



Minot State
UNIVERSITY

Division of Music

Music Student Handbook
2008-2009

Be seen. Be heard.

Mission Statement

The mission of the MSU Division of Music is to provide courses of study and performance opportunities in music that foster aesthetic, technical and intellectual development for the performer and teacher.

Division of Music Chair: Dr. Kenneth Bowles
Administrative Secretary: Cheryl Kremer
Office: Main 220

Faculty

| | |
|--------------------|---------------------|
| Joe Alme | Band/Low Brass |
| Dr. Erik Anderson | Low Strings |
| Mark Boren | High Brass |
| DeVera Bowles | Voice |
| Dr. Kenneth Bowles | Choral/Voice |
| Cherie Collins | Choral/Double Reeds |
| Kari Files | Organ |
| Rebecca Petrik | Music Education |
| Dr. Jon Rumney | High Strings |
| Dennis Simons | Orchestra |
| Penny Simons | Piano |
| Judy Spitzer | Woodwinds |
| Avis Veikley | Percussion |

Music Degrees Offered

Bachelor of Arts with a Major in Music
Bachelor of Science in Education with a Major in Music
Music Minor (non-teaching)
Master of Music Education

MSU Division of Music is an Accredited Institutional Member
of the National Association of Schools of Music

*Policies in this handbook are subject to change. The most current policies are in the online handbook.

Goals and Objectives

Goal #1 To provide a comprehensive foundation of study which will prepare the student as a musical professional

Objectives:

- a) to develop an understanding of the common elements and organizational patterns of music
- b) to develop compositional and improvisational skills
- c) to have opportunities to work with and be exposed to a wide selection of musical literature, styles, genres, and music of diverse cultural sources
- d) to develop competency in at least one major performance area
- e) to develop basic rehearsal and conducting skills
- f) to gain large and small ensemble experience throughout the baccalaureate program
- g) to demonstrate keyboard competency
- h) to develop knowledge of the applications of current technology
- i) to work independently to resolve a variety of musical problems and work toward artistic syntheses

Goal #2 To provide a focused study which will prepare the BSE student

Objectives:

- a) to arrange and adapt music
- b) to develop intermediate rehearsal and conducting skills
- c) to demonstrate sufficient ability and pedagogical skill to teach

according to chosen Option (Choral, Band, Orchestral, Composite)

- d) to demonstrate functional ability and knowledge of the voice and wind, string, fretted, and percussion instruments
- e) to teach music at various levels in a variety of settings
- f) to evaluate current methods and plan educational programs to meet assessed needs

Goal #3 To provide a focused course of study which will prepare the BA student

Objectives:

- a) to perform at the highest possible level in the major area
- b) to conceptualize and communicate individual musical interpretations
- c) to develop functional knowledge of applicable solo and ensemble literature
- d) to develop functional knowledge of pedagogy in the major area
- e) to develop functional knowledge of diverse styles and performance practices
- f) to prepare solo and ensemble performances in a variety of formal and informal settings

Goal #4 to serve the curricula of liberal arts and general education

Objectives:

- a) to provide opportunities for ensemble or performance
- b) to provide opportunities to study music of the Western European tradition, world music, jazz, and folk music

Section I. PERFORMANCE CLASSES

ENSEMBLE PARTICIPATION REQUIREMENTS

MSU Large Ensembles: Concert Band, Concert Choir and Orchestra

1) *Enrollment in a large ensemble is required for all Music Majors up to and including eight (8) consecutive semesters*

- ◆ Music Education Majors ~ 7 semesters in large ensemble plus one semester of student teaching;
- ◆ Bachelor of Arts Music Major ~ 8 semesters in large ensemble.

2) The ensemble must correspond to the student's applied specialty
wind and percussion instruments – band
string – orchestra
voice – concert choir

3) Piano majors must choose either an instrumental or a vocal ensemble to fulfill their large ensemble requirement.

4) Students declaring two primary areas of specialty will participate in corresponding major ensemble for each area.

5) Credits from different large ensembles may not be combined.

6) BSE “composite” majors are required to participate in a secondary large ensemble
for four (4) consecutive semesters.

7) Students are encouraged to pursue lessons which will improve participation skills in secondary ensembles.

8) *Music Minors* are required to participate in a large ensemble corresponding to their applied specialty for four (4) consecutive semesters.

PRIVATE (APPLIED) INSTRUCTION

1) Private lessons for Music Majors and Minors in their applied primary area will meet each week for 50 minutes.

