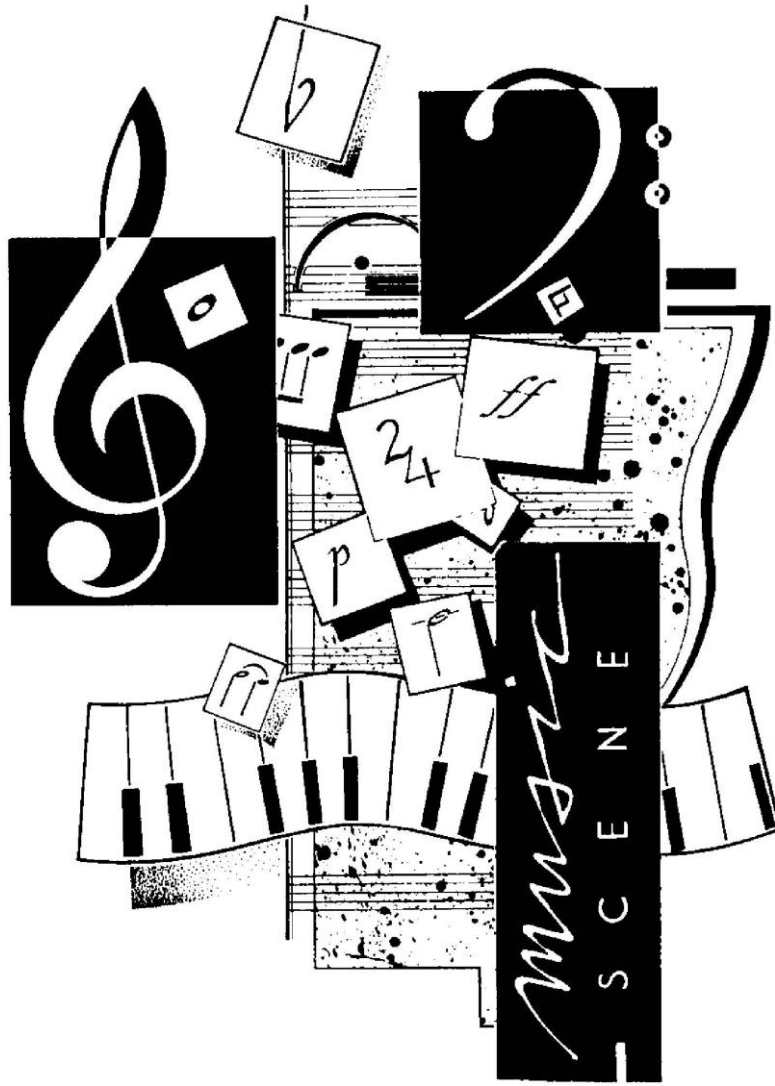


Old Dominion University

Department of Music



Music Student Handbook

John Toomey, Chair

Updated 2009

Music Department Website: <http://al.odu.edu/music/>

ATTENTION: All Music Majors!

Visit our website above and click on the **Undergraduate** link to access printable curriculum sheets for all programs.

All Music Majors must take ENGL 111C and must obtain a minimum grade of C in both English 110C and ENGL 111C before declaring a major and in order to graduate. Students must earn a C or better in MUSC 221, 222, 223, 224, 321, and 323 to advance to the next level of theory and sight singing.

ATTENTION: Music Education majors!

Visit our website above and click on the **Music Education Pathway** link to access your degree check list.

You are advised to take the Praxis I examination by the end of your freshman year because a passing score on this examination is one of the requirements for acceptance into the teacher education program through the Darden College of Education. There is no advantage in waiting; the longer you wait, the more you forget. Take it now!

You are advised to take the Praxis II (music content) examination no later than the end of your sophomore year because a passing score on this examination is one of the requirements that must be satisfied prior to student teaching.

Requirements for graduation include passage of the Exit Examination of Writing Proficiency; completion of the Senior Assessment; a minimum 2.75 grade point average overall, in the major, and in the professional education core, with no grade less than a C- in the major, minor, and professional education core; and completion of a minimum of 127 credit hours.

For more information relative to music education requirements, see documents contained on the Music Department Website and the Teacher Education Services Website, Darden College of Education: <http://education.odu.edu/>.

