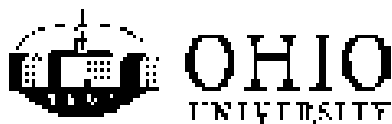


**OHIO UNIVERSITY SCHOOL OF MUSIC  
UNDERGRADUATE HANDBOOK**

**2008-2009**



# TABLE OF CONTENTS

INTRODUCTION .....	1
<b>I. GENERAL INFORMATION .....</b>	<b>1</b>
SCHOOL OF MUSIC HOURS OF OPERATION.....	3
RECITAL HALL .....	3
REHEARSAL ROOM 101 .....	3
PRACTICE ROOMS.....	3
INSTRUMENTS .....	3
MUSIC/DANCE LIBRARY.....	3
STUDENT ORGANIZATIONS .....	5
PERFORMING ENSEMBLES .....	5
<i>School of Music Guidelines Regarding Performance Scheduling</i> .....	6
RECITAL ATTENDANCE POLICY .....	7
<i>Performance Laboratory--MUS 090 (PL 90)</i> .....	7
KEYBOARD SKILLS PROFICIENCY EXAMINATION .....	10
CORE THEORY CLASS REQUIREMENTS.....	16
ENTRANCE AUDITION, JURY, APPLIED LESSONS,.....	16
AND RECITAL REQUIREMENTS .....	16
<i>Jury Regulations</i> .....	16
<i>Applied Lesson Enrollment/Attendance:</i> .....	18
<i>Recital Performance Requirements and Regulations:</i> .....	18
<i>Recital Approval Procedures</i> .....	19
GUIDELINES FOR STUDENT USE OF THE RECITAL HALL.....	20
STUDENT GRIEVANCE PROCEDURES .....	20
<i>The University Ombudsperson</i> .....	21
AT RISK PROCEDURE .....	21
<b>II. AREA OF CONCENTRATION REQUIREMENTS.....</b>	<b>21</b>
PERFORMANCE.....	21
VOICE PERFORMANCE.....	23
MUSIC EDUCATION.....	24
<i>Choral Emphasis (BM 5106)</i> .....	24
<i>Instrumental Emphasis (BM 5107)</i> .....	24
MUSIC THEORY(BM 5116) .....	42
COMPOSITION (BM 5105) .....	42
HISTORY/LITERATURE (BM 5114).....	42
<b>ENSEMBLE PERFORMANCE REQUIREMENTS.....</b>	<b>45</b>

# INTRODUCTION

Dear Students,

It is my honor to welcome you to the Ohio University School of Music. On behalf of the faculty, staff and administration of the School of Music, we are here, ready and available to assist you throughout the 2008-2009 academic year. I am confident that you will our faculty dedicated to providing you with quality training and guidance that prepares you for a successful career in music.

The Student Handbook will acquaint you with the requirements, policies, and procedures of the School of Music. I urge you to return to it often as an essential reference for information that affects your study. The handbook is regularly revised by the School of Music faculty and administration, hence we welcome your input on clarifying any sections that you feel need attention.

The start of the academic year is always challenging for everyone, but especially for new students. PLEASE! If you have any questions or concerns, speak with your major professor, your advisor, Dr. Christopher Hayes, the Associate Director for Academic Affairs, or with me directly at your first opportunity. Best wishes for a highly productive and enjoyable year at Ohio University!

Sincerely,



Michael Parkinson  
Director, School of Music

## I. GENERAL INFORMATION

One of six schools in the College of Fine Arts, the School of Music is a significant part of the vibrant cultural life of the Ohio University campus. School of Music students, faculty, and guest artists present well over two hundred concerts and recitals each year. A distinguished faculty of 34 full time and 9 part-time music professors serve a primarily residential student body of approximately 230 undergraduate and 50 masters students. Degree programs include music education, performance, music therapy, conducting, music history and literature, music theory, composition and pedagogy. School of Music alumni hold prominent teaching and professional positions throughout the United States and abroad. The School of Music is committed to a continuing tradition of excellence, and is accredited by the National Association of Schools of Music.

The Ohio University School of Music is a member of the National Association of Schools of Music. The entrance and graduation requirements are in accordance with the standards set up by the association.

**The School of Music offers the following undergraduate degrees:**

Bachelor of Music in Composition  
Bachelor of Music in Music Education  
Bachelor of Music in Music History and Literature  
Bachelor of Music in Music Therapy  
Bachelor of Music in Performance  
Bachelor of Music in Performance/Piano Pedagogy  
Bachelor of Music in Performance/Accompanying  
Bachelor of Music in Theory  
Bachelor of Arts in Music

**The School of Music offers the following graduate degrees:**

Master of Music in Composition  
Master of Music in Music Education  
M Master of Music in Music Therapy  
Master of Music in Music History and Literature  
Master of Music in Performance  
Master of Music in Performance/Accompanying  
Master of Music in Performance/Conducting  
Master of Music in Performance/Pedagogy (Piano, String, Voice, Brass, Woodwind)  
Master of Music in Theory

**Additional graduate level programs**

Certificate in Performance  
Individual Interdisciplinary Program is available from the College of Fine Arts

## **SCHOOL OF MUSIC HOURS OF OPERATION**

Monday - Friday:	8:00 AM - 10:45 PM
Saturday:	8:00 AM - 10:45 PM
Sunday:	10:00 AM - 10:45 PM

### **RECITAL HALL**

The Recital Hall is used for most student and faculty recitals and other musical events. Students wishing to use the Recital Hall should refer to the Guidelines for Student Use of the Recital Hall (pg. 18).

### **REHEARSAL ROOM 101**

Room 101 is the largest space in the School of Music building designated specifically for ensemble rehearsal use. It can also be used by students and faculty for selected performances and recitals. Students wishing to use Rehearsal Room 101 must consult the Associate Director in the Main Office.

### **PRACTICE ROOMS**

Practice rooms are located on the sixth floor of the School of Music and are available on a first-come first-served basis. Only acoustical instruments are to be used in the practice rooms. Private teaching in practice rooms is restricted to Athens Community Music School teachers.

### **INSTRUMENTS**

A limited number of university owned instruments are available for student use for private study, music education classes, music therapy classes, and participation in School of Music ensembles during the academic year. Instruments are issued under a written contract stating the student's full responsibility for the instrument. Students who need to use School of Music instruments must contact the instrument technician's office in room 321.

### **MUSIC/DANCE LIBRARY**

Hours during Fall, Winter & Spring Quarters	
Monday - Thursday	8:00 AM - 10:00 PM
Friday	8:00 AM - 6:00 PM
Saturday	12:00 PM - 6:00 PM
Sunday	1:00PM – 11:00PM

Hours during intersession and Summer Sessions	
Monday - Friday	8:00 AM - 6:00 PM

The Ohio University Music/Dance Library is located on the fifth floor of the School of Music. It contains 28,000 books, 31,000 scores, 2,500 microforms, 50,600 recordings, including 17,300 cds, 2,800 videos and dvds, and 125 currently received periodicals. In addition there are hundreds of e-books and journals.

### **Equipment available for use:**

2 photocopiers  
1 microfilm/fiche reader/printer  
11 Apple and 15 PCs for web searching and general student use.  
2 scanners  
1 dual deck video with TV  
1 portable cd with speakers  
2 portable tvs  
3 tv/vhs combos  
4 cd players  
1 printer

### **Reference Services**

Complete reference service is offered during the day: Monday - Friday, 8:00 AM - 5:00 PM., plus some evening and weekend hours. Student assistants are available during other hours.

### **Borrowing material**

1. The borrowing periods are:
  - A. scores & books - 1 quarter for faculty, staff & graduate students
  - B. 3 weeks for undergraduates & non-university
  - C. cds, videos & dvds - 3 weeks
  - D. cassettes & recording program notes - 2 weeks
  - E. lps - permission only

*There are some books and scores that do not circulate, and are clearly marked.*

### **Access**

The most complete access to the Library's collection is through ALICE, the Libraries' Online Catalog. ALICE is web-based and is available on all on-campus terminals. Patrons may also borrow material through OhioLINK, giving them access to 84 other university and college libraries in Ohio. Interlibrary Loan is available for out of state material.

### **Online searching**

New Grove Dictionary of Music and Musicians, International Index of Music Periodicals, The Music Index, Schwann online, RILM, RISM, E-books and E-journals.

### **Reserve materials**

Books, scores, videos, dvds, cds, and journal articles are on reserve behind the circulation desk. Electronic reserves are also available.

## **STUDENT ORGANIZATIONS**

- American Choral Directors Association  
Members of the student chapter of ACDA participate in state, regional and national conferences and facilitate other activities devoted to the professional development of future choral directors.
- American Music Therapy Association  
Student chapter for prospective music therapists and others interested in working in the service projects of the group.
- American String Teachers Association  
Student Chapter of the leading national organization that supports string teaching and performance at every level.
- College Music Educators National Conference  
Student chapter of the leading professional organization for music educators.
- Kappa Kappa Psi  
National Honorary Service Fraternity for College Bandmembers.
- Phi Mu Alpha Sinfonia  
National professional music fraternity for men.
- Pi Kappa Lambda  
National music honorary fraternity.
- Sigma Alpha Iota  
National professional music fraternity for women.
- Tau Beta Sigma  
National Honorary Service Sorority for College Bandmembers.

