

VILLA MARIA COLLEGE
MUSIC DEPARTMENT



STUDENT HANDBOOK
2010-2011

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Music Department Mission

The music department is an integral part of Villa Maria College. The music degree programs and course offerings reflect the college's mission:

Villa Maria College is a private, coeducational, Catholic institution founded by The Felician Sisters in the Franciscan spirit. Through career-directed associate and baccalaureate degree programs integrated with liberal arts education and field experience, the College educates students for employment and transfer to other educational institutions.

Specifically, the mission of Villa Maria College Music Department is to prepare students with the knowledge, skills, and behaviors required for employment in music-related careers and for transfer to graduate level music related programs.

Goals and Objectives

GOAL I: Address the needs of the music student seeking a career in music

OBJECTIVES:

- offer the Associate in Science and Associate in Applied Science Degrees, Bachelor of Science in Music Industry, and Bachelor of Arts in Music
- provide an enriching program that allows students to transfer to a four-year institution
- instill music literacy through the music curriculum
- provide performance opportunities for development of performance skills
- improve student knowledge of music literature through applied music, ensembles, theory and music history courses
- enhance knowledge and skills in music technology
- assist students in establishing career goals
- provide further opportunities for growth by presenting guest artists and lecturers

GOAL II: To address the needs of the Villa Maria College student searching for enriching music opportunities

OBJECTIVES:

- encourage student participation in applied music and ensembles
- offer music courses for community members through the Continuing Education Office

GOAL III: Promote music in the community

OBJECTIVES:

- offer a variety of concerts and recitals through the Lunchtime Music Series
- serve as adjudicators and lecturers in the region
- provide opportunities for student soloists and ensembles to perform in the community

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General Information

Villa Maria College Music Department offers enrichment opportunities for all students. Educational degree options include an Associate in Applied Science in Music Business and Jazz and Associate in Science in Music, a Bachelor of Science in Music Industry and Bachelor of Arts in Music.

The Music Department is staffed by a highly qualified faculty who has concert experience and is active in teaching, service, research and performance. Students can expect to receive excellent training in the applied and academic areas of music. The music faculty maintains high professional standards in the education and training of its students.

At Villa Maria College, students have the advantage of close student-faculty relationships. Music classes are generally small in class size, seldom enrolling more than 30, and often fewer than 12 students. Music faculty is accessible and easy to talk with. Students are able to make friends and have fun informally in the Music Club as well as other college organizations.

The west wing of the college houses the Music Department. Included in this building are classrooms, faculty offices, practice rooms, a recital hall with a concert pipe organ and two grand pianos, a recording studio, teaching studios and an ensemble rehearsal room. The east wing includes the Library in which a collection of recordings, scores, books on music, listening facilities and computer-assisted instruction is available for student use.

Placement

Applicants to the 2 year Jazz, Music, or Music Business Programs and the 4 year Music Industry and Music Programs are required to take a Music Theory Placement Test and an Aural Skills Placement Test. Evaluation of the test determines placement into Mus 098 Fundamentals of Aural Skills, Mus 099 Music Fundamentals or Music 101 Music Theory I, Mus 105 Music Theory and Aural Skills for the Music Industry and Music 103 Aural Skills I. Students enrolled in Mus 098 Fundamentals of Aural Skills, must register for Mus 141 Choral Ensemble as a co-requisite.

Auditions

The musical proficiency requirement for all Music Programs requires preparatory training. Typically, well-prepared freshmen have had private instruction in their instrument. An audition is required for all Music Programs. Students lacking private instruction may be admitted to the program at the preparatory level.

Students wishing to major in any music program must audition for the music faculty. The purpose of this event is not only to demonstrate the student's level of performance skill, but also to acquaint the music faculty with the student's potential and needs so that the student may be more effectively advised. Auditions for new students are scheduled in April, May, June, November, and December. The student should be prepared to present two contrasting compositions. Students coming for an audition must bring a photocopy of their music for the jury. Students must bring their own accompanist or a pre-recorded accompaniment.

Assignment of Applied Instructors

All new students who have no preference will be assigned an instructor. A change of instructor is possible only at the end of the semester with the approval of the advisor and the program chairperson. It is recommended the student remains with the same applied instructor throughout his/her stay at Villa Maria College.

Transfer Students

Students transferring from other educational institutions must first be accepted to the College by the Office of Admissions. In order to be accepted to the Music Department, transfer students will be interviewed, and their previous college coursework evaluated.

Transfer students must send a copy of their transcript to the Director of Records for evaluation and placement.

Advisement

The most important role of a college advisor is to make sure that each student knows which courses to take. Each music student is assigned a member of the full-time music faculty as an advisor. Each student must meet with his/her advisor at least once every semester to help the student choose the right courses, to register and to ensure that graduation requirements are being met. It is the student's responsibility to know and to meet degree requirements.

Care of Facilities and Equipment

The cooperation of the students is asked in noting any damage or repair needs of the music facilities and equipment. Please report these to a music faculty member.

