

Messiah College
Department of Music

Handbook
For
Music Majors

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Recording Studio and MIDI Lab

- 1) The Recording Studio and MIDI Lab (C-125) houses expensive and delicate equipment. In order to protect and prolong this investment, the following policies have been established:
- 2) The studio will remain locked. Students who are currently taking the electronic music course will receive keys.
- 3) Students who have taken the electronic music course, or who have been approved by the music faculty, will be given access to the lab.
- 4) Equipment in the lab may not be removed, except for department of music sponsored events.

Recording Studio

The Facility and Equipment:

1. The recording studio is provided for college use only and is not available to off-campus groups or individuals even if they are renting rooms in the building.
2. The equipment may be operated only by those persons trained by the department in the use of the devices in the studio. No one, regardless of expertise, not trained by the department will be permitted to use the studio equipment.
3. The equipment housed in the recording studio is not to be removed from the room. While it is realized that there may be legitimate requests for the use of some equipment, the risk of damage and high cost of repair and replacement necessitates this policy.

The Personnel

1. Students will be selected and trained by the department to operate the recording studio. Only these persons will be permitted to operate the recording equipment.
2. During a recording session, only the recording personnel are permitted in the recording studio. Faculty as well as students are prohibited from being in the studio.

The Recording Session

1. Faculty and student recitals, music seminars, and ensemble concerts presented in the Climenhaga Fine Arts Center are all recorded by the department. A single CD is made available for a nominal fee to one of the performers or the conductor. It is the responsibility of the performer/conductor to have any desired duplicates made.
2. Any recording session not covered in item #1 above requires the approval of the department chair. No recording will be considered unless the individual or group is associated with the music department.
3. The department is not equipped to make video recordings of concerts. Anyone desiring to make a video recording must do so themselves.

Music Department Computer Lab (C-128)

- 1) The M.E.T.E.R. Lab (Music Education Through Electronic Resources) is available during all hours that the Climenhaga Fine Arts Center is open, except during regularly scheduled classes.
- 2) Computer stations are not reserved and may be used on a "first come first served" basis.
- 3) Only the software installed on the systems may be used in the lab.
- 4) Laser printing is provided for music printing only. Word processing is prohibited in this laboratory.
- 5) The equipment must be utilized as it is set up. Equipment may not be moved from one computer to another.
- 6) No food or drink is permitted in the laboratory.
- 7) Headphones are to be used for sound output.
- 8) No software may be copied from any system in the laboratory.
- 9) Students must use their own disks for data storage. No student work may be saved on the system hard disks.

Large Rehearsal Room Use

- 1) Poorman Recital Hall and the Instrumental Rehearsal Hall are primarily for the use of music department ensembles and music students.
- 2) All department of music ensembles are expected to rehearse in the Instrumental Hall, Poorman Recital Hall or Hostetter Chapel. If these locations are in use, a small ensemble may also use C-29.
- 3) Department of Music ensemble rehearsal times will be placed on the weekly schedules prepared for Instrumental Hall and Poorman Recital Hall.
- 4) Individual practice may take place in Poorman Recital Hall if it is for the purpose of preparing for an appearance in junior recital, senior recital, or performance lab. Students may schedule 2 hours of practice per week; in the week preceding a junior or senior recital they may schedule 4 hours per week. Likewise, students involved with ensemble performances may use C-134 or Poorman Recital Hall for a rehearsal directly related to the performance.
- 5) If Poorman Recital Hall is not in use or scheduled for cleaning, an individual student may sign up for one 30-minute period immediately prior to using the hall. Students are permitted to sign in one 30-minute slot and immediately practice in the hall.
- 6) The Instrumental Hall and Poorman Recital Hall may only be scheduled for rehearsing or other music-related functions. Rehearsal time should be scheduled through Campus Events and Conference Services (Ex. 6890).

Practice Room Use Policy

- 1) Practice rooms may be used for practicing, rehearsing, teaching, composing, and preparing music assignments.
- 2) Music majors will be asked to sign up for practice room time at the first seminar of each semester, with a two hour limit per room per day. Non-majors may sign up for the times remaining.
- 3) Assigned practice rooms must be claimed within 10 minutes of the assigned time. The practice room schedules will be posted on the practice room doors.
- 4) Room 46 is reserved for organ students. Rooms 61 and 63 are reserved for piano majors.
- 5) Treat all practice room equipment and furniture with respect and use it carefully. No food or drink is allowed in practice rooms.

