

HENDERSON STATE UNIVERSITY

DEPARTMENT OF MUSIC



MUSIC STUDENT HANDBOOK

POLICIES AND INFORMATION

<http://www.hsu.edu/music/>

(revised Fall 2016)

Table of Contents

Welcome To the Music Department!	3
Mission Statement.....	3
Scholarship Requirements	3
Change of Major, Transfer	4
Ensemble Performance.....	4
Academic Requirements	4
Academic Advisors.....	6
Record Keeping	6
Grades and Attendance	7
Cell Phone Policy.....	7
Performance Lab.....	7
Piano Requirements.....	8
Other Course Considerations.....	8
Instrument Rental Fees	9
Jury Exams	9
Sophomore Performance Assessment.....	10
Sophomore Performance Assessment for Instrumentalists.....	10
Sophomore Assessment for Composition Majors	10
Applied Lessons.....	11
Recitals	12
Faculty & Student Recital Responsibilities	13
Staff Accompanist Policies.....	14
Music Building Hours	15
Heating and Cooling.....	15
Practice Room Policies	15
Student Lounge.....	16
Signs	16
Lockers	16
Practice Room/Storage Keys	16
Student Advisory Committee.....	17
Evaluation of Faculty by Students	17
Recommendation Letters	17
Petitions	17
Issues Pertaining to Health	17
Accreditation	19
Appendix.....	20
Deadlines for Application for Graduation.....	20
Huie Library.....	20
Humanities: Music.....	20
Music Education Majors	20
Special Methods: Elementary Music Education	21
Henderson Tradition.....	22
Music Organizations.....	22
Vocal Student Handbook	23
Instrumental Pre-Recital Hearing Policy.....	23
Fraternity/Sorority Responsibilities.....	23

Welcome To the Music Department!

We are excited that you are here, and we sincerely hope that your experience as a music major will be a positive one! The Music Department at Henderson State University has a fine reputation and has many success stories to tell. We hope that you will become part of that successful tradition. Like all organizations, there are rules and regulations to follow and requirements that must be met in order for you to succeed. We care enough about you to hold you to high standards -- you can be certain that when you receive your diploma, you will be thoroughly prepared to continue on that road to success, whether it is graduate school, a teaching position, or another endeavor in music.

Whether you are a new or returning music major, this Handbook will provide important information about those requirements – please read it carefully!

Mission Statement

The Department of Music is a community of educators and artists dedicated to producing musically proficient graduates who will achieve the highest standards of teaching and performance. Serving southwest Arkansas and surrounding regions, the department is committed to the development of students who are skilled, knowledgeable and well prepared music educators, performers and scholars. A student-centered approach is enlisted to produce students who can think critically, creatively and will influence and enrich the musical lives of the communities in which they live. Opportunities are provided for the students to study music as a liberal arts education and engage in artistic experiences. The general public will be engaged through musical performances of the highest order in a broad range of styles and genres.

Scholarship Requirements

Students on scholarship must successfully complete a *minimum* of 15 credits each Fall and Spring semester. In addition, academic and performance scholarship recipients must maintain a 2.5 GPA. Other scholarships have varying requirements regarding academic standards; please make sure you are aware of the criteria. [Note: The Reddie Heart Scholarship is available to students who were not awarded an academic scholarship or have used up their eligibility although otherwise academically qualified.]

Students receiving Keyboard Accompanying Scholarships must be enrolled as full-time keyboard majors and successfully provide accompanying services under faculty supervision in various studios.

Music majors on scholarship must also participate in one small ensemble in each student's field for a *minimum* of **four** semesters. Only the following small ensembles may be counted:

Vocal majors - Chamber Chorale and Opera Workshop

Instrumental Majors:

NūFusion

Brass majors - Brass Choir, Trombone Choir, Tuba/Euphonium Choir

Woodwind majors - Woodwind Ensemble

NOTE: Reddie Pep Band does NOT count

Piano majors – Accompanying Class, accompanying a choral ensemble, Piano Duet/Duo,
Chamber Music with Piano

String majors - String Ensemble

NOTE: String Orchestra does NOT count

Change of Major, Transfer

MUS 1212. *Introduction to Music Literature*. Music majors who change to a non-music degree may substitute *Introduction to Music Literature* for the *Humanities: Music* general education requirement.

Students who wish to transfer to another institution and receive a music scholarship must first ask the music chair at that school to request a scholarship release from the HSU Music Department Chair. In accordance with National Association of Schools of Music (NASM) regulations, no discussion of scholarship is to take place until this release is given.

Ensemble Performance

Students will have many opportunities to perform in both large and small ensembles, and there are requirements for each that vary from degree to degree. It is important that you experience performing in a variety of ensembles, but you must also be careful to limit the number of ensembles so that you have time for your individual practice. Normally, a student may not participate in more than three ensembles. Students may participate in more than three ensembles only with permission of their academic advisor and the Department Chair. Students must be registered in all Henderson ensembles unless they have permission from the ensemble's director.

Note: With the exception of the teaching internship semester, all full-time Bachelor of Music degree candidates are required to be enrolled in the appropriate applied lesson, and major ensemble each semester for a *minimum* of **seven** semesters.

