



Department of Music

Music Student Handbook

2018-2019

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The present Music Student Handbook is meant to detail the obligations of music majors and minors at the University. The present document, therefore, should be considered part of the *University Catalogue*. Information contained herein is subject to change.

Statements made in this *Handbook* reflect the current rules and regulations of the University Of Mount Union Department Of Music and pertain to all students registered for the 2018-2019 academic year. **Students who choose not to adhere to the rules and regulations herein will be subject to disciplinary action up to and including removal from the music major.**

General Rules and Regulations

Advisor

Music majors are expected to have as their academic advisor a member of the full-time Music Faculty.

Applied Studio Ethics

It is expected that all applied study will take place with appropriate University of Mount Union Music Faculty in Cope Music Hall. During the academic year, music majors may NOT study privately with off-campus teachers, nor may they study with multiple instructors on the same instrument.

Ensembles

The Department of Music offers course credit in a variety of large and small ensembles. These ensembles include:

Large Ensembles

- MUS 260 Concert Choir
- MUS 261 Mount Union Alliance Chorale
- MUS 262 Cantus Femina
- MUS 265 Symphony Orchestra – Woodwinds, Brass, and Percussion
- MUS 266 Symphony Orchestra – Strings
- MUS 267 Fall Band
- MUS 268 Wind Ensemble
- MUS 269 Concert Band

Small Ensembles

Courses are offered both semesters unless otherwise noted

- | | | | |
|---------|------------------------------|---------|---------------------|
| MUS 361 | Accompanying | MUS 371 | Saxophone Ensemble |
| MUS 362 | Master Chorale | MUS 372 | Woodwind Quintet |
| MUS 364 | Guitar Ensemble | MUS 373 | Trumpet Ensemble |
| MUS 365 | Musical Theatre Workshop (F) | MUS 376 | Brass Quintet |
| MUS 366 | Student Musical (S) | MUS 377 | Brass Ensemble |
| MUS 367 | String Chamber Ensemble | MUS 378 | Percussion Ensemble |
| MUS 368 | Flute Ensemble | MUS 379 | Handbell Choir |
| MUS 369 | Woodwind Ensemble | MUS 380 | Jazz Band |
| MUS 370 | Clarinet Ensemble | MUS 381 | Collegium Musicum |
| | | MUS 385 | Other Ensemble |

These ensembles study the music of various composers and styles through performance. Audition or permission of the instructor is required.

All music majors, including the Bachelor of Music in Music Education, and Bachelor of Arts with a Major in Music degrees, must register for a large ensemble appropriate to their primary performance area during each semester of enrollment as a full-time student except for the semester of clinical practice. Large Ensemble refers to MUS 260 (Concert Choir), MUS 261 (Mount Union Alliance Chorale), MUS 262 (Cantus Femina), MUS 266 (Symphony Orchestra- Strings), MUS 267 (Fall Band), MUS 268 (Wind Ensemble), or MUS 269 (Concert Band).

In addition to their primary large ensemble, music education students for whom voice is the primary performance area will register for two semesters of a large instrumental ensemble, and music education students for whom an instrument is the primary performance area will register for two semesters of a large vocal ensemble by audition. Music education students for whom piano, organ, harpsichord, harp, or guitar is the primary performance area may have either combination or equal hours in both large instrumental or choral ensembles.

NOTE:

Students may participate in **no more than three ensembles** per semester. However, students in special situations may petition the faculty to perform in four or more ensembles by filling out the *Application for Permission to Register for Four or More Ensembles*.

Applied Juries

Examinations in performance are required of all students enrolled in applied study as music majors and music minors and are administered at the end of each semester. Consult the applied instructor for specific jury requirements.

Lockers

Lockers may be signed out in the Visual and Performing Arts Office. While students may use a locker for the entire academic year, all lockers must be cleaned out before summer vacation. Graduating seniors can clean out their lockers before commencement with prior authorization through Miss Haught. Current locker holders may reserve their locker for the next academic year at the end of the spring semester and during band camp through the first week of class. Music Majors and Minors have first priority.

Music Scholarships

Music Scholarship Awards are renewable each year for a maximum of four years (eight semesters) provided the student remains in compliance with the terms of his/her signed scholarship agreement letter. Moreover, each student must strictly adhere to all terms set forth in the instructor of record's syllabus.

Piano Proficiency Examination

All music majors are required to pass the Piano Proficiency Examinations prior to registering for MUS 320 and/or MUS 330. Piano study is required until successful completion has occurred. A list of the requirements is available on the [University's Music Department web page](#).

Piano Study

A minimum of four (4) semesters of piano instruction is required for all non-piano students majoring in music in order to meet the basic piano proficiency. MUS 143, 144, 243, and 244 will be taken to fulfill this requirement. A student who meets the proficiency requirement prior to four semesters of study may continue in piano instruction for the remaining semesters or, with permission of the keyboard faculty, elect to study organ.

Preparatory Division

Students may, with permission of the Music Department Chair, the Director of the Preparatory Division, and their UMU private instructor, teach in the University Preparatory Division. Payment will be made to the student teacher through the Student Financial Aid Office. The Music Department Chair and the Director of the Preparatory Division set all policies for the Preparatory Division. University students are not permitted to teach and receive payment, using university music facilities, on a private basis. Students interested in teaching in the Preparatory Division should contact the Department Chair or the Director of the Preparatory Division.

Student Performance

A student must have the consent of the Department Chair and the applied instructor to perform as soloist or member of an ensemble in public, on or off campus during the academic year and in the summer.

Application for Musical Performance forms may be obtained from the literature display rack, outside of the visual and performing arts office or on the [University's Music Department web page](#), and D2L course.

Student-composed works must be produced under the guidance of a qualified University of Mount Union music faculty member. Compositional study should be undertaken the semester before the proposed performance as a registered independent study course.

Tutoring

Tutoring can be made available for all music courses. When a student needs assistance, the instructor will direct her/him to the Student Success Center.

