

Music Department Handbook 2020-2021

MUSIC DEPARTMENT LEARNING GOALS

The faculty and the facilities of the Elmhurst University Department of Music are devoted to service to:

- All students by providing courses that are suitable to their backgrounds and that meet the Integrated Curriculum requirements*
- Students desiring preparation in music education and state licensure as K-12 music teachers;
- Students wishing to enter careers in music business;
- Students who wish to pursue certificates in piano teaching;
- Students wishing to pursue certificates and degrees in performance;
- Students contemplating careers and further study as teachers and performers, therapists, music librarians, composers, musicologists and arts managers; and
- Students who wish to take part in music performing organizations.

**Courses designed to meet the Fine Arts requirement are MUS 212, MUS 218 and MUS 312. For students with a musical background, a challenging alternative is MUS 135.*

GOVERNANCE

Governance of the Music Department moves within the ordinary framework of current Elmhurst University governance channels and procedures. There are regularly scheduled monthly meetings of the Music Department. The meetings include all members of the Music Department's collegiate faculty as well as an elected student representative from each class who attends the meetings with full privileges of voice and vote.

A quorum consists of at least seven people and must include three full-time faculty, one adjunct faculty and one student representative.

Standing committees, which currently include Curriculum, and Music Education, consider most issues and bring them to the departmental meetings for discussion and action. Students are encouraged to serve on these committees and have full voice and vote.

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FACILITIES

Irion Hall houses Music Department offices, classrooms, rehearsal rooms, a piano lab, teaching studios, practice rooms, music theory lab, listening facilities and a recital hall. The Department uses the Moller organ located in Hammerschmidt Memorial Chapel for organ lessons and recitals. Concerts for our major performing ensembles are held in the main auditorium of Hammerschmidt Chapel.

The Department has recording facilities in Buik Recital Hall as well as the Interactive Media Lab and the Gretsch Recording Studio, located in Daniels Hall.

A.C. Buehler Library provides the Music Department with a number of resources including a significant book collection, musical score collection, a large computer lab, audio and video recordings, listening facilities, and research facilities.

IRION HALL HOURS

Irion Hall is open from 7:00 a.m. until 12:00 midnight every day during the academic year. Summer hours Monday through Saturday are from 7:00 a.m. until 10:00 p.m. The Music office is open from 8:00 am to 4:00 pm Monday thru Friday.

IRION HALL RULES

Eating, drinking, and smoking are not permitted in Irion Hall class, rehearsal and practice rooms nor in Buik Recital Hall. Vandalism to facilities or equipment will not be tolerated. Any damage should be reported to the Music office or Security as soon as possible.

INTERACTIVE MEDIA LAB (DANIELS HALL) RULES

- No food or drink
- Students must have departmental authorization and valid J-Pass for admittance. Lab is available during general Daniels Hall hours, minus regularly scheduled class meetings
- Refrain from talking on your phone when others are working in the lab
- Headphones to be placed upon command hooks on backs of iMacs when not in use
- Personal USB storage strongly recommended to save projects, as Thawspaces fill quickly
- USB Microphones and iLoks (for Pro Tools) are available for 24-hour checkout at the A.C. Buehler Library front desk
- Please remember to take your iLok and hard drive with you when you leave
- Turn off any MIDI controllers when not in use
- DO NOT TOUCH contents of hard drive volume labeled "NiSibBj"
- Lab laser printer is to be used exclusively for creation of tabloid and legal-sized musical scores
- Additional lab instructions are posted throughout the room
- Lab usage is limited to current Elmhurst University students for academic class use

PRACTICE ROOMS

Practice rooms are available for music majors/minors and Elmhurst University students who are taking music lessons or participating in the University's performing ensembles. Music majors & minors are permitted to rent keys for practice rooms with pianos for a refundable \$20.00 deposit. Non-majors may borrow a key for practice room use during Music office hours.

The Percussion Room key requires a \$25 deposit and is available to percussion majors only.

INSTRUMENT STORAGE

Music majors may obtain a locker in Irion Hall from the Music Department Applied/Community Music Administrative Assistant. There are a limited number of lockers available. Metal and wooden lockers, as well as instrument storage closets, require a \$10.00 key/locker deposit. Deposits are refunded when lockers are vacated and keys/lock returned.

INSTRUMENTS

The Department of Music provides a limited number of woodwind, brass and stringed instruments for student use in Music Department classes and ensembles. Students wishing to check out an instrument should see the Director of Music Operations. Students borrowing an instrument must sign a statement acknowledging their responsibility for the instrument and its care and, in case of damage to or loss of the instrument, must pay for its repair or replacement. All instruments must be returned by the end of the academic year in which they are borrowed or immediately upon the demand of the Music Department Chair or his representative.