Table of Contents

4	Forward Mission Statement
	Section One: Getting In
5	Applied Music Auditions
6	Placement Examinations in Music Music Theory Placement Tests
7	Ear Training Placement Tests Voice Class Placement Tests Piano Class Placement Tests Selecting a Course of Study
8	Section Two: Getting Around Advising and Registration Procedure
9	Music Student Organizations
10	Diehn Composers Room
11	Building Security and Access Diehn Fine and Performing Arts Center Hours Card Keys Student Use of Office Equipment
12	Lockers Practice Rooms Bulletin Boards
13	Section Three: Getting Through Applied Music Requirements Accompanist Policy Student Performance Hour (SPH)
14	Jury Examinations
15	Ensemble Requirements
16	Piano Requirements "BlueCards" Recital Attendance Policy
17	Concert Etiquette Usher Policy
18	Section Four: Getting Out The Recital Recital Appearance Requirements
19	Recital Approvals Submitting a Program
20	Scheduling the Recital Piano Proficiency
21	Voice Proficiency

Forward

On behalf of the Music Department, I would like to take this opportunity to welcome you to Old Dominion University. This handbook will help you to become aware of the general policies of the department. Please read it carefully and follow its guidelines closely. The restrictions and requirements are intended to enable us to work smoothly together. They are necessary, and it is essential that you follow them.

Please make sure that you work closely with your departmental advisor to fulfill all degree requirements; however, if I can help you with a particular problem (presuming that I know the answer), please arrange an appointment to see me.

The faculty and I look forward to helping you with your education and your preparation for a career in music. Never lose sight of your personal career goals and always strive for excellence!

Sincerely,
John Toomey, Chair
Department of Music

Department of Music Mission Statement

“The academic mission of the Old Dominion University Music Department is to train capable, effective music teachers and performers and to guide the early education of students of music history, theory, composition and jazz. In addition, the department in compliance with university standards, requires that every music student be computer literate and familiar with the music technology. The department strives to be a center for musical resources for the communities served by the university. The music department has a serious commitment to the University General Education Curriculum.”

Section One: Getting In

Applied Music Auditions

Acceptance into the Department of Music requires the successful completion of an audition. To arrange for an audition date and time, please call the Department of Music as early as possible. Auditions are approximately 15 minutes in length. Audition requirements are as follows:

Voice Applicants should be prepared to sing from memory two or three contrasting vocal selections from the classical genre, preferably with at least one selection in a foreign language. An accompanist will be provided, however, a request must be made at least one week in advance. In addition, copies of the music must accompany the request. Taped accompaniment is not permitted.

Piano and Organ Applicants should prepare two or three pieces. Contrast of styles is desirable, especially between pieces displaying finer technique and those requiring control of tone and pedal. Memory is desirable but not required. The student should also be prepared to demonstrate technique which has been studied (scales, arpeggios, chords, etc.). Scores for music performed should be brought to the audition.

Brass, Woodwind and Strings

Students auditioning for placement should have the following material prepared:

A technical display piece.

A lyrical selection (slow, legato) to show control of phrasing and tone.

Brass and Woodwinds:

Major scales, tongued and slurred.

Chromatic scales --2 octaves.

There may be sight reading.

Strings:

2 -3 Octave scale of choice.

Possible sight reading.

Percussion The percussionist should be prepared to demonstrate ability on snare drum, timpani, or the mallet instruments. There should be two prepared pieces of different styles. For snare drum, a demonstration of basic rudiments is desirable. Any ability on the other instruments may be demonstrated by a prepared piece. Some sight reading is required.

Guitar Students who wish to study guitar should be prepared to demonstrate:

An ability to read music.

Knowledge of basic chords. I, IV, V, V⁷ in all keys common to the guitar

(i.e. C, G, D, A, E, F, and relative minors).

Scales in the above keys

Repertoire: A minimum of two pieces are required. One piece must be performed

from memory. Pieces must be from the classic repertoire. Audition pieces must be on the level of a Carcassi study, any movement of a suite by J. S. Bach, a simple etude by Leo Brouwer, or a pavane by Luis Milan.

Based on the results of the audition, students would register for Applied Music classes according to the following:

MUSA 151, 152, 251, etc., are for music majors who are studying at the music performance level: 3 credits; one full-hour lesson per week.

MUSA 141, 142, 241, etc., are for music majors and music minors: 2 credits; one full-hour lesson per week.

MUSA 139, 140, 239, etc., are available to non-majors, or to music majors studying a secondary instrument: 1 credit; one half-hour lesson per week.

Teacher assignments in Applied Music are made by the Department Chair. When possible, a student's preference will be honored. However, a change of teacher is not ordinarily made, and must be approved by the Department Chair upon the recommendation of the student's present teacher.

No "cuts" are accepted in Applied Music courses. When a lesson must be missed, it is the student's responsibility to notify the teacher in advance. Students must take the initiative in arranging make-up lessons.

Students may not schedule non-department in Diehn FPA performances without departmental approval. In the Applied Music field, this may normally be cleared with the student's instructor.

Each student is expected to keep off-campus commitments within a limit that will allow ample time for University work, particularly in the area of Applied Music. It should be clearly understood that the necessity to work in order to pay expenses is not an excuse for failure to meet University commitments.

