

Salisbury University

Department of Music

Undergraduate Student Handbook

2008-2009

When asked about his theory of relativity, Albert Einstein replied:

"It occurred to me by intuition, and music was the driving force behind that intuition.

My discovery was the result of musical perception."

UNDERGRADUATE STUDENT HANDBOOK
CONTRACT FOR 2008-2009

I have read the 2008-2009 Undergraduate Student Handbook and I:

- understand the contents within and
- am familiar with the procedural aspects of the Department of Music as they pertain to:

Music major status
Keys and lockers
Practice Rooms
Using school-owned instruments
Attendance policy
Finding an accompanist
Juries
Performance and recital policy
Scholarships and Honors Opportunities
Graduation requirements

Signature

(Print Name)

(Date)

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INTRODUCTION

The Department of Music is committed to providing an effective and nurturing environment in which students are able to study music within the context of an outstanding liberal arts environment. This handbook represents an effort by the Department of Music to provide you with key information that will assist you in having a positive educational experience at Salisbury University. Information is included about the department, its degree programs, major concentrations, student responsibilities and the rules that govern the day-to-day routine of music study.

GENERAL OVERVIEW OF THE DEPARTMENT

The Department of Music at Salisbury University presents the study of music as an integral part of a liberal arts education. Working closely with other departments in the University's nationally acclaimed Fulton School of Liberal Arts, the Department of Music provides a wealth of musical opportunities for students of any major.

Four tracks are offered within the Bachelor of Arts (B.A.) in music which include: Traditional Track, Instrumental Performance, Vocal Performance and Teacher Certification. A Minor in music is also offered to non-music majors who wish to include music as a cognate area.

In addition to a core of full-time faculty, the Department of Music maintains an extensive affiliate staff of teacher/performers who provide beginning-to-advanced instruction in voice and every instrument. For profiles on the music faculty, please consult the department web site at:

<http://www.salisbury.edu/Schools/Fulton/MusicDept/faculty.html>

The diversity of our course offerings is reflected in a wide range of performance opportunities open to all students regardless of competence. Ensembles are open to all students and community members. Students audition for seating placement and ensemble scholarships are available. Ensembles regularly maintained include the Salisbury Symphony Orchestra, Concert Band, University Chorale, Chamber Choir, Jazz Ensemble and Musical Theatre. For further information on ensembles, please consult the department website at:

<http://www.salisbury.edu/Schools/Fulton/MusicDept/ensembles.html>

Students are advised to regularly consult the Salisbury University catalog for current information on degree requirements, course offerings, and admission and graduation requirements. The catalog can be purchased at the University Book Store or accessed on-line at: <http://www.salisbury.edu/academic/catalog/> . It is important to obtain a current Catalog when you arrive on campus (if you do not already have one). Read it and keep it. Some updates occasionally increase or reduce requirements; hence it is wise to check with your academic advisor periodically throughout your academic career at Salisbury University.

ADMISSION AND ENTRANCE TO MUSIC PROGRAM

All students who wish to be admitted to the Bachelor of Arts in music program must successfully pass a music audition and take a theory advisory test. While some students may wish to complete these admission requirements prior to enrolling at Salisbury University and immediately be admitted into the music program, other students may choose to begin as pre-music majors while preparing to complete their audition requirements sometime during their first year of applied study at Salisbury University.

Admission, audition guidelines and procedures are available at the department website: <http://www.salisbury.edu/Schools/Fulton/MusicDept/audition.html>

1. Applied Study

Applied study is required for all degree candidates accepted into the Bachelor of Arts program. Non-music majors must audition/interview with an applied music instructor before requesting an opportunity for applied study under MUSA 390.001-010 Directed Independent Study. Non-majors may NOT register for any applied study courses under MUSA 138-439 Applied Music. All students are expected to contact their applied instructors at the beginning of the semester, or after completing auditions, to schedule lesson times. Students who study with part-time faculty may arrange to contact their teacher through the Department of Music Office.

