

# **Department of Music Undergraduate Handbook**



**2018 - 2019**

## **Introduction**

The Department of Music Undergraduate Student Handbook serves to provide procedures, policies, and resources for the various programs in the Department. It does not intend to supplant the university bulletins (catalogs), but rather seeks to amplify certain sections of these publications and expand upon curricular matters specifically related to music study. Students should follow the university bulletin of their entry year. All substitutions, waivers, and exceptions must be approved through the student's advisor and the department chair.

## **Mission and Goals**

### **Mission Statement**

The Department of Music at Murray State University is dedicated to maintaining a tradition of excellence in the programs it offers, the performances it presents, and the music professionals it graduates. The department seeks to enrich and engage the campus, community, and region through its performances and educational programs.

### **Department of Music Goals**

- To provide educational opportunities which prepare students to make meaningful contributions in the world as performers, composers, teachers, scholars, and leaders in the music profession;
- To nurture and develop our students' musical and intellectual abilities;
- To expand the understanding and impact of the art of music by promoting performance, composition, and research;
- To build professional leadership and entrepreneurship skills in our music majors;
- To educate the university student population about music's intrinsic value as a part of the human experience and its central role in human culture by providing courses and performance opportunities for all MSU students;
- To be a musical resource for area children and adults, including teachers and other professionals; and
- To be a visible and active center for the arts, enriching the cultural life of the campus and the region.

### **Accreditation**

The Department of Music has been an institutional member of the National Association of Schools of Music (NASM) since 1936. NASM has been recognized by the Commission on Recognition of Post-secondary Accreditation as the agency responsible for the accreditation of music curricula in higher education, and by the United States Department of Education as the agency responsible for the accreditation of all music curricula. NASM is a constituent member of the American Council on Education. In the field of teacher education, the Association cooperates with the National Council for Accreditation of Teacher Education. All Department of Music degree programs are arranged in conformity with the requirements of the NASM.

### **Department of Music Facilities**

Department of Music facilities are provided for the educational benefit of all students and for the cultural contribution provided to the campus, the city of Murray, and the region. Students must contribute to efforts to protect and maintain these facilities for these purposes. To that end the following rules apply:

- No smoking is permitted in any of the buildings.
- No alcoholic beverages or other illegal substances are allowed on campus.
- No food or drink is allowed in practice rooms, performance areas, or classrooms.
- No electrical appliances are allowed in practice rooms.
- Students must help to keep practice rooms clean and functional for their intended function.

- Windows in practice rooms may not be covered.
- Practice rooms are open for use anytime the buildings are open and are available on a first-come, first served basis unless the need for a reservation system becomes apparent. Grand piano rooms may be reserved for piano students who have signed up for specific practice times. There are schedules outside each grand piano practice room.
- Students, faculty, and staff will strive continuously to see that the Music facilities are clean, attractive, and safe places to work. All are asked to report problems to the Music Office.

### **Price Doyle Fine Arts Center**

The Price Doyle Fine Arts Center houses the following Department of Music facilities:

- Music Office, including the office of the Department Chair
- Instrumental rehearsal room
- Choral rehearsal room
- Music Computer Lab
- Farrell Recital Hall
- Recording Studio
- Music faculty studios
- Classrooms (FA 546 and 547)
- Student Lockers

### **Old Fine Arts Building**

The Old Fine Arts Building houses the following Department of Music facilities:

- Performing Arts Hall
- Keyboard Lab
- Digital and Audio teaching studios
- Practice Rooms
- Jazz Ensemble Room
- Percussion Suite
- Guitar Studio
- Instrument Technician Room and Storage
- Classrooms (FA 2024 and 2025)
- Storage areas
- Student Lounge

### **Lovett Auditorium**

Completed in 1928, this building is named in honor of Laurine Wells Lovett, daughter of President Rainey T. Wells and former member of the Board of Regents. The auditorium seats approximately 2200. The large stage is used for many Department of Music large performing ensembles and for special events. The facility is managed by the CFSB Center staff.

### **Computer Lab**

The Music Department Computer Lab is located in the Doyle Fine Arts Center, Room 323. The lab has Macintosh computers, MIDI keyboards, and sound modules along with software

applications such as Finale, Practica Musica, Pyware, and others. Internet access is available for email and web browsing. Printing may be done in Waterfield Library. The center is staffed by student workers and is open each day according to a posted schedule. Students are encouraged to become familiar with the facility and use its resources.