APPLIED LESSONS

Applied Lesson Policies

Regular and punctual attendance is required of all students enrolled in applied music lessons. Illness resulting in a missed lesson must be verified by an excuse from the Health Center. The student must also notify the instructor regarding illness in advance of the lesson time.

The following are guidelines for applied lesson attendance:

1. Attendance will be a factor in determining the final grade. A lesson missed is a lesson lost. For each two lessons missed, the final grade will be lowered by one letter. Exceptions (specifically, items 2 and 5 below) will be dealt with by the individual instructor.
2. For grading policy, consult the individual instructor. Guidelines are set for each area of study and will be in the course syllabi.
3. A minimum of one-hour daily practice is expected for one-half hour lessons (1 credit hour). A minimum of two-hours daily practice is expected for one-hour lessons (2 credit hours).
4. If the instructor misses a lesson, an opportunity will be offered to reschedule the lesson.
5. A student will be excused for lessons missed due to off-campus academic responsibilities, if prior notice is given to the applied instructor.
6. If a student fails to attend a lesson, the instructor will not reschedule a "cut" lesson.
7. Emergencies will be dealt with individually by the applied instructor.
8. An instructor is obligated to wait no more than 10 minutes for an applied student.
9. Applied instruction is often accompanied by a Studio Class. When they exist, these classes are part of the applied lesson and are graded as such for all music majors and minors. They may occur weekly, monthly, or once per semester. Non-majors, whether they be on music scholarship or not, are welcome to attend their studio class, but it is not mandatory and will not be reflected in their semester grade. If a non-music major has indicated a desire to give a semester-end jury (optional), it is strongly advised that they attend the last studio class of the semester prior to final exams.
10. A semester jury is required of all music majors and music minors taking private lessons. Jury selections are approved by the instructor. If sufficient progress is not made during the semester, non-majors may be required to take a jury if the instructor deems it necessary to seek an outside opinion. If any student desires the experience and written feedback from the faculty, they are welcome to participate.
11. All semester juries are recorded and kept on file in the Music Library.
12. All students enrolled in applied music lessons must have an orientation to and experience with the fundamentals of pedagogy in the weekly applied lesson. Suggestions for this incorporation of pedagogy include the use of required outside readings, student practice journal reflections, or discussion of pedagogy during each scheduled lesson as part of the repertory development.

Change of Applied Instructor

The applied instructor is assigned by the Music Department in consultation with the applied faculty. This type of change must be proposed in writing and may only take place before the beginning of a semester. Any deviation from this procedure must be approved by the Music Department Chair.

DEGREE PROGRAM

Declaration of Major

A major in music may be declared by the end of the first semester of the freshman year. Forms for the degree declaration are available from the Registrar's Office. Approval by the music faculty is required. All music majors on any of the degree tracks (BM in Music Education, and BA in Music), and should request an advisor in the Department of Music.

Timeline for admission and continuation into music degree programs:

Fall/spring of academic year before enrollment at UMU:

- Students apply and are accepted to UMU
- Students apply to music degree programs, complete an audition and are:
 - Admitted to a music degree program
 - Admitted on a provisional basis (with check on main instrument jury and performance in MUS prefix courses at end of first semester) *
 - Not admitted**

Freshman year as music major:

- *Fall semester: if admitted provisionally, students are assessed by music faculty on their performance at their main instrument semester jury and grades earned in MUS prefix courses. If a student demonstrates a B- or above in all these areas, the student earns unconditional admittance to the music degree program.
- **If not admitted to the music programs in the previous year, a current UMU student may reapply to the music degree program following the same admission process to the music department as incoming students.
- Students majoring in a music program must successfully pass Gate A (generally at the end of the first year in the program).

Sophomore year as music major:

- Students who have been continued in the music major after Gate A must then successfully pass Gate B (generally at the end of their second year in the program).
- Possible student appeals process (see below)

Gate A for students majoring in a music degree program:

All freshmen considering music as a major will be enrolled in an identical music schedule (except for applied major and minor areas) for the first semester. At the end of the freshman year, a music major student will be evaluated by the music faculty for appropriate progress in the core music major curriculum—students must demonstrate having earned a B- or higher in the following courses: MUS 110, 111, 112, 113, 143, and 144, as well as appropriate major ensemble and lessons in the student's major instrument. Upon evaluation of the music faculty, students who have not achieved a B- or higher in these courses may not continue in the BA or BM degrees in music.

Gate B for students majoring in a music degree program:

Generally in the fourth semester, music majors will undergo a Gate B check consisting of the following criteria: an Academic Evaluation of progress in music theory, music history, musicianship skills, and piano skills; a Performance Evaluation; a Reflective Essay; a Résumé; and the Academic Transcript and Recital Attendance/Performance Record. Students will meet formally with the full-time music faculty as part of Gate B. The results of this Gate B check will be: (1) Continuation; (2) Continuation with Reservation, with deficiencies specified to be remedied and demonstrated at a specified re-examination; or (3) Non-Continuation in the music major.

“Students with complaints should follow the procedures published in the University of Mount Union Student Handbook.”

Change of Primary Performance Area

A student may change his or her primary performance area in applied music before the end of the sophomore year with the consent of the music Department Chair and the instructor(s) in the area in which the student wishes to move. An audition on the new instrument may be required

If the instructor in the new applied area, the full-time music faculty, and Department Chair agree, the student will not be required to make up the hours he or she lacks in the new primary applied area.

Secondary Applied Area

Students for whom a keyboard instrument is not the primary performance area and who fail to pass the Piano Proficiency Exam by the end of the sophomore year will automatically have piano as their secondary applied area. Upon successful completion of the Piano Proficiency Exam, the student may continue piano as their secondary applied area or may pursue another secondary applied area.

