

**STUDENT HANDBOOK
FOR THE UNDERGRADUATE MUSIC MAJOR**

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PART I

ADMISSION TO THE UNIVERSITY

- A) All information pertinent to undergraduate admission can be found in the current undergraduate catalog. A copy of the catalog can be obtained by writing to the Office of Academic Marketing Services, Box 1083, SIUE, Edwardsville, IL, 62026, or by visiting the SIUE website at <http://www.siu.edu/CWIS/pubhandbk.html>.
- B) All potential music students should also familiarize themselves with those chapters in the catalog concerning specific degrees or programs.

ENTRANCE TO THE MUSIC PROGRAM

A) ENTERING FRESHMEN

All entering music students must consult a music faculty advisor.

B) AUDITIONS

- 1) ALL ENTERING STUDENTS MUST PERFORM AN AUDITION before they are accepted into a Music degree program or assigned to a private applied teacher.
- 2) For those students not previously auditioned, auditions will be held the first two days of the semester.
- 3) A scholarship audition may be considered as an entrance audition.
- 4) In addition to the entrance audition, students may be asked to perform an audition for admission and/ or seating in an ensemble. The following ensembles require special auditions: Wind Symphony, Concert Jazz Band, University Orchestra, Concert Choir, Jazz Combo, Piano Ensemble.

C) PRIVATE APPLIED LESSONS

- 1) Students must contact their assigned applied music instructor during the first week of the semester to arrange for lesson times.
- 2) Students studying with adjunct faculty must contact the applied area chairs for lesson arrangements.
- 3) All students enrolled in applied lessons must also attend studio class.

D) REQUIRED FRESHMAN COURSES

All entering music majors should be enrolled in the following music courses:

- 1) Class Piano (keyboard majors should enroll in MUS 165 - Piano Practicum)
- 2) Music Theory
- 3) Applied Lessons (see page 8)
- 4) Ensemble (see page 4)
- 5) Music Convocation (register for MUS 100; no credit; see page 7)
- 6) Diction for Singers (voice majors only)
- 7) Jazz Keyboard Theory (MUS 231A, jazz majors only)

E) TRANSFER STUDENTS

- 1) Upon admission to the University, all transfer students should bring a copy of their transcript to the chair of the Music Department for evaluation. At that time, students will receive a preliminary projection of their required courses and advisement for their first semester of registration.
- 2) All transfer students will be required to perform an audition, take a theory placement examination, and take a piano placement examination.

DECLARATION OF MAJOR

Students who plan to major in music must declare their major in the Office of Academic Advising as soon as possible and be approved by the Department of Music. At this time a member of the Music faculty will be assigned as a permanent advisor.

PART II

MISSION STATEMENT

The goal of the Department of Music at Southern Illinois University Edwardsville is to achieve the highest standards of excellence in teaching, performance, scholarship, and creative work. The preparation of music performers and teachers, the provision of general and specific educational competencies, and contributions to cultural enrichment together constitute the department's mission.

Like the university of which it forms a part, the department's principal commitment is to excellence in undergraduate education. The curricula include degree programs for major and minor concentrations in a variety of areas in the field of music. In addition, the department provides a wide range of music courses for the general education of students. Equally important is the department's graduate program, which is a natural outgrowth of the baccalaureate degree. The first priority of the department is to insure that the curricula, courses, and other educational and cultural experiences meet the needs of students in achieving their professional and personal goals. The department plays an important role in the cultural environment of the University and the region. Music ensembles and soloists provide a rich and wide-ranging series of performances throughout the year, and the department works cooperatively with the University and the community at large to share aesthetic, cultural, and educational resources.

DEPARTMENT OF MUSIC UNDERGRADUATE OBJECTIVES

Baccalaureate Students in Music will:

- Demonstrate performance ability at an acceptable level as evaluated by the SIUE Department of Music Faculty
- Demonstrate a working knowledge and understanding of Music Theory and Music History/Literature
- Satisfy state and industry standards of professional training for students in Music Education and Music Business
- Understand and articulate the value of music and the role of the music professional in today's society.
- Communicate in a scholarly and professional manner with other musicians and educators regarding the discipline of music.