First Year Evaluation

- 1) All students in the Department of Music at Messiah College will be subject to the First Year Evaluation.
- 2) This comprehensive assessment of the first two semesters will be conducted by the Music Faculty in order to review progress in the areas of musicianship, academic performance, and suitability to the profession. The Evaluation will occur after grades for the spring semester are entered.
- 3) More specifically, this evaluative process will consider grades earned in music courses and grades earned on semester juries as well as performance and professionalism in departmental ensembles and other organizations.
- 4) Students experiencing problems in the aforementioned areas will meet with their academic advisor and/or a representative panel of faculty members to devise strategies for improvement.
- 5) If the student is unable to correct issues raised by the faculty in a predetermined period of time, another meeting with the academic advisor will be scheduled to discuss options outside of the music major.

The Piano Proficiency

- 1) All music majors must pass the Piano Proficiency Exam (PPE) by the end of their sophomore year.
- 2) Each student will be given three opportunities to pass the PPE before the end of the sophomore year. The PPE will be given at the end of each semester.
- 3) Students who fail Keyboard I must retake the course during the next semester.
- 4) 1st Attempt: The final exam for Keyboard II will also serve as the 1st attempt to pass PPE. First year students who fail Keyboard II at the end of the Spring semester must register for APM Piano during the Fall semester of their sophomore year.
- 5) 2nd Attempt: Students who fail Keyboard II and register for APM Piano MUST attempt the PPE at the end of the Fall semester of their sophomore year. This attempt will have no impact on the grade earned in APM Piano but will serve as the 2nd attempt. If the PPE is passed after the semester of APM Piano, the "F" received in Keyboard II will be replaced by a "P". The appropriate paperwork must be filed with the registrar. It is the responsibility of the student to initiate this process.

- 6) 3rd Attempt: Students who have failed the PPE after Keyboard II (1st Attempt) and after the semester of APM Piano (2nd Attempt), will register for Keyboard II again during the Spring of their Sophomore year. If the PPE is passed after this semester of Keyboard II, the "F" received in Keyboard II (during the first year) will be replaced by a "P". The appropriate paperwork must be filed with the registrar. It is the responsibility of the student to initiate this process.
- 7) If the PPE is failed the 3rd time, Music Education students will be unable to gain entrance into the Teacher Education program. Students pursuing the BA will be unable to continue as music majors and will be given assistance choosing a new major.
- 8) Students passing the PPE after the first semester of study must complete the credit-by-examination procedures for Keyboard II in order to receive credit for the course. The appropriate paperwork must be filed with the registrar. It is the responsibility of the student to initiate this process.
- 9) Students who pass the PPE at the end of the first semester can satisfy the Keyboard II requirement by taking 1 extra credit of applied music.

Applied Music Juries

- 1) All music majors will perform a jury each semester.
- 2) The jury will be graded, and the grade will comprise one third of the final applied music grade.
- 3) All music majors will improvise as part of their jury. The improvisation will be based on a given five-note motive.
- 4) Students who have performed a recital will be excused from juries in the semester.

Performance Class Policy

- 1) All music majors will perform in Music Seminar.
- 2) Freshmen perform at least one time during the academic year.
- 3) Sophomores, Juniors, and Seniors perform once during each semester.
- 4) Student teachers are excused from Music Seminar.

Applied Music

- 1) Students changing their applied major do not need to fulfill the twelve hour requirement in only one instrument; credit hours from both applied areas may be used to meet the twelve hour requirement.
- 2) If a faculty member is teaching applied music during the summer, credit should be awarded as credit by examination.

Scheduling Procedures for Performance Class and Recitals

- 1) The Secretary of the Department of Music coordinates scheduling of student performances.
- 2) Each student performer is responsible for scheduling his/her performance. Performance Class is scheduled online through the Department of Music website. Music Performance Class information must be submitted by Noon on the Wednesday before seminar.
- 3) Recitals are scheduled in March for the succeeding academic year. Students must make their request on a form provided by the Department of Music secretary.
- 4) For all programs the following information is required: 1) complete title of selection(s); 2) identifying opus number (or catalogers number); 3) composer's full name; 4) composer's dates; 5) individual movements for extended works in more than one movement.

Recital Set-Up Guidelines

- 1) The recitalist will arrange for:
 - one person to hand out programs and dim the lights
 - one person to act as stage manager (move chairs, stands, etc.)
- 2) The work-study student who is doing the recording, will also put the "Recital in Progress" sign on the recital hall door.
- 3) The recitalist's applied music teacher is responsible for setting out the programs.

Accompanist Policy

- 1) All accompanists will be approved and assigned by the piano faculty.
- 2) Keyboard majors may accompany only one full or two half recitals per semester.

- 3) The accompanist must receive the recital music no later than the end of the Spring Term for a Fall recital or the beginning of the Fall Term for a Spring recital.