### **Practice Rooms**

The Fine Arts Building (Old Fine Arts) has many practice rooms available for student use. The third floor of that building has 20 general practice rooms. All rooms are equipped with a piano, a chair and a music stand. The Percussion Suite, also on the third floor of the Fine Arts Building, has practice rooms reserved for use by percussion students only. Practice rooms on the second floor of the Fine Arts Building include 8 rooms with grand pianos and an organ practice room.

### **Storage Lockers**

Metal lockers are available on the 5th floor of the Doyle Fine Arts Center. It is the responsibility of the student to provide a lock for use with the locker. Students are discouraged from using lockers without also using a lock.

Wooden lockers on the 3<sup>rd</sup> floor of the Doyle Fine Arts Center and third floor of the Old Fine Arts Building are available to students with large equipment. Students must get locks from the Administrative Assistant in the Music Office.

- (1) No personal locks are allowed on wooden lockers.
- (2) A rental charge of \$15.00 is due in the fall. A \$5.00 deposit will be refunded to the student when they return their lock to the music office at the end of the spring semester.
- (3) Lockers must be renewed each year.
- (4) Lockers must be vacated at the end of the spring semester.

### **Rental Instruments**

Students majoring in woodwinds, strings, or brass who do not own their own instruments may rent an instrument from the Department of Music. A per-semester fee will be billed. See the Instrument Technician to arrange for instrumental rental.

### **Waterfield Library**

To find music resources, visit the **Music LibGuide** at <http://libguides.murraystate.edu/music>. It will explain more fully what is summarized below:

**Your Music Librarian** is Jeffrey Henry.

Ask for him at the library's Information Desk or email him for help: [jhenry@murraystate.edu](mailto:jhenry@murraystate.edu)

#### **Waterfield Library**

##### **Call numbers:**

M=Scores

ML= Books on Music

MT= Music Instructional Materials

##### **Main Level**

CDs and DVDs

Reference Books (dictionaries, encyclopedias, etc.)

Course Reserves--under the professor's name at the Circulation Desk

**Lower Level** (blue-carpeted section)

Music Books Scores

Folios (over-size music resources)

**Important Online Databases** (see the *Articles* and *Listening Tabs* in the **Music LibGuide** for more):

Oxford Music Online (GROVE's)

Naxos Streaming Music

### **InterLibrary Loan**

If the library doesn't have a score, article, book, CD, etc. that you need, you can borrow it from another library for free. Ask Jeff how to create an ILLIAD account and request an item.

## **Undergraduate Degree Programs in Music**

### **General Information**

The Department of Music offers four undergraduate degrees, the Bachelor of Music, the Bachelor of Arts in Music, the Bachelor of Science in Music, and the Bachelor of Science in Music Business. The department also offers a Minor in Music and a Minor in Music Theatre (shared with the Theatre Department).

The degree programs listed below reflect a core of basic musicianship and general study common to all musicians. The attendant specialized courses help students develop and refine competencies toward careers and interests in music.

While each of the degree programs serves a particular educational goal it should be noted that graduates of any of these programs may pursue graduate degrees in music according to their particular interests and the admission guidelines of the graduate degree sought.

### **Bachelor of Music**

The Bachelor of Music is a professional degree in music. The Bachelor of Music degree has three tracks: Performance, Composition, and Music Education. All B.M. students must pass the Functional Piano Proficiency and the Vocal Proficiency exams.

#### ***Performance Track***

The Bachelor of Music: Performance Track has a high level of emphasis on the development of performance skills. Performance majors study applied music for a minimum of eight semesters at two (first year) or three credit hours per semester. Periodic jury and proficiency exams are required. A half-recital (MUS 398) is required in the junior year and a full recital (MUS 498) is required in the senior year. A solo appearance with a performing ensemble approved by the applied teacher and the Chair is also required (MUS 499).

Admission to this degree typically occurs at the end of the freshman year after the freshman-level Applied Proficiency Exam has been passed. The student in pursuit of this degree is advised to gain an academic minor or minors and/or a companion degree.

Students are required to participate in a major ensemble involving their primary instrument concurrent with every semester of applied music study. Major ensembles include Symphonic Band, Wind Ensemble, University Orchestra, Concert Band, Women's Chorus, and Racer Men's Chorus. Keyboard majors may substitute MUS 136 and 336 for two semesters of major ensembles and may substitute up to two semesters of MUS 150.09 or 350.09 (Instrumental Ensemble: Keyboard) to meet their major ensemble requirement. All students on this degree, regardless of major instrument, are required to participate in a small ensemble performance. This may be achieved through enrollment in a chamber ensemble or performance of a chamber work, as documented on jury sheets. If students do not have this prior to their senior recitals, they are required to add a chamber music piece to their recital programs.

