



Albion College

MUSIC DEPARTMENT & MUSIC MAJOR HANDBOOK

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This handbook was developed by faculty and students and is intended to be a help and guide to students studying music at Albion College. We hope it will be a useful tool for music students and provide a means whereby music study will be effective and pleasant.

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GOODRICH CHAPEL

Goodrich Chapel is principally home to the Music Department, but is also the worship center for the First United Methodist Church, a college auditorium for campus-wide events and it is one of the most prominent landmarks on the campus. We are the primary users of this building and are fortunate to have it. Please treat it and all its contents with care and respect.

We request specifically that you help keep it clean and tidy. Please, no food or drink in classrooms, practice rooms, or any place other than the downstairs lounge areas.

Building Considerations

Hours of Operation

Goodrich Chapel hours for student access during the school year are posted throughout the building for your information. Students needing access to the building when the College is NOT in session (fall, winter, spring, and summer breaks) must email the Department secretary and Department Chair to request permission.

The Computer Lab (Room 137) has designated evening hours set at the start of every semester.

Safety Concerns

Report any suspicious persons who do not appear to have a legitimate reason for entering Goodrich Chapel. Notify a professor, the Department secretary, Department Chair, or the Office of Campus Safety (X1234).

Past experience dictates that you cannot leave valuables out in the open. Lockers are available to all music students. Please see a band manager, or contact the Department secretary if you need a locker.

Pianos

The Goodrich Chapel stage grand pianos are restricted to recital preparation only; they are not for daily practice. If you have permission to use one of them, cover it and lock it when you are finished.

Treat all Music Department pianos with the appropriate respect. Pianos must not be used as tables!

Utilities

For the sake of humidity control and building security, do not prop open any inside or outside doors.

Turn lights out when finished in classrooms and practice rooms, but especially on the Goodrich Chapel stage.

Humidity Concerns

During the winter months, the air in Goodrich Chapel can become extremely dry. This lack of humidity can negatively affect delicate wooden instruments. Therefore the Music Department strongly recommends that students playing wood instruments and storing them in Goodrich Chapel use appropriate precautions to prevent cracking and breaking of those instruments. Humidity sticks and other similar equipment are

encouraged. For more information about purchasing said equipment, visit any music store or speak with your applied lesson instructor.

Sound Control

Keep practice and class room doors closed. This will also keep sound levels down in public areas. Drum set practice in the percussion studio may take place only after 6:00pm on weekdays for the sake of our other teaching studios.

Students must practice in one of the Music Department's designated practice rooms or rehearsal rooms.

Student Use of Facilities and Equipment

Students who wish to use Goodrich Chapel for teaching private music lessons or for any purpose not related directly to their studies at Albion College must make an official request in writing to the Department secretary and/or Department Chair.

Student organizations wishing to use Goodrich Chapel stage, classrooms, or any other Chapel space must make an official request in writing to the Department secretary and/or Department Chair. All groups are responsible for returning any space used to the condition in which they found it and are authorized to use only the equipment approved by the Music Department.

Under no circumstances are students allowed to "borrow" any Music Department property without the consent of the Department. Students wishing to use school equipment, instruments, etc. for non-Music Department related activities must make an official request in writing to the Department secretary and/or Department Chair.

MUSIC DEGREE PROGRAMS

B.A. in Music (Education)

The major with music education emphasis, also known as the 12.5 unit major in education or music education, provides certification for students who intend to teach music in grades K-12 for private and public schools. A complete description of the major and its requirements can be found in the Academic Catalog as well as the Music Department website. A useful checklist for this major can be found in Appendix A. – Music Education Major – Curriculum Checklist.

B.A. in Music Performance

The music major with performance emphasis, also known as the 12.5 unit major in performance, is for students who intend to study music within a broad spectrum of liberal arts studies. The emphasis in performance may lead to a career in music as a private music teacher, church musician or performer or provide preparation for graduate school. It is assumed that this introductory course sequence will be supplemented by further studies in music. A complete description of the major and its requirements can be found in the Academic Catalog as well as the Music Department website. A useful checklist for this major can be found in Appendix B. – Music Performance Major – Curriculum Checklist.

B.A. in Music (General)

The eight-unit liberal arts music major, also known as the “General” major, is for students who have strong musical interests but who do not necessarily intend to pursue a full-time professional career in music. This major may not be used as a major in the elementary or secondary education program. Students interested in teaching music in the public schools should enroll in the 12 1/2 unit music major with music education emphasis. A complete description of the major and its requirements can be found in the Academic Catalog as well as the Music Department website. A useful checklist for this major can be found in Appendix C. – Music Major, General – Curriculum Checklist.

MUSIC SCHOLARSHIPS

Music scholarships are awarded only to incoming first year students with the exception of the Music Department awards and scholarships (See Appendix D. – Music Department Awards) normally given to upper class students at Honors Convocation and the large ensemble concerts in April. First year student scholarships are continued for four years. Scholarship students may keep their awards and transfer their ensemble obligation from one ensemble to another through a formal petition in writing given to the music faculty. Scholarship transfer decisions will be made based on the needs of the student and of the ensembles involved.

Requirements/Expectations for Scholarship Recipients

1. All woodwind, brass, percussion, string, and voice students will be assigned an ensemble to earn his or her scholarship.
2. Students must meet the responsibilities of membership in the ensemble to which he or she has been assigned.
3. **Pianists and guitarists are expected to take lessons to earn their scholarship and may also be asked to participate in one of the college choirs to develop musicianship skills through large ensemble experience.**
4. Students must maintain a minimum cumulative grade of 2.0 in all music courses.

Requirements/Expectations for Westbrook Scholarship Recipients

1. Students must be music majors.
2. Students must maintain a cumulative grade of 3.0 in all music courses.
3. Students must remain in good overall academic standing.
4. Students must make an exemplary contribution to their ensemble(s) and the music major.

MUS 100 – MUSIC MAJOR SEMINAR

The MUS 100 – Music Major Seminar course (0 units) is designed to promote and track attendance at Music Major Meetings as well as Music Department sponsored concerts

and recitals. These two significant activities are supported by our membership to NASM and are a required part of being a Music Major at Albion College.

All Music Majors must enroll in MUS 100 – Music Major Seminar each semester they are in residence at the college. The course is offered as Credit/No Credit and successful completion of 6 semesters of MUS 100 is required to earn any of the three B.A. in Music degrees. For a complete description of all the expectations with regard to MUS 100, see the course syllabus. The requirement for transfer students will be “prorated” based on the number of semesters he or she takes to graduate from Albion College.

MUSIC MAJOR MEETINGS (MMM)

The Music Department schedules Music Major Meetings each semester to enable students taking applied music lessons to gain valuable experience performing for each other. It is not only an opportunity to perform, but it also offers students an opportunity to hear music outside one’s own particular sphere of interest.