- ◆ Students receive a minimum of 14 lessons per semester
 - ◆ Only those students officially registered as Music Majors or Minors may enroll in the applied major sections.
- 2) Music Majors receive one (1) applied lesson (1 cr) in their primary area of study each semester in attendance. Weekly lessons receive one or more credits; additional credits require the applied teacher's recommendation.
 - 3) BA students must successfully complete eight (8) semesters of study in one primary area . Credits from various areas cannot be combined.
 - 4) BSE students must successfully complete seven (7) semesters of study. (As with ensembles, credits from different applied areas may not be combined.)
 - 5) Both BA students and BSE students must attend and meet the requirements for Performance Lab. *All Music Majors must perform in Performance Lab once each semester.*
 - 6) Music Majors may take two (2) additional applied weekly 30 minute lessons (.5 cr each) in secondary performance areas each semester without incurring applied fees.
 - 7) Music Minors are required to take four (4) credits of study in one primary area. Weekly 50 minutes lessons receive one credit.
 - 8) Music Majors declaring two primary applied areas of study must register for two hour lessons (1 cr each).
 - 9) Applied lessons for non-music majors are weekly 30 minute lessons (.5 cr per half hour lesson) with an additional applied study fee.
 - 10) If lesson time availability is limited, students will be prioritized for study in this order:
 - ◆ Music Majors and Music Minors (major performance specialty)
 - ◆ Music Majors secondary performance area
 - ◆ Music Minors in secondary performance area
 - ◆ Non music majors seeking study

PRIVATE (APPLIED) LESSON ATTENDANCE

General attendance policies in the Applied Studio are as follows:

- ◆ The student is entitled to 14 lessons per semester.

- ◆ If you are unable to meet a scheduled lesson, it is your responsibility to notify the instructor at least 24 hours in advance unless it is an emergency. In the event of an emergency, a message can be left at the Division of Music Office at 858-3185 or you may leave a voice message on the instructor's phone. Phone numbers are found on page 22 of this handbook.

- ◆ Lessons canceled or missed by a student due to an emergency may be rescheduled.

- ◆ When an instructor is unable to meet a scheduled lesson, it is the responsibility of the instructor to notify the student at least 24 hours in advance unless it is an emergency, in which case a message may be left with the Division of Music Office.

- ◆ When the instructor is unable to meet a scheduled lesson, it is the faculty member's responsibility to reschedule the lesson.

- ◆ Absences from lessons will reflect on the student's progress and assessment.

- ◆ Individual faculty members may have specific policies as reflected in their course syllabus.

FEES FOR APPLIED LESSONS

Music Major

- ◆ Music Majors may receive a total of two (2) hours private instruction each semester without incurring additional fees (one primary (1cr) with two secondary (.5 cr) lessons, or two primary lessons).

- ◆ Lessons surpassing this limit carry \$150 fee per .5 semester

credit for secondary study.

Music Minor

- ◆ Music Minors may register for one credit of private instruction per semester in their declared primary area without incurring any additional fees.
- ◆ All applied lessons beyond the requirement (4 credits) will carry an additional fee of \$150 per .5 semester credit.

General College Student

- ◆ Non-Majors will be charged \$150 per .5 semester credit
- ◆ At the teacher's discretion, auditions for studio placement may be required.

PRACTICE EXPECTATIONS

In order for you to prepare for weekly lessons, the MSU Division of Music faculty recommends the following *minimum* weekly practice expectations:

Lessons

One hour lesson per week

One half hour lesson per week

Recommended Practice:

Six hours of individual practice.

Three hours of individual practice

JURY EXAMINATIONS

The final exam for private study is the Jury Examination, which is required at the end of each semester.

- ◆ The student will select a time from the posted examination schedule in which to perform material they have studied that semester.
- ◆ Jury sheets used to list repertoire are available in the Division of Music Office and will be completed by the students. A copy of the completed list is made for each faculty member present at the Jury.