Performance majors must pass the Functional Keyboard IV competency exam followed by two (2) credit hours of applied secondary study. Vocal majors must complete the additional two (2) credit hours in applied piano. Instrumental majors may complete the additional two (2) credit hours on a secondary instrument in any applied area.

### ***Composition Track***

The Bachelor of Music: Composition Track is a professional degree that combines music performance, music history and literature, basic musicianship courses, and general education courses with an emphasis in the composition of music. Students will achieve at the highest possible level of skill, learning the basic concepts, tools, and techniques to take a musical idea from concept to finished product. Students study applied music (instrument or voice lessons) for two years. They begin as BA/BS students in Music and apply for admission to the BM degree, Composition Track at the end of their first year. Once admitted, students also study applied composition.

Applied instrumental or vocal lessons are required for 4 semesters. Students must pass the Sophomore Performance Proficiency and the Sophomore Composition Proficiency. A senior composition recital is required. Participation in a major ensemble is required for 4 semesters. Additional elective semesters of applied instrumental or vocal study require concurrent participation in major ensembles.

### ***Music Education (Certification Track)***

The Bachelor of Music: Music Education P-12 Certification Track degrees combine music courses in performance, history and literature, analysis, and musicianship with professional education and general education courses. Completion of the degree leads to certification to teach public school music in grades P-12 in the Commonwealth of Kentucky. Students must choose to follow an instrumental emphasis or a vocal emphasis, based on their applied instruments.

Music education majors study applied music for a minimum of seven semesters at two credit hours per semester. The student must successfully pass periodic jury and proficiency exams. A half-recital must be given in the final semester of study. The recital and all course work must be completed prior to the semester of student teaching.

Students are required to participate in a major ensemble involving their primary instrument concurrent with every semester of applied music study. Major ensembles include Symphonic Band, Wind Ensemble, University Orchestra, Concert Band, Women's Chorus, and Racer Men's

Chorus. Instrumental Music Education majors may substitute two semester of Marching Band for their major ensemble. Keyboard majors may substitute MUS 136 and 336 for two semesters of major ensembles and may substitute up to two semesters of MUS 150.09 or 350.09 (Instrumental Ensemble: Keyboard) to meet their major ensemble requirement. All students on this degree, regardless of major instrument, are required to participate in a small ensemble performance. This may be achieved through enrollment in a chamber ensemble or performance of a chamber work, as documented on jury sheets. If students do not have this prior to their senior recitals, they are required to add a chamber music piece to their recital programs.

### ***Vocal Emphasis***

Students are required to enroll in a major choral performing ensemble involving the student's applied major for seven semesters. Piano, organ, and guitar majors who choose the vocal emphasis will follow these requirements.

### ***Instrumental Emphasis***

Students are required to enroll in a major instrumental performing ensemble involving the student's applied major for seven semesters. A minimum of two semesters of marching band is required for woodwind, brass, and percussion majors. The two semesters of marching band will substitute for two semesters of major ensembles to meet the major ensemble requirement. Piano and organ majors who choose the instrumental emphasis may fulfill the ensemble requirement playing a secondary instrument. Seven semesters of university orchestra are required for string majors. Guitar majors will take Classical Guitar ensemble for their major ensemble and must take two semesters of marching band or two semesters of university orchestra to meet degree requirements.

## **Bachelor of Arts/Bachelor of Science in Music**

The Bachelor of Arts or Bachelor of Science major serves individuals who seek broad musical and general education training background rather than intense specialization in the undergraduate years. Tracks are available in Music Business, Music Performance, Research, or Keyboard Studies. All BA and BS Music Majors must pass the Vocal Proficiency Exam.

### ***Music Performance, Research, or Keyboard Studies Tracks***

BA and BS music majors may choose a performance, research, or a keyboard studies emphasis on the degree. They study applied music for eight semesters at one or two credit hours per semester depending on the track selected.

Students are required to participate in a major ensemble involving their primary instrument concurrent with every semester of applied music study. Keyboard majors may substitute MUS 136 and 336 for two semesters of major ensembles and may substitute up to two semesters of MUS 150.09 or 350.09 (Instrumental Ensemble: Keyboard) to meet their major ensemble requirement. All students in the performance option of this degree, regardless of major instrument, are required to participate in a small ensemble performance. This may be achieved through enrollment in a chamber ensemble or performance of a chamber work, as documented on jury sheets. If students do not have this prior to their senior recitals, they are required to add a chamber music piece to their recital programs.



