

STUDENT HANDBOOK  
2007



**Music Department**

**University of Wisconsin Oshkosh**

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## DEPARTMENT OF MUSIC FACULTY & ACADEMIC STAFF LISTING

ANDREWS, Joyce	Voice	N220	7006
ASTOLFI, Jeri-Mae	Keyboard/Aural Skills	N104	1073
ATWELL, Bruce	French horn	N122	4228
BAHCALL, Klara	Violin/viola	N114	1220
BORGERDING, Todd	Musicology	N215	7028
CHAPMAN, Carl	Choirs	N225	2272
CHAUDOIR, James	Composition/theory	N234	2276
COMBE, Charles	Guitar	N115	7005
DUNNING, David	Jazz Lab Ensemble	N224	7018
COWLEY, David	Cello	N112	2273
GAINACOPULOS, Kay	Clarinet, saxophone, Music Business	N117	2274
HELVERING, Emily	Oboe	N216	3036
HOFFMEISTER, Frank	Voice	N229	4229
*ISAACSON, Charles	Low brass	N222	7011
KALMAN, Eli	Piano	N105	4220
LETHCO, Leigh-Ann	Music Education	N221	7007
LISKE, Kenneth	Music Education	N228	7029
MARTIN, Ed	Theory	N214	7027
MATOS, Lucia	Orchestra	N218	4227
McWILLIAMS, Heather	General Studies	N121	7031
McWILLIAMS, Rob	Bands/Music Education	N120	7016
MESSNER, Wally	Recording Technology	N230	7034
ROBINSON, Marty	Trumpet, Jazz Ensemble	N118	7015
ROSING, Carol	Bassoon	N232	7026
SHAW, Alison	Percussion	N125	7030
WATANABE, Mihoko	Flute	N227	4226

\* Department Chairperson

Nelson, Julie	Secretary	N206	4224
Schmidt, Joan	Secretary	N206	4224
Stichert, Sara	Music Librarian	N235	4230



## REPEAT POLICY

If a student earns less than a C in any Music Theory course (107/108/204/206) or any Keyboard Harmony/Aural Skills course (173/174/273/274), that course must be repeated in the next academic year or progress as a music major stops and the student can no longer declare music as their major.

If, in any semester after that in which a student first earns a grade less than C, the student earns another grade less than C in any of the above classes, then progress as a music major stops and the student can no longer declare music as their major.

## CONVOCATION POLICY

Convocation is a periodic meeting of all music majors. The primary activities for these meetings will include performances by students, faculty, or visiting artists; lectures or other presentations by faculty or guest speaker; and films or videotapes.

Registration for Convocation is **required** each semester for all music majors except for those involved in Student Teaching (Music Education), Clinical Experience (Music Therapy), or Internship (Music Business).

Attendance at **ALL** Convocation programs is **required**. Students arriving later than 5 minutes after class begins will not be admitted into the Hall by the usher and will not receive credit for attendance for that day. Credit for convocation is given by proper completion of an attendance card at convocation. This card must be given to the usher for attendance credit to be awarded. **No attendance cards will be accepted for credit when turned into the department office.** If a student performs on a convocation program, credit for attendance is automatically given. Credit for attendance will be given to students who miss weekly convocation program due to participating in or traveling to a Department of Music field trip (i.e. master class, workshop, visiting a business or recording site, attending a specific concert or program).

Any student desiring to play for a student recital during the Convocation hour must complete the Convocation Performance Request Form located in the Department of Music Office. This form must be signed by your private lesson instructor and submitted to the faculty contact person of the convocation you are requesting to play in **no later than NOON** of the Tuesday preceding that convocation. Requests are processed on a first come, first served basis.

## CONCERT AND RECITAL ATTENDANCE

Attendance at a minimum of eight (8) Department of Music sponsored concerts/recitals is required each semester. You will not receive concert attendance credit for concerts in which you are performing.

Each semester the Department of Music sponsors a variety of concerts and recitals by students, faculty, and visiting artists. A list of up-to-date concerts/recitals is found on the Department web site at (<http://www.uwosh.edu/music/calendar/index.php>). Occasionally, dates for concerts/recitals will be changed or cancelled. Changes or cancellations of concerts/recitals will be announced as soon as the Music Office is given notice. Announcements at Convocations will also keep you informed of changes or cancellations.