Practice Rooms

The practice rooms are available to music students, faculty and staff. Piano benches are not to be moved from one room to another. Personal belongings are not to be left in the practice rooms. No food or drinks are permitted in the practice rooms. Each student will choose a practice room for the semester. Keys may be obtained from the Business Office for a \$10.00 deposit.

Applied Music Lessons

Applied lessons are offered in all areas of music. A two-credit lesson entails 60 minutes of instruction and a minimum of ten hours of practice per week. The music performance fee for a 60 minute lesson is \$600 per semester. A one-credit lesson entails 30 minutes of instruction and a minimum of five hours of practice per week. The music performance fee for a 30 minute lesson is \$300 per semester. It is advisable for students to have the same instrument or voice for all semesters.

Music students are responsible for contacting their instructor to schedule a weekly lesson time so that lessons may begin the first week of classes.

Applied music is an academic course and should be treated as such. A student with more than two unexcused absences will need to repeat that level of applied lessons. If illness or another legitimate reason prevents a student's attendance, the instructor should be notified prior to the lesson.

Staff Accompanist

Rehearsal with the staff accompanist is a privilege. Students should come to the rehearsal warmed up and ready to perform. The student must know his/her music in advance.

Juries

The two-year Music and Jazz students are required to perform in three juries during their time at Villa. Music Business students are required to perform twice during their time at Villa. Music Industry students will perform in three juries and four-year Music students will perform in six juries. There will be two dates for student juries each semester. Only one jury per semester is permitted on the same instrument/voice.

The students will receive written comments by the adjudicators. At the end of the semester, students will receive a copy of these comments and should meet with their instructor to discuss them.

FALL SEMESTER

Jury 1- Tuesday, December 7, 11:20 A.M.

Jury 2- Thursday, December 9, 11:20 A.M.

SPRING SEMESTER

Jury 1- Thursday, May 3, 11:20 A.M.

Jury 2- Tuesday, May 5, 11:20 A.M.

Student Recitals

Performance ability is an important component of all the degree programs within the Music Department. Students are given an opportunity to gain performance experience on Student Honors Recitals. A student is placed on a recital by the music faculty. The schedule for student recitals will be given to each music student at the beginning of the academic year.

Keyboard Proficiency Requirement

Each Music and Jazz major must pass a keyboard proficiency examination. Music students will enroll in Basic Keyboard Skills and continue through four levels. Jazz students will enroll in two semesters of Basic Keyboard, followed by two semesters of Jazz Keyboard. A student must achieve a minimum grade of C in Basic Keyboard Skills and Jazz Keyboard in order to advance to the next level. If a student receives a C minus or lower, he/she must repeat the same level of the course before advancing. (One level is equivalent to one semester.) Accordingly, a student must also receive a minimum grade of C to fulfill the requirement for Basic Keyboard Skills IV or Jazz Keyboard Skills II. The keyboard proficiency exam will be given at the end of each semester.

Keyboard Proficiency Exam

The Keyboard Proficiency Exam components for Piano Majors include:

1. Scales: Hands together, 4 octaves (major, harmonic minor and melodic minor; one must begin on a black key)
2. Arpeggios: Hands together, 4 octaves
3. Harmonization of a scale
4. Cadences
5. Prepared Composition (memorized)
6. Harmonization
7. Sight-reading: slow, steady tempo (4-part hymn)

The Keyboard Proficiency Exam for Piano Minors in the music program includes:

1. Scales: Hands together, 2 octaves (major, harmonic minor and melodic minor; one must begin on a black key)
2. Cadences
3. Prepared Composition (memorized)
4. Harmonization
5. Sight-reading: slow, steady tempo

The Keyboard Proficiency Exam for Jazz Majors includes:

1. Scales
2. II-V-I progressions
3. Dominant Cycle
4. Blues
5. Prepared arrangement

Ensembles

Villa Maria College offers a variety of ensembles. They include: Chamber Choir, Handbell Choir, Choral Ensemble, Woodwind Ensemble, Guitar Ensemble, Percussion Ensemble, String Ensemble, Mixed Ensemble, Piano Ensemble, Jazz Improv and Jazz Ensemble. The continued participation of music students as well as non-music majors is especially important to the quality of these ensembles. Students may perform in more than one ensemble per semester. Besides providing opportunities for playing and singing quality literature, ensembles provide students a venue for perfecting the techniques learned in applied study.

Music Club

A popular outlet for music student involvement is through college clubs and organizations. The Music Club is an academic organization made up of music majors as well as non-music majors who have a love for music. The club exists to promote high standards of music appreciation on and off campus. It also serves to supplement and support the activities of the Music Department. The Music Club sponsors guest speakers, assists with juries and recitals, critiques student performances and acts as a voice for students involved in the Music Department. The Music Club holds regular meetings throughout the school year.

Concert Attendance

Two and four year Music and Jazz students are required to attend a minimum of seven concerts per semester. Music Business and Music Industry students are required to attend a minimum of five concerts per semester. Concerts attended outside of Villa must be pre-approved by a music advisor. Documentation of concert attendance must be provided by the student. Failure to meet the concert attendance requirement will prevent the student from graduating. Students should make every effort to attend a wide range of concerts representing various genres in order to broaden their musical experience.

