# MUSIC DEPARTMENT STUDENT HANDBOOK
## 2013-2014

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INTRODUCTION

The Music Student’s Handbook was designed in an effort to clarify and establish departmental policies and procedures in areas not covered in the MSUM Bulletin or in the University Student Handbook.

DEPARTMENT MISSION STATEMENT

The mission of the Minnesota State University Moorhead Department of Music is to provide an environment for serious study and creative music-making as we prepare our students for successful careers in music industry and technology, music education, and performance.

MUSIC FACULTY

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<th>Title</th>
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## GENERAL INFORMATION

### MUSIC OFFICE

The Music Office is located in the Center for the Arts Room 102. The area includes administrative work stations, four faculty offices, including the office of the department chairperson, faculty mailboxes, a faculty lounge, and reception lounge for students and/or guests waiting for appointments.

**OFFICE HOURS** are 8:00 a.m. - 4:30 p.m. Monday - Friday  
Main Department Phone: 477-2101  
Department Fax: 477-4097

### DEPARTMENT ADMINISTRATIVE ASSISTANT

Sherri Hogue 477-2102 hoguesh@mnstate.edu

The department administrative assistant helps students and guests with most general information about the music department and programs. The assistant handles department correspondence and bookkeeping, maintain student records, assist in preparation of recital program copy, and supervise work study students.

### ADVISORS AND ADVISING

A faculty advisor is assigned to each music major. The role of the advisor is to give guidance and assistance in selecting courses and programs, to assist with problems related to music studies, and to refer the student to the appropriate
person, department, or service which can help him/her with specialized
tools. The department chairperson evaluates the transcripts of transfer
music students and assigns them to an appropriate advisor. Students should
meet with their advisors prior to every registration period and at any other time if
they have questions about their programs or courses. Faculty members post
times during which they are available for consultation. Students are encouraged
to consult the Undergraduate Bulletin and study the information about courses,
programs, and requirements. Ultimately, the student is responsible for meeting
his/her degree requirements for graduation. The department provides curriculum
worksheets for the student to keep track of progress. Copies of the worksheets
can be obtained in the Music Office or from advisors.

PREPARATION FOR THE MUSIC MAJOR

Students who major in music have had considerable performance experience
with school groups and/or as soloists and should have basic music reading
ability. Students lacking this experience and ability may have to complete
additional basic course work. Entering students are evaluated in the areas of
musicianship, theory, piano and major performance medium.

PRACTICE AND STUDY COMMITMENT

Music study is very demanding in terms of time and energy. Diligent practice
schedules must be maintained in order to improve musicianship and technical
skills. Successful performance requires daily practice. According to university
policy, students practice one hour per day for each 1/2 hour applied lesson. If it is
necessary to hold outside employment while attending the university, the student
must expect to extend the degree program beyond four years. Careful discussion
with your advisor in this matter is recommended.

ACADEMIC HONESTY

The university expects all students to represent themselves in an honest fashion.
The policies regarding academic honesty are found in the University Student
Handbook, which can be found online at:

http://www.mnstate.edu/student-handbook/

HEALTH AND SAFETY FOR STUDENT MUSICIANS

The MSUM School of Performing Arts is committed to the health and safety of all
students, faculty and staff. The National Association of Schools of Music and
Performing Arts Medicine Association have made the following articles available,
which contain much useful information. We thank them for these important
resources.

- “Protect Your Hearing Every Day” http://nasm.arts-accredit.org/site/docs/PAMA-
  NASM_Advisories/4a_NASM_PAMA-Student_Guide-Standard.pdf
- “Protect Your Neuromusculoskeletal Health Every Day” http://nasm.arts-
  accredit.org/site/docs/PAMA-NASM_Advisories/4_NASM_PAMA_NMH-Student_Guide-
  Standard_2013July_DRAFT.pdf
FACILITIES AND SERVICES

BUILDING HOURS

The Dille Center for the Arts is open:
Monday - Thursday 7:00 a.m. - 10:00 p.m.
Friday 7:00 a.m. - 9:00 p.m.
Saturday 9:00 a.m. - 5:00 p.m.
Sunday 12:00 p.m. - 10:00 p.m.

Extended hours are available through ID card access.

BULLETIN BOARDS AND STUDENT ANNOUNCEMENTS

The bulletin board adjacent to the Music Office, CA 102, is reserved for department announcements and department or faculty messages to students. Other bulletin boards in the building are designated for special purposes or special organizations. The student bulletin board is located in the east student lounge. General announcement boards are located in the North and East foyers.

STUDENT MAILBOXES

Student mailboxes are located at the bottom of the stairs outside the Music Department office. Mailboxes are assigned at the beginning of the Fall semester for the entire academic year.