Ensemble Auditions: Auditions for Chamber Chorale, NūFusion Jazz Ensemble, and Brass Choir are held at the beginning of the Fall semester. Ensembles requiring auditions are:

Chamber Chorale	Dr. Andrew Kreckmann - RFA 117
NūFusion	Dr. Rick Dimond - RFA 121
Wind Ensemble/Symphony Band/ Concert Band	Dr. Steven Knight – Bowen House
Brass Band	Dr. Jamie Lipton – RFA 217
Opera Workshop	Dr. Bill Higgins – RFA 120

Academic Requirements

It is ultimately the responsibility of the student to fulfill all degree requirements and make application for graduation prior to the semester in which the degree is to be received. You should plan to meet with your advisor every semester prior to pre-registration for the following semester to ensure you are on track toward graduation. Do not rely on the advice of friends – they are frequently in error!

Become familiar with the Henderson State University Catalog – it contains important requirements that you must know. A Degree Check Sheet is available to assist you, but the Catalog is the ultimate authority.

A number of courses are offered only in the Fall or the Spring semester; some courses are only offered in alternating years. Failure to enroll in classes at the appropriate time will delay your graduation! Please see the Degree Check Sheet and carefully check the class schedule prior to pre-registration.

Students returning to school after laying out a semester or more: There is no time limit for music courses taken in the past. [Note: If a student goes one calendar year without earning a grade, the student is under the current catalog, not the catalog in effect at the time of enrollment.]

Diploma. The Bachelor of Music includes three tracks: composition, education, and performance. Regardless of the track, your diploma will simply state “Bachelor of Music.”

Bachelor of Music in Performance. Students wishing to major in Performance must audition and be accepted as a performance major no later than the semester of their Sophomore Performance Assessment.

Bachelor of Music in Composition. Students wishing to major in Composition must meet the requirements stated in the “Entrance and Maintenance Requirements for the Bachelor of Music in Composition,” which is available from Dr. Schroeder. BM in Composition candidates must audition and receive written approval from faculty in the appropriate applied area no later than the semester of the Sophomore Assessment

Double Majors in Music. A double major in Music is NOT possible due to too many ‘double-dippings’ in required courses, (i.e., a student cannot double major in Performance AND Music Education).

Introduction to Music Theory. This preparatory course is a prerequisite for *Music Theory I* and *Sight-Singing/ Ear-Training I*. Students enrolled in *Introduction to Music Theory* receive separate grades for the music theory component, the sight-singing/ear-training component, and the piano component of the course. These three grades are averaged together to determine a student's final grade in the course.

Application for Graduation. A complete explanation of the Application for Graduation process can be found on the HSU Registrar’s webpage: <http://www.hsu.edu/Registrar/GradAppProcess>. Briefly stated, a student will meet with their professional advisor early in the semester prior to the graduation date to begin applying (Cris McGough, Room 330, Foster Hall). The professional advisor will confirm completion of courses in the liberal arts core, confirm additional institutional requirements (e.g., 42 hrs. upper division, etc.), sign the application, and provide the student an unofficial copy of the transcript, directing them to the Music Department Assistant Chair (May Tsao-Lim, Room 124, Russell Fine Arts Bldg.). The Assistant Chair will confirm completion of departmental degree requirements, sign the application, and direct them to the Registrar’s Office front desk for final review (Room 210, Womack Hall). At the end of the process, students will be campus e-mailed a photocopy of their finalized application with all required signatures.*

*Students will be notified of degree requirements that remain incomplete. **Note: It is strongly recommended that students meet regularly with their major advisor, and remain informed of progress toward their degree by consulting the departmental Degree Check Sheet often.**

Academic Advisors

The Department Chair is initially your assigned advisor. Early in the fall semester you will be assigned to your applied (or related field) instructor. You should communicate with your advisor on a regular basis. Please do not consult another advisor for enrollment in courses!

Keyboard	Dr. Hee-Kyung Juhn, Director of Keyboard Activities
Choral/Voice	Dr. Bill Higgins Dr. Laura Storm
Flute	Ms. Jennifer Amox
Clarinet/Sax	Dr. Steven Becraft
Oboe/Bassoon	Dr. Steven Becraft
Horn	Dr. Amy Laursen
Trumpet	Dr. Jamie Lipton
Low Brass	Dr. Jamie Lipton
Percussion	Dr. Rick Dimond
Composition	Dr. Phillip Schroeder
Transfer Students	Dr. Bill Higgins

Record Keeping

While the Admissions Office and the Registrar's Office keep official school records on each student, including the official transcript, it is highly recommended that each student keep a current file of important documents. This file should include:

- A Curriculum guide for the Specific Degree program
 - This guide should be kept current indicating which courses have been completed
 - Should indicate prerequisites for certain classes
 - Will help you with sequencing of classes

- Catalog – current during year you began course of study

- Important reports –Sophomore Performance Assessment, piano proficiency assessment, etc.

Grades and Attendance

Students will be regularly monitored for academic progress, including performance lab attendance, applied area, and general studies.