PART III

POLICIES AND SPECIAL REQUIREMENTS OF THE DEPARTMENT OF MUSIC

Policy statements set forth by the faculty of music apply to all undergraduate students and graduate students if so specified. Students not finding it possible to meet these requirements must petition at the Music Office for exceptions prior to enrollment for the semester involved.

GRADE STANDARDS POLICY FOR UNDERGRADUATE MUSIC MAJORS AND MINORS

As of fall term, 1988, a grade of D or lower in required music courses is unacceptable for graduation. Such courses must be repeated to achieve a grade of C or better. In Music Theory (125A and 225A) a grade of D is acceptable provided that the final grade in each year's sequence (125B and 225B) is C or better.

ENSEMBLE PARTICIPATION

General Information

Participation in ensembles provides music students with opportunities (1) to apply techniques and skills acquired in applied music, and (2) to synthesize the knowledge, basic principles, and concepts acquired in music theory, music history, music literature, and music education classes. Ensembles provide the opportunity to observe rehearsal techniques which students may utilize when given the opportunity to function as a conductor. It is through ensemble participation that students (1) become familiar with repertoire for specific performing organizations, and (2) learn the capabilities and idiomatic practices of voices and instruments in band, choir, and orchestra. While students give a great deal of themselves to an ensemble, they also receive much from their experience.

Requirements for Ensemble Participation

ALL STUDENTS ENROLLED FOR APPLIED LESSONS ARE REQUIRED TO PARTICIPATE IN AN ENSEMBLE APPROPRIATE TO THEIR APPLIED MAJOR PERFORMANCE AREA AND DEGREE OPTION EACH SEMESTER.

Exceptions/Ensemble Waiver

Any exceptions to the policies stated in this handbook regarding "Applied Major/Ensemble Requirements by Degree Options" must be approved by the Ensemble Committee. Ensemble Waiver Request forms are available in the Department of Music office. (Note: The Ensemble Committee has the authority to waive an ensemble requirement but does not have the authority to change curricular requirements. That is, a student granted an ensemble waiver for one semester must fulfill the required hours by electing additional ensemble hours another semester. Students desiring a curricular waiver of requirements must petition the Chair of the Department of Music.)

Organizations Defined as Ensembles

(All courses are one credit hour)

Concert Band (Music 222)
Wind Symphony (Music 322)

University Symphony Orchestra (Music 377)
Community Choral Society (Music 244)
University Singers (Music 144)
Jazz Guitar Ensemble (Music 233)
Chamber Ensemble, Brass (Music 355A)
Chamber Ensemble, Woodwinds (Music 355B)
Chamber Ensemble, Strings (Music 355C)
Chamber Ensemble, Percussion (Music 355D)
Concert Choir (Music 444)
Concert Jazz Band (Music 433)
Jazz Combo (Music 333, Instrumental/Vocal)
Piano Ensemble (Music 365)
Musical Theater productions (Music 342)
Opera Workshop (Music 460)

ENSEMBLE REQUIREMENTS

Bachelor of Music (Music Performance)

Ensemble Requirement: 8 Hours (1 Hour per Semester)

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony (may elect orchestra for two of the eight semesters)

Strings: University Symphony Orchestra

Voice: University Singers, Community Choral Society, Concert Choir (Note: Voice Performance Majors may substitute Opera Workshop for the above ensembles for up to a maximum of two semesters.)

Keyboard: Concert Band, Wind Symphony, University Symphony, University Singers, Community Chorale Society, Concert Choir, Piano Ensemble (Note: Keyboard majors must elect Piano Ensemble for six semesters.)

Classical Guitar: Concert Band, Wind Symphony, University Symphony Orchestra, Community Chorale Society, Concert Choir, Guitar Ensemble (Note: Classical guitar majors must participate in one of the above listed ensembles for their first two semesters. The remaining six hours are in Guitar Ensemble.)

Bachelor of Music (Music Education)

Ensemble Requirement: 8 Hours (1 hour per semester)

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony

Strings: University Symphony Orchestra

Voice: University Singers, Community Choral Society, Concert Choir

Keyboard: Concert Band, Wind Symphony, University Symphony Orchestra, University Singers, Community Choral Society, Concert Choir, Piano Ensemble. (Note: Keyboard majors in the Music Education curriculum must elect Music 365/Piano Ensemble for a minimum of two semesters after their sophomore year.)