All music majors are required to attend the Music Major Meetings (MMM) scheduled by the department (See MUS 100 – Music Major Seminar). Exceptions are made for those students attending First-Year association meetings in the fall semester. Music Major Meetings will be used for student recital performances (see performance requirement described under section titled **Applied Music Lessons**), announcements and department issues, as well as for lectures, presentations, and guest artist master classes.

MMM Recital Performance

Music majors taking applied lesson instruction will be assigned a performance date at the beginning of each semester by the Music Department. Performance dates and times will be posted no later than the first Music Major Meeting of the Fall semester, and by mid-November for the Spring semester. Once a date has been assigned, the student is obligated to perform on that date. Extenuating circumstances should immediately be brought to the attention of the student’s applied instructor and the Department Chair. Students must consult with their applied instructor AND assigned accompanist regarding the repertoire to be performed on the MMM recital.

Program Information

Once repertoire is approved for the MMM recital performance, the student must provide to the Department secretary the following program information no later than 2 days prior to the recital:

1. the composer (full name...no abbreviations);
2. composer’s birth and death dates;
3. title, movement numbers, and movement titles;
4. performer’s full name as you wish it to appear in the program;
5. accompanist’s full name;
6. and duration of music to be performed.

Example:

Trumpet Concerto in E-flat Franz Joseph Haydn
II. Andante (1732-1809)

Joe Musician, trumpet
Jane Accompanist, piano

Failure to submit the appropriate information to the Department secretary by the deadline indicated will result in the student not being allowed to perform which will also negatively affect the student's applied lesson grade and academic standing as a Music Major.

Stage Deportment

Take as much pride in your appearance and presentation as in your music! Remember, the first impression you make to an audience is your initial appearance as you step forward to perform – including your bow. These recitals are an excellent opportunity for you to polish your performance ability as well as your stage deportment.

RECITAL AND CONCERT ATTENDANCE

The Albion College Music Department is accredited through The National Association of Schools of Music (NASM) and its recital policy is in accordance with NASM guidelines. The underlying philosophy of this attendance requirement is that music majors should attend and support recitals/concerts, and that they should be acquainted with a broad range of music literature from a wide variety of solo and ensemble performance mediums.

Recital credit is granted for attending concerts rather than for musical performance in the concerts. The Music Department publishes a list of recitals and concerts for each semester. The list is posted throughout Goodrich Chapel, on the Department's website (www.albion.edu/music), and flyers for all concerts are posted at least one week prior to all events.

For a complete list of requirements regarding recital and concert attendance, please refer to the MUS 100 – Music Major Seminar course syllabus. All Music Majors will have access to the course syllabus via the Moodle course management system (courses.albion.edu).

Concert Attendance Expectations

To earn concert attendance credit:

1. Students must arrive, check in on time, and stay throughout the entire performance, and be attentive (i.e., not reading, talking, doing homework, etc.).
2. Students who are involved in off-campus programs or are student teaching will be excused from recital attendance during that period.
3. Students may receive credit for attending **up to two** off-campus recitals or concerts per year. All off-campus recitals and concerts must be approved by the Department Chair prior to the performance. Credit will only be granted after the

program, and/or ticket stub, is submitted to the Department Chair as proof of attendance.

4. To receive credit for concert attendance, students must check-in with a music faculty member using their College ID card, in the back of the auditorium when they enter and when they exit the event.
5. Failure to check-in or check-out, or present a program to the Department secretary or Department chair will result in no credit for attendance at that event. No exceptions.
6. Students may receive .5 concert credit for any performance in which they are involved where they participate in half or less of that performance. (I.e.: Homecoming Concert for orchestra or choir members.)

APPLIED MUSIC LESSONS

Applied music lessons (aka private lessons) must be taken for credit. A minimum of six hours of practice per week is expected for each $\frac{1}{2}$ hour lesson ($\frac{1}{4}$ unit credit), regardless of major. It is recommended that students set aside time to practice each day and adhere to a regular practice schedule.

Due to the heavy demands of practice, students may not elect more than a half unit ($\frac{1}{2}$) in applied music lessons on the same or different voice/instrument(s) without permission of the Music Department. Requests to elect more than a $\frac{1}{2}$ unit lesson must be submitted in writing to the Department Chair, and approval will only be given only when extra credits in applied music lessons clearly serve the best interests of the student. An additional fee will not be charged for music majors taking over $\frac{1}{2}$ units of applied lessons.

For Music majors

Students taking applied music lessons are required to perform in a solo capacity during each semester that they are taking lessons. Performance opportunities include (1) playing on MMM student recitals, and/or (2) presenting a shared or full recital. This solo performance is in addition to the end of semester jury exam. Failure to meet this requirement will negatively affect the student's applied music grade.

Music majors are entitled to enroll in a half unit ($\frac{1}{2}$) of applied lessons every semester in residence without having to pay an applied lesson fee. The Music Department regards students as majors if:

1. they are in a performing ensemble
2. are regularly electing required music courses
3. are meeting the recital attendance requirements
4. are enrolled in and making satisfactory progress in applied music.

For Non-majors

Students taking applied music lessons are strongly encouraged to perform at least once a year. Recitals appropriate to the ability level of the student will be made available in consultation with the student's applied instructor and the Department chair.

Lesson Attendance & Studio Classes

When a student's teacher cannot be present for a lesson, every reasonable effort will be made to notify the student and to arrange a make-up lesson. When a student cancels a lesson, it is NOT required for the applied teacher to make up the lesson, though the teacher may try to do so.

Applied music instructors may require their students to attend studio classes as part of the applied music requirement. Please consult with your applied instructor for details.

Accompanists

By the end of the second week of classes each semester, all instrumentalists should, after consultation with their applied instructor, contact the full-time staff accompanist for assignment of an accompanist who will be responsible for playing the student's department recitals (MMM) and end of semester juries. Please do not contact accompanists directly. Accompanists must be assigned by the full-time staff accompanist. See Appendix E. – Accompanist Guidelines for more details.

Jury Exams

All music majors (and non-majors as determined by their applied lesson instructor) must perform a jury exam at the end of each semester in which they study. The purpose of the jury exam is to (1) encourage student to attain a high level of performance, (2) provide students with a written evaluation of his/her performance by the appropriate music faculty, and (3) provide the music faculty an opportunity to observe each student's progress.

The jury exam will account for 15% of the final applied lesson grade. (See Appendix F. - Applied Lesson Policies and Procedures). However, the course (applied lesson) will be considered incomplete without completing the jury exam. The jury exam schedule will be posted approximately two weeks before the end of the semester.

Repertoire Sheets

Repertoire sheets are designed to provide the faculty jury with a complete picture of all materials studied and performed by the student in a given semester including etudes, studies, solo repertoire, excerpts, etc. Each student performing a jury exam must fill out a Repertoire sheet and present TWO COPIES to the faculty jury prior to his/her exam. A PDF copy of the Repertoire sheet is available for downloading online through the Music Department website.