SCHOLARSHIPS

Following is a list of music scholarships with requirements and application procedures. These awards are available only to music majors unless otherwise noted. These scholarships are awarded near the end of the academic year for the following year. They are for a term of one year. Students may re-apply for the same and/or additional scholarships each year.

Amy and John Allen
Requirements: 3.0 GPA, Junior or Senior, Music Ed major with voice emphasis.

David Austin Scholarship
Requirements: 3.0 GPA, leader in the choir, voice is primary area of study, financial need

Daniel Bachar Scholarship
Requirements: 3.0 GPA, Junior standing, pianist

Baltzar Scholarship
Requirements: 3.0 GPA, Music major, active in Music Department organizations

Ross Kellan Music Education Fund
Requirements: Music Education major, financial need

Delaney Scholarship
Requirements: 2.75 GPA, full-time student, Music Education major, financial need

Emmanuel Family Guitar Endowed Scholarship
Requirements: Music Major-primary instrument is guitar, 2.75 GPA, active in the Music Department

Gretsch Scholarship
Requirements: 2.5 GPA, Music Business major, strong interest in the music industry

Jim Cunningham Memorial Jazz Band Scholarship
Requirements: 2.5 GPA, member of the Jazz Band, Full-time student

Duke Kramer Scholarship
Requirements: 3.0 GPA, Sophomore or Junior standing, Music Business major

T. Howard Krueger Scholarship
Requirements: 3.0 GPA, full-time student, theory/comp is primary area of study, active in the Music Department

Music Merit Scholarship
Requirements: 2.5 GPA, strong musicianship, service to the music department

Norlie Jazz Band Scholarship
Requirements: 2.5 GPA, full-time student, member of the Jazz Band

Orth Scholarship
Requirements: 2.5 GPA, full-time student, strong involvement in Church music

Sherratt Scholarship
Requirements: 3.0 GPA, Music major, full-time student, strong musicianship, active in the Music department

DEGREES

Elmhurst University grants the following degrees in music: the Bachelor of Arts with a major in music, the Bachelor of Music with a major in jazz studies, music business, music education, performance, or theory/composition, and the Bachelor of Science with a major in music business. The requirements for these degrees appear in the current University catalog.

ADMISSION TO A MAJOR IN MUSIC

To be admitted to a degree program in music, a student must pass an audition-interview. The student will be asked to perform two or three pieces of differing styles and tempo in his or her performance major and to describe his or her training and professional goals. A change of principal performance specialty after admission to the program requires the advisor's approval and a separate audition.

GRADUATION REQUIREMENTS IN MUSIC

All students who major in music must fulfill the general graduation requirements of Elmhurst University as outlined in the Catalog. They must also complete four prescribed courses in music theory (MUS 135, 136, 235 and 236), two prescribed courses in music history and literature (MUS 343 and 344), and at least six terms of private music lessons taken at the University level on their primary instrument or voice. Each must also attain and maintain membership in a major performing ensemble while a full-time music major at Elmhurst University. Guitar majors may select Classical Guitar Ensemble to fulfill this requirement, except for Music Education majors. See specific degree programs for ensemble requirements. Students must pass the Keyboard Musicianship Examination on campus and have fulfilled the performance requirement of attending eight documented on-campus performances per term (see Performance Attendance Requirements for MUS 100 course).

B. MUS. THEORY/COMPOSITION AND B.A. CAPSTONE REQUIREMENTS

1. A capstone course is required in the senior year for all music majors. Check your individual degree program for specific requirements.
2. For B.A. students, the capstone project should be a culmination of their studies in music and their individual focus. For composers in the B.Mus. theory/composition program, the capstone will be a senior composition recital that includes 35-40 minutes of original music. For theorists in the B.Mus. theory/composition program, the capstone will be an analytical paper of significant length.
3. A faculty jury must be selected when the student registers for the capstone. The jury consists of two music faculty members in areas closest to the student's capstone project. One must be the faculty supervisor for the capstone course. At least one must be a full-time faculty member.
4. The jury will meet with the student four weeks prior to the completion of the project to verify that the student is making satisfactory progress.
5. The jury will evaluate the final product when complete. If the project is a public performance (composition recital, lecture- recital, etc.), both jury members will evaluate the performance.
If it is a paper or in some other format, the second jury member will serve as an "outside reader".
6. For all other majors see individual degree requirements.