Placement Examinations in Music

Students with previous study in music theory, ear training, voice class, or piano must take placement examinations in those areas in which they wish to receive credit. The requirements for successful completion of placement examinations are listed below.

Music Theory Placement Tests

First Semester (MUSC 221):

Notation of pitch and time Staff, clefs (including C clefs), note values
 Construction and spelling of scales Key signatures Relative key relationships
 Forms of the minor scale Meter and rhythm Intervals: spelling, identification,
 consonant/dissonant, interval inversion Triads: construction, spelling, qualities in
 keys Part writing: 4 voices, root position only, primary triads

Second Semester (MUSC 222):

Non-harmonic tones, Harmonic analysis, Part writing: all triads, root position and inversions, Dominant seventh chords, Introduction to other seventh chords

Third Semester (MUSC 321):

Seventh chords, Secondary dominants and secondary leading-tone chords, Modulation to closely related keys, Binary and ternary forms

Fourth Semester (MUSC 322):

Borrowed chords, Neapolitan chords, Augmented-sixth chords, Modes, Twelve-tone technique

Ear Training Placement Tests

First Semester (MUSC 223):

Major melodies
Rhythm in simple and compound meters (simple divisions of the beat only)
Sight sing and notate major melodies in dictation with correct pitch and rhythm

Second Semester (MUSC 224):

Minor mode -sing and spell any form of a minor scale
Minor melodies
Rhythm in simple and compound meters (subdivision of the beat)
Sight sing and take down minor melodies in dictation with the correct pitch and rhythm

Third and Fourth Semesters (MUSC 323-324):

Chromatic melodies and more difficult rhythms, both for singing and dictation
Harmonic dictation exercises including primary and secondary triads and inversions

Voice Class Placement Tests

Appropriate credit for voice class is awarded based upon the results of a voice audition (see *Applied Music Auditions*). The student should make sure that the auditioning committee is aware of the student's intention to receive credit for voice class, as opposed to placement in Applied Music.

Piano Class Placement Tests

Piano placement examinations will only be heard during the first two weeks of each semester, and during the week of final exams. Students interested in piano class placement should see Mrs. Forman for specific information.

Selecting a Course of Study

Music Majors are required to complete specific departmental and general education course work leading to one of the following degrees:

Bachelor of Music (B.M.)

Performance: Emphasis is on developing each individual's musicianship through applied music lessons and participation in a variety of ensembles

along with a foundation in music theory and history. Concentrations are available in voice, piano, organ, orchestral instruments and guitar.

Composition: The development of analytical, compositional, and computer skills is based on a comprehensive study of the theoretical background of music from all periods and various cultures.

Music Education: Students completing this degree will be recommended for the appropriate license to teach music in the public schools. Concentrations are available in vocal or instrumental music for grades K-12. Certification from Old Dominion University is reciprocal in most other states.

Bachelor of Arts (B.A.)

Music: The Bachelor of Arts in Music allows students to specialize and diversify to three separate tracks within a broad liberal arts degree program. Students planning on graduate study in music theory or history should consider this program.

Interdisciplinary Studies: Interdisciplinary studies allow students to design specialized degree programs. A student may combine music with one or more academic areas to pursue unique educational goals. Programs may be designed in Music Business or Music Production.

Students may officially declare a major after the completion of ENGL 110C & 111C, as well as being accepted into the Department of Music. A student's advisor can enter the appropriate major during advising.

Section Two: Getting Around

Advising and Registration Procedure

Students **MUST** meet with their advisors each semester to plan a course of study for the following semester. An official Advising Day will be announced each semester, and all music students must participate, regardless of degree program. **PLEASE NOTE:** Students are not permitted to register for classes until their advisor's block is removed.

All degree-status undergraduate students are required to have an academic or faculty advisor approve their courses of study prior to each registration. Advisors will make every effort to give effective guidance to students in academic matters and to refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student.

First-semester advising is available at Preview summer orientation for all incoming students. Preview is required for all incoming freshman students and is strongly encouraged for all incoming transfer students. A faculty member from the Department of

Music will be available during Preview to advise incoming students. Students must be advised by the Department of Music during Preview.

Students cannot officially declare a major until certain University requirements are met. However, students who have not yet declared their major should continue to be advised by the Department of Music, even though the student's official file will still be with the Advising and Transfer Services office.

Each student is assigned a faculty advisor by the Chair. A complete list of students and their advisors is posted on a bulletin board. Advisors are assigned for your benefit and should be consulted when you have questions about your music program at Old Dominion.

Students must complete an evaluation of their Applied Music teacher each semester. Student Evaluation of Faculty forms are available in the music office and should be returned to the music office when they are complete.

Music Student Organizations

AGO

The student chapter of the American Guild of Organists is open to all students interested in organ and church music. The AGO is the national organization for musicians in the church music field. Dr. Kosnik, faculty sponsor.

