

**DEPARTMENT OF MUSIC**  
**STUDENT HANDBOOK**

**2009-2010**

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## **BUILDING HOURS**

Sanborn/Presser Hall is open from 7:30 a.m. - 10:30 p.m. daily. After 5:00 p.m. weekdays and on weekends, entrance is through the north door only.

## **OFFICE HOURS**

Monday through Friday  
8:30 a.m.-12:00 Noon; 1:00-5:00 p.m.

## **SECURITY**

Access to Sanborn Hall during the evening hours and on weekends is by the north door only. Upon entering, students must sign-in with the security personnel on duty.

Please assist in the security process by closing windows and turning out lights as you leave practice areas. Windows in basement rooms should be locked.

**SANBORN HALL IS A SMOKE FREE FACILITY.**

## **LOCKERS**

Lockers are located in the basement student lounge area and on the third floor of Sanborn Hall. See the Department Secretary for locker checkout.

Practice room and Gray Chapel/Organ keys are available through the Music Office. There is a \$10 deposit on each key loaned through the Music Department.

## **STUDENT LOUNGE**

A student lounge is located in the basement. Beverages and snacks are available from vending machines. Snacks/beverages **are not** to be taken into practice rooms, classrooms, the library, or other restricted areas.

## **INSTRUMENTS**

There is no rental fee for the use of a Department-owned instrument; however, it must be checked-out in the Music Office. Likewise, when the instrument is returned, it should be checked-in through the Office. Students are liable for any damage that occurs to these instruments while they are checked-out.

Department-owned instruments may be taken home for use during breaks or summer months, but permission must be obtained from your music professor.

## **MOULTON KEYBOARD/COMPUTER LAB**

This multi-media teaching and learning laboratory is located on the third floor of Sanborn Hall. It is equipped with fifteen Yamaha Clavinovas and midi-computer workstations at each keyboard.

The lab is open to music majors at specified times throughout weekdays and weekends. Hours are posted at the beginning of each semester.

## **SMART MUSIC PRACTICE ROOM**

Practice Room 318 is supplied with the technology to use the Smart Music accompanying and practice program. Program instruction is available by appointment from Dr. Gamso, Dr. Griffin, or informally with upper classmen. Key check out for Room 318 is managed by the music library worker on duty.

## APPLIED MUSIC FEES & REGISTRATION

FEES listed below apply to non-music B.A. candidates studying applied music, B.A. music major candidates who take more than 1/2 unit of applied music credit per semester, and B.M. candidates who take more applied music per semester than is required for the degree program. (B.A. Theory Emphasis majors may elect a total of one unit of composition without an additional fee. All other music majors will be charged at the rate of \$250 per .25 units.)

1/4 unit = \$250 (one 30-minute lesson per week)

1/2 unit = \$375 (one 45-minute lesson per week)

REGISTRATION in applied music courses will not be accepted after the end of the second week of the semester. **There will be no refund of fees for the applied music courses dropped after the end of the second week of the semester.**

## ACCOMPANYING FEES

All music majors will be provided with an accompanist for all required degree recitals and juries. Ohio Wesleyan will subsidize a significant portion of the total fee. Student charges will be billed directly to students' individual university accounts after each performance and/or jury.

Fees and allotted rehearsal times are as follows:

- Juries: \$25.00 student fee for a maximum of 2 hours of rehearsal plus the jury performance.
- Thursday Department Recitals: \$25.00 student fee for two one-hour rehearsals plus recital performance.
- Half Recitals: \$50.00 student fee for four one-hour rehearsals, one dress rehearsal plus recital performance.
- Full Recitals: \$75.00 student fee for five one-hour rehearsals, one dress rehearsal plus recital performance.

[NOTE: Additional university subsidized rehearsals may be allowed for degree recitals and juries at a student fee of \$10.00 for a one-hour rehearsal. Requests should be made to the applied teacher and will be decided on a case-by-case basis.]

## MUSIC ORDERING

Music for private study may be purchased from Stanton's Sheet Music Co. in Columbus see <http://www.stantons.com> or if you wish to order from another music store in the Columbus area the Music Department Secretary can assist you.

