

Student Policies

MUSIC DEPARTMENT

EASTERN MENNONITE UNIVERSITY

2011-2012

TABLE OF CONTENTS

| | |
|---|----|
| MUSIC FACULTY AND STAFF..... | 1 |
| Adjunct Instructors | 1 |
| DEPARTMENTAL POLICIES..... | 2 |
| I. FACILITIES..... | 2 |
| Practice Rooms | 2 |
| Recital Hall..... | 2 |
| Lockers | 2 |
| Instruments | 3 |
| Use of the Bösendorfer Grand Piano..... | 3 |
| CD Library..... | 3 |
| Sheet Music | 3 |
| Computer Lab | 4 |
| Listening Equipment, LPs, Study Scores | 4 |
| Keys | 4 |
| Music Office..... | 4 |
| II. CONCERT AND RECITAL REQUIREMENTS..... | 4 |
| Concert Attendance | 4 |
| Noon Recitals | 4 |
| Junior and Senior Recitals | 5 |
| Evaluation and Assessments..... | 6 |
| Accompanists..... | 9 |
| III. ADMISSION AND GRADUATION REQUIREMENTS..... | 9 |
| Admission requirements | 9 |
| Graduation Requirements | 10 |
| IV. MISCELLANEOUS..... | 11 |
| Lessons and Fees | 11 |
| Encore!..... | 11 |
| Advisors..... | 12 |
| Music Scholarships..... | 12 |
| Teacher Assignments..... | 12 |
| EMU Orchestra Concerto/Aria Competition..... | 12 |

MUSIC FACULTY AND STAFF

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Adjunct Instructors

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DEPARTMENTAL POLICIES

I. FACILITIES

Practice Rooms

At the beginning of each semester, there will be a sign-up sheet for practice times posted on the doors of rooms 15, 17, 16, 22 and 24. Additional practice space is available in the Music Annex, on the corner of Mt. Clinton Pike and College Ave. All EMU students who are taking private studies including class voice, class piano, jazz improvisation, or are a member of a music department ensemble may sign up for practice rooms. Practice room sign-up sheets will be posted the first Monday of classes first semester and the first full day of classes second semester. If the person who has reserved the room is not using it at the specified time, it is open to anyone. Lehman is open from 6:30 a.m. until 11:00 p.m.

The Music Annex has a number of second floor practice rooms - two with pianos - which are generally available before 3:00 p.m. and after 8:00 p.m. The building itself is open from 6:30 a.m. until 6:00 p.m. If students would like access in the evening, the door combination is available in the music office. Keys for locked practice rooms may be obtained with a key request form from physical plant. Please be respectful of others when practicing in this building. If you are in the Annex late at night, please keep windows closed, as it is in a residential area.

The Recital Hall and Room 11 are mostly used for classes, although they may be reserved through Cindy Mathews in the Music Office when classes are not in session.

Recital Hall

The Recital Hall is to function mainly as a music department rehearsal room, a classroom for music courses and as a student recital area. The Recital Hall is reserved for departmental activities on Saturday mornings. Students and non-music faculty wishing to use the hall at any time, including weekends, must secure permission and reserve time through Cindy Mathews. Hall reservation does not include the use of a piano other than the uprights in the hall; a separate request must be made for the key to the Yamaha piano on the stage. Individuals or groups using the hall are responsible for clearing the stage, rearranging the chairs, turning off stage and house lights and closing the doors when finished.

Lockers

Lockers are available for music and instrument storage. These lockers include those in the back of the Recital Hall for larger instruments as well as two sets of lockers on the west

side of the basement. The red lockers require keys for security purposes. All music students should see the Office Manager for key forms. One set of lockers will take padlocks or combination locks. If you would like to use one of these lockers, simply move your things into an empty locker and use your own lock. For security reasons, it is recommended that all music and instruments be locked in a locker when not in use.

Instruments

The music department owns a limited number of orchestral and band instruments. Their primary use is for orchestra, wind and jazz ensemble and instrumental methods courses. Any other use such as private lessons will be considered. EMU will be responsible for the maintenance necessary due to normal use, but the renter will need to supply any accessories, such as reeds, cork, slide grease, etc., and will be responsible for any damages which may occur beyond those expected in normal use. Please stop by the office and fill out the instrument sign-out sheet in order to check any instrument.

