

Minnesota State University

Department of Music

Undergraduate Handbook

Revised: November 7, 2010

Minnesota State University Music Department

The Music Department is committed to offering musical experiences and instruction designed to fill a variety of individual needs. Whether you are preparing for a professional career in music, a general student intent on expanding your musical experiences, or someone who simply enjoys good music, there is something here for everyone. This handbook is directed primarily to the student who intends to pursue, or is already pursuing, an undergraduate degree in music.

The Music Department offers three undergraduate degrees: Bachelor of Music (with emphases in four performance areas), Bachelor of Science in Music Education, Bachelor of Science in Music Industry, and the Bachelor of Arts. The Department also offers the Master of Music in several areas (see ***Graduate Studies in Music, Minnesota State University***). All programs are accredited by the National Association of Schools of Music.

Music Degrees Offered by Minnesota State University, Mankato

The Music Department offers a minor in music and three undergraduate degrees: the Bachelor of Arts, the Bachelor of Music, and the Bachelor of Science. The Bachelor of Music and the Bachelor of Science in turn have different specializations. Each of these degrees and specializations has distinct requirements and objectives. Please read the following discussions of the degree programs carefully; they should answer many of your questions.

An undergraduate degree consists of two parts: the major (courses taken to satisfy the particular requirements of a degree) and General Education courses, which provide the student with a broad educational background in a variety of areas. (The Bachelor of Arts degree also requires that the student declare a minor in an area outside of music.) Certain courses count double, both as required courses for the major and as "General Education" courses. Information is provided here about required General Education courses for each degree program (should you be interested). Students follow the course requirements for their degree based on their year of entrance. Your advisor can provide further information. See appendix for degree programs.

Degree Program requirements are listed on the University website:

<http://www.mnsu.edu/music/academics/undergraduate.html>

Policies and Procedures:

Information for New Students

If you plan to major in music, you should have had considerable experience performing with school or church groups or as a soloist. Prospective music

majors should also have basic music reading ability. Students who lack these qualifications can be admitted to the program and may need to extend their plan of study longer than the traditional four years to complete their programs. Prospective music majors and minors must audition in their major performance area prior to registration or at the beginning of their first term.

Auditions for private lessons and performing groups are normally held during the first week of classes. Not all ensembles require an audition or permission to register: Contact the director of the ensemble in question or see the section of this handbook on performing groups for more information.

All entering music majors must register for the following music classes:

- Recital Class (MUS 100)
- Theory I (MUS131)
- Aural Skills I (MUS 133)
- Class Piano (MUS160)
- Applied Private Lesson
- Introduction to Music Technology
- Ensemble A

Academic Advising

Music majors will be assigned an advisor in the Music Department. Upon entrance, new and transfer students should see the Music Department Chair (PA 202), who will help with the initial planning of a degree program, and will assign the student a permanent advisor. Any music faculty member may serve as an academic advisor. Check with that advisor every semester before registering for classes. Your advisor will not only make sure that you are registered for all required courses, but can also answer questions about degree requirements, procedures within the Music Department and university, and help you to solve other problems which you might encounter as a student. The Department of Music strives to assist all students in its degree programs to fulfill their degree requirements, but ultimately, it is the student who will be responsible for seeing that the requirements for his or her degree are met.

Transfer Student Information

Transfer students must fulfill the same requirements for degree programs as all other students at Minnesota State University. Even if you have received your Associate of Arts and completed the General Education requirements at another school, you may still need to take some general education courses at MSU to meet licensure and graduation requirements. Many courses taken at another college or university will be accepted as transfer credits, but not all work will transfer. As a general rule, courses at the 300 and 400 level are not accepted for transfer credits. Placement tests in music theory and music history can be administered to ensure that classes taken at another institution fulfill the standards of the MSU Music Department. Incoming students are placed at the

200 level for applied music lessons; transfer students may present their sophomore review jury at the end of their first semester at MSU upon recommendation of the private applied teacher. Transfer students must present their sophomore review by the end of their second semester of study.

