

SOUTHERN UTAH UNIVERSITY
COLLEGE OF PERFORMING AND VISUAL ARTS
DEPARTMENT OF MUSIC
Cedar City, UT 84720
(435) 586-7890

A HANDBOOK OF
POLICIES AND
REGULATIONS FOR
MUSIC MAJORS



2017-2018

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GENERAL INFORMATION AND REQUIREMENTS

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.

Goals

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.

The National Association of Schools of Music, founded in 1924, is an organization which evaluates the degree programs of music departments, schools of music, and conservatories of music, and determines if the highest standards of quality are being met. This evaluation process provides the basis for ensuring that the quality of instruction, educational experience, and degree requirements at one nationally accredited music program will be comparable to those at other nationally accredited music programs. One of the goals of NASM is to establish that the prime objective of all educational programs in music is to provide the opportunity for every music student to develop individual potentialities to the utmost.

Important links to remember

Music Department Website

www.suu.edu/pva/music/

Naxos Music Library

<http://southutahu.naxosmusiclibrary.com/>

Music Major's Handbook

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

Accompaniment Request Form

<http://www.suu.edu/pva/music/pdf/requestform2016.pdf>

Instrumental Jury Forms

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

<https://www.suu.edu/pva/music/pdf/recitalchecklist.docx>

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.doc>

Student Recital Request – Friday Afternoon

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

Voice Jury Forms

<http://www.suu.edu/pva/music/pdf/vocaljuryform2017.docx>

Health & Safety

<http://suu.edu/pva/music/resources.html>

FACULTY DIRECTORY

	<i>Phone</i>	<i>Email</i>	<i>Room</i>
Dr. Christian Bohnenstengel, Asst. Prof., Piano	586-1935	bohenstengel@suu.edu	MU 101
Dr. Keith Bradshaw, Assoc. Dean, Full Prof., Theory	586-7891	bradshaw@suu.edu	MU 212
Dr. Thomas Herb, Assoc. Prof., Music Ed./Saxophone/Jazz	586-7893	thomasherb@suu.edu	MU 114
Dr. Douglas Ipson, Asst. Prof., History/Theory	586-7896	douglasipson@suu.edu	MU 113
Dr. Lawrence Johnson, Chair, Assoc. Prof., Voice	586-7897	johnsonL@suu.edu	MU 204
Dr. Adam Lambert, Assoc. Prof., Band	865-8160	adamlambert@suu.edu	MU 106
Dr. Krystal McCoy, Asst. Prof., Dir. of Choral Activities	865-8380	krystalmccoy@suu.edu	MU 126
Dr. Steve Meredith, Assoc. Prof., Music Technology	586-5455	stevenmeredith@suu.edu	OM 312
Dr. Xun Sun, Strings/Orchestra	586-7892	sun@suu.edu	MU 210
Dr. Virginia Stitt, Full Prof., Woodwinds/Theory	586-7894	stitt@suu.edu	MU 125
Dr. Lynn Vartan, Assoc. Prof., Percussion	865-8254	vartan@suu.edu	MU 105

STAFF and ADJUNCT FACULTY DIRECTORY

Kimberly Baker, Administrative Asst.	586-7890	kimberlybaker2@suu.edu	MU 208
Mary Anne Andersen, Adj., Accompanist/Piano	865-6882	maryandersen@suu.edu	MU 116
Kara Barney, Adj., Intro & Voice		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 Field, Accompanist		field.lydia@gmail.com	
Paul Firak, Adj., Bass/Aural Skills		paulfirak@suu.edu	
Nina Hansen, Adj., Cello	586-1055		
Joe Howe, Adj., Percussion		garyhowe1@suu.edu	
Jackie Jackson, Adj., Voice/Elem. Edu.	586-7363	jacksonja@suu.edu	
Michelle Lambert, Adj., Low Brass		michellelambert@suu.edu	
Jacob Lee, Adj., Aural Skills		jacob.kirkham.lee@gmail.com	
Terri Metcalf-Peterson, Adj., Voice		terrimetcalfpeterson@suu.edu	
Adrienne Read, Adj., Popular & World Music		adrienneread@suu.edu	
David Sauer, Adj., Voice		davidmsauer@gmail.com	
Dr. Roland Stearns, Adj., Guitar	907-947-1384	rahstearns@copper.net	
Emily Workman, Adj., Voice		emworkmanofficial@gmail.com	

