

2018-19 Music Student Handbook

Welcome to the
Oklahoma Christian University

Department of Music

As Oklahoma Christian University enters its 69th year, the music faculty extends a warm welcome to new and returning music students. We believe that your decision to develop your musical skills and understanding through collegiate study will be one that benefits you for many years after your graduation. It is our pledge to encourage, instruct, and guide you as you prepare for a career in the arts.

This handbook has been designed to help acquaint you with most of the policies, procedures, and forms that you will encounter as a music student at Oklahoma Christian University. Please refer to it throughout the year as questions arise.

All our faculty want you to succeed in your music studies and to grow in your Christian walk. Let us know if we may be of assistance to you in some way. We are pleased to have you here!

Dr. Heath Jones

Department Chair and Professor of Music

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Mission Statement

The Oklahoma Christian University Department of Music provides a faith-affirming environment in which students, faculty, and the community may develop skills to understand, appreciate, and/or perform music.

Goals and Objectives:

1. The Music Department provides experiences that lead to greater appreciation of music for all OC students, faculty, and the community.

- a. The Music Department invites the community to a variety of concerts, productions, and recitals each year.
- b. The Music Department requires students to attend music programs each term, including departmental productions and concerts offered on- and off-campus.
- c. The Music Department promotes music as a vital component of the liberal arts environment and portrays, through various core curriculum courses and public performances, the value of music as central to the human experience.
- d. The Music Department seeks to improve understanding of and appreciation for world music.
- e. The music faculty pursues opportunities for growth through performing, attending conferences, and participating in research and course development.

2. The Music curriculum challenges students of diverse musical backgrounds, abilities, and interests to progress toward excellence in musical understanding and performance.

- a. The Music Department seeks to attract to the university students who have previous experience in music and to encourage those students to participate in ensembles and productions.
- b. The Music Department offers applied lessons and classes to students from beginning through advanced levels of instruction.
- c. The Music Department offers diverse vocal and instrumental ensemble experiences and stage productions, allowing students to participate in collective music-making at an appropriately advanced level
- d. The music faculty encourages excellence in student performance through quality instruction and regular written and oral evaluations of lessons and performances.

3. The Music Department provides programs of study for students to accomplish their academic and professional goals.

- a. The Music Department prepares music education majors for excellence in classroom teaching and to meet certification requirements of the State of Oklahoma and standards of the National Association of Schools of Music.

- b. The Music Department provides pedagogy classes and lab experiences to develop excellent mentoring skills for students who desire to teach in a music studio.
- c. The Music Department offers a broad course of study in the liberal arts that emphasizes the study of music.
- d. The Music Department produces graduates who have the musical and academic preparation for admission to graduate schools.
- e. The music faculty solicits and seriously considers input from students, graduates, employers of graduates, cooperating teachers, other music professionals, and the community in assessing strengths and weaknesses of our program and making needed improvements.

4. The Music Department incorporates music technology into music instruction, performance, assessment, and career planning.

- a. The Music Department provides experiences for students to use available technology in their coursework.
- b. The Music Department provides an online rubric for individual student performance assessment.
- c. The Music Department provides several labs with hardware and software to aid students in music instruction and performance.

5. The Music faculty assists students in developing the personal qualities of discipline, integrity, responsibility, and service.

- a. The music faculty takes seriously their roles as leaders in mentoring, and in modeling discipline, integrity, and service in the music profession and in life.
- b. The music faculty advises students in making academic decisions and in understanding the commitment necessary to succeed in their music courses as well as in the music profession.
- c. The music faculty encourages and challenges students to live purposeful lives of service.
- d. The music faculty strives to integrate faith and learning throughout the curriculum.

Outcomes For Music Graduates

An OC graduate with a Bachelor of Arts will demonstrate the following:

1. ability to hear, identify, and work conceptually with the elements of music: rhythm, melody, harmony and form.
2. ability to sight read music and perform with other musicians.

3. understanding of compositional and aesthetic properties of style, and how the art of music is shaped by cultural forces.
4. acquaintance with a wide selection of musical literature beyond the student's specialization through lectures, assignments, and concert attendance.
5. ability to perform a cross-section of that repertory according to the student's interest and departmental standards.
6. ability to communicate clearly, critically, and creatively about music.

In addition to these outcomes, students who major in Music Education will also demonstrate the following:

7. ability to plan lessons and teach elementary and general music effectively.
8. ability to conduct vocal/instrumental ensembles and rehearse music effectively.
9. organizational and leadership skills for effective management of vocal/instrumental ensembles in the public schools.

--OC Undergraduate Academic Catalog

General Information

MUSC 1000 Recital Attendance

All music majors are required to enroll in MUSC 1000 each semester. Though no credit is given, your transcript will reflect grades received in this course. As described in the OC catalog, a minimum grade of "C" must be earned in at least six semesters prior to graduation. Please see the page in this handbook that lists MUSC 1000 requirements and read it closely. See the music department chair with any questions. Note: Students must enroll even during the student teaching semester. See the Music Recital Syllabus for reduced requirements for student teachers.

Music Department Recitals

It is recommended that music majors attend all departmental recitals. Recitals are scheduled this year at 2:40 on Wednesdays.. Consult department bulletin boards and the MUSC 1000 Blackboard site for specific dates of recitals and recital hearings. All music majors (vocalists, instrumentalists, and pianists) and most scholarship students studying privately are expected to audition for at least one recital per semester. Each student should consult with his or her private

instructor at the beginning of each semester concerning the number of recitals and dates on which performance will be expected. Performers should dress professionally for hearings and recitals.

Recital Assistants

Students may volunteer to be recital assistants, or, in the absence of volunteers, students will be asked to serve in this capacity. Recital assistants are expected to handle the physical details (lighting, piano moving, positioning of stands and chairs, etc.) for the Music Department recitals and for certain other concerts. Recital assistants should dress appropriately while fulfilling this duty, and should consult with Dr. Hutton with questions.