Recital and Concert Attendance

- 1) All music majors will register for Concert Attendance (0 credit) and attend the department's weekly recital hour on Fridays. Each student will be permitted two excused absences during the course of the semester. The student must be excused by the Chair of the music department in advance. More than two absences will result in a failing grade.
- 2) All music majors will be required to attend 50% of the recitals and concerts presented in the music department during each semester.
- 3) Attendance will be checked with a card swiper machine like those used in chapel. Students performing in a concert or recital will be given credit but must swipe their ID card in order to receive credit.
- 4) Students failing to attend the pre-determined number of performances will receive a failing grade on the transcript for "Concert Attendance".

Recital Program Guidelines

- 1) List instrument only (piano, not pianist)
- 2) Movements will not be numbered
- 3) Accompanists will be listed in smaller letters beneath the soloists name:

Elaine Henderson, soprano
Richard Roberson, piano
- 4) Other instrumentalists will be listed next with "assisted by"; they will be listed at the top of the program, not under the piece in which they play.
- 5) Miscellaneous details:
 - a. Op. and No. will be abbreviated.
 - b. Names will not be listed with titles (Dr., Ms., etc.).
 - c. Nothing will be italicized.
 - d. Song texts will be on the same size paper as the program--folded.
 - e. Program paper will be standardized--ivory linen--(including on-campus ensembles)
 - f. No program notes on the program. Prepare a separate handout.

- 6) Orchestra posters will list program and soloists.
- 7) Other posters could list repertoire at request of performer.

Requirements and Suggestions for Students Giving Recitals

	Tasks to be completed
6 Months prior to recital	<ul style="list-style-type: none"> • Complete a Recital Application, select a recital date and secure a pianist and/or additional performers. • Finalize Repertoire with your applied teacher. • Purchase scores, recordings and other necessary materials.
6 Weeks prior to the Recital	<ul style="list-style-type: none"> • Present a printed version of your Recital Program to your teacher for approval. (include program notes/translations if applicable) Sample programs can be found in the Music Office. • Submit an Event Description including reception requirements to ensure proper seating, piano tuning, and set up. (form can be found on the department website)
5 Weeks prior to the Recital	<ul style="list-style-type: none"> • Submit a Press Release to the Music Department Secretary so it can be forwarded to the Publications Office and sent to local media. (form can be found on department website) • Invite three professors (including your applied teacher) to serve as the Jury for your Recital Hearing. Based on their availability, select a date for your Recital Hearing and reserve a space for the hearing to occur. C145 and C134 are preferred.
4 Weeks prior to the Recital	<ul style="list-style-type: none"> • Once your written Recital Program has been approved by your applied teacher, submit it to the Music Office. Both hard copy and electronic copy are required.
3 Weeks prior to the Recital	<ul style="list-style-type: none"> • Perform Recital Hearing for the selected jury. The hearing must take place three weeks prior to your recital. The hearing will be guided by the applied teacher. • Students are expected to show that all aspects of the program are “performance ready” at the time of the hearing (memorization, additional performers, etc) • Recital Hearings will be graded like a regular jury and the grade will be factored into the applied music grade. • A copy of your Hearing Results will be placed on file in the Music Office • In the event the Recital Hearing is failed, the student will be given one opportunity to re-attempt. If the second attempt is unsuccessful, the recital may be cancelled or postponed at the discretion of the applied teacher.
2 Weeks prior to the Recital	<ul style="list-style-type: none"> • A Preview Recital at an off campus venue is strongly encouraged. Local Assisted Living Facilities (Messiah Village, Bethany Village, Brethren Village) typically welcome such programs and provide you with an opportunity to have a real performance experience prior to the actual on-campus presentation. Contact information available in Music Office. • Schedule and perform the final Dress Rehearsal in the hall.
Week of the Recital	<ul style="list-style-type: none"> • Write Thank-you notes for those who have supported the endeavor.

Orchestral Instrument Policy

- 1) All instruments owned by the Music Department will be stored in a secure area to be accessed only by faculty or the department secretary.
- 2) College owned Instruments may be used by college students only for the following purposes:
 - Instrumental classes
 - Ensemble performance
 - Private instruction (music majors only)
 - Teaching demonstrations by student teachers
- 3) A nominal fee will be charged per semester for the use of college instruments.
- 4) All records shall be kept by the department secretary and an inventory of instruments shall be taken after each semester.

Music Lending Policy

- 1) Music owned by the department of music may be borrowed by area directors and alumni.
- 2) Music will be loaned for a maximum of four months. All music borrowed in the fall must be returned by January 1, and music borrowed in the spring must be returned by June 30.
- 3) No large, major works may be borrowed without the consent of the college directors.
- 4) No copies may be taken out unless counted and signed out by the department secretary. When returned, all music must be counted and signed in by the department secretary.