## **PERFORMING ENSEMBLES**

See "Areas of Concentration" for specific ensemble performance requirements.

### **Vocal/Choral Ensembles:**

Choral Union

University Singers

Opera Theater

Women's Chorale (& Title IX)

Singing Men of Ohio (& Section 8)

**Instrumental Ensembles**

Jazz Ensemble I  
Jazz Ensemble II  
Marching 110  
Symphonic Band  
Symphony Orchestra  
University Concert Band (non major concert band)  
Varsity Band  
Wind Ensemble

**Like Instrument Ensembles**

African Drumming Ensemble  
Cello Choir  
Clarinet Choir  
Euphonium/Tuba Ensemble  
Flute Choir  
Horn Ensemble  
Jazz Percussion Ensemble  
Percussion Ensemble  
Saxophone Ensemble  
Trombone Choir  
Trumpet Ensemble

**Mixed Instrumental Ensembles**

Contemporary Music Ensemble  
Jazz Combos

**Chamber Music**

MUS 254A - strings  
MUS 254B - woodwinds  
MUS 254C - brass  
MUS 254D - percussion  
MUS 254E - contemporary  
MUS 254F - piano

*Membership in performance organizations is open by audition or permission only.*

**School of Music Guidelines Regarding Performance Scheduling**

1. No performances or rehearsals are to be held during final exam period.
2. Scheduling of School of Music Ensemble Concerts is to be done by the Ensemble Director's Committee.
3. Additions or deletions to the School of Music Ensemble calendar are not to be made unless the Ensemble Director's Committee is consulted.

4. Ensembles are entitled to one extra rehearsal per performance. Exceptions are Opera Theater and Choral Union. Choral Union is entitled to two.
5. All tours, except for special circumstances, are to involve no more than three class days in a given week.
6. Ensemble Directors are responsible for notifying, by memo, School of Music and University Faculty at least two weeks prior to any off-campus activity that involves a student missing classes.

## **RECITAL ATTENDANCE POLICY**

### **Performance Laboratory--MUS 090 (PL 90)**

1. All undergraduate B. M. students in the School of Music are required to attend a total of ten (10) concerts, recitals and/or PL 90's (Performance Labs) each quarter for nine quarters. All B.M. students who have not yet achieved Junior Applied Level must attend PL90's scheduled on Thursdays at 2:10 PM., with that attendance counting toward fulfillment of the required ten events (no PL credit will be given if there are more than two absences).

All B.A. students are required to attend a total of ten (10) concerts, recitals and/or PL 90's (Performance Labs) each quarter for four quarters. When registered for MUS090, B.A. students must attend all PL 90's scheduled on Thursdays at 2:10, with that attendance counting toward the required ten events (no PL credit will be given if there are more than two absences).

2. For B.Mus. students, failure to complete PL 90 with a grade of CR for 9 quarters will result in denial of graduation. For B.A. students, failure to complete PL 90 with a grade of CR for 4 quarters will result in denial of graduation
3. Special cases listed below are to be brought to the attention of the Associate Director.
  - A. Students in residence fewer than 12 (11) quarters and transfer students who receive a three quarter buffer in the total number of quarters required.
  - B. Full-time students commuting to the School of Music a distance of twenty miles or more one way who are required to attend five (5) events per quarter.
  - C. Part-time, therapy equivalency, and special students who have no recital attendance requirement.
  - D. Cases not covered by A, B or C above may be referred to the Student Grievance Committee.
4. The recital requirement may be met by attending School of Music sponsored concerts/recitals and selected events from the University Artist Series pertaining to music and dance. Not acceptable for recital credit are the following:

- A. Off-campus events not sponsored by the School of Music
  - B. Pledge recitals
  - C. Departmental recitals
  - D. Student Soloist competitions
5. A student whose name appears on a program which is acceptable for recital attendance credit is not required to turn in a recital card for that event. Conductors file a participant list for ensemble performances with the record-keeping secretary.
- A. All tours, taking place during the academic term, regardless of length: one (1) credit plus the number of concerts missed by being on tour up to a maximum of three (3).
  - B. Opera; the quarter of the opera performance: five (5) credits for students with a role, three (3) credits for chorus and orchestra.
  - C. Marching Band: five (5) credits fall quarter.
6. Warning letters to juniors and seniors are sent from the Office of the Associate Director each year.
7. A record of recital attendance is posted near the end of each quarter on the fourth floor bulletin board.

## **GLIDDEN HALL 6<sup>TH</sup> FLOOR POLICIES**

*Due to extremely limited custodial services, please help keep the 6<sup>th</sup> floor clean and presentable at all times.*

### **Practice Rooms**

1. School of Music practice rooms are reserved for use by music majors and ACMS students only. Others may receive permission through the music office.
2. Music stands and chairs must be returned to practice rooms if removed for any reason. There should be one chair and stand in each room.
3. Tables and upholstered chairs must remain in main hallway. They are not to be placed on patios or in practice rooms.
4. Students may not leave personal items in practice rooms. Unattended items may be confiscated after fifteen minutes.
5. Only drinking water is allowed in the practice rooms, no other food or drink is permitted. Nothing is to be placed on the pianos.

6. Glass on practice room doors must be left uncovered.
7. No practicing, either instrumental or vocal is permitted outside of practice rooms or rehearsal rooms.

### **Piano Policies**

1. Pianos and benches are never to be moved.
2. Report any keyboard problems as soon as possible. Piano tuning/repair forms are available on the school of music website.
3. No food or beverages are to be placed on pianos at any time.

### **6<sup>th</sup> Floor Patios**

1. Stands and chairs must not be left on a patio.
2. Smoking is not permitted on the patios.
3. Students may be asked not to practice on a patio if it causes a disruption in other buildings.
4. Upholstered chairs and piano benches are not allowed on the patios.
5. Failure to follow these procedures will result in patios being locked for the quarter.
6. Individuals found throwing anything from the patios will be referred to the OU police.

# KEYBOARD SKILLS PROFICIENCY EXAMINATION

## Instrumental Performance Majors (BM 5103)

Keyboard Requirements for Instrumental Performance Majors
<ul style="list-style-type: none"><li>• Completion of MUS 243 with a grade of C or better, OR</li><li>• Completion of Piano Classification 6 AND the KSP Exam</li></ul>



### Keyboard Proficiency Examination Required Materials

1. Harmonize and transpose six melodies. Students should use blocked chords in close position, proper voice leading and inversions for ease of movement. Appropriate accompaniment styles must be used.
  - A. Copies of six (6) melodies are on reserve in the Music/Dance Library under “Fisher—KSP Exam—Melodies for Harmonization/Transposition—Music Education—Instrumental.” Students must prepare all melodies first in the original keys as well as the indicated keys for transposition. Always use the indicated accompaniment styles, afterbeats, etc.
  - B. Additional melodies to be harmonized AND transposed AT SIGHT will be provided during the examination.
2. Transpose AT SIGHT various single instrumental lines to concert pitch. Melodies will be provided during the examination.
  - A. B-flat Instruments: Play melody a Major second below written pitch
  - B. E-flat Instruments: Play melody a Major sixth below written pitch
  - C. F Instruments: Play melody a perfect fifth below written pitch

\*\*Use *Music for Score Reading* by Melcher and Warch (MT85.M34) for practice.
3. Prepare and perform an instrumental accompaniment with soloist. Repertoire must be pre-approved by Mr. Fisher.
4. Sight-read selected fragments of a band or orchestral condensed score.

**Piano, Organ and Voice Performance Majors**  
**(Piano BM5100)**  
**(Organ BM5102)**  
**(Voice BM5101)**

<b>Keyboard Requirements for Piano, Organ and Voice Performance Majors</b>
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| <ul style="list-style-type: none"><li>• Completion of MUS 361 with a grade of B or better, OR</li><li>• Completion of MUS 361 with a grade of C or better AND the KSP Exam, OR</li><li>• Completion of Piano Classification 9 AND the KSP Exam</li></ul> |
|--|

**Keyboard Proficiency Examination Required Materials**

1. Harmonize and transpose six melodies. Students should use proper voice leading and inversions for ease of movement. Appropriate accompaniment styles must be used.
  - A. Copies of six (6) melodies are on reserve in the Music/Dance Library under “Fisher—KSP Exam—Melodies for Harmonization/Transposition—Music Education—Choral.” Students must prepare all melodies first in the original keys as well as the indicated keys for transposition. Always use the indicated accompaniment styles, afterbeats, etc.
  - B. Additional melodies to be harmonized AND transposed AT SIGHT will be provided during the examination.
2. Prepare and perform a vocal or instrumental accompaniment with soloist. Repertoire must be pre-approved by Dr. Fisher. Students will also sight read a simple vocal or accompaniment during the exam.
3. Prepare a four-staff choral work from an open score. This work will be placed on reserve in the Music/Dance Library under “Fisher—KSP Exam—Open Score—Music Education—Choral” ONE WEEK prior to the examination.
4. Perform your choice of TWO (2) popular/community songs. These may be selected by the student and approved by Dr. Fisher. High level of performance is expected, i.e. appropriate tempo, musicality, fluency, etc. You are encourage to sing along as you play.

