

SUU MUSIC FACULTY HANDBOOK

MUSIC DEPARTMENT MISSION STATEMENT

The mission of the department of music is to provide students a personalized learning environment to foster meaningful cultural experiences in the performance, understanding, and appreciation of the discipline and art of music. Our Goals are to:

1. Affirm integrity as represented by and in the performance of music, as an example of the highest in human aspiration and artistic truth.
2. Develop an analytical, creative, and intuitive understanding of music as a universal, pan-cultural language.
3. Develop an understanding within students of the value and inspiration that music provides in supporting cultural and societal unity, and enhance the ability of students to develop critical cognitive skills.
4. Afford students opportunities for cultural and aesthetic experiences through active participation in music which will enhance their understanding and appreciation of the arts.
5. Enhance cultural and aesthetic experiences for the University, Community, Southern Utah, and the Region through the development of excellence in the field of music teaching, and in the presentation of recitals, concerts, musical and operatic productions, workshops, festivals, competitions, and master classes.

The department provides instruction and experiences appropriate to its degree programs; provides coursework in music for general education and music performance; and produces musical events and concerts which enhance the cultural opportunities for the campus and community.

NASM

The Southern Utah University Music Department has been nationally accredited by NASM, the National Association of Schools of Music, since 1991. The quality of our program is re-evaluated on a regular basis. Superior standards must be met and maintained in order to receive and retain this prestigious accreditation.

IMPORTANT WEBLINKS

Music Department Website: www.suu.edu/pva/music/

Music Major's Handbook: <http://www.suu.edu/pva/music/pdf/handbook.pdf>

Accompaniment Request Form: <http://www.suu.edu/pva/music/pdf/requestform2017.pdf>

Instrumental Jury Form

<http://www.suu.edu/pva/music/pdf/instrumentaljuryform.docx>

Vocal Jury Form

<http://www.suu.edu/pva/music/pdf/vocaljuryform.docx>

Keyboard Proficiency Exam for Majors & Minors

<http://www.suu.edu/pva/music/pdf/keyboard-proficiency-exam-major.pdf>

<https://www.suu.edu/pva/music/pdf/keyboard-proficiency-exam-minor.pdf>

Recital Checklist: <http://www.suu.edu/pva/music/pdf/recitalchecklist.pdf>

Solo Recital Approval Form: <http://www.suu.edu/pva/music/pdf/jrsrecitalapprovalform.pdf>

Sophomore Gateway Form: <http://www.suu.edu/pva/music/pdf/sophomore-assessment-gateway.pdf>

Student Recital Request – Friday Afternoon:

<http://www.suu.edu/pva/music/pdf/studentRecitalRequest.pdf>

Naxos Music Library: <http://southutahu.naxosmusiclibrary.com/>

Shared Drive: <http://suu.edu/it/comp/netstorage.html>

FACULTY DIRECTORY

Dr. Christian Bohnenstengel, Asst. Prof., 586-1935 Piano	bohnenstengel@suu.edu	MU 101
Dr. Keith Bradshaw, Assoc. Dean, 586-7891 Full Prof., Theory /Composition	bradshaw@suu.edu	MU 212
Dr. Thomas Herb, Assoc. Prof., 586-7893 Music Ed./Saxophone/Jazz	thomasherb@suu.edu	MU 114
Dr. Douglas Ipson, Asst. Prof., 865-8377 History & Theory	douglasipson@suu.edu	MU 113
Dr. Lawrence Johnson, Chair, 586-7897 Assoc. Prof., Voice	johnsonL@suu.edu	MU 204
Dr. Adam Lambert, Assoc. Prof., 865-8160 Band	adamlambert@suu.edu	MU 106
Dr. Krystal McCoy, Asst. Prof., Voice 865-8380	krystalmccoy@suu.edu	MU 126
Dr. Steve Meredith, Assoc. Prof., 865-8709 Voice/Music Technology	stevenmeredith@suu.edu	OM 312
Prof. Carol Ann Modesitt, Full Prof., 865-8166 Opera/Voice	modesitt@suu.edu	MU 205
Dr. Virginia Stitt, Full Prof., 586-7894 Woodwinds/Theory	stitt@suu.edu	MU 125
Dr. Lynn Vartan, Assoc. Prof., 865-8254 Percussion	vartan@suu.edu	MU 105
Dr. Xun Sun, Assoc. Prof., 586-7892 Strings/Orchestra	sun@suu.edu	MU 210