Use of the Bösendorfer Grand Piano

The Bösendorfer, a gift to the music department in 1979 by Richard and Edith Martin and Norman and Dorothy Kreider, will be limited to these uses: as a solo or accompanying instrument for music faculty, junior and senior recitals, noon recitals, studio classes and in concerts by artists who have been invited by the music department to perform; as an ensemble instrument in EMU-sponsored ensembles or ensembles invited by the music department to perform. The piano is not to be used for prepared piano compositions. Any special requests or needs for the piano will be considered individually by the music dept.

CD Library

The music department has a CD library that is housed in the music office. Students may have access to these CDs during office hours or by special arrangement with the office manager or a faculty member. CDs may be checked out for two days. A red binder is available beside the CDs in the music office. Please fill out the form completely. The CD will be due back in the office by 9:00 am on the *second* day; if it is not returned, you will receive a telephone call asking you to please renew it or return it. A fee of \$1.00 will be charged per day overdue. CDs should be returned to the Office Manager's desk. The office staff will sign them back in and refile them. Staff, faculty and students will follow this system in order to keep CDs available for everyone's use. CDs should NOT be removed from the music office without permission.

Sheet Music

A limited amount of sheet music is housed in the main library. Students will need to purchase their own music for private lesson instruction.

Computer Lab

The computer lab is located in Room 13. There are three keyboard set-ups with Finale software available for student use. The purpose of this lab is to assist music students with music coursework only. It is not intended for personal or non-music coursework. For security purposes, there is a punch code lock on the door. Only music majors or other authorized students will be given the code. The office manager will email this code to music majors at the beginning of each semester. This code is not to be shared with anyone. Please be sure the door is closed as you leave.

Listening Equipment, LPs, Study Scores

There is a sound system (turntable/cassette/CD player) located in Room 12 that is available for student use. Study scores are housed in Room 5 along with LPs. The music office manager, work-study students on duty or music faculty, may grant access to these places. Please check out records the same way you would check out CDs. See [CD Library](#) for more information.

Keys

Keys to Lehman Auditorium or classrooms will only be given out to students as arranged by the department chair during times when school is not in session.

Music Office

Our office manager is Cindy Mathews. She is there to answer questions and to help you if possible. Cindy can assist you in your CD listening as well as in room scheduling. The equipment in the music office (computer, microwave) is not available for student use. Please do not ask to use these machines.

II. CONCERT AND RECITAL REQUIREMENTS

Concert Attendance

For a musician there is no substitute for attending live performances; there are many opportunities to experience these on our campus. Music majors and minors are **required** to attend a minimum of five music department events each semester. A listing of these events can be found on the music department bulletin board. When you arrive at the concert, check in with the person taking attendance. Students are strongly encouraged to attend off-campus concerts and programs as well.

Noon Recitals

Noon music [recitals] are held on select Thursdays at 12:10 p.m. All music majors are required to perform at least once a semester. All other students are encouraged to perform,

but not required. A list of available dates will be posted at the beginning of each semester. Sign-up sheets are posted the week prior to each recital and should be completed on the Tuesday prior to the Thursday recital so that information about the program can be posted around campus on Wednesday. We want the recitals to be well attended and our students to be supported in their performances. When signing up to perform, please be sure that you list **all** the requested information. Incomplete listings are **not** acceptable. **Please plan to attend these concerts and support your peers as they perform.**

Additionally, assessment classes on various music topics will be interspersed throughout the yearly noon recital schedule. Topics may include career planning/job interviews, concert etiquette, reference and resource materials, plus others. **Attendance is required for music majors.**

Junior and Senior Recitals

If you are planning a sophomore, junior or senior recital, your private instructor must approve this before any listing may be made on the events calendar. A recital hearing is required. Junior recitals should include *30 minutes of music* and are only required of performance majors. Senior recitals by performance majors should include *60 minutes of music*; senior recitals by music education majors should include *30 minutes of music*. All senior performance major recitals should include some form of a research or lecture component which students should structure under the supervision of their teacher.

