

HANDBOOK

DEPARTMENT OF

MUSIC



2017 - 2018

MUSIC DEPARTMENT HANDBOOK

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Mars Hill University

MUSIC DEPARTMENT HANDBOOK

ACCREDITATION

The Department of Music of Mars Hill University holds full membership in the National Association of Schools of Music (NASM). The Music Education degree is part of the Teacher Education Program, which is accredited by the National Council for the Accreditation of Teacher Education (NCATE) and by the North Carolina State Department of Public Instruction (NCDPI).

STATEMENT OF MISSION AND OBJECTIVES

Mission Statement

The Department of Music provides an environment in which musicians may continue to develop their skills, knowledge, concepts and sensitivities essential to recognizing, cultivating and performing quality music. This development takes place within an academic community that:

- Enables pursuit of liberal arts undergraduate degrees in music and enhances breadth of musical experiences for students engaged in non-music curricula
- Emphasizes artistic and personal enrichment of individuals through diverse musical opportunities
- Engages highly-qualified and professionally-active faculty who exemplify professional values, responsibility and relationships

Objectives

The Department of Music seeks to:

- Provide requisite experiences and opportunities in music for students wishing to pursue one of the following degrees in music:
 - The Bachelor of Music in Music Education (Choral, Instrumental or Elementary)
 - The Bachelor of Music in Performance

- The Bachelor of Arts
- Provide for the development of musical sensitivity and maturity through curricula which emphasize solo and ensemble performance
- Prepare Music Education majors for a career as teaching professionals
- Prepare Performance and Liberal Arts degree majors for the world of performance, studio teaching or other music-related careers and experiences

ACCEPTANCE INTO THE DEPARTMENT OF MUSIC

To be accepted as a music major, prospective students must be admitted to Mars Hill University through the normal admission process and admitted to the major the music entrance audition process. Acceptance into the major is based upon an evaluation by the music faculty of the applicant's entrance audition, scores on placement exams in music theory, aural skills, and keyboard, previous musical experiences, and academic performance. Those students who exhibit the potential for an effective music career, but lack sufficient technical or musical proficiency may be accepted provisionally. The program faculty determines acceptance for the provisional student at the end of the freshman year.

If an applicant is denied entrance into the music program and wishes to re-audition, the applicant must notify the program coordinator of his/her area (instrumental, vocal, or keyboard) in writing. The program coordinator must receive this written request at least one week prior to the beginning of the semester in which the applicant wishes to matriculate. Once the appeal is received the program coordinator will convene a panel of music faculty members who will re-audition the applicant. If the panel once again refuses the applicant admission to the program, this decision is final.

COSTS A MUSIC MAJOR MAY EXPECT

In addition to tuition, fees, room, and meals (MHU *Catalog*), a music major/minor will have additional costs. These include fees for applied lessons and accompanists, the purchase of music and materials required for all music classes, special dress (dresses, tuxedos, shoes, t-shirts, etc.) for ensembles, and locker deposit (if needed). Instrumental students are responsible for engaging and paying for their own accompanists

for juries and recitals. Voice students are assigned an accompanist and will see an accompanist fee on each semester's billing statement received from the business office.

FACULTY ADVISORS

The music faculty advisory system is coordinated and administered through the Music Department Chair. At pre-registration (FYPO), a music faculty member has helped develop your schedule. A first-year student is assigned a faculty mentor, usually the FYS111 professor, who advises the student through the first semester. At the time of pre-registration for the spring, all first-year students should consult with a music faculty member to make sure the appropriate music courses are taken. Students should not drop any music classes without consulting a music faculty member. Students will be assigned to a music faculty member for advising for the fall semester of the sophomore year.

Transfer students are assigned to the Department Chair who evaluates the transfer credits and prepares a course of study leading to graduation. Before becoming an official evaluation, this is approved by the Registrar.

Each music advisor is on hand at registration and during Pre-Registration week to go over the student's program and to authorize course requests. Advisors are also available by appointment should a student need help in processing drop/add forms. Students are encouraged to make appointments during the regular office hours. While each advisor will do what is reasonable to aid a student in fulfilling requirements, the student is ultimately responsible for checking on his/her own course of study, insuring that all requirements have been met.