### ***Music Business Track***

Students choosing the Music Business track pursue a music degree that introduces them to the many different aspects of the music industry while following a set of music degree requirements. The degree program features two internships.

Music Business students study applied music for four semesters and must pass the Sophomore Applied Music Proficiency. The four semesters of applied study require concurrent participation in a major ensemble. Additional semesters of elective applied study require additional concurrent major ensemble participation.

### **Bachelor of Science in Music Business (with a Business Administration Minor)**

Students choosing the Bachelor of Science degree in Music Business track pursue a specialized degree that has a set of courses that prepares them to work in one of the many different aspects of the music industry. The degree program features two internships. The Music Business Program Director serves as the advisor to all Music Business majors on this degree.

Music Business students study applied piano, voice, or guitar for four semesters in group and/or private lessons. Four semesters of ensemble participation is required. Additional semesters of elective applied private study require additional concurrent major ensemble participation.

### **Minor in Music**

A minor in music is a secondary field of study that may be pursued in conjunction with any major program (other than music) offered at Murray State University. The music minor degree program requires a minimum of 25 credits including 4 credits of upper level electives from an approved list. The course of study includes keyboard, music theory, aural skills, applied music and concurrent participation in an ensemble, and music history. Four semesters of participation in a major ensemble are required, two semesters at the 100-level and two semesters at the 300-level. Additional elective applied study will require concurrent ensemble participation.

### **Minor in Music Theatre**

A minor in Music Theatre (performance) is open to all undergraduate students. The program requires a minimum of 24 credits, six of which must be upper level credits. Music majors who add this minor may substitute Music major courses in theory, keyboard, and applied music for some of the parallel course requirements of this minor.

### **Periodic Assessments-All Degrees**

All students will have performance assessments (“**juries**”) at the end of each semester of applied study, whether taking degree-required study or elective applied study. The assessments at the end of the 2<sup>nd</sup> and 4<sup>th</sup> semesters of study are “**proficiency**” exams. If passed, the student moves on to the next level of study. If not passed, the student will be allowed one additional semester of study at the previous level. The level must be passed in three semesters for the student to continue in music study on that instrument.

All music majors must take and pass the **Vocal Proficiency** exam. The exam includes singing major and minor scales, singing prepared major and minor tunes and sight-singing. Students are scored on musical accuracy. The VP exam is taken in the spring of the freshman year. Students who do not pass are barred from taking Aural Skills III (MUS 271). The Vocal Proficiency exam must be passed prior to graduation.

Students performing any portion of a recital must pass a **recital hearing**. The recital hearing must be taken and passed no fewer than two weeks prior to the recitals. All performers on the recital must pass the hearing. (See Student Recital Policy.)

## **Applied (Private) Music Instruction**

### **General Information**

All music major and minor students will take private lessons on a major instrument or voice to meet specific degree requirements. (BS in Music Business students will take two semesters of class instruction followed by two semesters of private lessons.) Semesters of study must be consecutive. Concurrent major ensemble participation is required each semester of applied study. The option for additional or elective semesters of study beyond what is required is based on studio space and will be determined by the applied professor.

To register for applied lessons students must meet with their applied instructor who will complete the appropriate overrides so that the student may register for lessons.

Applied lessons are offered for 1, 2, or 3 credits each semester. The student's chosen degree program determines the number of credits to be attempted each semester. Students studying for 1 credit receive at least 14 half-hour lessons during the semester. Students studying for 2 or 3 credits receive at least 14 one-hour lessons during the semester.

Many applied professors require participation in a weekly or monthly studio class. Students should check with their applied teachers for clarification of these requirements.

The amount of practice per day required for each semester hour of applied credit will be determined by the teacher. As a general rule, however, daily practice equal to one hour for each credit hour of applied music instruction may be considered a minimum requirement under normal circumstances.

Faculty members are not required to make up private lessons that have been missed by the student. Students should inform their teachers **IN ADVANCE** when lessons cannot be taken. When a faculty member must cancel a lesson, he or she will endeavor to make it up as soon as possible.

### **Accompanists**

Applied lesson instructors require students to work with an accompanist at various times during the course of study. Students are responsible for securing and paying for the services of an accompanist as needed. A list of possible accompanists will be available for review. Some students may be available to accompany as approved by their applied music instructors.