Jury Exam Sheets

Jury exam sheets are designed to allow the faculty jury to provide feedback concerning each student's exam performance. Individual faculty may assign points (out of 15) on an exam sheet, but only the applied lesson instructor can assign the earned grade on a jury exam. There are four different jury exam sheets: (1) strings, (2) winds, brass and percussion (3) voice, and (4) piano and organ. Each student performing a jury exam must

fill out a Jury exam sheet and present at least TWO COPIES to the faculty jury prior to his/her exam. A PDF copy of the various Jury exam sheets is available for downloading online through the Music Department website.

NOTE: Students taking a ½ unit weekly lesson in a single performing area will be expected to have covered far more material during the semester than students taking a ¼ unit weekly lesson. This greater amount of coverage is to be reflected in both the repertoire sheet and the amount of music performed at the Jury Exam.

Jury Exam Stage Department:

Take pride in your appearance and presentation during jury exams. Your jury should be treated like any other public performance and appropriate attire is expected. Ask your applied instructor if you are unclear about this expectation.

Sophomore Jury

A Sophomore Jury is required for all 12.5 unit music majors (education and performance). This jury is designed as a checkpoint at the end of a student's third semester of private study (with the exception of transfer students). It is used to determine a student's readiness to continue as a 12.5 unit major in performance or education. Students will perform on their major instrument, just as they do for a standard Jury Exam, but in addition will also be interviewed by the music faculty. The faculty will want to know how well the student has done in their music classes, where they are in terms of completing their piano proficiency requirement, and what goals the student has for completing their degree and after. Evaluation of the Sophomore Jury result will be one of the following: 1) Pass, 2) Pass, with Exceptions, or 3) Fail. A student that "Passes" is approved by the music faculty to continue with their studies as a 12.5 unit major. A student that "Passes with Exceptions" may be asked to take or re-take courses that are designed to improve his/her abilities in certain academic areas deemed to be deficient, or to perform a Sophomore Jury again the following semester. A student that "Fails" will be strongly encouraged to drop the 12.5 unit major in favor of the 8 unit major or an alternate non-music major. Students that "Pass with Exceptions" will have one opportunity to re-take their Sophomore Jury to improve upon their previous outcome. The Sophomore Jury will be scheduled by the Music Department and will take place on the same day as all other juries or at a time and date nearby.

STUDENT RECITALS

The presentation of a public recital represents an achievement of excellence in musical performance and it is intended to be the capstone of your applied music study as a 12.5 unit music major. It is the desire of the music faculty that your recital be a rewarding and exhilarating experience--one that you will cherish and even more importantly, build upon for the future. It is to this end that the guidelines below have been prepared in order that you may know and understand the procedures involved in planning a successful recital.

Degree Program Requirements

1. B.A. in Music Performance and B.A. in Music (Education) program participants at the senior level will present a full solo recital of approximately 45 minutes, or combination solo recital and small ensemble performance in which the student is a participant in a solo capacity. A research paper or project may be written in addition to, or in lieu of a recital (Only in extenuating circumstances, and only with approval of the Department Chair and the applied lesson instructor).
 - a. The Music Department also *encourages* a recital, preferably shared, at the junior level.
2. B.A. in Music (General) program participants have no recital requirement. The department encourages students in this major to perform a senior recital if the applied music instructor agree that it is in the best interest of the student to do so.

Pre-Recital Jury & Program Notes

The purpose of the Pre-Recital Jury is to provide the student and faculty an evaluation of the recital prior to a public performance. It is the intention of the faculty that the pre-recital jury will be a positive and affirming step prior to the recital, although appropriate suggestions may be made.

All students who plan to present a recital (half or whole) must perform a Pre-Recital Jury at least two weeks prior to the recital. Pre-Recital Juries will be scheduled by the music department faculty and will normally take place only on designated recital jury days and times. The student will be expected to have their recital repertoire well prepared; the faculty will select the portions to be performed. Evaluation of the Pre-Recital Jury will be based on the following scale: 1) Pass, 2) Pass with Exceptions, and 3) Fail. Students who Pass will be allowed to perform their recital. Students that Pass with Exceptions will have specific concerns addressed by the Department Chair and will be asked to repeat all or a portion of their Pre-Recital Jury before they are allowed to perform their recital.

In addition to the Pre-Recital Jury performance, students are also expected to write scholarly and concise, well researched program notes that must be submitted to his/her applied lesson instructor. Once the applied lesson teacher approves all corrections and additions, a final copy, ready for print, is due in the to the Department secretary prior to the Pre-Recital Jury. The final copy will then be submitted for review by the faculty at the Pre-Recital Jury. Students Failing to submit scholarly and well-researched program notes prior to the Pre-Recital Jury will not be allowed to perform the Pre-Recital Jury.

Junior Recitals are held to the same Pre-Recital Jury requirements, with the exception of requiring program notes.

Note: Recitals should represent the culmination of much study of technique and literature, and the first two years of college study should be devoted to these areas. Performance experience during this period should be developed in studio recitals and departmental recitals (MMM). Full or half recitals should represent honors in music, and are not to be considered the primary goal of applied music lessons.

Scheduling a Recital

1. Students must schedule their recital no later than the 3rd week in the semester they wish to perform their recital.
2. Recitals may not be scheduled at the same time as college- or department-sponsored concerts.
3. Work with the Department secretary to select a favorable date on the college calendar including dates for practice and rehearsal times. The date selected must be checked with your applied lesson instructor and the Music Department Concert Schedule and you may also wish to consult with your family.
4. Clear the date with your accompanist, assisting musicians, and/or anyone else involved in the recital.
5. Complete a Departmental Recital Request Form and submit it to the music faculty via the department secretary for approval. Forms can be downloaded from the Music Department website.

Recital Spaces

There is only one hall available for recitals – Goodrich Chapel, which is used extensively by the College and the Music Department; it is available for practice and rehearsal at limited times. Rehearsal and performance dates and times must be scheduled in advance with the Department secretary. You are generally allowed the following amount of practice and rehearsal time in the performance venue based on availability:

- a. Pianists, 6 to 8 hours
- b. Solo with piano, 4 hours

Recital Checklist

- **Programs:** The Music Department will print recital programs for senior and junior recitals, provided a clean copy is submitted to the Department secretary at least three days in advance of the recital date. Students should work closely with their applied lesson instructor in preparing the program.
 - a. Instructor and faculty-approved translations and/or program notes must also be turned in to the Department secretary three days prior to the recital date. Students not meeting these deadlines may be required to print programs/notes at their own expense.
- **Publicity:** Students are responsible for their own recital flyer creation. The department manager will provide students with an approved template for use. The Music Department will provide distribution of recital posters. The Department manager, or their designee, will prepare a news release and see that the area newspapers and your home newspaper are contacted, as well as include the release in Albion Today.
- **Ushers:** You are responsible for contacting people to serve as ushers. Alternately, you may choose to display your program on the podium in the Goodrich Chapel lobby.
- **Recording:** The Music Department will record your recital for you, but students should check to make sure that arrangements have been made for the use of the

equipment and department recording engineer. You must pay for the recording of duplicate CDs.