The ***recital hearing*** shall be scheduled one month in advance of the public recital. Students are responsible for scheduling the hearing. They should consult their private teachers on date and time. Students should be prepared to perform **all** of their music. Faculty will choose selections from the recital repertoire. Students will be asked to perform 10 minutes of music for a ½ hour recital and 30 minutes for an hour-long recital. The program with program notes is required to be turned in at this time, including timing of the pieces. A satisfactory recital hearing is necessary for the music department to endorse the public recital.

The faculty will evaluate the hearing and will give a P/F grade. After the recital, the private teacher will determine a letter grade with further input from the faculty.

Students are responsible for preparing and printing their own recital programs and posters. Four copies of each student's recital program should be filed in the music office. You may use a standard design for your program and poster from the communications office if you wish. Students are also responsible to reserve a location for rehearsal and performance, arrange for proper lighting, and videotaping of their recital if desired. All these details should be coordinated one month ahead of your recital date.

For all recitals and concerts, proper dress is required. Your private teacher can answer questions concerning stage etiquette and proper concert apparel.

Evaluation and Assessments

Noon Recitals: All music majors are required to perform on the noon recital series during the fall semester. They will receive written evaluations by faculty members. The requirement for the number of performances is: one performance for a 1 SH lesson, two performances for a 2 SH lesson. This evaluation will be linked to the student's final grade. These noon recital performances will take the place of the jury in December.

Spring Assessment: Every spring semester, music majors will participate in an assessment. Individual recitals do not replace spring assessments. However, if you perform a spring recital, you only need to give the theoretical and historical portions of the assessment. The only exception to a spring assessment is if you are off-campus spring semester, you will do your assessment the following fall semester. If you will be student teaching spring semester, then you will do your assessment presentation either in December, or in January at a time that will fit your student teaching schedule. The course consists of the following elements:

- Meeting fall and spring semester during the noon recital hour for all assessment presentations. A schedule of these dates will be distributed by the end of the second week of classes. Attendance is required. Any student who does not attend these presentations will not be allowed to give an assessment in the spring.

Also, assignments may be given for these assessment classes. Assessment preparation assignments, theory outline and annotated bibliography, are required to be turned in on time. If students do not turn in the assignments on time, they will not be allowed to give their spring presentation and will receive an 'I' for their private lesson grade.

- A videotaped assessment at the end of spring semester including the following elements:
 - performance on the students major instrument (10 minutes)
 - presentation of prepared music history and theory (15 minutes).Interdisciplinary Studies (IDS) students will also present information on their outside areas of interest in this presentation.

Students supply a blank mini DV tape. The mini DV tapes will be housed in the music office and will include the complete four years of spring semester tapings.

If at any time students fail to pass assessment they will be placed on probationary status for the major, and will receive an 'I' for their private lesson grade. Only students who have passed the sophomore level assessment will be permitted to perform degree recitals or do their student teaching. At the sophomore assessment, students may be advised out of the major and be counseled to find another degree program more suited to their abilities.

Details of the spring assessment:

- The performance of all prepared pieces will be under the supervision of the studio teacher. There should be 10 minutes of music for this part of the assessment video normally including two selections of contrasting character. Singers should perform two pieces, or three if the songs are short.
- The presentation of a theoretical and historical analysis of the music that has been performed will follow, balanced between history and theory. Students should work closely with their studio teacher in the preparation of these materials. Students may also consult others in the department for help as needed. IDS students should include ideas about combining music with their outside area of interest and ideas for senior project. The student should be prepared to answer questions raised by the faculty panel. If you perform several works, you must discuss basic knowledge of all the pieces with in-depth knowledge on one piece. Students must pronounce names and terms correctly in aural presentations. The aural presentation should be professional in nature. Students should not read from a prepared paper, but use note cards for reference. This portion of the assessment is limited to 15 minutes.
- A printed bibliography of sources is required. Annotated bibliography guidelines:
Provide an annotated bibliography for your assessment topic. You should aim for 4-6 scholarly sources. Include the following basic elements or relevant substitutes to prepare for your assessment:
 - Name of composer and title of work(s)
 - Complete score of the composition
 - *The New Grove* article on a relevant composer or entry (with accurate citation)
 - *The Oxford History of Western Music* (ed. Taruskin) entry (with citation)
 - A book-length biography on the composer (the more current the better)
 - A primary source written by the composer (letter, memoir, treatise, program notes, quotation, diary entry, autograph score, etc.)
 - A scholarly article researched from a database relating to the topic (citations may appear in the *New Grove* article)
 - Wikipedia or other on-line source (to guide you to scholarly sources)