Change of Degree Program

If a student wishes to change his or her major to a degree program that requires an increase or decrease in the number of credit hours mandated for applied study, the student must petition to make this determination of approval. This petition is submitted to the Music Department Chair and the full-time music faculty at least 2 weeks prior to the scheduled jury time.

RECITALS

Recital Attendance

All music majors and minors (Bachelor of Music with a major in Music Education, or Bachelor of Arts with a major in Music) must attend faculty and student recitals and other University music programs. A list of required recitals and other music events will be posted on the [University's Department of Music web page](#) near the beginning of each semester and at the end of this Handbook. It is expected that students will attend the performances of faculty, guests, and other students in their major applied area.

All BM majors must attend, **as an audience member**, a minimum of 15 recitals per semester (in specific categories, as detailed at the start of each semester). All BA majors must attend, **as an audience member**, a minimum of 10 recitals per semester (in specific categories, as detailed at the start of each semester) and all minors must attend 5. Recitals in which the student performs on only a small portion of the program will meet this requirement. **The applied music grade in the major instrument will be lowered by 1/3 letter grade for each recital less than the required amount.** Students are to have their programs signed by a faculty member and will then turn the programs in to the D2L site. Students are fully responsible for turning in programs regardless of whether they are on the program or not. The deadline for recital attendance will be the last day of classes in the current semester. **All signed programs must be submitted to the [Music Major and Minor 2018 2019 D2L Class](#) within one week of the recital attended.**

Occasionally, the Department of Music sponsors events (lectures and workshops, for example) that count toward recital attendance credit.

Note:

No recitals are required of candidates for the BM in Music Education degree during the semester in which they are registered for MUS 438 (clinical practice). Scheduling a date can be done through the Facility Manager by turning in an *internal reservation form*.

Student Showcase

The Department of Music sponsors recitals for students throughout the semester. Scheduled on select Thursday mornings, these recitals offer students the chance to present solo literature for a live audience. All music majors, in all degree programs, will perform on student recitals as a soloist at least once each semester except for the first semester of the freshman year. Music scholarship holders are encouraged to perform once each year. BM in Music Education students will not perform during the semester of clinical practice. Students performing as a soloist are expected to exhibit proper stage decorum as directed by their applied instructor.

Length of performance will be approximately that of a short song group, a movement of a sonata, a French conservatory piece, etc.

Showcase performances require the consent of the applied instructor on the primary instrument. Students can obtain and complete the Student Showcase Recital Form available on D2L. Students are strongly encouraged to submit the completed form to D2L **no later than twenty - one (21) days prior to the date of the recital. You will not perform if this form is not received on time.**

The Chair of the Department of Music assigns performance times for general student showcase recitals. Generally, no more than six students will perform on each recital. The applied instructor will approve the assigned performance dates by the third week of class. Once the applied instructor has approved the assigned performance dates for their applied students, **no changes are permitted.** Students enrolled in Clinical Practice are not required to perform on a Student Showcase recital.

Solo Performance Requirement

Freshman music majors and all music minors are required to perform solo once each academic year. For music minors, this requirement is only in place during the year in which the private lesson requirement is being fulfilled. Sophomore, junior and senior music majors are required to perform solo each semester of applied music major lessons.

Failure to fulfill this requirement will result in a grade of F for the applied major grade in the second semester of freshman music majors and all music minors. Failure to fulfill this requirement will result in a grade of F for the applied major grade for sophomore, junior, and senior music majors.

Junior/Senior Recital and Senior Project

All students majoring in music are encouraged to perform as a soloist in a recital setting. In the junior year, students presenting a joint recital will register for MUS 488 Joint Recital, for 1 semester hour. In the senior year, students may register for MUS 489 Recital, for 1 semester hours, or MUS 490 Senior Recital, for 2 semester hours. Students are also required to be registered for two credit-hours of private applied major lessons during the semester in which their recital is scheduled. Recital and presentation dates cannot be scheduled during the last two weeks of classes. The type of recital or presentation shall be based on the degree in which students are enrolled:

A. Bachelor of Music with a Major in Performance

MUS 488 Joint Recital, one-half recital, 30 minutes maximum, 1 sem. hrs.

MUS 490 Senior Recital, whole recital, one hour maximum, 2 sem. hrs.

B. Bachelor of Music with a Major in Music Education

MUS 488 Joint Recital, one-half recital, 30 minutes maximum, 1 sem. hr.

MUS 489 Recital, full solo recital, one hour maximum, 1 sem. hr.

NOTE: Although the BM in Music Education candidate is not required to perform a solo recital, students may request permission to enroll for recital credit.

C. Bachelor of Arts with a Major in Music

MUS 487 Senior Project: Bachelor of Arts in Music 3 sem. hrs.

NOTE: Presentations and lecture recitals must be approved by the Department Chair and the full-time faculty and follow the same timeline and jury requirements as laid out in the RECITAL JURY section below. Also, students presenting a lecture recital, presentation, or writing a paper for the B.A. senior project need to follow the Proposal Procedures for Senior Projects, below.

PROPOSAL PROCEDURES FOR SENIOR PROJECTS (other than strict recitals)

After securing a faculty research advisor (from the full-time music faculty) and planning their project and its timeline with this faculty member, students will submit the Proposal for Senior Project Form if their B.A. senior project is a paper, presentation, or lecture recital. Students presenting a lecture recital should also submit the Application for Musical Performance Form. These requests must be presented in the preceding semester on or before the last day of class..

After receiving approval for the recital from the applied instructor, the student will submit an *Application for Musical Performance* to D2L. **This request must be presented in the preceding semester on or before the last day of class.** The Music Department Chair and the full-time music faculty, in consultation with the applied instructor, will then consider this request. These forms are available on D2L.