- Stage set-up: The Music Department will provide a stage crew and concert manager for all recitals. Students should arrange to communicate their needs with the concert manager prior to the recital date.
- Reception: If students wish to have a reception following the recital, they must make all arrangements for it.
- Gifts: Gifts or flowers should be presented to performers prior to the recital or at the reception. It is inappropriate for gifts to be presented during the performance.
- Photos and Personal Recordings: No pictures may be taken during recitals or concerts, and no recording other than that done by the Music Department is permitted due to copyright law. Duplicate copies of recordings may be purchased from the Music Department for the cost of the media.
- Length: A full recital should be approximately 45 minutes of music. Please complete a careful timing of all repertoire before the Pre-Recital Jury to ensure this requirement is met.

CONCERTO COMPETITION AND CONCERT

The Music Department schedules a Concerto Competition/Concert(s) in which outstanding student performers are featured as soloists with either the Symphony Orchestra or Symphonic Band. Concerto Competition winners are selected by audition.

Competition Rules

1. The Concerto Concert(s) will be scheduled in late April with auditions occurring approximately 8-10 weeks prior to the concert (mid to late February). Whenever possible, impartial outside judges will hear and rank the auditions.
2. Concerto audition forms must be submitted by the last day of classes of the fall semester. Students must have their intended repertoire approved by the ensemble director with which the student intends to perform (Symphony Orchestra or Symphonic Band) prior to submitting the audition form.
3. Music must be memorized for the audition. The audition must be with accompaniment played from a piano reduction of the orchestral score.
4. Concerto auditions are open to all students, regardless of their major, with the approval of their applied music instructor and/or the conductor of a college ensemble in which they participate.
5. The number of solo performers to appear on the Concerto Concert(s) will be determined by the conductor(s) of the ensembles involved.
6. Consideration will be given to having a balanced program in terms of performing areas and historical periods represented.
7. If there are several worthy contestants of equal merit, preference will be given to upper-class students.
8. A student may not perform two consecutive years in the same medium.

FURSCA & DEPARTMENTAL HONORS THESIS

The Music Department welcomes and encourages scholarly research. Students who have special talent and interest in this area should contact a professor with whom to work. After the area of study has been defined, a request must be made to the Music Department for permission to write a research paper for consideration of Departmental Honors. Details regarding the submission of a proposal for FURSCA can be found on-line at the FURSCA web pages. For Departmental Honors, the student should submit an appropriate topic, general outline of proposed study, and a preliminary bibliography. Three copies of the research paper must be submitted to the department. The paper will be read by at least two professors in addition to the professor under whom the work was done. No papers will be accepted during the last two weeks of a semester. If the paper is accepted by the department, a copy will be placed in the library and an appropriate entry made in the student's transcript. Outstanding papers will be submitted for honors recognition.

OFF-CAMPUS PROGRAMS

The music department faculty encourages students to take advantage of opportunities for off-campus studies and/or internships **during the fall semester of the junior year**. Students who insist on going off campus in the second semester may have to return for a fifth year of study to graduate. Students who have participated in these programs have found them to be immensely worthwhile, helpful in clarifying career choices, and of assistance in establishing contacts for future employment. If you are interested in one of the programs, consult with your faculty advisor or a Music Department faculty member. Music Education and Music Performance Majors (12.5 unit majors) will be given preference for music internships. Students enrolled in the 8 unit major who possess qualifications comparable to those expected of the 12.5 unit majors may be considered for a music internship. Information about programs is given below:

1. **New York, GLCA Arts Program.** An opportunity for an internship in music in New York under the auspices of the Great Lakes Colleges Association (GLCA). Students live in a GLCA building with students from various colleges, work in a music-related area, and often study privately with a New York music teacher.
2. **Chicago, The Lyric Opera.** An opportunity for an internship with the Chicago Lyric Opera in which students are assigned a variety of experiences such as ticket sales, fund raising, production and accounting. Private lessons and coaching are available for students selected for this program.
3. **Overseas.** Albion College encourages students to spend a semester or a year studying in a foreign country; usually this study is coupled with ability to speak another language. There are excellent conservatories and music schools in Europe, although admission requirements are usually strict.
4. **Other internships.** Individual internships may be arranged and tailored to fit an individual situation. These should be explored and planned carefully with faculty advisors.

STUDENT EMPLOYMENT

There are several jobs listed below which are filled through the Music Department or for which the Department will take applications. Job descriptions may be obtained from the Music Department secretary.

1. Managers for band, jazz ensemble, orchestra and choral ensembles
2. Librarians for band, jazz ensemble, orchestra and choral ensembles
3. Recording Technicians
4. Music Office Assistants
6. Music Theory Tutors (coordinated through the Academic Skills Center)
7. Department Photographers
8. Computer Lab Assistants
9. Stage Crew & Managers

HOW TO OBTAIN MUSIC AND RECORDINGS

The College's music books and scores are housed on the third floor of Stockwell Library. If you are asked to find a particular piece of music please start by checking the library collection. When necessary, it is best to order music by mail, or you may have a music store in your home town which you prefer to use. Your applied music instructor may also have suggestions of music houses which cater to your particular area.

The College also has a large collection of recordings available to students. CD recordings are located in the Reference Area of Mudd Library. NAXOS, an on-line listening library is also available through the College computer network.

Appendix A.

Music Education Major – Curriculum Check List

COURSES AND OTHER REQUIREMENTS - B.A. in MUSIC (EDUCATION)

Course #	Title	Units	Semester
Music Theory (4 units)			
<input type="checkbox"/> MUS 101	Music Theory 1	1	Fall
<input type="checkbox"/> MUS 101L	Keyboard Skills 1	0	Fall
<input type="checkbox"/> MUS 102	Music Theory 1	1	Spring
<input type="checkbox"/> MUS 102L	Keyboard Skills 1	0	Spring
<input type="checkbox"/> MUS 201	Music Theory 2	1	Fall
<input type="checkbox"/> MUS 201L	Keyboard Skills 2	0	Fall
<input type="checkbox"/> MUS 202	Music Theory 2	1	Spring
<input type="checkbox"/> MUS 202L	Keyboard Skills 2	0	Spring

Music History (2 units)			
<input type="checkbox"/> MUS 313	Music History 1	1	Spring
<input type="checkbox"/> MUS 314	Music History 2	1	Fall

Applied Lessons (4 units)			
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/>	Sophomore Jury (Note 1.)		Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring
<input type="checkbox"/>	Senior Recital (Note 2.)		Spring

