

UNCG

School of Music

STUDENT INFORMATION MANUAL

2007-2008

Table of Contents

INTRODUCTION

School of Music Mission Statement	1
Facilities, Equipment, and Safety	1
Building Hours/Security	1
V-Rooms	
Smart-Music Studios	1
Concert Scheduling	1
Outside Use of School of Music Facilities	4
Music Division of Jackson Library	4
Advising/Music Office	4
Undergraduate Academic Advising	4
Lockers	4
Curricula	4
Performance Studies Repertory Classes	4
Convocation/Recital Attendance (MUS090/091)	5
Performance Studies Jury Examinations	5
School of Music Policy on Credit by Examination	6
Students	6
Undergraduate Scholarships	6
Accompanying Policy	7
Performance	7
Harpsichord/Fortepiano Use	7
Piano, Harpsichord and Fortepiano Tunings	8
Recording Policy	8
Ticket Policy	9
Procedures for North Carolina Teacher Licensure	9
A-Licensure Check List	13

SCHOOL OF MUSIC MISSION STATEMENT

The mission of the UNCG School of Music is: (a) to provide a rich, stimulating environment in which students can develop as music professionals through a comprehensive curriculum enhanced by the liberal arts for undergraduate students, and through study, training, and experiences for graduate students (through the doctoral level) that will enable them to become specialists and leaders in their fields; (b) to offer a variety of opportunities for musical growth and creative achievement for all University students; and (c) to function as a center of intellectual, educational, and cultural excellence on campus, regionally, nationally, and globally.

FACILITIES, EQUIPMENT, AND SAFETY

Building Hours/Security

The Music Building is normally accessible between the hours of 6:00 a.m. and midnight during the semester. Hours between semesters will be announced and posted in advance.

All rooms should be locked when vacating the rooms. Classrooms and the 217 stage should be left as they are found. The quilt on the pianos in the Recital Hall and the Organ Recital Hall, as well as the pins in the lid hinges, should be replaced if they have been removed.

V-Rooms

Practice rooms 107L, 107M, and 109M are equipped with V-technology. Options in room 109M include customized settings replicating the acoustics of the Recital Hall and the Organ Recital Hall. A key to the rooms may be checked out in the Music Division of Jackson Library (room 211).

Smart-Music Studios

SmartMusic Studio computer set-ups are located in rooms 107J and 107K. Access (four-hour maximum) is through a key check-out system in the Music Division of Jackson Library. A detailed catalog of accompaniment discs housed in the Division is available at the front desk.

Concert Scheduling

A. Recital Dates

1. All faculty recitals must be presented prior to April 1.
2. Recitals and concerts will be scheduled at the following times:

Monday-Thursday: 5:30 p.m., 7:30 p.m.

Friday: 3:30 p.m., 5:30 p.m., 7:30 p.m.
Saturday-Sunday: 1:30 p.m., 3:30 p.m., 5:30 p.m., 7:30 p.m.

The length of all non-7:30 p.m. recitals should be limited to 75 minutes, thereby ensuring adequate set-up time for a succeeding recital; such a limitation counts from the announced starting time and includes intermission.

3. Student degree recitals at the 351, 451, 453, 651, and 751 levels may be presented in the Recital Hall or Organ Hall at any time.
4. Non-degree recitals at the 151, 251, 253, 351, 353, and 551 levels may be presented in the Recital Hall Monday-Thursday at 5:30.
5. Student solo/joint/studio recitals may be scheduled simultaneously in separate venues. No recitals within the same Division may be scheduled against each other except in the Instrumental Studies Division, where no recitals in the same area may be scheduled at the same time.
6. No recitals may be scheduled in conflict with large ensembles in the same Division, other conducted ensembles, faculty ensembles, faculty solo recitals, or guest artist presentations.
7. A jury examination to approve the presentation of a student recital must be passed at least one month prior to the scheduled performance date.