EMU's librarians provide helpful guidance in searching for books and articles. We encourage you to call upon their expertise. Google Scholar (<http://scholar.google.com>), JSTOR, WorldCAT, and other search engines allow you to find helpful bibliographical materials.

- A theory diagram is required. It should show an overview and some specific information about the structure and form of your piece. You will use this diagram during the theory component of your presentation. Your work should reflect whatever level of theory class you have taken. A draft of your diagram will be due in the music office by noon the day before the assessment class. Below are brief guidelines for theory levels. Please pick up a copy of Theory Assessment Guidelines in the music office for more specific ideas.
 - **Introduction to Music Theory**
Include all music fundamentals: key signatures, scales, visual clues to form (repeat signs, or verses or text for vocal repertoire, etc.)
 - **Theory I**
cadences, phrases
themes, sections (use alphabet letters to show similar and different)
harmony: diatonic chords in major and minor, harmonic progression
 - **Theory II**
binary, ternary form
non chord tones, diatonic seventh chords, secondary dominant and leading tone functions, modulations
 - **Theory III**
mode mixture, neapolitan and augmented sixth chords, enharmonic modulations, 20th century techniques
- Following the first two parts of the video taping session, the students will leave the room for ten minutes and watch their music performance.
- At the end of the ten minutes, the student will return to meet for a ten minute interview with the faculty on the following matters:
 - a self-evaluation of the assessment performance
 - general questions from the faculty
 - a discussion of goals and objectives

Checklist of items to bring to the spring assessment:

- your instrument
- one copy of your annotated bibliography
- one copy of your theory outline/diagram
- your mini DV tape
- one copy of the music being performed

Accompanists

Vocal and instrumental majors and minors will require accompanists for lessons and performances. How often you will be required to have an accompanist in your lesson will depend upon your private teacher. Weekly rehearsals should be scheduled with your accompanist if he/she is attending your lessons or if you have an upcoming performance. We utilize both student and non-student accompanists; payment varies. Student accompanists are generally paid between \$6 and \$10 per hour. Non-student accompanists are paid at a rate of approximately \$30 per hour. If you are working on a junior or senior recital, you may wish to negotiate a fixed fee with your pianist that would include a number of rehearsals and the recital. Please ask your private teacher if you have any questions.

III. ADMISSION AND GRADUATION REQUIREMENTS

Admission requirements

If you have a music performance, music education or church music concentration, you must audition in your major performance area. Students with a concentration in Interdisciplinary Studies in Music are not required to audition.

Auditions will be held: *February* of each year at the incoming freshman scholarship auditions. If you would like your scholarship audition to also serve as your admittance audition, please indicate this when you apply for the scholarship audition. Current students may audition for the department during assessment hearings.

Theory and Piano Placement Tests: Incoming freshmen who intend to be music majors will take a theory and piano placement test during freshman orientation in *August*. This test will determine if you must take the Introduction to Theory class. Transfer students who have had theory classes need not take the Theory component of this test.

Graduation Requirements

Performance Concentration:

Performance majors must pass the highest required level in your performance concentration and complete all recitals in addition to the courses outlined in the catalogue in order to be eligible for graduation. The core music courses must be passed with a grade of C or better.

Interdisciplinary Studies in Music Concentration:

Students must complete the senior project in addition to the courses outlined in the catalogue in order to be eligible for graduation. The core music courses must be passed with a grade of C or better.

Music Education and Church Music Concentration:

Students must pass the highest required level for Music Education majors in their performance area and complete the senior recital in addition to the courses outlined in the catalogue in order to be eligible for graduation. The core music courses must be passed with a grade of C or better. Music Education majors also need to demonstrate proficiency in both piano and voice in order to meet the demands of classroom teaching and rehearsal/performance situations.