Bachelor of Music (Jazz Performance)

Ensemble Requirement: 8 Hours (1 hour per semester)

Appropriate Ensemble: Jazz Combo

Bachelor of Music (Theory/Composition)

Ensemble Requirement: 8 Hours (1 hour per semester)

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony

Strings: University Symphony Orchestra

Voice: University Singers, Community Chorale Society, Concert Choir

Keyboard: Concert band, Wind Symphony, University Symphony orchestra, University Singers, Community Choral Society, Concert Choir, Piano Ensemble

Jazz: Jazz Combo, Guitar Ensemble, Concert Jazz Band

(Note: While the above are considered appropriate, upon the recommendation of the advisor, the theory/composition major may have considerable liberty in choosing ensembles.)

Bachelor of Music (Musical Theater)

Ensemble Requirement: 8 Hours (1 hour per semester)

Appropriate Ensemble: All Musical Theater majors must elect four semester hours from the following: University Singers, Community Choral Society, Concert Choir, or Vocal Jazz Ensemble (limited to two hours total). An additional two semester hours must be elected through participation in Musical Theater productions. The remaining two hours may be elected from Musical Theater productions, Opera Workshop, University Singers, Choral Society, or Concert Choir.

Bachelor of Arts (Major in Music)

Ensemble Requirement: 4 Hours (1 hour per semester)

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony

Strings: University Symphony Orchestra

Voice: University Singers, Community Chorale Society, Concert Choir

Keyboard: Concert Band, Wind Symphony, University Symphony Orchestra, University Singers, Community Chorale Society, Concert Choir, Piano Ensemble.

Jazz: Jazz Combo, Guitar Ensemble, Concert Jazz Band

B. A. majors who continue applied lessons for more than 4 semesters must also continue participating in the appropriate ensemble.

Bachelor of Arts (Major in Music Business)

Same as Bachelor of Arts (Major in Music)

Music Minor

Ensemble Requirement: 2 Hours

All music minors must participate in an ensemble during each semester in which they are receiving private applied lessons. Students may elect additional ensemble credit to apply to their music minor requirements.

CONVOCATION REQUIREMENT

All undergraduate music majors (B.M. or B.A.), whether declared or undeclared, are required to attend a minimum of 15 convocations/recitals/concerts per semester for a total of 8 semesters. Three (or fewer) of these events MAY be off campus performances. The remaining 12 events may be distributed in any manner between weekly convocations and on-campus concerts/recitals. University ensembles performing off campus will be considered as on campus events. Music department convocations are held during the fall and spring semesters on Fridays, 2:00-2:50, in either Abbott Auditorium or the Choral Room. Programs are posted weekly throughout Dunham Hall.

Attendance at convocation events is recorded from programs submitted to the music office by students. Programs in which a student is a participant *will* satisfy the convocation requirement.

The convocation requirement for transfer students will conform to the expected number of semesters needed for graduation as determined by the music department at the time of transfer to SIUE.

The convocation requirement is waived for music education majors during the semester of student teaching, and for merchandising majors during the semester of internship.

Programs submitted for convocation credit must be received by the music office within four calendar weeks of the performance date to be counted for credit. *Programs received after four weeks from the date of performance will not be accepted.*

If there are circumstances that prohibit fulfilling the convocation requirement for any given semester, the student may request permission to deviate from this established policy through written petition to the Convocation Committee. Petitions must be received prior to the fifth week of the semester, and will be considered only for the semester in which they are submitted. *Under no circumstances should a student wait until the semester of graduation to petition the convocation committee for previous semester's requirements.*

Students will register for "Convocation" (MUS 100) on a Satisfactory/ Unsatisfactory option for 8 semesters. A "U" grade will be removed when the required convocations/recitals have been completed. **Students who do not fulfill the convocation requirement will be barred from graduation.**

APPLIED MUSIC

All undergraduate performance and music education majors are expected to study applied music every semester in which they are enrolled as full-time students, until successful completion of the senior recital.

