

Kutztown University of Pennsylvania

Department of Music

Student Handbook



Spring 2015

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I. Introduction to the Kutztown University Department of Music

A. Accreditation

The Kutztown University Department of Music is an accredited institutional member the National Association of Schools of Music (NASM) and the Pennsylvania Department of Education (PDE). It is in the College of Visual & Performing Arts and services both music major & non major students.

The Department offers performance experiences in large and small ensembles. These ensemble groups service the university community by providing music for concerts, recitals, and special university events.

B. Mission and Goals

The mission of the Kutztown University Department of Music is to develop musicians who are innovators and active contributors to their field and community, through the understanding and appreciation of the rich historical and cultural music tradition. The department offers professional training and promotes scholarship among students and faculty by offering historical, theoretical, pedagogical, as well as music education and performance courses. These courses integrate the development of listening skills, critical thinking, and an awareness of aesthetic principles and contemporary technology. In addition, the department serves to enhance the music literacy and cultural life of the campus, community, and the surrounding region through musical events and curricular offerings.

The Department has three main goals:

- To prepare students for careers in music education, employment opportunities, and/or graduate studies.
- To enhance the non-music major experience by offering the study of music to those who demonstrate interest in music through well-rounded instruction and aesthetic experiences in music.
- To enrich the cultural atmosphere for all Kutztown University students and community members by providing student and professional performances, lectures, and musical activities on campus and in the community.

C. Objectives

- To offer courses in General Education, encompassing Music Literature, Theory/Composition, and Performance to the entire University.
- To serve the College of Education through continued course work in Elementary Music Methods as well as through a Music Concentration in Elementary Education for those students who wish to enhance their music teaching skills.

- To attract talented performing musicians and prepare those students who wish to enter graduate level programs in music, as well as provide a foundation for various professional careers related to music through the Bachelor of Arts Music degree.
- To develop and maintain a variety of performing organizations ranging from large groups to small ensembles as well as provide individualized instruction in applied music.
- To maintain and develop the Music Minor curricula that serve students enrolled in other major degree programs.

D. Degrees Offered

The Department of Music offers the following music degrees:

- Bachelor of Science in Music Education
- Bachelor of Arts in Music
- Minor in Music

In addition to the required University General Education courses, all degrees in music require a set of common core music courses. For complete degree requirements, please obtain the most current degree check sheet from the music office.

E. Admission Requirements

All prospective music students must apply and be accepted to both the University and the Department of Music. An audition is required to be admitted to the department. Auditions are held between 9:00AM and 3:00PM on identified Saturdays. Individual audition at a mutually agreeable time for the prospective student and faculty may be set up. For up to date audition schedule, please see the department website at <http://music.kutztown.edu>. Online audio or video auditions are accepted if the student lives if the distance of travel is prohibitive.

Prospective students are encouraged to contact the applied faculty in his or her instrument/area to discuss the audition requirements. Requirements vary by performance area. In general, you should be prepared to perform repertoire that best displays tone, technique, and general musicianship. The playing of scales and some sight-reading may be required.

F. Facilities

Library

Available to the music student are the holdings in the Rohrbach Library, which include printed music, audio recordings, video tapes of performances and other relevant topics, and an extensive research collection. Housed in Old Main 152 is a Listening Library solely for the use of music students and faculty which has a collection of both CD and LP recordings.

Rehearsal Facilities

Schaeffer Auditorium received a complete renovation in 2013. It includes the restoration of architectural details throughout the building. New seating, lighting, elevators, a loading dock and green room were included in the project.

The 14,000 square foot expansion to Schaeffer Auditorium houses two new large rehearsal halls, a recital/lecture hall, practice rooms, music classrooms, chamber music rehearsal rooms, music library, instrument and uniform storage, lockers, lounge, and new dressing rooms, amongst many other renovations to accommodate the rapidly growing music program.

The large rehearsal hall has been named in honor of Richard G. Wells, professor emeritus of music. Wells taught at KU for 29 years before his retirement in 1997.

In addition, the Music Department also enjoys a fully renovated rehearsal and classroom area that received its formal dedication on October 18, 1997. The C-Wing of Old Main includes the Georgian Room, the Instrumental Rehearsal Room, the Music Technology Lab and the Percussion Suite. This area also houses the Music Department additional practice rooms, several faculty offices, classroom space and the instrumental music library.

Music Technology Facilities

Music Technology Lab housed in Old Main offers exciting opportunities for students interested in gaining experience in music produced with the aid of technology. The Lab also offers computer aided instruction for several of the courses in the Music Department course offerings.

II. General Information and Department Policies

A. Fees

The following fees are assessed to support the operations of the department.

