

MUSIC DEPARTMENT HANDBOOK

(11/3/16)

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Mars Hill University

MUSIC DEPARTMENT HANDBOOK

ACCREDITATION

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

STATEMENT OF MISSION AND OBJECTIVES

Mission Statement

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

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

Objectives

The Department of Music seeks to:

- Provide requisite experiences and opportunities in music for students wishing to pursue one of the following degrees in music:
 - The Bachelor of Music in Music Education (Choral, Instrumental or Elementary)
 - The Bachelor of Music in Performance
 - The Bachelor of Arts
- Provide for the development of musical sensitivity and maturity through curricula which emphasize solo and ensemble performance
- Prepare Music Education majors for a career as teaching professionals
- Prepare Performance and Liberal Arts degree majors for the world of performance, studio teaching or other music-related careers and experiences

AUDITION/ACCEPTANCE INTO THE DEPARTMENT OF MUSIC

Acceptance into The Department of Music is based upon an evaluation by the music faculty of the applicant's entrance audition, previous musical experiences and academic performance. Prospective music students must have applied for admission to Mars Hill before arranging an entrance audition for The Department of Music.

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

AUDITION

Admission into the Department of Music is based upon the MHU faculty evaluation of an applicant's entrance audition, previous musical experience, and academic performance. *Full Acceptance* into a degree program will be granted to students who demonstrate the musical and academic abilities necessary for study at the collegiate level. Those students who exhibit the potential for an effective music career but lack

sufficient technical or musical proficiency may be awarded *Provisional Acceptance*. Full acceptance for the provisional student is usually determined by the program faculty at the end of the freshman year and is dependent upon the successful completion of Music 111, 113, and 177.

PLACEMENT EVALUATIONS

All entering freshmen music majors will take placement exams in music theory and keyboard before being accepted into the Department of Music. The purpose of these exams is to provide the appropriate professors with information on the background of each student.

Students with considerable experience in theory may exempt the first semester of music theory. Students successfully exempting Music 111 or Music 177 will be given the appropriate credit on his/her transcript.

Students wishing to transfer credits in music theory, music history, or conducting may be required to take examinations in each of these areas before the credits will be counted toward a music degree (see *MHU Catalog*).

COSTS A MUSIC MAJOR MAY EXPECT

In addition to tuition, fees, room, and meals (*MHU Catalog*), a music major/minor will have additional costs. These include:

- 1) **Applied music fees:** Each student will pay \$720 per credit hour for the applied lesson(s) in his/her principal instrument and/or secondary instrument.
- 2) **Music, CDs, etc:** Each student is expected to provide his/her own music, as needed, for applied music lessons. Other specialized materials may be needed in music classes (CDs, instruments, etc.) and will be the student's responsibility to provide for himself/herself.
- 3) **Accompanists fees:** Instrumental students are responsible for engaging their own accompanist for juries and recitals. Voice students are required to pay for their accompanist each semester. This \$370 fee is not part of regular tuition and fees but is included in the financial statement. The fee will appear on the student's bill from the business office.

4) Ensemble Expenses: Most ensembles require special dress (dresses, tuxedos, shoes, T-shirts, etc.) that the student is responsible for providing. Students should check with the director of each ensemble to find out what is required.

5) Locker Deposits: Instrument lockers are available and may be obtained through the Music Office.

CURRICULUM

Mars Hill University is a liberal arts institution. All students take a series of courses and electives as part of the General Education curriculum. Please see the *Mars Hill University Academic Catalog* for further information. The Department of Music offers the Bachelor of Music Degree with majors in Performance and Music Education, and the Bachelor of Arts degree with a major in Music. The Bachelor of Fine Arts degree in Musical Theatre is offered by the Department of Theatre Arts with supportive courses taught through the Department of Music.

FACULTY ADVISORS

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

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

Each music advisor is on hand at registration and during Pre-Registration week to go over the student's program and to authorize course requests. Advisors are also available by appointment should a student need help in processing drop/add forms. Students are encouraged to make appointments during the regular office hours. While each advisor will do what is reasonable to aid a student in fulfilling requirements, the

student is ultimately responsible for checking on his/her own course of study, insuring that all requirements have been met.

CAREER COUNSELING

Faculty advisors are prepared and pleased to discuss career and graduate school options with students. Faculty members are also prepared to help graduating students in the job search procedures.

CONTINUATION AS A MUSIC MAJOR

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

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

DEGREE PROGRAMS

B.A. in Music

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

B.M. in Music Education

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

B.M. in Music Performance

The performance degree program is designed for those students who possess exceptional performing ability and who wish to pursue a career as a performer or performer/teacher at the college level. Entrance into the degree program is highly selective and dependent upon successful completion of a qualifying examination that occurs at the end of a student’s first year of study.