Ensemble Participation Guidelines

Music major is required to enroll in an ensemble in his/her performing area each semester that he/she is in residence. The various degrees offered by the Music Department have different requirements for ensemble participation. Each degree requires a distinct combination of large and small ensemble hours. (Details on specific requirements may be found in the online catalog, which describes those degrees in detail.)

Participation in an ensemble requires that the student be prepared for all rehearsals and performances; involvement with more than 2-3 ensembles is likely to cause problems for both the student and the ensembles involved. It is recommended that students should limit their participation to no more than 3 ensembles per semester. Participation in more than 3 ensembles should be done only after consulting with the student's applied music teacher and advisor.

All Music Majors participate whenever auditions are held for the principal large ensemble(s) in their area. The following summarizes ensemble types by performance emphasis:

String Players:

Ensemble A (primary ensemble): University Orchestra

Ensemble B (secondary ensemble): String ensemble

Wind and Percussion Players:

Ensemble A: Wind Ensemble, Symphonic Band, University Orchestra

Ensemble B: Brass Ensemble, Jazz Ensemble, Jazz Combo, Percussion Ensemble, Woodwind Ensemble, Theatre Orchestra

Singers:

Ensemble A: Concert Choir, University Chorale

Ensemble B: Chamber Singers, Opera, Vocal Jazz Ensemble

Pianists, Organists:

Ensemble A: Concert Choir, University Chorale, Wind Ensemble, Symphonic Band, University Orchestra

Ensemble B: Choose from any other choral, string, wind, brass, or percussion ensembles

Accompanying in any of the above groups can count towards either large or small ensemble hours.

Guitarists:

Guitar majors (regardless of degree plan) should work out an ensemble plan with their advisor or private applied teacher to include at least four credits of large ensembles and four credits of small ensembles with four additional credit hours to total 12 credits of ensemble participation. This plan should be kept on file in the music office.

Applied Music: Guidelines for Private Lessons

All music majors must study privately in their area of concentration. Some private lessons require permission to register for lessons. Permission may be obtained by through a request which is available by contacting the instructor.

There are fees associated with registration for applied private lessons. See 'notes' in registration page for specific fees.

New students are required to audition before registering for private lessons. Students will then be given permission to register for private applied lessons. If a student is found to be deficient (based upon his/her initial audition), the student will not be allowed to study at the 200 level for academic credit until that deficiency is remedied. Your private applied teacher can best advise you in this regard.

Applied Private Lessons are listed for either 1 credit or 3 credits. All new students will register for the 1 credit section of lessons unless they have been given permission by the instructor for additional credits.

Each student taking lessons must perform in an ensemble, whether he/she is majoring in music or not.

For information on registration or help in registering for private applied lessons see one of the following:

Dr. Gerard Aloisio-trombone
Dr. Linda Duckett-organ/harpsichord, class piano
Dr. Joseph Rodgers-string students
Dr. Kimm Julian-voice students
Dr. John Lindberg-bassoon
Dr. Diana Moxness-voice students
Dr. Paul Moxness-all brass, percussion, woodwind students
Dr. Doug Snapp-trumpet
Dr. David Viscoli-piano

End of Semester Jury

All music majors and minors taking applied lessons perform a jury at the end of each semester of private study. It is the responsibility of each music major to present an updated portfolio at each jury. See portfolio guideline checklist in the appendix of this handbook.

Students by the fourth semester of study (transfer students-by the second semester) will present a Sophomore Review. This review will serve as their jury for that semester.

Staff Accompanists:

Students taking applied private lessons will pay a fee for a staff accompanist and will be scheduled for a time with an accompanist during the semester.

Piano Proficiency Guidelines

It is widely acknowledged that basic familiarity with the keyboard is a valuable tool for all musicians. At MSU, all music majors are required to pass piano proficiency by the end of the sophomore year. This requirement may be fulfilled by registering for and successfully completing the Piano Proficiency Exam.

