

# Music Student Handbook

## *POLICIES REGARDING APPLIED MUSIC AND MUSIC MAJOR/MINOR REQUIREMENTS. (REVISED 8/10)*

Students are responsible for the information contained in this handbook. The contents include class lessons, lesson policies, recital, seminar and performance attendance requirements, solo performance information, recital procedures, sophomore evaluation, piano proficiency exam and requirements, use of grand pianos, and practice rooms. If you have any further questions about items not covered in the handbook, they can be addressed to Dr. Gilbert, Dr. Runestad, Professor Ohlman, or Professor Ferguson.

### **APPLIED MUSIC**

1. Applied Music is a term classifying together the following music courses:

MUS 105A, 106A, 107, 108 Piano Class

MUS 105B, 106B Voice Class

MUS 111A-412A Piano

MUS 111B-412B Voice

MUS 111C-412C Woodwind, Strings, Brass, Percussion

*The prerequisite for enrollment is audition and/or consent of the appropriate faculty.*

2. Class Lessons

- a. Piano

1. Piano class may be elected only with the approval of the head of the piano program during fall registration and auditions. Music majors who need to fulfill piano proficiency requirements may have to enroll in this class. Two or three students per class would be a typical class size meeting for one hour per week.
2. Classes will be taught in the professor's studio at a time arranged after registration.

- b. Voice Class
  1. May be elected for a maximum of one year of lessons. This would have to be approved by the voice faculty through audition at the beginning of the school year. This class will be taught by a member of the voice faculty. Highly recommended for theater majors without prior vocal training.
  2. Seven students maximum per class would be a typical class size meeting for one hour per week.
3. Other policies on lessons, both class and private
  - a. Scheduling of lessons is arranged from the class and work schedules that students submit to the music department. Professors will assign lessons only after a schedule has been submitted.
  - b. Students may make up missed lessons **ONLY** if the instructor has been sufficiently notified **BEFORE** lesson time, and a legitimate excuse has been presented. It is the student's responsibility to contact the instructor later to discuss the possibility of making up the lesson. **INSTRUCTOR-MISSED LESSONS WILL BE MADE UP AND ARRANGED BY THE INSTRUCTOR.**
  - c. Lessons missed because of ensemble tours and field trips will be made up at the discretion of the instructor.
  - d. Academic credit cannot be given for lessons taken outside the college unless transferred from another accredited academic institution. Lessons taken outside the college will not be allowed to satisfy a departmental requirement when the college has faculty to teach the applied area in question.
  - e. Students enrolled in applied lessons are expected to practice 30 minutes each day for each credit.
4. Jury Requirements
  - a. All students enrolled in lessons are required to take a jury during the week of final exams. Students who have performed a Half or Full Recital may be exempt. Students who have performed a concerto/vocal aria as part of a major work on campus may also be exempt. However, students who have performed on the Honors Recital are **NOT** exempt from performing a jury.
  - b. Students enrolled in lessons for 2 credits must perform a jury at the 300-400 level.

- c. Jury performance requirements:
- |               |   |
|---------------|---|
| MUS 111-212A: | 5 minutes of memorized music                                  |
| MUS 311-412A: | 8-10 minutes of memorized music                               |
| MUS 111-212B: | Two memorized songs   |
| MUS 311-412B: | Three memorized pieces; two foreign languages may be required |
| MUS 111-212C: | Etude or exercise   |
| MUS 311-412C: | Solo work or etude  |
- d. Failure to perform a jury may result in a failing grade for the course.

## 5. CONCERT REQUIREMENTS:

- a. Students must attend ON-CAMPUS MUSIC DEPARTMENT CONCERTS, with the following exception: non-music majors and music minors who are studying beyond their scholarship requirement are exempt from recital attendance requirements. However, seminar and jury requirements remain the same. A student's failure to comply with the concert attendance requirements will result in a lower grade in each lesson enrollment according to the following schedule:

<u>Other Students</u>	<u>Music Majors</u>		<u>All</u>
<u>Unexcused Absences</u>	<u>Penalty</u>	<u>Unexcused Absences</u>	<u>Penalty</u>
0-3	None	0-4	None
4-5	1 letter	5-6	1 letter
6-7	2 letters	7-8	2 letters
8 or more	3 letters	9 or more	3 letters

## 6. SEMINAR REQUIREMENTS:

- a. All applied students must attend the scheduled full and applied seminars on Tuesdays.
- b. It is the student's responsibility to request permission to miss or be excused from a seminar. Written excuses must be given to both Dianne Ferguson (Cm 63) and the instructor prior to the seminar.
- c. All students are required to appear at least once in performance at the seminar each term, with these exceptions:
- A performance is not required for the first term of registration in any given area.
  - Any instructor, in consultation with the department chairperson, may excuse a student from performing in the seminar for pedagogical reasons.
- d. Failure to appear in seminar will result in a lowered applied music grade.