## REQUIREMENTS FOR MUSIC ORGANIZATIONS

B.M. and B.A. music majors are required to participate in at least one music organization each semester in the area of major applied study. (Jazz Band or Bishop Band may not be elected as the only music organization.) For choral music education majors, one semester of participation in the Symphonic Wind Ensemble is required before the end of the junior year. For instrumental music education majors, one semester of participation in the Choral Art Society is required before the end of the junior year. The Music Department reserves the right to assign students to the appropriate organization(s) as the needs of the Department dictate.

## RECITAL REQUIREMENTS

### B.M. PERFORMANCE MAJOR

- Must appear on two recitals in each of the sophomore, junior and senior years.
- May appear once during the freshman year at the discretion of the studio teacher.
- Must give full Senior Recital, which will be graded.
- At the discretion of the studio teacher, may give full or partial Junior Recital

### B.M. MUSIC EDUCATION MAJOR

- Must appear on one recital in each of the junior and senior years.
- Encouraged to appear once during sophomore year, at the discretion of the studio teacher.
- At the discretion of the studio teacher, may give full or partial Senior Recital, which will be graded. (Please refer to Recital Scheduling.)

### B.A. APPLIED MAJOR AND B.A. NON-MAJOR

- May appear on a general student recital at the discretion of the studio teacher.
- May give Senior Recital if approved by faculty committee of three, three weeks before scheduled date. For a B.A. applied major, the recital would be graded.

## RECITAL SCHEDULING

The master calendar is posted in the Music Office.

All guest recitals must be submitted for approval to the Chair of the Department.

Forms for scheduling recital dates are available in the Music Office.

Before a major student recital is entered on the calendar, it must be cleared with the instructor and submitted for approval to the Chair of the Department.

Recitals are limited to a maximum of one hour's performance time.

General student recitals do not need to be approved by the Chair. Students who wish to perform longer than 20 minutes on a general recital date may do so within the first seven weeks of any semester.

Seniors will be given the first two full weeks of the Fall Semester to schedule recital dates after which time the calendar will be open to the remainder of music majors. Seniors may also schedule a recital date during the last two weeks of the Spring Semester for the following academic year. **Music Education majors** electing to perform a full or half Senior Recital must present it in the first semester or during the first two weeks of the student teaching semester.

No Sunday or Tuesday evening department recitals/concerts and no Thursday afternoon student recitals will be scheduled during the last week of any semester.

Major recitals may be scheduled on Tuesday evening or Sunday afternoon/evening. General Student Recitals are scheduled from 3:15-4:00 p.m. on Thursday. Other days and times may be requested pending the approval of the chair.

For students enrolled in 2-3 p.m. Thursday classes, the following policy applies: (1) be placed at the end of the recital program; (2) be dismissed from class 10-15 minutes early; (3) cannot be excused from the full class period, although students have the option to use one of their class cuts, should they so desire.

## RECITAL PROGRAM PREPARATION

The copy for major programs must be emailed to the Music Secretary at least **ten days** before the performance date. For general student recitals, the copy must be submitted on the Friday preceding the recital date.

## RECORDING OF RECITALS

Thursday Afternoon Student Recitals will be routinely recorded (each student will be recorded on a separate CD). The charge for a CD is \$10 and a DVD is \$15 and paid in the Department Office before the recital.

Junior and Senior Recitals will be recorded as requested. The charge for a CD is \$10 and a DVD is \$15. Fees must be paid in the Department Office in advance and recordings may be picked up in the office following the recital.

## MUSIC LIBRARY

The music library is located on the ground floor (Room 005) of Sanborn Hall. It is a branch of the OWU library system that functions primarily to support the curriculum of the music department. It holds approximately 15,000 items, and provides access to books, scores, recordings (CD's, DVD's, and LP's), and periodicals. It also provides study areas, computer terminals, headphones, and a separate listening/viewing room.

### Conduct

Food and beverages are not permitted in the library. Quiet is expected at all times. Socializing should be done in the student lounge.

### Hours

Monday-Thursday: 9 a.m. - 10 p.m.

Friday: 9 a.m. - 5 p.m.

Saturday: CLOSED

Sunday: 3 p.m. - 10 p.m.

### Circulation

BOOKS: may be checked out for a 5 week period and may be renewed once. Term loans may be made by arrangement with the Music Librarian. Reserve Books may be checked out for two hours. Reference Books do not circulate.

SCORES: may also be checked out for a 5 week period and may be renewed once. Term loans may be made by arrangement with the Music Librarian. Authoritative and Collected editions do not circulate.