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

BASIC MUSICIANSHIP

All students entering as music and musical theatre majors will register for the following Basic Musicianship courses during the Fall semester:

- MUS 111 Theory I
- MUS 113 Aural Skills I
- MUS 177 Class Piano (pre-requisite for MUS 273)

Successful completion of all of these courses is required to move to next level. Students who are unsuccessful with any of these courses will need to schedule a conference with the Department Chair to evaluate continuation in the music program.

ADVANCED PLACEMENT (AP) credit for music theory: The Theory Coordinator will administer a departmental entrance examination to determine the final awarding of AP credit. The student will be given credit for any courses deemed appropriate according to the student's performance on the entrance examination. Appropriate documentation will be made and communicated to the Registrar by the Theory Coordinator and the Department Chair.

ATTENDANCE POLICY

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

FAILING A REQUIRED MUSIC COURSE

Should a student fail a required music course, he/she must have permission of the course instructor in order to register for the course the second time. If the student fails the course on the second attempt or is not approved for the second attempt at a course, the student will no longer be allowed to continue as a major in the his/her respective program.

ACCOMPANYING POLICIES

Instrumental students are responsible for engaging their own accompanist for juries and recitals and providing them with the repertoire. Faculty members should assign jury pieces early enough to have music in the hands of the accompanist no later than Fall or Spring break.

Voice students are required to pay for their accompanist each semester. This \$320 fee is not part of regular tuition and fees but is included in the financial statement. The fee will appear on the student's bill from the business office.

Students who wish to accompany and be paid must make arrangements for this with the student for whom the service is rendered. All students are encouraged to accompany and do as much as they can comfortably handle; however, applied teachers may require their students to accompany.

ENSEMBLE REQUIREMENTS

Each degree program in the Music Department includes a "major ensemble" requirement. The "major ensembles" are College Choir (Music 101) and Wind Symphony (Music 102). Students may be assigned to the ensembles to meet performance needs and scholarship requirements. These assignments are made by the ensemble directors and applied area coordinators.

Ensemble Requirements for graduation are:

Bachelor of Music in Performance: eight semesters

Bachelor of Music in Music Education: seven semesters

Bachelor of Arts in Music: eight semesters

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

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

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

Ensemble Performance Limitations – With the exception of the Graduation Concert and music for the Baccalaureate and Commencement services, performances by departmental ensembles may not be given after the last Friday of regular classes. The music faculty may make changes to this policy as necessary.

Ensemble Expenses: Most ensembles require special dress (dresses, tuxedos, shoes, T-shirts, etc.) that the student is responsible for providing. Students should check with the director of each ensemble to find out what is required.

APPLIED MUSIC POLICIES AND PROCEDURES

STUDENT RECITAL ATTENDANCE

Students are encouraged to attend live performances and have several opportunities to attend concerts and recitals on campus. There are several off-campus performances that students should make efforts to attend. Music faculty will require student attendance at specific events each semester.

ASSIGNMENT OF APPLIED TEACHERS

In the performing area where several teachers are available, students may request the teacher he/she prefers; if the teacher's workload permits, the request will be honored. If the faculty workload does not permit this, the student will be assigned to the appropriate applied teacher.

LESSON AND PRACTICE TIME:

One semester hour credit in AMU:

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

Practice Requirement: ten hours per week.

Two semester hours credit in applied music:

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

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

JURIES AND QUALIFYING EXAMINATIONS

Juries in applied music are held at the end of the semester. Faculty committees from the individual areas (vocal, instrumental, keyboard) hear the respective juries. Juries are indicative of a student's progress or lack of progress in applied music and are a determining factor in the student's grade and the passing from one applied status level to the next. (Please see p. 16 and the sample forms in the Appendix). Mid-semester juries may be scheduled to move a student to a new applied level (181, etc.). Should a student consistently show lack of progress, the faculty committee conducting a jury may advise or require a student to change his/her major.

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

BM PERFORMANCE MAJOR QUALIFYING EXAM

Acceptance into upper-level applied music is dependent upon a student's demonstration of the appropriate level of proficiency on his/her principal instrument. A qualifying examination for the Bachelor of Music in Performance occurs at the end of a student's first year. Students who successfully complete this examination will continue study in their Principal Instrument for two hours credit each semester. Performance Qualifying Examinations will be performed for the respective faculty in each applied area (i.e., vocal, instrumental, keyboard). Each faculty member will complete an evaluation form and will provide written comments and a recommended rating of the performance. (Please see form in Appendix). The applied faculty then will determine the final rating (pass/not pass for B.M. in Music Performance). All evaluation forms will be signed by the individual faculty and will be available for the student. Students who do not pass the Performance Qualifying Examination may request to reattempt the examination.