PERFORMANCE LAB

- 1) Performance Lab is a weekly meeting of the majors of the MSU Division of Music. A schedule will be provided.
- 2) All Music Majors are required to attend this class each semester with regular attendance. *All Majors are required to perform during a Performance Lab once each semester.*
 - ◆ Performance Lab provides an opportunity for students to perform for each other and offer useful critique.
 - ◆ It is an avenue of communication between faculty and students.
 - ◆ Several Performance Labs will be devoted to Studio Master Class settings.
- 3) The grade in your primary Applied Lesson may be affected by lack of attendance at Performance Labs.
- 4) To receive credit for attendance you must:
 - ◆ be on time for the performance lab; stay for the entire lab
 - ◆ place your signature on the comment sheet sample Appendix A.
 - ◆ listen intently and respectfully
 - ◆ provide helpful appropriate critique to the performers
 - ◆ return comment sheet immediately following the performance lab, or when in a Studio Master Class, give to the instructor immediately following the class.
- 5) Absences due to illness and conflict with required school activities will be excused, but must be documented in the Music Division Office within 48 hours.
- 6) **To schedule a performance at Performance Lab**

- ◆ complete the Performance Lab form in full – found in the Division Office – see Appendix B
 - ◆ have your request approved by your studio teacher
 - ◆ turn in the completed form (including vocal translations) to the Secretary by 3 p.m. one day prior to the performance.
- Senior Honors Auditions (MSO) will take place during the last Performance Lab in January. To qualify for the competition, the student must be a senior in the last 2 or 3 semesters of the student's schooling.

7) If the performance schedule is full, you may perform at later labs.

8) Scheduling priority for Performance Labs will be given to:

- ◆ Music Majors who have not met performance requirements
- ◆ Student ensembles classes under the coaching of MSU faculty
- ◆ Music Majors performing in secondary areas
- ◆ Other performers
- ◆ Music Major who has already performed in Performance Lab or has presented a recital the current semester

MUSC 099 (Concerts & Recitals)

1) This non-credit course is *required* for all Music Majors each semester in attendance to document attendance at public music events.

- ◆ The grade from MUSC 099 will appear on your transcript
- ◆ The Music Division Chair is the coordinator of MUSC 099

2) Your final grade for MUSC 099 will be satisfactory (s) or unsatisfactory (u).

3) *Student will be assigned to work as either stage crew or ushers* at various performances throughout the semesters. If you cannot be at an assigned concert, you need to find a replacement and let the Division Secretary know of the change.

- 4) **It is the responsibility of the student to insure that their attendance was registered at each performance.** Attendance cards are on file in the Division of Music Office.
- 5) Each semester, every Music Major is required to attend eight public music performances in which he/she does not participate.
- ◆ A list of all MSU qualifying music performances are posted on the bulletin boards, and is available in the Division Office.
 - ◆ The performance list is updated regularly.
 - ◆ Each semester, only one K-12 school or church performance may be counted.
- 6) To receive credit for your attendance at public music performances
- ◆ be on time for the performance
 - ◆ stay for the entire performance; students leaving before the performance has been completed, will *not* be given credit
- 7) If you have questions about receiving credit for concerts not listed on the MSU schedule, contact the Chair of the Division of Music

SCHEDULING RECITALS (Senior Recital MUSC 480)

All Music Majors are required to present a senior recital in their primary area of performance as a capstone project. Those students with two primary areas of performance will present recitals in each primary area.

Repertoire selection and preparation will be directed by the applied teacher throughout the course of private lessons

Recital performances are scheduled through the Music Division secretary. Forms are available from your applied instructors or the Division Office. See example found on Appendix C.

- ◆ Senior recitals (MUSC 480) must be registered for and scheduled before the end of the first semester, senior year.

- ◆ A recital fee of \$50 is due one week prior to the recital date.
- ◆ The student will select three prioritized recital dates, and have them approved and signed by your applied teacher.
- ◆ One date will then be selected depending on availability.
- ◆ All students performing a recital will participate in a Recital Preview to be held approximately two weeks before the scheduled recital. Excerpts or whole portions of the recital may be requested by the Faculty during the preview.
- ◆ Students in need of more extended preparation time will be instructed to reschedule their recital at a later date.
- ◆ No recitals or concerts may be scheduled during the week of final exams.
- ◆ Rehearsal times in the concert hall need to be reserved as soon as possible and may be limited due to demand.
- ◆ The student is responsible for scheduling all Nelson Hall rehearsal and performance times and dates with the Division of Music secretary.
- ◆ The student is responsible for obtaining forms from the Division of Music secretary and making sure all necessary paperwork required by the University has been completed.
- ◆ Program information must be received via email by the Music Division secretary one week prior to the recital preview.
- ◆ Recitals will be professionally recorded. One CD will be provided to you, and one archival copy provided to the Gordon B. Olson Library at MSU.

FINAL PROJECT (MUSC 480)

Subject to the prior approval of the private applied teacher and the Division of Music Chair, a student may present a formal research paper in lieu of the senior recital.