CONTINUATION AS A MUSIC MAJOR

Music Majors who depart from the normal course of study in music may be required to re-audition before being considered for readmission to the major.

If a student is asked to leave the program, he/she has the right to appeal this decision. The appeal must be done in writing to the Department Chair within 7 days of being asked to leave. Once the appeal is received the Chair will convene a panel of music faculty members who will review the evidence and make a final ruling as to whether a student may continue as a major.

DEGREE PROGRAMS

The Bachelor of Arts in Music is a liberal arts degree designed for students who wish to major in music as part of a broad general education, rather than primarily for specialization at the undergraduate level. This program also is appropriate for students who seek a music degree as the foundation for additional study in more specialized areas such as church music, pedagogy, accompanying, music theory, and music history. This program provides more flexibility than the professional degree programs in music.

The Bachelor of Music in Music Education is designed to prepare students to teach general, choral, or instrumental music in the public schools. The program is broad, requiring professional music education courses as well as vocal and instrumental technique courses. Successful completion of the program qualifies the student for Music K-12 teacher licensure (“A”) in North Carolina. North Carolina certification is reciprocal with most other states. This program also seeks to provide preparation for graduate study in music education.

The Bachelor of Music in Performance is designed for students who wish to pursue a career as a performer or performer/teacher at the collegiate level. Entrance into the degree program is highly selective and dependent upon successful completion of a qualifying examination that normally occurs at the end of a student’s first year of study. (See details in the “Applied Music Policies and Procedures” section.)

The Music Minor encourages non-music majors to pursue music study while in college. Requirements in the elements of music theory, keyboard, applied and ensembles prepare students for music electives that broaden their knowledge and skill in music. Students are accepted into the music minor upon successful completion of a qualified audition.

Specific course requirements for all degree programs can be found in the *Mars Hill University Academic Catalog*.

COMMON BODY OF KNOWLEDGE AND SKILLS

All first year music majors will be enrolled in level I of the Common Body of Knowledge and Skills course sequence. The entire sequence must be successfully completed in order to move to Junior status. Courses that comprise the sequence are:

Theory I-IV

Aural Skills I-IV

Piano (as follows)

Instrumental Primaries: Class Piano I and II

Voice Primaries: Class Piano I-IV

Keyboard Primaries: Piano Practicum (2 Semesters)

Common Body of Knowledge and Skills courses are linked to facilitate integrated learning. Failing any one course in the sequence typically adds a year of additional study to any degree program. Students who are unsuccessful progressing through these courses will need to schedule a conference with the Department Chair to evaluate continuation in the music program.

ATTENDANCE POLICY

The Department of Music has established a no-tolerance policy related to class absences by students. Any absence from a scheduled class will result in a lowering of the final grade for the course. Exceptions may be granted by individual instructors who will provide all class attendance requirements in their published syllabi.

FAILING A REQUIRED MUSIC COURSE

After failing a required music course twice, a student will no longer be permitted to continue in his/her current degree program.

ENSEMBLE REQUIREMENTS

University Choir-MUS 101 and Wind Symphony-MUS 102 are the designated major ensembles referenced in all degree programs. Students may be assigned to the ensembles to meet performance needs and scholarship requirements. These assignments are made by the ensemble directors and applied area coordinators.

Ensemble Requirements for graduation are:

Bachelor of Music in Performance: eight semesters

Bachelor of Music in Music Education: seven semesters

Bachelor of Arts in Music: eight semesters

Students in the **Performance** degree program will complete this requirement as follows: **Vocal** majors will complete this requirement in College Choir; **Instrumental** majors in Wind Symphony. **Keyboard** majors, with the approval of the faculty advisor and ensemble directors, may choose the ensemble that fits his/her strengths/goals.