JUNIOR QUALIFYING EXAMINATION

JUNIOR QUALIFYING EXAMINATION

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

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

Twenty minutes is allotted for each examination on which the student is expected to perform appropriate amounts and levels of repertoire selected in consultation with the student's applied teacher. The applied teacher and/or area coordinator will supply all repertoire and technical requirements appropriate for the selected degree program.

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

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

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

STUDENT PERFORMANCES: POLICIES AND PROCEDURES

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

STUDENT RECITAL REQUIREMENTS

Students in the **B.A.** degree program are required to present a senior recital of 30 minutes (minimum). For the semester of the recital, the student must enroll for AMR instead of AMU.

Students in the **BM Performance** degree program are required to present a junior recital of 40-55 minutes (enroll for MUS 390) and a senior recital of no less than 55 minutes (enroll for MUS 490). This degree program requires a broad repertoire, with specific requirements in each performance area. The quality and difficulty level of the literature should be appropriate for this advanced level. These are graded recitals.

Students in the **BM Music Education** degree program are required to present a senior solo recital or to participate in a senior group recital. Programs are to be a minimum of 30 minutes; however, students who have the ability and desire may, in consultation with their applied teacher, choose to present a longer program. Music Education majors also have the option of performing on a junior solo or group recital. Music Education majors must complete the required recital before his/her student teaching experience begins. The student must enroll for AMR instead of AMU.

RECITAL REGISTRATION

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

RECITAL HEARING

All students presenting a recital as a degree requirement must pass a recital hearing for the faculty of his/her area not later than four weeks before the recital.

RECITAL SCHEDULING

Students and faculty should check the college calendar and the Department of Music calendar prior to selecting a recital date. **Recitals must be performed before the last full week of classes.** Any change in this policy requires approval from the respective applied teacher and a vote of the entire full-time music faculty.

RECITAL EVALUATION

Required recitals in the BM degrees are graded by a three-member faculty committee from within the applied area (including the student's applied teacher). In some cases, applied areas may opt to grade the recital hearing rather than the final performance. The recital grade becomes part of

the student's permanent transcript, is recorded on the student's Applied Music Record in the Music office, and is made available to the student following the recital. (Please refer to sample in the Appendix).

RECITAL RECEPTIONS

Receptions are to be given following required recitals only.

RECITAL ATTIRE

For recitals and juries, performers and audience members are urged to consider appropriate attire. Proper dress is indicative of the seriousness of the occasion for the student performer.

RECITAL LOGISTICS

Please refer to document in the Appendix.

APPLIED MUSIC STATUS LEVEL NUMBERING SYSTEM

This is the Departmental system for tracking student progress through the AMU sequence. An AMU card for each student is kept on file in the Music Office. At each jury, the Area Coordinator (Vocal, Instrumental, or Keyboard), with consensus of the applied faculty, will mark the card to track the student's progress through the AMU sequence.

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

The second digit indicates level or major:

160 – 460 = non -major or minor

170 - 470 = secondary instrument

180 – 480 = BA or BM Education

290 – 490 = BM Performance

The last digit indicates the semester of study.

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

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

MUSIC TECHNOLOGY LAB

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

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

MUSIC LIBRARY HOLDINGS AND LOCATIONS

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

1. Books – Main Library Stacks
2. Reference Books and Materials – Main Library Reference Room
3. Periodicals – Main Library Periodical Section
4. Scores, Records, CD's – Main Library
5. Listening Areas – Main Library
6. The Musical Theatre Library, containing scores, recordings, and video tapes, is also available to music majors. This library is located in the Theatre Department (4th floor Spilman Hall).

FINE ARTS BUILDING POLICIES

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

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

- A. Hours: The FA building is open for practice 7:30 A.M. – midnight Monday through Saturday and from 1:00 P.M. – midnight on Sunday. Campus Security is responsible for securing the building at night and unlocking outside doors in the morning.
- B. Practice Rooms: These rooms are intended for practice only. For the protection of the pianos, food and drinks are not allowed in these rooms.
- C. Pianos: The pianos in Moore Auditorium and Spainhour Hall are reserved for recitals and for teacher-supervised practice for these recitals only. These pianos will be kept secure. Practice on pianos in faculty studios is to be done only with the permission of the faculty member. **Students are asked to help protect all pianos in the building.**
- D. Smoking: Smoking is not permitted in the FA building.
- E. Soft drinks/Snacks: These items are available in the vending machines on the lower Level.
- F. Security: Faculty offices, classrooms and rehearsal rooms should be locked when not in use. Faculty offices are considered the private domain of each professor and contain official records, school-owned instruments and equipment, privately-owned books, music, sound equipment, computers, and instruments. Classrooms and rehearsal rooms contain equipment and instruments that must be secured when not in use. Wind Symphony and Choir storage rooms and libraries should also be kept locked when not in use. None of these rooms should be entered unless the appropriate professor is present or specific permission has been granted by that professor. Furthermore, no students are to have unauthorized keys to any spaces in the FA building.