Credit will not be given for attendance cards or programs submitted to the Music Office by individual students.

As changes tend to happen more frequently at the end of the semester, it is not wise to wait until the last eight scheduled programs to get your attendance credits. A grade of "F" will be given at the end of the 14-week semester if requirements for concert attendance have not been met.

A student may attend a maximum of three (3) off-campus concerts for convocation credit each semester. Suggested programs appropriate for off-campus concert attendance credit include the following:

Oshkosh Symphony Orchestra  
Fox Valley Symphony  
Paine Art Center Concert Series  
Ripon College programs  
Oshkosh Chamber Singers  
Milwaukee Symphony

Lawrence University programs  
Other programs at the discretion of the Chair

It is suggested that when in doubt, the student should obtain prior approval from the Chair as to whether or not a program would be acceptable for concert attendance credit.

**To receive credit for off-campus events, a program from the event must be turned in to the Music Office with the student name and i.d. number on it within one week of the event.**

Concert attendance credit will **NOT** be given for the following programs:

- Middle School and High School musical events
- Performance in off-campus programs

### **STUDENT LOCATER CARD**

Each music major is required to complete a locator card that is filed in the Department of Music Office. THIS CARD IS DISTRIBUTED AND COLLECTED AFTER THE FIRST CONVOCATION MEETING AND WILL BE KEPT ON FILE WITH THE MUSIC OFFICE EACH SEMESTER. The information on the card is used for departmental contact purposes. Information on the card includes the following: name; local address and phone; email; home address and phone; applied area; music locker number, and class schedule.

### **USE OF MUSIC HALL**

Reservation for the use of the Music Hall must be made by first checking the Music Hall binder in the Department of Music Office for availability and then completing the Rehearsal/Room Request Form. The key for the Hall is obtained from the Music Office and must be returned immediately after each rehearsal. **There is a \$20 deposit for use of the Hall key.** In the event the key is not returned immediately following the scheduled rehearsal time, the deposit will be forfeited AND a key fine of \$50.00 will be assessed and a negative service indicator placed on the student's record until the fine is paid and key(s) are returned. In the event of a late afternoon or evening rehearsal finishing after the Music Office is closed, the key **must** be returned by 8:30 AM the following business day.

Priority for use of the Music Hall will be given to the person whose recital appears first on the Calendar of Events within two weeks. Students are allowed a maximum of six hours (three two-hour rehearsals preferred) of scheduled rehearsals prior to a performance. Students who perform for Convocation are allowed two (2) hours of rehearsal time in the Hall for each Convocation performance. This is in addition to the six (6) hours previously mentioned.

The concert grand pianos on stage in the Music Hall are for use only for concerts and rehearsals for concerts. They are not for general practice purposes. Before the key to the Thompson grand is released, permission for use of this instrument must be approved by Dr. Kalman or Dr. Isaacson.

It is the responsibility of each person using a piano on stage to cover the instrument after rehearsal. Covers should be placed on a chair and not on the floor. Stage lights should be turned off at the end of the rehearsal time.

Evening two-hour sessions must be scheduled from 6 to 8 PM or 8 to 10 PM to allow for better utilization of the available hours. One hour evening sessions should be scheduled on the hour.

### **REGISTRATION FOR ENSEMBLES**

Students wishing to register for an ensemble of which they are not currently a member should contact the director of that ensemble prior to registration.

### **APPLIED MUSIC (PRIVATE LESSONS)**

#### **FEES**

In addition to regular academic fees, an applied music instruction fee of \$90 per unit (credit hour) will be charged to all students enrolled for private lessons in vocal or instrumental music. The applied music fee is not assessed at the time of enrollment but will be by the fourth week of the term and billed on the second statement.

THIS FEE IS WAIVED FOR STUDENTS WHO ARE REGISTERED FOR A LARGE ENSEMBLE (BAND, CHOIR, ORCHESTRA).

The fee will not be waived when:

1. A student elects to take applied credits in an applied area outside the specified degree requirements.
2. A student is not registered for Convocation.
3. A student is not registered for a large ensemble.