## **Juries**

All students studying applied music must appear before the unit faculty in a jury exam at the end of each semester. Students must sign up for a jury exam time that is not in conflict with scheduled final examination times for other courses. Students should arrive for the jury exam early, fully prepared with all music, instruments, accessories (mutes, etc.), and completed jury sheets. Jury sheets are available in the Music Office or from the student's applied instructor.

- (1) Literature will be defined by the applied instructor.
- (2) Evaluations are to be advisory to the student and applied instructor with regard to progress, achievement and degree status.

## **Proficiencies**

At the conclusion of the second and fourth semesters of applied study, students will appear before the unit faculty in a proficiency exam.

- (1) Literature will be defined by the applied instructor.
- (2) Evaluations may reflect the following decisions:
  - (a) Pass
  - (b) Fail and require (one of the following):
    - An additional semester of study-
    - A change of major applied area-
    - A change of major field (degree)-

## **Student Recital Policy**

All students are encouraged to participate, under the supervision of the applied instructor, in solo performance opportunities available in the Department of Music. These include recital assembly, studio recitals, junior recitals, senior recitals, and non-degree recitals.

### **Student Recitals**

All students in applied music study at the 200, 300, and 400 level must perform once per year on Recital Assembly. No student may give a recital or perform a solo in any portion of a Junior, Senior, or non-degree recital prior to performing a solo in at least one Recital Assembly program.

No student may give a recital or perform a solo in any portion of a recital prior to passing the freshman level proficiency on his or her instrument. All solo performers on a student recital must be registered for applied lessons during the semester of the performance.

Students pursuing any undergraduate music program may petition to give a non-degree recital or extend the time of a required half recital by gaining approval of the applied area faculty during the jury or proficiency in the semester immediately preceding the proposed recital. Students should complete the Extra Recital Permission Form and bring it to the jury/proficiency.

All degree recitals must be presented in compliance with requirements stated in the Undergraduate Bulletin.

## Recital Times and Days

Recitals may be given Tuesdays through Fridays at 6:00 and 7:30 p.m. On Saturdays and Sundays times are 2:00, 3:30, 6:00, and 7:30 p.m. There are no Monday night recitals nor will any recital be scheduled during “Dead Week” (the last week of classes). Non-degree recitals may not be scheduled on or after Nov.1 or April 1 (at the end of each semester). Students may schedule a recital date and time by completing the Recital Permission Form

([www.murraystate.edu/academics/CollegesDepartments/CollegeOfHumanitiesAndFineArts/Music/current.aspx](http://www.murraystate.edu/academics/CollegesDepartments/CollegeOfHumanitiesAndFineArts/Music/current.aspx)):

1. Check date availability with Mary Thurmond in the Music Office
2. Fill out the form
3. Print it
4. Get all required signatures
5. Return the form to the Music Office (Mary Thurmond) for final scheduling confirmation

## Recital Hearings

Recital Hearings must occur no later than two weeks prior to the scheduled recital date. Students requesting recitals must have performed prior to this date on Recital Assembly. Students pursuing an undergraduate music major may, with their instructor’s permission, perform a portion of a recital in conjunction with another student’s recital after passing the freshman proficiency on their instrument. Students pursuing any undergraduate music program may petition to give a non-degree recital or extend the time of a required half recital by gaining approval of the applied area faculty during the jury or proficiency in the semester immediately preceding the proposed recital. Students should complete the Extra Recital Permission Form and bring it to the jury/proficiency. Any recital appearance must be approved in a hearing. **All performers must pass the recital hearing.**

All student recitals, degree and non-degree, will be heard by a committee of at least three faculty members with at least two representing the student’s performing area. The applied teacher must be a part of the committee. Each unit has set criteria by which to assess the student’s performance.

It is the student’s responsibility to contact the hearing committee, set the hearing date and place, and to confirm the attendance of the committee members prior to the hearing. Recital hearing evaluations may result in the following decisions:

- a) Approval to present the entire recital  
(as presented or amended by the committee)
- b) Requirement of a second hearing after additional preparation
- c) Denial/Rescheduling of the recital and hearing

## Recital Length

Length:	BA/BS/BM-Music Ed.	25 minutes of music
	BM-Performance-Jr. Recital	25 minutes of music
	BM-Performance/Composition-Sr. Recital	50 minutes of music

For a music student whose degree requires a half recital to increase recital time from a half recital (shared) to a larger or full recital (with or without assisting performers), or for a music major or minor to perform a non-degree recital, the student must apply and gain approval for the

recital at the jury/proficiency in the semester prior to the recital. The approval form (Extra Recital Form) will go in the student's music file and a copy should be attached to the hearing program.

