

# **The University of Alabama at Birmingham**

*Knowledge that will change your world*

## **Department of Music**

### **2024-2025 Undergraduate Student Handbook**

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*The UAB Department of Music is an accredited member of the National  
Association of Schools of Music*

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## 1. Purpose

The purpose of this Student Handbook is to give students accepted into the Department of Music the overall guidelines and policies as set forth by the faculty. At no time does this handbook supersede the general policies found in the UAB Catalog or the UAB Student Handbook; rather, it offers more specific expectations and policies pertaining to students in music. This handbook is not intended to replace the individual syllabus or policy statements of the Music Faculty. *Please read this handbook carefully.* It contains information that will help you get the most from your music education at UAB.

## 2. Admission as a Music Major

Students who wish to pursue a degree in music must perform an audition before members of the music faculty for admission to the Department of Music. Auditions are scheduled on several dates throughout the year, and may be arranged by individual appointment. Once the audition is complete, students will be informed of one of three outcomes:

- (1) Admission to the Department is granted and they may enroll as a Music Major,
- (2) Admission to the Department is conditional, in which case they are admitted as a Pre-Music major and have one year to gain full admission as a Music Major, or
- (3) Admission to the Department is denied.

In the case of number 2 above, students must re-audition within one year in order to gain full admission as a Music Major. In the event they are not accepted, they will be advised to seek another major within the University. Once fully or conditionally admitted to the Department of Music, students will work closely with a music faculty advisor who will monitor their progress and assist with the selection of appropriate courses. Students are expected to audition during the year preceding the anticipated entrance date. Admission to UAB does not guarantee admission to the Department of Music.

### **3. Email and Contact Information**

Professors and administrative personnel often contact students via email. In order to remain well informed and current in all your academic and musical endeavors at UAB, it is essential that you check your UAB email *at least* three times per day. Professors sometimes email an entire class via BlazerNET, and this system will send the message to your UAB email address. Whenever you change any of your student information (additional email addresses, regular mail address, or telephone numbers), inform the Music office.

### **4. Course Syllabi and Policies**

At the beginning of each term and in each class, you will receive a Course Syllabus and/or Policy Statement clearly outlining the expectations of your professor for that particular course. These syllabi and/or statements are designed in accordance with overall University policy to ensure that you understand your professor's policies regarding attendance and tardiness; grading scale; test structure, content and frequency; materials required for the course; and any other information your professor believes will help you successfully complete the course. Dynamic course syllabi for academic music classes and ensembles will also be posted on Canvas. You should read each syllabus carefully and refer to it often. If you have questions, be sure to ask your professor early in the term to avoid any misunderstandings. Your ultimate grade for each course will be based on your performance in each class as outlined in the syllabus. Only grades of "C" or better in music classes can count toward your degree as a music major or minor.

## **5. Attendance**

You are expected to attend all classes, rehearsals, and scheduled private lessons. Students who do not attend class, who have excessive absences or are excessively tardy for class will not pass the class. For the specific attendance requirements of each class, consult the instructor's syllabus. In the event of an emergency, the professor should be notified, in advance if possible, of your absence from a class. If you cannot provide prior notification of an absence, you should call or email as soon as possible to explain your absence and to request that you be allowed to make up any work that was missed. Your professor is not obligated to excuse your absence or to allow you to make up work. Only in cases of certifiable emergency will you be excused. Work, vacation, and work in other classes are not acceptable reasons for absences.

## **6. Registration and Withdrawal Policies**

Music students should register as early as possible for subsequent terms. This will avoid the disappointment of closed classes that late registration often brings. Because you are required to keep a strict schedule of classes – often with prerequisite and/or co-requisite classes – late registration can interrupt the normal progression of classes and can ultimately delay graduation. You may withdraw from a class any time up to the withdrawal date published in the Academic Calendar. Before withdrawing from any course, you should consult your professor to see if there is a possibility of successfully completing the course.