General Recital Information and Preparation

ACCOMPANISTS: Accompanists are provided by the Department of Music for lessons, juries and recital performances IF the Request for Accompanist form is turned in on time. In order to have an accompanist provided by the department, the student or applied instructor must complete a Request for Accompanist form no later than three (3) weeks before the accompanist is needed. The final responsibility of form submission lies with the student. The sheet music being performed must also be turned in no later than three (3) weeks before a performance or jury requiring an accompanist. If the request and sheet music are not turned in on time, the student will then be responsible for making arrangements with a department-approved accompanist on their own. No recorded or computer-generated accompaniments will be accepted for a performance or jury. The Request for Accompanist forms are available at www.mountunion.edu/departament-of-music. If you schedule a performance during the first three (3) weeks of a semester, be sure to complete the Request for Accompanist Form during the previous semester.

ATTIRE: Stage attire and appearance should be professional and is dependent on the occasion and the time of day of the performance. Stage attire can reflect the creativity of the artistic field, but we offer some general guidelines regarding

modesty and a flattering cut of clothes appropriate for making music on stage. Regarding modesty, consider the eye level of the audience when selecting the length of skirts and the plunge of necklines, backs, etc. Remember that on stage, you will be expected to bow, walk and sometimes sit at an instrument. Clothes, grooming, and shoes that look inappropriate, unkempt, poorly fitting, or uncomfortable may cause the audience to be uncomfortable and to focus on your appearance rather than the music that you are performing. Cosmetics used for musical performances should enhance the natural beauty of the performer instead of calling undue attention away from the performance. In general, in an academic setting, when performing music, try to avoid shocking the audience with your appearance.

For evening recitals, attire could include black tie and tux (with black socks and dress shoes and a pressed shirt), semi-formal or business attire (including a matched suit with pressed shirt, tie, socks and dress shoes), long gowns made from luxurious fabrics, or pants or some other dressy, fashionable outfit in the categories of formal or “executive casual.”

For recitals earlier in the day, semi-formal, traditional business attire, or business casual fashions are appropriate including sports jackets, blazers, a collared shirt and tie, khakis or slacks, dresses, blouses, dress pants, skirts, and clothes with less luxurious fabrics that are still considered dressy. Please see articles on line such as [this](#) regarding business attire. A formal gown or matched suit is not necessary at this hour, but jeans would not be considered appropriate for a campus recital.

BIOGRAPHIES AND TRIBUTES: No biographies of student performers and accompanists are permitted verbally or in the printed program. No tributes are permitted verbally or in the printed program.

ENCORES: No encores are permitted on student recitals. All music performed at the recital needs to be approved by faculty at the Recital Jury.

FLOWERS: Flowers may be worn by the performer, **not placed on or around the stage.**

LENGTH: Length of recitals will be 45-60 minutes INCLUSIVE of a short intermission, if needed, as decided between student and applied instructor. Pieces should be timed not to exceed time limitations. The applied instructor will be responsible and have the final authority on programming.

PERMISSION: Recitals require the prior consent of the applied instructor and the approval of the Music Faculty. *Application for Musical Performance* forms are available in the literature display rack outside of the visual and performing arts office.

PERFORMANCE OF STUDENT-COMPOSED WORKS: Student-composed works must be produced under the guidance of a qualified University of Mount Union faculty member. Compositional study should be undertaken the semester before the proposed performance as a registered independent study.

RECITAL JURY AND PRINTED PROGRAM: Select members of the Music Faculty will hear and approve the recital after hearing the recital jury. The student is responsible for making personal contact with all members of the full-time music faculty to secure an adequately staffed jury. The jury will consist of the recital exactly as it is to be presented at the intended performance. A written program that has been approved by the student’s private instructor and the music department chair will be provided to each faculty jury member and will also be submitted in its properly formatted form to D2L by the Recital Jury time. Failure to provide a correctly formatted and proofread recital program to each jury member will result in failure of the recital jury and cancellation of the recital. This jury must be presented at least four weeks before the recital date. A recital hearing form must be presented to the faculty for the recital jury. These are located in the literature display rack outside of the Visual and Performing Arts Office. Recital programs will follow a standard printed format. A guide for the music program is below under Outline for the Printed Program. Sample programs are available in the Visual and Performing Arts Office. This includes written program notes and translations.

REHEARSALS: Rehearsals in Presser Recital Hall are most helpful. Seniors may schedule two one-hour time slots, while juniors may schedule a single one-hour time slot. The use of Presser Recital Hall must be scheduled through the Visual and Performing Arts Office using the *Event Book Request* form. The *Event Book Request* forms are located in the literature display rack outside of the Visual and Performing Arts Office.

RECEPTION: Post-recital receptions are permitted in the lobby of Cope Music Hall and should be limited to one hour. The official food service of the University of Mount Union is the only source of refreshments allowed on campus. The student will be responsible for all arrangements, expense and clean up following the reception. Students will be held responsible for damages associated with their event.

RECORDINGS: Students are responsible for confirming arrangements for recording. See the Facility Manager for additional information.

SCHEDULE: All evening performances and other presentations such as B.A. projects will begin at 7:30 p.m. whether on the weekday or weekend. Sunday afternoon performances will begin at 3 p.m. No junior, senior, or joint recitals or presentations are permitted during the last two weeks of a semester. No student solo recitals may be scheduled on the weekend during the following timeslots: Friday evening at 7:30, Saturday afternoon, Saturday evening, Sunday afternoon and Sunday at 7:30. No more than two recitals, presentations or University ensemble concerts may be given on any single weekend date. Afternoon recitals should not be scheduled after 4pm.

USHERS: Students are responsible for confirming/securing appropriately dressed ushers.

Accompanists

Accompanists are provided by the Department of Music for lessons, juries and recital performances. If the *Request for Accompanist* form is turned in on time. In order to have an accompanist provided by the department, the student or applied instructor must complete a *Request for Accompanist* form no later than three (3) weeks before the accompanist is needed. The sheet music being performed must also be turned in no later than three (3) weeks before a performance or jury requiring an accompanist. If the request and sheet music are not turned in on time, the student will then be responsible for making arrangements to obtain and pay a department-approved accompanist. No recorded or computer generated accompaniments will be accepted for a performance or jury. The *Request for Accompanist* forms are available at www.mountunion.edu/department-of-music. If you schedule a performance during the first three (3) weeks of a semester, be sure to complete the *Request for Accompanist* Form during the previous semester.