## **Music Education/Choral (BM 5106)**

<b>Keyboard Requirements for Music Education – Choral Majors</b>
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| <ul style="list-style-type: none"><li>• Completion of MUS 361 with a grade of B or better, OR</li><li>• Completion of MUS 361 with a grade of C- or better AND the KSP Exam, OR</li><li>• Completion of Piano Classification 9 AND the KSP Exam</li></ul> |
|---|

### **Keyboard Proficiency Examination Required Materials**

1. Harmonize and transpose six melodies. Students should use proper voice leading and inversions for ease of movement. Appropriate accompaniment styles must be used.
  - A. Copies of six (6) melodies are on reserve in the Music/Dance Library under “Fisher—KSP Exam—Melodies for Harmonization/Transposition—Music Education—Choral.” Students must prepare all melodies first in the original keys as well as the indicated keys for transposition. Always use the indicated accompaniment styles, afterbeats, etc.
  - B. Additional melodies to be harmonized AND transposed AT SIGHT will be provided during the examination.
2. Prepare and perform a vocal accompaniment with soloist. Repertoire must be pre-approved by Dr. Fisher.
3. Prepare a four-staff choral work from an open score. This work will be placed on reserve in the Music/Dance Library under “Fisher—KSP Exam—Open Score—Music Education—Choral” ONE WEEK prior to the examination.
4. Perform your choice of TWO (2) popular/community songs. These may be selected by the student and approved by Dr. Fisher. High level of performance is expected, i.e. appropriate tempo, musicality, fluency, etc. You are expected to sing along as you play.

## **Music Education/Instrumental (BM5107)**

<b>Keyboard Requirements for Music Education – Instrumental Majors</b>
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| <ul style="list-style-type: none"><li>• Completion of MUS 243 with a grade of B or better, OR</li><li>• Completion of MUS 243 with a grade of C or better AND the KSP Exam, OR</li><li>• Completion of Piano Classification 6 AND the KSP Exam</li></ul> |
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### **Keyboard Proficiency Examination Required Materials**

1. Harmonize and transpose six melodies. Students should use proper voice leading and inversions for ease of movement. Appropriate accompaniment styles must be used.
  - A. Copies of six (6) melodies are on reserve in the Music/Dance Library under “Fisher—KSP Exam—Melodies for Harmonization/Transposition—Music Education—Instrumental.” Students must prepare all melodies first in the original keys as well as the indicated keys for transposition. Always use the indicated accompaniment styles, afterbeats, etc.
  - B. Additional melodies to be harmonized AND transposed AT SIGHT will be provided during the examination.
  
2. Transpose AT SIGHT various single instrumental lines to concert pitch. Melodies will be provided during the examination.
  - A. B-flat Instruments: Play melody a Major second below written pitch
  - B. E-flat Instruments: Play melody a Major sixth below written pitch
  - C. F Instruments: Play melody a perfect fifth below written pitch

\*\*Use *Music for Score Reading* by Melcher and Warch (MT85.M34) for practice.
  
3. Prepare and perform an instrumental accompaniment with soloist. Repertoire must be pre-approved by Mr. Fisher.

**Music Theory, History, Composition**  
**(Theory BM 5116)**  
**(History BM 5114)**  
**(Composition BM 5105)**

<b>Keyboard Requirements for Music Theory, History, and Composition Majors</b>
<ul style="list-style-type: none"><li>• The keyboard skills proficiency may be fulfilled by completing MUS 243 and the following KSP examination or by completing Classification 6 (understood as two years of MUS 341 in good standing as a secondary instrument) and the following KSP examination:</li><li>• <b>Note:</b> if a student in the class piano sequence does not pass the KSP after completing MUS 243, the student must continue in the third year of the sequence (MUS 359, 360 and 361) until the KSP is passed.</li></ul>



**Keyboard Proficiency Examination Required Materials**

1. Harmonize and transpose seven (7) melodies. Students should use proper voice leading and inversions for ease or movement. Appropriate accompaniment styles must be used.
  - A. Copies of the seven (7) melodies are on reserve in the Music/Dance Library under “Fisher—KSP Exam—Melodies for Harmonization/Transposition, Theory, History, Composition.” Students must prepare all melodies first in the original key as well as the indicated key for transposition. Always use the indicated accompaniment styles, afterbeats, etc.
  - B. Additional melodies to be harmonized AND transposed AT SIGHT will be provided during the examination.
2. Prepare and perform an instrumental or vocal accompaniment with soloist. Repertoire must be pre-approved by Dr. Fisher.
3. Prepare and perform a chorale texture from a standard hymnal or the Bach *Choralbuch*.
4. Prepare and perform short excerpts from both a string quartet and choral score written in a homophonic texture. Examples are available from the Theory Area and also from the Coordinator of Class Piano.

## **Music Therapy Majors (BM 5115)**

### **Keyboard Requirements for Music Therapy**

- Completion of MUS 361 with a grade of C- or better AND the following KSP Exam

### **Keyboard Skills Proficiency Exam Materials**

1. Harmonize and transpose melodies found in fake books. Students should use proper voice leading and inversions for ease of movement. Appropriate accompaniment styles must be used.
  - A. Copies of SEVEN (7) melodies have been placed on reserve in the Music/Dance Library under "Fisher-KSP Exam-Melodies for Harmonization-Music Therapy". Be prepared to play ANY of these melodies. Play them first in the ORIGINAL KEY and TRANSPOSE to the keys indicated. Always use the indicated accompaniment styles, afterbeats, etc.
  - B. Additional melodies to be harmonized AND transposed at sight will be provided during the examination.
2. Sight read a hymn texture.
3. Perform a prepared instrumental accompaniment with soloist. Selections must be pre-approved by Dr. Fisher.
4. Perform your choice of TWO (2) popular songs. These may be selected by the student and approved by Dr. Fisher and the Music Therapy Faculty. High level of performance is expected, i.e. appropriate tempo, musicality, fluency, etc.

## **CORE THEORY CLASS REQUIREMENTS**

1. A minimum grade of C in any course in the Theory and Dictation/Sight singing freshman/sophomore sequence (MUS 101-106, 201-206) is required for advancement to the next course. Course Credit by Examination (CCE) is available for any course in this area. A student may take one CCE examination per course.

*(Note that a CCE cannot be used to erase a winter quarter deficiency). See the Independent and Distance Learning Programs office in Haning Hall for details.*

2. A student is allowed to attempt any of the core theory or dictation/sight singing courses (MUS 101-106, 201-206) a maximum of three times. A CCE or departmental proficiency examination, when appropriate, counts as one of the three times.

## **ENTRANCE AUDITION, JURY, APPLIED LESSONS, AND RECITAL REQUIREMENTS**

1. Music majors must audition on their major instrument as part of the admission process. If the minimal entrance standard is not demonstrated, the student may be assigned provisional status in their degree program. The student may begin the normal curriculum, but must take a jury at the end of each quarter until Sophomore Level is achieved in their primary applied area by passing the sophomore qualifying jury, which shall be attempted at the end of the freshman year or 3<sup>rd</sup> quarter of study. Information on secondary instrument requirements will be found under "Area of Concentration Requirements".

Students that leave music degree programs by changing majors or transferring to another university must re-audition for admission and placement if they later desire to continue a music degree at Ohio University. The faculty in the appropriate division will decide on a case-by-case basis if a re-audition will be required for a student who leaves a music degree program for other reasons such as financial, medical, or military service.

### **Jury Regulations**

1. A minimum of two juries per year are required until applied music requirements are met. One jury per year is required of secondaries, students who have completed applied music requirements and non-majors. Individual applied areas may have more specific

requirements and guidelines; contact the appropriate area chair or applied faculty for more information.

