MUSIC STUDENT HANDBOOK

MISSION

The mission of the Division of Music is to offer quality educational opportunities in music that provide students with the technical skills and the theoretical and historical knowledge necessary for competence in their chosen areas of concentration, and

To prepare students at the baccalaureate level for successful careers in teaching and other musical occupations;

To prepare students in music for successful graduate study;

To provide students opportunities for cultural and aesthetic experiences through active participation in music;

To offer general education coursework for all students of the University;

To provide cultural and aesthetic experiences for the University, the community, and southeast Arkansas through the presentation of recitals, concerts, Music Theatre productions, master classes, workshops, and seminars.

DEGREES

The University of Arkansas at Monticello offers two degrees:

Bachelor of Arts in Music with concentrations in Voice, Piano, Instrumental, and Jazz.

Bachelor of Music Education with concentrations in Voice, Piano, and Instrumental

AUDITION REQUIREMENTS

An audition is required for all entering undergraduate music majors. Auditions are typically held on campus at advertised times and dates throughout the school year. Additional audition dates may be arranged by calling the Division of Music office. Contact the Division of Music for specific repertoire requirements or more information. Auditions for specific performing ensembles and scholarships may also be required as identified hereinafter.

MUSIC SCHOLARSHIPS

Music performance scholarships are available to qualified band, choir, and piano students. Students must qualify by audition. These scholarships are renewable each semester upon the completion of 12 credit hours, maintenance of a 2.0 grade point average, and fulfillment of the requirements set forth by university policy, Division of Music policy, and the scholarship administrator. The following scholarships/grants pertain specifically to music students:

Band, Choir, and Keyboard Grants-In-Aid. These monetary awards are based on auditions in which proficiency and musicality are considered.

Endowed Scholarships:
Fred and Doris Bellott Music Scholarship
Verna Hobson Cahoon, Elizabeth Coleman Cochran, Cornelia Coleman Wright Scholarship
Marjorie Lamb Chamberlin Scholarship
Ernestine Coker Endowed Music Scholarship
Dr. Jesse M. Coker Distinguished Service Scholarship
Suzanne Cooke Memorial Scholarship
Annette K. Hall Scholarship for Music
John Dougherty Choral Scholarship
Arthur A. Harris Vocal Scholarship
Helen Harris Scholarship
Patty Phenton Moffatt Vocal Music Scholarship
Dr. Walter A. Moffatt, Jr. Scholarship
Lee Wallick Band Scholarship

The endowed scholarships may have additional criteria beyond those specified above. This information is listed in the Endowed Scholarship publication. A copy is on file in the Music office.
<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Teaching Responsibilities</th>
<th>Office</th>
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<tbody>
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BUILDING INFORMATION

The Division of Music is housed in the Music Building and the Performing and Visual Arts Complex.

Practice rooms are available in both of the Division facilities. These rooms may be used during building hours by registered students. Building hours are posted in each building.

A Listening Laboratory containing musical recordings and scores is located in the Fred J. Taylor Library and Technology Center. Hours of operation are the same as the library.

Storage lockers are available in each building. See the Division secretary or the Director of Bands for locker arrangements.

Pianos are not to be moved without permission. Piano lids, action covers, base covers, etc., are not to be removed or opened. Drinks are prohibited on the pianos. Report piano malfunctions to the Music Office.

A Music Technology/Piano Lab is available to all music majors and minors or others taking piano lessons Class Piano or Music Technology. Hours of operation are 8:00-4:30

ADVISING

Music majors are assigned to a member of the faculty for advising. Usually the music faculty advisor will be the major instructor in the student’s area of concentration. The student will work closely with the advisor to ensure academic progress.

ENSEMBLES

All music majors are required to participate in a major ensemble (Concert Choir, Marching Band or Symphonic/Concert Band) within their concentration area each semester in residence. Students with a concentration in Music Theatre must participate in Concert Choir. Students with a piano concentration may participate in any major music ensemble.

Major Ensembles

Concert Choir - Membership in this premier choir is by audition only. The Concert Choir performs a wide variety of choral and choral-orchestral literature ranging from the Renaissance era through the present. Membership is open to both music and non-music majors and generous scholarships are available for students possessing exceptional talents. The Concert Choir performs concerts on and off campus and tours every other Spring semester.

Marching Band - The UAM Marching Band is open by audition and/or interview to all University students who play band instruments and to those who have experience on auxiliary lines (color guard/flag, twirlers, etc.). The Marching Band employs a variety of musical styles, marches corps style, and performs at all UAM home football games, as well as area parades, fairs, and festivals. Generous scholarships are available for students possessing exceptional talent.
Symphonic/Concert Band - This ensemble is open by audition and/or interview to all University students who play instruments. The Symphonic Band performs both original wind band pieces from the Classical period through the present, as well as works transcribed from the orchestral repertoire. This ensemble performs both on and off campus. Generous scholarships are available for students possessing exceptional talent.

Small Ensembles

Chamber Choir-Singers are selected from the membership of the Concert Choir by audition. This ensemble performs a wide variety of literature conducive to a small group, including, cantatas, chansons, Broadway show tunes, and literature of the twentieth century. In addition to their scholarships for Concert Choir, Chamber Singer members may be awarded extra financial aid for their participation.