B.A. INDIVIDUAL FOCUS COURSE REQUIREMENTS

1. All B.A. students in music must take four full courses in an area of specialization chosen in consultation with their faculty advisor. A student may choose to specialize in music technology, music history/literature, foreign language, or some other area of particular interest to the student. These four courses must relate directly to the student's area of specialization, and they may include music and/or non-music courses.
2. Before the end of sophomore year (or first semester at Elmhurst for transfer students), students will work with their advisor to determine their individual focus courses. The student will write a short letter to the department chair that identifies the area of specialization and lists the four individual focus courses. The letter must be signed by the student, the advisor, and the Director of the B.A. program. The letter must be submitted to the music department office and placed in the student's file.
3. Half courses may count toward the specialization, but the course credit total for individual focus must be 4.0 (not 3.5). The capstone course (MUS 492), applied lessons, ensembles, and music core courses (such as Theory I-IV and history survey I-II) may **NOT** count as part of the concentration.

CERTIFICATE IN MUSIC PERFORMANCE

The certificate in Music Performance at Elmhurst University recognizes superior ability and achievement in performance. It is not a degree program, nor does it substitute for a degree. It is awarded to students who have met the following requirements:

1. A minimum of 16 term hours of study in one's applied specialty;
2. Written application for the Performance Certificate must be submitted to the applied instructor and the department chairperson. The student must pass a qualifying audition before a faculty committee comprised of the student's applied instructor and at least two other Music Department faculty members. Application and audition must be completed by the end of the sophomore year. The Committee will supervise the candidate's progress. Transfer students who are juniors or seniors must apply and audition by the end of their first term at Elmhurst University;
3. The candidate must present two full recitals or one full recital plus equivalent major performance(s). Pianists must perform appropriate solo repertoire; memorization is mandatory (no exception is allowed). The term of the recital, the candidate must register for one full credit (1.0) of applied study for credit, for a grade. The Committee must attend and approve each performance. Successful audition for the certificate under requirement two above constitutes permission to perform these recitals; and
4. The candidate must complete two terms of chamber music or accompanying, as approved by the Committee. Participation in the course, Light Opera Workshop, meets one term of this requirement.

CERTIFICATE IN PIANO PEDAGOGY

The Certificate in Piano Pedagogy has been designed for those who wish to prepare for private piano teaching. Candidates may pursue the certificate within the context of a baccalaureate program offered at Elmhurst University or as a separate credential. Requirements seek to certify a candidate's competence as a teacher in both group and private settings, as well as provide a foundation of piano study that assures a sustainable level of performance. Individuals interested in pursuing this certificate should make their intention known in writing to the Music Department chairperson. The Certificate in Piano Pedagogy is awarded to students who have met the following requirements:

1. Completion of the courses and requirements for the Minor in Music. Please note: these six terms must be in piano;
2. Completion of AME 301 Piano Pedagogy I, AME 302 Piano Pedagogy II, and AME 401 and 402: Supervised Teaching; and
3. At least three solo performances on general student recitals. A half solo recital may substitute for one general recital. A full solo recital may substitute for two general recitals. Pianists must perform appropriate solo repertoire; memorization is mandatory (no exception allowed).

MUSIC MINOR

Music minors offered at Elmhurst University include composition or theology and church music for music majors. Minors in jazz studies, music, and music production can be for any major.

CODE OF ACADEMIC HONESTY

The Music Department follows the Code of Academic Honesty adopted by the Elmhurst University Faculty. Copies are available from the Dean of Student Affairs.

KEYBOARD MUSICIANSHIP EXAMINATION

Each music major at Elmhurst University must pass the Keyboard Musicianship Examination as a degree requirement. Transfer students must take the exam at Elmhurst University even if they have passed at their former institution.

Music majors can meet this requirement by taking and passing MUS 221 and MUS 222 with a minimum letter grade of “C”, or they may schedule an exam with the piano faculty administering the exam. A student may take the exam as many times as needed, but only after meeting with the examination administrator. Music education majors must pass the exam in its entirety or complete the classes with a grade of B or better by the end of their sophomore year (transfer students by the end of their first year) in order to student teach. Reference materials are available from the examination administrator prior to the exam.

Examinees are required to:

1. prepare all major and minor (natural, harmonic & melodic) scales hands together: two octaves, traditional scale fingering required.
2. be able to play I, IV, V (V7) I cadence in all major and harmonic minor keys.
3. be able to harmonize a simple melody at sight with an accompanist of I, IV and V chords. Be able to transpose the melody and harmonization a whole step or half step higher and lower;
4. be able to sight-read a simple accompaniment.
5. a. prepare three pieces in four-part style, at least one must be a hymn. Copies of appropriate pieces/hymnals are available in the Music Department office.
b. be able to sight-read a simple SATB open score. Copies of the scores for the exam will be available for review in the Music Department office prior to the test.
6. be able to sight-read chord symbols, letter symbols (i.e., pop style) and numerical symbols.