Any student receiving private applied music instruction for credit must participate in an appropriate ensemble.

No new student is permitted to register for any private applied music course, undergraduate or graduate, or to make program changes without securing written permission from the Applied Area Chair.

A new student planning to register for private applied music instruction must be auditioned by the appropriate full-time faculty members related to that performance area before being accepted for such instruction. The faculty members conducting the audition will certify that the student is capable of college level performance.

Only music majors and minors, and others under exceptional circumstances, are permitted to register for private applied instruction.

For this purpose, major and minor status is determined by:

- a. Completed declaration of major forms
- b. Acceptance (by audition or advisement) into the declared program.

Exceptional circumstances shall be considered for a student, not concentrating in music, who in the opinion of the director of an ensemble is making an indispensable contribution on a continuing basis to the ensemble program.

Students wishing to register for private instruction in a performance area other than that of their major instrument/voice must obtain the approval of their advisor. The privilege of studying a minor instrument privately shall be reserved for the outstanding student subject to the approval of the Chair of the Department of Music.

Undergraduate students are limited to nine semesters of private instruction. Exceptional cases will require the approval of the Performance Faculty.

Students wishing to become performance majors may do so by successful jury examination at the end of the first semester of study.

STUDIO CLASS

A weekly studio class is held in conjunction with all private applied lessons. Attendance is required for all students enrolled. Consult the individual area faculty for times and locations.

Applied Music Students Priority Order

Priority assignment of applied music lessons is as follows (shown in ranking order):

- 1) M.M. Candidates
 - a) Performance majors
 - a) Music Education majors who will present a recital

- 1) B.M. Candidates
 - a) B.M. Candidates (performance) - major instrument/voice
 - a) B.M. in Music education - major instrument/voice

- 1) Other Candidates
 - a) M.M. Candidates - minor instrument/voice
 - a) B.M. Candidates (performance) - minor instrument/voice
 - a) B.M. Candidates in Music Education - minor instrument/voice
 - a) B.A. Candidates (with a music major) - applied instrument/voice

- 1) Music Minors: applied instrument
- 1) Non-Music majors or minors, but contributing to a University Ensemble

Priority within any rank indicated above will be given to seniority in class standing. (Viz. A 440 status over 340, etc.)

Terminal students: Those students not planning to complete the degree at SIUE will be lowered two full places in the above ranking order. (Viz. A terminal student otherwise eligible for rank 2a would be placed at 4a, etc.)

Limitations on the maximum amount of applied credit per semester:

a)	M.M. Performance	4
b)	M.M. Education	4
c)	B.M. Performance	4
d)	B.M. Music education	2
e)	B.A.	2
f)	Music Minor	2
g)	Other	2

Any student receiving private applied music instruction for credit must participate in an appropriate ensemble.

APPLIED MUSIC EXAMINATIONS (JURIES)

All music majors and music minors enrolled in applied music for credit are required to perform a jury examination at the end of the fall and spring semesters. These juries will be approximately ten minutes in length and played before a faculty examining committee which will include the student's applied teacher.

Examinees should be prepared to play any of the material covered in lessons and should also have a clear mental grasp of their individual problems and any solutions being sought. Times for the examination will be posted on the bulletin boards at least two (2) weeks before the final examination week. The student's final grade is determined on the basis of the instructor's grade and the grade of the examining committee.

An applied music jury necessary to enter the 340 applied level, at the end of the fourth semester of private study, will be somewhat longer and will encompass an assessment of the student's ability to accomplish the applied music degree requirements. Students will be advised at that time as to their qualifications and possibilities of continuance in the applied music program.

B.A. students and music minors who wish to continue applied music beyond the 240 level **MUST** pass a fourth semester jury. Otherwise, they **MAY** be given the option to continue at the 240 level at the department's discretion.

Student responsibilities at applied music juries:

Each student will prepare a jury sheet for each faculty member present. The student will obtain these sheets from the music office.

Students should fill out the jury sheets in cooperation with the teacher indicating complete repertoire, studies, techniques, etc., studied during the term.