Students majoring in any music curriculum must receive a minimum grade of “C” in both applied study and all music courses in order to graduate. Students not receiving a minimum grade of “C” for any course may retake that course **one time**. Failure to receive a “C” or better on the second attempt will result in the student being dropped as a music major. (Note: a grade of “W” in any music course will be considered a failed attempt.)

Students in the Education track must maintain a cumulative GPA of 2.7 in order to begin their internship.

Students are expected to attend **all** classes, rehearsals, and applied lessons. Each instructor will have a specific attendance policy. Missing classes can result in the lowering of your grade or in your being dropped from the course.

Occasionally music students will be excused from classes for approved performances and field experiences. Although excused from attending, the student is **not** excused from making up any work missed. It is the student’s responsibility to notify all instructors (especially the music faculty) **well in advance** and inquire about work that will be missed and the procedure for satisfactory make-up.

Cell Phone Policy

Students may not use cell phones in any manner in the classrooms, rehearsal areas, or Harwood Recital Hall, regardless of whether class or rehearsal has begun.

Performance Lab

Performance Lab (better known as “P-Lab”) is a recital attendance course, which includes **noon student recitals, junior and senior music degree recitals, ensemble programs, and faculty and guest artist performances**. Music majors must pass 7 semesters of *Performance Lab*.

Students who have irresolvable class conflicts with the Friday, 12:00 pm class time must meet with the instructor and request to be excused from the Friday classes. All other course requirements must be met.

All music majors are expected to perform as soloists on *Performance Lab* (or other venue approved by an applied instructor) every semester, with the possible exception of first-semester freshmen. Space is limited per weekly program, so prompt submission of requests is suggested.

To perform on *Performance Lab*, a form (available in the Fine Arts office) must be completed and signed by the instructor and the accompanist, and then submitted to the Fine Arts office no later than 5 pm on the Friday two weeks prior to performance.

A performance calendar will be distributed at the beginning of each semester. Any changes in the performance calendar will be posted on the bulletin board in the first floor hallway and at <http://www.hsu.edu/music/>. Please see the course syllabus for further details.

The course is graded either A or F. Students must complete this requirement in order to graduate.

Piano Requirements

All non-keyboard music majors must demonstrate competency in functional skills at the piano by satisfactorily completing *Class Piano IV* (MUS 2611) and the Piano Proficiency Assessment. This assessment will be graded by all attending piano faculty.

All entering non-keyboard music majors must take a piano placement audition, at which time the student will be advised to register for the appropriate level of class piano. Students with prior extensive piano background may test out of the piano proficiency assessment requirement. Test-out exams are scheduled during the first and final weeks of the Fall and Spring semesters.

All students must enroll in *Class Piano* (MUS 1051, 1061, 2601, and 2611) and may not take applied piano lessons without approval from the piano faculty. Applied piano students enrolled in Level IV must pass the piano proficiency assessment at the end of the semester in order to complete their piano requirements. Students enrolled in MUS 2611 will also be required to pass the piano proficiency assessment as part of the curriculum at the end of the semester.

Registration in *Class Piano* is REQUIRED until successful completion of this requirement.

NOTE: Students pursuing a BA degree need to successfully complete two semesters of *Class Piano* (MUS 1051, MUS 1061).

NOTE: Students pursuing a music minor need to successfully complete two semesters of *Class Piano* (MUS 1051, MUS 1061).

Other Course Considerations

Academic music courses must be taken in sequence during the first two years. Please obtain a degree check sheet and pay close attention to the course sequence suggested. It is wise to fit as many general education requirements into the first two years as possible. **Academic courses in the major may be repeated only once.**

Note: Six hours of *Music History* will count as three hours of your Fine Arts and Humanities requirement and three hours of Core Elective.

Correct Level: 1000 and 2000 level courses are appropriate for Freshmen and Sophomores; 3000 and 4000 level courses are for Juniors and Seniors. The last digit indicates the number of credit hours (e.g. 1001 = 1 credit; 1002 = 2 credits, etc.). Students enrolled in applied study and large ensembles must complete four semesters at the 1000-level before enrolling in the 3000-level.

Students in small ensembles should complete 2 semesters at each the 1000-level and 2 semesters at the 3000-level.

Methods Classes

All BM students in Instrumental Education are required to take all six instrumental methods classes, as well as MUS3861 *Voice Methods*. In rare cases, students may substitute Applied Voice with the permission of the vocal faculty to fulfill their vocal requirement. Participation in Choir does not fulfill this requirement. BM students in Vocal Education are required to take MUS 2091 *Instruments for Singers*.

Instrument Rental Fees

The instrument rental fee is \$40 per semester, which covers the use of one university-owned instrument by an individual student. Percussionists are expected to pay the fee each semester as well.

Students are not expected to pay fees for the use of instruments in methods classes, or for use of Brass Band instruments (i.e., cornets—since horns, euphoniums, and tubas already pay instrument fees). However, students enrolled in these courses must sign forms acknowledging responsibility for proper care of equipment, as well as responsibility for lost or stolen instruments.

Jury Exams

Jury exams in applied music are the equivalent of a final examination in academic courses. They are an extremely important indicator of your achievement, desire to improve, and potential to be successful in a career in music. Your jury performance will affect your final grade in applied music. Please see your instructor's syllabus for specific details.