MENC

Music Educators National Conference is a voluntary, nonprofit organization representing all phases of music education in schools, colleges, universities, and teacher-education institutions. Active MENC membership is open to all persons engaged in educational work in music. Membership provides opportunities for professional orientation and development in music education activities as part of the Music Education curriculum. Dr. Klein, faculty sponsor.

ΦΜΑ Sinfonia

Phi Mu Alpha Sinfonia is a music fraternity. The Iota Tau Chapter at Old Dominion University was founded on November 5, 1960. The primary purpose of Sinfonia is to encourage and actively promote the highest standards of creativity, performance, education, and research in music in America. The Iota Tau Chapter conducts an extensive membership campaign at the beginning of each semester. Further information on the fraternity and its activities may be obtained from any member of Iota Tau Chapter. Musical talent, academic standing and personal attitudes are among attributes taken into consideration for membership. Mr. Zeisler and Dr. Teply are faculty sponsors.

ΣΑΙ

Sigma Alpha Iota is an internationally incorporated fraternity for women in the field of music. The purpose of the fraternity is to uphold the highest ideals of music, to give inspiration and material aid to its members, and to cooperate wholeheartedly with the ideals and aims of the Alma Mater. Membership, by invitation, is open to University graduate and undergraduate students in music and to the music faculty. Scholarship, musicianship, personality, and character are considerations for membership. Ms. Agnes Fuller is the faculty sponsor.

ΠΚΛ

On April 13, 1994, the Eta Upsilon Chapter of Pi Kappa Lambda was chartered to Old Dominion University. Since the aim of the educative process is the stimulation of the

student toward the highest level of achievement within his or her capabilities, outstanding accomplishment should be accorded particular recognition. In an attempt to provide such recognition, the Alumni Association of the School of Music at Northwestern University in 1916 appointed a committee to consider the feasibility of installing an honor society in the field of music. As a result of the committee's labors, Pi Kappa Lambda was granted a charter by the State of Illinois in 1918. The first member was Peter Christian Lutkin, Dean of the School of Music at Northwestern University. His initials in their Greek equivalents were selected for the name of the society: *Pi Kappa Lambda*. Election to membership in Pi Kappa Lambda has been indicative of superior attainment in music, together with the personal qualifications pertaining to an outstanding exponent of the art.

ASTA

The American String Teachers Association promotes excellence in string and orchestral teaching and playing. The ODU student chapter was founded in October, 2002. Music students who plan to teach strings privately in the classroom are encouraged to join.

Diehn Composers Room

There are approximately 30,000 recordings in the Listening Library, which is located in the Diehn Composers Room of the Diehn Fine and Performing Arts Building. The Listening Library also houses a selection of music reference materials as well as many scores.

The University Library houses books on a wide variety of musical topics. The Reference Department contains the most current music reference materials, such as the New Grove dictionaries. Music periodicals are located on the second floor of the University Library.

Diehn Composers Room Regular Hours:

Monday-Thursday: 8:00am-9:00pm

Friday: 8:00am -5:00pm

Saturday: 1:00pm -5:00pm

Sunday: 1:00pm -6:00pm

Summer hours are as posted.

Diehn Composers Room Policies

The Diehn Composers Room has sound recordings that do not circulate and reference materials. Staff members on duty assist patrons in locating materials and retrieve items for patrons. Music scores are on open shelves. A valid Old Dominion University identification card or Old Dominion University library card is required to use DCR materials or equipment. Smoking, food, and drinks are not allowed in the Diehn Composers Room or the University Library. The recording of copyrighted materials for patrons is strictly prohibited according to copyright law.

Equipment in the Diehn Composers Room

Two listening modules and four self-service stations are available in the Diehn Composers Room. One video and multi-media station is also available.

The Diehn Composers Room currently owns compact disc players, cassette decks, turntables, a reel-to-reel deck, a VCR, an interactive compact disc drive, a 78rpm turntable, and a laserdisc player. In addition, computers are available and are networked. DCR staff will instruct patrons in the use of this equipment.

Building Security and Access

The music department owns a great deal of expensive instruments, stereo equipment, recording equipment, and computers. Therefore, the need for building security is a great one. Students are not permitted in the building at any time outside of normal building hours. Students remaining in the building after hours will be asked to leave by University Police. Your cooperation in this matter is essential.

Diehn Fine and Performing Arts Center Hours:

Monday -Thursday: 7:00 am -10:00 pm. Friday: 7:00 am -6:00 pm.

Saturday: 9:00 am -7:00 pm. Sunday: 12:00 pm -6:00 pm.

No one is permitted to use University facilities for the purpose of teaching without the express permission of the Department Chairman.