- ◆ The topic must address musical and pedagogical concerns directly relating to the student's primary applied area.
- ◆ Because this is a capstone project, the scope of the paper must represent effort, commitment and quality comparable to a Senior Recital.
- ◆ The paper will be reviewed by the applied teacher, the Chair of the Division of Music and an additional faculty member chosen by the Division of Music Chair
- ◆ The student must continue to enroll in applied study to meet degree credit requirements.

OUTSIDE FESTIVALS & ACTIVITIES

The MSU Division of Music hosts a number of festivals and activities throughout the year. Students are encouraged to participate and observe activities associated with each of these. MUSC 099 credit is often granted for participation with approval by the Division of Music Chair.

Section II. ACADEMIC POLICIES

ADVISING

Each Music Major will be assigned an advisor during the first semester enrolled as a student at MSU. The advisor's input and signature is required for many academic procedures. You are encouraged to visit with your advisor at each pre-registration to insure classes are taken in a productive sequence, and that curriculum changes are observed.

To facilitate the advising process, a four year sequence has been prepared indicating classes and important time lines for the Music and Music Education Majors.

- ◆ This information is available in the MSU catalog and MSU catalog online.

- ◆ General Education courses, elective courses, minors and concentrations should be discussed with your advisor.
- ◆ It is your responsibility to keep and develop familiarity with The MSU Catalog. *Maintain a copy of the catalog that was current the year you enrolled.*
- ◆ The Division Office maintains a data sheet on all students to track GPA and coursework. You may request a copy of your data sheet mid semester.

Catalog Governing Graduation: “A student may graduate fulfilling University and departmental requirements in any one Minot State University catalog in force during the period in which he/she has been continuously enrolled in the fall and spring semesters for up to six years immediately preceding graduation. University or departmental requirements may change to comply with accreditation, certification and licensing requirements. In the event of elimination from the curriculum of courses, the University reserves the right to determine appropriate substitutions. Should programs be eliminated from the curriculum, the University reserves the right to determine an appropriate phase-out process.”

MSU 2006 – 2008 Catalog, Pg 26

FUNCTIONAL PIANO (CLASS PIANO)

- ◆ Majors who have not passed the Piano Proficiency must enroll in Functional Piano (MUSC 177) *or*
- ◆ Applied (Private) Piano MUSC 102) with permission of the piano faculty.

PIANO PROFICIENCY

- 1) All Majors are required to pass a performance proficiency in piano.
 - ◆ You must take Functional Piano (MUSC 177 or 178) until the Piano Proficiency test has been completed successfully.
 - ◆ Successful passage of the Piano Proficiency Test is expected by the end of the student’s second year.

- 2) The Piano Proficiency test should only be attempted when you feel prepared to pass the entire test. (See Appendix D).
 - ◆ A minimum of six out of ten segments of the test must be passed to allow for retake of the remaining four segments
 - ◆ Students who do not complete at least six out of the ten segments will be expected to retake the entire test.
 - ◆ Two retakes will be allowed for completion.
- 3) Piano Proficiency tests will be given at the end of each semester.
- 4) Music Education students must pass the Piano Proficiency test before student teaching.

TEACHER EDUCATION REQUIREMENTS (BSE)

For admittance to Teacher Education:

- 1) Complete an application form.
 - ◆ Available on the MSU web site or from the Division of Education Department (Main 202).
- 2) The Teacher Education Unit must be able to verify acceptable GPA's:
 - ◆ At least 2.50 GPA on the communications portion of General Education requirements (ENGL 110, ENGL 120, COMM 110) with no grade lower than a 'C'.
 - ◆ Cumulative GPA of 2.50
 - ◆ Minimum GPA of 2.50 in teaching Major
- 3) Documentation of 20 clock hours of supervised activities with children or youth signed by the supervisor. The student's faculty advisor must also sign, certifying the appropriateness of activities.
- 4) Two "Reference Forms for Admission to Teacher Education" from previous teachers and/or supervisors.
- 5) A recommendation from the Major department. This includes additional departmental requirements (Piano Proficiency, large

ensembles requirement, recital-in-progress etc.).

- 6) A personal statement of the student's current philosophy of education.
- 7) Satisfactory basic skills demonstrated by the Pre-Professional Skills Test (PPST) scores (math 170; reading 173; writing 173) *or* PPST-CBT scores (math 315, reading 320, writing 319). You must have a composite score of 516 or greater.
- 8) Satisfactory completion of speech and hearing screenings.
- 9) Successful completion of, or current enrollment in Ed 250.
- 10) Proof of attendance at a Teacher Education Admissions Seminar or completion of ED 250.
- 11) Student self-assessment of INTASC standards and professional dispositions.
- 12) TEAC (Teacher Education Advisory Committee) will grant or deny admittance to Teacher Education by the 12th week of each semester.