## **7. Ensemble Participation Requirements**

Students in the B.A. degree program in Music are required to participate for credit in at least one music ensemble per term for at least seven terms. To fulfill the participation requirement, instrumental students must enroll in an instrumental ensemble, and vocal/choral students must enroll in a vocal/choral ensemble. At least six of the seven terms of the required ensemble participation must include involvement in one of the following major ensembles: Concert Choir, Marching Band, Wind Symphony, Symphony Band, and Orchestra. Other ensembles may be considered major ensembles, but only for students whose major instrument is listed here: Jazz Ensemble (Guitar, Bass Guitar, Double Bass, and Piano), Guitar Ensemble (Guitar or Bass Guitar), and Piano Ensemble (Piano). All other ensembles are considered minor ensembles. Credit earned in excess of the 7-semester-hour minimum stated above may be applied toward electives. Students in the Music Technology program may take up to four of their ensemble hours in Computer Music Ensemble. The remaining three hours must be in the major ensembles named above, and be taken in semesters prior to Computer Music Ensemble.

Requirements for scholarships may exceed the minimum participation requirements.

Clarification for students who enter the UAB Department of Music as freshmen:

- Once you have earned credit in ensembles as stated above for a total of seven terms, your ensemble participation requirement is complete.

- You are not required to register for an ensemble during your capstone semester.

Clarification for transfer students and students who change major to Music:

- If you enter UAB with no ensemble credits from another approved institution, you must participate for credit every semester (fall and spring) you are a UAB Music major.
- If you enter the UAB Department of Music with one or more ensemble credits from another approved institution, you must participate for credit in an appropriate ensemble for each semester (fall and spring) you are a full-time Music major at UAB.
- Once you have participated in an appropriate ensemble for a total of seven terms at your former school(s) and UAB, your ensemble participation requirement is complete.
- You are not required to register for an ensemble during your capstone semester.

## **8. Faculty Advising**

When you first enroll as a music major at UAB, a faculty member within the Department of Music will be assigned to you as your advisor for the duration of your enrollment. They will help you select Music classes and make sure that you are making proper and satisfactory progress toward graduation. Music and Pre-Music majors will be required to have a Registration Access Code (RAC) in order to be able to register. Music majors with a concentration in Music Education are also required to meet with an advisor in the School of Education every semester. You should meet with your Education advisor *before* meeting with your Music advisor. No student will be allowed to register without first seeing his/her advisor.

You should make an appointment to see your advisor well in advance of your “assigned registration time” for the subsequent term. Before meeting with your advisor, be sure to have an idea of the classes you would like to take, as well as your daily schedule. Be sure to include the time you will need to drive to and from school, work, and any other activities that are necessary for you. Only in extreme circumstances (except during the summer) may a music department administrator advise you in lieu of your assigned advisor. Keep a copy of your check sheet, class registration forms and all other pertinent information in a file. Bring this with you to every advising session and refer to it often in order to accurately track your progress toward your degree. It’s also a good idea to check your progress using the Graduation Planning System (GPS) at least once per term.

## **9. Course Evaluations**

Near the end of each term, you will be asked to complete an evaluation for each class in which you are enrolled. These may be online IDEA surveys and/or paper forms developed by the Department of Music. They are important tools for measuring the effectiveness of your professors and the course content. When completing each form, please give your honest opinions. These should be your opinions only and not those of the entire class. You will not provide your name, and your instructor will not see any evaluations until all grades for that term have been reported. Your responses are very important to the instructor, since they are always looking for ways to improve their effectiveness in the classroom. Student evaluations are also read as part of the university processes of annual review, tenure, and promotion of faculty.

## **10. Office Hours**

Full time faculty at UAB are required to keep a schedule of weekly office hours that are set aside to help you. These will be posted during the first week of each term outside their office. If you need help, it is best to contact your professor to set up an appointment.