STAFF and ADJUNCT FACULTY DIRECTORY

Kimberly Baker, Administrative Asst. 586-7890	kimberlybaker2@suu.edu	MU 208
Mary Anne Andersen, Accomp./Piano 865-6882	maryandersen@suu.edu	MU 116
Kara Barney, Adj./Intro & Voice 630-0040	karabarney@suu.edu	
Shannon Birch, Adj./Voice 801-631-1444	shannonbirch@suu.edu	
Tracey Bradshaw, Accompanist 531-6495	bradshawt@suu.edu	
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Lydia Feild, Accompanist	feild.lydia@gmail.com	
Nina Hansen, Adj./Cello 590-6463	cello@skyviewmail.com	
Gary Joe Howe, Adj./Aural Skills 327-1717	garyhowe1@suu.edu	
Cameron Kinnear, Accompanist 865-8562	cameronkinnear@suu.edu	SH 211
Joel Judd, Adj./Bass 719-588-5339	joeljudd@suu.edu	
Jackie Jackson, Adj./Voice/Elem. Edu. 590-3657	jacksonja@suu.edu	
Michelle Lambert, Adj./Trombone 586-2459	michellelambert@suu.edu	MU 106
Jacob Lee, Adj./Accompanist 592-9848	jacob.lee.composer@gmail.com	MU 116
Terri Metcalf-Peterson, Adj./Voice	terrimetcalfpeterson@suu.edu	MP 216
Adrienne Read, Adj./Pop. & World Music 801-318-8236	adrienneread@suu.edu	
David Sauer, Adj./Voice 801-691-2064	davidmsauer@gmail.com	
Dr. Aubrey Shirts, Adj./Clarinet 592-3764	aubreyshirts@suu.edu	
Dr. Roland Stearns, Adj./Guitar 907-947-1384	rahstearns@copper.net	
Larissa Brown-Sah, Adj./Viola 206-250-9398	larisjb@gmail.com	
Carylee Zwang, Adj./Percussion 590-5991	carylee.zwang@gmail.com	

POLICIES FOR STUDENTS AND FACULTY (In Alphabetical Order)

ACCOMPANISTS

The Music Department provides staff accompanists to help prepare vocal and instrumental students for juries, auditions and degree recitals.

Contact Information:

Cameron Kinnear
cameronkinnear@suu.edu
South Hall 211

Who can request an accompanist?

Music Majors

Accompanists usually come to voice lessons for thirty minutes every other week. Instrumental students typically rehearse with accompanists outside of class and only come to a lesson when the ensemble is prepared and/or prior to a performance. Adjustments will be made based on the availability of staff accompanists and the individual student (e.g. more hours will be allotted for a student preparing for a junior recital). Accompanists are provided for SUU sponsored events only.

Music Minors and BFA Students

Priority in assigning accompanists is given to music majors. Typically an accompanist only comes to lessons during the last few weeks of a semester or prior to a performance.

Others

Staff accompanists will not be provided for any other student. Students are welcome to hire their own accompanist, but the accompanist needs to be approved through Shane Summers if the student plans to perform on a SUU sponsored event.

How do I request a staff accompanist?

- Turn in an Accompaniment Request Form (<http://suu.edu/pva/music/pdf/requestform2017.pdf>) no later than the end of the second week of classes. Late forms will not be accepted!
- Music should be turned in with the Accompaniment Request Form but no later than four weeks before a scheduled performance.

- You and the student will receive an e-mail from the assigned accompanist with a lesson and rehearsal schedule. It is the student's responsibility to contact the staff accompanist if changes are requested.
- The e-mail will included an estimate of how much the student will need to pay (\$10 per hour for lessons/rehearsals and \$5 for an audition (on campus), NATS, a Friday Recital and a jury).
- Assigned accompanists cannot be changed or outside accompanists hired (Majors, Minors, and BFA Students) without the approval of Cameron Kinnear.
- The music must have been rehearsed with the assigned accompanist three weeks before a scheduled performance date or the student will not be allowed to perform.
- It is the student's responsibility to communicate with the accompanist and to give 24 hours advance notice to cancel a rehearsal or lesson. Failure to do so results in forfeiting the accompaniment time and compensation for that day. No refunds.
- Accompanist fees must be paid through Kim by Monday of the last week of classes. Students who do not pay the fee will not be allowed to perform their jury. The final amount due will be available through Cameron Kinnear or Kim after the second to last Monday of the semester.