B. Scheduling Priorities

- Priority I Equal priority shall be given to faculty ensembles, small ensembles (MUS 396/696), and guest artists. Priority beginning April 1 for the next academic year.
- Priority II Faculty recitals. Priority beginning April 15.
- Priority III DMA recitals. Dates must be secured at least six weeks, preferably two months, before the recital to allow for DMA Advisory Committee approval. Priority beginning May 1.
- Other required graduate recitals. Priority beginning June 1.
- Undergraduate degree recitals: Priority beginning August 1.
- Non-degree recitals: Priority beginning September 1.
- Priority IV School of Music affiliated organizations such Phi Mu Alpha Sinfonia, Mu Phi Epsilon, Sigma Alpha Iota, CMENC, Pi Kappa Lambda, etc. Priority beginning September 25.

C. Rehearsal Schedule

1. The following limitations will be observed in scheduling the Recital Hall or Organ Recital Hall for practice in preparation for student performances:
 - a. Recital appearances, less than 15 minutes performance time: 30 minutes.
 - b. Half recitals, approximately 30 minutes performance time: 1 hour.
 - c. Full recital, undergraduate: 2 hours.
 - d. Full recital, graduate: 4 hours.
 - e. Full recital, D.M.A.: 6 hours.

Performance teachers are expected to assume responsibility for informing students of these limitations. Additional rehearsal time may be assigned when available.

Performers should clear the recital hall stage at least 15 minutes before any performance, thus ensuring audience members timely, orderly access to the hall.

D. Program Preparation, Publicity Information, Staging Requirements

The School of Music will give final approval and print all programs.

Program copy, publicity information and staging requirements should be submitted to the Concert Manager no later than one month before the recital.

1. Program Copy. Performance teachers are responsible for assuring that the program copy is accurate, complete and clearly legible. Particular attention should be given to the spelling and capitalization of foreign words and designation for movements or sections of a composition. Composers' dates, as well as composition dates and program notes, are strongly encouraged. Our School of Music's educational mission is significantly enhanced in this way.
2. Staging requirements. Specific requests for any recitals requiring piano, harpsichord, organ, or other equipment must be made when the recital is scheduled in order to allow time for tuning and moving. Requests made within two weeks of the performance may not be honored. Harpsichord performers must be approved by the harpsichord instructor, organ performers by Mr. King and fortepiano performers by Dr. Willis.
3. Reservation Form. The completed reservation form (<http://musical.uncg.edu>) and the recital fee must be submitted to the office when the reservation is made.

Large ensemble scheduling in Aycock Auditorium is determined by the Dean, in consultation with the appropriate University officials, approximately 3 years in advance. The schedule is maintained by the Concert Manager.

Outside Use of School of Music Facilities

Facilities of the School of Music, scheduled through the Concert Manager, are to be used for official University activities and for the instruction of students enrolled for University credit.

Other uses of School of Music facilities are governed by the university's policy on Requests for Use of University Buildings or University Property (<http://www.uncg.edu/ap1/POLICIES/iip007.html>). Initial requests to determine the availability of space should be made to the Associate Dean.

MUSIC DIVISION OF JACKSON LIBRARY

Information on the Music Division of Jackson Library is available at <http://library.uncg.edu/depts/mlc/>.

ADVISING/MUSIC OFFICE

Undergraduate Academic Advising

All undergraduate music majors and minors are advised by Dianna Carter.

Advising Codes – You will be assigned a new advising code each semester. In order to get the advising code, you must see your advisor. You will not be allowed to register without the code.

PINs are personal identification numbers that students use to access UNCGenie and Campus Pipeline. If you can't remember your PIN, you may contact Client Services at 256-8324. You can change your PIN by following the directions through UNCGenie.

Lockers

Lockers for books are available through the music office (220) and must be renewed annually. Instrument lockers are for school owned instruments or instruments that cannot adequately fit into a book locker. Instrument lockers can be checked out on a first come/first served basis and must be renewed each semester in the Inventory/repair office in room 117.