In addition, student access is restricted in certain areas of the building. Students are not permitted in restricted areas without proper authorization. These areas include, but are not limited to:

Electronic Music Studio (211)

Computer/ Piano Lab (241)

Chandler Recital Hall (128), including all backstage areas

Faculty Work Room (248)

Card Keys

Access to certain areas is controlled through the use of a computerized card key system. Card Keys may be obtained from the music office at a cost of \$15, and are reusable from semester to semester. These card keys are required to be purchased for certain classes. You will be instructed on how to use the card key system when you receive your key. In the event of a card key malfunction, see Patti Casper in Room 247.

Once deactivated, a card key may be transferred to another student if approved by the Music Office. Please see Patti Casper in Room 247 for more information.

Student Use of Office Equipment

Students may not use the Department's photocopier for any reason. A photocopier is available in the Art Library for student use. The Art Library is located on the first floor of the Fine and Performing Arts Center.

Faculty members will not copy music for applied students; such copying is illegal and will discourage students from building their private libraries.

Lockers

Students who wish to have a locker must sign up in the Main Office. Lockers are available to music majors on a first-come, first-served basis; although large lockers are reserved for students with large instruments. Lockers are a privilege. They must be emptied at the end of each school year. Any locks remaining will be removed during the summer. Anything in the locker will be discarded.

Practice Rooms

Students may practice in the Wenger practice modules. Unless posted otherwise, music majors have priority over others in the modules. Two modules are reserved for the use of Governor's School in the afternoon; these will be clearly marked by a sign on the door.

If problems concerning the malfunctioning of instruments or the use of practice rooms arise, consult the department secretary.

Students may only practice in the building during normal building hours.

No smoking or consumption of food or beverages is allowed in the practice rooms or classrooms. No food or drink should ever be placed on the pianos. Violation of this rule will lead to withdrawal of practice privileges.

Bulletin Boards

Notices for music students are posted on the Department of Music bulletin boards. Students should check these daily.

One bulletin board is designated as "open"; students and others may freely post and remove items on this board only. One bulletin board is reserved for the use of the Governor's School for the Arts. A third bulletin board serves as a "Message Center" for students and the Department.

All other bulletin boards are designated for official Department of Music use only. Official department use includes: class information, departmental and area music performances, music student organizations, graduate program and summer music festival information from other institutions, official notices from the department office, and other items considered to be of interest and approved by the faculty and/or office staff.

Certain bulletin boards are designated specifically for information pertaining to Blue Cards, Juries, Student Performance Hour, Recital Approvals, Voice Information, Advising and the Exit Exam. Unauthorized postings on any board will be promptly removed.

Phone Calls

Students may not use the telephone in the main office. A free courtesy phone is located in the front lobby of Webb Center.

Because of limited resources, the music office will only take messages for a true emergency. Emergencies are sick children, death in the family, house on fire, etc. Other calls will be deemed emergencies by the Chair or Mrs. Casper. (Emergencies are not grocery lists or picking someone up.)

Section Three: Getting Through

Applied Music Requirements

Accompanist Policy

The Department of Music does not provide free accompanists for student recitals, juries, or sessions.

Students needing accompanists may either collaborate with students studying keyboard at Old Dominion, or may negotiate a fee with an accompanist from the Department's Approved Accompanist List, which is posted on the department bulletin board, or with anyone approved by the Piano Chair. Failure to abide by this regulation will result in an Applied Music grade of F for the semester.

Students needing accompanists may not negotiate directly with Department keyboard students. Requests for student accompanists should be made through the student's Applied Music instructor, who in turn should contact the Keyboard section head.

Students working with accompanists from the Department's Approved list will not be allowed to perform in a session, general student recital, jury, or a recital approval unless the approved accompanist has the music no less than 3 weeks in advance. In addition, the student must arrange at least 1 coaching session with their applied teacher and accompanist.

Voice: Accompanists are required for all lessons, juries, and performances.
Accompanists must have your music at least 3 weeks in advance of a performance or jury; see your teacher for more specific guidelines.

Instrument: Accompanists are required for all juries and performances.

Keyboard: All keyboard students are expected to accompany at least once a semester on a Student Performance Hour or jury after they have

attained the Applied Music numbering of 241 and above, and after they have studied keyboard at Old Dominion for a minimum of one semester. Assignments will be made only through the student's respective applied teacher. Students needing accompanists may not negotiate directly with department keyboard students.

Student Performance Hour (SPH)

Applied music students will perform on a SPH; precise requirements are given below. Performance majors may be required to perform more than once at the discretion of their teacher. Your applied teacher must schedule these performances with Mike Hall, preferably via email. They should be representative of literature studied in your applied studio that semester.

All students should keep Wednesdays at 3:00p.m. and 4:00p.m. free for SPH. The highest final grade possible for any student who fails to perform on a SPH is C.

However, performance majors who fail to perform on a SPH will receive a final applied grade of F.