ADVISEMENT

In addition to the College of Performing and Visual Arts (CPVA) Academic Advisor, Stephen Wagner, each music student is assigned an advisor within the music department; this person is typically their full-time applied music professor. Adjunct faculty should assist the student to secure their advisor. Students are required to make an appointment with both of their advisors prior to each registration period. Transfer students must have their music coursework evaluated by the department chair and their transfer counselor before registering for classes. Music Major Course Outlines to assist with advising can be found on the Music Department Website: <https://www.suu.edu/pva/music/academic.html>

ANNUAL REVIEWS (FAAR)

All full time faculty are required to submit an annual review (FAAR) each year. This consists an online submission of your activities in the following areas:

- Teaching Effectiveness
- Scholarly/Creative Activities
- Service to the University, Community and Profession
- Collegiality

Please use this document when identifying activities and placing them in the above areas.

<http://www.suu.edu/pva/lrt.html>

APPLIED MUSIC REQUIREMENTS (LESSONS)

Music majors must be registered for applied music study every semester until the senior recital is completed. Transfer students will be placed in an applied music level after their entrance audition. Freshmen will begin with MUSC 1410 level applied instruction. All music majors will be evaluated at the end of the MUSC 2410 level (see p. 10 “Sophomore Gateway) to determine whether each student is meeting the requirements and level of expertise expected of his/her major instrument or voice. All applied students are assigned to study with a particular teacher by the head of the applied area. Any student who is admitted on a provisional basis will be evaluated at the end of the first year of study.

Majors and minors must register in the MUSC 1410-2410-3410-4410 series. Advancement from the 1410 level to subsequent levels (2410, 3410, and 4410) **requires an average grade of “B” or higher in two semesters** of each level and permission of the applied instructor.

All applied (individual instruction) students are required to pay \$220.00 for one credit hour or \$360.00 for two credits of private instruction. In addition to the applied fee there is a \$20.00 practice room rental charge for the entire time that you are enrolled at SUU. This \$20.00 practice room fee is non-refundable.

CLASS CANCELLATIONS (THESE HAPPEN ANNUALLY)

All music classes are usually cancelled on the following days – please plan accordingly.

- Shakespeare Competition (Usually the 1st Friday in October)
- UMEA (Usually the 1st weekend in February)
- Middle School Band/Orchestra Festival (April)
- Festival of Excellence (April)

DEGREES AVAILABLE

An entrance audition must be passed before acceptance into a degree program is granted. SUU currently offers the following degrees:

- Bachelor of Music in Music Performance
- Bachelor of Music Education, Emphasis in Secondary Choral or Secondary Instrumental
- Bachelor of Arts – Liberal Arts
- Academic Minor in Music
- Master of Music Education
- Master of Music Technology

DEGREE RECITALS (JUNIOR/SENIOR RECITALS)

- Required for the Bachelor of Music: Junior Half Recital, Senior Full Recital
- Required for the Bachelor of Music Education: Senior Half Recital

- Required for the Bachelor of Arts: Junior Half Recital.
- All music majors must enroll in applied music until this requirement is met.
- Degree recitals must be performed on the SUU campus.

Degree Recital Requirements and Procedures

- Half Recitals must be a minimum of thirty minutes of actual music and a maximum of forty-five minutes. Normally, two half recital students will present a joint recital. The recital will be presented in Thorley Recital Hall except under unusual circumstances, in which case the applied instructor will determine if another facility is deemed necessary.
- Full Recitals for the B.M. degree must be a minimum of fifty minutes of actual music and a maximum of sixty minutes. Full recitals will normally be held in the evening at 7:30 p.m. (or a weekend afternoon at 2:00 or 4:00 p.m.). The same consideration concerning venue listed above also applies to full recitals. Degree recitals must be performed on the SUU campus.
- Recitals cannot be scheduled during the last week of classes or finals week.
- Students must use the Recital Checklist found on the Music Department website (<http://www.suu.edu/pva/music/pdf/recitalchecklist.pdf>) to ensure all procedures are followed.

DRIVING LICENSE CERTIFICATION FOR EVENTS

There are certain requirements for driving SUU vehicles and students. For more information, visit the following website: <https://www.suu.edu/ad/fleet/drivertraining.html>

ENSEMBLES

Each music major must be enrolled in a major ensemble each semester until they have completed the requirements for their degree. The major ensembles are Band (MUSC 3320), Concert Choir (MUSC 3360), Women’s Choir (MUSC 3340), and Symphony Orchestra (MUSC 3380). No more than one ensemble per semester will count towards their degree.