Important:

Sheet music is not *necessarily* due at the same time as the form if the form is turned in early. Sheet music is now due at least three weeks before any performance (including juries). If the sheet music is available in the accompanist library it is not necessary to provide extra copies. If you have any questions about the contents of the accompanist library, please contact the Coordinator of Accompanists.

Outline for the Printed Program

1. Type program according to the standard department [layout](#) and upload it to the Art Music Theatre D2L course in the appropriate folder. Program will not be accepted unless it is typed and approved by the applied instructor. THE TYPED PROGRAM MUST BE TURNED IN NO LATER THAN TWENTY – ONE (21) DAYS BEFORE THE RECITAL. YOU WILL NOT PERFORM IF THIS FORM IS NOT RECEIVED ON TIME.
2. The heading should read “Junior Recital”, “Senior Recital”, “Faculty Artist”, “Student Recital”, as appropriate. Joint recitals should be submitted as one program.
3. The name of the person presenting the recital (all capitals), followed by the instrument or voice.
4. The accompanist: example - Joseph Green, piano.
5. Date, time, and location of the recital.
6. A. Title, Key, Opus No.
 1. if by J. S. Bach, include BWV no.
 2. if by Mozart, include K. no.
 3. if by Schubert, include D. no.
 4. if by Haydn, include Hob. no.B. Spell out keys: C-sharp, E-flat.
C. “Major” and “Minor” are both capitalized.
7. Give full name of composer, with dates of birth and death in parentheses below name.
8. Give date of composition, if available.
9. List tempo markings or names of movements.

10. For an aria or recitative, list the title and, in parentheses and underlined, give the name of the work from which it comes.
11. Before turning in a program, check carefully for spelling and all diacritical marks.
12. The applied instructor and the student are responsible for checking the accuracy of the final printed program and program notes.
13. Printed program notes and/or translations are the financial responsibility of the student performing a solo recital.

External Links to Important Documents

[NASM Hearing Protection](#)

[Wellness Workshop Handout](#)

[Mu Phi Epsilon Wellness Handout](#)

[Application for Musical Performance](#)

[Proposal for MUS 487 Senior Project](#)

[Internal Reservation Form](#)

[Application for Permission to Register for Four or More Ensembles](#)

[Student Showcase Form](#)

TEACHER EDUCATION

Registration for Professional Music Education Courses

No music education major shall be permitted to register for professional music education courses (MUS 330, MUS 331, MUS 430 and MUS 438) until he or she has been accepted into the Teacher Education Program.

Grade Requirement for BM in Music Education Students

Candidates seeking licensure in Multi-Age Music Education are required to earn a grade of C or better in all professional music education courses (MUS 330, MUS 331, MUS 430, and a grade of S in MUS 438). If a minimum grade of C is not earned, candidates are required to retake the course until a grade of C or better is earned.

Activities Concurrent with Clinical Practice

“The clinical practitioner must make a total commitment to clinical practice and should not schedule additional academic courses, extracurricular activities or job responsibilities during the clinical practice semester. Exceptions will be considered for certain activities and/or classes that do not conflict with clinical practice” (*Handbook for Clinical Practice*). Music education majors who wish to schedule additional academic courses, extracurricular activities or job responsibilities during the clinical practice semester may apply for an exception to the above policy with the following form. The Music Faculty will consider requests based on each student’s academic performance, the viability of the activity requested, and the Faculty’s professional assessment of the student’s ability to achieve success in the clinical practice semester. In addition, the student must formally request permission to undertake the additional activity from the Sub-committee for the Teacher Education Program in the Department of Education. Please contact the Department of Education for more information and the appropriate timeline for each request.

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Application for Activity Concurrent with Clinical Practice

Name: _____ Telephone: _____

Proposed Activity Beyond Clinical Practice: _____

Day, Time, Location of Proposed Activity: _____

Supervisor of Activity: _____ Telephone: _____

Rationale for Request: _____

Daily Activity Schedule: Clinical Practice Semester			
TIME	ACTIVITY	TIME	ACTIVITY
7:00 a.m.		3:00 p.m.	
8:00 a.m.		4:00 p.m.	
9:00 a.m.		5:00 p.m.	
10:00 a.m.		6:00 p.m.	
11:00 a.m.		7:00 p.m.	
12:00 p.m.		8:00 p.m.	
1:00 p.m.		9:00 p.m.	
2:00 p.m.		10:00 p.m.	

Music Licensure Requirements



Music Licensure Requirements Four-Year Academic Plan

<i>Required courses:</i>			
MUS 110	Music Theory I		3
MUS 112	Music Theory II		3
MUS 113	Musicianship Skills I		2
MUS 140	Vocal Techniques and Diction		2
MUS 141	Brass Instruments		1
MUS 143	Piano Class I		1
MUS 144	Piano Class II		1
MUS 150	Introduction to Music Education		2
MUS 201	History and Analysis of Western Music I		4
MUS 210	Music Theory III		3
MUS 211	Musicianship Skills II		3
MUS 213	Musicianship Skills III		3
MUS 240	String Instruments (must take MUS362 concurrently with MUS240)		1
MUS 242	Woodwind Instruments		1
MUS 243	Piano Class III		1
MUS 244	Piano Class IV		1
MUS 245	Percussion Instruments		1
MUS 260, 261, 262, 266, 267, 268, 269	Large Ensembles		7 semesters*
*Note: MUS 267 must be taken once as a prerequisite for MUS 430			
MUS 301	History and Analysis of Western Music II		4
MUS 310	Orchestration and Arranging		2
MUS 320	Choral Conducting		2
MUS 321	Instrumental Conducting		2
MUS 330	Music Methods - Early Childhood		4
MUS 331	Music Methods – Middle Childhood & Adolescence to Young Adult		4
MUS 352	World Music and Ethnographic Music Study		4
MUS 360-385	(two times, one being MUS 367 String Chamber Ensem)		1
MUS 430	Music Methods-Instrumental		4
MUS 438	Clinical Practice Music Multiage		12
MUS 460-481	Applied Lessons in Music		7 semesters
<i>Additional Education Courses:</i>			
EDU 230	Student Development: Implications for Planning and Teaching		4
EDU 355	Content Area Literacy (fall only) OR		4
MCH 345	Content Area Reading and Writing in Middle School (spring only)		4
<ul style="list-style-type: none"> •Candidates must also complete all required OAE content and Assessment of Professional Knowledge (APK) tests. •Candidates must be admitted into the Teacher Education Program to take 300/400-level education classes. 			
Admission into the Teacher Education Program occurs at the end of the sophomore year.			
<ul style="list-style-type: none"> •Licensure requirements are subject to change. Candidates are advised to review updates posted on the iRaider portal: http://portal.mountunion.edu/collaboration/TeacherEducationProgram/Pages/default.aspx 			