STUDENT E-MAIL

E-mail is an essential means of communication at MSUM, and many professors use it for posting class information. Students are required obtain an MSUM e-mail account through DragonNet Services. For more info, go to:


COMPUTER LAB

The Music Computer Lab (CA 151) is available to all university students and faculty. Computer workstations are also available in the Listening room and have music notation software installed.

LISTENING LAB

The Music Department maintains a library of music recordings on CD and vinyl, which are cataloged in the PALS system. Recordings are available for listening and/or checkout on the 2nd floor of the Livingston Lord Library.
PRACTICE ROOMS

The practice rooms have been recently reconditioned and most have new pianos. These rooms are locked and are for the use of enrolled music students only. Students must check out keys in order to access the piano practice rooms. Keys may be checked out at the Reserve Desk of the Livingston Lord Library during library hours. There are also other piano practice rooms which are never locked.

Specific policies related to accessing locked practice rooms are outlined below:

- Practice rooms are for the use of enrolled music students only.
- All practice rooms with newer pianos in them are locked.
- Practice rooms are available on a first come/first served basis.
- No sign-ups are required for practice times.
- All music students who have signed Library waiver forms are put on a list for access to new piano practice rooms. Waiver forms are available in the Music Dept office.
- A select group of advanced piano students will have access to the rooms with grand pianos in them.
- Lists with students’ names are kept at the Reserve Desk of the Livingston Lord Library. Students are able to check out keys during library hours and overnight, according to the rules of the Library.
- The department administrative assistant (CA102) maintains and updates the lists of students’ names.
- Lists are forwarded to the LL Library every Friday.
- Students may use a locked practice room by going to the Livingston Lord Library and checking out any key that is available (with their student ID card).
- It is incumbent upon all of us to respect the practice rooms and the new pianos. Please do not place backpacks, books, clothing items or anything at all on the pianos. No food or drink is allowed in the practice rooms.

RECORDING STUDIO

The Recording Studio (CA 152) is reserved for use by music faculty and students enrolled in audio production courses. Other students wishing to have recordings made should contact the appropriate music technology faculty member through the music office.

STUDENT LOUNGE

The student lounge is located on the lower level of the northeast corner of the building. Students are expected to keep this area in good order.
LOCKERS

Lockers for storage of instruments and music are available through the Band Library, CA 142. University locks will be provided for all lockers. At the end of Spring semester all locks will be removed and lockers cleared. Each student is responsible for vacating and cleaning his/her locker prior to that time. Lockers for storage of small instruments are available at the south end of the practice room hallway and in the Student Lounge area.

Large lockers for storage of guitar and commercial ensemble equipment are available in the basement west hallway. They are available for check-out through the Music Office.

INSTRUMENT LOAN

Musical instruments are available for loan to students enrolled in ensembles and music classes. The instruments are to be kept in assigned department lockers with department locks. The student is responsible for maintaining the instrument and any repairs necessary will be arranged through the Coordinator of Instrumental Ensembles. The university instruments are to be used only for university related activities. They are not to be used in personal or professional performances.

RECORDING SERVICES

The department records ensemble concerts and department recitals. The recordings are maintained in the Listening Room and are available for students to review and to make personal copies within that facility.

Recording services for required student recitals are available. Request forms are available in the Music Office.

TUTORING SERVICES

Tutoring is available through the Academic Support Center, located in Flora Frick Hall, room 154. Special music tutors are selected by the music department faculty to assist other students with special problems in music courses.

CAREER PLANNING AND PLACEMENT

The MSUM Career and Development Center has many resources available for students. For more information, go to: http://www.mnstate.edu/career/

HEALTH AND SAFETY

The MSUM Music Department is mindful of the importance of student health and safety.
We encourage students to be aware of their exposure to the high volume levels encountered in many ensembles. Musician’s ear plugs can be a valuable accessory in these situations. Information on these can be obtained in the music office.

Health and safety concerns related to specific performance activities normally outlined in the syllabi or handbooks provided by the appropriate instructors.

Lifting of heavy items when transporting equipment and/or setting up for a public performance should be done carefully and under the supervision of a faculty or staff member.

**APPLIED MUSIC STUDY (LESSONS)**

**REQUIREMENTS**

Applied study in a principal performance area is required for all music majors and minors. Piano classes and/or lessons are required of all BS, BA and BM students. A recital is required of all majors in the BS and in the BM Performance degree programs. Some degree programs also require a secondary performance area.

**PLACEMENT AUDITIONS**

Piano placement evaluations are held at the beginning of each semester for assignment of piano instructors. Placement in other lessons is determined by applied faculty according to the student's level of proficiency.