Should your GPA or an individual grade fall below the standard, you will be placed on probation.

- ◆ During the probationary semester you must petition the Teacher Education Advisory Council for a review of your status prior to the last two weeks of the semester of probation.

This review will include but not be limited to:

- ◆ your GPA through the semester of probation
- ◆ traits (your attendance, work, quality, participation, ethics etc) reported by your instructors,
- ◆ recommendation from the faculty advisor
- ◆ previous probation history.

TEAC will change your status to fully admitted, or the Committee will drop you from the Teacher Education program. You will be informed of the decision by the end of the semester.

A student dropped from Teacher Education will be dropped from any course requiring admittance to Teacher Education. Students on probation may not apply for student teaching.

A student dropped from Teacher Education because of failure to enroll for more than two consecutive semesters must meet with the Music Education advisor, and be recommended for reinstatement by that advisor as well as the Chair of the Division of Music.

If a student was dropped from the program for other reasons, he/she must meet all requirements for admission, but will not be required to duplicate relevant items from the first admission.

**Additional Teacher Education Requirements of the
MSU Division of Music include:**

- 1) Maintain a minimum GPA of 2.50 in the major, minor and professional education sequence
- 2) No grade lower than a 'C' in MUSC 330, 341, 342, 343, 344, 384, 390, 391, 392, and 397
- 3) You must be accepted into teacher education to enroll in MUSC 384, 390, 391, 392, and 397
- 4) Successful completion of all proficiency requirements
- 5) Completion of MUSC 480 is REQUIRED prior to Student Teaching
- 6) Progress will be monitored by the Division of Music faculty

SOPHOMORE SCREENING

- 1) All Music Majors must undergo a review of their progress and a resulting advisory report (Sophomore Screening) at the end of the sophomore year, scheduled prior to the Fall semester pre-registration.
- 2) Transfer students, *regardless of the year of their transfer*, will also participate in this review
- 3) Students on probationary status will be asked to reappear to monitor their progress.

- 4) All music faculty will participate in the screening process and make recommendations.
- 5) During the course of this meeting, the following qualification areas will be considered:
 - ◆ overall GPA/Music GPA
 - ◆ achievement in Theory and other academic music classes
 - ◆ progress toward completion of the Piano Proficiency Exam
 - ◆ achievement levels in major and secondary performance areas
 - ◆ record of solo and ensemble performances
 - ◆ progress toward completion of the Gen Ed Requirements
 - ◆ likelihood of completing degree program

STUDENT FILES

It will be your responsibility to maintain a file of your programs from all Music Division events in which you are a participant.

This includes copies of programs from Performance Labs, recitals and all MSU ensemble performances. This file is a REQUIRED portion of the items reviewed at the time of the Sophomore Screening.

After the Sophomore Screening, it is recommended that you continue to maintain copies of all programs from concerts, recitals and events in which you have participated

MASTER OF MUSIC EDUCATION

The Minot State MME coursework is delivered on campus during the summer and in summer weekend seminars. The required core courses are presented in a three year cycle. Generally, the music graduate students should be able to complete the course of study for the MME in three summers, completing a minimum of 30 semester credits.

The major component of the MME involves the study and research music education from the historical, philosophical, sociological and functional perspectives; the study of advanced theoretical and analytical techniques; and the study of history and literature of music

The Minot State University Division of Music graduate program is accredited by the National Association of Schools of Music (NASM).

Section III. POLICIES FOR STUDENTS

SCHOLARSHIPS

The Division of Music has extensive funds for scholarships. The majority of the scholarships are awarded by audition. Audition dates are publicized by the Division of Music.

Scholarships can be renewed for up to five years. Students must re-apply each year for scholarship awards. Application forms are available at announced times.

To renew an awarded scholarship, certain standards must be maintained:

- ◆ a 2.5 overall GPA and a 3.0 GPA in music
- ◆ make satisfactory progress in music study
- ◆ carry a minimum of 12 semester credits.