Concert attendance on campus must be documented with the appropriate form, which is to be given to a music department advisor.

Recital Seminar

All students registered for applied music must participate in the Recital Seminar. Students are encouraged to perform in the seminar. Seven seminars will be held each semester.

* Recital Seminar Dates *

Tuesday, September 7	Tuesday, January 25
Tuesday, September 21	Tuesday, February 8
Tuesday, October 5	Tuesday, February 22
Tuesday, October 19	Tuesday, March 8
Tuesday, November 2	Tuesday, March 22
Tuesday, November 16	Tuesday, April 5
Tuesday, November 30	Tuesday, April 19

Recital Seminars are held at 12:40 P.M.

Piano-M70, Voice-Recital Hall, Guitar/Violin/Viola-Room 115, Percussion/Bass-Ensemble Room, Trumpet/Clarinet/Flute-Room M80

Music Courses

For continuation in the next level of music courses, including lessons and ensembles, the students must pass each music course with a minimum grade of C. If a student receives a C minus or lower, he/she must repeat the course. The minimum grade of C also applies to the last course of each music course sequence.

The music department policy is that a student may not take the same music course more than three times.

Sound Recording Studio Policies and Procedures

1. No unauthorized persons in the studio at any time. Students wishing to enter the studio and/or use the facilities **must be** a student of Villa **and** a music major, jazz major, music industry major, or music business major. Students are not allowed to bring non-Villa, non-music major friends into the studio at any time. Doing so will result in the student's permanent banning from the studio.
2. Only college faculty and staff are permitted to have the combination to enter the studio. Other people who obtain the combination through any means will be permanently banned from the studio.
3. Only college faculty and staff may be in the studio unsupervised.
4. Students must sign the logbook upon entering and leaving the studio.
5. **NO FOOD OR DRINK is permitted in the studio at any time. Violators will be prohibited from using the studio.**
6. Report any malfunctions or problems to the studio administrator ASAP.
7. Under no circumstances are students to unplug, change, or rearrange any of the studio equipment or software configurations.
8. Students may not save any work or files onto any of the computer stations. All stations have CD burning capability. Please save any work you wish to keep by burning it on a CD. Stations will be regularly maintained and **unauthorized files will be deleted**.
9. No student may use small studio equipment such as headphones and microphones except as authorized by instructors during class. For any situation outside an instructor-monitored class, the rule is **BRING YOUR OWN HEADPHONES**. There are no exceptions to this rule.

UNDER NO CIRCUMSTANCES ARE STUDENTS TO REMOVE ANY EQUIPMENT FROM THE STUDIO!!

10. Students enrolled in Sound Recording and Music Technology courses have first priority for all stations and equipment use. Students not enrolled in these classes must yield use of any part of the studio to students who **are** enrolled whenever necessary. Students enrolled in the classes, however, will be courteous enough to only usurp use when necessary for class related work.

CAREER DEVELOPMENT PLAN

Career development the acquisition of life-long career-decision making skills, is an important aspect of students' college education. Obtaining a college education and planning one's future occupation are activities closely bound to each other.

Students are encouraged to become personally involved in the career planning process early in their Villa experience. Villa implements a career development model to insure students are prepared for life-long career decision-making. It is up to each student to fulfill the goals of the Career Development Plan.

SERVICE LEARNING

Villa Maria College incorporates service learning opportunities to build positive values among students as well as leadership, interactive communication, critical thinking, analytic and professional skills.

Twenty-five hours of service learning is a graduation requirement in two year programs and fifty hours in four year programs. Depending upon the program the requirement is implemented within courses, the program, or as a co-curricular requirement. On and off-campus service learning opportunities are available.

STUDENT PORTFOLIO

Students admitted to the Music Department are required to develop and maintain a portfolio that reflects the quality of their work. The portfolio may include tests, applied music pieces, compositions, music research papers, and recording projects.

OUTCOMES ASSESSMENT

As a graduation requirement, students must complete all Music Department and college outcomes assessment activities.

MUSIC INTERNSHIPS

An internship is mandatory in the Music Business and Music Industry programs, but optional in the Music and Jazz programs. Two internships are required in the Bachelor of Science/Music Industry program.

In order to enroll in any of the internship courses students must show successful completion (grade C or above) in the credit hours listed below, uphold a CPA of 2.00 or above, and receive permission from the Music Department Chair and the Music Internship Coordinator. In addition to the requirements below, students may need a CD, DVD, MP3, etc. demonstrating their musical work.

Associate in Applied Science/Music Business

- MUI 109 or MUI 209 Prerequisites: BUS 114, MUI 107, MUI 150, MUS 105, MUS 106, MUS 101, MUS 103. Students interested in a recording internship require a MUS 250 prerequisite as well.

Bachelor of Science/Music Industry

- MUI 209 prerequisites: BUS 114, BUS 232, MUI 107, MUI 150, MUS 105, MUS 106, MUS 101, MUS 103, MUI 250.
- MUI 409 prerequisites: all of the above plus MUI 307, MUI 406, MUI 251 and MUI 350 or a business elective.