**JURIES**

At the end of each semester students in applied study perform for a panel of professors for evaluative purposes. Applied music juries are held during final exams each semester and are essentially the final exam for applied study. Written evaluations of the jury performance are replaced in the student's academic file in the Music Office and may be reviewed by the student. The applied instructor may choose to consider the jury remarks in the grading process. Jury requirements and materials are prescribed by the individual applied instructor.

**LEVELS OF APPLIED STUDY**

Level of applied study is indicated by course number: 100 and 200 are lower division and 300 and 400 are upper division. The course levels do not necessarily correspond with the year of enrollment. Any level may be repeated for credit, but all programs require attainment of certain levels (check the specific program for details).
Enrollment in Upper Division levels is permitted only after a special Upper Division Jury evaluation. The applied instructors can provide guidelines for appropriate literature and technique for each level. Application for Upper Division status is made in consultation with the applied instructor and is normally made during the 4th semester of study. After the jury evaluation, further study may be recommended to students who then may reapply in a subsequent semester. The Upper Division level must be attained prior to presenting a degree recital.

STUDIO CLASSES

Many applied instructors schedule required studio class meetings as an integral part of the applied study. These classes permit a group study approach to common problems, offer an informal performance opportunity, and provide exposure to repertoire.

RECITALS

Students are encouraged to perform publicly at every opportunity. Recitals are required of some degree programs (see specific programs for details) but any student, in consultation with the applied instructor, can give a recital in their third and/or fourth year. Each student must pass a Recital Screening in order to present a public recital.

RECITAL SCHEDULING PROCEDURES

Information packets detailing recital scheduling procedures are available in the music office. The student’s applied instructor must approve all aspects of the recital, including the works to be performed, date, time, location, etc.

Required degree recitals should be scheduled at least one semester in advance. Dates chosen after that time will be assigned on a first come, first served basis.

PERFORMANCE ENSEMBLES

Performance ensembles are open to all students, including non-music majors. Most ensembles require an audition. Auditions are held at the beginning of Fall semester for placement in those ensembles requiring auditions. Subsequent auditions are held as vacancies occur in the ensembles. Notices will be posted on the bulletin board outside the Music Office (CA102) alerting students of the time and place of the auditions. The director of the ensemble can provide specific information concerning audition procedures.
PIANO STUDY AND PROFICIENCY

Each MSUM Music degree requires Piano study; the level that must be attained is delineated in degree curriculum worksheets and the Undergraduate Bulletin.

PLACEMENT

At the beginning of each semester, new students meet with Dr. Terrie Manno for placement in the sequence of Piano courses offered at MSUM. Students will be enrolled in piano study at one of the following levels:

**Class Piano 1-2 (Music 150A-B)**
MUS 150A and 150B are designed for music majors who have had little or no recent piano training. In most cases these students can read music but have not yet developed keyboard technique or keyboard reading skills. A student who does not successfully complete Music 150A must repeat that course in the Fall of the following academic year before taking Music 150B. Credits from these courses do not count toward a student’s performance study credits. A faculty override is not required for enrollment in these courses. There is no lesson-fee.

**Class Piano 3-4 (Music 150C-D)**
MUS 150C – 150D may be defined as applied piano study in small groups; class size is limited to 3. Music 150C has been designated by the piano faculty as a course in which Piano Proficiency skills are intensely studied and practiced. This includes the study of appropriate repertoire. Music 150D is more directly related to applied study in concept and content. Credits from these courses DO COUNT towards a student’s performance study credits. These courses may be repeated for credit. A faculty override is not required for enrollment in these courses.
There is a lesson-fee attached to these courses.

**Applied Piano Music 155A - 655A**
Applied Piano may be defined as individual lessons. As in all applied study, levels are delineated by course number. Specific criteria must be met to move from one level to the next and are provided by the applied instructor. Special permission is required to enroll in more than one credit of Applied Piano study each term. A faculty override is required for enrollment in these courses. There is a lesson-fee attached to all Applied Piano courses. All Applied Piano courses may be repeated for credit.

**Basic Commercial Keyboards MUS 151**
Designed specifically for Jazz and Music Industry majors, this course consists of small group keyboard instruction. It involves the study of beginning/intermediate level popular repertoire, technique, and skills related to the Piano Proficiency examination requirements for Music Industry and Jazz. MUS 150C is a prerequisite for this course.
PRACTICE

Practicing the piano daily is fundamental to the success of all Piano students. It is considered homework for these courses. Class Piano 1-2 students are required to practice a minimum of one hour per day. Class Piano 3-4 and all Applied Piano students are required to practice a minimum of 1/2 hour per day. Applied Piano students who are taking an hour lesson per week must practice a minimum of two hours per day.