### **LESSON REQUIREMENTS**

The minimum requirement is twelve lessons per semester. Instructors must receive twenty-four hours notice of lesson cancellations: otherwise, except for illness immediately prior to a lesson, students forfeit their right to make up lessons. Three unexcused absences will result in failure in that applied music course. Lessons missed by the instructor will be made up at a time convenient to the instructor.

Applied music instruction will be offered by all applied instructors on the following basis:

1 credit – 30-minute individual lesson or 60-minute group lesson

2 credits – 60 minute lesson

4 credits – 60 minute lesson, minimum (only for students admitted to BM in Performance degree program)

### **SEMINARS**

All students are required to attend applied music seminars as specified by each instructor. The content of seminars will be determined by the applied instructor.

### **GRADING & EXAMINATIONS IN APPLIED MUSIC**

All students must earn a grade of C or higher in all applied music courses. Students receiving a CD, D, or F grade will not receive credits toward degree program requirements.

All music majors and minors taking applied music lessons are required to perform for a faculty jury each semester. Juries in secondary applied may be required by the instructor as well. Jury content and length is to be determined by the instructor. Juries will be scheduled within the last two weeks of the 14-week semester with days and times of the juries posted in advance on the bulletin boards of the division coordinators. All grades received from the members of the jury are advisory to the applied instructor. The juries are used to afford a performance opportunity for the student and in evaluation of the student's progress in applied music.

Students are expected to engage an accompanist at least one month prior to the juries, or according to the individual applied syllabus. Students are also expected to provide the music for the accompanist well in advance.

A grade of incomplete will be assigned if a student misses a jury for a valid reason, as determined by the studio instructor. An alternate date will be arranged for a make up jury. A grade of F for the course will be given if the student does not complete a scheduled jury.

A student who has presented a recital during a given semester may be excused from the semester jury at the discretion of the instructor.

### **PROGRESSION IN APPLIED MUSIC STUDIES**

Students progress through the applied music curriculum in a tiered process, as follows:

- 1) Students who complete a successful entrance audition for the music major or minor curriculum on their chosen instrument are accepted as **probationary** students for their first two semesters of applied study. After two semesters of study, **probationary** students must apply for Admission to Candidacy (see corresponding form which is normally completed

during programming). During the jury, students are evaluated by the faculty and must receive confirmation of their primary instrument as a music major or minor in order to continue study.

- 2) In some instances, a student may be accepted as a **provisional** student into the music curriculum at the time of their entrance audition, in which case the particular provision of their acceptance is made clear to the student and must be satisfied by the end of their first semester of applied study at the jury. Pending a successful jury and removal of the provisional status, the student then receives probationary status and applies for Admission to Candidacy in the second semester of study.
- 3) Transfer Students, regardless of applied credits completed at previous institution, are placed into lower level applied instruction until the time of their first jury. At that time they may be considered for placement into upper level applied courses, if sufficient credits have been completed at the lower level. No transfer students may be placed into upper level applied courses without a successful audition.
- 4) Students in a music major curriculum must audition for upper level courses in their applied area no earlier than at the jury following their fourth semester of applied study. Promotion to upper level (300) primary applied is contingent upon satisfactory completion of 1) all prerequisites in applied music (as listed in specific degree programs), and 2) MUS 206 and MUS 274, Music Theory IV and Skills IV. A student, who on the basis of the jury performance, is not recommended for promotion to upper level applied study may reapply at the end of the next semester of applied study. Acceptance into upper level applied is required for all students intending to complete a music degree. *Students have only two attempts to apply into upper level.* A student must have obtained upper level status in applied music in order to present a degree-required recital. The upper level applied minimum credits in each program are, as follows:

BM Performance – 12 credits

BS, BA, BM Music Industry, BME Choral, BME Instrumental – 4 credits

BME General – 2 credits

### **AUDITION FOR ADMISSION INTO THE BACHELOR OF MUSIC IN PERFORMANCE DEGREE PROGRAM**

Admission to the Bachelor of Music in Performance degree program at UW Oshkosh is by special audition for a committee representing the music department at large. This audition usually takes place at the jury at the end of the second semester of applied study. A student wishing to apply for admission to the performance program must perform a short recital (20-30 minutes) for a committee consisting of the studio teachers in the student's applied area (brass & percussion, woodwind, string, piano, or voice) and two other faculty members chosen by the student. A favorable committee consensus is required for entrance into the program.