No half recital (25 minutes of music) may stand alone. This length recital must be shared with another performing a half recital or must have an assist (-s) to make a program of 50 minutes of music. The total event length, start to finish, should not exceed 75 minutes.

Teachers will provide each semester a list of students performing recitals (half or full) and students who could perform a half recital or an assist. The list will be available in the office. If a recital assist or sharer is not chosen by the performer, one will be assigned.

### **Flyers and Programs**

Flyers and programs must be approved by the applied teacher before they are printed. Both are paid for by the recitalist. Any commercial copy center can print them. Flyers should contain the following information:

Name of the performer and instrument or vocal designation

Time and date (including year) of recital

Place of recital

At top or bottom of the flyer the words:

**Murray State University**

**College of Humanities and Fine Arts**

**Department of Music**

Recital programs must follow the format outlined on the Program Template. Programs must be camera-ready at the hearing. Changes may be suggested by the faculty. When corrections are made, the revised program must be approved by the teacher before programs are printed. **Seven copies of the program must be given to the Music Office prior to the recital.**

Translations or program notes (on the music) must be printed as inserts. No personal notes, such as notes of thanks, will appear on the program. (Students should write individual thank you notes.)

### **Recital Assembly Credit**

Recital assembly credit will be given for all recitals having 50 minutes of music or more. Hearings on all portions of the recital must be passed. Any variance from this policy must be submitted in writing and approved by the department chair prior to the recital hearing. (See "Recital Assembly")

### **Ensembles**

Students are encouraged to participate in a wide variety of performing organizations while at Murray State University. **All students taking applied lessons for credit must participate in a major ensemble concurrent with each semester of applied study.** To keep the student's focus on academic coursework and applied music practice, no more than three ensembles should be taken in a semester. Students requesting to take more than three ensembles must have a 3.0 GPA

and must complete a form, gaining the permission/signatures of the applied teacher, advisor, and department chair.

Some performance areas have more specific ensemble requirements. Students should consult their advisors and applied lesson teachers for detailed requirements. Students typically take ensembles at the 100 level in the first four semesters in that ensemble and at the 300 level in the fifth semester and beyond. See specific degree requirements below regarding major ensemble participation.

Keyboard majors may substitute MUS 136 and 336 for two semesters of major ensembles and may substitute up to two semesters of MUS 150.09 or 350.09 (Instrumental Ensemble: Keyboard) to meet their major ensemble requirement. Guitar majors take Classical Guitar Ensemble as their major ensemble. All must follow degree requirements as well.

All music majors should participate in small or chamber music ensembles during their degree work. These ensembles will be documented on applied music jury sheets each semester.

### **Major Ensembles**

MUS 151/351	University Orchestra
MUS 154/354	Wind Ensemble
MUS 157/357	Symphonic Band
MUS 158/358	Concert Band
MUS 166/366	Women's Chorus
MUS 167/367	Racer Men's Chorus

Jazz Orchestra (MUS 155-01 and 355-01) may substitute for a major ensemble for a maximum of two semesters only after the sophomore (200-level) proficiency on the student's major instrument has been passed.

Guitar majors will take Classical Guitar Ensemble as their major ensemble and must take additional degree-required ensembles (Music Education).

### **Additional Degree Requirements: Ensembles**

(See Also Undergraduate Degree Programs, pp. 5-8)

#### **Bachelor of Music (Performance and Music Education Tracks), Bachelor of Arts and Bachelor of Science (Performance Track):**

All students on these degrees, regardless of major instrument, are required to participate in a small ensemble performance. This may be achieved through enrollment in a chamber ensemble or public performance of a chamber work, as documented on jury sheets. If students do not have this prior to their senior recitals, they are required to add a chamber music piece to their recital programs.

**Bachelor of Music-Music Education: Instrumental Emphasis** majors whose major instruments are woodwind, brass or percussion will substitute two semesters of Marching Band

for two semesters of major ensembles. Guitar Majors will take either two semesters of University Orchestra or two semesters of Marching Band.

**Music Minor:** Concurrent with each semester of applied study, students are required to enroll in a major performing ensemble involving the student's applied instrument. Students should take two semesters at the 100 level and two additional semesters at the 300 level.