Copyright Guidelines

Simplified Copyright Guidelines

Assume that all music is copyrighted and you may not photocopy it.

Do Not Copy Music If.....

1. It is POSSIBLE to purchase the music SOMEWHERE.
2. If you have not ALREADY purchased the complete composition.
3. You are not copying for use in the classroom as an illustration for a presentation.
4. You do not have written permission from the copyright owner to do so.

Copy Music If.....

1. You have purchased the complete composition and are using the copy to "mark up" for a performance.
2. The music is on order, but won't arrive in time for your performance. Make sure you have proof that it is on order.
3. You are only using a portion of the work as an illustration for a single class presentation.

Unacceptable Excuses For Copying Music

1. You plan to order it.
2. It is just one song from a collection.
3. It is just the piano part.
4. The XYZ music store can't find it.
5. You need it now.
6. Someone else copied it.

Changing Majors**A current student wishing to enter the music department**

- 1) The student must complete the standard audition form for entrance to the Department of Music.
- 2) An audition date will be set by the department chairman.
- 3) The student will perform a complete audition including all requirements for entrance as if the student were not already a Messiah student.
- 4) The audition committee will consist of the current applied teacher, a music education faculty (if the student desires to be in music education), and at least one other faculty member.
- 5) The current applied teacher will secure the student's academic record which will be available at the audition.
- 6) The student will be notified of acceptance/rejection in a letter from the department chairman.

Changing Majors Within the Music Department

From a B.A. in Music to B.S. in Music Education

- 1) The student will complete the department "Request to Change Music Majors" form.
- 2) The form will require the signature/support of the current advisor.
- 3) The form and student's records will be brought before the music faculty for discussion and approval/rejection.
- 4) The student will be informed in writing of the decision of the faculty by the department chairman.

From B.S. in Music Education to B.A. in Music (all concentrations)

- 1) The student will complete the department "Request to Change Majors" form.
- 2) The form will require the signature/support of the current advisor.
- 3) If the request is to change to a B.A. in Performance, an audition before the faculty in the student's performance area will precede the request to the music faculty. A minimum of three faculty members will serve on the audition panel.
- 4) The form and student's academic/music records will be brought before the music faculty for discussion and approval/rejection.
- 5) The student will be informed in writing of the decision of the faculty by the department chairman.

Ensemble Requirements

- 1) Graduation requirements: 6 credits of ensemble (Ens)
- 2) Each ensemble carries 0.5 credits per semester.
- 3) Composition majors will fulfill the ensemble requirements for their applied area.
- 4) Elective ensembles must be taken from the following list:

MUEN 111 - Concert Choir
 MUEN 123 - Jazz Band
 MUEN 131 - Percussion Ensemble
 MUEN 112 - Chamber Singers
 MUEN 124 - Brass Choir

MUEN 114 - Jazz Singers
 MUENS 126 - Flute Choir
 MUEN 134 - Jazz Combo
 MUENS 115 - Men's Ensemble
 MUEN 127 - Clarinet Choir

MUEN 132 - Recorder Consort
 MUEN 113 - Women's Choir
 MUEN 125 - Accompanying
 MUEN 133 - Chamber Strings
 MUEN 129 - Trombone Choir
 MUEN 130 - Guitar Ensemble

MUEN 135 - Wind Ensemble
 MUEN 116 - Choral Arts Society
 MUEN 128 - Handbell Choir
 MUEN 121 - Orchestra
 MUEN 122 - Symphonic Winds

Keyboard Majors:	MUEN 125 Accompanying	1.5 credits
	MUEN 116	0.5 credit
	Any instrumental ensemble	1.0 credit
	Any vocal ensemble	1.0 credit
	Elective ensembles	0.5 credit
	Piano Ensemble	1.0 credit
Voice Majors:	MUEN 111	4.0 credits
	MUEN 116	0.5 credit
	Any instrumental ensemble	1.0 credit
	Elective ensembles	0.5 credit
Orchestral String Majors:	MUEN 121	4.0 credits
	MUEN 116	0.5 credit
	Any vocal ensemble	0.5 credit
	Elective ensembles	1.0 credit
Wind/Brass /Percussion Majors	MUEN 122	4.0 credits
	MUEN 116	0.5 credit
	Any vocal ensemble	0.5 credit
	Elective ensembles	1.0 credit
Guitar Majors	MUEN 130	4.0 credits
	MUEN 116	0.5 credit
	Any vocal ensemble	0.5 credit
	Elective ensembles	1.0 credit