CURRICULA

Performance Studies Repertory Classes

Undergraduate Performance Studies registration includes attendance at weekly repertory classes, normally scheduled Mondays at 3:00 or 4:00 p.m. A student's performance teacher should be consulted regarding the precise meeting time, place and length of repertory class. Graduate students should consult their performance teacher about participation.

MUSIC 090/091

Music 090 Convocation

Convocation will meet once a month on a Wednesday at 4 pm in the Recital Hall, on dates to be determined in advance and announced at the beginning of the semester. In the fall semester convocation will take place once each in September, October, and November, and December and in the spring semester once each in January, February, March, and April. Freshman Convocation will meet three additional Wednesdays on days to be announced. Attendance is required at the first convocation of the fall semester. Absence from more than one convocation will result in a grade of NP for Music 090. There will be no excused absences from convocation. Attendance will be taken by filling out and returning an attendance slip or by ID scanner. Cell phones and other electronic devices may not be used while attending convocation.

Music 091 Recital Attendance

All music majors are required to have seven semesters of credit for Music 091 for graduation. Part-time and full-time transfer students must enroll in Music 091 for the number of semesters of full-time work remaining in their program, except for the student teaching semester for music education majors. Grading is on the P/NP basis. Degree requirements are fulfilled with a grade of P. Students should contact their performance studies teacher for details and course expectations.

Music majors are required to report attendance at a minimum of ten approved public performances per semester on a form available on the web at <http://www.uncg.edu/mus/student/undergrad-forms.html>

Performance Studies Jury Examinations

Performance jury examinations (an end-of-semester, graded hearing before two or more faculty members; Teaching Assistants may be added to a jury examining an undergraduate, but not a graduate student) are required of all students enrolled in performance studies, with the following exceptions:

1. A student registered for one credit hour (except music minors) may be excused at the discretion of the teacher.
2. A student presenting a solo recital (full or half) may be excused at the discretion of the teacher for the semester in which the recital is given. It is expected that such excuses will normally be given when the recital is late in the semester.
3. Occasionally, a student may be excused for pedagogical considerations with approval of the appropriate division.
4. A student who is prevented by illness (or injury) from appearing may be excused. In such cases, a grade of incomplete shall be given. A make-up jury examination must be passed no later than one week into the following semester in order for performance studies registration to continue.

All changes in performance studies levels must be accomplished through a jury examination (or a recital). The instructor should inform students of divisional (or area) requirements with regard to jury examination procedures, literature requirements, and other attendant matters.

Results of performance jury examinations must be submitted in writing to the School of Music office and should include the following:

1. Performance teacher's grade, jury examination grade, and final grade.
2. Special circumstances affecting the grade.
3. Recommendations for classification next semester.
4. Names of all jury examination members.

School of Music Policy on Credit by Examination

Due to the experiential and sequential nature of the content in most music courses, few are eligible for credit by examination. The only music courses considered appropriate for credit by examination are MUS 101, 102, 105, 106, 107, 108, 170, 171, 205, 206, 270, 271, 331, 332, 333, and 434.

No other course requirements may be satisfied by Special Examination for Credit. A student who has failed a course may not attempt to achieve credit for that course by examination.

For information regarding credit by exam procedures, students should contact Mrs. Carter.

STUDENTS

Undergraduate Scholarships

School of Music scholarships are to be offered following an audition for the School of Music faculty in the respective area of performance studies. A contractual agreement, signed by the Dean or his designate, will be mailed to each student for his or her signature. These contracts will be placed in the student's file.

The awarding and continuation (up to a maximum of four years) of music scholarships will be governed by the following criteria:

1. Talent and professional promise.
2. All scholarship students must be enrolled for a minimum load of 12 semester credit hours to include performance studies, theory, class piano and large performance ensemble until such requirements are fulfilled.
3. To remain on scholarship, a student must maintain the minimum scholastic average required by the University and a 3.0 grade average in music courses. These averages will be reviewed each semester.