Students are required to continue enrollment in Class Piano I and II until the Piano Proficiency Exam is passed. Piano majors or students who have had considerable experience in accompanying, keyboard harmony, playing by ear, and/or improvisation may wish to take the piano proficiency examination without registering for class piano. All students must pass the piano proficiency requirement before applying for and presenting their Sophomore Review. Students should contact Dr. Linda Duckett if you have questions about piano proficiency. The following are the requirements for preparation in completing the Piano Proficiency Exam. The handbook and requirements for the piano proficiency exam are available at the Wissink Copy Shop.

Academic Requirements

Each music degree offered by the music department is accredited through the National Association of Schools of Music; teaching degrees are licensed through the Minnesota State Board of Teaching. That licensure and accreditation certify that students graduating from MSU with a degree in music have the skills and background needed to succeed in a musical career. Students are continually evaluated and assessed through tests, juries, papers, performances, and other assessment procedures. At the end of two years of study, all music majors undergo a Sophomore Review in which their progress is evaluated, and suggestions are made if weaknesses are found. All music major is expected to keep a portfolio (a 3-ring binder containing sample work, evaluations, and assessments). This portfolio is the responsibility of the student, and will be

presented at each end-of-semester jury and upon application for graduation or (for music education majors) with their application for student teaching. A checklist of items to include in the student portfolio can be found in the appendix of this handbook. Students will be assessed in the following areas.

Performance:

All music majors are required to perform at the end of each term for a jury of faculty members. Students will perform repertory representative of their instrument/voice, and will be asked to demonstrate their ability to perform scales (instrumental majors), or vocalises (vocal majors).

Class Evaluations:

All music majors will be evaluated in music courses each semester during their first two years. Those evaluations will cover course material, as well as the student's ability to communicate in both oral and written assignments. Students must adhere to the academic standards of the department, college and institution. The Department of Music and the university require a grade of "C" in all coursework in a student's major area of study.

Ensemble Evaluations:

All music majors will be evaluated in ensembles during each semester of the first two years of study. Directors will take into account preparation for rehearsals, development and progress over the course of the year, and how well the student demonstrates leadership to his/her peers.

Sophomore Review (admit to upper level (300) study.

Before proceeding to a 300-level number in private lessons, music majors must perform a Sophomore Review jury before the full faculty. This review will occur by the end of four semesters of study (transfer students-by the 2nd semester of study). These are held each semester during exam week.

The following guidelines for sophomore review juries should be noted:

1. Students must have an overall minimum 2.0 GPA (Music Education Majors 2.5 GPA to be admitted to Professional Education), and students must have "C" or better in all courses in their major.
2. Juries are performed before the full music faculty. The faculty will score the student performance using the solo performance rubric. The student will pass the jury if 2/3 of the faculty members present scores a 2, 3, or 4 on the solo rubric.
3. Requirements to be completed prior to the Sophomore Review
 - a. Instrumentalists will demonstrate mastery of major and minor scales (in end-of-term juries), (percussionists: 26 rudiments are also required).
 - b. Singers will demonstrate mastery of all chromatic intervals (approved by the vocal faculty)

4. Materials to be considered by the examiners:
 - a. Repertoire
 - b. Solo material—
 - Instrumental—3 pieces in contrasting styles are to be prepared--different composers, time periods,
 - Vocal—3 pieces in contrasting styles and language are to be prepared—(Early Italian, Romantic German or French Art Song, Contemporary English)
 - c. Tone, range, dynamics, facility, phrasing, rhythmic control, etc.
 - d. Any other additional requirements by faculty
 - i. Arpeggios
 - ii. Double stops for string players, etc.
5. Students will present their portfolio (described below) for review by the full faculty.
6. The student must pass the jury before being admitted to college (see discussion below).
7. All transfer students enroll in private lessons at the 200 level. Transfer students must pass the jury by the end of two semesters of applied study at MSU (or after a total of two years of study in applied music, whether that was done at MSU or elsewhere). Transfer students may with the permission of their applied instructor present their Sophomore Review at the end of their first semester of study at MSU.
8. Students must see that copies of scores will be available to all faculty members.
9. Students unsuccessful in their first appearance will appear for a second hearing within 2 semesters, the original standards for passing still apply; a simple improvement will not be enough to pass the jury. New literature is expected at the second hearing.
10. A student who is unsuccessful in their second hearing will be not be allowed to continue as a music major.