Jury exams are required of all music students enrolled in an applied music course required for a baccalaureate music degree. Juries or equivalent performance for students who are enrolled in secondary applied areas, applied music as a minor, composition, or juries for students who have performed Junior or Senior Recitals are left to the discretion of the applied instructor.

Instrumental juries are unaccompanied until the semester of the Sophomore Performance Assessment. From this point forward, one piece may be played with an accompanist.



Repertoire Requirements: Repertoire for the jury exam is to be determined by each applied area – keyboard, vocal, instrumental. Please number the measures on your music and make the appropriate number of copies prior to the jury.

A complete repertoire sheet (available from the applied instructor and in the Fine Arts office) is to be completed and brought to the jury. No student will be allowed to play a jury unless the repertoire sheet, signed by the applied instructor, is in the hands of the jury prior to the student's performance.



Dress: Juries are an important formal assessment of a student's work during the semester. Students should dress appropriately. While suits and ties are not mandatory, slacks and neatly pressed shirts for men and slacks and blouses or dresses for women are expected. Dress shoes (no sandals, flip-flops, tennis shoes, etc.) should also be worn. Students who are inappropriately dressed may not be allowed to perform their jury.



Grading Procedure: Students will receive a letter grade and a written critique from each jury member. These grades will be averaged and the results forwarded to the appropriate applied instructor. Incomplete grades ("I") earned in applied music must be completed during the first four weeks of the following semester.

Sophomore Performance Assessment

The Sophomore Performance Assessment formally assesses the student's progress in the degree program and allows a student the opportunity to demonstrate to the faculty his/her potential for success. A passing grade is required to register for 3000-level applied music courses, MUS 3340 *Junior Recital*, or MUS 4351 *Senior Recital*.

All music majors must make formal application for the Sophomore Performance Assessment and have the approval of their applied instructor and their academic advisor (who will review the student's academic progress). During the jury, students may be asked questions concerning music theory, their instrument, etc., by the assessment panel. This panel will generally consist of five faculty members.

Students who fail the Sophomore Performance Assessment must meet with their advisor to change their schedule for the following semester, dropping any upper division applied music courses and/or MUS 3340 or MUS 4351.

The Sophomore Performance Assessment may be re-taken only once! Failure to pass the Sophomore Performance Assessment a second time will prevent the student from graduating with a degree in music.

Sophomore Performance Assessment for Instrumentalists

Instrumentalists will perform three pieces on their Sophomore Performance Assessment:

- 1) A piece or single movement of a piece with accompaniment
- 2) A piece without accompaniment, whether or not the piece calls for accompaniment
- 3) A self-prepared piece. The applied teacher must agree to this piece but will not assist the student in the preparation of the work.
- 4) The Sophomore Performance Assessment will not exceed 15 minutes in length.

Sophomore Assessment for Composition Majors

The unique nature of the composition major requires a different format for the Sophomore Assessment:

The student will meet with a 3-member evaluation committee, at which time a portfolio of creative work will be presented. The committee will consist of faculty from the areas of composition, performance studio, and one other (chosen by the advisor and student). The portfolio will include the following:

- Complete compositions written during the first 2 years; a minimum of 6 works
- Recordings of compositions as available
- Current ongoing, incomplete composition projects
- Concert programs on which compositions appear
- A written statement (self-evaluation) addressing the student's creative and technical progress, and intentions for the remaining 2 years
- An example of a successful research paper or other academic writing
- Fulfill the same studio and performance requirements and expectations as those for a Bachelor of Arts in Music (1 or 2 credits per semester, but no applied performance as part of the Sophomore Assessment).

Applied Lessons

Scheduling lessons: All students registered for an APM course must leave a class schedule with their applied teacher by the **second day of class**. Lesson times will be posted on the instructor's door. All lessons will begin the first full week of classes. Please check with your applied instructor for additional information.

Practice: Gaining proficiency on your major instrument is one of the most important skills you will develop throughout your course of study. Practice rooms are available on the second floor of RFA. Daily practice is expected. Your applied instructor will provide specific repertoire and practice requirements.

Applied Lesson Attendance: Applied lessons will not be rescheduled to accommodate personal appointments, problems, etc. Instructors are not required to make up lessons simply because you do not make your appointed time. Excessive absences will result in the student being dropped from the course. Instructors will make up lessons that they cancel due to non-University conflicts. Lessons falling on University Holidays need not be made up.

Occasionally music students will be excused from classes for approved performances and field experiences. Although excused from attending, the student is **not** excused from making up any work missed. It is the student's responsibility to notify all instructors (especially the music faculty) **well in advance** and inquire about work that will be missed and the procedure for satisfactory make-up.

Listening: Two purposes of the Performance Lab (*P-Lab*) course requirements are to expose students to new repertoire, and to provide examples of excellent live performance. Students are also encouraged to listen actively to professional performers through recordings on compact disc, the internet, and other media. Check with your applied instructor for guidance and suggestions.