Voice: Repertoire will be decided by individual teachers. Freshmen may be required to perform on a SPH; check with your individual teacher. Memory, while not required, is strongly encouraged for all students.

All voice students are required to attend all voice studio events. Non-attendance can affect your Applied Music grade.

Instrument: All applied music students taking an hour lesson at the 142 level or above must perform at least once each semester and are encouraged to perform more than once.

Keyboard: Students who have reached a numbering of 152 and above or 241 and above are required to appear on a SPH or keyboard studio session at least once each semester.

Jury Examinations

Applied music students taking hour lessons at the 142 level or higher must play a jury examination each semester. Failure to perform a required jury will result in a final applied grade of F. The jury grade counts as 50% of the final applied grade. The remaining 50% is based on progress in lessons and is determined by your teacher. Additionally, your teacher may raise or lower your final grade by as much as one letter at their discretion. Students auditing Applied Music take juries in the first semester in which they are enrolled for credit. Audit status is normally allowed for one semester only and is granted on the auditioning committee's recommendation that the student will likely be ready for credit study after one semester of audit study. A student with audit status will audition for credit study during the jury examination period at the close of the audit semester.

Students are not required to perform in a jury in any semester that they perform a recital

approval or recital.

Voice: Repertoire will be two selections assigned by the teacher. Memory is required; no music scores are allowed to be used by the singer. Use of scores will result in the grade of F for the semester. Sight reading may be required.

Instrument: Scales and arpeggios (selected from the student's current repertoire (jury) sheet) will be required. Repertoire will consist of two selections in contrasting styles or periods. Solos with accompaniment parts must be accompanied. One of these selections must be from memory. Sight reading is optional; individual teachers must bring sight-reading material to the jury if desired. Adjunct teachers are required to be at the jury of his/her students.

Keyboard: Students should be prepared to demonstrate appropriate technique. A minimum of two contrasting pieces/movements will be heard; at least one selection must be from memory. Sight reading may be required.

All juries and recitals, undergraduate and graduate, will be performed before a representative committee of the faculty.

Ensemble Requirements

Each degree program has specific ensemble requirements. Please consult the University Catalogue and your advisor if there are questions.

For the purposes of fulfilling large ensemble requirements, students may use only Concert Band, Wind Ensemble, Symphony Orchestra, or Concert Choir.

For the purposes of fulfilling small ensemble requirements, students may use only Madrigal Singers, Jazz Ensemble, Jazz Choir, Brass Ensemble, Percussion Ensemble, Guitar Ensemble, Collegium Musicum, String Ensemble, Woodwind Ensemble, Opera Workshop, or Piano Ensemble.

Numerous other ensembles are offered for credit, including Trombone Ensemble, Tuba-Euphonium Ensemble, Pep Band, Woodwind Quintet, Brass Quintet, String Quartet, Saxophone Quartet, Barbershop Quartet, and other vocal chamber ensembles. These ensembles are put together when instrumentation allows, and each group is coached by a faculty member. Students should be aware of the necessity for ensemble diversity, and are encouraged to participate in as many different ensembles as their schedules and advisors will allow.

Students in the Bachelor of Music in Music Education program are required to participate in five semesters of large ensemble and two semesters of small ensemble. Woodwind, brass and percussion majors will elect Band as their large ensemble; string

majors will elect Orchestra; keyboard and voice majors will elect Concert Choir.

Students in the Bachelor of Music in Performance program, with the exception of keyboard majors, are required to participate in four semesters of large ensemble and four semesters of small ensemble. Keyboard majors will have a six semester requirement, two of which must be in large ensemble and two in small ensemble.

Students in the Bachelor of Music in Composition program are required to participate in three semesters of large ensemble and two semesters of small ensemble.

Students are expected to be prompt and regular in their attendance at rehearsals.

Piano Requirements

All courses of study leading to the Bachelor of Music degree have specific piano requirements. Unless otherwise specified by the students' curriculum sheet, students may fulfill piano requirements by taking MUSC 101-106 courses (piano class), enrolling in Applied Music courses at the half-hour, hour, or performance level, or by attempting to receive Advanced Placement credit. Students seeking Advanced Placement credit should refer to the *Piano Placement* section of the Handbook.

"Blue Cards"

Recital Attendance Policy

Students, as part of their degree programs, are required to attend the following number of recitals:

Music Majors	10 recitals/concerts per semester; a total of 60 required for graduation.
Music Minors	3 recitals/concerts per semester; a total of 24 required for graduation.

Transfer students must see the Chair to determine their recital attendance requirement.

Records are kept through a system using attendance cards: each student obtains a recital-attendance card ("Blue Card") at the beginning of a performance, signs it, and returns it to a designated student at the end of the performance. **Those who arrive late or leave before an event's close will not receive attendance credit.**

Students will not receive recital attendance credit for any program in which they perform. There are also off-campus opportunities such as The Virginia Symphony, the Virginia Opera, and select performances specified by the Department.