PERFORMING ENSEMBLES

Music ensembles at Elmhurst University provide a disciplined musical development for the music students and contribute to the enrichment of the audiences for whom they perform. Full-time music majors are required to register for, earn a passing grade in, and attain and maintain membership in a major performing ensemble at Elmhurst University each semester they are on campus. Guitar majors may select Classical Guitar Ensemble to fulfill this requirement, except for Music Education majors. See specific degree programs for ensemble requirements. Qualified non-music majors may also participate in these groups. Students are advised to consult the director of any of the following ensembles for details regarding audition procedures, rehearsal schedules and performance policies: Chamber Ensembles, Chamber Singers, Concert Choir, Women’s Chorus, Choral Union, Vocal Jazz Ensembles, Symphonic Band, Wind Ensemble, Varsity Band, Jazz Bands, Jazz Combos, Percussion Ensemble, Philharmonic Orchestra, Varsity Strings, Electric String Ensemble, Classical Guitar Ensemble, Electric Guitar Ensemble, Gretsch Guitar Ensemble.

One quarter course credit per term is optional. Requirements for credit or non-credit are the same. Priority for credit for major performing ensembles.

ORGANIZATIONS

Lambda Sigma Psi

A music recognition society established in 1981 for the purpose of recognizing outstanding leadership, scholarship and performance in music by students in the University. Membership is by invitation when the following criteria have been met: Music major or minor who is at least sophomore standing, credit for 2.5 music courses; a 3.5 grade-point average in music; a 3.25 average overall.

Music Business Students Union (MBSU)

The Music Business Students Union is an organization that sponsors concerts/conferences/events/speakers on and off campus to promote further education in preparation for a career in the music business industry. Membership is open to all students and is highly recommended for music business majors.

National Association for Music Education (NAFME)

Student NAFME membership is open to music students interested in any area of music education. Chapter members receive the Music Educators Journal, are eligible for participation in state, divisional and national conventions, and help sponsor guest lectures, clinics, service projects, concerts and field trips.

Phi Mu Alpha Sinfonia

Phi Mu Alpha is a men's music fraternity. The purpose of Phi Mu Alpha Sinfonia is to encourage and actively promote the highest standards of creativity, performance, education and research in music in America.

Sigma Alpha Iota

Sigma Alpha Iota is a women's sorority for musicians and those women involved in the musical arts. It enforces friendship, equality, and philanthropy through the arts.

ASTA (American String Teachers Assn) Student Chapter

The ASTA Student Chapter is open to any student interested in the teaching of stringed instruments, including violin, viola, cello, double bass, guitar, and harp. The chapter sponsors opportunities for teaching in area schools, assists with OrchestraAide, raises funds for attendance at the annual ASTA National Conference, and provides leadership for the string program.

STUDENT RECORDING SERVICES (SRS)

A volunteer organization with primary responsibility to record on-campus recitals. Personnel engineer and work in the Gretsch Recording Studio.

APPLIED MUSIC INSTRUCTION

1. Applied music instruction generally consists of one half-hour private lesson per week per term, for which two semester hours of credit are granted. Music majors who take applied music as a minor performance area may receive credit for the course(s).
2. Students who are unable to perform works on the University level may register for Applied Music Novice (AMN102). The AMN series has no jury requirement, does not fulfill the applied music requirement for music majors and is recommended for beginning students only.
3. Students who choose piano as their applied instrument are required to take at least one term of applied accompanying (AMM).
4. Applied instruction may be taken non-credit ONLY if such instruction would constitute an overload for a full-time music major. As such, it does not fulfill the applied music requirements; there is no jury for non-credit instruction.
5. At the end of each term, the student and applied teacher prepare a repertoire card listing all material studied during the term. Each credit course in instruments and voice is terminated by a jury examination of materials listed on the student's repertoire card.

JURY PROCEDURES

1. Juries are required of all students taking applied music for credit, with one exception, as described in #4 below.
2. Juries for applied music examinations will consist of a minimum of three (3) Music Department faculty members, including the examinee's instructor when possible. Specialists for each family of instruments or voice (brass, woodwinds, percussion, string, and piano) will comment and grade, while other faculty members may attend and comment.
3. The 10 minute module system will be used for all juries.
4. Students who are enrolled in applied music courses that require a jury may opt (with faculty permission) to substitute a performance in any student recital occurring within the same semester for the jury requirement.
5. The purpose of jury examination of applied music students is the objective evaluation of their ability and artistry in public performance. Each jury member endeavors to express, by comments and a grade, a considered opinion of the student performance based upon applicable criteria. These criteria include the following areas of concern:

Tone quality: resonance, control, clarity, focus, consistency, warmth.