Upper Level Study (300-400 Level Classes and Applied Lessons)

Students planning to register for 300 or 400 level classes must be admitted to the College of Arts and Humanities prior to registration. To obtain permission contact the Performing Arts Office--PAC-202 with your tech id and your request. Students who have not completed 30 hours of academic work, completed their Sophomore Review, or completed the Piano Proficiency Requirement must request permission each semester they enroll or until all the above requirements have been met.

General Recitals Studio Classes and Senior Recitals

Recital Attendance

The Music Department faculty believes that listening to live musical

performances and performing frequently are equally important components of a good musical education. For this reason, Music Majors are required to register for MUS 100 each semester in residence. See specific degree requirements for minimum number of semesters.

Music Majors must attend a minimum of eight formal concerts or recitals and all general recitals each semester. Attendance cards must be completed by a student for each General Recital or departmentally approved concerts/programs. Students who complete the requirement receive a "P" on their transcript. A grade of "NP" indicates the student did not complete the requirement. A record of student attendance is kept in the Performing Arts Office.

Students in private applied lessons are required to attend weekly studio classes in the major applied area, as designated by the applied teacher. Music students are expected to maintain proper recital etiquette when attending music department concerts and recitals; they serve as role models for other audience members.

General Recital Class and Studio Class

All music majors are encouraged to perform regularly on Thursday afternoon Studio Classes. Students are expected to perform on General Recitals in consultation with their private applied teacher. Students must complete a request to be considered for a General Recital. Forms are available from the coordinator of General Recitals (or forms are available from the Performing Arts Office). General Recitals and Studio Class schedules and programs are posted outside the Recital Hall (PAC-250). Recital Class begins promptly at 2:05 on designated Thursday afternoons. Performers are asked to be backstage ten minutes prior to performance time appropriately dressed for the performance.

Students required to present a Senior Recital must perform a solo in at least two Recital Classes before approval of their Senior Recital program.

Student Recitals, Senior Recitals

Music majors pursuing the Bachelor of Arts in Performance, Bachelor of Science in Music Education and the Bachelor of Music in Performance degrees present a Senior Recital during their final semester of study. Bachelor of Science students present a half recital (30 minutes), but may present a full recital with the instructor's approval and with the vote of the full faculty after an audition of representative works. Bachelor of Music students must present a full recital of at least 40 minutes.

Students planning a Senior Recital must submit the proper form (available from the Performing Arts Office) at least 8 weeks prior to the event. Students

are responsible for contracting with an accompanist for their Senior Recital. (Students contract with an accompanist for these recitals and reimburse the accompanist separately for their services). Students should plan their recital program in consultation with their applied private teacher no later than the semester prior to the scheduled program and it is advisable to secure an accompanist one or more semesters prior to the scheduled recital.

Program information is to be submitted in final form (see guidelines on form-avaialble from Dale Haefner) three weeks before the recital. The Recital Hall must be reserved through Mr. Haefner-Events Coordinator as early in the year as possible for Senior Recitals.

Additional Information

Application for Professional Education (Music Education Majors)

See your advisor or contact the Advising Office in the College of Education (AH-117) for specific courses and details regarding College of Education courses.