2. The juries at the end of the student's freshman and sophomore years of applied study will be qualifying juries. A student must pass the sophomore qualifying jury to achieve Sophomore Level in applied study, and must pass the junior qualifying jury to achieve Junior Level in applied study. Music Education, Theory, Composition, and History/Literature majors must also pass a senior qualifying jury to achieve Senior Level in applied study. Performance of a non-degree recital or half recital may fulfill a qualifying jury requirement, but students may need to fulfill additional requirements as determined by each division.
3. Qualifying jury results will be determined by the faculty present at the jury. The possible results are:
  - A. Pass:  
Performance level expected of every student.
  - B. Pass with Distinction:  
Outstanding performance, far above average.
  - C. Pass with Reservations:  
Minimally passing; displays weaknesses that must be improved before the next qualifying jury.
  - D. Held:  
Unsatisfactory performance, below the level needed to pass for the first attempt at the qualifying jury. The student will receive a written statement of required improvements necessary for passing the second attempt. *Any student held on their sophomore, junior, or senior qualifying jury must make a second attempt to pass that qualifying jury the next quarter.*
  - E. Fail:  
Unsatisfactory performance for the second consecutive attempt at the qualifying jury. The student is not allowed to continue in their music degree program.
4. If a student does not demonstrate satisfactory achievement in a non-qualifying jury, a letter from the Associate Director of the School of Music will be sent to the student notifying him or her that the jury was unsatisfactory and did not demonstrate adequate progress towards the requirements expected in the upcoming qualifying jury.
5. Music majors who do not pass sophomore, junior, or senior qualifying juries for two consecutive quarters will be denied further study in their degree program. Following the second denial, a minimum of one quarter must elapse before a student can request a jury hearing for reinstatement. The student must then pass the appropriate qualifying jury level to continue study in their degree program.

6. Students should attempt their next qualifying jury no sooner than the third quarter after their previous passed qualifying jury. Exceptions must be approved by the appropriate applied division.
7. The length and content of the jury will be determined by the faculty of each division.

#### **Applied Lesson Enrollment/Attendance:**

1. Students are required to enroll in applied lessons every quarter on the major instrument/voice until applied requirements have been completed.
2. Lessons missed by the teacher will be re-scheduled.
3. Lessons missed for reasons beyond the control of the student (such as participation on university sponsored activities, serious illness, or family emergency) will be re-scheduled by the teacher. The teacher must be notified of these absences in advance.

#### **Recital Performance Requirements and Regulations:**

1. All performance majors must enroll for and present the minimum of a half-recital (one hour credit) during the junior year and a full recital (three hours credit) the senior year.
2. Students presenting an elective recital may enroll for one-hour credit.
3. Piano performance majors with an emphasis in pedagogy are only required to present a senior recital.
4. Students majoring in music education are required to perform a minimum of four times in Performance Laboratory 090 (PL 90), School of Music sanctioned solo or chamber music, or divisional recitals. Divisions are the entire applied studios of the voice, keyboard, string, woodwind, or brass and percussion areas. Two of these performances may be in a small ensemble, where suitable to the performance medium and the other two must be solo performances. Performances within large, like-instrument ensembles, such as Clarinet Choir or Trumpet Ensemble do not count towards the performance requirement. The applied instructor will decide if a performance counts towards the performance requirement. In the case of pianists, the two performances may be in accompanying. Music education students may elect to present a half-recital. This option may be substituted for three of the four PL 90 appearances.
5. A student must be enrolled in applied music and have the approval of the instructor to present a recital.
6. Students are not to request faculty to perform on their recital except in unusual cases.

## **Recital Approval Procedures**

1. Student recital scheduling application, (including information on policies, scheduling periods, keyboard use regulations, and fees) must be obtained from the main office well in advance of the planned recital.
2. All students presenting a recital must have the approval of their applied teacher. A recital hearing for every undergraduate or graduate student solo recital, degree or non-degree, must be performed for a faculty committee to determine if the recital can be presented. The entire recital, including chamber repertoire, shall be prepared for the hearing. The hearing shall occur at least two weeks prior to the scheduled performance. Under extenuating circumstances a hearing may occur within the two week time period, but a hearing *cannot* occur less than one week before the recital.
3. The recital hearing committee will consist of at least three faculty members, preferably from the division, which shall include the student's applied teacher. There is no required faculty committee or decision for the recital performance, but the applied teacher, in consultation with the division, has the right to determine whether the recital is performed at an acceptable level to fulfill the requirement for the degree program.
4. The recital program, as it is to be printed, and fees must be submitted to the Associate Director no less than two (2) weeks before the performance.
5. A student failing to perform a recital on the date scheduled must have permission of the division to re-schedule the recital. A new application process is necessary.
6. The recital must be given during the regular academic year, September through May-- no recitals will be scheduled during the exam period or the summer.

## **GUIDELINES FOR STUDENT USE OF THE RECITAL HALL**

1. Degree and Non-Degree (Preparation time for hearing and recital)  
Winds, Strings, Voice, Keyboard Four (4) hours  
Percussion Eight (8) hours
2. PL's, Division Recitals, Master Classes, Auditions (Preparation time)  
One (1) hour
3. Student Soloist Competition (Preparation time for prelims and finals)  
Winds, Strings, Voice Two (2) hours  
Keyboard, Percussion Four (4) hours
4. Lessons held in the hall are counted in the allowable preparation time.
5. ALL times, including lessons, are to be scheduled on Oracle by the Applied Teacher.

## **STUDENT GRIEVANCE PROCEDURES**

1. Any student with a grievance should attempt to settle it directly with the faculty member involved.
2. Should the student feel that a satisfactory disposition of the problem was not received, the student should then discuss the problem with the Division Chair or Area Coordinator.
3. Should the student still feel that a satisfactory disposition of the problem was not received, the School of Music Student Grievance Committee (SGC) will consider the student's grievance. In the student's absence, the SGC will discuss and make written recommendations to the student involved (a copy being kept on file for any further reference.)
4. Should the student still feel that the grievance is valid and that the decision rendered by the SGC is an unsatisfactory one, the grievance may be taken directly to the Director of the School of Music. (The SGC will make available a copy of its recommendations to the Director for informational purposes.)
5. Should the student be dissatisfied with the result of meeting with the Director of the School of Music, the student may appeal to the Dean of the College of Fine Arts (or the Dean's designated representative).

## **The University Ombudsperson**

The University Ombudsperson's primary responsibility is to assist students and other members of the University community in expediting settlement of complaints and grievances. School of Music students who have a grievance may contact the University Ombudsperson at any step in the above process. The Ombudsperson's office is 200 Crewson House.

## **AT RISK PROCEDURE**

Students who demonstrate academic difficulties in School of Music classes (e.g., attendance issues, low test grades, not turning in assignments, etc.) will be entered into the At Risk process. When a faculty member observes such a student, they submit paperwork to the office to initiate the At Risk process. The Associate Director or Director of the School of Music will then meet with the student to assist with identifying and implementing solutions for the student to be successful.

## **II. AREA OF CONCENTRATION REQUIREMENTS**

### **PERFORMANCE**

#### **Audition**

Students auditioning to major in performance must be fully admitted or assigned provisional status to enter this program.

#### **Applied Level and Qualifying Juries**

1. Performance majors must first attain Junior Level in their applied area by passing the Sophomore and Junior Qualifying Juries and then complete Junior and Senior recital requirements to be eligible for graduation.
2. Each division has specific requirements for advancement to the junior level. The requirements are available from the studio teachers.

#### **Keyboard Skills Requirement**

Successful completion of keyboard skills as outlined in this Handbook is required of all performance majors. (see Keyboard Skills Proficiency Requirements)

#### **Recitals (See Recital Approval Procedures)**

1. A minimum of a half recital is required the junior year (MUS. 495 - 1 credit) and a full recital is required the senior year (MUS. 496 - 3 credits). A junior degree recital may not be performed until Junior Level in the student's applied area is achieved. A junior degree recital cannot be performed until the student has successfully completed MUS 103, MUS 106, and MUS 125. A senior recital cannot be performed until the student has successfully completed MUS 203 and MUS 206.
2. Piano performance majors with an emphasis in pedagogy are only required to present a senior recital.

### **Ensemble Performance Requirements for Performance Majors**

1. Every full-time undergraduate performance major must perform in a major ensemble on his or her principal instrument/voice each quarter in residence.
2. Keyboard majors, when not participating on the principal instrument, may elect ensembles as outlined below.
3. Voice majors must perform in either University Singers or Choral Union for 11 quarters, and in addition must perform in Opera Theater for a minimum of 3 quarters.
4. Scholarship students may be assigned to specific ensemble(s) when necessary to maintain balance within the ensemble.

### **Ensembles that fulfill the Performance Requirement:**

<b>Principal Instrument</b>	<b>Ensemble</b>
Strings	Symphony Orchestra
Wind/Brass/Percussion	Jazz Ensemble ( <i>up to three quarters may be counted toward the major ensemble requirement</i> ) Symphonic Band Symphony Orchestra Wind Ensemble
Voice	Choral Union Opera Theater** University Singers

\*\*With permission of the Director of Opera, the Chair of the Voice Division, and the Director of Choral Studies, a student performing a major role may substitute Opera Theater for the choral ensemble requirement. Requests for this alternative must be addressed to the Associate Director of the School of Music.