Satisfactory progress is defined as a GPA of 3.0 in music, with no grade lower than a 'C'. Appropriate large ensemble is defined as:

- ◆ String majors: orchestra
- ◆ Vocal majors: concert choir
- ◆ Wind/percussion majors: concert band
- ◆ Keyboard majors: concert band or concert choir

Failure to meet these scholarship standards will result in faculty review, and possible reduction in the award or cancellation of the award.

CONCERT PERFORMANCE ATTIRE

Black formal wear is required for major ensemble performances.

- ◆ Tuxedos and dresses are available for \$10 *per semester*, payable in the Division Office. All rental fees are due by mid-semester to avoid holds being placed on your grades.
- ◆ Men provide their own black shoes, black socks, black bow tie,

and white wing-collared tuxedo shirt.

- ◆ Men may provide their own tuxedos, approved by the ensemble director
- ◆ Women in choral ensembles must wear identical gowns provided by the Division of Music, and carry a rental of \$10 per semester, payable in the Division office.
- ◆ Women provide their own black dress shoes and skin-toned stockings.
- ◆ Rented MSU garments are to be returned to the area outlined in the ensemble syllabus, clean, on a hanger and *clearly labeled with the name of the user*. They are not to be left in the Division of Music Office.
- ◆ Those failing to return Music Division property at the specified time will have a Business Office *Hold* placed on all accounts.
- ◆ Students failing to pay the rental fee by *mid semester* will have a *Business Office Hold* placed on their accounts. All rental fees should be paid to the Division of Music Secretary.

Students are asked to not wear perfumes, colognes or scented hairsprays while in rehearsals performance.

ANN NICOLE NELSON HALL

Students may have access to Ann Nicole Nelson Hall Stage only when accompanied by a faculty member, preferably the private instructor.

Nelson Hall is locked and the key must be obtained by the faculty member from the Music Division Office.

Rehearsal time on Nelson Hall Stage is reserved through the Division of Music Office. Rehearsal times for recital performances should be scheduled as early as possible, and will be limited to blocks of two hours per student. Numbers of rehearsals may be limited due to hall demand.

All events/performances in Nelson Hall must be scheduled in advance with the Division of Music secretary.

Priority scheduling is given to rehearsals for ensemble performances and students and faculty preparing for recitals.

STEINWAY GRAND USE

Playing time on the Steinway Grand in Nelson Hall is limited to piano majors and recital rehearsals, with a faculty member present.

- ◆ International Artists Series (IAS) courtesy of the Sampson Estate provided the Steinway Grand in the fall of 2003 for use in Ann Nicole Nelson Hall. The MSU Division of Music has access to the piano for use at MSU performances.
- ◆ The Steinway remains locked and covered at all times. The key may be obtained by faculty from the Division Secretary.
- ◆ It is the responsibility of the student performing (either on the piano or in solo recital) to make sure the piano is locked, covered and the key returned following the performance.
- ◆ Performances not part of the MSU Division of Music require an IAS contract and usage fee.

KIMBALL PIPE ORGAN USE

Playing time on the pipe organ is limited to rehearsals for recitals and performances, with a faculty member present.

- ◆ The three manual Kimball Pipe Organ, circa 1932, was restored in the fall of 2004, and is located on stage in Nelson Hall.
- ◆ The organ will remain locked at all times. Access and keys will be arranged through the Division Office.

PRACTICE ORGAN

- ◆ The two rank, full pedal board Practice Pipe Organ was refurbished as a gift to the MSU Division of Music in the fall of 2004.

- ◆ Time on the practice organ located in Room 116 is scheduled through the Division Office, and is limited to organ students.

ROOM 224

Room 224 with a grand piano (large dressing room near Nelson Hall) is locked and is at times occupied with classes.

Rehearsal time in this room can be reserved through the Division of Music Office in advance. Priority rehearsal time will be given to Piano Majors. A schedule will be posted outside the room at the beginning of the semester.

PRACTICE ROOMS

Practice rooms are located on the first floor of Old Main. Availability of practice rooms is subject to hours that Main is open. Piano majors can be assigned practice time in M224. *(Please refrain from placing beverages on ALL pianos.)*

GREEN ROOM (Room 221)

The Green Room is set aside specifically as a retreat for guest artists performing in Nelson Hall. Use of the Green Room for any other purpose must be cleared through the Division of Music Office.

STUDENT LOCKERS

Lockers are located in the lower level of the Music Division. Music Majors receive priority when lockers are being assigned. Lockers are assigned through the Music Division Office, and carry an *annual rental fee of \$10 due in the Division Office before the end of the first semester.*

Monies collected from locker fees are controlled by the Music Student Advisory Committee (MSAC)

COMPUTER WORKSTATIONS

There are five workstations with various software packages for sequencing, printing and/or drill. The computer workstations are located in Old Main 118 for use when not occupied with class.