Intonation: accuracy relative to printed pitches

Rhythm: accuracy of note and rest values, duration, pulse, steadiness, meter.

Interpretation and Musicianship: style, phrasing, tempo, dynamics, emotional involvement.

Other Performance Factors: appearance, poise, posture, dress, general conduct, mannerisms.

Diction for Vocalists

Bowing for String Players

Articulation for Wind Players

Breath Control for Vocalists and Wind Players

Scales for Instrumentalists: (listed in minimum competencies for each performance specialty, available in the Music Department office)

The jury members indicate, by means of numerical grading, a considered opinion of the student's performance.

Numerical grading is translated into letter grading as follows:

90 to 100 = A

80 to 89 = B

70 to 79 = C

60 to 69 = D

0 to 59 = Failing

The jurors grades are averaged. For example: three jury members grades of 81, 85 and 93 average to 86.3, or a grade of "B." The jury grade will count 1/3 toward the student's semester grade. The instructor's grade for week-to-week recitation, based upon aptitude, attitude, recognizable improvement in overcoming individual concerns, etc. will count 2/3 toward the semester grade.

6. The Department Chair may appoint jury moderators.
7. The jury may give the examinee the option of selecting the initial composition from those indicated on the repertoire card.
8. The necessity for memorized performance in examination is a matter to be determined by the studio teacher.
9. Visitors will not be allowed access to jury examinations.
10. Missed juries are graded as zero. The teacher must request another jury in those circumstances where the absence was excusable.

RECITAL PROCEDURES

General Student Recitals: General recitals are held each term. Both credit and qualified non-credit applied students may perform.

The following information should be submitted to the Applied Music Administrative Assistant **no later than two weeks prior** to the recital:

1. Name of student
2. Name of composition and opus number
3. Name of composer
4. Type of instrument or voice
5. Poet (in case of art song)
6. Number of minutes needed for performance
7. Student's anticipated graduation date
8. Student's University or non-University applied study status

RECITAL REQUIREMENTS

1. Every student at the 300 level is encouraged to perform in at least one recital (general recital or other) per academic year. It is the responsibility of the student's applied music teacher to assess a student's readiness for recital performance.
2. Each faculty member shall urge students to attend recitals, particularly major concert events and faculty recitals.
3. Recitals are scheduled in the term prior to the desired date. Seniors and Juniors, particularly those who are earning a performance degree or certificate, are given priority access to scheduling dates for the upcoming term.
4. The student must fill out an application and returned with \$50 deposit to reserve the recital hall no later than the date on the application. **Students may present a maximum of one half recital OR full recital per semester.** Programs for all recitals are the responsibility of the student and must be available at the time of the recital. Three copies of each recital program are to be turned in to the Music office following the performance.

Junior and Senior Recitals

Solo Recital requirements: Freshman and Sophomore recitals are joint recitals shared with another performer. Junior recitals may be half or full recitals. Senior recitals are full recitals by one performer.

Each senior recital candidate must perform his or her program for jury approval two to four weeks prior to the date of the recital. The jury is composed of three faculty members as follows:

1. The student's teacher, who chairs the committee
2. One member chosen by the student
3. One member chosen by the Committee Chair.

ACCOMPANISTS

Jury accompanists are provided for students by means of a special fund. Coordinated and requested by the applied music teacher, the fund is administered by the Director of Music Operations. Students are responsible for securing and paying an accompanist for recitals. For the categories of instrumentalists that do not use accompanists (pianists, guitarists, organists, percussionists) the fund shall help support master classes, which are open to all students.

A lab fee of \$75 per applied music course for credit, or \$150 for non-credit (assessed with tuition) provides the money for this fund.

PERFORMANCE ATTENDANCE REQUIREMENT

1. Full-time music majors must attend a minimum of eight performances each term. Each student must register for MUS 100 (credit or non credit) each term that he or she is a music major.
This requirement must be completed for graduation.
2. Attendance is taken at each performance. The graduation analysis for all graduating students shall include the performance attendance requirement (eight on-campus performances per term).
3. Events in which the student performs do **not** satisfy this requirement. Students who fail to meet the performance attendance requirement in a given term may make up their deficiency in a following term. Extra performances attended will not apply to future term requirements.
4. Students enrolled in MUS 457 Student Teaching in Music, or MUS 468 Internship, are exempt from the MUS 100 requirement for that term.