DEGREES AVAILABLE

Master of Music, Music Education
Master of Music, Music Technology
Bachelor of Music, Instrumental Performance Emphasis
Bachelor of Music, Vocal Performance Emphasis
Bachelor of Music, Piano Performance Emphasis
Bachelor of Music Education, Emphasis in Secondary Choral or Secondary Instrumental
Bachelor of Arts in Music
Academic Minor in Music

An entrance audition must be passed before acceptance into a music degree program is granted.

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. Students are required to make an appointment with both of their advisors prior to each registration period. **Failure to seek advisement may result in problems with sequence courses** causing the student to go beyond the normal time required to finish their music degree. Transfer students must have their music coursework evaluated by the department chair and their transfer counselor before registering for classes.

PLACEMENT EXAMS

Transfer and new students in music must perform an entrance audition in applied music in order to be accepted as a music major. 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.

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 the Staff Accompanist. Class Piano (MUSC 1150 and MUSC 1160) prepares the student to pass the exam. The appropriate forms and supplemental material can be found here: <http://suu.edu/pva/music/handbook.html>

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.

REPEATED CLASSES

- a) A student may elect to repeat a course for grade change or improvement. The highest grade received will be used in computing the grade average at graduation with “E” (Exclude) added to all other attempts of that course (see exception in b). Courses taken at other colleges and repeated at SUU will not qualify for change of grade unless the student can provide the Registrar’s Office written proof from the appropriate SUU department that the courses involved were of similar content.
- b) A student may elect to repeat a course more than once for credit which can apply toward graduation. However, a statement indicating the course can be repeated for credit must appear in the SUU Catalog course description. Unless such statement is included in a course description, the repeated class shall not apply to the 120 credit hours required to graduate.
- c) The University reserves the right to deny access to courses for students wishing to enroll following a third attempt. The University will grant additional attempts based on the student’s ability to benefit as determined by the appropriate department or discipline. This is a general University policy; additional enrollment may be more restrictive in selective programs and courses (e.g., student teaching). As per Utah Board of Regent’s Tuition Fees Policy 4.16, *“tuition for repeating a course more than once shall be charged at the full cost of the instruction.”*
- d) Courses which may be repeated for credit do not fall under (a) above when retaken for improvement of grade. When requesting a GPA recalculation on these types of courses, the **most recent grade** must be used. The student **may not** take credit examination in order to replace a poor previous grade.

SCHOLARSHIPS

Scholarships are decided by the faculty, with discussion in faculty meetings and final decisions are made by the Department Chair. Scholarships are based on academic and musical merit, service to the department and financial need. 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 ensembles 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.

RECITAL ATTENDANCE

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

This requirement is designed to expose the music student to a variety of musical experiences and provide a suitable audience for recitals and concerts. Each semester, a listing of officially approved recitals and concerts for Music 0990 will be posted on the departmental bulletin board. Each student will be responsible for attending twelve events on the approved list. This includes programs in which you personally perform (limit of one attendance credit if there are two or more performances of the same program). For information about the current method of attendance-taking consult with the music faculty or the administrative assistant.

MUSIC

All music students need to realize that the purchase of music is important in building a personal library. The purchase of music is a standard of the profession. The student's applied studio teacher will assist each student in the proper selection of music for each student's individual library. Students who use photo-copied music without having purchased original music are breaking the law unless music is considered in public domain. The Supreme Court in its ruling on NAPSTER has declared that enabling anyone to pirate music whether by (1) photo-copying, (2) downloading illegally on computer, or (3) the illegal copying of CD's is breaking the law. Fines for breaking this law are considerable and put the individual, the department, and the university at risk. You will not be allowed to perform a jury without owning your music.

ADMISSION TO TEACHER EDUCATION

All students pursuing a program leading toward a Utah state teaching license must apply for admission to the Teacher Education Program. The criteria for admission are listed under general Requirements for Teacher Education Programs in the University catalogue. Any questions regarding professional education course requirements should be directed to the College of Education.