## **ENSEMBLE REQUIREMENTS**

### Vocal and Instrumental

- a. All scholarship students and all music majors and minors must fulfill ensemble requirements according to the letter of intent and departmental guidelines through membership in any of the touring and non-touring groups. These are Collegiate Chorale, Doane Choir, Women=s Chorale, Concert Band and/or Wind Ensemble. Successful participation and auditions will automatically renew the scholarship each year. Failure to meet the requirements may result in loss of all or a portion of the scholarship.
- b. It is recommended that students participate in a maximum of two ensembles per semester. Anyone going over the recommended participation will be counseled by his/her advisor and directors of the ensembles involved.

## **PIANO ACCOMPANYING**

Students needing accompanists will not be expected to find their own accompanists. Dianne Ferguson will assign accompanists. If a student soloist and accompanist have mutually decided they would like to work together, they should make their request known to Professor Ferguson during the first two weeks after lessons begin. **All requests must go through Dianne Ferguson.**

1. Applied lesson instructor assigns new music to student.
2. Student immediately makes one copy of all music and submits the music to Professor Ferguson along with the STUDENT'S NAME, LESSON DAY AND TIME AND NAME OF INSTRUCTOR ON THE FIRST PAGE OF EACH COMPOSITION.
3. Professor Ferguson determines the level of difficulty of the music and assigns a student or staff accompanist.
4. Professor Ferguson notifies the student who his/her accompanist is and gives the music to the accompanist.
5. The accompanist will not be expected to attend more than four weekly lessons throughout the semester. The soloist must give the accompanist two weeks notice before the accompanist attends the first lesson and/or accompanies on any seminar or recital.
6. Professor Ferguson coaches the student accompanist together with the soloist on a need basis and the accompanist alone on a more frequent basis.
7. All requests for an accompanist must be made by October 8 for the fall term and March 4 for the spring term. If you have not requested an accompanist by then, you must find you own accompanist.

## **SOLO PERFORMANCES FOR SEMINARS AND HONORS RECITALS**

Performances in front of your peers and teachers are important learning experiences. You should be well prepared for these performances. Here are some general guidelines when preparing a work with an accompanist.

1. Soloist  
Know your part and be familiar with accompaniment prior to first rehearsal with accompanist. Approve rehearsal times and performance dates with accompanist.
2. Accompanist  
Know your part and be familiar with the solo line prior to the first rehearsal with soloist. It is not your job to teach notes, etc.
3. Studio Instructor  
Give guidance concerning ensemble rehearsal technique. Discuss stage decorum.
4. **DRESS UP AND LOOK PROFESSIONAL FOR YOUR PERFORMANCE.**
5. Performance at seminars and Honors Recital does not exempt you from the jury requirement.

## **RECITALS**

### General Information

- a. All music majors must be enrolled at the 300 level or above in their primary applied lesson in order to give a Half or Full Recital. Transfer students must complete at least two semesters of private study at Doane before they are eligible to give a recital.
- b. In the semester of the recital, students must be enrolled in lessons in each medium they are going to perform on in their recital. Exceptions will be made only upon unanimous agreement of the faculty.
- c. All recitals must be approved by the music department at least one full semester before scheduling of the recital. The approval to present a recital will be given following juries at least one semester prior to the recital by the applied faculty in each of the student's areas of performance.
- d. Junior performance and music education majors must give a Half Recital (25 minutes), and senior performance majors must give a Full Recital (50 minutes).

### Procedures for Half and Full Recitals

- a. Students must obtain permission from the music department faculty.
- b. Music majors denied permission to give a Half Recital may reapply after the fifth semester or may complete the recital requirement through general

seminar appearances.