Recital Attendance Requirements: FALL, 2018

All music majors and minors (Bachelor of Arts with a Major in Music, Bachelor of Music with a Major in Music Education, or Bachelor of Music with a Major in Performance) must attend faculty and student recitals and other University music programs. A list of required recitals and other music events will be posted on the [University's Department of Music web page](#) near the beginning of each semester and provided at the end of this Music Handbook. It is expected that students will attend the performances of faculty, guests, and other students in their major applied area.

All BM majors must attend, as an audience member, a minimum of 15 recitals per semester (in specific categories, as detailed at the start of each semester). All BA majors must attend, as an audience member, a minimum of 10 recitals per semester (in specific categories, as detailed at the start of each semester) and all minors must attend 5. Recitals in which the student performs on only a small portion of the program will meet this requirement. The applied music grade in the major instrument will be lowered by 1/3 letter grade for each recital less than the required amount. Students are to have their programs signed by a music faculty member and will then turn the programs in to the Visual and performing arts office within one week of the performance. Students are fully responsible for turning in programs regardless of whether they are on the program or not. The deadline for recital attendance will be the last day of classes in the current semester. All signed programs must be submitted to the [Music Major and Minor 2018-2019 D2L Class](#). A maximum of two non-University sponsored performances may be counted toward fulfilling this requirement each semester.

Occasionally, the Department of Music sponsors events (lectures and workshops, for example) that count toward recital attendance credit.

Note:

No recitals are required of candidates for the BM in Music Education degree during the semester in which they are registered for MUS 438 (clinical practice).

The following chart lists the recitals required for this semester. Space is provided for your use in tracking your progress with the recital requirement.

Recital Type	No.	Attended	Date
BA and BM Events	BA (10)		
	BM (15)		

4 Year Plans



Bachelor of Arts Degree with a Major in Music Four-Year Academic Plan

Year	Course Number	FALL	Credit Hours	Earned
1		<i>Integrative Core - First-Year Seminar</i>	4	
	MUS 110	Music Theory I	3	
	MUS 111	Foundations of Musicianship	2	
	MUS 143	Piano Class I	1	
		Any one Large Ensemble	0.5 - 1.5	
		Applied Lesson MUS 460-481	1	
		Foreign Language (if needed) or Elective	4	
Total			15.5 - 16.5	

Course Number	SPRING	Credit Hours	Earned
	<i>Integrative Core - Foundation</i>	4	
MUS 112	Music Theory II	3	
MUS 113	Musicianship Skills I	2	
MUS 144	Piano Class II	1	
	Any one Large Ensemble	0.5 - 1.0	
	Applied Lesson MUS 460-481	1	
	Foreign Language (if needed) or Elective	4	
	Gate "A"		
Total		15.5-16	

Year	Course Number	FALL	Credit Hours	Earned
2		<i>Integrative Core - Foundation</i>	4	
	MUS 210	Music Theory III	3	
	MUS 211	Musicianship Skills II	3	
		Any one Large Ensemble	0.5 - 1.5	
		Applied Lesson MUS 460-481	1	
		Any one Small Ensemble	0.5	
		Math (2 Credits, if needed) or Elective	4	
Total			16-17	

Course Number	SPRING	Credit Hours	Earned
	<i>Integrative Core - Foundation</i>	4	
MUS 201	*History & Analysis of Western Music I	4	
MUS 213	Musicianship Skills III	3	
	Any one Small Ensemble	0.5	
	Any one Large Ensemble	0.5 - 1.0	
	Applied Lesson MUS 460-481	1	
	Gate "B"		
	Declared Minor	4	
Total		17-17.5	

Year	Course Number	FALL	Credit Hours	Earned
3		<i>Integrative Core - Foundation</i>	4	
	MUS 301	*History & Analysis of Western Music II	4	
		Any one Large Ensemble	0.5 - 1.5	
		Applied Lesson MUS 460-481	1	
		Elective or declared Minor	4	
		Elective	2	
Total			15.5-16.5	

Course Number	SPRING	Credit Hours	Earned
	<i>Integrative Core - Theme</i>	4	
	Any one Large Ensemble	0.5 - 1.0	
	Applied Lesson MUS 460-481	1	
	Elective	4	
	Elective	4	
	Declared Minor	4	
Total		17.5-18	

Year	Course Number	FALL	Credit Hours	Earned
4		<i>Integrative Core - Theme</i>	4	
		Elective	4	
		Elective	4	
		Declared Minor	4	
		Elective	0.5	
Total			16.5	

Course Number	SPRING	Credit Hours	Earned
	<i>Integrative Core - Capstone</i>	4	
MUS 487	Senior Project	3	
	Declared Minor	4	
	Elective	4	
Total		15	
Total Credit Hours		128.5-133	

NOTES

- Large Ensemble refers to MUS 260 (Concert Choir), MUS 261 (Mount Union Alliance Chorale), MUS 262 (Cantus Femina), MUS 266 (Symphony Orchestra- Strings), MUS 267 (Fall Band), MUS 268 (Wind Ensemble), or MUS 269 (Concert Band).
- Applied Lesson refers to MUS 460-481. Note that for students for whom a keyboard instrument is not their major performance area, MUS 143, 144, 243, and 244 may count toward the applied minor area.
- All students must participate two semesters in a small or chamber ensemble MUS 361-385.
- Due to course offering rotations, some courses listed here may need to be scheduled in a different semester than is represented above.
- This chart is for informational purposes only. Please verify specific information on all courses, prerequisites, university regulations and departmental policies with your academic advisor. The University *Catalogue* and the Music department Handbook, not this chart, are the final authority on graduation requirements.