Selections especially prepared for the jury should be underlined. Any faculty member present, however, may request the student to perform any item on the jury sheet in addition to the selections indicated.

GRADUATION RECITALS

Performance majors must present a partial (30 minute) or full (60 minute) recital in their junior year and a full recital in their senior year. Music Education majors are required to present a partial recital in their senior year. Students must be enrolled in applied lessons during the semester in which the recital is given.

A jury examination with three members of the music faculty present (the student's instructor being one) is obligatory for junior, senior, and graduate recitals. These must be held no less than 2 weeks prior to an undergraduate recital, 3 weeks prior to a graduate recital.

The recital is evaluated on a pass/fail basis. If the committee considers any portion of the recital jury to be unacceptable, a second jury will be scheduled no later than one week before the recital date. If this second jury is not passed, the recital will be cancelled and may not be rescheduled any earlier than two months from the original recital date. Once the recital jury is passed, students have two months to perform the recital, or the jury must be retaken. Recital procedure guidelines are available in the music office.

The recital will be graded by the jury members. Comments and a grade for the recital will be recorded at the recital and will be applied toward the student's semester grade in the same manner as a regular jury.

A non-student may assist with the recital as approved by the applied teacher in charge of the recital, but all recital material must be juried. In the case of non-required recitals, students will need to pay their own accompanist fees and provide their own programs. Required recitals will be given priority scheduling.

FOREIGN LANGUAGE REQUIREMENT

Bachelor of Arts Degree: 8 hours are required

Bachelor of Music - Music Education Degree

- 1) Vocal majors are recommended to take one year of French, German, or Italian
- 2) No requirement for other Music Education majors.

Bachelor of Music – Music Performance

- 1) Vocal majors must take two years of foreign language
- 2) Jazz Performance – no requirement
- 3) All other performance majors are required one year (8 hours) of foreign language.

PIANO PROFICIENCY REQUIREMENT FOR MUSIC MAJORS

All music students in any field other than piano* must pass the piano proficiency examination described below or successfully complete the two year class piano sequence. This requirement

should normally be fulfilled prior to entrance into the junior year of study. Music 165a,b may be substituted for class piano upon approval of the piano faculty.

All entering music majors (freshman and undergraduate transfer students) except keyboard majors should take the proficiency examination during the first week of their first term or register for Music 121a.

Keyboard majors (Performance, Music Education, or Bachelor of Arts) must pass Music 165a,b.

*Jazz Performance majors (non-piano) are required one year of Class Piano (Music 121) and Music 231-331 (Jazz Keyboard Theory).

The proficiency examination includes the following areas, and these requirements are considered to be a minimum.

- A. Sight Reading - A song, instrumental solo accompaniment or a selection from piano literature at mid-intermediate level.
- B. Transposition at sight of repertoire or accompaniments at the early to mid-intermediate level.
- C. Harmonization at sight of a familiar melody utilizing secondary chords and secondary dominants.
- D. Technique: major and harmonic minor scales in all keys. tonic, dominant 7th and diminished 7th arpeggios in all keys.

MUSIC EDUCATION MAJORS

General Information

Students intending to major in Music Education should declare this major when registering for their first semester of course work. These students should also see the Director of Music Education to be sure they are enrolled in appropriate courses. (Note: This initial declaration of a music education major is a *declaration of intent* that will help to insure that students take the appropriate courses during their first two years of study. Students are not accepted into the Music Education program, nor are they eligible to take professional education courses, until they meet the requirements listed below.)

In order to be accepted into the education program and begin the junior level education course sequence, Music Education majors must fulfill the following requirements:

- A) Complete the music courses listed below with a grade of C or better:
 - 1) Class Applied Woodwinds (Mus 112a and 112b)
 - 2) Class Applied Brass (Mus 113)
 - 3) Class Applied Percussion (Mus 114)
 - 4) Class Applied Voice (Mus 115a and 115b)
 - 5) Class Applied Strings (Mus 116a and 116b)
 - 6) Class Applied Piano (Mus 121a, Mus 121b, Mus 221a and Mus 221b) or Piano Practicum (Mus 165). Students should see the Director of Music Education to determine which piano requirement applies to them.
 - 7) Conducting (Mus 318a and Mus 318b)
 - 8) Music Theory (Mus 125a, 125b, 225a, and 225b)

- B) Complete 42 semester hours, including Introduction to Education (CI 200)
- C) Maintain a grade point average (GPA) of 2.5 for all course work.
- D) Pass all portions of the Test of Academic Proficiency (TAP) in two or fewer attempts.
- E) Complete the five required general education skills courses with a grade of C or better.