STUDENTS REPEATING COURSES

The Music Department allows a student to repeat a course (excluding Applied Lessons and Ensembles) no more than one time (a total of 2 times to take the same course).

- a) A student may elect to repeat a course for grade change or improvement. The highest grade received will be used in computing the grade average at graduation with "E" (Exclude) added to all other attempts of that course (see exception in b). Courses taken at other colleges and repeated at SUU will not qualify for change of grade unless the student can provide the Registrar's Office written proof from the appropriate SUU department that the courses involved were of similar content.
- b) A student may elect to repeat a course more than once for credit which can apply toward graduation. However, a statement indicating the course can be repeated for credit must appear in the SUU Catalog course description. Unless

such a statement is included in a course description, the repeated class shall not apply to the 120 credit hours required to graduate.

- c) The University reserves the right to deny access to courses for students wishing to enroll following a second attempt. The University will grant additional attempts based on the student’s ability to benefit as determined by the appropriate department or discipline. This is a general University policy; additional enrollment may be more restrictive in selective programs and courses (e.g., student teaching). As per Utah Board of Regent’s Tuition and Fees Policy 4.16, “tuition for repeating a course more than once shall be charged at the full cost of the instruction.”

- d) Courses which may be repeated for credit do not fall under (a) above when retaken for improvement of the grade. When requesting a GPA recalculation on these types of courses, the **most recent grade** must be used. The student **may not** take credit by examination in order to replace a poor previous grade.

ENSEMBLES

GENERAL REQUIREMENTS

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). Nor more than one ensemble per semester will count towards their degree:

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

DEPARTMENT PERFORMING GROUPS

In addition to the major ensembles, other opportunities for performance include Opus Chamber Choir, Opera/Musical Theater, Jazz Ensemble, and various brass, woodwind, percussion, piano, guitar and string ensembles.

STUDENT TRAVEL APPROVAL

In order for a student music group or ensemble to travel the following procedures must be followed:

- 1. A music faculty member must be responsible for the group and be able to accompany the group for the entirety of the trip.

2. 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.
3. The department chair in consultation with the music faculty will approve or disapprove the request based on budgetary and artistic considerations.

APPLIED MUSIC

APPLIED MUSIC REQUIREMENTS

Prospective music majors must pass an entrance audition in order to be accepted into a music degree program at SUU. After the completion of a successful entrance audition, 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 \$384.00 for two credits of private instruction. In addition to your applied fee there is a \$20.00 practice room rental charge per semester. This \$20.00 practice room fee is non-refundable. See the administrative assistant to be assigned a room, a code or key to that room, and to sign up for practice times. The practice room code will be erased at the end of each semester or when applied study ends. Instrument lockers may be obtained through the Music Office.

JURIES

Music majors are required to perform an applied music jury at the conclusion of each semester of study. A passing grade in their major applied area cannot be assigned until a jury is performed. The jury grade is advisory and the applied music grade will be determined by the applied instructor. Only 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

1. Applied music juries will normally be held during final exam week.
2. Music majors enrolled for credit in applied music must perform a jury each semester. Music minors will perform a jury at least once during the two semesters of study. Students taking applied lessons as an elective or majors studying a secondary instrument will perform a jury at the discretion of the applied instructor. Participants should be dressed in performance attire [women – dress/skirt or dress pants and appropriate shoes, men – shirt, tie and appropriate shoes].
3. Students will be asked by the faculty jury to perform literature listed on the student's semester repertoire sheet. Repertoire required for the semester jury is determined by the medium of performance and the applied instructor. The repertoire sheet should list works which are ready for performance, music that is in progress, exercises that have been studied during the semester, and should indicate works which have been performed in recitals and/or concerts.
4. 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.
5. Jury forms and repertoire sheets are found at the music department webpage www.suu.edu/pva/music/. Students must complete the jury forms and sign up for a jury time at the Music Office prior to final exam week.
6. Instrumental students should make five (5) copies each of the repertoire and jury sheets. Vocal and piano students should make three (3) copies each of the repertoire and jury sheets.