(a) Applied/Lab Fees

There is a \$200 per credit lab fee required of all students in applied music study (MUSA 390 and MUSA 138-439 sequence). An additional lab fee of \$35 per course is required for all other MUSA and MUSC courses from all students.

(b) Attendance at Applied Lessons

Students should consult with their applied instructor regarding attendance at lessons and the instructor's policy on making up missed lessons. In the event of an instructor's absence from a scheduled lesson, arrangements will be made for a make-up lesson.

2. Theory advisory exam

All students, music majors and non-majors, may request an opportunity to take an advisory exam in Theory. Information on preparatory study materials and on the general content of the examination may be obtained from the Department of Music office FH200. All students taking the theory advisory exam are then advised by Dr. Jerry Tabor as to the results of the exam.

3. Departmental Challenge Exam (Credit Without Registration)

A student may wish to receive credit for courses satisfied by the successful completion of a placement examination. Students should see the appropriate faculty member to ascertain if a particular course is eligible for this option. Please refer to the SU catalog (page 56) or contact Dr. Linda Cockey (lecockey@salisbury.edu) for more information.

4. Transfer Students

a) Transcript Evaluation

Transfer students should bring a copy of their evaluated transcript to the Chair of the Department of Music for advising. At that time, transfer students will receive information regarding their required courses and registration for the first semester.

b) Theory Placement Examination

Transfer students who have completed an equivalency of one or more semesters of Music Theory will be placed in the subsequent level of study. A theory placement examination will be required of all transfer students. Please contact Dr. Jerry Tabor (jntabor@salisbury.edu) for more information.

5. Advisement of All Music Majors

Upon acceptance into the University, all majors are automatically assigned to an advisor in the Department of Music. It is important for students to see their faculty advisor at least once each semester. Students are generally assigned to advisors appropriate to their area of interest. Music education majors will be assigned two faculty advisors; one from the Department of Music and one from the Seidel School of Education. Please refer to your GullNet student account for information on your designated advisor.

6. Students Pursuing the Minor in Music

Students wishing to pursue a minor in Music should seek an advisor from the faculty within the Department of Music other than the chair of the department. The minor in Music requires a total of 24 credits in music. A check sheet is available in the Department of Music office (FH 200) or online at: <http://www.salisbury.edu/Schools/Fulton/MusicDept/degrees.html>

Please contact Mr. Derek Bowden (dtbowden@salisbury.edu) for more information.

SCHOLARSHIP AND HONORS AWARDS OPPORTUNITIES

1. Academic and Ensemble Scholarships

Several competitive academic and ensemble scholarships are available to music students. For more information and listing of music scholarships, please refer to the SU catalog or Department of Music website:

<http://www.salisbury.edu/Schools/Fulton/MusicDept/scholarship.html>

2. Annual Honors Recital

Each Fall semester, students audition before a panel of full-time faculty who select deserving students to perform in the annual spring Honor's Recital. Students perform the selection(s) they auditioned with at the recital. All students are honored with a certificate for outstanding performance which is presented by the Dean of the Fulton School of Liberal Arts.

BLACKWELL LIBRARY

1. Research materials and recordings

The Blackwell Library is the main campus library which holds music, research materials, and recordings. It is vital that students familiarize themselves with the library's hours of operation and check-out procedures in order to ensure the successful study of music and research. There is a Music Listening Room on the second floor of Blackwell Library which may be reserved for individual listening and score study. Admission is granted with your Gull Card ID reader. To gain admission to the listening room, students will need to have their ID cards activated by the administrative assistant to the Department of Music in FH 200.

2. Music research databases

There are two main online databases of reference for students involved in music research:

a) Classical Music Library

Classical.com is an online listening service which includes recordings for study. Access is granted through this link: <http://www.salisbury.edu/library/articlesnmore.html>

Off-campus access is available through the Research Port gateway on the Blackwell Library Website. Click on the tab that says "Databases by subject" and select "Classical Music Library." When prompted to log in, use your Gull card 14 digit ID number.

b) Music Index

A web-link to this valuable database is available on the SU Blackwell Library website. Visit the Research Port gateway website and type in "Music Index" in the subject search area.