Secondary Applied: Occasionally music majors may take applied lessons on secondary instruments. These must be 1-credit lessons and the student must receive permission from the Department Chair as well as the applied instructor before enrolling.

Recitals

Degree Recitals: Students preparing senior recitals will enroll in MUS4351: *Senior Recital* rather than applied music during the semester in which the recital will take place. See “Staff Accompanist Policies” for information about using the services of the staff accompanist.

Bachelor of Music: Education Track: Each candidate is required to present a public recital of 30 minutes duration during the senior year. Students should not sign up for the recital until the semester prior to student internship, and upon completion of *Music History I and II*. This recital is to be shared with one other music education student.

Bachelor of Music: Performance and Composition Tracks: Each candidate is required to present a public recital of 30 minutes duration during the junior year (MUS 3340) and another public recital of 60 minutes duration during the senior year.

Bachelor of Arts in Music: No recital is required. Students electing to do a recital as their senior capstone experience will enroll in MUS4501: *Capstone Experience*.

Scheduling: A student recital date will not be added to the calendar until the *Student Recital Application Packet* is submitted and approved. Items in this packet include:

- *Student Recital Application Form* - The accompanist(s) (if needed) and instructor(s) **must sign** this form to show agreement of hearing/recital dates and acknowledgement of fees paid. (Consult the applied instructor for help with this form.)
- *Recording Service Request Form* – all junior/senior recitals must be audio recorded by the department, with single copies given to each student. Additional copies or video recordings may be requested upon payment of extra fees.
- *HSU Site Planning Form* – This form is used to add the recital to the HSU Calendar of Events.
- *Stage Help Request Form* – Phi Mu Alpha will provide stage help with instructions provided on this form.
- *Recital Help Request Form* – Sigma Alpha Iota will pass out programs and service receptions with instructions provided on this form.

All recital fees must be paid no later than the day after refund checks are issued. Failure to pay these fees will result in the cancellation of the recital date.

All recital program information must be submitted a minimum of two weeks before the recital. There is an additional \$10 charge for changing program information less than a week before the recital.

- No student recitals may be scheduled before Labor Day.
- Dates for required recitals in the fall semester must be secured within the two weeks following Labor Day.
- Dates for required recitals for the spring semester may be scheduled at any time in the fall semester following Labor Day.
- Dates for required recitals in the spring semester must be secured no later than the end of the third week of the spring semester.
- No student recitals will be scheduled during the last two weeks of classes, either semester.

Non-Required Recitals: On occasion a student not enrolled for a degree recital will be recommended by the applied teacher to perform a non-required recital. Usually this is on a shared program.

- ❑ Non-required fall recitals must be scheduled during the third week after Labor Day.
- ❑ Non-required spring recitals must be scheduled during the fourth week of the spring semester.

A maximum of 3 recitals per week will be scheduled. (Exceptions may be made for recitals not using the staff accompanist. See the Assistant Chair to request an exception.)

Faculty & Student Recital Responsibilities

Recital Dates: The applied instructor(s), the accompanist(s), and the student(s) should determine hearing and recital dates, and submit a completed *Student Recital Application Packet* to the Fine Arts Office at the proper time (see “Scheduling,” above). Dress rehearsals in Harwood Recital Hall must then be scheduled around regular hall activities (i.e., ensemble rehearsals, organ practice, Performance Lab, etc.).

Program: It is the responsibility of the student and the applied instructor to submit **an electronic draft copy** of the recital program to the Fine Arts Office **at least two weeks prior to the recital date**. Drafts must contain complete information: full names and dates of composers, titles of works and movement(s)—with correct spellings. The program will be prepared and printed EXACTLY as content appears on the draft copy. Program additions/changes made less than one week prior to recital date will incur an additional program fee of \$10.00. Late drafts may result in notification by the department that the student must print programs at their own expense. All programs will follow the established Music Department format, and thus cannot include graphics, thank-you's, acknowledgements, etc. Printings will include 125 programs for individual recitals, and 175 for shared.

Ushers: Sigma Alpha Iota will provide complimentary ushers to hand out programs (see “Scheduling,” above). Please notify a representative of this organization if you wish to make other arrangements. These people should be appropriately dressed and arrive a minimum of 30 minutes before the recital.

Stage: Phi Mu Alpha Sinfonia will provide stage crew for the recital (see “Scheduling,” above). Please notify a representative of Phi Mu Alpha in advance if other arrangements are to be made. These people should be appropriately dressed and arrive a minimum of 30 minutes before the recital.

Hall Management: Following the conclusion of the program, Harwood Recital Hall must be locked, the piano locked and covered, and the lights turned off. Your applied instructor is responsible for helping you secure the building.

Recording: Recitals will be recorded only after appropriate fees have been paid. (See “Scheduling,” above.)

Receptions: Students performing recitals will be greeted in the front lobby immediately after the recital. Receptions after recitals are permitted with the permission of the applied instructor, but must be kept simple. An appropriate spread might include cheese and crackers, cookies or cake, and a beverage. It is the student's responsibility to **inform parents** that large varieties of snacks, hot dishes, sandwiches, towering cakes, etc. are not appropriate or necessary.