GRADUATION MUSIC

The large ensembles play for Graduations: Band in the odd numbered years; Orchestra in the even numbered years. They play prelude music for about 20 minutes, and then march/marches for the processional as the faculty and graduates come into the Centrum.

The chairs, stands, podium, and large instruments must be transported to the Centrum and returned to the Music Building. SUU Facilities will move the equipment; however the director for the performing group must request the move, have the chairs, stands, podium, and instruments collected and ready to be loaded from the southwest Bombay doors of South Hall.

Usually these are picked up 24 to 36 hours before Graduation starting c. 7 a.m. The director needs to be present to oversee the move. (Dr. Vartan will assign a couple of percussion students to oversee percussion instruments.) The chairs and stands need to be arranged in the Centrum – Facilities will not arrange the band or orchestra.

The music department also provides the music for the CPVA Convocation. Piano or small ensembles are usually used. The out-standing Music Student traditionally performs at the CPVA Convocation. The piano (white grand that lives in the basement of the Randall) needs to be moved (request made to Brian Swanson in the Theatre department) and tuned (request made to Laird Campbell). If another College wishes to have music for their Convocation a charge will be agreed upon – depending on the number of SUU Music students performing – but no less than \$50.

The Concert Choir and Opus also sing a “special number” for the SUU Graduation ceremony: Concert Choir in the odd-number years and Opus in the even-numbered years. The choir director must request the piano, if needed.

The Jazz Band or Combo plays for the reception between Graduation and the beginning of the Convocations. Electricity and risers need to be requested by the director of the Jazz Band/Combo. However, amps, percussion, chairs, and stands need to be moved by members of the Jazz Band/Combo.

HOUSEKEEPING ITEMS

- **LIGHTS IN THORLEY RECITAL HALL:**

The lighting system for Thorley is operated on a key pad. There are three key pads in the Recital Hall (backstage, audience hallway entrance, recording area upstairs).

Preset 1 – All lights

Preset 6 – All State lights (lg ens concerts)

Preset 2 – House lights (LECTURES)

Preset 7 – Stage lights only – no track lights

Preset 3 – Track lights only

Preset 8 – 1/2 track, front & middle of stage

Preset 4 – Track and front of stage

Preset 9 – “Movies” (dim house; no stage)

Preset 5 – Track, Front, & Mid-Stage (RECITALS)

Preset 10 – black

The key pads are touch sensitive and take a few moments to get the lights illuminated. Once a Preset is ON, it can be turned OFF by retouching that Preset or by touching Preset #10. If you require a different setting from any of the Presets, please see either Dr. Bradshaw or Dr. Johnson, they are the ONLY two people who know the system; they will fix (or return to our Preset System) for you.

- **SCREEN IN THORLEY:**
The Smart Classroom/Movie screen is lowered by a key pad located on the south wall of the stage area, as though one were taking the Stage Right back emergency exit/stairs down. There are three buttons – the top one raises the screen, the bottom one lowers the screen (there are arrows up and down respectively), and the center one stops the screen in mid- descent/ascent.

- **WHEN LEAVING THORLEY RECITAL HALL:**
The piano is to be locked and the cover put on the piano.
The screen is to be raised to the ceiling.
The Smart Classroom/Elmo is to be turned off and shut down.
The lights are to be turned off.

- **CHAIRS** - The music department has five types of classroom/rehearsal room chairs.
Chairs with desk tops –28 should be in Room 104 and 35 in Room
Padded black chairs – 80 in South Hall and backstage Thorley
Wooden chairs – 90 should be in the Choir Room – Room 206
Plastic/metal chairs – 60 should be in Room 209
10 black plastic/metal chairs with movable tops also in Choir Room (206)

- **STANDS** – The music department has 125 stands (10 missing as of Dec. 2015) – all Manhasset. Our 115 inventoried stands are numbered and color coded with tape. Any “borrowed” stand should be returned to its designated spot immediately after the rehearsal/concert for which it was borrowed. The color coding is as follows:
Faculty offices – turquoise plus the room number
Practice rooms – yellow plus the room #/those in Multi-Purp bld. also have MP
Class rooms – blue plus the room number
Thorley – purple plus “Thorley”
South Hall – red plus “SH”
Technology/Bradshaw House – orange
Percussion/Drum Line storage – light, bright green

- **ROOM RESERVATION:** Always schedule with Kim!

- **SUMMER STORAGE** – We are required to move instruments for Shakespeare for the summer. Please be available at the end of the Spring semester for about 3 – 4 hours for this process, usually during finals week.

- **INVENTORY** – Please be available for assistance with the inventory of our instruments at the end of the Spring semester, usually during finals week.