## **11. Credit and Time Requirements**

Lecture classes, seminars, labs

One credit hour for Music lecture and seminar classes requires at least 50 minutes of instructional time each week in a 15-week semester. It is expected that students will spend a minimum of two hours outside of class each week in preparation.

One credit hour for class piano, class voice, instrumental classes, or aural skills classes requires 150 minutes of instructional time) per week for a 15-week semester. Students are expected to spend a minimum of two hours outside of class each week in preparation. Two-credit hour classes (Conducting, Music in World Cultures) require 150 minutes of instructional time per week in a 15-week semester. Students are expected to spend a minimum of four hours outside of class each week in preparation.

Three credit hour lecture classes in music meet for 150 minutes of instructional time in a 15-week semester. Students are expected to spend six hours of time outside of class per week in preparation. Summer sessions maintain the same number of total class meeting clock hours and outside working time expectations.

### **Applied, ensembles, and independent/directed study**

Applied Lessons are taught once each week for either 25 or 50 minutes. Students taking applied music for one credit hour take a 25-minute weekly lesson, and students taking applied music for two credit hours take a 50-minute weekly lesson. In addition, all applied music students are expected to spend at least five preparation hours each week *for each credit hour* of applied music. This preparation may include a weekly studio class. Ensembles earn one semester hour credit, regardless of how many minutes of rehearsal time they require. Recitals carry 0 semester hours. Independent Studies can be for 1, 2, or

3 semester credit hours depending on size and scope of the project. The amount of credit is determined by the instructor in consultation with the Department Chair.

## **12. Applied Lessons**

Applied Lessons are private, one-on-one lessons with a faculty member. For the music major or minor, these lessons are taken with the instrument on which they auditioned and feel most confident. This is known as your “principal instrument.” Since these lessons are scheduled around your class schedule and the schedule of the faculty member, you are expected to furnish your schedule to your private teacher before the semester begins. Be sure to let them know how to reach you by phone and email to alert you to your lesson time and check their office bulletin board frequently for the posting of lessons and other information. In order to ensure that you receive these required lessons, you must 1) have completed the entrance audition for admission, and 2) be an officially declared Music major, Pre-Music major, or Music minor at UAB. Registration for Applied Lessons includes a weekly group meeting (performance class, master class, studio class, chamber ensemble) that ordinarily meets Monday and/or Friday at 12:20. Be sure to consult the syllabus about requirements for this part of the applied-music course.

Only Music majors and minors, and students required to take private lessons as a part of their scholarship, may take applied lessons with adjunct faculty. There are additional expectations that will be outlined in your syllabus, such as minimum practice time each week, chamber music classes, performance classes, juries, memorization, and repertoire. The ensemble in which you choose to participate should be within the same field as your applied lessons’ concentration, i.e., if voice is your principal instrument, then Concert Choir, Chamber Singers, Gospel Choir and/or Opera should be your ensemble. Because applied studio space is limited, students must exhibit satisfactory progress toward their music degree in order to continue study in their applied area. This would normally mean the enrollment and successful completion of at least 12 semester hours’ credit per term in courses required by their degree program.

## **13. Juries and Student Recitals**

Each student enrolled for applied lessons must perform on a jury near the end of each term of enrollment. (Exceptions may be made during the first term of applied lessons as your instructor deems appropriate). This jury is the culmination of your study for the term and should reflect your work, practice and improvement. You will perform for faculty who will provide written comments and a Jury Grade to your applied teacher. Music requiring accompaniment must be performed with an accompanist. *No jury will be heard if you have not previously rehearsed with your accompanist.* The Music Department provides professional accompanists with whom you may work. They will rehearse with you a limited amount to prepare for your jury or your appearance on a student recital. They will not teach you your music, so you should be well prepared before this rehearsal. When you perform on a jury or student recital, you must dress professionally. If you have questions regarding dress, please consult your applied instructor. On the day you perform, plan to arrive at least 15 minutes before the *start* of the recital or your jury.