4. Music majors will receive first priority in scholarship awards. Program needs will be considered in the awards process.
5. All scholarships will be reviewed every semester. Scholarships may be withdrawn if the student does not make acceptable musical progress. Furthermore, specific contractual obligations may be renegotiated. A student whose GPA and/or progress in performance studies fall below the minimum requirements will be placed on probation for the semester following. The scholarships of students who fail to fulfill contractual obligations will be terminated immediately.
6. Reasons for the withdrawal of a scholarship will be stated in writing, with the original filed in the School of Music office and copies sent to the student and the major professor.

Accompanying Policy

1. All accompanying assignments for keyboard majors and principals are made in conjunction with course requirements for MUS 284, 285, 384, and (in the case of principals) performance studies at or above the 251 level where registered for more than 1 credit hour.
2. Accompanying assignments for MUS 284 and 285 (Fundamentals of Keyboard Accompanying) are prescribed in the course syllabi.
3. Assignments for MUS 384 are directed by the coach or the keyboard faculty member in charge of accompanying. An accompanying assignment earning one credit should require, at most, an average of one hour daily (i.e., practice, rehearsal, studio, or performance time)
4. Assignments for piano principals are made by the faculty member in charge of accompanying. Each assignment forms part of the required repertory for each semester as described in the Keyboard Division Handbook, and is juried along with required solo literature. (Ordinarily, the instrumentalists or vocalists being accompanied will participate in the jury.) Under no circumstances should an assignment call for more than one fourth of the student's practice time.

PERFORMANCE

Harpsichord/Fortepiano Use

1. The fortepiano and the harpsichords may be used for rehearsal by faculty, students enrolled in harpsichord or fortepiano study, and approved accompanists preparing for recital performances. Rooms 109A and 107A may be reserved for this purpose by contacting Andrew Willis (aswillis@uncg.edu).

2. The Goble harpsichord is available for performances with instruments tuned to modern pitch (A=440). The Kingston harpsichord is reserved for performances at Baroque pitch (A=415). Exceptions to this policy must be approved by Andrew Willis.
3. Only keyboard students who are currently or were previously enrolled in harpsichord or fortepiano study or have been approved by Dr. Willis may use the harpsichords or the fortepiano.
4. Eligible keyboard players may borrow the keys to rooms 107A and 109A from the Music Division of Jackson Library, subject to Music Library key policies.
5. Requests for recital use of a harpsichord or the fortepiano must be made on the form requesting recital dates (<http://musical.uncg.edu>), prior to the recital jury. Requests made after the recital jury may not be honored.
6. The harpsichords and the fortepiano must be closed and covered after rehearsals are completed. Failure to do so will result in forfeiture of eligibility to use the instruments.

Piano, Harpsichord and Fortepiano Tunings

Keyboard instruments are tuned on a regular, rotating basis. If a particular tuning or maintenance need arises between such regular tunings, please submit a "Piano/Harpsichord Service Request" form. If a piano in one of the practice rooms needs attention, faculty or students may fill out a form located outside Room 107M.

Recording Policy

1. Responsibility

The recording engineer will oversee all recording activities including the maintenance of equipment. He/she will coordinate requests, assign appropriate staffing, and maintain proper communication with the School of Music office and performers.

2. Recording of Performances

Campus performances of student ensembles (listed in catalog) and faculty recitals will be routinely recorded at School of Music expense. The master CD is the property of the School of Music and will be catalogued in the Music Division of Jackson Library. A second copy will be provided free of charge for the ensemble director or the principal recital performer.

Degree recitals will be recorded as part of the recital fee. The master CD will be catalogued in the Music Library.

3. Convocation

Convocation performances will be recorded and placed on reserve in the Music Division of Jackson Library for a period of one month for students and faculty to check out.

4. Cost

Additional copies will be available at media cost plus a per hour labor charge. Requests for copies should be made prior to performances.