Degree Programs

OC music degree programs include the Bachelor of Arts degree in music and the Bachelor of Music Education degree with either vocal or instrumental emphasis. Both degrees are accredited by the National Association of Schools of Music. All music students will be evaluated on their performance level and on their sight-reading skills at the end of their first year by the faculty for formal admission to one of these two degree programs. You will be contacted by the department chairperson regarding the date and format of the admission exam.

Music Study Abroad Policy

The OC Music Department encourages students to participate in OC Study Abroad Programs. You can learn more about these programs at oc.edu/studyabroad. The OC Music Department advises students to choose summer study abroad programs so that participation in Fall and Spring music ensembles can be maintained. However, music scholarship awards may be applied during a Fall or Spring semester up to a cap of \$3000. Music Scholarship awards only apply during the semester of study abroad if the student returns to fulfill their scholarship obligations in the semester immediately following the study abroad term.

Piano Proficiency Examination

All music majors must pass the Piano Proficiency Examination at least one semester prior to graduation. See the requirements for the Piano Proficiency in this handbook. Applications are available in the music office or from a member of the applied piano faculty.

Capstone Project

The capstone project for music majors is a senior recital or senior project. Recitals and projects require considerable advance planning, and the responsibility for handling details will rest primarily with the student. Faculty members will be glad to answer questions. Additional recital information can be found in the Senior Recital and Senior Project sections of this handbook.

Professional Organizations

PME (Phi Mu Epsilon, Professional Music Educators): OC's professional organization for students includes those who join either the National Association for Music Educators NAFME or the Music Teachers National Association (MTNA). All music education majors are encouraged to join NAFME, and students who plan to teach independently in a music studio are encouraged to join MTNA. Music students are welcome to join both. Contact Dr. Hutton for more information.

Instruments on loan

Instruments for use in departmental ensembles are available to students at no charge. See the ensemble director to check out a school-owned instrument. Students will be asked to sign an Instrument Check-Out Form.

Lockers

Lockers are available for use by music majors, music minors, and for other students who are active in the music program. Small lockers for books and music are located in the hallway across from the entrance to the band rehearsal hall. Instrument lockers are located in the band rehearsal area. Lockers must be checked out prior to use. Check in the music office to reserve a hallway locker or an instrument room locker. Students are to provide their own locks (and should provide the combination for the lock when it is assigned. Note that access to instrument room lockers is now limited by an electronic lock, and requires use of your student ID and pin to gain admittance to the locker room area.

Practice Rooms

Practice rooms are provided for the use of music majors, music minors, and for others involved in applied study and ensembles. Most practice rooms have upright pianos, and some contain digital pianos. Please report any problems with the pianos to the music administrative assistant.

At the beginning of each semester, students will have an opportunity to reserve practice room times. Check practice room doorways for sign-up sheets and instructions.

The faculty asks that students help monitor activity in the practice rooms, and to report any inappropriate usage to a faculty member or to the music administrative assistant. Under no circumstances should any food or drink be taken into the practice rooms or the digital piano lab (the only allowed exception is capped water bottles—not cups—that are stored away from the piano, and not set on the bench or on the piano itself). Violators may lose their practice room privileges.

Notation Software Purchase

Notation software is an important tool for the aspiring student of music. The OC music department uses Finale notation software for the curriculum. Music majors will need to purchase a personal copy of Finale. The software can be purchased at a reduced rate from the following site: <https://www.finalemusic.com/products/finale/special-pricing/>

Sheet Music Purchase

Students should purchase music assigned by their teachers early in the semester. Students should begin or add to their own library of scores and sheet music during their university study. Copying music to avoid purchasing the music you perform and collect is against copyright laws. A copy may be made for your accompanist if you own the music or have borrowed a copy of the music from the library or from someone else for the entire time you are studying it. Some older titles are available free from websites that publish music from the public domain. Students have access to many FREE public domain scores published before 1922 from music department materials and online sources.

Copy Machine Usage

Public printing is available in several areas on campus including most academic buildings and some residential areas. When connected to the campus network, you may print to any public location on campus. More information on network printing can be found at <http://support.oc.edu/forums>. Each student is allotted a print debit account at the beginning of each semester. This account can be used for printing and copying. For information about print/copy costs and policies please see the Support Central Answer Central. You will be required to use your ID card to release print jobs at the printer.

Graduation Requirements

Music majors will not be allowed to participate in graduation ceremonies if certain degree requirements remain incomplete. Please refer to the “Special requirements for all music majors” section of the latest catalog for detailed information, and contact your advisor with questions.

MUSC 1000 - Recital Attendance

All full-time music majors are required to enroll in *MUSC 1000—Recital Attendance* each semester. Because listening to live musical performances is vital to the development of

musicians, the Music Department faculty has formulated the following policy regarding recital attendance:

1. Students are required to attend eleven music programs each term, including departmental and off-campus concerts (note exceptions to the number of required programs for student teachers below).
2. Acceptable on-campus programs fall into these two categories:
 - A. Music Department Recitals. The department will typically present five recitals each semester, usually on Wednesdays at 2:40. Dates are published in the handbook, posted on the recital bulletin board, and may be found online in the Blackboard section for *MUSC 1000*. In addition Junior and Senior recitals may be presented by individual students. Please note that all Junior and Senior recitals are to be attended by all music majors, regardless of the number of programs already attended. **Missing a Junior or Senior recital lowers your grade by one letter unless prior approval is obtained from the department chair.** Please check the recital bulletin board regularly for upcoming events.
 - B. Music Department Programs. This category includes concerts given by OC performing groups (Chamber Singers, Jazz Ensemble, Chamber Orchestra, Symphonic Band, University Chorale) and any special on-campus programs (guest recitals, Oklahoma Community Orchestra, opera, faculty recitals, etc.). **Note that Fall & Spring Visit concerts, if they occur, and some other smaller-scale performances will not count towards *MUSC 1000* fulfillment. Also note that participation in or attendance at multiple presentations of a single event (Homecoming musical, Band and Chorale tour concerts, etc.) will only count once toward fulfillment of requirements. If you wish to know if a particular program will count for *MUSC 1000*, contact the department chair.**
3. At least three of the eleven programs must be off-campus concerts or feature off-campus performers. Note that once each semester, an Oklahoma Community Orchestra concert may be counted as an off-campus event if there are guest artists, even if the concert occurs on OC's campus. Several possibilities exist for fulfilling this requirement, including civic concerts and OKC Philharmonic concerts. Additionally, there are numerous programs and recitals offered each semester at UCO, OCU, OU, etc. Students are encouraged to attend programs of non-Western or ethnic music to fulfill one of the three off-campus concerts. Note that, for those students enrolled in courses with a practicum, it may be possible for certain elementary/middle school programs which also fulfill practicum requirements to count toward *MUSC 1000* fulfillment. Questions should be directed toward the department chair.
4. Students may count one off-campus "popular music" concert (rock, pop, country, bluegrass, etc.) per semester towards *MUSC 1000* fulfillment. Note that Spring Sing and Freshman Fanfare events will not count. If the student has questions about whether or not a specific concert will fulfill requirements, he or she should consult with the department chair.