Jazz Ensembles-The UAM Jazz Ensembles are open to all students by audition. The ensembles present both on and off-campus performances of traditional jazz forms as well as more popular styles.

Chamber Ensembles - Brass, Woodwind, or Percussion Ensembles-Study of standard literature.

Music Theater Workshop-Membership is open to all students by audition. The Music Theater Workshop presents a fully staged music theater production each semester. Students are provided the opportunity to gain experience in the techniques of acting, dancing, singing, set design, construction, lighting, costuming, and makeup while involved in a major music theater production.

APPLIED MUSIC

All music majors must enroll in applied music each semester until completion of the Senior Recital. Fees for private instruction are currently $50 for one credit hour and $70 for two credit hours.

Teacher or Music Theater assignments - After declaring an area of concentration in a band instrument, piano, or voice, music majors will be assigned an applied teacher. Requests for specific teachers will be considered but cannot be guaranteed.

Credit and lesson time -Music majors should enroll for two (2) credit hours of private instruction. Students will receive one credit for a half-hour lesson per week or two credits for an hour lesson per week. The student should consult with his or her applied teacher during the first week of class to schedule a lesson time.

Late policy - If a student is more than five minutes late for a half-hour lesson or ten minutes late for an hour lesson, the instructor may elect to record an absence for the lesson.

Practice hours - Each person enrolled in applied music courses must maintain adequate and regular practice hours. Enrollment for one hour of credit requires a minimum of one hour of practice daily. Two hours of credit in applied music requires a minimum of two hours of practice daily.
JURY EXAMINATIONS

Students enrolled in applied lessons are evaluated at the end of each semester before a jury of music faculty. An unexcused absence from the jury may result in a failing grade in the applied lesson. Students who have satisfactorily completed PMUS 4621 Recital/Project are exempt from the jury examination during that semester.

MUS 1040 RECITALS, CONCERTS AND PRODUCTIONS

All music majors are required to take MUS 1040 Recitals, Concerts and Productions (RCP). The course will be graded credit/no credit. The successful completion of RCP for eight (8) semesters for the B.A. and seven (7) semesters for the B.M.E. are required to graduate.

To receive credit students must do the following:

Attend required recitals as determined and posted each semester. Each semester the list of required recitals may be amended. It is the obligation of the student to keep track of required events.

Students must attend a performance in its entirety to receive credit. If a student arrives late or leaves early, he/she may not receive attendance credit.

Procedure

Students must pick up a recital attendance slip from the Instructor of Record prior to the beginning of each performance. At the end of the performance, each student must return the signed slip to the Instructor of Record in order to receive credit for the performance.

Division of Music Performances

Programs covering a wide range of literature and varied performance media are presented each semester by students, faculty, guest artists, and ensembles. These programs usually begin at 7:30 p.m. Music majors must attend required recitals as determined by faculty and posted each semester. It is the responsibility of the music major to check the Division of Music calendar of events in order to plan his or her semester activities.

SENIOR RECITAL/PROJECT PROCEDURES

A public recital in the student’s major applied area or an approved musical project is required of all music majors. (If you choose to do a project instead of a recital, please consult with your applied lesson teacher for further instructions.) The recital is usually presented in the senior year. Students earning the B.M.E. degree must present this Recital/Project prior to enrolling in Internship II. The following pertains only to those students who have opted to perform a Senior Recital to fulfill the requirements for PMUS 4011.
A Pre-recital Jury will take place no later than three weeks prior to the proposed recital date. Students who fail must wait at least one month before attempting another jury. Students must be prepared to perform their entire recital at the Pre-recital Jury. All music faculty attend the jury.

**Before the Pre-Recital Jury**

Enroll in Recital/Project PMUS 4011. Usually this class is taken instead of private lessons.

The date of the recital should be set immediately and as early in the semester as possible. Try to avoid the last week of the semester as there are often scheduling conflicts.

Approve the date with those involved: your accompanist, teacher, and ensemble members, if any. Notify the music secretary so it can be included in the Calendar of Events.

Schedule your Pre-recital Jury date—three weeks prior to the proposed recital date.

Reserve Recital location AND Jury location. Forms are available from

http://www.uamont.edu/studentaffairs/facilities/facilityreservations.htm

for the Fine Arts Center and Spencer Gallery or at

http://www.uamont.edu/registrar/pdf/request%20for%20academic%20facility.pdf

for the choir room on the Performing and Visual Arts Complex.

Reserve your date on the Master Campus Calendar at

https://synergy.uamont.edu/sites/calendar/Lists/UAM%20Calendar%20of%20Events/calendar.aspx

Work with your applied teacher and accompanist (if needed) to select your music. Provide scores or make copies of the music for your accompanist. If copied, do not punch holes in it and make sure every single note of the piano and solo parts are there. Recital repertoire should be limited to solo art music written for your particular instrument or voice. Faculty will accept one ensemble work and/or one pop or jazz tune unless you are a jazz emphasis. The recital should comprise 35-40 minutes of music. Repertoire can not be changed after the Pre-recital Jury.