Students can meet the piano and voice proficiency requirements by passing an exam or by receiving a grade of B or higher in the proficiency section of Class Voice and/or Class Piano. Proficiency exams will be offered during exam week each semester. Music majors should pass their piano and voice proficiencies by the end of their junior year. Otherwise in their senior year they will enroll in either Class Piano or private studies, based on the piano professor's recommendation, or Class Voice. Please notify the instructor at the beginning of the semester that you would like to schedule a proficiency hearing. Proficiency requirements are listed below:

Piano Proficiency Requirements:

1. Play a four-part hymn which will be assigned two weeks prior to exam.
2. Harmonize three folk-style melodies, as found in elementary school music texts, with piano style accompaniments. Two of these melodies will be assigned two weeks in advance; one will be sight-read at the exam.
3. Perform accompaniments for two songs, in contrasting styles, with soloist or ensemble. These will be assigned at the beginning of the semester in which the exam is to be taken.
4. Play any two voices from a four-part choral open score. This example will be assigned at the beginning of the semester in which the exam is to be taken.

Voice Proficiency Requirements:

1. Sight-read one melody, such as a hymn or other simple song.
2. Give brief explanation of *appoggio* - breath support - and demonstrate how it is used in correct singing. Name and label the parts of the vocal mechanism on a diagram and state their functions.
3. Perform two art songs, one in English and one in a foreign language (Italian, German, Spanish or French). These will be assigned at the beginning of the semester in which the exam is to be taken.
4. Sight-read any line of a four-part choral piece as asked, in treble or bass clef.

IV. MISCELLANEOUS

Lessons and Fees

Private lessons in applied studies are available to all students in the university on all instruments and in voice. Lessons are offered for credit, either one or two semester hours. The costs for private lessons per semester are as follows:

| | |
|--------------|-------------------------|
| 1 SH - \$225 | 40 minute lesson |
| 2 SH - \$325 | 60 minute lesson |
| 1 SH - \$100 | chamber music |
| \$150 | class voice/class piano |

Admitted performance majors will use the 2SH option, while first-year performance majors, music education majors, IDS majors, minors and other students will typically use the 1SH option. The 200-level lessons are for beginners to early intermediate. The 300-level lessons, which require instructor permission, are for late intermediate through advanced. A 300-level lesson can count as an upper level credit for liberal arts majors.

Encore!

Encore! is an external support group for the music department, made up of alumni and other interested people in the EMU community. They award music scholarships to majors and make student social gatherings possible. In addition, they partially pay for major's private lesson fees. They occasionally ask for student volunteers to assist them... volunteering is an excellent way to thank them for their support of the music department. Music majors are required to participate in the fall phonathon in order to receive the lesson discount that Encore! pays for private lesson fees every semester. If you have a valid reason why you cannot do the phonathon, you must talk to the Department Chair before the event.

Advisors

You will be assigned an advisor from the music faculty after registration is completed. Music Education majors will report to either Sharon Miller (instrumental) or James Richardson (vocal), as well as someone in the education department.

Music Scholarships

A number of endowed, named scholarships are available for music majors. Auditions for the first-year scholarship are held in early spring. A live audition is preferred but not required; recorded auditions are permitted. To maintain your scholarship you must pass your spring assessment or be in probationary status for no more than one year. The scholarships are also tied to GPA requirements of 2.0 for the first year, 2.4 for the second year, and 2.7 for the third year. Finally, you must be a contributing member of the music department and show commitment to your major.

Teacher Assignments

All incoming students will be assigned their applied teacher. Any concerns should be addressed to the chair of the department.

EMU Orchestra Concerto/Aria Competition

Every other year the EMU orchestra holds a concerto/aria competition. Three soloists are chosen by audition in early January to perform a movement of a concerto or an aria with the orchestra on their spring concert. Repertoire must be pre-approved in the fall by the orchestra director. The auditions are open to all EMU students taking lessons from an EMU private lesson instructor. Please see Joan Griffing, orchestra director, for any additional information.