RECORDINGS: all recordings (except DVD movies) are library use only and do not circulate to students. CD's and DVD's are listed in CONSORT. LP's are listed in CONSORT and the card catalog in the listening room.

PERIODICALS: do not circulate.

HEADPHONES: may be checked out at the circulation desk for a 2 hour period.

### Listening Room

Please exercise care in the use of listening room equipment: turn off machines and replace dust covers if necessary. The library worker can assist in the proper operation the equipment.

At no time may listening room equipment be moved, re-wired, or connected to other equipment.

## PRACTICE FACILITIES

Sanborn Hall contains 29 practice rooms which provide ample space for music majors, as well as others studying applied music, to have sufficient time for practice.

Suggested minimum practice time:

1 unit of credit	- 18 hours per week
1/2 unit of credit	- 12 hours per week
1/4 unit of credit	- 9 hours per week

At the beginning of the semester, students sign-up for practice rooms and times. Schedules are posted on practice room doors.

Practice rooms should be kept neat and not used as storage space; lockers are available for that purpose.

Beverages and food **are not permitted** in practice rooms.

Please close and lock windows and turn off lights when leaving a room.

## JEMISON AUDITORIUM

In preparation for recitals and juries, Jemison Auditorium may be reserved for rehearsal as follows:

For a jury	- 1 hour
For a general student recital	- 1 hour
For a junior, senior, or other full recital	- 6 hours

Rehearsal times are scheduled in the Music Office. Arrange with your applied teacher for auditorium and piano keys.

For solo afternoon or evening full recitals by junior or senior piano majors, either piano may be used.

## RECITAL ATTENDANCE POLICY

All music majors must register for MUS 020 - Recital Attendance (0.0 credit) during each semester of residency, the only exception being B.M. Music Education majors, who are exempt during the semester of student teaching.

There are three groupings of Music Department events:

- GROUP I - Performing Arts Series Concerts (music only) and Faculty Recitals
- GROUP II - Departmental Music Organization Concerts and Senior Recitals
- GROUP III - General Student Recitals, Junior Recitals, and designated Guest Recitals

Music majors are expected to attend all concerts and recitals as an important component of their educational experience; however, each major is allowed a total of three (3) unexcused absences each semester as follows:

- GROUP I - 1 miss per semester
- GROUP II - 1 miss per semester
- GROUP III - 1 miss per semester

Attendance cards are distributed by a faculty/department member prior to and collected at the conclusion of each music event. It is the responsibility of each student to obtain a card, sign, and return it. It is expected that music majors will arrive on time and remain throughout the entire concert or recital.

### Grading

- Students fulfilling the Recital Attendance Policy in a given semester will be issued the grade of "S" (Satisfactory) in MUS 020.
- Students failing to meet the policy in a given semester will receive a "U" (Unsatisfactory).
- A "U" may be removed by making up the number of concerts/recitals in the successive semester.
- No music major will graduate with a B.M. or B.A. degree with a "U" in MUS 020 on the transcript.

### Guidelines and Procedures

- Enrolling in a Tuesday evening course or participating in other activities which conflict with scheduled concerts/recitals are not valid reasons for missing the required number of concerts/recitals.
- Recital Make-up Report Forms are available in the Music Office.
- A Review Board composed of two members of the Student Board and two faculty members will handle all recital-related requests.
- If a student cannot complete the designated number of concerts with those offered by the Music Department, they may make up the absence by attending a designated make-up recital or other professional concert. A ticket stub and program, along with the Recital Make-Up Request Form, must be submitted to the Music Office.

Music Department concerts and recitals may be scheduled at the following times:

- Sunday, 3:15 p.m.; 8:00 p.m.
- Tuesday, 8:00 p.m.
- Thursday, 3:15 p.m. (General Student Recitals)
- In addition, Performing Arts Series music events are occasionally scheduled at other times and on other evenings.
- Other days/times may be petitioned for approval by the Department Chair.

## STUDENT/FACULTY BOARD

The purpose of the S/F Board is to allow for a meaningful and responsible student-faculty relationship transcending that which exists in the classroom. It will serve to allow for the expression of student sentiment and to inform the student body of departmental issues. The S/F Board will help promote high standards of musicianship, scholarship, and morale.

The S/F Board shall consist of three faculty members, one student representative from each class, and two student at-large representatives. The Chair of the Department is an ex-officio member.

Sophomore, junior and senior and one of the at large student representatives are elected during the eighth week of the spring semester. Freshman and at-large representatives are elected in the third week of the fall semester.