Course #	Title	Units	Semester
Major Ensembles (Can be audited)			
<input type="checkbox"/> MUS ____		.25/audit	Fall
<input type="checkbox"/> MUS ____		.25/audit	Spring
<input type="checkbox"/> MUS ____		.25/audit	Fall
<input type="checkbox"/> MUS ____		.25/audit	Spring
<input type="checkbox"/> MUS ____		.25/audit	Fall
<input type="checkbox"/> MUS ____		.25/audit	Spring
<input type="checkbox"/> MUS ____		.25/audit	Fall
<input type="checkbox"/> MUS ____		.25/audit	Spring

Music Major Seminar (Note 3.)			
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring

Conducting (1 unit total) (Note 4.)			
<input type="checkbox"/> MUS 230	Intro to Conduct.	0.5	Alt. Years
<input type="checkbox"/> MUS 330	Choral Conduct.	0.5	Alt. Years
<input type="checkbox"/> MUS 331	Instr. Conducting	0.5	Alt. Years

PAGE 2 - B.A. in MUSIC (EDUCATION)

Course #	Title	Units	Semester
Music Literature (1 unit total)			
<input type="checkbox"/> MUS 216	Piano Lit.	0.5	Alt. Years
<input type="checkbox"/> MUS 217	Choral Lit.	0.5	Alt. Years
<input type="checkbox"/> MUS 218	Instrumental Lit.	0.5	Alt. Years

Special Topics (0.5 units total)			
<input type="checkbox"/> MUS 401	TBA	0.5	Alt. Years

Instrument Techniques (2 units total)			
<input type="checkbox"/> MUS 240	Brass	0.5	Alt. Years
<input type="checkbox"/> MUS 242	Woodwinds	0.5	Alt. Years
<input type="checkbox"/> MUS 244	Strings	0.5	Alt. Years
<input type="checkbox"/> MUS 246	Percussion	0.5	Alt. Years

Guitar/Piano/Voice Class (0.5 units total)			
<input type="checkbox"/> MUS 192	Guitar	0.25	Fall&Spring
<input type="checkbox"/> MUS 153	Voice	0.25	Fall&Spring
<input type="checkbox"/> MUS 155	Piano	0.25	Fall&Spring

Music Education Methods (2 units total) (Note 5.)			
<input type="checkbox"/> MUS 322	Sec. Instrumental	1	Alt. Years
<input type="checkbox"/> MUS 325	Elementary	1	Alt. Years
<input type="checkbox"/> MUS 328	Sec. Choral	1	Alt. Years

Course #	Title	Units	Semester
Required Education Courses			
<input type="checkbox"/> PSYC 101	Intro to Psychology	1	Fall&Spring
<input type="checkbox"/> PSYC 251	Child Development	1	Fall&Spring
<input type="checkbox"/> EDUC 202	Foundations Educ	1	Fall&Spring
<input type="checkbox"/> EDUC 203	Process in Learn	1	Fall&Spring
<input type="checkbox"/> EDUC 373	Literacy Pedagogy	1	Fall
<input type="checkbox"/> EDUC 396	Boundary Cross	1	Spring

Student Teaching			
<input type="checkbox"/> EDUC 422/3	Student Teaching	3	Fall&Spring
<input type="checkbox"/> EDUC 431/2	Seminar	1	Fall&Spring

NOTES

1. Education majors must successfully complete a sophomore jury after three semesters of applied lessons.
2. Education majors must also successfully complete a senior recital after 7 semesters of applied lessons.
3. MUS 100 is used to keep track of required attendance for all Music Major Meetings, as well as Concerts. All majors must successfully complete 6 of 8 semesters.
4. MUS 330 & 331 have a pre-requisite of MUS 230.
5. All Education majors must take MUS 325. Vocal Education takes MUS 328, Instrumental Education takes MUS 322.

Appendix B.

Music Performance Major – Curriculum Check List

COURSES AND OTHER REQUIREMENTS - B.A. in MUSIC (PERFORMANCE)

Course #	Title	Units	Semester	Course #	Title	Units	Semester
Music Theory (4 units)				Major Ensembles (Can be audited)			
<input type="checkbox"/> MUS 101	Music Theory 1	1	Fall	<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS 101L	Keyboard Skills 1	0	Fall	<input type="checkbox"/> MUS ____	_____	.25/audit	Spring
<input type="checkbox"/> MUS 102	Music Theory 1	1	Spring	<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS 102L	Keyboard Skills 1	0	Spring	<input type="checkbox"/> MUS ____	_____	.25/audit	Spring
<input type="checkbox"/> MUS 201	Music Theory 2	1	Fall	<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS 201L	Keyboard Skills 2	0	Fall	<input type="checkbox"/> MUS ____	_____	.25/audit	Spring
<input type="checkbox"/> MUS 202	Music Theory 2	1	Spring	<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS 202L	Keyboard Skills 2	0	Spring	<input type="checkbox"/> MUS ____	_____	.25/audit	Spring
Music History (2 units)				Music Major Seminar (Note 3.)			
<input type="checkbox"/> MUS 313	Music History 1	1	Spring	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 314	Music History 2	1	Fall	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
Applied Lessons (4 units)				<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/>	Sophomore Jury (Note 1.)		Fall	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring	<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/>	Senior Recital (Note 2.)		Spring				

PAGE 2 - B.A. in MUSIC (PERFORMANCE)

Course #	Title	Units	Semester
Music Literature (1 unit total)			
<input type="checkbox"/> MUS 216	Piano Lit.	0.5	Alt. Years
<input type="checkbox"/> MUS 217	Choral Lit.	0.5	Alt. Years
<input type="checkbox"/> MUS 218	Instrumental Lit.	0.5	Alt. Years
Special Topics (0.5 units total)			
<input type="checkbox"/> MUS 401	TBA	0.5	Alt. Years
Music Elective (1 unit total)			
<input type="checkbox"/> MUS 120	Music Perf./Creativ	1	Spring
<input type="checkbox"/> MUS 192	Class Guitar	0.25	Fall&Spring
<input type="checkbox"/> MUS 205	Jazz Improv.	1	Alt. Years
<input type="checkbox"/> MUS 220	Diction for Sing.	0.5	Alt. Years (Note 5.)
<input type="checkbox"/> MUS 221	Diction for Sing.	1	Alt. Years
<input type="checkbox"/> MUS 230	Intro to Conduct.	0.5	Alt. Years
<input type="checkbox"/> MUS 330	Choral Conduct.	0.5	Alt. Years (Note 4.)
<input type="checkbox"/> MUS 331	Instr. Conducting	0.5	Alt. Years

NOTES
1. Performance majors must successfully complete a sophomore jury after three semesters of applied lessons.
2. Performance majors must also successfully complete a senior recital after 7 semesters of applied lessons.
3. MUS 100 is used to keep track of required attendance for all Music Major Meetings, as well as Concerts. All majors must successfully complete 6 of 8 semesters.
4. MUS 330 & 331 have a pre-requisite of MUS 230.
5. MUS 220 or 221 is strongly recommended for vocal performance majors.

Appendix C.