PIANO PROFICIENCY

As a degree requirement, all BS and BM majors must fulfill a piano proficiency requirement demonstrating basic keyboard skills. Piano proficiency requirements are designed and administered by each division: Music Education, Music Industry, Jazz Studies, and Performance. Students should check with faculty in their division for details on the requirements, preparation and administration. Students seeking the Bachelor of Arts or a music minor whose primary instrument is piano must pass a piano proficiency exam administered by the piano faculty. The details of this exam may be found at: http://web.mnstate.edu/manno/proficiencytest/

OTHER PROFICIENCY REQUIREMENTS

GUITAR/RECORDER

All BS majors must pass a guitar and recorder proficiency exam or take MUS 236 Guitar and Recorder for Teaching Music.

FINANCIAL ASSISTANCE AND SCHOLARSHIPS

UPPERCLASS SCHOLARSHIPS

Upperclass Music scholarships are offered by the Music Department through the University Foundation on an annual basis. Upperclass scholarships are awarded by application and audition. Applications are due each Spring, normally near the end of March, and auditions are usually held by mid-April. Information on available scholarships, application procedures and auditions is posted on the Music Department bulletin board outside CA102 in the spring semester. Application forms are available in the Music Office.
HONOR SCHOLARSHIPS

All students who apply for scholarships (whether auditioned or selected by written application) will be automatically considered for honors scholarships. Those students recommended by their divisions will undergo a separate audition/interview. Students who are recommended for a non-performance based honors scholarship application may give a presentation of academic work, special project or composition in lieu of a performance audition.

The Theodore Presser award requires a separate application form.

More detailed information will be posted on the Music Department bulletin board outside CA102.

JOB OPPORTUNITIES

The Music Department employs students in various capacities:

- Office assistant
- Listening Room monitor
- Ensemble librarian
- Recital Stage manager
- Recording technician
- Instrument locker manager
- Concert/Convocation Managers

Students who qualify for Work Study assistance are encouraged to apply for positions in the Music Department. Because of the technical nature of many of these positions, students who may not be on Work Study but have the appropriate background should also apply. The department administrative assistant has information about these positions.

MISCELLANEOUS JOB ANNOUNCEMENTS

Occasionally people call the music office seeking music students for teaching and/or playing opportunities. Announcements of these positions are posted on the bulletin board adjacent to the student mailboxes.

DEPARTMENTAL REQUIREMENTS

CONVOCATION AND RECITAL REQUIREMENT

All Music majors are required to attend 8 concerts or recitals and 3 Department Convocations per semester. This requirement presumes the student is attending school full-time. Anyone attending less than full-time will need to complete each
level of the attendance requirements by the time they reach the next level of their studies (sophomore, etc.). The cumulative number of concerts and convocations according to credits completed is as follows:

0-29 credits (Freshman) Level 1 (16 Concerts/6 Convocations)
30-59 credits (Sophomore) Level 2 (32 Concerts/12 Convocations)
60-89 credits (Junior) Level 3 (48 Concerts/18 Convocations)
90 -- credits (Senior) Level 4 (64 Concerts/24 Convocations)

Fulfillment of this requirement will be monitored each semester by the Department. A report will be passed to the Registrar at the end of each year (or upon completion of the equivalent number of credits) so that an official comment can be added to the students' transcript stating completion of the Concert/Convocation Attendance Requirement.

Transfer students will be responsible for fulfilling the attendance requirement based on the number of credits accepted for transfer.

ACADEMIC POLICIES

The academic policies for music majors can be found in the Undergraduate Bulletin in the Music portion of the “Curricula” section: http://web.mnstate.edu/home/bulletin/Curricula.pdf

COURSE AND PROGRAM PLANNING

DEGREE PROGRAMS
The degrees and programs of the MSUM Music Department have been approved and accredited by the National Association of Schools of Music.

The curricula for all degrees and minors can be found in the online Undergraduate Bulleting at: http://www.mnstate.edu/music/majorsandminors.aspx

CURRICULUM WORKSHEETS
Students should work out their programs and course plans as early as their freshman year in consultation with their advisors. In addition to the official curricula found online, the Music Department provides curriculum worksheets which will facilitate the advising/planning process. The worksheets for the various degrees are available in the Music Office.
APPLICATION FOR GRADUATION
An application for graduation must be submitted to the Records Office at the beginning of the semester in which candidates expect to complete graduation requirements. Students must secure the approval of each major and minor advisor and department chairperson before submitting the application. When submitting the application to the department chair, students should have the required advisor signature and include a copy of the DARS report, along with any necessary exception/substitution forms.