5. Of the eleven required concerts, at least one program should be submitted from each of the following three categories: 1) Instrumental (orchestral, concert band, jazz ensemble, etc.); 2) Vocal (choral, chamber vocal, etc.); 3) Music Theater (opera, musical, dinner theater, etc.).

6. The student will be given credit for attendance at on-campus events only if a printed program (with the student's signed name) from the event is turned in to a Music Faculty member immediately following the event. Do not slide your program under the Music Office door. Programs submitted in the days or weeks following a concert will not be accepted. Off-campus programs must be submitted within one week of the event itself.

Programs must be turned in even for concerts in which the student participates. If the student has attended a concert for which no printed program was available, he or she must make a request of the department chair to validate attendance at that concert.

7. The university's academic honesty policy applies to *MUSC 1000* and will be enforced. When a student presents an assignment or an examination that is not the student's work, he or she is at variance with the purposes of Oklahoma Christian. Seeking a false grade is completely out of harmony with the scriptural principles that the university seeks to uphold, and the means used to attain this end are dishonest. Further information regarding this policy may be found in university publications.

8. The grading scale for MUSC 1000 is as follows:

11 concerts =	A
10 =	B
9 =	C
8 =	D
7 or fewer =	F

8b. *Exception:* The grading scale for MUSC 1000 for those students currently enrolled in the student teaching semester is as follows:

8 concerts =	A
7 =	B
6 =	C
5 =	D
4 or fewer =	F

9. The OC catalog states that a minimum grade of "C" must be earned in MUSC 1000 at least six times in order to graduate with a degree in music.

10. Printed programs will be kept on file in the music office. At the end of each semester, the student may pick up his or her programs if desired. Otherwise the programs will be discarded.

Performance Sequence

A. **Applied Lessons**—a weekly private lesson taken by the student with a faculty specialist. One hour of credit is earned for a weekly half-hour lesson; two hours of credit are earned for a weekly

one-hour lesson. The applied lesson, rehearsals with an accompanist, and associated individual practice are the foundation for a music student's growth as a performer.

B. Performance Class or Master Class—a practice-for-performance opportunity. Vocalists meet weekly with their instructors at a time to be determined by their instructors. Pianists and instrumentalists meet several times each term. (See the music department calendar for dates.) Students will be scheduled to perform for each other, and suggestions for improvement may be given by the faculty. Guest artists will occasionally perform for the class. Master Class participation will be a required component of the student's applied music grade.

C. Recital Hearing—a performance before the faculty to give the student added experience under pressure and to determine if the performance is acceptable for the Music Departmental Recital. Each faculty member provides a performance evaluation, which is sent by e-mail to the student and his or her applied teacher.

D. Departmental Recital—a performance before the faculty, student body, and public. Performers are chosen from the recital hearing described above. The recital is video-recorded so the student may observe him or herself, and so the department may have a permanent record of the student's performance.

E. Jury—a performance before the faculty of the material the student has mastered during the semester. Each faculty member provides a critique of the performance, and grades the student's performance (those performers who have published levels for their major performance area will be assigned a rating between level I and level IX by the faculty). The average of these ratings is assigned to the student as his or her performance level for the semester, and placed along with the faculty critiques in the student's permanent file.

F. Competitions—Students who meet the performance criteria will be encouraged by their applied teachers to enter contests such as NATS, or other competitions.

G. Junior Recital—an optional performance before the public during the junior year. The student must have the recommendation of his or her applied teacher and approval by the music faculty in a recital hearing four weeks prior to the scheduled recital date.

H. Senior Recital—a performance before the public during the senior year. Students may choose to perform a senior recital or to complete a senior project as the capstone requirement for the major. To be eligible for the senior recital, the student must have the recommendation of his or her applied teacher and approval by the music faculty in a recital hearing four weeks prior to the scheduled date of the recital. Vocalists must have achieved a performance level of VII before the recital hearing. (See p. 18 for requirements.)

I. Senior Project—in lieu of a solo recital, students may submit to the music faculty a proposal for a capstone project. The project would focus on performance, research, composition and/or teaching. Students will be assigned a mentor for the project by the faculty. (See p. 21-23) for requirements.)

Requirements for Applied Music

I. REPERTOIRE

All students will master an appropriate repertoire determined by the instructor. Students are expected to bring assigned music and materials to the lesson. The acquisition of music, whether by purchase or free public domain, is the student's responsibility. Copying to avoid purchase of music is a violation of copyright law.

II. ATTENDANCE

Regular attendance is required. Students should notify their instructor 24 hours in advance if they must miss a lesson. Failure to notify the instructor prior to the lesson may result in a loss of that lesson without the option for a make-up and could result in an unexcused absence. Students with three unexcused absences will receive a grade of "F" in the course. Make-up lessons will be scheduled at the instructor's discretion.

III. PRIVATE TEACHER ASSIGNMENT

In any given semester, all students taking private lessons for credit must understand that they are entering into a one semester contractual relationship with their assigned instructor. After studying with any one teacher for at least one semester, if a student believes strongly that they should be studying with a different department-approved teacher, they may make this known to the Music Department Chair. The student should 1) speak with the assigned private lesson teacher 2) present the current teacher with a note requesting a change of instructors, 3) Have the current private lesson teacher sign the note 4) present that not the new teacher and have them sign it 5) deliver the note to the Chair of the Music Department for final approval. 6) The music department chair will notify the teachers and student of approval or denial via email.