A record of recital attendance will be kept in the Music Office. Students can make up deficiencies in any subsequent semester but must make up deficiencies before being allowed to graduate. Deficiencies can be made up only by attendance at programs.

Listening to recordings to make up deficiencies is not acceptable. The Department encourages attendance at recitals beyond the required number.

The following may be used to fulfill recital attendance requirements:

All student and faculty recitals, including Student Performance Hours.

Concerts by performing organizations of the Department of Music (attending, not performing).

Special recitals and programs sponsored by the Department of Music.

Diehn Concert Series events (two "blue cards" may be earned for each concert)

Master Classes.

Virginia Symphony.

Virginia Opera.

Please Note: The Wednesday 3:00p.m. and 4:00p.m. SPH does count toward recital attendance requirements.

A list of Department sponsored events is posted on the bulletin board outside of the student lounge.

Voice: Students are required to attend all faculty recitals, voice sessions, studio classes, and voice master classes. Non-attendance will affect your Applied Music grade.

Concert Etiquette

Students are expected to display proper etiquette when attending recitals and concerts:

Arrive a few minutes early, so that you have adequate time to find a seat.

If you happen to arrive late, do not enter the hall while someone is performing. Instead, wait outside until the end of a composition (at the very least, the end of a longer movement), then enter as quietly and quickly as possible. A good indication that it is alright to enter would be audience applause. Sit in the rear, to avoid disturbing people.

During the recital, give the performer your full attention. Whispering, doing homework, or reading anything except the program is disrespectful to the musicians on the stage. Of course, food and drink are absolutely prohibited inside the hall. Cell phones and pagers should be turned off.

- When to applaud:
 - Entrance of recitalist or conductor to the stage
 - End of a composition (instrumental) or a longer work (vocal)
 - End of a "set" of short compositions by the same composer or in the same language (usually vocal)
 - After a solo section within a composition (jazz only)
- When not to applaud:
 - After each movement of a multi-movement work
 - After each short song in a "set" (vocal)
 - Anytime the conductor's arms or the recitalist's instrument is still

raised.

Strive to set a positive example for those around you, especially for those who are not serious students of music.

Usher Policy

All students who are required to attend Blue Card events must usher at least once each semester. One usher is allotted for each event; some events will require two ushers. Students should sign up in the music office.

Ushers should dress professionally since you are representing the Music Department. An usher's duties and responsibilities include:

- Pick up programs and blue cards from main office (afternoon performance) or backstage (evening or weekend performance)

- Arrive at venue 30 minutes before performance time

- Distribute programs and blue cards

- Ensure that no food, drink, or gum enters the house

- When performer enters stage, close doors

- Sit inside vestibule during performance, opening door to latecomers only at appropriate moments in the program

- Open doors at intermission, closing again as above

- Open doors at end

- Collect blue cards from majors

Return blue cards and remaining programs to main office. Do not hold onto them. It is important they are returned to the department by you. Don't expect someone to return them for you. Doing so may result in students not receiving credit.

- Display professionalism in dealing with the general public

Please be aware that students who arrive late or leave early DO NOT receive blue card credit; these students should not be given cards, nor should cards be accepted from them. This is a policy of the Department of Music and applies both for blue cards and white cards (for non music majors). If there are any problems or concerns, the student should be referred to the Chair or Mrs. Casper.

Professional attire is required when ushering. This does not include jeans, shorts, t-shirts, sandals, or sneakers. For men, it is recommended you wear a jacket and tie. Women should wear a dress or pant suit. As an usher, you are representing the department as well as yourself. Show pride by dressing appropriately.

Section Four: Getting Out

The Recital

Recital Appearance Requirements

Students in the Music Education degree, with Applied Music numbering 441-442, are required to complete a satisfactory half-hour public recital. Private recitals are heard

only by the music faculty and the recitalist's family. Students may, at the discretion of the faculty, perform a half-hour private recital instead of a half-hour public recital. The decision to allow a private recital will be made in conjunction with the student's Applied Music teacher, and will be made when the student performs for recital approval.

Students in the Music Performance degree, with Applied Music numbering 252, are required to complete a satisfactory half-hour public recital. The faculty will review the progress and potential of each performance major following the sophomore recital. Results of this review will determine the student's acceptability for continuing in the program.

Students in the Music Performance degree, with Applied Music numbering 452, are required to complete a satisfactory full-hour public recital.

In no case will a half-hour sophomore performance recital be accepted in lieu of a half-hour senior education recital. Students in both programs are expected to study Applied Music for the number of semesters required in the program.