The department will provide a table, silver trays, punch bowl, and glass plates and cups. The student must provide any utensils such as knives, forks or spoons.

The department serving pieces are kept in a locked cabinet. The key must be picked up from the Fine Arts office by 4:00 p.m. on the day of the performance, and returned by 10:00 a.m. the following day.

If Sigma Alpha Iota members are not requested, it is the student's responsibility to appoint reception servers and cleanup crew.

Photography: Please arrange to have all photos taken before or after the program. Photography is distracting to the performers and the audience and will NOT be allowed during any performance. It is the student's responsibility to inform family and friends of this policy.

Children: Children are welcome but must be removed from the hall immediately if they become noisy. Children under the age of three should be left with a sitter.

Faculty: The applied instructor will make sure Harwood Recital Hall, warm up room, storage area, piano, and kitchen are unlocked at the beginning of the evening and locked at the end. All areas used by the performer must be cleaned and readied for use by the next performer.

Staff Accompanist Policies

Students often need an accompanist for *P-Lab*, juries, master classes, etc. The staff accompanist is available to accompany most required performances until their load is full. Please see the staff accompanist in RFA 127 for all accompanying needs for required performances.

Forms - *P-Lab* Request Forms must be signed by the accompanist and turned in to the Fine Arts office at least two Fridays before the performance date. Student Recital Information Sheets must be signed by the accompanist (indicating the accompanying fee has been paid) and turned in to the Fine Arts Office before the recital will be added to the calendar.

Music Deadlines – Music should be submitted with tempo markings clearly indicated. Music for junior/senior recitals is due at least two months prior to recital hearing date. Music for other performances must be submitted a minimum of one month in advance. ALL music must be submitted no later than mid-semester: Fall – before Fall Break, Spring – before Spring Break to allow adequate preparation time.

Vocal students – all music must be submitted by the end of the third week of the semester.

Recital Dates – The staff accompanist must be consulted before the date is set. A maximum of three recitals per week will be scheduled to allow time for recital hearings and *P-Lab* rehearsals. Faculty members are encouraged to spread student recitals evenly throughout the semester.

Dates should be determined as early as possible. **Note: This policy applies only to the staff accompanist; other accompanists are free to set their own policies.**

Accompanying Fees – The course fee assessed with *P-Lab* covers only *P-Lab* performances, juries*, Sophomore Performance Assessments, and associated rehearsals.

*Only for students who have passed the Sophomore Performance Assessment.

Junior/senior recitals (and hearings), studio recitals**, competitions (President's Concert, NATS, etc.), auditions, recording sessions, and other performances have additional fees which must be paid in advance. These fees will be paid directly to the accompanist.

**Students enrolled in *P-Lab* fee can substitute a studio recital performance for their *P-Lab* performance, subject to accompanist's availability. The length and difficulty of the music should be comparable to Performance Lab.

Music majors taking less than 12 hours and not enrolled in *P-Lab*, music minors, and non-music majors must pay the fee for the accompanying service.

If the staff accompanist's load is full or a student is in need of an accompanist for a non-required event, the staff accompanist will supply the names of other qualified accompanists. Payment for these services should be contracted directly with the accompanist and music should be given to them at least 4 weeks in advance. Please contact the Chair if you use an accompanist other than the staff accompanist to receive credit for the *P-Lab* fee.

Music Building Hours

Monday – Saturday	7:00 am – 12:00 am
Sunday	10:00 am – 12:00 am

Heating and Cooling

If you can tell that something is wrong with the heating or cooling in RFA, please tell the Fine Arts Office. If it is after 5:00 p.m. or the weekend, call the Physical Plant Night/weekend phone numbers and ask them to check on it: 210-6055 or 403-2163

Practice Room Policies

The practice rooms are offered for your convenience. It is expected that students will take responsibility for the care of each room and the equipment in it, including the piano. Anyone caught vandalizing school property will be expelled from Henderson State University as stated in the student handbook.

Except for two piano rooms, and the percussion rooms, all practice rooms are available on a first-come, first-served basis based on the following rules:

- ❑ Take care of the pianos: do not use erasers on the pianos! The eraser debris gets in between the keys and causes problems.
- ❑ Turn off the lights when you leave the room!

- ❑ If the practice room is vacated for more than 10 minutes, another student can use it.
- ❑ Smoking, food, or drinks are NOT allowed
- ❑ Personal items – instruments, metronomes, books, etc., should **NOT** be left unattended.
- ❑ Practice rooms are frequently monitored -- personal belongings left in rooms **WILL** be discarded.
- ❑ Furniture should not be moved from one room to another; in the case of a small ensemble rehearsal, all furniture must be replaced afterwards.
- ❑ Pianos are not to be moved.
- ❑ Practice rooms are to be used **ONLY** by students enrolled in music courses at HSU; all other use should be reported to the Department Chair.
- ❑ Practice along the South Wall area is not allowed during concerts, recitals, or lectures.
- ❑ Except for scheduled dress rehearsals or organ practice, students may not practice in Harwood Recital Hall unless the applied teacher is present.
- ❑ Individual practice is not allowed in any classroom.

These are your rooms—take very good care of them!