## JURIES

Juries apply to B.M. and B.A. music majors only. A **major jury** is the examination for major applied study and is 15 minutes in length for performance majors and 10 minutes for music education and B.A. music majors. NOTE: All students studying for a full unit of applied music will be required to perform a 15-minute jury and be evaluated as performance majors. A **minor jury** is the examination for applied study in a minor area and is 10 minutes in length. Juries in a minor applied area will begin at the end of the second semester of study.

Freshmen, sophomores and juniors are required to take a major jury at the end of each semester.

Senior B.M. performance majors are required to take a major jury at the end of the Fall Semester unless a Senior Recital has been presented during the semester and are required to present a Senior Project at the end of the Spring Semester in lieu of a jury.

B.A. applied music majors are required to take a major jury at the end of the Fall and Spring Semesters unless a Senior Recital has been presented during the semester. Senior B.M. education majors are required to take a major jury at the end of the fall semester unless a senior recital has been presented during the semester. Senior B.M. education majors do not enroll for applied study during their student teaching semester.

Applied music study for .25 unit of credit (whether major or minor area) equates to a minor jury.

In order to remain in the program, performance majors must attain the grade of “B” or higher in the applied major during each of the eight semesters of study. Since, “plus” and “minus” grades are now counted in the grade point average, a grade of a “B-” in the applied major will no longer be acceptable for continuation in the program.

**Any music major who does not perform a jury will receive a final grade of "F" for the course. In case of illness an incomplete must be arranged with the applied studio teacher and the jury to be performed in the first two weeks of the following semester.**

*Major juries and Senior Projects are heard by the entire full-time music faculty. Minor juries are heard by faculty units of two to three.*

## ORCHESTRAL SOLOIST AUDITION PROCEDURE

Bachelor of Music majors in their sophomore and junior year of study can audition for the opportunity to perform a solo work with the Ohio Wesleyan University Chamber Orchestra. The fall semester jury in the year preceding the intended year of the solo performance will serve as the audition, i.e. fall 2009 jury will place one in consideration for the 2010-2011 OWUCO concert schedule. Written intention to be considered must be submitted before the qualifying jury.

## JUNIOR STANDING AND TEACHER LICENSURE PROGRAM

All music majors are evaluated for Junior Standing by the music faculty after four semesters of study as a music major. Criteria for achieving junior standing includes, but is not limited to, successful musical and/or teaching performance, responsibility demonstrated in courses and ensemble requirements, and strong potential in the chosen degree program.

B.M. Education majors need to apply for the teacher licensure program in their junior year. Requirements are: successful completion of EDUC 110 and EDUC 251, a recommendation from an OWU faculty member, recommendation of the Music Department faculty, and a GPA of 2.8 (overall and in music courses).

## AWARDS

The Department of Music **ROBERT A. GRIFFITH MUSIC ACHIEVEMENT AWARD** is given annually to the senior student who displays a great deal of competence in his/her music specialty, as well as initiative and leadership in musical activities.

The Department of Music **SENIOR PERFORMANCE AWARD** is given annually to a senior student for demonstrated excellence in music as a performer.

The winners are each given a Certificate of Recognition and a token cash award.

The Music Faculty has the option of withholding any award in any given year.

The **SLOCUM PRIZE IN MUSIC** is awarded annually to that member of the Senior Class who has attained the highest cumulative grade point average in the courses prescribed for graduation.

**PI KAPPA LAMBDA** is a national honorary society. An invitation to membership is based on outstanding scholarship, musical ability, and accomplishment.

**MTNA STUDENT ACHIEVEMENT RECOGNITION AWARD** is awarded to an outstanding senior music student who intends to teach in an independent or collegiate studio. The student is selected on the basis of excellence (academic achievement, successful teaching experience, and/or demonstrated leadership abilities).

The **SAM and MARION GANNIS ACADEMIC ACHIEVEMENT AWARD** is presented annually to a junior or senior with a declared music major who demonstrates outstanding scholarship and achievement.

The **SUMMER MUSIC STUDY GRANT** is to encourage Ohio Wesleyan music majors to enhance their area of music training through an off-campus summer music program. Eligibility includes non-graduating full time Ohio Wesleyan music majors (both B.M. and B.A.). A limited number of grants (\$500 maximum for each) are available each summer and awards will be made payable directly to the intended program, not to the student.