*Instrument rental	\$10
Instrument locker rental	\$10 (large locker), \$5 (small locker)
*Concert CD	\$10
Recording Assistance	\$10/hour
Accompanist:	see section C(ix)

*Students who wish to use instruments owned by the university will sign a contract agreeing to care for the instrument. The fee is assessed for instrument maintenance. Instrumental rental form is available in the Music Office.

**A CD copy of recorded concert performance is available. The order form is available in the Music Office.

B. Copyright Infringements

Students may not perform with a photocopied sheet music. The Department of Music is not responsible for any case of student copyright infringements. The student must purchase their own sheet music.

C. Applied Music

i. Applied Area

B.A. and B.S. in Music Education students are required to complete 7 semesters of applied lessons. In order to maintain a music major status, students must receive a final semester grade of "C" or better. Any semester in which a student fails to receive a final semester grade of "C" or better will result in the student losing the status as music major, and will immediately need to declare a new major. Else, the Registrar's Office will identify the student as an Undeclared Major.

ii. Ensembles Requirements

All music students are required to register for a large ensemble in their major applied area every semester of enrollment. Rare exceptions are provided for limited circumstances (i.e. semester internship, study abroad, and student teaching), and is at the discretion of the Department of Music Chair.

- B.S. - 6 semesters (6 credits)
- B.A. – 5 semesters (5 credits)

In addition, all music students are also required to participate in **2 semesters** of small ensembles in their major applied area to meet the minimum required hour of applied instruction per week.

Students with music scholarships must consult their scholarship offer letter for further ensemble participation requirements.

Ensemble auditions are held during the first week of classes. Audition excerpts will be made available in advance on the department website or through email.

iii. Concert, Student Recital, and Performance Lab Attendance Policy

Music majors are required to attend a specified number of concerts and recitals during the semester as required by the main applied area faculty. In addition,

attendance at all Student Recitals is mandatory and will be shared with applied faculty to be considered in the applied lesson final grade.

iv. Performance Requirements

Freshman, sophomore, and junior music majors must perform at least once in a Student Recital per semester. Failure to comply with this requirement may result in the lowering of the applied music. Seniors music majors must be in preparation for their senior recital.

v. Performance Attire

Student Recitals and Performance Labs - Students should wear semi-formal attire suitable for a public performance. No shorts, jeans, t-shirts, or sports attire permitted. If in doubt, a black top and bottom is appropriate. Music performances on campus are open to the public. Thus students should present themselves professionally.

Large Vocal and Instrumental Ensembles - Tuxedos and formal black dresses are required for performances. Incoming male freshman and transfer students are advised to purchase a tuxedo they don't already own one. Used tuxedo can be purchased at a very affordable price. Both male and female students should furnish their own black shoes and white shirts.

vi. Senior Recital

Senior music majors must perform a recital and be enrolled in the 1 credit course MUS399 (Senior Recital). The jury in the semester prior to the recital will determine if the student is to deliver a culminating performance of 50 minutes for the public or of 25 minutes for the faculty.

- a. **Recital Repertoire:** Recital repertoire must demonstrate appropriate level of technical ability and musicianship. It should encompass a variety of styles, genres, and time periods as appropriate for the medium.
- b. **Recital Date:** The recital date will be scheduled in consultation and through the applied faculty and will be included in the Department of Music schedule of performances.
- c. **Recital Jury:** The jury in the semester prior to the recital constitutes as hearing for the senior recital. Students will not be allowed to play a recital jury without an accompanist.
- d. **Accompanist:** The student presenting a junior or senior recital is responsible for acquiring an accompanist. Please refer to Section C(ix) for more information regarding the use of staff accompanist.

- e. Recital Programs: The student must prepare a recital program booklet with program notes approved by the applied faculty. The program booklet must use department-approved student recital template. The booklet should be completed at least one week from the recital date so that there is sufficient time for printing by the university copy center.
- f. Recording: Students who wish to have a CD recording of their recital must complete a Concert CD Order Form in the Music Office. A \$10 fee is assessed for the recording of the recital. (fee for CD?)
- g. Recital Attire: The recitalist and assisting recital musicians should dress in formal or semi-formal attire.
- h. Recital Publicity: Student is responsible for designing and printing posters to publicize the recital at least 2 weeks in advance.

vii. Performer and Audience Etiquette

As a performer

- Always make sure that you are wearing the proper concert attire.
- Arrive at least 30-45min early so that you will be able to warm up your instrument and familiarize yourself with the hall.
- Ensure that your accompanist have a page turner if needed.
- If you are one of the performers in the concert or recital, stay for the entire concert to support your colleagues.
- Do not wear fragrance and sparkling accessories as it is a distraction to the audience and other performers.
- Be sure to turn off your cellular devices and leave them back stage.
- Take time to bow before and after your performance to acknowledge the audience's applause.