PHOTOCOPIER

Photocopiers for student use are located in the Olson Library, as well as the lower level of Main near the vending machines. Students do not have access to the photocopier in the Music Division Office.

MUSIC DIVISION EQUIPMENT

The Division of Music provides equipment to facilitate its classes and ensembles. All students are charged with proper care and maintenance while in use. All equipment resides in a location planned for its use. As chairs and stands are moved for rehearsals, they are to be returned to their original space.

No equipment including risers, music stands, sound equipment, instruments etc may be used for functions outside the Division of Music without permission from the Chair. *All equipment* used by permission must be signed out by the Division Office and checked in upon return. A replacement fee will be charged for damaged or lost equipment.

INSTRUMENT RENTAL/USE

Music Division instruments are checked out to the students by the instrumental music instructors. A nominal rental fee of \$10 per semester is assessed for use of instruments (including instruments used in methods classes) and is due in the Music Division office by mid-semester. Some instruments may be charged at \$25 or \$50 at the discretion of the designated faculty member.

Upon return, MSU music instruments must be clean, in good playing form and in the same condition as when checked out. The student is responsible for any damages to the instrument.

Any problems or needed repairs to instruments must be immediately

reported to the faculty member responsible for the particular instrument(s). Students failing to return instruments or pay the rental fee will have Business Office and Academic Holds placed on all accounts

INSTRUMENT LOCKERS

Instrument lockers may be checked out to MSU Music Participants through the Director of Bands. A deposit may be required which will be refunded at the end of the semester when the locker has been emptied.

MUSIC STUDENT ADVISORY COMMITTEE

At the beginning of the fall semester, representatives for the Music Student Advisory Committee (MSAC) will be elected. Representation will be as follows:

- ◆ one representative from each class (freshman, sophomore, junior and senior)
- ◆ one representative at large

When elected, the committee will then select one member as chairperson.

The committee will meet with the Division of Music Chair as need arises. Agenda items for those meetings will be prepared by the Chair of the MSAC Committee in conjunction with the committee members and/or concerns brought by the Division of Music Chair in consultation with the Music Faculty and Staff.

The committee will serve to bring student issues to the attention of the Division and as a forum for discussion of those issues. Concerns of this committee will be taken to the Faculty of the Division of Music for consideration.

07-08 Music Student Advisory Committee

Fr: _____ Soph: _____

Jr: _____ Sr: _____

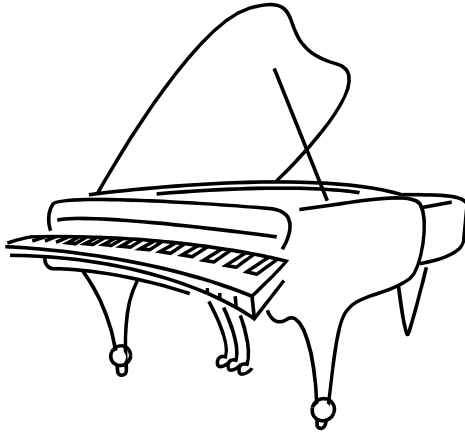
At -Large: _____

Appendix A

Performance Lab Comment Form

| | |
|--|--|
| <p><i>MSU Division of Music Performance Lab</i> Date _____</p> <p>Performer _____</p> <p>Comments:</p> <p>Signature _____</p> | <p><i>MSU Division of Music Performance Lab</i> Date _____</p> <p>Performer _____</p> <p>Comments:</p> <p>Signature _____</p> |
|--|--|

Applied Instructor Signature _____



Appendix C

Minot State University Division of Music Student Recital Form

Application for (check one) Junior Recital ___ Senior Recital ___ Other ___

Student Name: _____ Phone _____

Performance Medium _____

Accompanist: _____

No recitals will be scheduled during finals week.