IV. PREPARATION and PRACTICE

Students are expected to prepare assignments thoroughly for each lesson. Productive, consistent practice is required. Students enrolled in applied lessons may sign up for practice time in the practice rooms during the first week of classes

V. GRADES

The course grade will be based on fulfillment of the teacher's assigned repertoire and jury requirements, on the student's lesson and recital attendance, his or her growing technical proficiency, and attitude.

VI. RECITALS

Music Majors and scholarship students are required to audition in a recital hearing for at least one departmental recital during each semester. Recital hearings occur one week prior to departmental recitals, as listed on the Music Department Calendar. When directed by their instructor, students sign up on for a recital hearing on line at <http://ed.oc.edu/music/rsignup.aspx>. Faculty will critique this performance and determine which students will perform on the recital the following week. Students should attend all departmental recitals.

VII. JURY

Jury performance at the end of each semester is expected of all students enrolled in applied lessons. Students sign up on the recital board for a jury time and enter their jury repertoire on line at <http://ed.oc.edu/music/jsignup.aspx>. A performance level will be assigned to vocalists by the faculty at each jury. A list of each student's jury repertoire is compiled and stored in the music office while the student is at OC.

VII. PERFORMANCE/MASTER CLASS

Students enrolled in applied lessons will be required to participate in master classes as directed by their instructor. Performance classes/master classes provide students with opportunities to observe, perform, and receive additional instruction in a group setting.

Responsibilities of Performers and Accompanists

I. Responsibilities of Performers to Accompanists

A. Vocal students are assigned an accompanist to come weekly to a 30-minute lessons and to rehearse with them 30 minutes per week. Instrumentalists should make arrangements with one of our staff accompanists for the number of rehearsals or lessons needed. The administrative assistant for the music department will assist with contact information for the accompanists if needed. **All students are required to have at least two rehearsals with their accompanist before performing on a recital hearing or jury.**

B. Provide the accompanist with a clear copy of each piece of music as soon as it is assigned, and at least **two weeks** before it is to be performed in a performance class, recital hearing, recital, or jury. If the performer fails to provide the music in the above timely fashion, the accompanist is under no obligation to play for the performer.

1. Always be **prompt and prepared** for rehearsals.
2. Students must notify accompanists **in advance** if they must cancel an arranged rehearsal or lesson time. Otherwise, students will be charged the full amount, and the teacher will be notified of the absence.

C. Exchange email and phone contact information with your accompanist. Discuss which method of contact your accompanist prefers if you must miss a lesson or rehearsal.

D. Do not sign up for a performance class, recital hearing, recital, or jury time unless you are certain that your accompanist is available.

E. Students may arrange for additional rehearsal time with the accompanist if desired.

II. Responsibilities of Accompanists to Performers

A. Arrange for rehearsal times with the performer.

1. Always be **prompt and prepared** for rehearsals.
 2. Notify the performer as soon as possible if you cannot attend a lesson or rehearsal.
- C. Exchange email and phone contact information with your performer. Discuss which method of contact your performer prefers if you must miss a lesson or rehearsal.

III. Method of Payment

A. Fees that accompanists charge for their services vary, based on experience and expertise. The current fee for OC staff accompanists is \$10 per half-hour lesson or rehearsal.

B. The accompanist will keep a log of lessons and rehearsals. The fee will be charged to the student's account at varying times throughout the semester. Students are responsible to pay for any scheduled lessons or rehearsals that he or she misses without notifying the accompanist.

Performance Levels for Applied Voice

Level I

LANGUAGES: Required--English; recommended--Italian
 LITERATURE: Folksongs, Old English songs, Broadway tunes; simple Italian songs/arias - no ornamentation required
 DICTION: Clear enunciation of song texts
 TECHNIQUE: Appropriate posture
 ARTISTRY: Appropriate stage deportment

Level II

LANGUAGES: Required--English; recommended--Italian
 LITERATURE: American/British art songs, English lute songs; simple Italian songs/arias - no ornamentation required
 DICTION: Basic singing English sounds
 TECHNIQUE: Signs of correct abdominal breathing; speech-like vowels
 ARTISTRY: Maintains consistent composure with audience; sense of phrasing

Level III

LANGUAGES: Required--English, Italian; recommended--German
 LITERATURE: Required: Less demanding Baroque da capo aria with ornamentation (such as the *26 Italian Songs and Arias*)
 DICTION: Basic Italian sounds; more refined singing English
 TECHNIQUE: Breath Support which sustains every phrase; legato singing
 ARTISTRY: Comfortable and confident rapport with audience; conveyance of mood of the text with facial expression

Level IV

LANGUAGES: Required--English, Italian, German; recommended - French
 LITERATURE: *Required: Baroque Oratorio Aria with ornamentation
 DICTION: Basic German sounds; a more refined Italian; standard singing English

TECHNIQUE: Resonant tones predominate; continuity of vowels; more evenness of scale
ARTISTRY: Musical expression exhibited through contrasts in phrasing, style, dynamics, etc.; continued growth in delivery of the text dramatically and emotionally

Level V

LANGUAGES: Required - English, Italian, German, and French
LITERATURE: *Required: Classical Period song or aria with ornamentation (Mozart, Haydn, etc.)
DICTION: A more refined German, basic French sounds, effective English word stress
TECHNIQUE: Problems with technique do not disturb performance
ARTISTRY: Shows contrast between periods, languages, and styles of literature; artistic word/syllable stress in English

Level VI

LANGUAGES: Required--All singing languages
LITERATURE: *Required: Oratorio or Standard Operatic Aria
DICTION: A more refined French
TECHNIQUE: Growth in consistent technique
ARTISTRY: Growth in conveying the meaning of song texts; growth in dramatic presentation of operatic arias; artistic word/syllable stress evident in foreign languages

Level VII

LANGUAGES: Required--All singing languages
LITERATURE: *Required: 20th Century Operatic Aria
DICTION: Convincing contrasts between languages
TECHNIQUE: Technique which allows singer to perform an acceptable senior recital
ARTISTRY: Dramatic performance of opera literature; refined sense of ensemble with accompanist; artistic delivery of text

*It is assumed that the student will have an oratorio or operatic aria every trimester from Level IV on.