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; student must be enrolled in or have completed Form & Analysis and Aural Skills IV).

- A student must have passed the Piano Proficiency before attempting the Sophomore Gateway. At the Gateway the student will provide a portfolio and the appropriate forms which are found on the Music Department website.
- A student who passes the Sophomore Gateway as a BM or BMEd student may change their degree to a BA without retaking the Sophomore Gateway.
- A student who passes the Sophomore Gateway as a BA student and wishes to change their degree to a BM or BMEd must retake their Sophomore Gateway—at the BM or BMEd level.
- Passing the Sophomore Gateway enables the student to begin upper level applied studies (MUSC 3410).

- The faculty jury will notify the students of their results. The Chair will notify the students by written letter of the results of their Gateway, and give a copy of this form to Kimberly Baker.
- 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 and 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 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).

RECITALS

DEPARTMENTAL RECITALS

Periodically, there are departmental student recitals scheduled on Fridays at 12:00 p.m. These events are maintained to help students gain solo performance experience. Music majors are required to perform on a minimum of one of these afternoon recitals per semester which will count for 10% of the applied lesson grade. Recital request forms can be found in the Music Office or online and are due by noon on the Wednesday before the recital.

Appropriate dress is required for all recitals.

For men: suit or sport coat, shirt and tie, dress shoes (no tennis shoes or flip-flops).

For women: a Sunday dress, skirt or dress pants, knee length or below, appropriate shoes (no tennis shoes or flip-flops) and no bare midriff tops.

JUNIOR/SENIOR RECITALS

The B.M. degree in performance requires a half recital in the junior year and full recital in the senior year. The B.M.Ed. degree requires a half recital in the senior year. The B.A. degree requires a half recital in the junior year. **All music majors must enroll in applied music until this requirement is met.** Degree recitals must be performed on the SUU campus.

RECITAL REQUIREMENTS

1. **Half Recitals** for the B.A. degree, the B.M. degree (juniors), and the B.M.Ed. degree (seniors) 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.
2. **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.
3. Recitals cannot be scheduled during the last week of classes or finals week.
3. **Please See Recital Check List on the music website**

FACILITIES

BULLETIN BOARDS

The official music department bulletin board is located outside the music office. Official notices and general departmental information will be posted on this board. Please look at it regularly in order to keep yourself informed about departmental business. Other bulletin boards relate to more specialized areas and general information.

FACILITY & EQUIPMENT USE

To gain access to a practice room and/or instrument locker for a semester, see the administrative assistant in the Music Office, Room 208. Please be aware that music student status does not automatically guarantee use of music facilities and equipment. For a variety of reasons, the music department cannot permit unlimited after-hours use of rehearsal rooms and/or musical equipment. Therefore, only short-term requests will be considered under normal circumstances. Please check with the department chair about the use of any facilities or equipment in the music building. Corresponding with this departmental policy is a university policy which states that school equipment, such as instruments or recording equipment cannot be checked out to individuals for private use.

SUU INSTRUMENT USE

Students needing to use an SUU instrument for the semester will be issued an instrument after signing the rental form and paying the rental fee of \$30 per semester. Special one-time uses will be coordinated through ensemble directors or applied teachers and may or may not have a fee attached. To check out an instrument, see the ensemble director or applied teacher for whom the instrument will be used. Any damage to the instrument beyond reasonable wear will be the responsibility of the student and repairs will be charged to the student's account.

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. 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.

The NAfME Music Club seeks to enhance the musical and educational experience of all students participating in the music program and music throughout the university.

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

ALTERNATING YEAR SCHEDULE

SEMESTER SYSTEM

2016-2017

Fall

2420 Piano Literature and Performance History I
4700 Choral Literature
4710 Instrumental Ensemble Literature

Spring

2430 Piano Literature and Performance History II
2670 German Diction and Literature

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Fall

3450 Piano Pedagogy I
4610 Vocal Pedagogy for Singers
490C Choral Methods
490I Instrumental Methods

Spring

2680 French Diction and Literature
3460 Piano Pedagogy II
4620 Vocal Pedagogy Seminar

Courses as needed:

4510 Instrumental Pedagogy
2710 Applied Instrumental Literature