5. Outside Recording

Recording by outside professionals is approved as long as one copy of the recording is provided for the School of Music. University equipment may only be used by the recording engineer or his staff.

Ticket Policy

1. Admission to the following School events will normally be by ticket only:

- a. Faculty recitals
- b. School of Music ensembles (student and faculty)
- c. Guest concerts/recitals

2. Tickets will be available at any branch of the UNCG Box Office during normal operating hours. Tickets will also be available beginning one-half before a performance at the branch of the UNCG Box office directly inside the main entrance to the music building or, for concerts in Aycock Auditorium, at the Auditorium box office.

3. School of Music majors, minors, and students registered for music appreciation classes are afforded one complimentary ticket good for School of Music performances (excluding operas).

4. Persons holding season passes must produce passes at the box office to obtain tickets.

Procedures for North Carolina Teacher Licensure The School of Music/The Teachers Academy

The Teachers Academy and the School of Music expect students to take responsibility for knowing all policies and procedures associated with seeking certification and for being sure all deadlines are met on time.

The following procedures apply:

1. Be sure you know and have met with your advisor.
2. Become familiar with the Teachers Academy Handbook (http://www.uncg.edu/soe/newsite/teachers_academy/)

Deadline: First semester you are on campus.

3. Register, take, and meet the minimum score on the Professional Assessment for Beginning Teachers, Praxis I: Academic Skills/Pre-Professional Skills Test (PPST). (Minimum scores for passing are adjusted periodically). Students who have combined Verbal and Math SAT scores of 1100 or higher or an ACT composite score of 24 or high are exempt from the PRAXIS I requirement.

For details regarding registration, go to www.ets.org/. You may also call the UNCG Testing Line, 334-4156 or 1-800-853-6773. Select the PRAXIS website (www.ets.org/) for fees and application deadlines.

Deadline: No later than 2nd semester, sophomore year; if you are a junior transfer, no later than second semester. Check registration and administration dates first week of Fall semester. **Note: Until the PPST Tests are passed, you may not enroll in your junior level professional courses. You cannot be admitted to the Teachers Academy program until you have passed the PPST (PRAXIS I - reading, writing and math).**

A-Certification-Only students who are admitted by the Teachers Academy are not required to take PRAXIS I.

4. Make application for Admission to (UNCG) Teachers Academy by completing an application obtained from your advisor.

Deadline: End of sophomore year (upon achieving junior status with a GPA of at least 2.5, meeting minimum test standards on the PRAXIS I Reading, Writing, and Mathematics tests) and passing piano proficiency.

Criteria for Admission to the Teachers Academy for the Student in Music Education

To be admitted to the Teachers Academy Program in Music Education, each student will need to have:

- Obtained a quality point ratio of a minimum of 2.5
- Satisfied PRAXIS I requirements
- Passed the piano proficiency/successfully completed MUS 134.
- Progressed satisfactorily and fulfilled performance obligations in the Music and Music Education Curriculum appropriate for the student's classification, i.e., sophomore or junior. This determination of "satisfactory progression and fulfillment of performance obligations" is made by the academic advisor and the Music Education Area Committee. Completion of the course work does not insure automatically that a student will be admitted to the Teachers Academy Program.

Application to Student Teach

1. Request course audit from your advisor (Room 220) and discuss results during registration.
2. Make application for Admission to Student Teaching by filling out an application, Piedmont Alliance and Criminal Records Check Forms obtained from your advisor. This should be returned to your advisor.

Deadline: Application form must be submitted between January 15 and February 15 **two semesters** before you plan to student teach (or between September 15 and October 15 if student teaching in the fall). To be eligible to student teach you must have (a) met pre-student teaching requirements including at least 20 hours of classroom observation and (b) been admitted to the Teachers Academy Program (see above).

Transfer students and students in the A-Licensure-Only program must meet all deadlines and requirements.