Individual assistance in using these databases is available by making an appointment with the Blackwell Library Head of Reference, Ms. Kathryn Kalmanson. Please contact Ms. Kalmanson at 410-543-6190 or e-mail (kckalmanson@salisbury.edu) for further information

KEYS, LOCKERS and PRACTICE ROOMS

There are a limited number of lockers in the hallways of Fulton Hall outside of rooms FH112, FH 120 and in FH 227. They are available on a first come, first served basis. Students may rent a lock in the Music Office. We ask that you leave a copy of the key (or combination) on file with Mrs. Karen Noble in FH 200.

The Department of Music will issue locks to music majors with a \$7 deposit (of which \$2 will not be refunded). If your music major status changes, you must return the key. Your deposit will be refunded when the key is returned.

Fulton Hall also has an Onity door lock system. Your GullNet ID card will serve as your ID access card. Access to Department of Music practice rooms, classrooms, lab areas and rehearsal halls is given to music majors and non-music majors enrolled in music courses and participating in university ensembles. Each student will be asked to sign a contractual agreement with the Department of Music before access is given.

Every student is required to sign-up for a specific practice time in a specific room. Student practice times will be treated as a class and should not be interrupted or replaced by other unscheduled student usage. Students are to willingly surrender the room they are practicing in to any faculty or staff member that needs to use the room for special rehearsals and/or for work associated with a course.

Please treat the practice rooms and pianos with respect. Consumption of food and/or beverages is strictly prohibited. No item or article is to be removed from any practice room, rehearsal hall, classroom, and lab without the consent of the department secretary, Ms. Karen Noble. Failure to comply with these rules will result in revoked privileges and you may be liable to pay the Department of Music fines, damages and may be subject to further legal action as deemed necessary.

MUSICAL INSTRUMENT LOAN PROCEDURES

A limited number of musical instruments are available to students who are registered in university performing ensembles or music courses requiring instrument use.

Students must complete a "Loan Form" that must be signed & approved by their instructor and filed with the Department of Music. A completed copy will then be given to each student. It will be understood that these instruments will be returned at the end of the semester or academic year (depending upon the nature of the course and as per the completed form). These forms will be available from your instructor or Mr. Lee Knier in FH 238.

Students will be expected to maintain and return these instruments in good condition as required by the Department of Music. Upon return, the original "Loan Form" will be completed and returned to Mr. Lee Knier with each student retaining a copy for their records. Students with instruments left outstanding at any time will be contacted by university police for collection.

ATTENDANCE POLICY

All students are expected to attend all class meetings and ensemble rehearsals for which they are registered, unless informed otherwise by the instructor concerned. Frequent unexcused absences, together with unsatisfactory work due to absence, may result in exclusion from the course and ensemble performances. Individual music faculty may have requirements that are outlined on the course syllabi that also must be met by students registered in courses and ensembles.

CURRICULUM GUIDELINES AND COURSE SEQUENCE

The Bachelor of Arts in music program is designed for students who wish to combine the study of music with other interests in a vibrant liberal arts environment. The program provides an extraordinarily broad range of study options, so that students enjoy the flexibility to pursue varied interests. In order that career choices are expanded and not limited, the degree program is divided into a menu of four diverse study tracks. A recommended course sequence (8 semester plan) for each track can be referred to at the following website:

<http://www.salisbury.edu/Schools/Fulton/MusicDept/degrees.html>

a) Bachelor of Arts in Music – Traditional

This track is designed to include elective studies in an outside field. This track provides a broad-based knowledge of all aspects of music for students who wish to pursue careers in music or a music-related field.

b) Bachelor of Arts in Music – Vocal Performance

This track designed for students who aspire to careers in performance, whether as soloists or as a member of performance ensembles. Student in this track demonstrate a high degree of vocal ability and a desire to develop that ability. Most students in this track will pursue graduate study in music.

c) Bachelor of Arts in Music – Instrumental Performance

This track is designed for students who aspire to careers in performance, whether as soloists or as a member of performance ensembles. Students in this track demonstrate a high degree of ability on their instrument and a desire to develop that ability. Most students in this track will pursue graduate study in music.

d) Bachelor of Arts in Music – Teacher Certification

This track is designed for students who wish to pursue careers in music education and seeks to equip students to meet certification requirements in the public schools. This is a Maryland-state approved comprehensive, K-12 degree program that provides foundations and training in both choral and instrumental music. Students complete coursework through the Department of Music and the Seidel School of Education.