Literature Requirements for Applied Voice

- LEVEL I** -- Two works: English
- LEVEL II** -- Three works: English required; Italian recommend
- LEVEL III** -- Four works: English, Italian required; German recommended.
*Baroque Da Capo Aria with ornamentation
- LEVEL IV** -- Four works: English, Italian, German required; French recommended

*Baroque Oratorio Aria with ornamentation

LEVEL V -- Five works: All singing languages required
*Classical Period Song or Aria (Mozart, Haydn, etc.) with ornamentation

LEVEL VI -- Five works: All singing languages required
*Oratorio Aria or Standard Operatic Aria

LEVEL VII -- Six works: All singing languages required
*20th Century Operatic Aria

****LEVEL VII** -- Six works: All singing languages required
*Bach Cantata Aria
*20th Century Works of non-traditional style
Also recommended: Works with instruments other than piano, works from standard song cycles

*Required genre of music for level

**Level VIII is for those students who have given their senior recital

These are minimum vocal literature requirements. For students taking 2 hours of applied voice, the instructor may require additional literature when appropriate. The instructor may also choose to forgo literature requirements during a given semester, electing instead to focus more heavily on technique. The student would “catch up” on their literature requirements in a later semester.

Scale Barrier

The Scale Barrier is required of all woodwind and brass music majors. The Scale Barrier will be offered at the end of each semester during the students Jury. The following levels have been assigned to scale type: I Major, II Harmonic Minor, III Natural Minor, IV Melodic Minor. The student must pass all scales before attempting the Senior Recital or Senior Project. Performance practice of scales will be determined by the assigned applied lesson teacher.

Piano Proficiency Exam

All music majors must pass the Piano Proficiency Exam at least one semester prior to graduation (as described in the academic catalog). Students may take the repertoire section of the exam at the conclusion of Class Piano 3 (MUSC 2581), or at the end of a semester of Applied Piano (MUSC 1501 or 1502), and the skills section at the end of Class Piano 4 (MUSC 2681). Exams are given during Finals Week and will serve as the final exam for Class Piano 3 or 4. Students should sign for an exam time when the jury sheets are posted on the Recital Board. Students must score at least 85% to pass each section.

Students apply to take either or both parts of the exam approximately one month prior to Finals week. Applications will be available from the Class Piano Instructor or one of the Applied Piano faculty. Faculty approval of the repertoire and accompaniment must be obtained by signature on the application form. Completed applications should be given to their instructor at least two weeks before the exam.

Students who do not pass the repertoire section will be given one additional opportunity to pass it again with the same repertoire during the following semester. If these selections are not adequately prepared for the second time, the student will be required to enroll in Class Piano 3 or Applied Piano and apply again with new repertoire after the next semester of piano study. Students who do not pass the skills section must enroll in Class Piano 4 or Applied Piano and retake the exam at the conclusion of that semester.

Piano Proficiency Requirements

REPERTOIRE SECTION

The student will play one piece from each of the four major stylistic periods: Baroque, Classical, Romantic, 20th -21st Century. Literature should be at least intermediate level, comparable in difficulty to selections from the Anna Magdalena Bach Notebook, the Clementi Sonatina Op.36, No.1, or Schumann's Album for the Young. Memorization is required for two pieces. The performance will be judged by a faculty panel for stylistic interpretation, accuracy, and fluency at a reasonable tempo.

SKILLS SECTION

ACCOMPANYING: The student must prepare an accompaniment to perform with another student for the exam. The student may choose to accompany an art song or an instrumental work. Faculty approval of this piece and consent of the vocalist or instrumentalist must be obtained at least one month prior to taking the exam. The performance is to demonstrate the student's ability to play an accompaniment accurately, fluently, and stylistically at a reasonable tempo.

CHORD PROGRESSIONS: Students will play the basic I IV I V I progression in any requested major or minor key through five sharps or flats, with chord roots in the left hand and triads in all three positions in the right hand. The faculty panel will judge for accuracy.

HARMONIZATION: Students create chordal accompaniments for four melodies given to them one week prior to the exam. The student will each select two to perform for the

exam. Harmonizations should demonstrate an understanding of traditional harmonic principles. Choices for accompaniment styles include block chords, broken chords, arpeggiated chords, Alberti bass, jump bass, waltz bass, etc.

SCORE READING: Students perform two parts of a four-part choral work provided one week before the exam. Faculty will choose the parts to be played together and will judge for accuracy and fluency at a moderate tempo.

SIGHTREADING: The student will be asked to play at sight an elementary level piano piece similar in difficulty to the Supplementary Solo Repertoire from Alfred's Group Piano for Adults, Book 1. The student may simplify if necessary to maintain fluency. Faculty will judge for accuracy and fluency at a moderate tempo.

VOCAL WARMUPS: Students will demonstrate their facility with descending scales and various broken-chord patterns by playing warm-ups in selected keys, with common tone modulation to the next key. Faculty will evaluate accuracy and fluency.

Senior Recital Policies and Procedures

MUSC 4001 is the solo recital performance in a major performance area. To enroll, students must have achieved a satisfactory level of performance skill as specified in The Music Department Handbook. This course is offered every semester for vocalists who have reached performance level VII and instrumentalists who have demonstrated readiness for a solo recital in previous hearings and juries.

Note for vocalists: If you have attained level VI and expect to reach level VII at the December jury and plan to present your Senior Recital in the spring semester, you should tentatively schedule the date and auditorium in the fall in order to be assured of a place on the calendar.

Note for instrumentalists: For performers who do not have "levels" designated in their area of performance specialty, the applied teacher must indicate to the department chair that an appropriate performance status has been attained before scheduling a recital date.