- **PRACTICE ROOMS:** Students may request access to a practice room and/or instrument locker for a semester from the Music Office.

- **RENTALS AND CHECKOUTS:** Students needing to rent an instrument for their participation in SUU Music Department ensembles will need to pay \$30 per semester for the use of that instrument. Instruments can be checked out by the appropriate supervising music faculty member after the rental fee has been paid, and the Administrative Assistant has a copy of the receipt. The student also needs to fill out the Instrument Check-Out Form.

Students who own their primary instrument, but are being requested to play another instrument by their SUU private teacher and/or an SUU ensemble director need only fill out the Instrument Check-Out Form – they do not need to pay a rental fee. (Example: An alto saxophonist who is needed on baritone saxophone for jazz band; a clarinet player who needs an A clarinet for orchestra; B-flat trumpet player who needs a C trumpet, etc.)

Students taking the Methods/Techniques (Brass/String/Woodwind) classes need only fill out the Instrument Check-Out Form – they do not need to pay a rental fee.

Students who are using SUU instruments solely for out-side work need to pay the rental fee of \$30 per semester, and fill out the proper Instrument Check-Out Form.

Instruments need to be returned to the SUU professor who checked out the instrument. (i.e Do not return them to another professor, to the Administrative Assistant, or leave them in the Music Department Office) Instrument Check-Out Form are found on the shared drive.

In general, the SUU Music Department does not rent instruments to non-students for personal use.

IT:

Chris Wolf is our IT support person: chriswolf@suu.edu

JURIES

All music majors are required to perform an applied music jury each semester. A passing grade in their major applied area cannot be assigned until a jury is performed. Students who have performed a junior or senior recital may be exempt from performing a jury during the semester of the recital performance. Music minors must perform at least one applied music jury during their two semesters of study.

Jury Procedures:

- Applied music juries will normally be held during final exam week.
- Students must sign up for a jury time at the Music Office before the last day of classes.
- Students must complete the jury forms found on the music department website and bring 5 copies to their jury.
- Instrumental students should make five (5) copies each of the repertoire to bring to their jury. Vocal and piano students should make three (3) copies each.
- Participants should be dressed in performance attire.
- Repertoire is determined by the applied instructor.
- Written comments may be made by the jury members. The decision to share these comments with students will be at the discretion of the applied music instructor.

LIBRARIES

- **MUSIC ENSEMBLE LIBRARIES**

SUU has a very nice Band, Choral, and Orchestra library. The Bands (Concert, Pep, and Jazz) and Orchestra libraries are housed in Room 211. The Choral library is housed in Room 206. There is a small string ensemble, woodwind ensemble, and brass ensemble library also housed in Room 211. All of these ensembles are catalogued on the computers located in the two libraries. Each of the major ensembles has a librarian; any request for scores and/or parts should go through the librarian. The check-out form (for people outside the music faculty) is on the shared drive and there are usually copies in the library.

- **SUU LIBRARY**

We do have quite a nice collection of music books, scores, CDs, and DVDs in the SUU Library. The SUU Library uses the Library of Congress cataloguing system (no longer Dewey Decimal), which means that the books and scores are found under M and MT.

At the moment we do not have a Music Department budget for the SUU Library. Those desiring new acquisitions to be placed in the library should first make certain the SUU library does not already own the material. A request for any material to be added should include:

Author/s
Title
Publisher
ISBN #
Approximate cost

These requests, at this time, can go directly to Dr. Richard Saunders (Dean of the Library) at RSaunders@suu.edu.

SUU Library Reserve – The SUU Library does allocate a small section, at the Front Desk, for professors to have “Reserve” materials. See the front desk librarian for the types of reserve and forms needed for this service.

NOON RECITALS (FRIDAY RECITALS)

All Music Majors must perform on one Friday Afternoon Recital every semester. The performance is worth 10% of the semester grade.

Noon Recitals for Music Minors and BFA Students:

Only one Friday Noon Recital performance is required for Music Minors and BFA Students during their entire time of study. They are welcome to perform on more than one recital if there is time available on a particular date, but it is not required.

Noon Recitals for Non Majors:

Non music majors taking lessons are not required to perform on a Friday Afternoon Recital. They are welcome to perform on a recital if there is time available on a particular date, but it is not required.