As an audience

- Always arrive early for a performance. This ensures that you are able to pick up a program and find a seat.
- Do not leave early.
- If it is a multi-movement work, applaud only at the end of the set.
- Never enter the hall during a performance. Wait between movements or applause and enter quickly and quietly to a seat close to the door.
- Unwrap your cough drops or candies before the performance.
- Do not talk or whisper during the performance – it can be heard.
- Turn off your cellular device and leave them in your pocket.
- Do not make/take phone calls, text, email, or surf the web during a performance.
- Do not take pictures, record audio or videos with your cellular device.

- Remove all hats, caps, and sunglasses at a performance as a sign of respect to the performer.
- Do not wear fragrance and sparkling accessories as it is a distraction to the audience and other performers.

viii. Semester Jury

Semester jury is the final exam for the applied lesson course. Music majors enrolled in applied lesson must perform a semester jury that is held during the exam week. Students that have successfully completed a senior recital are exempt from the semester jury. Jury for students minoring in music, students that have performed a junior recital, or students enrolled in applied lessons as an elective (non-majors) is at the discretion of the faculty. Juries for music majors that have completed the required 7 semesters of applied lessons are also at the discretion of the faculty.

It is the student's responsibility to work with the applied faculty and accompanist for a successful jury. The semester jury is a graded evaluation by the faculty. Jury comments are written on a jury report sheet. Following the jury, the applied faculty shares the evaluation information with the student.

- a. Jury Sheet – Prior to the jury, the student must obtain the jury sheet from the music office and complete a copy of the jury sheet to be brought to the jury exam. The jury sheet must list all materials studied during the semester. It is kept in the student's file.
- b. Jury grade – The jury score will count **no more than 20%** of the applied lesson grade for the semester. Student should refer to their applied lesson syllabus for additional information.

The semester jury also serves as a recital hearing for students in preparation for their junior or senior recital that is scheduled for the following semester.

ix. Department Accompanists

Below are the current Department of Music piano accompanists (AY 2014-15)

Greta Ertel ertelb@msn.com	Shari Gleason-Mayrhofer sharigm@gmail.com	Atsuko Egawa egawaatsuko@hotmail.com
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Students must contact their accompanist as soon as the assigned semester repertoire has been purchased. It is **strongly recommended** that students provide their music to the accompanist no later than **one month** prior to a scheduled performance. Inform the accompanist the details of the performance (date, time, and venue).

Students in preparation of a junior or senior recital are recommended to provide all recital music to the accompanist **no later than 6 weeks** prior to the recital jury (semester jury).

If music was not provided timely, the accompanist has the right to decline your request. It is the student's responsibility to provide music to the accompanist on time.

The student is responsible for scheduling rehearsals with the accompanist. The student should also check with the applied faculty to set up coaching with the accompanist. The accompanist may inform the applied faculty if the student is repeated tardy or fail to attend scheduled rehearsals.

Accompanist Costs:

It is a positive sign that the number of students utilizing our staff accompanists have increased. Unfortunately, due to budget constraints, the funds for staff accompanists have not. In fact, there is no directed budget line for staff accompanist fees. The staff accompanists are paid directly out of the Department of Music's general operating budget. To be able to continue essential department operations, a new policy has been developed to set reasonable time limit each individual student will be able to rehearse with the accompanist. Here are the limits:

- Preparation for Jury – 1 Hour
- Preparation for Student Recital – 1 Hour
- Preparation for Mid-Tier Evaluation – 1 Hour
- Preparation for Recital Approval Jury – 2 Hours
- Preparation for Senior Instrumental Recital – 3 Hours
- Preparation for Senior Vocal Recital – 4 Hours

If the student requires additional time with the accompanist beyond the recommended limits, the student may compensate the accompanist on their own.

Students are expected have familiarized and learned the piano part ahead of time by listening and practicing with recordings or SmartMusic. It is also helpful that students write any relevant cues from the piano score in their music. Students are encouraged to make a copy of the piano part for practice study.