To remain in the education program, students must maintain a minimum GPA of 2.5 and receive a grade of C or better in all professional courses. *Those who fail to meet these requirements each term are automatically dropped from the education program and reclassified as “undeclared” majors.*

The State of Illinois requires all education majors to accumulate at least one hundred clock hours of approved clinical experiences before they student teach during the senior year. These clinical experiences begin in CI 200, where students observe public school classes during the school day. Students acquire additional clinical experience hours during the Music 301 sequence of courses which they select during their junior and senior years. Students are responsible for accumulating the remaining clinical experience hours on their own. Hours for clinical experiences are not approved until students complete and file the appropriate forms with the Office of Clinical Experience, Certification, and Advisement (OCECA) in Founders Hall, Room 1110. (Note: Students will not be permitted to student teach if they have not filed at least 100 clinical experience hours.)

Applying for Student Teaching

Students are eligible to student teach when they have completed all professional education courses, including music methods—Elementary (Music 301a), Music Methods—Secondary: Vocal (Music 301b), and Music Methods: Instrumental (Music 301c), with grades of C or better.

Most students devote their final semester to student teaching. Because student teaching is a full time, five day a week commitment, students cannot elect courses while completing this component of their professional preparation. Those who have general education courses to complete to be eligible to graduate must do so during the semester following student teaching.

- A) Students must apply for student teaching during the first month of the semester prior to the one in which they plan to student teach. For example, students planning to student teach during the Fall semester must apply early in the preceding February, and those planning to student teach during the spring term must apply early in the preceding September. *Students who do not complete and submit application materials by the appropriate deadline will not be permitted to student teach. There are no exceptions to this policy.*
- B) Before completing application materials for student teaching, students must meet with the director of Music Education to discuss possible geographic locations for their student teaching placements. *Under no circumstances should students contact teachers, schools, school districts, or principals, or otherwise attempt to arrange their own student teaching placements.* These decisions rest with the Director of Music Education and the OCECA.

MUSIC THEORY EXAMINATIONS

All freshmen and transfer students are required to take examinations in harmonic study and ear training. These examinations will be given two times each year at the beginning of each semester.

Fall Semester: The Saturday before classes begin
Dunham Hall, Room 0158, 8:30 A.M.

Spring Semester: The Saturday before classes begin
Dunham Hall, Room 0158, 8:30 A.M.

SENIOR ASSIGNMENT

Objectives in Music

The objective of the major in Music is to develop in students the ability to:

- A) Perform with a musical instrument or voice at a level acceptable for public performance.
- B) Demonstrate understanding and knowledge in the academic areas of music theory and music history/literature.
- C) Satisfy minimum standards of professional training in specialized curricula.

Objectives Relating to General Education

In addition, the general education objective within the music major is to develop in students the ability to:

- A) Articulate the relationship between the discipline of music and societal needs for music and related fields.
- B) Demonstrate the ability to ascertain the role of the music professional in today's society.
- C) Communicate, in a scholarly and professional manner, with other musicians and educators regarding the discipline of music.

Guidelines for Fulfillment of Senior Assignment Requirement in Music

- A) Every student at SIUE must fulfill a Senior Assignment requirement.
- B) A student's proposed assignment will be approved by an assessment committee comprised of the Head of the Music Department Senior Assignment and appropriate music faculty. The student's applied instructor shall provide guidance and direction as well as contribute to evaluation of the completed project.
- C) The manner in which a student demonstrates a music perspective relative to the degree program should remain flexible and be decided upon by the student and the assessment committee.
- D) Assessment shall normally take place during the senior year, but a student

may select a project/topic in advance (with approval of his/her assessment committee).