JURIES, RECITAL PERFORMANCE REQUIREMENTS AND POLICIES

1. Jury Requirements

Students who are enrolled in their major applied study area (MUSA 138, 139, 238, 239, 338, 339, 438 and 439) are required to perform a jury at the conclusion of the semester. A panel of Department of Music faculty will be present to examine at juries. Two contrasting (i.e. lyrical vs. technical) movements or selections are advised. Solo etudes are not advised but acceptable.

Submit a completed [\[Jury Cover Form\]](#) to your applied teacher two weeks before the scheduled jury. Please note: You can fill out and print the Jury Form directly from our website. (<http://www.salisbury.edu/Schools/Fulton/MusicDept/jury.html>)

After completing the teacher evaluation portion, the applied faculty member will return the form to the student who is responsible for presenting it at the jury. The instructor may choose to bring the form to the jury if more convenient. Be sure to bring the following items to your jury:

One completed copy of the jury cover form (including applied teacher's evaluation), typed. Enough completed (heading) copies for each adjudicator of the jury evaluation forms (obtained from your applied instructor). Two copies of all music to be performed should be handed out to adjudicators at the beginning of your jury.

2. Junior and Senior Recital Guidelines

Guidelines for entering Recital Status
MUSA 339 - Junior Recital – performance tracks
MUSA 439 – Senior Recital – performance tracks
MUSA 438 – teacher certification track
MUSC 498 – Senior Project (in conjunction with MUSA 390)

With the approval of your applied instructor, you should establish a recital date with Mr. Derek Bowden at least one semester prior to the semester the recital will be given. You need to notify the faculty jury panel of this date at the jury before the recital semester. The jury before the recital semester must contain representative repertoire that will be performed as part of the recital. Recital program notes need to be typed, approved by your applied instructor and sent to Mrs. Karen Noble at least 30 days prior to the recital performance date. Should you not successfully pass the jury immediately before the recital semester, you have the option of receiving an incomplete for that semester and retaking the jury sometime at the beginning of the next semester. Should you and your applied teacher still not feel you are ready for your recital you may take a semester of MUSA 390 and use this semester to prepare for your jury.

3. Finding an accompanist

It is vital that you contact the staff accompanists (Ms. Susan Zimmer and Mr. Rob Baker) to schedule rehearsals and lesson times. Please communicate with Ms. Zimmer and Mr. Baker at least 7-10 days in advance of your scheduled rehearsal. Junior and senior students must notify the accompanists on their recital dates as soon as the recital date is confirmed. In such cases, junior and senior recitalists have first priority over their freshman and sophomore counterparts in matters of rehearsal schedules with Ms. Zimmer and Mr. Baker.

Accompanists' schedules tend to be extremely busy and they need to know when you are expecting to meet them so that they can balance and manage their time effectively. Please contact Ms. Susan Zimmer (sezimmer@salisbury.edu) for Mr. Rob Baker (rabaker@salisbury.edu) or further instructions and information on procedures.