Music Education majors in the **Choral** Emphasis will complete this requirement in College Choir; students in the **Instrumental** Emphasis will complete the requirement in Wind Symphony (or orchestra in the case of string majors). Students in the **Elementary** Emphasis will complete the requirement in the area of their principal instrument (vocal or instrumental). Keyboard students in the Music Education degree will, with the approval of the faculty advisor and ensemble director, choose the major ensemble that fits his/her strengths/goals.

Piano Performance majors may substitute one semester of Piano Ensemble for one semester of the Ensemble requirement. The professor in charge of the Piano Ensemble and the Chair of the Department of Music must grant approval.

Ensemble Performance Limitations – Music faculty will seek to protect students' time as the end of each semester approaches. To this end, students will not be expected to perform during the last two weeks of each semester with the exception of the Annual Christmas Concert and any music scheduled and approved by the music faculty for convocations/Commencement, etc. Likewise, students expecting to present required recitals will need to have these scheduled and completed prior to this two-week period which ends on the last day of exams.

APPLIED MUSIC POLICIES AND PROCEDURES

DEPARTMENT CONCERT/RECITAL ATTENDANCE

All music majors are expected to meet the department concert/recital attendance requirement each semester they are enrolled in their major ensemble (as determined by primary instrument). In addition, students may have additional concert/recital requirements assigned as part of other courses. In order to satisfy the department concert/recital requirement the student must meet the guidelines set forth by the instructor of record for the major ensemble. These guidelines will be a part of each semester's syllabus. Final grades in the major ensemble may be impacted according to a student's attendance record at these required events.

APPLIED INSTRUCTOR ASSIGNMENT

Upon acceptance as a music major, students will be assigned an applied music instructor by the appropriate Applied Area Coordinator. Students should consult with this coordinator in the event that multiple teachers are available and a change in assignment might be possible.

LESSON AND PRACTICE TIME:

One semester hour credit in AMU:

One-hour private lesson OR one half-hour private lesson plus a one-hour group lesson.

Practice Requirement: ten hours per week.

Two semester hours credit in applied music:

Two one-hour lessons per week or one-hour private lesson plus a one-hour group lesson or master class. Practice requirement: twenty hours per week.

REPERTOIRE REQUIREMENTS are defined by the applied areas (vocal, instrumental, keyboard) and differ from area to area. A file of repertory cards will be kept and will be available to the students in the Music Office. The student, the applied teacher, and applied Area Coordinators are responsible to see that repertoire cards are filled out properly and returned to the Music Office.

JURIES AND QUALIFYING EXAMINATIONS

Faculty committees hold juries and qualifying examinations in applied music at the end of the semester. Juries are indicative of a student's progress or lack of progress in applied music and are a determining factor in the student's grade and the passing from one applied status level to the next. (Please see "Applied Music Status Level Numbering System" on p. 16 and the sample forms in the Appendix). Mid-semester juries may be scheduled to move a student to a new applied level (181, etc.). Should a student consistently show lack of progress, the faculty committee conducting a jury may advise or require a student to change his/her major or degree program.

Students may receive passing grades in the respective applied area(s) without being passed to the next applied status level. A student may not receive a passing grade for the semester if he/she fails to perform the required applied music jury.

BM PERFORMANCE MAJOR QUALIFYING EXAM

Acceptance into the Bachelor of Music in Performance degree program is highly selective and dependent upon successful completion of a qualifying examination that normally occurs at the end of a student's first year of study. Students who successfully complete this examination will register for two hours of AMU (applied lesson) credit each semester. Performance Qualifying Examinations will be performed for the respective faculty in each applied area (i.e., vocal, instrumental, keyboard). Each faculty member will complete an evaluation form and will provide written comments and a recommended rating of the performance. (Please see form in Appendix). The applied faculty then will determine the final rating (pass/not pass for B.M. in Music Performance). All evaluation forms will be signed by the individual faculty and will be available for the student. Students who do not pass the Performance Qualifying Examination may request to reattempt the examination.