E) Music majors may demonstrate a general education perspective and complete the Senior Assignment requirement in a variety of ways, such as the following:

- 1) Music Education majors could devise a teaching unit relating a composer to his time (political/social events, visual arts, literature, etc.).
- 2) Performance majors could write program notes relating his/her recital pieces to works of visual art, aspects of philosophy, history, psychology, sociology, computer science, etc.
- 3) Composition majors could present a lecture on the role of the composer in contemporary society (audience, patronage, impact of computers and electronics, etc.).
- 4) B.A. Majors could take an oral and/or written exam in which they are asked to relate specific aspects of music to other disciplines, taking into consideration the courses completed by the student.
- 5) Music Business majors could relate in a written format the relationships between their required internship and degree objectives.

PRACTICE ROOMS AND PRACTICE ROOM SIGN-UP PROCEDURES

The Music Department provides a limited number of practice rooms for music students to use. Music majors and Music Education majors may actually reserve specific times to use the practice rooms. Sign-up for reserved times occurs during the first week of each semester in the main office in Room 2104. Practice rooms are scheduled from 7:30 am until 9:30 pm, Monday through Friday, and may be available at other times on a "first come-first serve" basis. Performance majors may sign up for four hours per day of practice time; Music Education majors are allowed to reserve up to two hours per day. Half of the time scheduled can be during prime time (8:30am - 4:30pm) and the other half shall be during remaining hours.

The pianos provided in the practice rooms are to be treated with normal care. Unnecessary roughness and damage to the room equipment will not be tolerated.

NOTE: NO SMOKING, FOOD OR DRINK WILL BE ALLOWED IN THE PRACTICE ROOMS. ONE WARNING WILL BE GIVEN UPON VIOLATION OF THIS RULE. UPON A SECOND VIOLATION OF THIS RULE, A STUDENT WILL BE RESTRICTED FROM USE OF THE PRACTICE ROOMS FOR A LIMITED AMOUNT OF TIME.

READING COURSES AND INDEPENDENT STUDIES

Policy related to the accommodations of students in 481, 482, 483, and 499 (reading courses in Music Theory, Music History/Literature, and Music Education, Independent Study):

- A) It will be possible for a student to earn up to four hours total credit in 481, 482, and 483; 1 to 3 hours in 499.
- B) The maximum credit per course per semester should be 3 hours credit.

INSTRUMENT RENTAL

The Music Department has numerous instruments which can be checked out for a fee each semester for music classes and music department activities. Students must obtain permission from a member of the Music Faculty to receive a University-owned instrument, however. Rental procedures and fee schedules may be obtained from contacting Barbara Hunter in Room 0104.

PARKING PERMITS

Student parking permits are issued for any of the red lots on campus (lots 4 through 10) and may be obtained by visiting Parking Services in Rendleman Hall. However, a limited number of spaces in both Lot B and Lot E are given to the Music Department each year for use by music students only. These spaces are distributed on a "first come-first serve basis" by signing up in the Music Office (DH 2104) at a designated time during the semester. Sign-up for Lot E occurs during the Spring semester while Lot B sign-up occurs in Fall, Spring, and Summer semesters. The Music office forwards a list of students who have signed up for these spaces to Parking Services during the first week of each semester.

NOTE: PERMITS ARE NOT AVAILABLE IN PARKING SERVICES UNTIL THE DEPARTMENT HAS FORWARDED THE LIST OF NAMES EACH SEMESTER. STUDENTS ARE RESPONSIBLE FOR ANY PARKING TICKETS THEY MAY RECEIVE PRIOR TO THE LIST BEING FORWARDED AND PRIOR TO DISPLAYING THEIR PERMIT ON THEIR CAR.

PART IV

MUSIC DEGREE OPTIONS

- A) Bachelor of Music Education
- B) Bachelor of Music Performance
 - 1) Voice
 - 2) Piano
 - 3) Instrumental
 - 4) Jazz
 - 5) Music Theater
- C) Bachelor of Music Theory and Composition
- D) Bachelor of Arts (Music Concentration)
 - 1) Music major with a minor in another field.
 - 2) Music Merchandising concentration
 - 3) Music major with a concentration in Music History and Literature

Curriculum guides may be obtained from the Music Office in Room 2104.