NOON RECITAL PROCEDURES

- Schedule your students’ recital dates at the beginning of the semester and submit a list to Donna. **Do not** lump your students - please spread them out over the course of the semester.
- Rehearse with the accompanist regularly during lessons. The music must have been rehearsed with the assigned accompanist **three weeks** before the scheduled performance date or the privilege to have an accompanist for that performance is forfeited.
- Two weeks before the recital have the student fill out the recital form.
 - Recital forms are available online:
<http://suu.edu/pva/music/pdf/studentRecitalRequest.pdf>
 - Do not sign an incomplete form (it is the student’s responsibility to fill it out, not Donna’s)!
 - Forms are **due by noon on the Wednesday** immediately prior to the requested recital date.

OTHER RULES FOR NOON RECITALS

- The **time limit for a performance is seven minutes**, but preferably shorter. Repeats, interludes, movements, etc. can be cut.

- Do not move or excuse your students from assigned recital dates unless circumstances are extreme. Should this occur, please consult Dr Bradshaw. If a move is needed, it is the responsibility of the student to find someone willing to trade recital dates in case of unpreparedness, illness, etc.
- Please remember that the performance does not reflect on you as teacher. Its purpose is to provide a platform for the student to learn the performance aspect of music study.

PARKING PERMITS

Information on parking permits can be found here <http://www.suu.edu/parking/permits.html> If you need to drive on campus, e.g. in between the Music Building and South Hall, you will need to secure a permit from campus security. You can be ticketed if you do not have the proper permit.

PIANO PROFICIENCY REQUIREMENTS

Music Majors must pass the piano proficiency exam prior to enrolling in Music Theory III. Music Minors must pass the piano proficiency exam prior to graduation. The exam is scheduled and administered by Mary Anne Andersen. Class Piano (MUSC 1150 and MUSC 1160) prepares the student to pass the exam.

PLACEMENT EXAMS

Acceptance of transfer credit towards graduation requirements in music theory, music history, and other music courses is determined by the department chair. Any student having had Advanced Placement Theory in high school or any student who feels that they are proficient in Theory I and/or Aural Skills I must take an evaluative test, which is both aural and written, given during the first week of the Fall semester, administered by Dr. Stitt.

RECITAL ATTENDANCE CLASS – MUSC 0990

All music majors are required to enroll in and pass Music 0990 (Recital Attendance):

- Bachelors of Music (8 semesters)
- Bachelors of Music Education (7 semesters)
- Bachelor of Arts (6 semesters)
- Music Minors (2 semesters)

SCHOLARSHIPS AND SCHOLARSHIP LETTERS

Scholarship are decided by the faculty, with discussion in faculty meeting and final decisions made by the Department Chair. Scholarships are based on academic and musical merit, service to the

department and financial need. After scholarship numbers are decided, faculty are responsible for informing the students of their scholarships via letter, with a copy given to Donna. Sample letters for the various types of scholarships and situations can be found on the shared drive. In order to receive a scholarship, the following things are required. Specific areas might have additional requirements. 1. GPA – 3.0 for a Music Scholarship, 3.4 for the Presidential Music Scholarship. 2. Ensembles – 2 ensemble per semester, one must be a large ensemble. Additional ensemble requirements may be area specific. 3. Lessons – Students must be enrolled in hour lessons in their major instrument each semester.

SEQUENTIAL COURSES

Students enrolled in any series of sequential courses, such as Music Theory, Class Piano, Music History, Conducting, etc. **must receive at least a “C”** in a given course to progress to the next level and receive degree credit.

SHARED DRIVE

Your SUU login gives your access to a cloud drive for your own data storage as well as shared music department storage. Many documents, including student advisement outlines, etc are stored there. Here is the link: <http://suu.edu/it/comp/netstorage.html>

SMART CLASSROOMS

The Music Building houses four Smart Classrooms (Thorley Recital Hall, and Rooms 104, 206, and 207). Each is equipped with a computer, CD player, DVD player, tuner, and Elmo (overhead).

The remote controls for the Smart Classroom in Thorley are located on the key box, behind the door, in the Administrative Assistant’s office (room 208) in a drawstring pouch. There are three remotes in this pouch; the one that will turn on the light for the screen (which needs to be lowered by use of the touch pad on the south end, at the back of the stage) is the gray one marked “Projector”. Aim the remote at the projector located at the back of the audience seats and press “On”. The other two remotes are for the “CD/Cass” and “DVD/VCR”. Each teacher who needs to use the Smart Classroom portion of Thorley will need to retrieve the pouch with the remotes; at the end of class the teacher needs to turn off the projector light, raise the screen, and return the pouch of remote controls to the Administrative Assistant’s office. (If the piano has been used it needs to be locked, and the cover replaced.)