Please report any piano maintenance issues to the Director of Keyboard Studies.

DO NOT INTERRUPT STUDENT PRACTICE!!

Student Lounge

There are no doors that separate the student lounge from the Art side of the building. Please hold your volume in the student lounge to mezzo-forte or less so you do not distract the Art faculty and majors

The sound from practicing in the hallway goes to the Art side; you need to be in a practice room.

The art classrooms are for art students. Unless you are taking an art class, please stay out of these rooms so that the art majors can concentrate on their artistic endeavors.

Signs

When posting announcements in RFA do not put anything on the glass. When using tape, use small pieces of clear tape. Do not use double sided tape or duct tape.

Lockers

Lockers on the first floor of the music building are available for music majors and can be checked out through the Director of Choral Activities. Lockers on the second floor may be checked out through the Band office. All lockers must be emptied at the end of the Spring Semester.

Practice Room/Storage Keys

The only students needing keys are Organ and Piano Majors, Percussion and Tuba students, and students playing large string instruments. Keys may be checked out through the Fine Arts Secretary's office. Failure to return any key at the end of the semester will result in a hold being placed on the student's grades.

Student Advisory Committee

The Student Advisory Committee meets monthly with the Music Department Chair to discuss student concerns. Membership of the committee shall be elected as follows:

One instrumental and one vocal/keyboard/composition major from the lower level
(freshman and sophomore)

One instrumental and one vocal/keyboard/composition major from the upper level
(junior and senior)

Elections will be held early in the Fall semester. Members are elected to one-year terms and may serve successive terms.

Evaluation of Faculty by Students

Students are strongly encouraged to complete the online student evaluations of faculty at the end of the semester. Written comments are particularly important. Thank you for participating in this important process.

Recommendation Letters

Excellent recommendation letters take time to write. Please be aware that a faculty member has responsibilities to each of their students as well as preparation for classroom teaching, ensemble score study, professional careers, etc., and a personal life. If you need a recommendation letter, it is in your best interest to ask the faculty member as soon as possible. Remember the saying, "Lack of planning on your part does not constitute an emergency on my part."

Petitions

Students who desire an exception to Henderson State University Music Department policies must first discuss their concern with the department chair. If the Chair finds there are legitimate grounds for consideration, the student may request that the matter be brought before the full music faculty at their next scheduled meeting (usually the first Thursday of the month).

Issues Pertaining to Health

Noise-induced hearing loss: Musicians must be pro-active in protecting their hearing. Students are urged to become aware of the danger of permanent damage to hearing. An excellent beginning are the student guides at the National Association of Schools of Music (NASM) web site:

http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA_Hearing_Health

These guides were jointly developed by NASM and the Performing Arts Medicine Association (PAMA).

Risk of practice injuries: Chronic physical and/or vocal overuse can be detrimental to good health. It is important that students be conscious of physical and/or vocal fatigue sensation, and stop practicing or singing when it begins to occur--then resume practice only after a prolonged period of rest. Vocal students can practice difficult passages in a lower octave or scale degree, sing in falsetto, or sing sustained pitches with staccato articulation in order to "save the voice." Consult an applied teacher for advice regarding healthy practice habits.

Moving equipment: Faculty members will supervise students whenever possible when moving heavy equipment or when utilizing ladders/high places to store equipment. Whether or not a faculty member is present, however, students must use common sense and good judgement to reduce the possibility of injury.

Student Health Center: Primary health care is available for illnesses and minor injuries, and health promotion services are provided by registered nurses and an advanced practice registered nurse. Room 102, Mooney Hall (870) 230-5102

Student Counseling Center: Professional counselors provide one-on-one consultation for Henderson students. Group therapy is also available to provide peer support in times of need. Counseling Center staff refers students to specialists if there is need for extra support. Room 103, Mooney Hall (870) 230-5102

Campus emergency procedures: Emergency exit routes are posted throughout Russell Fine Arts. Students should acquaint themselves with these routes. In the event of tornado, students must take shelter on the first floor hallways as far as possible from the glass doors. DO NOT seek shelter in the band room, choir room, or recital hall. These rooms have large unsupported roofs and are susceptible to collapse during dangerous weather.

The University Police Department is located at 1125 Henderson Street. University police officers are on duty 24 hours a day and can be reached by dialing 230-5098 Monday through Friday from 8:00 AM to 5:00 PM. After hours and on weekends contact may be made by dialing 230-5098 or 911 in emergencies.

Emergency call boxes are placed strategically around campus. Students are encouraged to make note of these locations.

Students are encouraged to sign up for the Rave Alerts emergency notification system which offers text, voice, and e-mail messages in the event of an emergency. Students may sign up at:

<http://www.hsu.edu/interior4.aspx?id=4937>

Students are encouraged to watch the 20-minute video *Shots Fired on Campus: When Lightning Strikes*, which is available to logged in users at the myHenderson web site. Also recommended is: RUN. HIDE. FIGHT. Surviving an Active Shooter Event:

<http://www.youtube.com/watch?v=5VcSwejU2D0>

Accreditation

Henderson State University has been a member of the National Association of Schools of Music since 1957. NASM promotes high standards in music education and provides an ethical framework for interaction between music departments.