After checking the availability of Ann Nicole Nelson Hall, list 1st, 2nd & 3rd choices for recital dates:

1. Date: _____ Circle time: 3 - 4:30 or 7:30 - 9

2. Date: _____ Circle time: 3 – 4:30 or 7:30 – 9
3. Date: _____ Circle time: 3 – 4:30 or 7:30 - 9

Signature of Private Instructor _____ Date _____

- ◆ The signature of your Private Instructor indicates approval of the requested dates. This form will not be accepted without the signature of your Private Instructor. When completed, this form needs to be submitted to the Music Division Office.
- ◆ Your \$50 Recital Fee is due to the Division of Music Office no later than one week prior to the recital date.
- ◆ *All students performing a recital will participate in a recital preview* to be held approximately two weeks before the scheduled recital date. The recital performance is contingent upon the successful completion of, and faculty approval of, the preview.
- ◆ The student is responsible for scheduling all Nelson Hall rehearsal and performance times and dates, and is responsible for completing all necessary paperwork to reserve Nelson Hall. This is done through the Division Office.
- ◆ Program information must be received via email by the Music Division secretary no later than one week prior to the recital preview.
- ◆ Recitals will be professionally recorded. One CD will provided to you, and one archival copy provided to the MSU Gordon B. Olson Library.

Recital Preview Date & Time: _____ Place: _____

Appendix D

Piano Proficiency Test Requirements

1. Sight read notes in bass and treble staves up to two ledger lines.
2. Scales and arpeggios separate hands, one octave:
Major scales in *all* keys
Harmonic and minor scales in white note keys only
Arpeggios: Major and minor, in white note keys only
3. Sight read a simple piece.
4. Prepare a harmonization and accompaniment pattern for a folk tune melody given to you ten days in advance of the exam. The

harmonization must include a II or VI chord.

5. Play major and minor five finger patterns in any key followed by the chord progression I-IV-II-V7-I.
6. Play one previously prepared 4-part chorale or hymn.
7. Sight read a single line from a vocal or instrumental score, transposing to concert pitch.
8. Play the *Star Spangled Banner* and *America* from memory.
9. Accompany a short school level solo (arrange for your own soloist).
10. Perform a piece written originally for keyboard at the level of a Bach or Mozart Minuet, a simple sonatina movement, *Schumann Album for the Young*, or 20th Century pedagogical repertoire by Kabalevsky or Bartok.

The Piano Proficiency Exam will be given once per semester.
Students who are deemed ready to pass the Proficiency
at mid-term may request a mid-term exam.

Please address questions to Mrs. Penny Simons or Dr. Diana Anderson.

INDEX

| | |
|----------------------------------|-----------|
| Academic Policies..... | 14 |
| Advising | 14 |
| Ann Nicole Nelson Hall use | 21 |
| Applied Lessons | 6 |
| BSE Degree Plan | 15, 16 |
| Computers | 23 |
| Concert Attire | 20 |
| Concerts & Recitals | 11 |
| Ensemble Requirements..... | 5 |
| Equipment | 23 |
| Faculty | 2 |
| Fees | 8, 20, 23 |
| Final Exams | 9,12 |
| Final Project..... | 13 |

Functional Piano15

Green Room23

Instruments24

Juries.....9

Large Ensembles.....5,20

Lessons6,7,8

Lockers24

Masters of Music Education.....19

MUSC 09910,11

MUSC 48011,12

Music Ed Requirements15,16,17,18

Music Student Advisory Committee24,25

Nelson Hall21

Performance Classes5

Performance File18,19

Performance Labs9,10

Photocopies23

Piano Proficiency Test 15, Appendix D

Pipe Organ22

Practice Organ.....22

Practice Rooms23

Private Instruction.....6

Recitals11,12

Room 22422

Scholarships19,20

Senior Recital11,12,13

Sophomore Screening.....18

Student Advisory Committee24,25

Student Files.....18,19

Teacher Education Requirements.....15,16,17

Notes

Music Division Directory

| Faculty/Staff | Office | Campus Phone |
|----------------------|---------------|---------------------|
| Alme, Joseph | 113 | 858-3189 |
| Anderson, Dr. Dianna | 119 | 858- 3403 |
| Anderson, Dr. Erik | 115 | 858-3576 |
| Boren, Mark | 111 | 858-3191 |
| Bowles, DeVera | 122 | 858-3137 |
| Bowles, Dr. Kenneth | 220/128 | 858-3190 |
| Collins, Cherie | 124 | 858-4493 |
| Files, Kari | 220 | 858-3185 |
| Kremer, Cheryl | 220 | 858-3185 |
| Petrik, Rebecca | 126 | 858-3837 |
| Rumney, Dr. Jon | 112 | 858-3304 |
| Simons, Dennis | 226 | 858-3035 |
| Simons, Penny | 114 | 858-3195 |
| Spitzer, Judy | 127 | 858-3193 |
| Veikley, Avis | 117 | 858-3188 |