JUNIOR QUALIFYING EXAMINATION

The Junior Qualifying Exam is the music major's performance exam in the applied area and normally occurs at the end of the fourth semester of successful applied music study. Pre-requisites for taking this exam are as follows:

- Passing, or in the process of passing, all basic musicianship courses (Theory, Aural Skills, Piano Classes) required and scheduled for the first two years of study in a student's degree program
- Successful completion of ENG 111 and ENG 112
- Successful completion of FYS 111 and FYS 112
- A minimum 2.5 GPA
- Music Education majors must also have passed Praxis I

A twenty-minute period is allotted for each examination. The student is expected to perform appropriate amounts and levels of repertoire selected in consultation with the student's applied teacher.

The Junior Qualifying Examinations will be performed for the respective faculty in each applied area (i.e., vocal, instrumental, keyboard) at the time scheduled by the area. Faculty present will complete an evaluation form and will provide written comments and a recommended rating of the performance. (Please see example in the Appendix.) The applied faculty then will determine the final rating (pass/not pass) and specify the degree programs for which the student is approved for upper-level work. All evaluation forms will be signed by the individual faculty member and will

be available for the student. In addition, copies of these forms will become a part of the student's permanent file in the Fine Arts Division office.

Students who do not pass the Junior Qualifying Examination or who do not achieve their desired rating may attempt the examination one additional time. This attempt must be approved by and coordinated through the appropriate applied teacher. The Junior Qualifying Examination must be passed by the end of the sixth semester of continuous study or the student may not continue to pursue the music major.

Passing the Junior Qualifying Exam constitutes formal faculty approval for music majors to complete upper-level applied music study in preparation for the appropriate junior/senior recital(s). On passing the Junior Qualifying exam, the student must complete no fewer than three (3) semester of applied music in the major area.

STUDENT PERFORMANCES: POLICIES AND PROCEDURES

Members of the music faculty believe that performance experience is essential to all music degree programs. Students will have diverse opportunities each semester for solo performances, master classes within applied areas as well as performances for the public. Applied music faculty will assign and monitor public performances. Each applied area will define its policy on required public performance. Failure to meet these performance requirements may impact the student's semester AMU grade and/or the student's continuation in the major.

STUDENT RECITAL REQUIREMENTS

Students in the **B.A.** degree program are required to present a senior recital containing a minimum of 30 minutes of music. The recital should be no longer than 60 minutes in total length (including intermission). For the semester of the recital, the student must enroll for AMR instead of AMU.

Students in the **BM Performance** degree program are required to present a junior recital containing a minimum of 30 minutes of music (enroll for MUS 390), not to exceed 60 minutes in total length (including intermission) and a senior recital of no less than 50 minutes of music (enroll for MUS 490), not to exceed 75 minutes in length (including intermission). This degree program requires a broad repertoire, with specific requirements in each performance area. The quality and difficulty level of the literature should be appropriate for this advanced level. These are graded recitals.

Students in the **BM Music Education** degree program are required to present a senior solo recital prior to his/her student teaching experience. Programs are to contain a minimum of 30 minutes of music, but should not exceed 60 minutes in total length (including intermission). Music The student must enroll for AMR instead of AMU.

RECITAL REGISTRATION

AMR is the prefix to register for a student's final semester of applied music for BA and BM Education students. BA and BM Education students will register for AMR XXX, with XXX being the instrument code. Students register for AMR instead of AMU. BM Performance majors register for AMU, 2 credits AND MUS 390 (Junior performance recital) or MUS 490 (Senior performance recital).

RECITAL SCHEDULING

Students and faculty should check the college calendar and the Department of Music calendar prior to selecting a recital date. **Recitals must be performed before the last full week of classes.** Any change in this policy requires approval from the respective applied teacher and a vote of the entire full-time music faculty. All students presenting a recital as a degree requirement must pass a recital hearing for the faculty of his/her area no later than four weeks before the recital. (See Recital Request form and Student Recital Information in the Appendix)

RECITAL EVALUATION

A three-member faculty committee from within the applied area (including the student's applied teacher) will grade all required recitals in the BM in Performance degree (MUS 390 and MUS 490). In some cases, applied areas may opt to grade the recital hearing rather than the final performance. The recital grade becomes part of the student's permanent transcript, is recorded on the student's Applied Music Record in the Music office, and is made available to the student following the recital. (Please refer to sample in the Appendix).