*In order to maintain good vocal health and development, voice students are discouraged from participating in more than two ensembles each quarter.*

Piano/Organ  
Choral Union  
Jazz Ensemble  
Opera Theater\*\* (see above)  
Singing Men of Ohio  
Symphonic Band  
Symphony Orchestra  
University Singers  
Wind Ensemble  
Women's Chorale

### **Requirements in Applied Study**

Students are required to enroll in applied lessons every quarter on the major instrument/voice.

### **Studio Assignments (Voice and Piano)**

Students who feel that it is in their best interests to change applied teachers will be allowed to do so provided they discuss the proposed change with both their current teacher and their proposed new teacher.

## **VOICE PERFORMANCE (BM 5101)**

Completion of all Performance Area requirements plus the following courses:

- Two quarters each - Italian, French and German
- Music 375 - Diction for Singers, Italian, French, German and English
- Music 458D - Solo Repertoire (3 quarters) - French, German, Contemporary British and American

**MUSIC EDUCATION**  
**Choral Emphasis (BM 5106)**  
**Instrumental Emphasis (BM 5107)**

**Teaching Emphasis**  
**Major and Secondary Instruments**

1. Each entering music education student must declare a teaching emphasis, either choral or instrumental. In addition, each student must declare a major and secondary instrument as follows:
  - A. Choral Emphasis (BM5106) - Major instrument may be voice, piano or organ. Students who have voice as the major instrument must elect piano as their secondary instrument. Students who have piano or organ as the major instrument must elect voice as their second instrument.
  - B. Instrumental Emphasis (BM5107) - Major instrument must be a band or orchestra instrument, piano or organ. Those students who have a band or orchestra instrument as a major instrument must elect piano as their secondary instrument. Those students who have piano or organ as their major instrument must elect a band or orchestra instrument as their second instrument.

**Requirements in Applied Music**

1. As stated previously, all entering music students must audition on their major instrument (or voice) as an admission requirement.
2. Choral emphasis students whose major instrument is voice must also audition on their secondary instrument, piano. Entering freshmen (choral emphasis, voice major) are expected to perform on piano at a level equal to students who have completed one year of class piano (MUS 143). If the auditioner determines that the student does not perform at this level, the student will receive an appropriate class piano assignment.
3. Choral emphasis students whose major instrument is piano or organ must also audition on their second instrument, voice. Entering freshmen (choral emphasis, piano or organ major) are expected to perform on the second instrument at a minimum classification level of 140.
4. Instrumental emphasis students whose major instrument is piano must also audition on their second instrument, a selected band or orchestra instrument. Entering freshmen

(instrumental emphasis, piano major) must successfully audition on a secondary instrument. Requirements for secondary instruments should be obtained from the respective division.

### **Qualifying Jury and Applied Level Requirements, Instrumental Emphasis**

1. Major instrument: Attainment of Senior Level in the primary applied area by successful completion of all qualifying juries.
2. Secondary instrument: If major instrument is a band or orchestra instrument, one of the following:
  - A. completion of MUS 243 with minimum grade of B
  - B. completion of MUS 243 with a passing grade below B and Keyboard Skills Proficiency
  - C. attainment of Piano Classification 7 and Keyboard Skills Proficiency
3. If major instrument is Piano: Attainment of Junior Level in an applied area on a band or orchestra instrument by successful completion of sophomore and junior qualifying juries.

### **Qualifying Jury and Applied Level Requirements, Choral Emphasis**

1. Major instrument: Senior Level in the primary applied area by successful completion of sophomore, junior, and senior qualifying juries (and completion of Keyboard Skills Proficiency if major instrument is piano/organ).
2. Secondary instrument: If major instrument is Voice, one of the following:
  - A. completion of MUS 361 with minimum grade of B
  - B. completion of MUS 361 with a passing grade below B and Keyboard Skills Proficiency
  - C. attainment of piano classification 10 and Keyboard Skills Proficiency
3. If major instrument is Piano or Organ: Attainment of Junior Level in voice by successful completion of sophomore and junior qualifying juries.

### **Keyboard Skills Requirement**

Successful completion of Keyboard Skills as outlined in the Handbook is required of all music education majors. This requirement must be met prior to student teaching.

### **Voice Skills Proficiency, Instrumental Emphasis**

The voice skills proficiency can be fulfilled by completing MUS 148 with a minimum of grade of C. Other students must complete Voice Classification 2 and a voice proficiency examination.

### **PL-90 Performance Requirements**

Students majoring in music education are required to perform a minimum of four times in Performance Laboratory 90, School of Music sanctioned solo or chamber music, or divisional recitals. Please see complete requirements under “Recital Performance Requirements and Regulations”

### **Ensemble Performance Requirements for Music Education Majors**

1. Every full-time undergraduate music education major must perform in a major ensemble on his or her principal instrument/voice each quarter in residence except during student teaching. (The following are not considered principal instruments for meeting the ensemble requirement; sousaphone, mellophone marching baritone or marching percussion.)
2. Students whose principal instrument is piano or organ must perform in an ensemble on their secondary instrument/voice when not participating in an ensemble on keyboard.
3. Scholarship students may be assigned to specific ensemble(s) when necessary to maintain balance within the ensemble - even if ensemble or applied requirements have been completed.

<b>Principal Instrument</b>	<b>Ensemble</b>
Strings	Symphony Orchestra
Wind/Brass/Percussion	Jazz Ensemble ( <i>up to three quarters may be counted toward the major ensemble requirement</i> )  Marching 110 ( <i>up to two quarters may be counted toward the major ensemble requirement</i> ) Symphonic Band Symphony Orchestra Wind Ensemble
Voice	Choral Union Opera Theater** Singing Men ( <i>up to three quarters may be counted toward the major ensemble requirement</i> )

University Singers  
Women's Chorale (*up to three quarters  
may be counted toward the major ensemble  
requirement*)

\*\*With permission of the Director of Opera, the Chair of the Voice Division, and the Director of Choral Studies, a student performing a major role may substitute Opera Theater for the choral ensemble requirement. Requests for this alternative must be addressed to the Associate Director of the School of Music.

*In order to maintain good vocal health and development, voice students are discouraged from participating in more than two ensembles each quarter.*

Piano/Organ	Symphony Orchestra
	Wind Ensemble
	Concert Band
	University Singers
	Choral Union
	Opera Theater** ( <i>see above</i> )
	Jazz Ensemble
	Singing Men
	Women's Chorale

### **Specific Ensemble Performance Requirements (Choral Music Education Majors)**

1. For students having voice as their principal instrument, nine quarters must be in a SATB chorus, preferably University Singers. During the freshman or sophomore year, students may elect either Singing Men or Women's Chorale for three consecutive quarters.
2. Students whose principal instrument is piano or organ must perform in an ensemble on their secondary instrument/voice when not participating in an ensemble on keyboard.

Voice	Choral Union
	Opera Theater**
	Singing Men of Ohio
	University Singers
	Women's Chorale*

\*\*With permission of the Director of Opera, the Chair of the Voice Division, and the Director of Choral Studies, a student performing a major role may substitute Opera Theater for the choral ensemble requirement. Requests for this alternative must be addressed to the Associate Director of the School of Music.

*In order to maintain good vocal health and development, voice students are discouraged from participating in more than two ensembles each quarter.*

Piano/Organ

Choral Union

Opera Theater\*\*

Singing Men of Ohio (*up to three quarters may be counted toward the major ensemble requirement*)

University Singers

Women's Chorale (*up to three quarters may be counted toward the major ensemble requirement*)

### **Specific Ensemble Performance Requirements (Instrumental Music Education Majors)**

1. Every student must participate in one of the following ensembles on their principal instrument until Junior Level in their applied area has been attained.

**AND**

2. No fewer than nine quarters must be in one of the following ensembles on the principal instrument,

**Principal Instrument**

Strings

**Ensemble**

Symphony Orchestra

Wind/Brass/Percussion

Symphonic Band

Symphony Orchestra

Wind Ensemble

Piano/Organ

Jazz Ensemble

Symphonic Band

Symphony Orchestra

Wind Ensemble

3. Students whose principal instrument is piano or organ must perform in one of the following an ensembles on their secondary instrument when not participating on keyboard.

Jazz Ensemble

Symphonic Band

Symphony Orchestra

Wind Ensemble

- Scholarship students may be assigned to specific ensemble(s) when necessary to maintain balance within the ensemble - even if ensemble or applied requirements have been completed.

### **Requirements in applied study for music education students**

Students are required to enroll in applied lessons every quarter on the major instrument/voice until they have attained Senior Level in their applied area and all performance requirements have been completed.

### **Requirements in Instrumental Methods and Materials (MUS 261, MUS 263)**

#### **Choral Emphasis - (total of 8 credits)**

- 261A or B High or Low String Methods and Materials (2 credits)
- 263A Percussion Methods and Materials (2 credits)
- 263E Trumpet Methods and Materials (2 credits)
- 263I Clarinet Methods and Materials (2 credits)

#### **Instrumental Emphasis**

#### **16 credits from the following according to student's major or secondary instrument:**

- 261A and B High and Low String Methods and Materials (2 quarters, 4 credits)
- 263A Percussion Methods and Materials (1 quarter, 2 credits)
- Brass Methods and Materials (3 quarters, 6 credits)
  - 263E Trumpet
  - 263F Horn/Trombone
  - 263G Euphonium/Tuba
- Woodwind Methods and Materials (3 quarters, 6 credits)
  - 263H Flute/Saxophone
  - 263I Clarinet
  - 263K Double Reed

\*Students omit the methods course related to their major instrument.