*MUS 201 is taught in the spring of odd years.
*MUS 301 is taught in the fall of odd years



Bachelor of Music with a Major in Performance Four-Year Academic Plan

Year	Course Number	FALL	Credit Hours	Earned	Course Number	SPRING	Credit Hours	Earned
1		<i>Integrative Core - First-Year Seminar</i>	4			<i>Integrative Core - Foundation</i>	4	
	MUS 110	Music Theory I	3		MUS 112	Music Theory II	3	
	MUS 111	Foundations of Musicianship	2		MUS 113	Musicianship Skills I	2	
	MUS 140	Vocal Techniques and Diction	2		MUS 144	Piano Class II	1	
	MUS 143	Piano Class I	1			Applied Lesson Major MUS 460-481	2	
		Applied Lesson Major MUS 460-481	1			Applied Lesson Minor MUS 460-481	1	
		Applied Lesson Minor MUS 460-481	1			Any one Large Ensemble	0.5-1.0	
		Any one Large Ensemble	0.5-1.5			Foreign Language (if needed) or Elective	4	
		Foreign Language (if needed) or Elective	4			Gate "A"		
	Total		18.5-19.5		Total		17.5-18	
2		<i>Integrative Core - Foundation</i>	4			<i>Integrative Core - Foundation</i>	4	
	MUS 210	Music Theory III	3		MUS 201	*History and Analysis of Western Music I	4	
	MUS 211	Musicianship Skills II	3		MUS 213	Musicianship Skills III	3	
	MUS 243	Piano Class III	1		MUS 244	Piano Class IV	1	
		Any one Large Ensemble	0.5-1.5			Any one Large Ensemble	0.5-1.0	
		Applied Lesson Major MUS 460-481	2			Any one Small Ensemble	0.5	
		Applied Lesson Minor MUS 460-481	1			Applied Lesson Major MUS 460-481	2	
		Math (2 credits, if needed) or Elective	4			Applied Lesson Minor MUS 460-481	1	
						Gate "B"		
	Total		18.5-19.5		Total		16-16.5	
3		<i>Integrative Core - Foundation</i>	4			<i>Integrative Core - Theme</i>	4	
	MUS 301	*History & Analysis of Western Music II	4		MUS 321	Instrumental Conducting & Literature	4	
	MUS 320	Choral Conducting & Literature	4		MUS 352	World Music & Ethnographic Music Study	4	
		Any one Large Ensemble	0.5-1.5		MUS 488	Joint Recital	1	
		Any one Small Ensemble	0.5			Any one Large Ensemble	0.5-1.0	
		Applied Lesson Major MUS 460-481	2			Any one Small Ensemble	0.5	
		Applied Lesson Minor MUS 460-481	1			Applied Lesson Major MUS 460-481	2	
						Applied Lesson Minor MUS 460-481	1	
	Total		16-17		Total		17-17.5	
4		<i>Integrative Core - Theme</i>	4			<i>Integrative Core - Capstone</i>	4	
		Any one Large Ensemble	0.5-1.5		MUS 490	Senior Recital	2	
		Applied Lesson Major MUS 460-481	2			Any one Large Ensemble	0.5-1.0	
		Applied Lesson Minor MUS 460-481	1			Applied Lesson Major MUS 460-481	2	
		Any one Small Ensemble	0.5			Applied Lesson Minor MUS 460-481	1	
		Elective	4			Elective	4	
	Total		12-13		Total		13.5-14	
					Total Credit Hours		129-135	

NOTES

- Large Ensemble refers to MUS 260 (Concert Choir), MUS 261 (Mount Union Alliance Chorale), MUS 262 (Cantus Femina), MUS 266 (Symphony Orchestra- Strings), MUS 267 (Fall Band), MUS 268 (Wind Ensemble), or MUS 269 (Concert Band).
- Applied Lesson refers to MUS 460-481. Note that for students for whom a keyboard instrument is not their major performance area, MUS 143, 144, 243, and 244 may count toward the applied minor area.
- All students must participate two semesters in a small or chamber ensemble MUS 361-385.
- Due to course offering rotations, some courses listed here may need to be scheduled in a different semester than is represented above.
- This chart is for informational purposes only. Please verify specific information on all courses, prerequisites, university regulations and departmental policies with your academic advisor. The University *Catalogue* and the Music department Handbook, not this chart, are the final authority on graduation requirements.
- *MUS 201 is taught in the spring of odd years.
- *MUS 301 is taught in the fall of odd years



Bachelor of Music with a Major in Music Education Four-Year Academic Plan

Year	Course Number	FALL	Credit Hours	Earned	Course Number	SPRING	Credit Hours	Earned
1		<i>Integrative Core - First-Year Seminar</i>	4			<i>Integrative Core - Foundation</i>	4	
	MUS 110	Music Theory I	3		MUS 112	Music Theory II	3	
	MUS 111	Foundations of Musicianship	2		MUS 113	Musicianship Skills I	2	
	MUS 140	Vocal Techniques and Diction	2		MUS 141	Brass Instruments	1	
	MUS 143	Piano Class I	1		MUS 144	Piano Class II	1	
		Math and/or Foreign Language (if needed)	2-6		MUS 150	Introduction to Music Education	2	
		Applied Lesson Major MUS 460-481	1			Math and/or Foreign Language (if needed)	2-6	
		Any one Large Ensemble	0.5 - 1.5			Applied Lesson Major MUS 460-481	1	
						Any one Large Ensemble	0.5 - 1.0	
						Gate "A"		
Total			15.5 - 20.5		Total			16.5-21