In Rooms 104, 206, and 207 the remote to turn on/off the projector is located on/in the computer table/cabinet. These remotes remain in their respective rooms.

In Room 104, the Audio Control Center/tuner must be set to CD, DVD, computer, FM, etc.

The computer can be accessed by the teacher's SUU user name and password. Be certain the computer is set to "faculty".

At the present time the Elmo/overhead function is not working in any of the Smart Classrooms, however a work order has been placed.

SOPHOMORE GATEWAY

All music majors must complete a Sophomore Gateway. This is an interview/jury that usually takes place in the Spring at the end of the student's second year of full-time study as a music major (approximately 60 hours).

- Students must pass the piano proficiency before taking their sophomore gateway. At the Gateway the student will provide a portfolio and the appropriate forms which are found on the music department website.
- Passing the Sophomore Gateway enables the student to begin upper level applied studies (MUSC 3410).
- Faculty must notify the students by written letter the results of their Gateway, and give a copy of this form to Donna. A sample letter included on the shared drive.
- A student who does not pass the Sophomore Gateway on their first attempt may continue at the MUSC 2410 level of lessons and retake the Gateway after additional study. After the second failure a student will be advised to find another major, will no longer be listed as a music major, and will not be allowed to enroll in upper level classes and lessons in music. They may remain in music ensembles and change to the Academic Music Minor.
- Transfer students wishing to matriculate at the Junior level must pass the Gateway during the first month of their first semester in residence at SUU. Otherwise, the Gateway should be completed after the required courses/credits have been satisfied.
- In addition to the Music Department's Sophomore Gateway Music Education students must follow this process to be admitted to upper division for the Secondary Education program.
 1. **Applicants must complete an admission application**
 2. **Applicants must complete a group interview**
 3. **Background check/fingerprints are required**
 4. **ACT Scores must meet minimum teacher education requirements:**
Composite score of at least 21. English 20 Math 19 Reading 18 Science 18 Or *Praxis test #5751-Core Academic Skills for Educators* - required if your ACT Version 1.0 1/20/06 16 scores are below the minimum requirement in any area.
 5. **A 3.0 cumulative GPA is required** - No course with a "D" grade is accepted for licensure this includes any transfer credit. A minimum semester GPA of 3.0 is required from date of admission to Elementary or Secondary Education. Students must maintain a semester 3.0 GPA. A lower GPA will result in probation. After two

semesters of GPA below 3.0 admission will be revoked. A formal appeal through the Professional Practices Committee is required for reinstatement).

STUDENTS REPEATING COURSES

The Music Department allows a student to repeat a course (excluding Applied Lessons and Ensembles) only one time.

STUDENT TRAVEL RULES

- A music faculty member must be responsible for the group and be able to accompany the group for the entirety of the trip.
- A music faculty member must propose student travel in writing to the department chair in a timely fashion, state a tentative itinerary, and list the proposed dates with an estimate of cost.
- The department chair in consultation with the music faculty will approve or disapprove the request based on budgetary and artistic considerations.

TESTING CENTER

<http://www.suu.edu/testing-center>

TRAVEL

Faculty are encouraged to attend/present at conferences, clinics, adjudications, and to visit area schools. All travel that requires missing a class must be pre-approved by the department chair. A travel authorization must be submitted as well for any faculty and students traveling, please see the administrative assistant. Several funding sources are available for faculty travel. The Faculty Scholarly Support Fund has two areas for funding: travel and projects. Information on these funds can be found here: <http://www.suu.edu/academics/provost/pfdvl/index.html>. Additional funding may be requested through the department chair for smaller trips.

Voice Area Specifics

Information for Applied Voice Adjuncts

Please read the Studio Voice Handbook which was updated December 9, 2015. It has information concerning the requirements for voice majors.

Students who are enrolled in MUSC 1410, 2410, 3410, and 4410 receive 12 fifty minute lessons a semester. It is up to the studio teacher to determine whether a lesson that the student misses should or should not be made up. If the teacher is responsible for missing a lesson, then that lesson must be made up. Students registered in MUSC 1400, 2400, 3400, and 4400 receive 12 twenty-five minute lessons each semester.

All voice majors and BFAs in Musical theatre must do a jury every semester. They must fill out repertoire forms and jury sheets and bring them with them to their jury. Jury times are posted on Donna McIntyre's door approximately two weeks before the jury is sung. Students must have paid their accompanying fee before being allowed to take the jury. Minors in music do a jury at the end of two semesters of study. Make copies of the jury sheets after the student has performed their jury. One copy should go to the student, one copy goes in their file in the office, and if you wish to have a copy for yourself then make that additional copy.