### **College of Education Requirements**

1. Admission to Professional Education - Application for admission to Professional Education is generally made during the third quarter of the freshman year. See requirements given in the Undergraduate Catalog under College of Education.
2. Admission to Advanced Standing in Professional Education - Application for admission to advanced standing in professional education is generally made during the third quarter of the sophomore year. See requirements given in the Undergraduate Catalog under College of Education.
3. Student Teaching - Application for student teaching should be submitted to the Office of the Director of Field Experiences, College of Education, not later than December 1st preceding the academic year in which a student teaching assignment is desired. The following education courses must be completed before beginning the student teaching assignment:

EDSE 351, EDM 480A, EDCI 401, EDSE 420, EDSE 420L

4. In addition, the following music courses must be completed, with a minimum grade of C, prior to student teaching:
  - A. Instrumental Emphasis - MUS 261, 263, 362, 363, 455, 456A.
  - B. Choral Emphasis - MUS 283, 364, 366, 468, 455, 456B.

### **School of Music Reviews**

The Music Education Faculty may review the work of each student in Music Education in the School of Music at least once a year. After each review, the student will be notified of the faculty's assessment of his/her program. The notice will be commendation, warning, or denial of further registration as a degree candidate in Music Education. In the event of denial, the student is still free, if qualified, to apply for transfer to another degree program in the School of Music.

### **Admission to Junior Standing in Music Education**

The Music Education Junior Review (MEJR) is the process by which the music education faculty will assess the candidate's readiness for junior level study in music education. The review will be scheduled during finals week of each quarter. In order to begin the process the candidate must complete and submit an application for the MEJR to the Chair of Music Education by the third quarter of the sophomore year. Application forms are available from the School of Music office.

During the MEJR interview each student is expected to:

1. perform on piano a simple melody chosen by the faculty with I, IV, V accompaniment

2. sing unaccompanied a simple melody in a major and minor key (same song)
3. give a three-minute autobiographical speech

Students must be admitted to junior standing in music education prior to taking any of the following courses:

MUS 362, 362L, 363, 364, 366, 366B, 464, 465, 468

Application for junior standing is generally made during the third quarter of the sophomore year. Application forms are available from music education advisors. The criteria that students must meet by the end of the quarter in which they apply are as follows:

1. Admission to Professional Education, College of Education including successful completion of PPST examination
2. Completion of MUS 202 and MUS 205 with a minimum grade of C in each course
3. Completion of MUS 242 or Classification 5/ Sophomore Level in the applied area of their secondary instrument
4. Attainment of Junior Standing in the applied area of their major instrument. Students may be provisionally admitted before they achieve Junior Level in their applied area, but must attain Junior Level by the end of the next quarter (normally fall quarter of the junior year) to be fully admitted to Junior Standing in music education.
5. Completion of 90 hours with a G.P.A. of 2.5 in music courses
6. Completion of four quarters of PL 90 requirement
7. Membership in Student Chapter 231 of the Music Educators National Conference and evidence of attendance at chapter meetings and activities, including professional conferences such as the OMEA Convention and Divisional or National MENC Conventions
8. Submission of two recommendation forms
9. Submission of typed personal career intention form

### **Music Education Junior Review Criteria**

The following competences will be examined:

1. **Communication Skills:** The candidate will prepare a 3 minute autobiographical, self-introductory speech which could possibly be presented to a parents' group (*the speech should not exceed 3 minutes*). Include professional and applicable personal background. Areas to be included but not limited to:
  - a. Why I want to teach?
  - b. What are my career goals?
  - c. What experiences have I had working with children?
  - d. What are my strengths as a teacher?

Criteria for Evaluation: Content, posture, eye contact, clarity of speech, and proper grammar.

2. Musicianship

- A. Singing -- Prepare one verse of each of the following patriotic songs listed below. These songs need to be memorized and performed a cappella with the pitch taken from the piano. The faculty will select from the following list.

Songs:

- a. This is My Country
- b. This Land is Your Land
- c. You're a Grand Old Flag
- d. Yankee Doodle Boy
- e. America, The Beautiful

Criteria for Evaluation: Accuracy of pitch and rhythm, appropriateness of style and mood, phrasing, posture, eye contact, diction.

- B. Song manipulation -- Prepare a simple song in the ways designated below. This song is to be memorized and performed a cappella with the pitch taken from the piano. Select from the following songs in *Share the Music*, 5<sup>th</sup> grade book, located on reserve in the Music Library.
- a. Simple Gifts, page 191.
  - b. When the Saints Go Marching In, page 109
  - c. Swing Low Sweet Chariot, page 162
  - d. This Train, page 58
  - e. Oh My Darling Clementine, page 204

Manipulations:

- Sing as written
- Sing in another key, major to minor or vice versa
- Sing in original key with meter change (i.e. if the song is in  $\frac{3}{4}$ , change to  $\frac{4}{4}$  or vice versa)

- C. Sight-singing -- sight-sing a simple, eight measure melody using Solfege syllables
- D: Piano -- Be ready to perform, without pedal, the songs listed below using the I, IV and V7 chords. These songs are located on reserve in the Music/ Dance Library in the text -- Keyboard Experiences for Classroom Teachers. The faculty will select one song from this list.
- a. We Wish You Merry Christmas p. 176
  - b. Star Spangled Banner p. 173
  - c. Joy To The World p. 175
  - d. America, The Beautiful p. 172

3. Portfolio – refer to criteria listed in this packet
4. Interview with Music Education Faculty: The interview may consist of questions and dialogue between the faculty and candidate.

Students will be notified regarding the area's decision concerning admission to junior standing in music education. A student may be recommended for unconditional or provisional acceptance or for discontinuance. When admitted provisionally, the student must satisfy all deficiencies before Junior Standing is awarded. Failure to do so will result in the denial of further study in music education.

### **Admission to Senior Standing in Music Education**

The Music Education Senior Review (MESR) is the process by which the music education faculty will assess the student's readiness for student teaching in music education. Through this process, the student may receive Senior Standing and approval to begin the student teaching experience. The student must complete and submit an application for the MESR to the Chair of Music Education by March 1 of the year preceding an assignment is desired. Application forms are available from the School of Music office. The student must present evidence of official applications for student teaching in both the School of Music and the College of Education.

During the MESR interview each student is expected to provide the following:

1. documentation of active involvement in the student professional organization--CMENC, Chapter 231 (see application form)
2. a letter of recommendation from major advisor

Students must be admitted to senior standing in music education before beginning their student teaching assignment. The criteria that students must meet prior to their student teaching quarter are as follows:

1. Admission to Advanced Standing in Professional Education in the College of Education.
2. Completion of 135 hours with a G.P.A. of 2.75 in music courses.
3. Completion of MUS 455, 456A (or 456B).
4. Completion of the following courses, where applicable, with a minimum grade of C: MUS 261, 263, 362, 363, 364, 366, 283 and 468.
5. Attainment of Senior Level and fulfillment of all performance requirements in the applied area of their major instrument.
6. Completion of MUS 243 or Piano Classification 6 (instrumental emphasis), MUS 361 or Piano Classification 9 (choral emphasis) on the secondary instrument.
7. \*Membership in Student Chapter 231 of the Music Educators National Conference (CMENC) and evidence of professional involvement.

8. Successful completion of interview with music education faculty.

\*Students are encouraged to be active members of CMENC

### **Retention**

Music education students must successfully complete all required music education courses with a minimum grade of C in each course. No music education courses may be repeated more than once, and students failing to achieve a C in a repeated music education course will be denied further study in music education.

## **Music Therapy (BM 5115)**

**NOTE: All music therapy undergraduate and graduate students music complete a criminal records background check prior to the first day of the fall quarter each year they are enrolled at the University.** Documentation from the State of Ohio music be presented to the Director of Music Therapy the first day of classes in the fall quarter. The documentation must be presented to the agencies at the practica site each quarter.

Students who do not complete this process will not be able to complete their practicum class that quarter, and will be required to take it the following year. This check is required yearly and must be paid for by the student. To initiate this process, you should go to your local police department or the Ohio University police department.

### Requirements in Applied Music

1. Major instrument: Attainment of Junior Level in the primary applied area by successful completion of sophomore and junior qualifying juries
2. Secondary instrument: Demonstration of acceptable competency on piano (attainment of Classification 9 and Keyboard Skills Proficiency (KSP) or MUS 361 and KSP).
3. Demonstration of acceptable competency on voice (completion of MUS 149 and passing of the vocal proficiency).
4. Demonstration of acceptable competency on guitar by passing MUS 165 and MUS 166 with a "B" or better and passing of the guitar skills proficiency (GSP). Continued demonstration of these competencies is expected throughout practicum placements. Students who fail to maintain skills following exams may be required to retest before the music therapy faculty.

