations.

#### **24. Department of Music Faculty Expectations**

The above expectations from the College of Liberal Arts and Sciences are applicable to the Department of Music. In addition:

- Faculty are expected to meet all instruction/rehearsal sessions promptly and in accordance with the published schedule. Changes of class/rehearsal times and rooms should be approved by the Department Chair. A syllabus containing course information, grading system, and attendance policies (including lesson make-up procedures) should be distributed during the first week of classes.
- Faculty are expected to attend University, Liberal Arts and Sciences, and Department of Music faculty meetings as published. Members unable to attend scheduled committee meetings are asked to inform the committee chair prior to meeting time.
- Faculty are expected to attend monthly student recitals and convocations. In addition, Faculty are encouraged to attend a variety of student, faculty, and guest artist (ensemble, solo) concerts throughout the year. Faculty attendance, professional attentiveness, and proper concert etiquette at such events serve as a model to music students and other Friends of ESU Music.
- Each faculty member is expected to post his/her on-campus schedule outside his/her office door by the end of the first week of classes each semester. Each faculty member is expected to include five “office hours” during each week.
- Faculty members are expected to be well acquainted with the University and Department Faculty Handbooks.