To enroll in lessons students studying with adjuncts must receive written permission from the head of the voice area, and the administrative assistant Donna McIntyre. Please make certain that students register before going on holiday break or summer break if they want to stay in your studio. It takes a great deal of time to figure loads at the beginning of the semester when there are students waiting to be assigned to studios.

Voice majors and minors should be in studio class on Fridays at 11:00 a.m.

Transfer students who are majoring in music must present a Sophomore Assessment Gateway three weeks into the semester if they are wanting to enroll in 3000 level classes.

Students who are enrolled as music majors present a Sophomore Assessment Gateway at the end of 4 semesters of voice study. Two semester of MUSC 1410 and two semester of MUSC 2410. This can be delayed if the teacher feels that the student is not ready to do the Gateway. Information on the Gateway is in the Voice Handbook. There are degree outlines on the website and forms for students to fill out. If a student passes their Gateway, then the head of the voice area creates a letter which is signed by those present at the gateway. One letter is given

to the student and one is put on file and placed in the student's file in the office. If a student does not pass, then the same process applies. If a student is provisional, then the letter must state what the student needs to accomplish in order to pass the Gateway.

Students must fill out an accompanying form at the beginning of the semester and give it to Shane Summers who coordinates the accompanists. It is important to realize that students preparing Gateways and Recitals must have precedence over younger students or those students who are not currently in the BFA program in Musical Theater.

Every voice major must perform one time on the Friday afternoon recitals which occur at noon. They should not take more than seven minutes of time to do this performance on their selected recital date. The applied teacher is responsible for getting all dates that students are scheduled to sing to Donna during the first week of the semester. Friday recital forms must be completely filled out and signed by the applied teacher and accompanist. They must be turned in on Wednesday by noon. Students must perform on the date specified by the applied teacher unless there is illness. If they are unprepared, then they must suffer the consequences. If the student does not get the form in by the noon hour on Wednesday, then they cannot get on another recital and they will have to take a 10% drop in their grade.

BM students in voice are required to do a half recital in their junior year and a full recital in their senior year. Please look at the requirements stated in the Voice Handbook.

Adjuncts must check with Donna to schedule rooms and times to teach.

If a current student wants to apply for a scholarship, then he or she must do the appropriate forms and give them to Professor Modesitt at their jury in the fall.

Please send your final grades to Professor Modesitt at the time grades are due. Your sections of voice are there to determine who you are teaching and to make the paper work concerning your salaries easier to process.

The vocal area at Southern Utah University prefers that all of our applied voice teachers belong to the professional organization National Association of Teachers of Singing. We also belong to the Las Vegas Chapter of NATS. We feel this is important for the students, department, and university.

STUDENT ORGANIZATIONS

NAfME MUSIC CLUB: National Association for Music Education

The Student Chapter No. 481 of NAFME: National Association for Music Education is open to all students interested in music and seeks to enhance the musical and educational experience of all students participating in the music program and music throughout the university. There are two “divisions” of the club:

- Workshops, which sponsor music education related events, such as informational meetings, service projects, guest speakers, field trips, and attendance at the state conference of the Utah Music Educators Association (UMEA), and
- Activities, which sponsor many service and social events in the music department.

PERCUSSION CLUB

The SUU Percussion Club is a student run organization with a mission to spread the love of percussion to anyone who wants to be a part of it. Members meet at least once a month to discuss percussive topics, learn new instruments, and prepare for percussive events both on and off campus, such as the Utah Day of Percussion or the Percussive Arts Society International Convention (PASIC). Members also perform a student run concert once a year and wherever their services are requested.

RHAPSODY IN RED – MUSIC TEACHERS NATIONAL ORGANIZATION

Rhapsody in Red is Southern Utah University’s collegiate chapter of MTNA. It is open to all college and university students with an interest in music, subject to membership regulations of the affiliated state and national associations. The club works to enhance students' classroom studies by hosting educational, musical, social and professional activities.

ATHLETIC BAND

The Athletic Band (football and basketball band in the fall and spring respectively) is a non-auditioned group for the purpose of providing entertainment through high energy and high quality music at athletic events, specifically football and basketball. Only high school band experience is required and you need not be a music major to participate. The Athletic Band is under the direction of Dr. Adam Lambert. Further questions contact adamlambert@suu.edu
Meets Friday, 3:00-5:00 pm – South Hall