## 14. Practice Room Policies

Practice rooms are for the exclusive use of UAB students currently enrolled in one or more courses with the MUP prefix. Sign-up sheets for instrument-specific rooms will be posted the first week of each term. Time may be reserved in other practice rooms during the last week of classes. You may reserve a practice room for up to two hours each day, four days a week. Any unoccupied practice room is available for any UAB Music student to use. The Music Department Office Associate will issue door lock codes to students, and students are strictly forbidden to give this code to anyone else.

A student may lose permission to use practice rooms by doing any of the following:

Bringing drinks or food into the practice rooms, abusing the equipment in any way, giving the security code to other students, or not relinquishing a practice room on time.

Not regularly using the practice room during the times for which they have reserved them.

Reserving more than the allotted number of hours per day/week

Each student shares the responsibility of maintaining adequate security of themselves and their property. Instruments are easy targets for thieves, and most property crimes tend to be crimes of opportunity. Be aware of your surroundings at all times, and do not leave an instrument unattended, even for a moment. When you leave a practice room, turn off the light and close the door.

## 15. Scholarships

Most ensembles in the Department of Music require an audition. You should make an appointment to audition with the director of each ensemble in which you wish (or are required) to perform. Auditions for Music Majors interested in being considered for department scholarships are held throughout the year. Most scholarships require participation in specific ensembles. Generally, to receive and maintain a music scholarship, a recipient must:

1. Register as a full-time, degree-seeking student at UAB in the fall and spring terms (minimum of 12 hours per semester)
2. Register for and successfully complete at least 24 credit hours during the academic year (fall, spring, and summer). Students on scholarship are expected to make satisfactory progress toward their degree.
3. Register for credit and complete *all* of the required ensembles (as determined by audition) and private lessons in a manner satisfactory to the director/instructor, and earn a minimum grade of "C."
4. Maintain a grade point average of at least 2.0 for courses taken at UAB

Most scholarships are annual awards, and must be renewed each academic year at the discretion of the Chairman of the Department of Music, the Scholarship Committee, and the Director(s) of the ensembles to which the student is assigned. If a student is not eligible



for a scholarship due to GPA, the student may re-apply after the minimum GPA is reached in a subsequent term. If a student is not eligible for a scholarship due to a lack of successfully completed credit hours, a student may re-apply after a semester in which they successfully complete 12 credit hours of coursework.

## **16. Performance Attendance (PA)**

All music majors are expected to attend Music Department concerts. To satisfy the Department's Performance Attendance requirement, all music majors must pass MUP 001 during each term of full-time enrollment except the capstone semester. This class is a zero-credit class; you will receive a "P" (pass) or "NP" (no pass) on your transcript. If you do not successfully complete all terms as required, you will not be approved for graduation. Transfer students (including UAB students changing their major to Music) must pass Performance Attendance every semester of full-time enrollment as a Music major (except the capstone semester). A minimum of three completions of PA is required of all transfer students. Specific information regarding recitals, concerts, attendance verification, etc., will be discussed at the fall orientation session for music majors. You may register for MUP 001 during your capstone semester to make up for an NP grade in an earlier semester, but it is strongly recommended that you complete the PA requirement before the capstone semester.

### **Clarification for students who enter UAB as freshmen:**

Once you have passed PA a total of 7 terms, your PA requirement is complete. You are not required to register for PA during your capstone semester. You are only required to register for PA during the fall and spring semesters (summer registration is not required). Summers may be used to "make up" a term if needed, though it should be noted that successful completion during summers is much more difficult.

### **Clarification for transfer students and students who change majors to music:**

If you enter UAB with no Performance Attendance credits from another approved institution, you must pass PA every semester (fall and spring) you are a student at UAB. (i.e. If you are at UAB for five semesters, you must pass PA five terms).  
If you enter UAB with one or more credits in Performance Attendance from another approved institution, you must still pass PA for every semester you are enrolled at UAB.

You are not required to register for PA during your capstone semester.