Music Major, General – Curriculum Check List

COURSES AND OTHER REQUIREMENTS - B.A. in MUSIC (GENERAL)

Course #	Title	Units	Semester
Music Theory			
<input type="checkbox"/> MUS 101	Music Theory 1	1	Fall
<input type="checkbox"/> MUS 101L	Keyboard Skills 1	0	Fall
<input type="checkbox"/> MUS 102	Music Theory 1	1	Spring
<input type="checkbox"/> MUS 102L	Keyboard Skills 1	0	Spring
<input type="checkbox"/> MUS 201	Music Theory 2	1	Fall
<input type="checkbox"/> MUS 201L	Keyboard Skills 2	0	Fall
<input type="checkbox"/> MUS 202	Music Theory 2	1	Spring
<input type="checkbox"/> MUS 202L	Keyboard Skills 2	0	Spring

Music History			
<input type="checkbox"/> MUS 313	Music History 1	1	Spring
<input type="checkbox"/> MUS 314	Music History 2	1	Fall

Applied Lessons *			
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring
<input type="checkbox"/> MUS ____	Lessons	0.5	Fall
<input type="checkbox"/> MUS ____	Lessons	0.5	Spring

Course #	Title	Units	Semester
Major Ensembles			
<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS ____	_____	.25/audit	Spring
<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS ____	_____	.25/audit	Spring
<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS ____	_____	.25/audit	Spring
<input type="checkbox"/> MUS ____	_____	.25/audit	Fall
<input type="checkbox"/> MUS ____	_____	.25/audit	Spring

Other Requirements			
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Fall
<input type="checkbox"/> MUS 100	Music Major Sem.	0	Spring

MUS 100 is used to keep track of required attendance for all Music Major Meetings, as well as Concerts.

*2 units of applied lessons are required, but 4 units are strongly encouraged.

APPENDIX D.

MUSIC DEPARTMENT AWARDS

Departmental Awards are presented each year to deserving individuals, Music Majors and non-majors alike, who have demonstrated excellence in one or more of the award categories listed below. The Presser, Koether, and Rowland awards are announced at the annual Honors Convocation. All other awards are announced at one of the four major ensemble spring concerts (Band, Choir, Jazz, and Orchestra).

Pi Kappa Lambda

Membership in The Society of **Pi Kappa Lambda**, the honorary music society, is open to junior and senior students according to the following regulations: Any graduating senior considered by the music faculty to be outstanding in scholarly achievement and musicianship, provided the student has been in residence the equivalent of at least four semesters and ranks not lower than the highest ten percent of the junior class as determined by GPA.

Presser Scholarship

The **Presser Scholarship Award** is provided by the Presser Foundation of Bryn Mawr, PA. The award is presented to an outstanding music major, at or after the end of the student's junior year, and the student is to be known as a Presser Scholar. The student is to be selected by the music faculty solely on the basis of merit. The scholarship is for one year.

Helen Sue Koether Memorial Music Scholarship

The **Helen Sue Koether Memorial Music Scholarship** was established by her husband, Bernard A. Koether, '29, in 1987. The monetary prize is presented annually to 1-3 sophomore or junior music students who excel in music. Students must apply for the scholarship through the music office; recipients are selected by the music faculty. The award is presented at the Honors Convocation and student's names are engraved upon a plaque displayed in the Music Department.

David L. Strickler Scholarship

The **David L. Strickler Scholarship** was established in 1976 in honor of Dr. Strickler, conductor of the Albion College Choir for 33 years and former Music Department Chairperson. The Scholarship has been funded by his friends, Albion College Choir members and alumni, and is presented annually to a choir member with consideration given to character, talent, and the need of the applicant. Preference is to be given to upper class students. The recipient is to be chosen by the director of the choir. In addition to the scholarship award, the recipient's name is engraved on a plaque displayed in the Music Department.

Louis Upton Rowland and Ruth Carter Rowland Endowed Scholarship

The **Louis Upton Rowland and Ruth Carter Rowland Endowed Scholarship** was established by Phi Mu Alpha Sinfonia and Sigma Alpha Iota in recognition of Dr. Rowland's

service to Albion College through his 27 year tenure as the Music Department Chairperson. It is awarded by vote of the music faculty to the senior Music Major who has achieved excellence in academic and music studies, and has demonstrated outstanding ability through performance or independent research in music. The recipient's name is engraved on a plaque in the Music Department and there is a monetary award.

Jennie Worthington Cup

The **Jennie Worthington Cup** is awarded to the outstanding senior woman in the Music Department. The award was established by the local chapter of Alpha Chi Omega in memory of one of its charter members, music teacher Jennie Worthington, and is determined by vote of the music faculty. The recipient's name is engraved on a cup in the music department display cabinet.

Sigma Alpha Iota Honor Certificate

The **Sigma Alpha Iota Honor Certificate** is awarded to the graduating music major who is a member of the local chapter of SAI and who has attained the highest scholastic average for her college work. This award is provided by the national office of SAI.

Sigma Alpha Iota "College Honor Award"

The **Sigma Alpha Iota "College Honor Award"** is provided by the Sigma Alpha Iota Foundation. The recipient is selected by the music faculty from a list of candidates nominated by the local SAI chapter. The award is based on "musicianship, scholarship, and general contribution to the department and to the college chapter." It is in the form of a certificate.

Robert H. and Ruth Deal Voice Prize

The **Robert H. and Ruth Deal Voice Prize**, endowed by Robert H. and Ruth Deal (Albion College alumni) is awarded annually to the voice student who has made the greatest contribution in vocal music during the year. The recipient is chosen by the voice faculty, and the prize includes a monetary award. The recipient's name is engraved on a plaque displayed in the Music Department.

Marjorie Rogers Dick Memorial Prize

The **Marjorie Rogers Dick Memorial Prize** for music majors was endowed by Mr. and Mrs. Floyd Rogers of Albion in memory of their daughter, Marjorie Rogers Dick, an Albion College Music Major, class of 1949. It is awarded by vote of the voice faculty to a voice major on the basis of accomplishment, character, and contribution to the Music Department. It includes a monetary award, and the recipient's name is engraved on a plaque displayed in the Music Department.

Ruth Carter Rowland Memorial Music Prize

The **Ruth Carter Rowland Memorial Music Prize** was established by Dr. Rowland, funded by him and by many friends and alumni of Albion College. The monetary prize is awarded by vote of the music faculty to the student enrolled in piano study at Albion who has been outstanding in the course of the year in both performance and personal character.

The award may also be presented to a string performer of outstanding ability in place of a piano student.

Stephen Wheeler Choir Cups

The **Stephen Wheeler Choir Cups** are a memorial to Stephen Wheeler, a member of the College Choir during the four years he was a student at Albion, who was killed in an accident a few days following his graduation. The cups were provided by the Albion College Choir of 1962 and are awarded by vote of the choir members to the man and woman who have made the most significant overall contribution to the choir in the course of the year.