Application for Student Teaching (Music Education Majors)

Student teaching is the capstone of the Bachelor of Science in Music Education curriculum; as such, it deserves particular attention. Students pursuing one of the two specializations under this program must submit an application by the posted deadline the semester before the student intends to student teach and meet the requirements of the Department of Music and the College of Education. This application must be signed by the student's advisor and submitted to the Office of Clinical and Field Experience Office in Armstrong Hall. For further information contact the College of Education or your advisor in the Department of Music.

Application for Graduation

Students are required to submit an application for graduation one calendar year prior to the expected graduation date. Forms can be obtained from the Registrar's Office. Allow a minimum of six months for processing the form and notification.

Length of Time Needed to Complete a Degree

In an ideal world, every student would complete his/her undergraduate degree in four years. Many students find it necessary to take more time, due to the demands of families, jobs, and other activities. The student who chooses or is forced to be a part-time student should be aware of certain challenges:

1. Every degree program has requirements in various areas, including lessons, ensemble participation, recital class attendance, core courses in music

history and theory, professional courses, and so on. These requirements are not made arbitrarily, but reflect the specifications of accreditation agencies like the National Association of Schools of Music and the State Board of Teaching.

2. Those agencies assume that students will complete a degree in four years as a full-time student; our curricula make the same assumption.

3. The student who takes more than six years to complete a degree often forgets much of the material which he/she originally covered as an entering freshman. To ensure that students who have already completed their core courses in theory and music history retain a mastery of those materials, annual tests will be administered in those areas at the beginning of the school year. All students who have been in residence seven or more years will be required to take those tests each year. If the student does not pass the examinations with a 75% or higher score, he/she will be required to retake the courses which were covered by the failed portion of the exam.

Policies and Procedures: Guidelines for Use of Facilities

Electronic Piano/MIDI Lab

PA 215 is designated as the Class Piano Lab and also is used for courses relating to technology in music.

Instrument Check-Out

Based on availability of instruments, students who perform in an MSU ensemble or who are taking an applied private lesson or instrument class may check out an instrument to use with that ensemble. The procedure is as follows:

1. Contact the instrumental graduate assistant in PAC 223 (on the second floor) at the beginning of the fall term for the proper form.
2. If you cease performing with an MSU ensemble before the end of the year, you must return the instrument(s) immediately. All directors are asked to notify the music office of any students who drop their ensembles; grades and or permission to register for the following semester may be withheld if the instrument(s) are not returned.
4. All instruments must be returned at the end of the spring semester-- NO EXCEPTIONS!!! Anyone who does not return the instrument by the end of the Spring Term will be charged for the replacement of the instrument. For more information, see the band graduate assistant.

Music Lockers

Music Lockers are available for students who are registered for either an ensemble(s) or taking applied private lessons. The procedure for obtaining a locker is:

3. Check with the band graduate assistant in PAC 223 (on the second floor) at the beginning of the fall term for the proper form.
4. Pay the key deposit fee at the cashier's office at the HUB.
5. Complete the locker request and attach the receipt. Return the form to PAC 223.
6. If you cease performing with an MSU ensemble before the end of the year, you must return your locker key immediately. All directors are asked to notify the music office of any students who drop their ensembles; permission to register for the following semester may be withheld if keys are not returned.
5. All locker keys must be returned at the end of the spring semester-- NO EXCEPTIONS!!! Anyone who does not return the locker key by the end of the third week of May will lose their key deposit and have permission to register in future withheld until the key is returned.

Practice Rooms

Practice rooms are available for student use on the first floor in the Performing Arts Center, free of charge. A few of the rooms are reserved for piano, organ, harpsichord, and percussion students, and are to be kept locked at all times. Keys are available for these special rooms with a deposit fee, which is refunded with the return of the key at the end of the semester or the end of the year. Students requesting the use of these rooms must obtain permission from the Performing Arts Office. PAC-202.