## **17. Music Convocation**

**Music Convocation is a required part of Performance Attendance for all music majors.** It occurs most Wednesdays from 12:20 to 1:10 p.m. Therefore, all music majors must be available at the 1E time slot for Music Convocation. (Mondays and Fridays during this time slot will be used for Performance Classes for applied lessons.) Although the number of convocations may vary with each semester, the following requirements apply:

All noontime Faculty Recitals and Student Recitals are required.

All Degree-Specific convocations are required.

Of the remaining convocations, a certain number will be required each semester. If any of these requirements are not met, you will not pass Performance Attendance for that term.

## **18. Theory Placement**

All new music students must either pass the placement examination with a minimum score of 70%, or successfully complete MU 100, Fundamentals of Music, with a grade of “C” or higher, before they are eligible to enter Music Theory I and Aural Skills I.

For transfer credits to be considered equivalent to Music Theory I-IV and Aural Skills I-IV, courses taken at another college must have included aural skills. If a separate skills course was taken, both the laboratory and the related music theory course must have been completed with grades of C or higher. All transfer students with prior music theory credits are required to take a Music Theory Placement Exam. On the basis of the exam results, the faculty will place the student in the appropriate course, which may be at a lower level than the student’s transfer credits indicate.

Students may progress to the next levels of Theory and Aural Skills courses only if a C or better is earned in the previous levels of Theory and Aural Skills.

## **19. Capstone Requirement**

UAB mandates completion of a capstone course or experience for all students graduating in 2013 or later. Students in the Music Education and Music Technology concentrations fulfill this requirement with internships. Music majors pursuing the general BA degree must complete MUP 497, Senior Recital/Project, during their last year of study.

## **20. Piano Proficiency Exam**

Functional keyboard facility must be demonstrated by ALL music majors at UAB. This is accomplished by means of the required Piano Proficiency Exam. Beginning Fall 2017, all Music majors are required to pass the Piano Proficiency Exam (MUP 125) before being permitted to enroll in MU 322, Music Theory IV. In other words, MUP 125 will become a prerequisite for MU 322. This may be accomplished by passing the proficiency exam upon entering UAB or by taking Beginning and Advanced Class Piano. The competencies in the exam are built into the curriculum for Advanced Class Piano, so students who successfully complete that course, passing all competencies, have completed the requirements for the

exam. Students satisfying Piano proficiency through this method should also register for MUP 125 in the same semester they are taking Advanced Class Piano.

Piano proficiency examinations are scheduled during final exam week of each academic term (usually on Thursday morning) in August, December, and April. The instructor(s) of MUP 124 and at least two other faculty members will administer the exam. Students wishing to take the proficiency exam must contact the instructor at least one week before the last day of classes to be scheduled for the exam. The exam will be approximately fifteen minutes in duration and will cover examples from the areas listed below.

Most students with limited keyboard skills should plan to enroll in a two-semester sequence of MUP 124, Class Piano (fall and spring, beginner and advanced sections). Passing the final exam of the second (advanced) semester will count as passing the Piano Proficiency Exam. The student must still register for MUP 125 (a zero-credit registration) in the second semester, in order for the passing grade to appear on the transcript. MUP 124 Class Piano is not a required course in any Department of Music curricula – it is a preparatory course to assist students who don't have the background to pass the Piano Proficiency exam by preparing on their own.

Students with *considerable experience* in piano are advised to take the exam during their first term without enrolling in Class Piano. If the student does not pass the exam, they should consider enrolling in Class Piano to pass the second-semester exam. Transfer students who have a documented Piano Proficiency Exam passing grade (either by transcript or letter from the music executive at their previous school) will not need to take the exam or the class.

Even if they have taken some class piano, transfer students who have not passed an exam measuring piano proficiency music take our Piano Proficiency Exam. If the exam is not passed, the student must enroll in the Class Piano section (beginner or advanced) determined by the UAB Piano Proficiency Exam.