Earl A. Slocum Award

The **Earl A. Slocum Award** was established in 1980 by the music faculty to honor one of Albion's most distinguished music alumni. Dr. Slocum was the Director of Bands at the University of North Carolina for 35 years until his retirement, a past president of the College Band Director's National Association and he has published many excellent transcriptions for bands. It is presented annually to the student who has made the most outstanding contribution to the Albion College Bands. The recipient is selected by vote of the band members, receives a monetary award, and his or her name is engraved on a plaque.

Dr. Philip Mason Orchestra Prize

The **Dr. Philip Mason Orchestra Prize** is named in honor of Philip Mason who taught applied strings, performed in and conducted the Albion College Orchestra over a period of thirty-two years. The prize is in recognition of the invaluable contributions of Philip Mason to the Department of Music. The award is presented to the student who has made the most outstanding contribution to the Albion College Orchestra. The recipient is selected annually by vote of the orchestra members, receives a monetary award and the person's name is engraved on a plaque.

Donald White Music Theory Award

The **Donald White Music Theory Award** was established in honor and in memory of a distinguished Albion music alumnus, Dr. Donald White, who was the Chairperson of the Music Theory Department at the Eastman School of Music prior to his retirement. He passed away in March, 1981. The recipient will be selected annually by the theory faculty and presented to the upper level and lower level students who have achieved the best record in music theory at Albion. The recipient's name is engraved on a plaque displayed in the Music Department.

F. Dudley Vernor Music Prize

The **F. Dudley Vernor Music Prize** was established by Dr. Rowland in honor of Dr. Vernor, a long-time teacher of organ at Albion College, a member of the Albion class of 1914, and composer of "The Sweetheart of Sigma Chi". The monetary prize was funded by Dr. Rowland, Dr. and Mrs. Stanley Kresge, and other friends and alumni of Albion. It is awarded by vote of the music faculty to the senior or junior organ student at Albion who has been outstanding both in performance and personal character. The recipient's name is engraved on a plaque in the Music Department.

Conway Peters Memorial Prize

The **Conway Peters Memorial Prize** was established by Dr. Peter's family, Albion College alumni, and friends. Dr. Peters, Professor of Violin, was the director of all instrumental organizations at Albion College from 1934 to 1955 and teacher of strings and wind instruments. The monetary prize is presented annually to the violin student who best exemplifies the ideals of leadership, musicianship and character. The recipient is chosen by the orchestra director; the person's name is engraved on a plaque displayed in the Music Department.

Jacqueline Maag Prize in Music History

The **Jacqueline Maag Prize in Music History** was established by friends, colleagues, and former students in 1986 in honor of Professor Jacqueline Maag who taught music history and voice with great distinction for 38 years in the Department of Music at Albion College. The monetary prize is awarded annually to the outstanding student in music history who has demonstrated a genuine scholarly and creative approach to the study of music history. The recipient is designated by the music history professor(s); the person's name is engraved on a plaque in the Music Department.

Daniel C. Pursley Memorial Orchestra Award

The **Daniel C. Pursley Memorial Orchestra Award** was established in memory of a former College Orchestra cellist who was highly respected and admired. Dan Pursley's contributions to the Music Department were considerable. This award is given to that orchestra member who best exemplifies Dan's spirit of dedication, cooperation and willingness to serve. The recipient is chosen by the orchestra conductor and the name will be engraved on a plaque to be displayed in the Music Department.

Albion College Jazz Ensemble Outstanding Service Award

The **Albion College Jazz Ensemble Outstanding Service Award** was established in 1995. The award recipient is recognized for exemplary conduct, fidelity and musicianship in the jazz studies discipline. In addition to establishing a leadership role with the jazz ensemble, the recipient should demonstrate excellence in the areas of jazz interpretation and improvisation. Further consideration for this award may be based on participation in the jazz combo program, compositional efforts, directed studies in jazz or other academic areas related to topics in jazz.

Michael P. Noonan Band Scholarship

The **Michael P. Noonan Band Scholarship** is given in memory of a former Albion College band student. The scholarship is awarded to a member of the College marching band who, as did Michael P. Noonan, demonstrates and exemplifies enthusiasm for Albion College which manifests itself in spirited leadership of the band. This award is chosen by the band director.

Anthony Taffs Award in Music Composition

The **Anthony Taffs Award in Music Composition** was established in honor of the Albion College Professor Emeritus. The award is given to the student who writes an outstanding composition(s) during the academic year. The composition must have been

performed at an official Albion College Music Department event. The recipient's name is engraved on a plaque displayed in the Music Department.

Faculty Commendation Award

The **Faculty Commendation Award** is awarded to graduating seniors who deserve recognition for special contributions to the life of the music department and for exemplary service to its ensembles. The recipient's name is engraved on a plaque in the Music Department.

Appendix E. Accompanist Guidelines

Accompanist Guidelines

The Music Department has staff accompanists that are available for student and ensemble performances at no additional charge to the students. This is a rare privilege in the musical world, and as such should be treated with respect. The Department employs one Full-Time Staff Accompanist and additional accompanists as needed. All requests should be communicated to the Full-Time Staff Accompanist via email.

Vocalists are assigned a pianist at the start of each school year or semester. Coaching times are 30 minutes weekly. Vocalists may sign up for more rehearsal time in preparation for a recital.

Instrumentalists should contact the Full-Time Staff Accompanist by the end of the second week of the semester in order to be assigned an accompanist. The accompanist must receive music at least 4 weeks before performances. Recitals require 6 weeks' notice.

Choral Ensembles are assigned an accompanist at the beginning of the year or semester as needed. The accompanist must be present for all rehearsals and performances, and is responsible for finding a substitute in the case of absence.

Instrumental Ensembles will be provided with pianists as needed. The director should identify the need for a pianist for repertoire during the first month of the semester.

MUSIC

- Provide your accompanist with original copies or photocopies of the music (8.5x11 paper, single-sided, clear and legible, no hole punches). Be sure the name and composer of the piece are visible.
- Place all of your copies in a folder or clipped together. Write your name on the outside of the folder and put it in the accompanist's office mailbox.

COACHINGS AND REHEARSALS

Students should be well prepared for their coaching sessions. They are responsible for learning their notes and rhythms accurately before rehearsing with the pianist.

All extra coaching sessions beyond the requirements are available based upon the accompanist's load. Extra coaching sessions need to be approved by the Full-Time Staff Accompanist in advance.

If a student needs to cancel an appointment, he or she must contact the accompanist at least 24 hours in advance, unless it is a last minute emergency. If sufficient notice is given, the accompanist may make up the coaching time as schedule allows.

If a student is a no-show for more than 3 appointments, or gives insufficient notice more than 3 times, he or she will lose the privilege or be put on a probationary status of making appointments. The private lesson grade may also be adversely affected.

Appendix F.

