

Emporia State University

Department of Music

Student Handbook

2009-2010

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1. 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
Mr. William Biggs	5295	329	Low Brass
Ms. Tiffany Budke	5336	116	Piano, Accompanying
Dr. Allan Comstock	5263	203	Interim Dept. Chair, Double Reeds, Music History
Mr. Brian Council	5295	329	String Bass
Ms. Mary Lopez	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, Vocal Diction
Dr. Tracy Freeze	5326	120	Marching Band, Percussion
Ms. Andrea Garritano	5435	118	Voice, Music Appreciation
Ms. Melinda Groves	5429	119	Accompanying, Group Piano
Dr. Andrew Houchins	6089	115	Music Theory, Composition, Computer Lab
Ms. Diane McCarty	5067	117	Music Education
Dr. Marie Miller	5431	105	Music Education, Interim Chair Dept. of Modern Languages, Journalism, & English
Dr. Penny Speedie	5438	308	Voice, Opera Theatre
Mr. Jeremy Starr	5226	213	Director of Orchestras, Upper Strings
Dr. Gary Ziek	5325	121	Director of Bands, Trumpet
Ms. Terrisa Ziek	5067	117	Horn, Music Education

2. Music Degrees Programs

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

3. Music Performance Organizations

a. Instrumental Ensembles

Organization	Qualification	Rehearsal	Conductor
Chamber Orchestra	Audition	2:00 – 2:50 pm -- MTWR	Mr. Starr
Chamber Winds	Audition	TBA	Dr. Courtney
Clarinet Choir	Audition	TBA	Dr. Courtney
Flute Choir	Audition	TBA	Dr. Bergman
Hornet Revue	Audition	TBA	Dr. Freeze
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	7:00 – 9:30 pm – MTWR	Mr. Starr
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. Vocal Ensembles

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

4. Music Scholarships

a. Music Talent Scholarships

Music Talent Scholarships are awarded to talented students. Music Talent Scholarships are competitive and students must re-audition to be considered for renewal of scholarship awards. Renewal auditions are held as part of the December applied 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.

b. Music Department Honors Scholarship

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

c. The Corina M. Krieser Talent Award Scholarship

The Corina M. 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

5. Student Employment in the Department of Music

The following work positions with the Department of Music are available to music students:

Positions	Qualifications	Contact Person	Hours
Band Set-up	Ensemble Member	Dr. Ziek	TBA
Band Secretary	Experience	Dr. Ziek	TBA
Choral Secretary	Experience	Dr. Barham	TBA
Jazz Equipment	Ensemble Member	Dr. Ziek	TBA
Computer Lab	Computer Skills/Experience	Dr. Houchins	TBA
Music Office Secretary	Experience	Ms. Lopez	TBA
Orchestra Set-Up	Ensemble Members	Mr. Starr	TBA
Recording Engineer	Experience	Ms. Lopez	TBA
Stage Manager	Experience	Ms. Lopez	TBA

The following procedures should be used by the student in procuring a work-study position

- A student may look at job posting board in Memorial Union for job postings.
- To apply for a music work-study position the student must complete an application form in the Music Office.
- When an opening occurs, the student will be contacted for an interview by appropriate staff member(s).
- Upon approval, the student must fill out a contract with the office secretary before beginning work assignment.
- The student must enter hours worked on the “time sheet” located in the Department of Music Office no later than two working days after hours worked. These time sheets will be checked and signed by the designated supervisor before the official time sheet is given to the Department secretary. Notices will be posted when pay period ends. *It is your responsibility to turn your hours in on time.*

6. 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 – TBA

c. 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.

7. Beach Music Hall Facilities Policies

a. Building Hours

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

Days	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.

The Music Office is open during the following hours:

Days	Hours
Monday-Friday	8:00 a.m. to 5:00 p.m.

b. 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 Mary Lopez.**

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:

Reason	Time Allowed
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 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.

c. 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.

d. 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 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.

e. 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 131A, 206, 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.

f. 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.

g. 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. Music students can access library holdings, electronic databases, and library services such as interlibrary loan through the internet in the Hendricks Music Computer Laboratory.

h. 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.

i. School-owned Instruments

1. Use of Instruments

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

- MU 319 – Orchestra
- MU391E – 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

2. Instrument Rental Fees

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

- \$50.00 for each methods course
- \$50.00 Percussion fee
- \$50.00 Piano fee
- \$50.00 Digital Audio fee
- \$50.00 fee for rental of the student's primary instrument
- \$25.00 rental for subsequent secondary instrument

Students will pay the rental fees in the Music Office and give the receipt to the Band Secretary. The Band Secretary 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 in advance and submits the receipt to the Band Secretary.

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.

Instruments used for methods classes will be checked out by the course instructor. Instruments may not be checked out during summer sessions.

8. 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 Buzzin.**

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. 2009-2010 Convocation Dates

Convocation dates for the 2009-2010 academic year are posted at various sites around Beach Music Hall, including the music office. *It is your responsibility to know when convocations are to occur.*

d. Applied Lesson Enrollment

Any student enrolled in applied music lessons at the 200 level or higher must be concurrently enrolled in the major ensemble for that particular instrument or voice. Required ensembles are:

- **Strings** – MU 391 E Chamber Orchestra
- **Woodwinds/Brass/Percussion** – MU 245 Marching Hornets (Fall) **and** MU 316 Wind Ensemble (Fall and Spring)
- **Voice** – MU 310 A Cappella Choir **or** MU 220 Community Chorus

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. Ensemble requirements for music majors.

All music majors must be enrolled in the major ensemble for their principal field of study for each semester that they are enrolled as a full-time student (12 or more credit hours). Required ensembles are:

- **Strings** – MU 391 E Chamber Orchestra
- **Woodwinds/Brass/Percussion** – MU 245 Marching Hornets (Fall) **and** MU 316 Wind Ensemble (Fall and Spring)
- **Voice** – MU 310 A Cappella Choir **or** MU 220 Community Chorus
- Students pursuing the BA degree with an emphasis in Digital Audio may select any of the following: MU 391 E, MU 245/MU 316 (must enroll in both), MU 310 or MU 220

g. 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.

h. 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.

9. 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

Degree Plan	Requirements	Evaluation
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

Degree Plan	Requirements	Evaluation
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 Survey	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 sightsinging 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 meet a second time 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

All music faculty members are supplied with Music Student Concern Forms. 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.

10. 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.

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

- Turn off all electronic devices
- 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 45 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 will not be allowed to perform for the Honors Recital.**

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

d. Memorization

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

4. Honors Recital Dates

- December 3 – 5:00 p.m.- Honors Recital Audition Form submitted to applied instructor by the 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

11. 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 junior recital (BM) and 50 programs for the senior recital (BA, BM and BME). 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. Recording Recitals

All junior and senior recitals are recorded 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 CD need to complete a CD request form. Students will be given one dubbing at no charge for senior recitals. Any additional requests will follow Department recording 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

12. 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 2009-2010 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	