A student not recommended for admission into the Bachelor of Music in Performance Degree Program at this time may re-audition for the committee at the end of the following semester. This audition will consist of a short recital (20-30 minutes) of newly prepared literature not performed on the first audition.

**Addendum:** All instrumental performance majors must complete a comprehensive unit in pedagogy under the supervision of the primary applied studio instructor. This study will be an adjunct to the primary applied lessons at the upper level. It will include the following: *Observation* of lessons in all of the area studios, including that in which the student is enrolled; *Observation* of a Techniques Class (Music 176, 277, 375, or 377); *Perusal* of the major pedagogical material (books, journal articles, and etudes and technical studies) in the student's primary applied area; and *Presentation* of the student's findings to the area students in a seminar.

## **RECITAL PERFORMANCE**

All students performing degree recitals will present a recital preview for their division faculty (of two or more members) about at least four weeks prior to the recital date. No advertisement of the recital will be done prior to successful completion of the recital hearing. Each student should be prepared to perform his or her entire recital program. The divisions which will hear these recital previews are defined as follows: Brass/Percussion, Guitar, Keyboard, String, Vocal, and Woodwind. Divisions with fewer than two faculty members will request a second faculty member from another division to hear these division recital previews. Students who perform a successful recital preview will continue with preparation toward their chosen recital date. A student who does not present a successful recital preview will be required to reschedule the recital to a date not earlier than in the following interim or semester, at the earliest. An additional recital preview may be required before that date. For all recitals, a student may perform either on stage in the Music Hall in a formal setting, or in a less formal studio setting, such as N28 or N14, depending upon the applied instructor's recommendation.

## **STAR REPORTS AND ADVISEMENT**

All music majors are assigned an advisor within the Department of Music as adherence to the Department's recommended course-enrollment sequence is critical for students seeking to graduate in a timely manner. It is the responsibility of each student to sign up for an appointment to meet with this advisor prior to scheduling for classes in fall and spring. Advisors will post sign up sheets on their office doors. (The STAR [Student Academic Report] contains your registration date and time as well as the advisor name.) The STAR is an important document and should be retained for your records.

When appointments are made to see your advisor, they must be kept! The STAR and a schedule grid must be brought to your scheduled appointment along with "proposed courses" to faculty advisors. (Timetables of courses available are found on TitanWeb.) After checking the STAR, the advisor will assist in completing the Music Major Scheduling Form. The faculty advisor must sign this form and return it to the Department of Music Office so the registration stop can be removed. Registration stops are automatically placed on all music majors' records until they have met with their music department advisor and will not be removed until the advising process is completed.

The Department Office will register students (on the date of their registration) for applied lessons if the Music Major Scheduling Form signed by the faculty advisor is on file.

All music majors are also encouraged to meet with their respective adviser in the UARC (Undergraduate Advising Resource Center) in Dempsey for shared advising. Letters and Science majors should schedule an appointment to meet with Rebecca Spurlock by calling the UARC Appointment Desk (424-1268). Music Education majors should schedule an appointment to meet with Gary Simonsen.

## **MUSIC LIBRARY**

Music library materials are housed in two locations:

- 1) The Music Resource Center
- 2) Polk Library

### **DEPARTMENT OF MUSIC - MUSIC RESOURCE CENTER**

The Music Resource Center for the Department of Music is located on the second floor of the Arts and Communications Center in N235. The primary aim of the Resource Center is to be an additional resource and compliment the library materials on music that are housed in Polk Library.

#### Materials:

The Music Resource Center has a varied collection of materials. We house a small collection of books, basic reference materials, periodicals, study scores, solo and ensemble music and videotapes. We also house a large collection of sound recordings in 33-1/3 RPM vinyl record format, many which are out of print at this time. Materials, which support students in the music education field, are also housed in the Music Resource Center.

Basic reference materials that you should become familiar with include: *The New Groves Dictionary of Music Musicians*, *The Harvard Dictionary of Music*, *Bakers Biographical Dictionary of Music and Musicians*, *Literature of Chamber Music*

Periodicals you may want to familiarize yourself with include: *Opera News*, *MIX*, *Music Educators Journal*, *Journal of Music Therapy*, *Chamber Music America*.