### Keyboard Skills Proficiency

Successful completion of keyboard skills as outlined in the Handbook is required to be eligible to elect music therapy courses.

### Guitar Skills Proficiency

The following skills must be successfully demonstrated:

1. Sing and accompany self on guitar to be performed in a manner suitable for group song leading. Demonstrate three or more strum and fingerpicking patterns, and use of appropriate root and alternate bass notes for each chord.
2. Demonstrate I ii IV V7 and vi chords in the following keys: C, G, D, A, E, F.

3. Play simple first position melodies using appropriate fingering and right hand technique.
4. Sight-read several melodies using appropriate fingerings and right hand technique.
5. Sight-read, sing, and accompany self on guitar to several songs placed in an appropriate voice range for yourself.
6. Demonstrate efficient transposition skills using theory and capo techniques.
7. Accurately tune the guitar to a standard E tuning.

### **Ensemble Performance Requirements for Music Therapy Major**

1. Every music therapy major must participate in one of the ensembles listed below for a minimum of nine quarters, including at least one quarter in a vocal performance group.
2. Every student must participate in one of the following ensembles on the principal instrument/voice until Junior Level has been attained. Students having piano or keyboard as the principal instrument, when not participating in an ensemble on keyboard, may elect ensembles as outlined below.
3. Scholarship students may be assigned to specific ensemble(s) when necessary to maintain balance within the ensemble - even if ensemble or applied requirements have been completed.

#### **Principal Instrument**

Strings

#### **Ensemble**

Symphony Orchestra

Wind/Brass/Percussion

Jazz Ensemble (*up to three quarters may count toward the major ensemble requirement*)  
 Marching 110 (*up to two quarters may count toward the major ensemble requirement*)  
 Symphonic Band  
 Symphony Orchestra  
 Wind Ensemble

Voice

Choral Union  
 Opera Theater\*\*  
 Singing Men\*  
 University Singers  
 Women's Chorale\*

Piano/Organ

Choral Union  
Jazz Ensemble I, II  
Opera Theater\*\*  
Singing Men of Ohio  
Symphonic Band  
Symphony Orchestra  
Wind Ensemble  
University Singers  
Women's Chorale

\*Singing Men and Women's Chorale may fulfill up to three quarters of major ensemble for Music Therapy Majors.

\*\*With permission of the Director of Opera Theatre, the Chair of the Voice Division, and the Director of Choral Activities, a student performing a major role may count Opera Theater toward the ensemble requirement. Requests for this alternative must be addressed to the Associate Director of the School of Music.

*In order to maintain good vocal health and development, voice students are discouraged from participating in more than two ensembles each quarter.*

### **Requirements in applied study**

Students are required to enroll in applied lessons on the major instrument/voice every quarter until Junior Level has been attained. Students are encouraged to study their principal instrument throughout their academic career. It is expected that students will use their principal instrument in their practicum assignments on a regular and consistent basis.

### **Field Trips, Visiting Artists/Clinicians/Professors, Conference and Special Projects**

Students are expected to participate in required field trips and to attend sessions offered by visiting artists, professors and clinicians. Music Therapy majors are encouraged to seek summer employment in settings which serve individuals with special needs. Students are also strongly encouraged to take an active part in the service projects of the American Music Therapy Association of Students (AMTAS) and to participate in music therapy conferences, and other special projects of the Department.

### **Pre-Clinical Fieldwork**

1. Students are expected to meet all obligations associated with field training at a level suitable for junior standing in the program. Choice of fieldwork sites is arranged by the faculty. Students are expected to arrange their own transportation to the fieldwork sites and field trip locations unless otherwise instructed. Students are required to dress in accord with the expectations of the clinical facility to which they are assigned. Students are directed to the Practicum Competencies handout for further detail regarding

expectations and requirements of the course. Students will assume responsibility for all aspects of the clinical experiences as indicated on the syllabus and Competency handout as well as by the facility.

2. Students must notify their practicum supervisor and the practicum site supervisor prior to missing a clinical session. A written record should be filed with the faculty supervisor within one day of the absence. Failure to do so may result in a lowered course grade.
3. Practicum courses are sequential and may be elected with the instructor permission only. Students may take Music 280,380, 480 for more than one credit per quarter only with prior permission of the instructor.

### **Junior Standing in Music Therapy**

Formal application for Junior Standing must be made during the third quarter of the sophomore year or, in the case of transfer students, with the permission of the area faculty. Failure to meet the stated requirements may result in a curriculum hold and a delay in application for internship and graduation. Students are given two quarters in which to correct their deficiencies. Failure to rectify deficiencies during this period will result in dismissal from the program. In the case of a “curriculum hold” the student will be notified by mail.

The criteria, which students must meet by the end of the quarter in which they apply, are as follows:

1. Completion of 90 quarter hours with a minimum 2.5 cumulative average.
2. Completion of all required freshman and sophomore theory courses.
3. Completion of freshman and sophomore therapy courses with a grade of “C” or better.
4. Successful completion of a minimum of two sections of the Keyboard Skills Proficiency examination (KSP). A proficiency form is filed in the students curriculum file.
5. Completion of MUS 165 guitar course with a “B” or better or exemption of guitar course by proficiency examination. A proficiency form is filed in the students curriculum file.
6. Attainment of Junior Standing in the applied area of their major instrument. Students may be provisionally admitted before they achieve Junior Level in their applied area, but must attain Junior Level by the end of the next quarter (normally fall quarter of the year) to be fully admitted to Junior Standing in music education.
7. Completion of five quarters of PL90 requirement. (No exceptions. Transfer students should discuss this requirement with the Director of Music Therapy.)

8. Three letters of recommendation concerning the student's interest and ability to work with persons with disabilities secured from individuals familiar with the student's work. These letters should be solicited from the applied teacher, a clinical agency supervisor and (possibly) an employer.
9. Typed paper submitted by the student applying for admission to the music therapy program. The paper should include factors which influenced the student in undertaking a career in music therapy, particular areas of interest in music therapy, and areas in music therapy where the student feels less interest or uncomfortable.
10. Successful completion of a personal interview with the Music Therapy faculty.
11. Students will be notified by mail regarding the area's decision concerning admission to junior standing in music therapy.
12. Pass the voice proficiency by the third quarter of the sophomore year.

### **Retention**

1. Student must maintain 2.5 cumulative average
2. Student must successfully complete the following:
  - A. All courses in music therapy with grades of "C" or better. Two grades of "D" or "F" in one or more music therapy courses may result in dismissal from the program.
  - B. All requirements regarding major instrument and completion of all components (1-4) of the Keyboard Proficiency Examination is required prior to enrollment in senior level music therapy courses.
3. Student must satisfactorily perform all fieldwork assignments during junior and senior years as determined by evaluations completed by agencies at which fieldwork is done, observation by music therapy faculty, and written reports submitted by the student.
4. Student must continue to demonstrate competent functional skills in voice, guitar, and piano during upper level practica experiences. Failure to do so will result in a retesting of these skills by the area faculty members and may delay eligibility to apply for the internship.
5. Students not meeting all admission and retention requirements will be placed on probation for one quarter or more. Failure to rectify deficiencies during this period will result in dismissal from the program.

**\*\*Students who have not met senior standing (retention) requirements will not be eligible to apply for Clinical Internship in Music Therapy (MUS 489).**

## **Senior Standing**

Specific requirements are necessary prior to a student being given permission to enroll in senior level music therapy courses. Failure to meet stated requirements may result in a delay in application for internship and graduation. Students must make application for senior standing in the third quarter of their junior year. This request is in the form of a written letter to the department director requesting an appointment during which the requirements will be reviewed.

Students not meeting all admission and retention (senior standing) requirements will be placed on curriculum hold for one quarter or more. In circumstances of 'curriculum hold' the student is not permitted to enroll for senior level courses. The student will be notified by mail of their status. Failure to rectify deficiencies during this period will result in dismissal from the program.

### **Requirements for Senior Standing:**

1. Maintain a minimum 2.5 cumulative average.
2. Successful completion of the following:
  - A. All courses in music therapy with grades of "C" or better. Two grades of "D" or "F" in one or more music therapy courses may result in dismissal from the program.
  - B. All requirements regarding major instrument and completion of **all** components (remaining two) of the KSP.
3. Satisfactory performance in all fieldwork assignments during junior and senior years as determined by evaluations completed by agencies at which the fieldwork is done, observation by the music therapy faculty, and written reports and paperwork submitted by the student.
4. Continued demonstration of competent functional skills in voice, guitar, piano and the student's principal/major instrument during upper level practica experiences. Failure to do so will result in a retesting of these skills by the area faculty members and may delay eligibility to apply for the internship.
5. Passing the guitar proficiency.