D. Assessment and Exams

i. Mid-Tier Assessment (B.S. in Music Education students only)

The Mid-Tier Assessment takes place on the 4th semester of study. It is a Pennsylvania Department of Education requirement. On the 4th semester, students apply for admittance to the College of Education as a teacher candidate. The Mid-Tier Assessment ensures the student's preparedness in the following areas:

- c. Academic progress
- d. Progress in major applied area
- e. Completion of required Observation and Pre-Teaching hours, completion of PAPA (Pre-service Academic Performance Assessment) test, and maintenance of a minimum 3.0 GPA
- f. Writing ability
- g. Piano skills
- h. Overall disposition in relationship to teaching

The assessment includes the following:

- i. A short essay on a select topic
- ii. Prepared piano piece
- iii. Short performance on your applied area (with accompanist) in a Student Recital or Performance Lab
- iv. Interview with faculty
- v. Provide evidence of the completion of required Observation and Pre-Teaching hours, completion of PAPA (Pre-service Academic Performance Assessment) test, and maintenance of a minimum 3.0 GPA.

Student is evaluated using rubrics designed and approved by the Department of Music and the College of Education. If the student was unsuccessful in its entirety or several areas, a remediation plan is put in place. Unsuccessful post remediation students will be counseled to switch to a B.A. degree plan or transfer into another academic degree.

ii. Comprehensive Examinations (B.A. music majors only)

BA music majors must successfully pass a comprehensive examination in music. The Senior Seminar in Music affords an opportunity for students to review and summarize their varied experiences in the study of music in order to increase their

intellectual perspective and conceptual development. The course culminates with a comprehensive examination in music. Although the questions in this examination focus mainly on music history, theory, and literature, there are personalized questions in order to cover each student's elected courses of music study.

iii. **Piano Proficiency Exam**

NASM requirements dictate that all music majors must acquire keyboard competency through the piano proficiency examination. Students are strongly encouraged to complete the piano proficiency examination by the **fourth semester** of enrollment. In order to do so, students are advised to be enrolled in class or studio piano as a Music Elective until the proficiency is passed.

The piano proficiency will be offered each semester during the jury week. Students have up to **three** attempts to complete the piano proficiency. Only **one** attempt is allowed per semester.

Note: Students must pass the piano proficiency examination prior to requesting a placement for Clinical Experience. There are no exemptions allowed.

The following are requirements for students in the B.A degree program:

- All major and minor scales, 2 octaves, hands together at metronome marking of quarter note = 76
- All major and minor scales, 2 octaves, hands together at metronome marking of quarter note = 76
- Primary chord progressions in all keys (I/i IV/iv V I/i)
- Prepared piece from the Piano Proficiency repertoire list or equivalent, as determined by a member of the piano faculty

The following are requirements for students in the B.S in Music Education degree program.

- Major Scales: Students will play all of the major scales, two octaves, hands together in parallel motion, performed at a metronome marking of quarter note = 63, two notes per beat.
- Minor Scales: Students will play all of the minor scales, two octaves, hands together in parallel motion performed at a metronome marking of quarter note = 63, two notes per beat.
- Cadences: Students will play the I, IV6/4, I, V6/5, I cadence in all of the major and minor keys.
- Harmonization: Students will harmonize a symbol-free melody at sight, using at least the primary chords.

- Patriotic Songs: Students will play the following patriotic songs from memory: *Star Spangled Banner* in the keys of Bb and Ab, *America the Beautiful* in the keys of C and Bb, and *America* in the keys of F and Eb.

III. Music Scholarships

Music scholarships are awarded to students from all majors who **participate in music ensembles at Kutztown University**. Music majors are given priority consideration. Some scholarships are awarded for multiple years. Applicant's materials are reviewed for all available scholarships that also meet the selection criteria.

The following scholarships are awarded to students:

- The Mamie Afflerbach Music Scholarship
- Department of Music Scholarship
- Marth L. Hafer Scholarship for Jazz Studies
- The Dorothy S. Barbera String Scholarship
- The Reid F. Lessig Scholarship of Bands
- The Earl L. Mayberry Music Scholarship
- The Edwin Schatkowski Music Scholarship
- The Esther F. Smith Piano Scholarship
- The Rudolf and Flora M. Wertime Music Scholarship
- The R.G. Wells Jazz Band Scholarship

To maintain the scholarship award, students are expected to:

- Maintain a minimum cumulative 3.00 GPA
- Enroll in applied music courses
- Participate in performing music organizations such as concert band, wind ensemble, choir, marching unit, orchestra or jazz band and/or
- Participate in performing music ensembles such as brass, percussion, woodwind, vocal, and string ensemble
- Any additional conditions as outlined in the award letter.

IV. Music Resources

A. Rohrbach Library

Available to the music student are the holdings in the Rohrbach Library, which include printed music, audio recordings, video tapes of performances and other relevant topics, and an extensive research collection.

B. Online Streaming Service

The Department of Music is a subscriber to the Naxos Music Library. It is an online music streaming service with extensive catalog and select recordings of over 640 recording labels. It is accessible from the Rohrbach Library website at

<http://www.kutztown.edu/library/er/index.asp>