Music Education majors cannot enter the TEP program without passing the Piano Proficiency Exam.

## **PIANO PROFICIENCY EXAMINATION REQUIREMENTS**

The student will demonstrate proficiencies in the areas of sight-reading, performance, technique, and related functional skills including transposing and improvising simple accompaniments.

**Sight-reading** of song arrangements and/or simple solo piano literature such as a selected example from Chapter 5, pages 195-219 in *Progressive Class Piano* by Elmer Heerema.

Performance:

Two community songs: “America” and “The Star-Spangled Banner.” It is expected that these songs be played strongly enough to lead group singing. Music may be used.

A **piano solo** selected from the following list or from repertoire of comparable difficulty (memorization optional).

J.S. Bach , *Little Preludes*

Clementi, Sonatinas

Schumann , *Album for the Young*

Technique:

All major and white-key harmonic minor **scales**: Two octaves in parallel motion, hands together.

All major and white-key minor **arpeggios**: Two octaves, hands together.

Functional Skills:

**Harmonize** a given melody with I, IV and V chords and accompaniment improvisations.

(See *Progressive Class Piano*; each chapter contains sections on harmonization and improvisation).

**Transpose** a simple accompaniment or song at sight, no more than a whole step up or down. (See *Progressive Class Piano*, Chapter 5, pages 195-204 for examples.)

**Cadences**: Play the progression I IV I<sub>6</sub> V<sup>7</sup> I, hands together in all major and minor keys.

## 21. Concert/Recital Etiquette

In your time at UAB, your role in most concerts will be that of a supportive listener rather than a performer. Consideration toward your fellow listeners and the performers will go a long way toward guiding your behavior at these special occasions. The atmosphere of a concert is that of a more formal occasion, so dress and act appropriately. Follow these rules and guidelines, and you will be “at home” attending our events.

Dress appropriately. Our culture has become less formal, but use common sense. If you wear a hat, please remove it in the concert venue. Your style of dress for the occasion can be viewed as a sign of respect or disrespect for the performer. As a student, khakis/jeans are fine, but shorts and flip-flops do not quite show the same level of respect. Your personal style is important, but so is your preparation for life as a professional musician. Use your best judgment, with the understanding that when you are in doubt, the dressier option is usually the best choice.

Arrive well ahead of the starting time of the event. This will give you time to greet friends, find your seating, and read program notes before the concert begins. Remain attentive for the entire performance, and do not leave early for any reason.

If you are unavoidably late, do not walk in while a performance is in progress. Wait until there is applause or until the performer is leaving the stage, then find the nearest empty seat. (At most events, house personnel will let you know when it's OK to enter the hall.)

**No food or drink is permitted in any concert venue at any time.**

**No photography or use of electronic devices is allowed during concerts or recitals.**

Avoid all manner of distracting behavior at the concert. Talking, texting, shuffling papers, and walking around the hall are examples of what NOT to do during the music.

In multi-movement compositions, it is traditional NOT to applaud between the movements. The same is true for groups of songs or solo pieces. Wait until the entire work or group has been performed.

## **22. Facilities and Equipment**

Students are expected to respect the facilities of the Department. **No eating, drinking, chewing of gum, or smoking is allowed in any UAB Department of Music facility, including practice rooms.** In order to maintain the security of expensive musical equipment, security locks, coded door locks and alarms are installed in many of the department's classrooms, practice rooms and technology labs. Only faculty may give door codes to currently enrolled students. Alarm codes are given only to instructors. All codes are changed regularly to insure security. Students are strictly forbidden to give out security codes to anyone, including other students.

**NO piano is to be moved at any time without faculty supervision.**

At times, University property (uniforms, tuxes, dresses, music, folders, and instruments) will be assigned to the student for the term. Students are required to return the property in the same condition as it was assigned and at the time specified by the instructor. Failure to do so will result in the student's grade being withheld for the term. If the equipment is not returned in satisfactory condition, the student will be held personally liable for the repair or replacement of the equipment. In the event that a student abuses equipment or facilities, they will lose the privilege of using them.