### **Pre-Internship Status**

1. Specific requirements are necessary in order for the student **to apply** for internship.
  - A. Successful completion of all academic requirements.
  - B. Enrollment in MUS 489 at the end of the final quarter on campus.

- C. The student is responsible for completing internship assignment forms with their address, phone numbers, title of agency, length of internship, email address, names and addresses of supervisors.

### Internship Tracking Procedures and Student Requirements

The university, internship site and student will sign a contract prior to the initiation of the training program. This document will give a baseline evaluation of the student's current skill level with suggestions as to where further work is needed during the training period.

The training site's final evaluation will be reflective of the objectives set forth in the contract.

The following requirements must be met during the internship experience:

- A. The student is to turn in a report, following the format given by the music therapy faculty, after the first month, the third month, and the sixth month.
- B. The student is expected to check with the university at appropriate times concerning their graduation status.
- C. The student is expected to contact OU faculty with any concerns, which may emanate from their placement or affect their ability to successfully complete their placement.

### **Graduation Requirements**

Specific procedures must be followed and specific requirements be met for graduation.

- A. All academic requirements, including internship, must be successfully completed.
- B. Application for graduation must be made through the School of Music office in the quarter prior to exit from campus to intern
- C. Complete review of the DARS by the School of Music and College of Fine Arts to determine that all requirements have been met for graduation.
- D. Notification of the music therapy director by the internship site that all requirements of the training program have been met.
- E. Department director then notifies the School of Music Office of the final grade or indication of credit.

**MUSIC THEORY(BM 5116)  
COMPOSITION (BM 5105)  
HISTORY/LITERATURE (BM 5114)**

**Qualifying Jury and Applied Level Requirements**

1. Major instrument: Senior Level in the primary applied area by successful completion of sophomore, junior, and senior qualifying juries.
2. Secondary instrument: Attainment of Classification 10. The secondary instrument will be piano except for those whose major instrument is piano. The secondary instrument requirement may be satisfied by one of the following methods:
  - A. By taking applied lessons for 6 quarters (1 hour per quarter)
  - B. By taking 3 quarters (2 hours per quarter) of either String Methods and Materials 261, or Wind and Percussion Methods and Materials 263, or a combination of both.

**Keyboard Skills Requirement**

1. Successful completion of Keyboard Skills as outlined in the Handbook is required of all students in Music Theory, Composition, History/Literature.
2. Ensemble Performance Requirements for Music Theory, Composition or History/Literature Majors
3. Every student is required to participate in a major ensemble on his or her principal instrument/voice each quarter in residence. Students having piano or keyboard as the principal instrument, when not participating in an ensemble on keyboard, may elect ensembles as outlined below.
4. Scholarship students may be assigned to specific ensemble(s) when necessary to maintain balance within the ensemble- even if ensemble or applied requirements have been completed.

**Principal Instrument**  
Strings

**Ensemble**  
Symphony Orchestra

Wind/Brass/Percussion

Jazz Ensemble (*up to three quarters may count toward the major ensemble requirement*)

Marching 110 (*up to two quarters may count toward the major ensemble requirement*)  
Symphonic Band  
Symphony Orchestra  
Wind Ensemble

Voice

University Singers  
Choral Union  
Opera Theater\*\*  
Singing Men (*up to three quarters may be counted toward the major ensemble requirement*)  
Women's Chorale (*up to three quarters may be counted toward the major ensemble requirement*)

\*\*With permission of the Director of Opera/Music Theatre, the Chair of the Voice Division, and the Director of Choral Activities, a student performing a major role may count Opera Theater toward the ensemble requirement. Requests for this alternative must be addressed to the Associate Director of the School of Music.

*In order to maintain good vocal health and development, voice students are discouraged from participating in more than two ensembles each quarter.*

Piano

Choral Union  
Jazz Ensemble  
Opera Theater\*\* (see above)  
Singing Men of Ohio (*up to three quarters may be counted toward the major ensemble requirement*)  
Symphonic Band  
Symphony Orchestra  
University Singers  
Wind Ensemble  
Women's Chorale (*up to three quarters may be counted toward the major ensemble requirement*)

Organ

University Singers  
Choral Union  
Singing Men of Ohio (*up to three quarters may be counted toward the major ensemble requirement*)  
  
Women's Chorale (*up to three quarters may be counted toward the major ensemble requirement*)

## **Requirements In Applied Study**

Students are required to enroll in applied lessons on the major instrument/voice every quarter until attainment of Senior Level by successful completion of sophomore, junior, and senior qualifying juries.

## **Senior Project for Theory, Composition or History/Literature Majors (MUS 414)**

1. The senior project of a theory, composition, or history/literature major (MUS 414) will be subject to an oral review conducted by at least three members of the academic studies area, appointed by the chair of the Academic Studies Area. The review is for the purpose of constructive criticism. In addition, the senior project of a composition major will be publicly performed if at all possible. The grade for the project will be the sole responsibility of the project advisor.
2. A graduating senior completing a project in music theory, composition or history/literature must schedule an oral review at least one week prior to the last day of classes during the quarter in which the student expects to graduate. These examinations are given September through May. No senior project examinations will be given through the summer. In addition, three copies of the paper or composition, including one taped performance of the composition, must be submitted to the project advisor at least five days prior to the aural examination--these copies to be distributed to the area faculty. Following completion of the examination, one copy will be placed on permanent file in the Music Library. A project approval form signed by all members of the committee is required for graduation approval.

## **Bachelor of Arts in Music (BA5195)**

### **Audition and Admission Standards**

All entering B.A. in music students must audition on their major instrument (or voice) as an admission requirement. Admission is based on the audition, writing sample, and review of academic records.

### **Qualifying Jury and Applied Level Requirements**

- 1) Major instrument: Junior level in the primary applied area by successful completion of sophomore and junior qualifying juries. Students are required to enroll in applied lessons on the major instrument/voice every quarter until attainment of Junior Level by successful completion of sophomore and junior qualifying juries.
- 2) Two PL performances are required.

## Keyboard Skills Requirement

[see attached from Chris]

## Ensemble Performance Requirements

1. Every student is required to participate in a major ensemble on his or her principal instrument/voice for 6 quarters. Students having piano or keyboard as the principal instrument, when not participating in an ensemble on keyboard, may elect ensembles as outlined below.

2. Scholarship students may be assigned to specific ensemble(s) when necessary to maintain balance within the ensemble even if ensemble or applied requirements have been met.

### Ensembles that fulfill the Performance Requirement:

Principal Instrument	Ensemble
Strings	Symphony Orchestra
Wind/Brass/Percussion	Jazz Ensemble Symphonic Band Symphony Orchestra Wind Ensemble
Voice	Choral Union Opera Theater** University Singers

\*\*With permission of the Director of Opera/Music Theatre, the Chair of the Voice Division, and the Director of Choral Activities, a student performing a major role may count Opera Theater toward the ensemble requirement. Requests for this alternative must be addressed to the Associate Director of the School of Music.

*In order to maintain good vocal health and development, voice students are discouraged from participating in more than two ensembles each quarter.*

Piano	Choral Union Jazz Ensemble Opera Theater** (see above) Symphonic Band Symphony Orchestra University Singers Wind Ensemble
Organ	University Singers Choral Union

## **Retention**

B.A. students must maintain a 3.0 cumulative average, with a minimum of B- in all history, theory, and aural skills courses.

## **Admission to Junior Standing (Second-year Review)**

When core studies have been completed, students must achieve “junior standing” to continue in the B.A. program. This evaluation will also provide the opportunity for critical advising, including advice about the selection of upper level electives. The B.A. evaluation committee will coordinate and handle the review process.

Formal application for the second-year review must be made during the third quarter of the sophomore year or, in the case of transfer students, with the permission of the B.A. committee. To pass the second-year review and continue in the B.A. degree, the student must successfully meet the following criteria:

1. Completion of 90 quarter hours with a 3.0 cumulative average, with a minimum of B- in all history, theory, and aural skills courses
2. Completion of all required freshman and sophomore theory and aural skills courses.
3. Successful completion of the B.A. Keyboard Skills Proficiency examination (KSP). A proficiency form is filed in the student's curriculum file.
4. Attainment of junior standing in the applied area of their major instrument (by passing the junior qualifying jury). Students may provisionally continue before they pass the junior qualifying jury in their applied area, but must pass the junior qualifying jury by the end of the next quarter (normally fall quarter of the year) to continue in the degree.
5. Completion of four quarters of PL90 requirement. (No exceptions. Transfer students should discuss this requirement with the B.A. coordinator.)
6. Completion of a provisional course plan for the next two years, in consultation with and approved by the advisor.
7. Successful completion of a personal interview if requested by the B.A. committee.

Students will be notified by mail regarding the outcome of the second-year review. Students are given two quarters in which to correct their deficiencies. Failure to rectify deficiencies during this period will result in dismissal from the program.