### **Recital Assembly: MUS 101**

The purpose of Recital Assembly is to improve students' musicianship via attendance at MSU collegiate performances and professional concerts/masterclasses. Students have opportunities to perform during the 1:30 p.m. Tuesday assembly period to demonstrate their progress in solo or chamber music performance and to gain valuable performance experience. The student's applied music teacher helps the student schedule and prepare for the performance. Faculty and guests may perform and/or make presentations on a variety of topics. Students attending these performances hear a wide variety of music literature performed by their peers and others. Some class periods may be used for unit area meetings with students.

A schedule of the Tuesday assembly period recitals, presentations, and unit meetings will be available at the first meeting each semester. Attendance is required. **Absence from more than one of the Tuesday assembly period sessions will result in failure for the semester.**

In addition to the Tuesday assembly period sessions, students are expected to attend ten (10) approved recitals or concerts during the semester. A list of approved recitals and concerts will be posted on the Department of Music bulletin board outside the music office (room 504). Attendance may be required at designated departmental recitals and/or events. **Failure to attend at least 10 approved recitals or concerts during the semester will result in failure for the semester.** Students may request recital credit (**prior to the event**) for no more than two off-campus concerts each semester using a form available in the Music Office. These concerts must be professional (not university, school, church, or entertainment) performances of a high caliber to be approved. Tickets/programs will be required after attending the concerts to receive credit.

Six successful semesters of MUS 101 are required as a part of each undergraduate music major program. BS in Music Business (with a Business Administration minor) majors are required four successful semesters of MUS 101. Successful completion of the course each semester is achieved by attending at least 10 approved recitals or concerts and having no more than one absence from required assembly programs.

## **Advising**

### **Advisor Assignments**

Advising for a student's initial registration as a music major may be accomplished with the chair or with another faculty member during a Summer Orientation program. Advisors will be assigned to each student during the first semester of enrollment based on the student's major. That advisor will remain the student's advisor unless the student changes his or her major.

### **Degree Plan Tracking Sheets**

Degree plan tracking sheets are course outlines containing the name and number of each course the student will need for graduation as well as a suggested time frame for taking those courses. Following the initial registration, the student is assigned to a full-time music faculty member designated as an advisor for a specific degree program. Students meet with the faculty advisor for the purpose of preparing to register each semester. The faculty advisor can answer many of the questions associated with the registration process. A degree plan tracking sheet is kept in each student's folder and is updated each semester during the advising appointment.

### **Four Year Plans**

Four year plans are available at [www.murraystate.edu/music](http://www.murraystate.edu/music).

### **Student Responsibility in Advising**

Students are expected to confer frequently with their advisors and plan academic programs. Students must make an appointment to meet with the faculty advisor prior to the pre-registration period each semester. The Schedule of Classes posted on MyGate each term provides directions and time assignments for the online registration system. All students are encouraged to register during the pre-registration period for the greatest selection of courses.

Although the student advising program is designed to assist students as they progress through a degree program, it is the responsibility of all students to be familiar with the university's catalogs, student handbook and all rules, regulations and requirements that apply to their program of study.

### **Degree Audit (RACR Report)**

The RACR Degree Audit provides an individualized report to monitor student progress toward completion of the degree plan officially declared by the student. It incorporates the requirements found in the Undergraduate Bulletin, and presents updated information as courses and requirements change after the Bulletin is published.

A student may view the RACR degree audit at any time on MyGate's Academic tab page. Students may also click on "What If" to look at their courses taken applied to a different degree program. Students should study the report and have it available at all advising sessions with the faculty advisor.

### **Transfer Students**

All music major or minor students transferring to Murray State University from another institution must audition for admission to the Department of Music. Students will be placed at the appropriate level of private study based on that audition. Students must arrange to meet the department chair for an initial advising session prior to registration. The department chair will prepare and submit a transfer equivalency report for all music courses taken at the student's prior institution. Transfer students who have taken aural skills, music theory, and/or keyboard classes at another institution may be expected to take placement examinations in those areas to validate the level of transfer credits and for suitable assignment to corresponding courses at Murray State University.