### Arrangements

- a. Student recital dates are assigned in the fall in accordance with the guidelines established by the faculty. Recital date changes are permitted only during the first three weeks of the new academic year. Exceptions to this may be made under extraordinary circumstances.
- b. A Full Recital performance preview will be given by the recitalist (and accompanist) for the music faculty approximately two weeks prior to the performance date. The recitalist will schedule this preview with the music faculty and his/her instructor.
- c. A Half Recital performance preview may be required, following the same procedures as in item b. above.
- d. All student recital programs are printed by the service bureau at no cost to the student. Students are to submit their typed program copy to Dianne Ferguson, their applied lesson instructor and their accompanist 14 days before the recital. Programs must be proofread and signed by the instructor and Dianne Ferguson before they will be forwarded to the faculty secretary for final preparation and the Service Bureau for printing. All program copy should adhere to the standard department format unless other arrangements are made beforehand. Translations of song texts and historical materials are required of all voice recitals. All program copy for musical events should include the following statement: "PLEASE: NO unauthorized photographs, video tapes or recordings during the performances. Please turn off all cellular phones and pagers. THANK YOU for your cooperation."
- e. All Half and Full Recitals will be held in either Heckman Auditorium or Whitcomb Lee Conservatory.
- f. Students are responsible for:
  1. The performance piano use and its security before and following rehearsals.
  2. Reserving rehearsal times in the hall through both the theatre department and student leadership office. At least two weeks notice must be given.
  3. Staging and lighting needs with Dr. Gilbert.
  4. Reception should be coordinated with the MENC Student Chapter.
  5. Recording should be coordinated with Dr. Gilbert.

## **SOPHOMORE EVALUATION**

Students seeking the music major will be evaluated at the end of their fourth semester of study. The sophomore evaluation procedure will be held during March and will consist of:

- a. An evaluation conference with the music faculty during which the student's strengths, areas for improvement, and plans for continuation will be discussed.
- b. A five- to ten-minute performance of one or more pieces learned within the past school year.
- c. Sight-reading will be required in your major instrument (wind instrument, percussion, strings, voice) *and piano*.
- d. Evaluation of academic courses in music.

On the basis of this evaluation procedure, the faculty will recommend one of three options:

- a. "Passed" (is encouraged to complete the music major/minor requirements.)
- b. "Not Passed" (the student should select another concentration.)
- c. "Passed but with reservations" (the student must raise performance and academic grades to acceptable levels by the end of the spring term. Upon successful completion, the faculty will allow the student to continue as a music major.)

## **PIANO PROFICIENCY EXAM**

All music majors are required to pass a piano playing proficiency exam. Completion of the piano proficiency examination with a grade of "B" or above on each part of the exam fulfills the music major piano proficiency requirement. Demonstration of basic piano skills such as scales, simple improvised accompaniment, sight reading and selected prepared works comprise the playing exam. The deadline for music education majors to complete the proficiency exam is the last day of final exams in the second semester of the junior year. All other music majors have until the last day of final exams in the second semester of the senior year to complete the piano proficiency exam. **STUDENTS WILL NOT GRADUATE OR STUDENT TEACH UNTIL THIS REQUIREMENT HAS BEEN FULFILLED.**

## **PIANO PROFICIENCY REQUIREMENTS**

- a. Scales: all major and harmonic minor scales, hands together, two octaves with correct fingering.
- b. Five minutes of prepared, memorized music, including a contrapuntal piece.
- c. One or two prepared hymns.
- d. Chords (I, IV, and V7):
  1. provide "boom-chuck" chordal accompaniment (left hand - root, right hand - chord) to familiar songs (patriotic, folk, etc.) in any key; and
  2. sight-read simple children's songs, providing chordal accompaniment with left hand, right hand playing melody.

## **USE OF GRAND PIANOS**

With the piano professor's permission, advanced piano students will have access to the two grand pianos in the Choir Room and CM 22 for their practice. Keys to both rooms (for weekend and evening practice) can be checked out from the Safety Office. Practice times must be scheduled around choral rehearsals and regularly-scheduled classes.

## **PRACTICE ROOMS**

Preference for the use of the grand pianos in CM 66 and 86 should be given to piano accompanists and students enrolled in piano lessons. All other practice rooms are available for everyone's use during regular building hours. No eating, drinking, or smoking is allowed in the practice rooms. We have digital pianos in the upstairs practice rooms. Please take good care of these instruments. Be sure to turn off the piano and close the key cover when you are done practicing. If you see someone using the pianos who is not enrolled in lessons, notify a member of the music faculty. Any problem with the practice room pianos should be reported to Dianne Ferguson (CM 63).