RECITAL ATTIRE

For recitals and juries, performers should wear appropriate attire. Proper dress is indicative of the seriousness of the occasion for the student performer.

RECITAL LOGISTICS

Please refer to the “Student Recital Information” document in the Appendix.

APPLIED MUSIC STATUS LEVEL NUMBERING SYSTEM

Acceptance into upper-level applied music is dependent upon a student's demonstration of the appropriate level of proficiency on his/her principal instrument. Below is the Departmental system for tracking student progress through the AMU sequence. An AMU card for each student is kept on file in the Music Office. At each jury, the Area Coordinator (Vocal, Instrumental, or Keyboard), with consensus of the applied faculty, will mark the card to track the student's progress through the AMU sequence.

The first digit indicates year: 100 = first year - 400 = senior

The second digit indicates level or major:

160 – 460 = non -major or minor

170 - 470 = secondary instrument

180 – 480 = BA or BM Education

290 – 490 = BM Performance

The last digit indicates the semester of study.

For example, 481 = senior BA or BM EDUCATION first semester (indicating the student has successfully completed 6 semesters of applied music on the major instrument)

Music education majors fulfill the principal instrument requirement upon satisfactory completion of 481 and the Senior Recital.

MUSIC TECHNOLOGY LAB

The Music Technology Lab is an integral part of the music experience at Mars Hill University and is located on the lower level of the Brenda G. Nash Education Hall. The lab contains ten Macintosh computers with digital synthesizers along with updated versions of common music software. Students and faculty are encouraged to make use of the lab at every opportunity, utilizing the potential that it affords. The hours for the operation of the Music Tech Lab will be posted at the beginning of each semester. It is supervised by Dr. Alan Theisen and questions/issues should be directed to him (office: 118 Moore Auditorium; email: atheisen@mhu.edu).

Student learning experiences with the Music Technology Lab will occur throughout the music theory sequence. Note: Students should NOT save important files on the Music Tech Lab computers.

MUSIC LIBRARY HOLDINGS AND LOCATIONS

The music library has extensive holdings in books, scores, and recordings. These holdings are now maintained in Renfro Library:

1. Books – Main Library Stacks
2. Reference Books and Materials – Main Library Reference Room
3. Periodicals – Main Library Periodical Section
4. Scores, Records, CD's – Main Library
5. Listening Areas – Main Library

FINE ARTS BUILDING POLICIES

The Music Department occupies spacious and well-equipped facilities in the Robert Lee Moore Fine Arts building. This facility includes music studios, classrooms, practice rooms, instrumental and choral rehearsal rooms, a small recital hall and a beautiful 1800-seat auditorium.

The Moore Auditorium is equipped with a 4-manual, 65-rank Aeolian-Skinner pipe organ and two concert grand pianos. Spainhour recital hall is equipped with a 6-rank Moeller pipe organ and a grand piano.

Hours: The FA building is open for practice 7:30 A.M. – midnight Monday through Saturday and from 1:00 P.M. – midnight on Sunday. Campus Security is responsible for securing the building at night and unlocking outside doors in the morning.

Practice Rooms: These rooms are intended for practice only. For the protection of the pianos, food and drinks are not allowed in these rooms.

Students are asked to help protect all pianos in the building.

Smoking is not permitted in the FA building.

Security: Faculty offices, classrooms and rehearsal rooms should be locked when not in use.

Faculty offices are considered the private domain of each professor and contain official records, school-owned instruments and equipment, privately-owned books, music, sound equipment,

computers, and instruments. Classrooms and rehearsal rooms contain equipment and instruments that must be secured when not in use. Wind Symphony and Choir storage rooms and libraries should also be kept locked when not in use. None of these rooms should be entered unless the appropriate professor is present or specific permission has been granted by that professor. Furthermore, no students are to have unauthorized keys to any spaces in the FA building.