Year	Course Number	FALL	Credit Hours	Earned	Course Number	SPRING	Credit Hours	Earned
2		<i>Integrative Core - Foundation</i>	4					
		<i>Integrative Core - Foundation</i>	4			<i>Integrative Core - Foundation</i>	4	
	MUS 210	Music Theory III	3		MUS 201	*History and Analysis of Western Music I	4	
	MUS 211	Musicianship Skills II	3		MUS 213	Musicianship Skills III	3	
	EDU 230	Student Development: Implications for Planning and Teaching (F or S)	4		MUS 244	Piano Class IV	1	
	MUS 240	Stringed Instruments	1		MUS 245	Percussion Instruments	1	
	MUS 243	Piano Class III	1		EDU 230	Student Development: Implications for Planning and Teaching (F or S)	4	
	MUS 367	String Chamber Ensemble	0.5			Applied Lesson Major MUS 460-481	1	
		Applied Lesson Major MUS 460-481	1			Applied Lesson Minor MUS 460-481	1	
		Applied Lesson Minor MUS 460-481	1			Any one Large Ensemble	0.5 - 1.0	
		Any one Large Ensemble	0.5 - 1.5			Gate "B"		
						Any one Small Ensemble	0.5	
						DEA State Exams		
	Total			19-24		Total		

Year	Course Number	FALL	Credit Hours	Earned	Course Number	SPRING	Credit Hours	Earned
3		<i>Integrative Core - Theme</i>	4			<i>Integrative Core - Theme</i>	4	
	MUS 301	*History & Analysis of Western Music II	4		MUS 310	Orchestration and Arranging	2	
	MUS 242	Woodwind Instruments	1		MUS 321	Instrumental Conducting & Literature	4	
	MUS 320	Choral Conducting & Literature	4		MUS 331	Music Methods: Middle Childhood and Adolescence to Young Adult	4	
	EDU 355	Content Area Literacy (or MCH 345 Spring)	4		MUS 352	World Music & Ethnographic Music Study	4	
	MUS 330	Music Methods: Early Childhood	4		MCH 345	Content area literacy in the Middle School (or EDU 355 Fall)	4	
		Applied Lesson Major MUS 460-481	1			Applied Lesson Major MUS 460-481	1	
		Applied Lesson Minor MUS 460-481				Any one Large Ensemble	0.5 - 1.0	
		Any one Large Ensemble	0.5 - 1.5			DEA State Exams		
	Total			18.5-23.5		Total		

Year	Course Number	FALL	Credit Hours	Earned	Course Number	SPRING	Credit Hours	Earned
4		<i>Integrative Core - Capstone</i>	4		MUS 438	Clinical Practice	12	
	MUS 430	Music Methods: Instrumental	4					
		Applied Lesson Major MUS 460-481	1					
		Any one Large Ensemble	0.5 - 1.5					
		Any one Small Ensemble	0.5					
		Elective	4					
Total			14-15		Total			12
							Total Credit Hours	139-152.5

NOTES

- Large Ensemble refers to MUS 260 (Concert Choir), MUS 261 (Mount Union Alliance Chorale), MUS 262 (Cantus Femina), MUS 266 (Symphony Orchestra- Strings), MUS 267 (Fall Band), MUS 268 (Wind Ensemble), or MUS 269 (Concert Band).
- Applied Lesson refers to MUS 460-481. Note that for students for whom a keyboard instrument is not their major performance area, MUS 143, 144, 243, and 244 may count toward the applied minor area.
- All students must participate two semesters in a small or chamber ensemble MUS 360-385.
- Due to course offering rotations, some courses listed here may need to be scheduled in a different semester than is represented above.
- This chart is for informational purposes only. Please verify specific information on all courses, prerequisites, university regulations and departmental policies with your academic advisor. The University Catalogue and the Music department Handbook, not this chart, are the final authority on graduation requirements.
- Please see document *Music Licensure Requirements* p.13 of the *Music Student Handbook*.
- *MUS 201 is taught in the spring of odd years.
- *MUS 301 is taught in the fall of odd years



Minor in Music Four-Year Academic Plan

Requirements for a Minor in Music		
MUS 200A	Music, the Arts, and Culture	4
MUS 110	Music Theory I	3
MUS 111	Foundations of Musicianship	2
MUS 112	Music Theory II	3
MUS 113	Musicianship Skills I	2
MUS 143	Piano class I	1
	Any Two Large Ensembles	1-3
	Applied Lesson MUS 460-481	2
Total Credit Hours		17-20

NOTES

- Large Ensemble refers to MUS 260 (Concert Choir), MUS 261 (Mount Union Alliance Chorale), MUS 262 (Cantus Femina), MUS 266 (Symphony Orchestra- Strings), MUS 267 (Fall Band), MUS268 (Wind Ensemble), or MUS 269 (Concert Band).
- Applied Lesson refers to MUS 460-481. Note that for students for whom a keyboard instrument is not their major performance area, MUS 143, 144, 243, and 244 may count toward the applied minor area.
- Due to course offering rotations, some courses listed here may need to be scheduled in a different semester than is represented above.
- This chart is for informational purposes only. Please verify specific information on all courses, prerequisites, university regulations and departmental policies with your academic advisor. The University *Catalogue* and the Music department Handbook, not this chart, are the final authority on graduation requirements.
- Students for whom piano is their major performing area need to take 2 semester hours (total) of applied piano (MUS 460).