3. Discuss student teaching placement preference with Coordinator of Teacher Education in Music

Deadline: First two weeks of the semester before the student teaching semester.

As soon as the academic advisor has certified that all departmental requirements* have been met, the Coordinator of Teacher Education in Music will approve the application and begin the process, along with the Teachers Academy Office, of securing a suitable placement.

*The words "departmental requirements" are used to include all requirements in music and music education with the exclusion of Music 465, 466, 467, and 468. Students are reminded that they must have completed the piano proficiency and other keyboard requirements (choral/general students must complete additional keyboard requirements - one semester at 152, one semester at 252, and one semester at 352, including the second level proficiency) as well as the half recital at the 351 level prior to student teaching. Students will not be permitted to student teach until these requirements are met.

Application for Licensure

1. All candidates applying for their North Carolina initial teaching licensure are required to develop an online portfolio demonstrating teaching competencies at a proficient or professional level and mastery of advanced technology competencies.
2. Register, take, and pass the PRAXIS II Music Education (2) Examinations – 30111: Concepts & Processes, 10133: Content Knowledge (These examinations are mandatory for licensure in NC. Consult the NCDPI Website www.dpi.state.nc.us)

For details regarding registration, etc., see www.ets.org/.
Deadline: Just prior to or during your student teaching semester.

3. Make application for teacher licensure in the Teachers Academy Office (Curry 319).

Suggested Deadline: When PRAXIS II test scores have been received, you may apply for licensure four weeks before degree is completed. Your application for Teacher Certification must be accompanied by a Cashier's Check. Check with the Teachers Academy to determine the amount and to whom the check is made payable. Do not mail anything to the SDPI Licensure Division in Raleigh!

4. Start Career Services Center Credential File (1 Elliott University Center/334-5454)

Deadline: During Student Teaching semester.

5. Check Status of Credential File.

Deadline: Immediately after completion of Student Teaching semester.

Requirements for A-Licensure - Student/Advisor Check List

Date _____

Pre-Professional Skills Test (PRAXIS I):

Must take and pass during **4th semester** (student will NOT be allowed to register for Junior music education courses until PRAXIS I is passed or requirement satisfied and 2.5 GPA achieved)

Check with advisor or the Teachers Academy prior to registration.

- 1. Reading: registered for exam _____
 took exam _____
 passed exam _____
 - 2. Writing: registered for exam _____
 took exam _____
 passed exam _____
 - 3. Mathematics: registered for exam _____
 took exam _____
 passed exam _____
- Copy of PRAXIS scores provided to advisor _____

Admission to UNCG's Teachers Academy Program -

Filed with Academic Advisor (220 Music)

Must be completed second semester sophomore year (achievement of 2.5 GPA and passed PRAXIS I)

Application for Admission to Undergraduate Teacher

Education _____

accepted into the Teachers Academy Program _____

Pre-Student Teaching Experience Requirement

Completed MUS 356, 357, 366, 367A, 367B
464, 467 _____

Admission to Student Teaching

application filed with advisor _____
(Two semesters prior to student teaching)

Piedmont Alliance Form

completed _____

Student Teaching Preference Form

completed _____

Criminal Records Check

Completed _____

accepted into Student Teaching _____

PRAXIS II: Music Education Examination

Check with the Teachers Academy prior to registration.
(See Education Testing Service or NC Department of Public Instruction for specific exam numbers and score required to pass)

Concepts and Processes:

Registered for exam _____

Took exam _____

Passed exam _____

Content Knowledge:

Registered for exam _____

Took exam _____

Passed exam _____

North Carolina Basic and Advanced Technology Competency: Music Education Portfolio _____

Career Services Bureau

initiated credential file _____

checked status of credential file _____

appointment with placement counselor _____

met with placement counselor _____

Apply for North Carolina A-Licensure _____

Deb Ackerman in the Teachers Academy (Curry 319)

(Must be completed by the date of graduation or six weeks prior to graduation)

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