Students are required to continue studying with their applied teacher during the semester the recital is given. Only students performing during the first two (2) weeks of the semester will be exempt.

Recital Approvals

Students wishing to perform a recital must first sign up for and pass a Recital Approval. Recital Approvals for fall semester recitals are normally heard at a faculty-determined date in September, although students may be heard at an Approval during the close of the spring semester, at their teacher's discretion. Recital Approvals for spring semester recitals are heard during the close of the fall semester or at a faculty-determined date shortly before the midterm of the spring semester.

Students wishing to perform on a Recital Approval must submit their complete program to the office before the posted deadline. Recital Approval Forms must be typed and in the correct order of the program. Students not submitting acceptable programs before the deadline will not be allowed to perform on the Approval. Voice majors must submit song translations with the Recital Approval Form. They must be in poetry form and typed.

Once submitted, changes in an approved recital program may not be made without the consent of the student's jury members.

For half-hour recitals, time limitations should be watched carefully: 25 minutes minimum performing time; 35 minutes maximum on stage. For full-hour recitals, the minimum performing time is 50 minutes. Every half-hour and full-hour recital will include a minimum of one memorized movement or composition.

Voice: The entire recital program must be memorized at the recital approval and the recital. All four main languages (Italian, English, German, French) must be represented on the program.

Instrument: At least one movement (or an entire shorter work) must be memorized at the recital approval and the recital.

Keyboard: Normally, all solo work must be memorized for performance majors. For education majors, a minimum of 30% of the program must be memorized. Specific questions should be referred to the keyboard section head.

Submitting a Program

Students must submit their program using the appropriate form. Recital Approval Forms are available in the Music Office. Students are warned to follow the instructions on the form carefully. For each composition performed, the student must include:

Actual time in minutes and seconds

- Complete title of composition (in the original language)

If multi-movement, titles and/or tempos of each movement performed

If an excerpt (operatic aria, one movement from a concerto, etc.), the complete title of the larger work

- Full name of the composer

• If the composer is unknown, then the editor/arranger, etc. will do: indicate *ed.* or whatever is appropriate

Birth and death dates of the composer

Students are encouraged to browse through previous recital programs for examples of the above format. Programs are on file in the main office.

Voice: Vocalists must submit translations at the same time as the recital approval program is submitted. Translations must be typed, left justified, and single-spaced. No special formatting (centering, boldface, etc.) is necessary, although translations generally appear in poetic line form as opposed to paragraph form.

The correct order of the program must be submitted with the Recital Approval Form on or before the scheduled due date. If a program order is not received by that date, the order on the recital approval program will be assumed to be correct. Absolutely no changes in the printed program will be possible after 10 days before the recital.

Scheduling the Recital

After successfully passing a Recital Approval, it is the student's responsibility to reserve rehearsal and performance dates in the Chandler Recital Hall. No recital may be performed earlier than two weeks following the Recital Approval, unless approved by the Chair.

Half-hour recitals will be presented on Monday or Wednesday afternoons. Full-hour recitals will be presented during the evening or on Sunday afternoons. Exceptions to the half-hour recital scheduling policy are not permitted.

For sophomore and senior recital it is the student's responsibility to meet with the Scheduling Secretary as soon as possible to reserve a recital date. Students are

provided for the examiners.

Patriotic piece: One patriotic song, using pre-approved music for *Star Spangled Banner*, *America*, or *America the Beautiful*.

A prepared accompaniment to a vocal or instrumental composition, to be performed with a vocalist or instrumentalist. Copies of the accompaniment must be provided for the examiners.

Voice Proficiency

All students in the Voice, Keyboard, or Guitar Education program are required to take a Voice Proficiency Examination prior to student teaching. Students are expected to pass all sections of the examination before the department will approve them for graduating. The Voice Proficiency Examination will be separate from voice class examinations.

Section I

Sing one solo (in your own range) which you would teach to a student in senior high school who would be competing for Honors Chorus. Be able to explain in detail how and why you would teach it to a student.

Section II

Select one junior high school choral composition. Sing one part other than your own while the pianist plays the accompaniment (not the voice parts). Whenever possible, choose a gender part other than your own and do not sing the melody. You must provide at least four legal copies of the music for the examination committee.

Section III

Select one song from an elementary series, grade 5 or 6. Sing the song while playing the piano accompaniment yourself.

Section IV

Sight sing and play one song chosen by the examination committee from an elementary series, grade 3 or 4. Play the melody and make up chords for accompaniment.

Section V

Discuss vocal production (posture, breathing and support, articulation, phonation, resonance, ...) Study guides are available in the main office.

Evaluation will be based on discussion of vocal technique; vocal quality (is it pleasing?); testing and assignment of voices to correct part; appropriateness of material selected for sections one and two; correct musical style, tempo, and mood; and ability to sight sing and play in section four.