Applied Lesson Policies & Procedures

Teachers giving private lessons must be on campus to give 14 lessons each semester – normally, one lesson per week. If the student has signed up for $\frac{1}{4}$ unit, teachers will provide 14 twenty-five-minute lessons; while if the student has registered for $\frac{1}{2}$ unit, teachers will provide 14 fifty-minute lessons – according to the following policy: If a lesson is cancelled due to a holiday or fall break, the lesson must be made up by the teacher. However, if the student cancels a lesson, the teacher is not obligated to make it up. While make-up lessons and performances may occasionally need to be scheduled for weekends, applied music courses should follow the usual college scheduling practices. Therefore, regular lesson times should normally scheduled for weekdays between the hours of 8 AM and 10 PM.

A syllabus and a copy of this policy/procedure sheet should be given to each student at the first lesson. The teacher **MUST** also submit a copy of his/her syllabus to the music department secretary every semester they teach. You may pick up copies of this *Policies and Procedures* manual (one for each of your private students) from the music department secretary. The manual will also be available online – see departmental web page.

The syllabus should provide the student with the necessary contact information so that he/she can reach the teacher -- ahead of time -- if a lesson must be cancelled. (Notification by 8 PM of the previous day is normally the required amount of lead time – email is the preferred mode of communication). The syllabus should also state the teacher's policy regarding photocopying and buying printed music.

Grading policy/procedure: Students should be aware that taking applied lessons for credit involves regular practice and daily skill development. Accordingly, grades will be based primarily on a student's weekly progress.

Grade Assignment: To avoid misunderstandings and surprises at the end of term and to encourage regular and steady progress, it is highly recommended that teachers give students a weekly grade using the following rubric as a guide:

Points awarded for lesson	Evaluation criteria
4.0	Student meets every expectation communicated by the

	teacher in the previous lesson.
3.7	Student puts in a serious effort, but did not master the material assigned.
2.0 - 3.3	Student accomplishes something, but has fallen somewhat short of the stated objective(s)
1.3 - 1.7	Student shows up for the lesson, but with little accomplished.
0	0 points is assigned to students who miss a lesson without giving the teacher the *appropriate notice.

**Normally, sufficient notice will be in the form of an e-mail to the teacher (and the accompanist, if applicable) by 8 PM the day before*

Public performance requirement for music majors: 2nd semester First-Year, Sophomore, Junior and Senior music majors must perform on at least one departmental recital each semester. These take place on selected Thursdays at 1:00PM and are called Music Major Meetings. Therefore, no music major should be scheduled for a lesson between 1PM and 2PM on Thursdays.

Non-music majors who are well-prepared are eligible to perform as well; but only with the permission and encouragement of the private teacher. REMEMBER: The first-year music major is required to perform in the second semester only.

Music majors will be assigned a solo performance date at the beginning of each semester. Failure to perform during the semester may affect a student's status as a music major.

Juries:

Only music majors will be required to perform a jury.

Expectations of teachers:

Teachers of music majors will be expected to attend jury exams on Jury Day - the **Saturday immediately following the last day of classes in the Fall, and the Friday following the last day of classes in the Spring.** Please mark your calendars accordingly. While teachers are

encouraged to attend the juries of other students in their area of expertise, they are expected to be present to hear their own students perform.

Expectations of students:

In general, music majors should prepare about four to six minutes of solo performance for each 0.25 unit of applied music. First semester instrumental music majors are expected to know major scales to three #’s and three *b*’s and to learn the remaining major scales second semester. The sophomore year will cover the minor scales using the same format. Thereby, ALL Major and minor scales will be learned by the end of the second year of study.

Instrumental students will be asked to play scales at their juries; and all students are expected to perform one or two pieces.

The jury will be 15% of the music major’s applied grade. 85% will be assessed solely by the applied instructor and computed from his/her weekly lesson grades. In the case of non-majors, 100% of the grade will be assessed by the applied instructor.

A non-major student may request a jury, if desired, or the applied instructor may encourage it. The Department will make every effort to accommodate the request.

Teachers may arrange a performance exam for non-majors in his or her studio providing it does not take place on the jury day for music majors.

Sophomore Juries:

At the end of the fall semester of the sophomore year (or second semester of study for transfer students), all 12.5 unit music majors will undergo a performance jury for all full-time music faculty and the applied music instructor. The sophomore jury normally takes place during the mid-afternoon of jury day in December. Therefore, applied teachers of sophomore music majors are expected to stay on until their students have completed this sophomore jury.

The purpose if this event is to ascertain whether the student should continue in his/her present track as a music major. The faculty, after witnessing the jury performance and reviewing the academic record of the student, will make a recommendation to the student as to the path that they ought to follow. The Music Department Chair will summarize this recommendation in the form of a letter that will be mailed to the student prior to the spring semester.

OTHER GENERAL INFORMATION

1. Please communicate by email --

It is a good idea to communicate via e-mail as this provides a “paper” trail that can protect you in the case of a disagreement or a misunderstanding. All applied instructors will be assigned an Albion College email. If you prefer a different email address, faculty and staff are responsible for setting up their Albion email to forward to the preferred email address. The Department Manager or Secretary can assist you if needed.

2. Accompanists

may be made available for lessons and for performances – providing the following procedure is followed:

PLEASE NOTE: The policies outlined below for accompanists may be revised/updated by our staff accompanist.

Our Staff Accompanist will coordinate the use of student and professional accompanists during the first two weeks of each semester. Applied teachers must arrange for accompanists by contacting the accompanist in writing, hard copy or by email. See Music Department Secretary for contact information.

In this communication, teachers should provide the Staff Accompanist with the names of all students -- and the initially-assigned repertoire -- no later than the end of the second week of classes. The Staff Accompanist will then attempt to assign an appropriate accompanist by the end of the third week of classes.

Please note: If students (or teachers) do not provide the assigned accompanist with sheet music at least two weeks in advance of a performance or jury, the student may be asked to play/sing unaccompanied. In some cases, the faculty may decide that the performance should be cancelled and that the student’s grade be affected accordingly.

Departmental Recitals/ Music Major Meetings are scheduled on Friday at 1:00PM. They do not take place every week, but there will be several sessions scheduled for each semester (see the bulletin board next to the music department office). **It is important that teachers do not schedule music majors for lessons during this hour.**

Students please note: These recitals/meetings are mandatory for all music majors, with the exception of first semester first-year majors, who must attend conflicting FYE association meetings during this time period.

4. Concerto Concert:

Each April, our best instrumentalists and singers are featured as soloists with the orchestra. Auditions for the concerto concert will be conducted very early in the spring semester, so keep this opportunity in mind and plan accordingly. (A concerto audition

information sheet can be obtained from the music department secretary). All judges for the competition are from outside the College to insure that winners are declared in a fair and unbiased way.

Repertoire performed at the concerto audition must be memorized and performed with piano accompaniment. Teachers should check with the orchestra director before assigning a concerto piece for students.

5. Questions

regarding the above policies and procedures may be directed to the Music Department Chair.