## **23. Young Performing Artist Program**

The Young Performing Artist Program (YPAP) is the Honors program of the Department of Music; it follows all UAB policies governing Departmental Honors programs, including minimum GPAs. In order to be considered for this program, you must first have the recommendation of your private instructor. You audition for the program during your Jury at the end of the semester. Students admitted to this program will be of the highest caliber of performers and composers, and have an exceptional record of talent, practice and work ethic. If you are admitted, you will present a Senior Recital (and possibly a Junior Recital) sponsored by the Department of Music. Before the presentation of this recital, you will present a Preliminary Recital for the faculty. This Preliminary Recital will take place not

less than four weeks before your public recital and will include all the works on your program, in addition to a printed draft of your program and all program notes. If the faculty approve, you will then be cleared to present your recital. If the faculty do not approve, you must wait until the next term and once again present a Preliminary Recital for the faculty.

## **Young Performing Artist Program Checklist**

### **To Present a Recital:**

Notify Dr. Emily Koriath of your acceptance to the program; receive checklist

Set tentative recital date and reserve facilities with the Associate Chair.

Set preliminary recital date (This must be at least 4 weeks prior to the recital date. The entire recital must be presented at the preliminary recital, including chamber groups). A complete program with program notes (typed with ample copies for jurors) is due at the preliminary recital. The program and program notes must be pre-approved by the student's applied instructor.

Reserve facilities for the preliminary recital with Mr. Tellis.

Confirm recital date after the preliminary recital is passed

Final program and program notes will be due to the Music Office not less than two weeks prior to the recital. This must be submitted electronically in a format provided by the Music Office. Failure to submit all program materials at least two weeks in advance will result in the recital being cancelled.

Students must enroll for applied lessons in the semester they present the preliminary recital and the actual recital.

### **Applied Teacher Duties:**

Arrange for at least two additional faculty members from your division to attend the preliminary recital. All three must pass the student for the recital to take place. As a courtesy, all Department of Music faculty must be notified of the preliminary recital in ample time to allow for attendance.

After the preliminary recital is passed, notify Dr. Jaworski.

### **Other Items:**

Secure accompanist if needed in accordance with Departmental Policies. Only Departmentally approved accompanists will be allowed to play.

Arrange calendar dates with your accompanist and your teacher, and reserve venue(s) for the preliminary recital and dress rehearsal as well as the actual recital.

Arrange for stage crew/any special needs.

Consider all items for your recital: lighting, piano tuning, page turner, recording (audio or video), bows, entrances and exits, etc.

Make sure you wear appropriate recital clothing both for the preliminary recital and the public recital.

Design, print, and distribute posters/invitations (if desired – with permission of Department Chair). Music Office will supply standard posters for department use.

You may host a reception, if you wish, in accordance with Departmental policies. Reserve space with Music Office. This will be at your expense.

Make prompt payment and/or give gifts to all involved.

#### **24. BA General Capstone Recitals -MUP 497**

MUP 497, Senior Recital/Project, is the capstone course for students in the Bachelor of Arts in Music (General) degree program. This zero credit hour course is required of all B.A. Music (general) students in their Senior year (last 30 hours of course work), and must be taken concurrently in the semester of their scheduled recital. The grade for MUP 497 will be “P” (pass) or “NP” (Not Passing) and will be recorded on the student’s transcript. A successful grade of “P” must be attained before graduation in the Bachelor of Arts in Music (General) degree program.

Students must present a public recital of 20-30 minutes in length, or a lecture-recital of the same length and must prepare a research project on the music they are to perform. They are to be guided in this by their applied instructor and/or other members of the music faculty. The result must be both a research paper and separate program notes for the recital program. The research paper and program notes will be assessed by at least three members of the music faculty. As this course is a capstone course for the B.A. student, the student will successfully demonstrate the ability to research and write effectively in the discipline, and include translations of all foreign language and cultural contexts of the music to be performed.