Scheduling the Recital

1. **Schedule your proposed recital date in September for either a fall or spring recital.** Decide on a tentative date for your recital by consulting with your applied teacher, your accompanist, the department chair, and your family. The music department administrative assistant will then help you schedule the date through the office of the Special Events

Coordinator. Once the tentative recital date has been set, you should schedule your recital hearing (at least four weeks prior to the recital itself). It is your responsibility to check with the Music Administrative Assistant for Recital Hall availability for the hearing and the recital, and to confirm that reservations have been made.

2. Check with every full-time music faculty member in addition to your teacher and your accompanist for their availability for **both** the hearing and the recital dates. At least three full-time faculty members must be available for the hearing and performance. (Email is preferable and efficient.)
3. After completing step two, confer with the Music Department chair, and then communicate back with all music faculty to officially announce the confirmed date.
4. **Students should NOT allow their family members to make travel plans before the hearing is passed.** Scheduling a recital date does not guarantee that the recital will be performed on that date until after the hearing has been passed.

Accompanists

1. A Senior Recital will carry a fee of \$100.00 if an accompanist is needed.. (For shorter non-degree recitals, the fee is \$75.00.) This fee covers the services of an accompanist for the recital, the hearing, and one dress rehearsal. (Particularly demanding accompaniments might warrant an additional charge, but such decisions would be made on an “as needed” basis). Any additional rehearsals will be charged to your account at the usual hourly rate. If you choose to use an off-campus accompanist, the department will direct the \$100.00 (or \$75.00) fee towards this expense. Any additional off-campus accompanist costs will be your responsibility.
2. It is your responsibility to check for the availability of the accompanist for your recital, hearing and other rehearsals. Secure your accompanist before approaching the faculty for your recital date.

The Recital Hearing

1. Provide copies of your music for each faculty member in attendance. Unless approved otherwise, copies should contain both the solo and accompaniment parts. Copies should be collated in advance, with the music placed in three-ring binders in performance order, **with a tentative program or list of pieces in the proposed order of performance.**
2. Have your entire program **performance ready** (memorized for vocalists and pianists, and a **minimum** of one selection memorized for all other instrumentalists; technically correct, and musically polished for all).

The Recital

You are responsible for the following:

1. **Physical arrangements**—You are responsible for setting up for both rehearsal and performance (i.e. pianos, instruments, chairs, music stands, etc.). You may ask your fellow students to be recital assistants.
2. **Recording**—The department provides equipment for audio and/or video recording. The designated recital assistant will record your recital. Recordings will be made available on Google Drive.
3. **Program**—Turn in a draft of your printed program (title page, selections, etc.) to the department secretary **at least five working days** in advance of your recital. Submitting your program draft electronically is preferred. Carefully check translations, spelling and grammar, and include full names and dates for all composers. Include all pertinent information on movements, larger pieces of which your selection is a part, etc. The music office will bear the cost of having the programs printed, though you should provide any specialty paper, if you so desire. Invitations, announcements, or any other printing is optional and is your responsibility. The Music Department must receive at least four copies of your program.
4. **Reception**—Receptions are optional. Students are responsible for any reception costs and arrangements. If you wish to hold a reception in the conservatory, you must schedule this through the music administrative assistant, who will contact the Office of Events.
5. **Risers**—Request Dr. Pullen to have the mechanical risers put away in advance of any performance in the Recital Hall. Check to see that this has been done well before your recital time. Your assistance in closing the risers may be required.
6. **Heat and Air Conditioning**—When your event is scheduled the heat and air request will be posted on the calendar as well. Note that it may be necessary to call OC Security if adjustments to room temperature are required to the performance area after normal business hours or on weekends.
7. **Final week check**—Schedule a conference with the department chair at least one week in advance of the recital to discuss the draft of your program, piano tuning, recital assistants, to check lighting in the Recital Hall, and to discuss any other pertinent details.
8. **Participation in commencement**—Note that the OC Undergraduate Academic Catalog states: “No music major will be permitted to participate in commencement exercises without having 1) completed the Piano Proficiency Exam and 2) completed all requirements for the senior recital/project (MUSC-4001/4011). Each music major should consult the music department chair regarding the cut-off date after which the student will forfeit the opportunity to participate in upcoming commencement exercises should the stated requirements not yet be completed.”

Senior Project Policies and Procedures

As a capstone project music students in the Music BA or BME programs may elect to perform either a Senior Recital (MUSC 4001) or a Senior Project (MUSC 4011). Because projects proposed by the student may be quite diverse, specific details will need to be worked out with the music faculty. Students are encouraged to discuss the project with the Department Chair early in the senior year. Following are general considerations if you choose the Senior Project option.

1. Senior standing is required. The student should enroll in MUSC 4011 during the semester in which the project will be completed, often the final semester before graduation.
2. **The student should schedule a meeting with the Department Chair no later than the first two weeks of the semester of enrollment in MUSC 4011 to discuss requirements for the project. The student is required to submit to the faculty a detailed written proposal no later than the third week of the semester.** The project may focus on research, composition, and/or teaching, and may include live or recorded performance. If the student plans a public performance as part of the project, a hearing before the faculty is required before final approval will be given for the performance.
3. A faculty mentor will be appointed by the faculty to oversee the project and communicate progress to the other music faculty.
4. For projects that do not involve a public presentation, the proposal must contain a specific description of the final product, as well as checkpoints toward its completion.
5. If a project includes a performance, the scheduling of the Recital Hall or other performance venue should begin in September of the school year in which the presentation will occur. Decide on a proposed date by consulting with the department chair and faculty mentor, your family, and any others involved in the presentation.
 - a. Rooms in the Garvey Center must be reserved. The music administrative assistant will help you schedule through the OC Events Coordinator. It is advisable to schedule in September for either a fall or spring presentation. Once the tentative date has been set, you should schedule your hearing (if required) at least four weeks prior to the presentation itself.
 - b. Check with every music faculty member and your accompanist to make sure they are available for both the hearing and the performance dates. At least three music faculty members must be present.
 - c. After completing steps above, confer with the Chair of the Music Department, and then communicate again with all music faculty to announce the confirmed date.
 - d. Students should NOT allow their family members to make travel plans before the hearing is passed. Scheduling a presentation date does not guarantee that date until after the hearing has been passed.
5. Follow these procedures for the hearing if one is required for your project:
 - a. Provide copies of your music for all faculty who attend the hearing. Unless approved otherwise, copies should contain both the solo and accompaniment parts. Note that you are to bear the expense of making copies. Copies should be collated in advance, with the music placed in three-ring binders in performance order. Include a draft of your program in the order of presentation.

b. Have your entire program performance ready. If music is to be performed from memory, it should be memorized for the hearing.