Other practice rooms are available during the hours the building is open, and are equipped with pianos and music stands. Please do not leave valuables (including instruments) unattended in practice rooms. The University is not responsible for lost or stolen personal items. Practice rooms are not to be used as private offices; please do not leave anything in a room when the practice session is completed. For your security, we ask that you do not cover the windows while practicing.

Scheduling and Use of the Recital Hall (PAC 250)

Music majors planning to use the recital hall must make requests through Mr. Dale Haefner-Events Coordinator. Numerous classes, rehearsals and concerts are held in this room which take priority.

Recital Requests for PAC 250

Music Majors requesting a recital in PAC-250 must submit all requests through Mr. Haefner with prior approval of a faculty member. To request a recital date the student should complete the form and give it to his/her applied teacher for their signature. Return this form to Mr. Haefner.

The following guidelines apply to the use of the Recital Hall:

The student and the instructor will be responsible for the appropriate technical arrangements (lighting, stagehands, doors, etc.)

No personal audio or video taping is allowed during the recital without departmental approval. Arrangements for recording are made by contacting Recording Services.

Piano policy:

- a. The piano on the Recital Hall stage is to stay permanently in that area. Special care is to be taken with that instrument.
- b. Care should be taken in removing the cover that the grommets do not scratch the finish.
- c. No items of any kind should be placed on the piano, with or without its cover on.
- d. Be extremely careful when moving the piano. Piano lid should be in down position. Be careful of “bumping” the piano against walls or doors or other objects. Piano tuning is the responsibility of the Music Department.
- e. The piano is to be kept locked whenever it is not in use. Keys must be obtained from the office or from Dr. Viscoli.
- f. If the piano must be moved for large ensemble rehearsals, it is the responsibility of the person in charge of the rehearsal to return the piano to its former position after the rehearsal.
- g. Student use of the instrument is restricted to 2 rehearsals; a faculty member must be present to supervise the student during those rehearsals. Students may request rehearsal times with the Performing Arts Office.

Music Library

The music library is situated on the main floor of the Performing Arts Center in Room 201. Included in its collection are recordings (vinyl disks, tapes and CDs), printed materials (musical scores, books, and curriculum materials), and computers and software. Other holdings include: Reserve recordings and books for music and theatre classes. Listening facilities for tapes, records, and CDs are available. The main library also contains certain music resources, including periodicals, references and other books, and videotapes; a fully equipped computer lab may be found in Wissink Hall.

Please bear in mind copyright laws when you use the library: photocopying of complete works for performance is unethical and illegal, as is the making of cassettes of recordings in the facility. If you wish to buy your own personal copy of a score or recording, there is a posting on the circulation counter of local and national sources for sheet music, CD's, and other materials.

Music Department Scholarships

The Music Department offers a variety of scholarships and grants in varying amounts to qualified students. Some of these are primarily intended for entering high school graduates with strong academic records and high musical aptitudes who intend to enroll at MSU as music majors and minors. Other awards are available to returning students and transfer students. Awards are available for students in all degree programs and in all areas of performance. There are also awards available for participation in various ensembles, including the University Orchestra, the Mankato Symphony Orchestra.

Recipients of scholarships and grants must be full-time students (carrying 12 hours or more); scholarships may be renewed yearly but require the student to submit an application to the Scholarship Committee.

Information on each of these organizations may be obtained from the Performing Arts Office or the student representative for each organization.

Student Organizations:

Music Educators National Conference (MENC)
American Choral Directors Association (ACDA)
International Association of Jazz Educators (IAJE)
Music Entertainment & Industry Student Association (MEISA)

Additional information

Requirements for each degree program may be found on the Department of Music website: <http://www.mnsu.edu/music/academics/undergraduate.html>

Piano Proficiency Requirements
(Dr. Linda Duckett: Class Piano Instructor)

The following are available on request:

Student Portfolio Guidelines/Checklist: PA 202

Sophomore Review Checklist: PA 202

Senior Recital Request Form—Mr. Dale Haefner

Student Recital Event Checklist—Mr. Dale Haefner