Appendix

Deadlines for Application for Graduation

October 1 is the deadline for May graduation
April 1 is the deadline for December graduation

Early in the semester prior to graduation and/or student internship, a student must schedule a meeting with the professional advisor to begin the Application for Graduation process (See "Application for Graduation," p. 5 above).

Huie Library

In addition to the physical holdings of Huie Library, a number of online resources are available, including:

Films on Demand
medici.tv
Naxos Music Library
New Grove Online
Oxford History of Western Music Online
Oxford Music Online

Humanities: Music

Music majors do not take either *Humanities: Music* or *Humanities: Theatre*. (This requirement is met with *Music History*.) If a student starts out as a music major and then switches to another major, they may count *Introduction to Music Literature* in lieu of *Humanities: Music*.

Music Education Majors

Please see Dr. Shaun Popp, Assistant Professor of Music Education, to receive a copy of the *Educator Preparation Program Progression for Music*. This document describes:

Admission to the Teacher Education Program
Admission to the Professional Internship Semester
Licensure Requirements
Teacher Education Council
Directions to Apply for Field Placement
Hints for Observation Hours
Pre-screening Background Checks

Special Methods: Elementary Music Education

Admission to the Teacher Education Program is required in order to take MUS4752 *Special Methods: Elementary Music*. Application to Teacher Education should be made during your Junior year. The requirements before enrolling in elementary music are:

Foundations of Education (can be taken concurrently with MUS4752)

PLT lab 1 (can be taken concurrently with MUS4752)

Praxis I—passing score

Successful interview for admission to Teacher Education

Must have a “C” or better in math, oral com, and English courses. No more than 7 hours of D will be counted in the Liberal Arts Core.

Henderson Tradition

The portraits in the lobby of the Harwood Recital Hall are those of Henderson Music faculty members who dedicated their lives to music, music education, and the Henderson Music department. They include:

Mr. Frederick Harwood, professor of music
Mrs. Dora Harwood, professor of music
Ms. Louis Smith, professor of music
Ms. Mae Whipple, professor of voice
Dr. Robert Ellis, professor of organ
Mr. Eugene Kuyper, director of choral activities
Mr. Wendall Evanson, director of bands
Dr. Robert Bruner, dean of fine arts
Mr. Thomas Chase, professor of piano
Dr. Earl Hesse, professor of clarinet and saxophone
Dr. William Underwood, professor of composition
Dr. Kay McAfee, professor of organ
Mr. Don Kramer, professor of trumpet
Dr. Charles Rye, director of choral activities
Dr. Ann Rye, director of keyboard studies
Dr. Wes Branstine, professor of low brass

Music Organizations

Kappa Kappa Psi, band fraternity

Dr. Shaun Popp, faculty sponsor

NAfME (National Association for Music Education) Student chapter

Dr. Shaun Popp, faculty sponsor

Phi Mu Alpha Sinfonia, men's fraternity in music

Dr. Bill Higgins, faculty sponsor and Dr. Shaun Popp, faculty sponsor

Reddie Trumpet Guild

Dr. Jim Buckner, faculty sponsor

Sigma Alpha Iota, women's sorority in music

Dr. Jamie Lipton, faculty sponsor

Tau Beta Sigma, band sorority

Dr. Jamie Lipton, faculty sponsor

Vocal Student Handbook

The vocal music faculty has prepared a supplemental handbook specifically for voice majors. All vocal majors need to obtain a copy from their advisor and become familiar with it.

Instrumental Pre-Recital Hearing Policy

All students preparing a recital are responsible for scheduling a pre-recital hearing at least two weeks prior to the recital date. This hearing is to determine whether the student is adequately prepared to perform a recital, both in respect to their individual preparation, as well as their ensemble coordination with the accompanist. The hearing will be judged “pass” or “fail,” with a “fail” resulting in recital postponement, or even cancellation. Cancellation will result in a grade of “Incomplete” for MUS 4351, and a rescheduling of the recital for the following semester.

STUDENT’S RESPONSIBILITIES FOR THE PRE-RECITAL HEARING

1. Student will schedule the pre-recital hearing at least two weeks prior to the recital date.
2. Student will engage three music faculty members to be present at the hearing, one of whom must be the student’s applied instructor. (The accompanist cannot be counted as one of the three.) If a three-member committee cannot be scheduled, the student is responsible for recording the hearing, and submitting this recording to the committee member(s) who could not attend.
3. Prepare the recital program at least two weeks prior to the hearing, consulting the applied instructor (both applied instructors when the recital is shared). Double-check spelling and dates for accuracy!
4. Three copies of the music must be presented at the hearing (and/or submitted to committee members in absentia).
5. The entire recital program will be performed in program order.
6. Dress appropriately for the pre-recital hearing. It is a performance!

Fraternity/Sorority Responsibilities

The music department is very proud to have four active Greek organizations that support and enrich the department. The departmental guidelines and expectations of these organizations are delineated in a contract to be signed each year by the organizations’ officers. A copy of the contract may be obtained from Dr. Jamie Lipton, or one of the other faculty sponsors listed on page 22.