Students must be enrolled in applied lessons in the same semester that both the preliminary recital and the actual recital are presented. Registration for 2 semester hours’ credit is strongly recommended. Discuss repertoire with your applied music teacher, and consider other students with whom you will share this recital time. Secure collaborative pianist, if needed, in accordance with departmental policies. Only departmentally approved collaborative pianists will be allowed to play. Set tentative recital date with your

collaborative pianist, your teacher, and the Associate Chair, and reserve the venue. This should occur in the semester before your recital is to be presented, or at the very latest the beginning of the semester in which it is to be presented. The entire recital must be presented at the preliminary recital. A complete program with program notes is due one week prior to the preliminary recital. The program and program notes must be pre-approved by the student's applied instructor. Confirm recital date after the preliminary recital is passed. **Final program and program notes are due to the Music Office *not less than two weeks prior* to the recital.**

## **25. Studio Recitals**

With the recommendation of your applied teacher, you may elect to present a Studio Recital. This is not a Department of Music sponsored event and will therefore require you to pay for your collaborative (if needed), technical personnel, programs, and other details. These recitals will be scheduled in Hulsey Recital Hall based on availability. If you are interested in presenting a Studio Recital, see your applied teacher for more information. For Studio Recitals, the Applied Teacher is responsible for making sure the performance is ready to be presented publicly, and that printed program information and program notes are accurate and well-written.

## **26. Protecting Your Hearing Health**

**An NASM – PAMA Student Information Sheet on Noise-Induced Hearing Loss  
Hearing health is essential to your lifelong success as a musician.**

**Your hearing can be permanently damaged by loud sounds**, including music. Technically, this is called Noise-Induced Hearing Loss (NIHL). Such danger is constant.

**Noise-induced hearing loss is generally preventable.** You must avoid overexposure to loud sounds, especially for long periods of time.

The closer you are to the source of a loud sound, the greater the risk of damage to your hearing mechanisms.

Sounds over 85 dB (your typical vacuum cleaner) in intensity pose the greatest risk to your hearing.

Risk of hearing loss is based on a combination of sound or loudness intensity and duration.

Recommended maximum daily exposure times (NIOSH) to sounds at or above 85 dB are as follows:

- o 85 dB (vacuum cleaner, MP3 player at 1/3 volume) – 8 hours
- o 90 dB (blender, hair dryer) – 2 hours
- o 94 dB (MP3 player at 1/2 volume) – 1 hour
- o 100 dB (MP3 player at full volume, lawnmower) – 15 minutes
- o 110 dB (rock concert, power tools) – 2 minutes
  
- o 120 dB (jet planes at takeoff) – without ear protection, sound damage is almost immediate



Certain behaviors (controlling volume levels in practice and rehearsal, avoiding noisy environments, turning down the volume) reduce your risk of hearing loss. Be mindful of those MP3 earbuds. See chart above.

The use of earplugs and earmuffs helps to protect your hearing health.

Day-to-day decisions can impact your hearing health, both now and in the future. Since sound exposure occurs in and out of school, you also need to learn more and take care of your own hearing health on a daily, even hourly, basis.

It is important to follow basic hearing health guidelines. It is also important to study this issue and learn more.

If you are concerned about your personal hearing health, talk with a medical professional.

If you are concerned about your hearing health in relationship to your program of study, consult the appropriate contact person at your institution.

This information is provided by the National Association of Schools of Music (NASM) and the Performing Arts Medicine Association (PAMA). For more information, check out the other NASM-PAMA hearing health documents, located on the NASM Web site at the URL linked below.  
[http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA\\_Hearing\\_Health](http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA_Hearing_Health)

Protecting Your Hearing Health: Student Information Sheet on Noise-Induced Hearing Loss  
NASM/PAMA: November 2011