4. Senior Research Projects

a) MUSC 497 Undergraduate Research (1-4 credits)

This course is designed to encourage students to pursue independently an important area of original research in either performance, music theory, composition, or music history. This allows a student to study an aspect of music in more depth than is possible in the traditional classroom setting. Each student works on a project under the direction of a faculty member. Public presentation of research is an essential criterion

to ensure quality research. Students in undergraduate research will be required to submit a final document along with an oral presentation before the class or general public. By example the final documentation may be in the form of a written research paper, composition, analysis, or performance of the work being researched. A copy of the final project will be kept on file in the department office. May be repeated for a maximum of 8 credits.

b) MUSC 498 Senior Project (4 credits)

This course is required of music majors in their senior year of the B.A. in music – traditional track but open to all music majors. This course serves as a culmination of a student's musical experience and interests within the Bachelor of Arts in Music track. The course is designed to focus on a research, paper, recital, composition or some other creative music project. This project is of the student's choice in consultation with a faculty mentor. Students will meet weekly with their faculty mentor. Students are required to complete the necessary paperwork in the Music Office one semester in advance.

5. The Piano Proficiency Requirement for Music Majors

All candidates for the Bachelor of Arts degree in music are required to fulfill a piano proficiency requirement prior to graduation. Students without keyboard background normally complete this requirement by successfully completing the class piano sequence (MUSA 205 and MUSA 206) in two semesters. The required MUSA 205 and MUSA 206 courses may be substituted by 2 semesters of applied piano study (MUSA 390-006) depending upon placement.

After completing two semesters of piano instruction, music majors will be evaluated on their functional piano skills via the piano proficiency exam. This exam must be completed by the end of the 2nd semester of piano instruction. Students not passing or completing their exam by the end of the 2nd semester of piano study will need to continue taking piano instruction for credit until the piano proficiency exam is passed.

Piano majors may have MUSA205 and MUSA206 requirements waived upon audition and acceptance into the Bachelor of Arts program. However the piano proficiency exam is still required and will be administered by their private instructor.

The piano proficiency exam will be administered by the following faculty members: Dr. Linda Cockey, Dr. Jackie Lew and Mr. Derek Bowden. Please contact them for further information on requirements of the exam.

MUSIC ORGANIZATIONS

1. Collegiate Music Educators National Conference (CMENC #416)

The Collegiate Division of the Music Educators National Conference (CMENC) was created specifically for music education students in higher education. As a division

of MENC, it is dedicated to the interests of all music educators. MENC's purpose is to speak for the music teaching professions and to help maintain awareness and understanding of new trends and teaching techniques in music. This is accomplished through various publications; state, regional, and national conventions; workshops and in-service training; special Commissions such as the National Commission on Teacher Education; and public relations for school music programs. Nominations are held at the beginning of each academic year for a president and various officers. Meetings are held about once a month after Performance Class. You are encouraged to participate and support this organization as it is a highly effective way of networking with other music majors. Please contact faculty advisor Dr. Jackie Lew (ctlew@salisbury.edu) for further information.

2. Student Advisory Board

The Department of Music maintains an active 4-member student advisory board that is elected annually at the beginning of each academic year. This is the students' service and support organization. The president of CMENC for the current academic year is automatically a member of the board, while the remaining officers are elected by the general music student body.

Student advisory board meetings are held monthly with the Chair of the Department of Music. Documented agendas and minute meetings kept on file at the Department of Music office (FH 200). Student advisory board meetings generally focus on student and departmental issues including recruitment and retention of music majors, fundraising, practice room issues and any other concerns students may have of the general welfare of the department. Student advisory members attend SU Open Houses with faculty on a regular basis and take on an active role with CMENC members at events which require music student representation such as concert and school events as well as community outreach activities.

PLANNING FOR GRADUATION & GENERAL UNIVERSITY POLICIES

All students (including transfer students) enrolled in the Bachelor of Arts in music programs must complete all music courses with grades of "C" or better and maintain a grade point average of 2.5 in music courses to remain in good standing with the program. Students completing the major in the Teacher Certification track must complete all music and education courses with grades of "C" or better to maintain a grade point average of 2.75 to remain in good standing with the program.

Students must apply for graduation by submitting an Application for Diploma form to the Registrar's Office at least one semester prior to their intended date of completion. Please read the SU Catalog and the GullNet website for information on graduation application deadlines. More complete information on graduation requirements can be found on in the SU Catalog (<http://www.salisbury.edu/academic/catalog/>)