#### Listening facilities:

A total of 6 individual listening stations provide each patron with multiple listening sources. We have compact disc players, cassette tape players, record players and one small VCR/monitor combination, with additional mobile VCR and monitors on carts available for presentations to groups. The individual listening stations are provided with headphones.

#### Reserve materials:

Instructors may place materials on reserve for students to use for a particular course.

#### Study space:

The Music Resource Center provides an ideal space for study. The room is configured to accommodate individual study space as well as room and space for study groups, group discussions or group projects.

### **POLK LIBRARY**

Polk Library houses a large collection of books on music, bound and unbound periodicals, complete works and reference books on music and more than 1200 compact discs. All books and compact disc may be checked out to students. In addition to the collection housed on the premises, Polk Library also provides Universal Borrowing between all UW System school libraries and Interlibrary Loan services with the nation and the world at large. As a UW Oshkosh student, Polk library provides you with access to any books, printed music or compact discs found in any of UW libraries. Additionally, computer stations available in the Reference room with online music database resources and internet access.

### **RECITAL PREPARATION**

1. All music majors in all degree programs are required to participate in a recital; the nature of the program to be determined by the applied instructor.
2. It is the student's responsibility to set a recital date with their applied instructor.
3. Recitals necessary to complete degree requirements will be held in the evenings or on Sunday afternoons. Evening recitals are to be scheduled at 7 PM or 8:30 PM
4. An applied and academic evaluation of students will be made at the end of the sophomore year. (See section on Progression in Applied Music Studies.) A positive evaluation will result in permission to advance to upper division applied status. (Negative evaluations may be appealed.) Four upper level primary applied credits are required of BME candidates for graduation. A student must have obtained upper division status in the applied level in order to present a degree-required recital.
5. A freshman or sophomore may, with the recommendation of the applied instructor and the approval of a departmental audition committee, present a recital during any available schedule times.
6. Soloists must engage their accompanists a full semester before their recital. It is the responsibility of the recitalist to arrange rehearsal times sufficiently in advance of the recital date.

7. Students are encouraged to present their senior recitals during the academic semester and not while they are student teaching or interning.
8. Students MUST submit their recital program information, stage work order requests, recording requests and piano tuning requests on-line via the Department of Music website (<http://www.uwosh.edu/music/currentstudents/recitalapplication.php>) **no later than** 2 weeks prior to the recital date. Payment for the requested cassette tape(s) and/or CD(s) must be made to the Music Office within two (2) business days of the submission of your Recording Request. **If payment is not received within this time, the Recording Requests will not be processed, and recording will not take place.**
9. Students will be notified by a phone call to the number indicated on their locator card when the recording is ready for pick-up. This recording will be held in the Music Office for a period of no longer than two (2) weeks and will then be recycled if not picked up.
10. It is the student's responsibility to arrange for an usher for their recital. It will be the usher's responsibility to hand out recital programs and make sure recital attendance cards are made available. The student's applied instructor will have the responsibility of collecting recital attendance cards at the end of the recital. Stage crew (whom the department hires) will be available to unlock doors and for stage set up.
11. It is the student's responsibility to arrange and notify his/her applied instructor about special rehearsals in the room where the recital will be performed. This includes reserving the room with proper authorities.

### **KEYS**

Assignment of practice and storage room keys are often made by music faculty with completion of a Key Card signed by the music faculty and student. Due dates for these keys are determined at the time of distribution. If keys are not returned by the due date, a fine of \$50 per key will be assessed and a negative service indicator placed on the student's record until the fine is paid and key(s) are returned. If an assigned key is lost, a minimum \$50 fee is automatically assessed. In the event a submaster key is reported lost, students will be assessed a fee that will cover replacement of all locks involved as well as the cost of getting replacement keys made.

### **WITHHOLDING OF RECORDS**

In the event that a student does not fulfill all obligations concerning the return of equipment, uniforms, sheet music and library materials, or keys, records for graduation or transfer purposes will be withheld. They will be released upon completion of obligations, and in some cases, payment of a fine.