## **Course Syllabi**

There is a syllabus for each course in the Department of Music. The instructor of the course authors the syllabus. Course syllabi will be available on Canvas. It is the student's responsibility to become familiar with the syllabus. Every syllabus contains the following information:

- a. Title of the course
- b. Course description and prerequisites
- c. Objectives of the course
- d. Content outline of the course
- e. Instructional activities of the course
- f. Field and clinical experiences involved with the course
- g. Texts and resources needed in the course
- h. Evaluation and grading procedures
- i. Attendance policy
- j. Academic honesty policy
- k. Non-discrimination policy statement and students with disabilities

Students should receive a syllabus for each course in which they are enrolled in the Department. In addition, each applied unit (keyboard, strings, vocal, winds and percussion) maintains a set of general guidelines and policies.

## **Scholarships**

Students should apply/update their information on the Scholarship Management System online by January 15<sup>th</sup> each year in order to be eligible for new and continuing awards and scholarships that are available to returning students. Students with music housing awards must petition the marching band, choir, or string area faculty head to keep their housing awards beyond the two-year award period. Students must live in residential colleges to receive these awards.

At the end of each semester, students' GPAs, majors, and applied lesson grades will be examined to see if they comply with the requirements of the scholarships they hold. If students do not meet the requirements, the scholarships will be dropped. In some cases students will be put on probation for a semester to improve their grades.

## **Music Student Health**

Music students need to be aware of personal health practices as well as avoiding performance injuries and maintaining good hearing and vocal health. General healthy practices include the following:

- Wash your hands frequently
- Eat a healthier diet
- Drink more water
- Get some physical activity regularly
- Avoid cigarette smoke (and don't smoke)

- Don't abuse alcohol and other drugs
- Get enough sleep
- Practice healthfully
- Get help when you need it

Applied teachers will share much of this information with their students. Other resources may be found in the links listed below:

<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-nms-vocal-health/>

<https://nasm.arts-accredit.org/publications/brochures-advisories/nasm-pama-hearing-health/>

## Student Organizations

### Phi Mu Alpha Sinfonia

Phi Mu Alpha Sinfonia is a professional men's music fraternity. It was founded in 1898 at the New England Conservatory of Music in Boston. There have been over 125,000 men initiated into the brotherhood of Sinfonia in the past ninety-eight years. Some of the composers and musicians who are brothers include: Duke Ellington, Andy Griffith, Luciano Pavarotti, Alfred Reed, "Mr. Rogers," Doc Severinsen, Robert Shaw, and many others. The primary purpose for Sinfonia is to encourage and actively promote the highest standards of creativity, performance, education and research in music in America.

The Gamma Delta chapter at Murray State was founded in 1938. Gamma Delta sponsors activities such as recitals and lectures, and provides donations and ushers for performances of area music associations. The chapter works with the Iota Beta chapter of SAI to sponsor *CAMPUS LIGHTS*, the annual musical presentation. Proceeds from *CAMPUS LIGHTS* go to fund scholarships in the Department of Music.

Membership in Phi Mu Alpha is open to any male musician, regardless of his academic major. The Fraternity holds an informational session soon after the beginning of classes in the fall semester and the probationary membership period (or pledge period) is held in the spring semester.

### Sigma Alpha Iota

Sigma Alpha Iota is an international music fraternity for women. It is an organization whose purposes are to foster interest in music and to promote social contact among persons sharing this interest in accredited colleges and universities. Sigma Alpha Iota organizes its group life specifically to promote competence and achievement within its field.

Sigma Alpha Iota has more than 300 college and alumnae chapters all over the United States. The Iota Beta chapter was initiated at Murray State University in 1939 and currently has approximately 50 active members. The Iota Beta chapter promotes musical competence and understanding through its many community and university projects. The Music Literacy Project, where members teach beginning band students how to read music; the Bold Note Program, where members hand write music large enough for seeing impaired musicians to read; and the People to People Project, where members raise money to send instruments to needy musicians

overseas are but a few of the important services provided by SAI's Iota Beta chapter. Other community projects include performing at local rest homes and donating funds to help bring professional musical groups to perform in Murray.

### **Collegiate Chapter-National Association for Music Education**

The Collegiate chapter of the National Association for Music Education (C-NAfME) is a key part of the career preparation of all future music educators. Collegiate membership is open to all students with an interest in music education. Its meetings help students prepare for a place in the field of music education. Guest speakers, student teacher forums, discussion of current issues in music education, and media/materials reviews are all a part of each year's program. One membership payment enrolls students at the local chapter, state, and national levels. C-NAfME members annually attend the state (KMEA) conference and the state C-NAfME conference. Members also receive the *Music Educators Journal* and *Teaching Music* monthly throughout the school year. C-NAfME is valued for its numerous opportunities for professional development.