6. For a project requiring a public presentation you are responsible for the following:

a. Physical arrangements--You are responsible for setting up for both rehearsal and performance (i.e. pianos, instruments, chairs, music stands, etc.). Students will serve as recital assistants and to help with arrangements if asked well in advance.

b. Recording--The department provides equipment for audio and/or video recording. Recordings will be made available on Google Drive.

c. Program--Turn in a draft of your printed program (title page, selections, etc.) to the department secretary at least five working days in advance of your project performance. Submitting your program draft electronically is preferred but not mandatory. Carefully check translations, spelling and grammar, and include full names and dates for all composers. Include all pertinent information on movements (tempo or other "name" indication, for example), larger pieces of which your selection is a part, etc. The music office will bear the cost of having the programs printed, though you should provide any specialty paper if desired. Invitations, special posters, or any other printing, is optional and is your responsibility. Please provide four copies of your program to the Music Department.

d. Receptions are optional. Students are responsible for any reception costs and arrangements. If you wish to hold a reception in the McIntosh Conservatory, you must schedule this through the Music Administrative Assistant.

1. Risers—Request Dr. Pullen to have the mechanical risers put away in advance of any performance in the Recital Hall. Check to see that this has been well before your recital time. Your assistance in closing the risers may be required.
1. Heat and Air Conditioning—When your event is schedule the heat and air request will be posted on the calendar as well. Note that it may be necessary to call OC Security if adjustments to room temperature are required to the performance area after normal business hours or on weekends.
1. Schedule a conference with the department chair at least one week in advance of the presentation to discuss piano tuning, lighting, stage management, and to confer regarding any other pertinent details.

7. Regarding participation in commencement, note that the OC Undergraduate Academic Catalog states: "No music major will be permitted to participate in commencement exercises without having 1) completed the Piano Proficiency Exam and 2) completed all requirements for the senior recital/project (MUSC-4001/4011). Each music major should consult the music department chair regarding the cut-off date after which the student will forfeit the opportunity to participate in upcoming commencement exercises should the stated requirements not yet be completed."

Practice Room Instruction Policy

General statement: “Oklahoma Christian students are not allowed to teach private lessons on campus, or to use school-owned equipment for teaching, unless they have been approved to teach in the OC Music Academy, except as noted in the information provided below.”

Effective immediately, all those who desire to teach private or group music lessons in Oklahoma Christian’s facilities, and/or using Oklahoma Christian’s pianos or other music equipment (hereafter simply stated as “teach lessons in OC facilities”), must abide by the following guidelines:

1. Only OC music faculty/staff (including adjuncts) may teach lessons in OC facilities except as noted below.
2. Current students may teach lessons in OC facilities as long as they remain approved instructors in good standing in the OC Academy.
3. Any other current/former students, or other persons wishing to teach lessons in OC facilities must make formal application by contacting the Music Department Chair. The Chair will then inform the Music Faculty of the request, and will contact the applicant’s current/former OC private instructor (or off-campus instructor in the case of non-OC students/alums) to request a recommendation regarding the applicant’s potential as a private instructor in our Academy. The Music Faculty will then decide whether or not to approve the request. If approved, note the following stipulations:
 - a. Approved instructors will be expected to follow the OC Academy fee schedule and be paid through the Academy (even if this results in a lower wage than is desired or that has been received in the past). Any special request regarding fees must be approved by the music faculty.
 - b. Approved instructors must abide by scheduling guidelines. Instructors must consult with the Academy director and/or the Music Department Chair to determine the appropriate location(s) and time(s) for lessons.
 - c. Approved instructors will be subject to evaluations by the parents of students each semester. The Music Faculty will determine the content and timing of those evaluations.
 - d. Depending on the space/equipment used during lessons, a fee may be charged for use of that space or equipment.
 - e. Students will not be allowed to teach other OC students in OC’s facilities or to use departmental equipment for such lessons.
 - f. The Music Faculty reserves the right to terminate the agreement to teach lessons in OC facilities should circumstances warrant.

2018-19 Music Department Calendar

OKLAHOMA CHRISTIAN UNIVERSITY DEPARTMENT OF MUSIC 2018-2019 CALENDAR OF EVENTS

Location key: ARH=Adams Recital Hall; HA=Hardeman Auditorium; JT=Judd Theatre; GC=Garvey Center

FALL 2018:

Monday, Aug.27	Classes Begin
Wed, Aug. 29	Music Major meeting –2:40pm ARH
Thursday, Aug. 30	First Week Follies 7pm – Hardeman Auditorium (HA)
Friday, Aug. 31	Instrumental Dinner – Hafer Park Edmond
Friday, Aug. 31	Choral Dinner –Hafer Park Edmond
Monday, Sept 3	Eagle for a Day (Campus Connect)
Saturday, Sept. 8	Fall Musical Auditions 10:00am ARH
Sunday, Sept 9	Fall Musical Call Backs 6-10pm ARH
Fri/Sat, Sept. 21-22	Freshman Fanfare
Thurs., Sept. 27	Edmond Jazz Festival UCO Jazz Lab 7:00pm (OC Jazz Band)
Sunday, Sept. 30	Fall Grand Concert—2:30pm—HA
Tuesday Oct. 2	Oklahoma Community Orchestra 7:30p.m - HA
Wednesday, Oct 3	Recital Hearing #1 -2:40pm – ARH
Monday, Oct. 8	Eagle for a Day (Campus Connect)
Tuesday, Oct. 9	Mid-Term Grades and Mid-Term Evaluations due by Noon
Wednesday, Oct. 10	Music Department Recital #1 - 2:40pm—ARH
Friday, Oct. 12	Piano Performance Class #1-1:40pm – ARH
Friday, Oct. 12	Instrumental Performance Class 2:40pm - ARH
Wednesday, Oct. 17	Recital Hearing #2 – 2:40pm – ARH
Th./Fri, Oct. 18-19	Fall Break—No Classes Offices Closed
Wednesday, Oct. 24	Music Department Recital #2 - 2:40pm – ARH
Wednesday, Oct. 31	Recital Hearing #3-2:40pm - ARH
November 1, 2, 3	Homecoming Musical, 7:30pm —HA
Friday, Nov. 2	Eagle for a Day (Campus Connect)
Tuesday, Nov. 6	Band/Jazz Band Concert 7:30pm - HA
Wednesday, Nov. 7	Music Department Recital #3 – 2:40pm – ARH
Thursday, Nov. 8	Fall Choral Concert – 7:30pm – Conservatory
Nov. 9-10	Oklahoma City Honor Orchestra 8-5 (Fri) 8-12 (Sat)
Friday, Nov. 9	Piano Performance Class #2 – 1:40 – ARH
Friday, Nov. 9	Instrumental Performance Class 2:40pm - ARH
Sat. Nov. 10	Valentine Cabaret Auditions 10:00am- 3pm- Hardeman Aud.
Tuesday, Nov. 13	Oklahoma Community Orchestra 7:30pm HA
Wednesday, Nov. 14	Recital Hearing #4 - 2:40pm—ARH
Thursday, Nov. 15	Chamber Orchestra Concert – 7:30pm- ARH
Wed. Nov. 21-23	Thanksgiving Break—No Classes
Nov. 26-30	Winter Wonderland Week and Lighting of the Commons
Wednesday, Nov. 28	Music Department Recital #4– 2:40pm – ARH

Thursday, Nov. 29 Cocoa & Carols Performance – 7pm. – HA
 Friday, Nov. 30 Piano Performance Class #3—1:40pm—ARH
 Friday, Nov. 30 Instrumental Performance Class 2:40pm - ARH
 Friday, Dec. 7 Piano Performance Class #4 (rehearsal for juries)—1:40pm—ARH
 December 10-13 Juries/Final Exams
 Friday, Dec. 14 Commencement 10:30am and 2:30pm
 Dec.17-Jan. 4 CHRISTMAS BREAK
 OKLAHOMA CHRISTIAN UNIVERSITY DEPARTMENT OF MUSIC

SPRING 2019:

Sunday, Jan. 6 CLASSES BEGIN
 Monday, Jan. 21 Martin Luther King Holiday – no classes
 January 16-19 OkMEA in Tulsa
 Saturday, Jan. 26 Oklahoma Comm. Orch “Young Artist Competition” all day ARH,
 BR
 Wed., Jan 30 Recital Hearing #5- 2:40pm - ARH
 Tues., Feb. 5 Derek Brown (BEATBoX SAX), The Brew w/OC Jazz Band
 Wednesday Feb. 6 Music Department Recital #5—2:40pm—ARH
 Feb. 12, 14, 15 &16 Valentine Cabaret Performances – 7:30pm JUDD
 Wednesday, Feb. 13 Recital Hearing #6—2:40pm—ARH
 Friday Feb. 15 Piano Performance Class 1:40pm—ARH
 Monday, Feb 18 **Eagle for a Day (Campus Connect)**
 Tuesday, Feb. 19 Mid-Term Grades and Mid-Term Evaluations due by 12 Noon
 Wednesday Feb. 20 Music Department Recital #6– 2:40pm. – ARH
 Friday, Feb. 22 Instrumental Performance Class 2:40pm – ARH
 Friday, Feb. 22 Steel Drum Ensemble – Pan Fest O.U. Campus All Day
 Sat., Feb. 23 Sonatina Saturday 8:00am-2:00pm ARH, GC 177,169
 Wednesday, Feb. 27 Recital Hearing #7– 2:40pm—ARH
 March 1, 2 Spring Visit/Scholarship Auditions/Spring Sing
 Tuesday Mar. 5 *Oklahoma Community Orchestra Hardeman 7:30pm (Pending)*
 Wed., March 6 Music Department Recital #7 –2:40pm– ARH
 Friday, March 8 Piano Performance Class 1:40pm ARH
 Wed., Mar. 13 Recital Hearing #8 – 2:40pm. – ARH
 Thursday, Mar. 14 Winter Band/Jazz Concert 7:30pm - JUDD
 March 18-22 SPRING BREAK—no classes
 Wed., Mar. 27 Music Department Recital #8 – 2:40pm – ARH
 Friday, March 29 **Eagle for a Day (Campus Connect)**
 Wednesday, Apr. 3 Recital Hearing #9- 2:40pm – ARH
 Thursday, April 4 Associates Dinner- Cowboy Hall of Fame
 Friday, April 5 Instrumental Performance Class 2:40pm - ARH
 Monday, Apr. 8 **Eagle for a Day (Campus Connect)**
 Tuesday, Apr. 9 Spring Choral Concert – 7:30pm Conservatory
 Wed., Apr. 10 Music Department Recital #9—2:40pm—ARH

Thursday, April 11	Steinway Hall, OC Honors Recital- New York City
Thursday, Apr. 11	Chamber Orchestra Concert 7:30pm - ARH
Friday, Apr. 12	Piano Performance Class 1:40pm – ARH
Saturday, Apr. 13	OMTA-ARH, Practice Rooms, Band Room
Sunday, Apr. 14	Spring Band/Jazz Concert 2:30 pm Judd
Wed., Apr. 17	Music Department Honors Recital– 2:40pm – ARH
Friday, April 19	Instrumental Performance Class – 2:40pm – ARH
Tuesday, Apr. 24	Oklahoma Community Orchestra Concert—7:30pm—HA
Apr. 22-25	Juries/Final Exams—ARH
Friday, Apr. 26	Commencement 10:30am and 2:30pm –Chorale/Band-PA
Apr. 27-May 5	Choral Tour –San Antonio, TX