Set up regular weekly rehearsals with your accompanist. If you need to cancel or reschedule let your accompanist know in advance.

Your teacher should attend at least two rehearsals with your accompanist. Ideally, your teacher should hear and give comments on a complete run-through of your recital before the hearing.
During the Pre-Recital Jury

The Jury should be in the same venue as the proposed recital. The goal of the Jury is to ensure that satisfactory progress is being made towards a public performance. If you are a vocalist or pianist, all music must be performed by memory. You need to provide a list of pieces, (include composers names) and all movements to be performed. Make copies of the program for the faculty. You do NOT need to provide scores. Usually, faculty will hear the first piece on your program in its entirety. Faculty will make selections from other parts of the program. The student may be stopped during a movement or piece. You may be asked about the style, composer or translation (if singing in a foreign language) of a piece. If you have an ensemble they must be present for the jury and switching players between the Jury and recital is not permitted. After you perform, you will be asked to wait outside. Faculty will vote by ballot (these will be provided by the music office) Pass/Fail and you will be informed of the results by your teacher immediately.

After the Pre-recital Jury

Finalize the printed recital program. All Senior Recital programs must be done by the Music office. After your hearing, send a copy to the Music Secretary for formatting and printing. Program notes are encouraged but not required. Dedications and statements of appreciation are not allowed. Note that what the faculty approved at the hearing is what is expected on the program. No deletions, substitutions or additions to the program are allowed after the hearing. Have your private lesson instructor proof the program before printing. Excessive salutations on recital programs is prohibited. Through the music secretary, contact Media Services for a picture and publicity for the papers. You are responsible for recording or videotaping your recital. You can contact Mr. Webb for input on this-make arrangements early. Continue to practice and rehearse. Make sure you are aware of proper stage presence, including bowing. It is important to the overall perception of your performance.

Recital Day

Rest and relax. Don’t hurry around doing last minute chores for the performance. Try to stay calm and focused. Eat well. Don’t wear yourself out practicing or rehearsing. Go over your music in your head or warm up. Doing nothing is probably best. You may want to check on the room to see if it is set up correctly, check the temperature etc. Please do not put anything on the piano. Note: It is inappropriate to have any kind of music (live or recorded) before a public performance.

During the Recital
Enjoy! It will be over before you know it. Generally, you will enter the stage and bow with your accompanist. If needed, you will tune and prepare mentally. When you are ready to start, let your accompanist know. Bow at all applause. Your teacher or accompanist can instruct you on this. Don't forget to acknowledge your accompanist at the end of the program. You may leave after each section or piece or you may choose to remain on stage. An intermission is acceptable but probably not necessary. Having water onstage is OK.

**After the Recital**

Receptions are optional, and, if desired, are the responsibility of the recitalist. Students may make arrangements to have friends and family members provide food and drinks. The music office has a punch bowl, cups and plates. If the reception is to be catered, the student must use UAM's food service Aramark (estimated cost from $130 up)

You may wish to have pictures taken before the recital so that afterward you can visit with your adoring fans and sign autographs. No pictures can be taken during the performance. Gifts for teachers and/or accompanists are discouraged.

**CONCERT ETIQUETTE**

Arrive prior to the start of the performance and find a seat promptly.

If you must arrive late or leave early, only enter or exit while the audience is applauding or during the intermission.

Applaud for the performer as they enter the stage and until bow is taken.

During the program, sit quietly and listen. Music is to be heard and the performer deserves your attention. Unnecessary noise and/or movement can disturb the concentration of the performer and distract others around you. Applaud only after the composition is completed. Some musical compositions have just one part while others may be in multiple movements with breaks in between. The printed program can give useful information about the works to be performed.

Dress suitably for recitals and evening concerts. Classroom wear is appropriate for Division of Music Student Recitals. Semi-formal wear is appropriate for evening concerts. No caps or hats are to be worn.

No food, drink, or tobacco is allowed in concerts or recitals.

No cell phones, beepers, pagers, cameras or other sound generating devices are allowed.

Children are always welcome at concerts. If they become noisy, they should be removed from the concert hall.
PIANO PROFICIENCY

All candidates for the Bachelor of Arts in Music and the Bachelor of Music Education degrees must pass a piano proficiency examination. This examination must be completed prior to the internship year for the B.M.E. degree.

Examination requirements will include the following:

(B.M.E. and B.A. with Vocal or Instrumental or Jazz Studies Concentrations)

Scales - All major scales and all three forms of the minor scales; two octaves, hands separately. Chord Drill - Cadential sequence of I - IV6/4 - I - V6/5 - I. Sight-Reading - Read from sight a selected example from the piano literature. Transposition - Transpose a given melody up or down one whole step. Harmonization - Harmonize a melody using appropriate chords and accompaniment patterns. Repertoire - Perform two prepared pieces from contrasting style periods.

(B.M.E. and B.A. with Piano Concentration)

Scales - All major scales and all three forms of the minor scales; four octaves, hands together. Arpeggios - All major and minor arpeggios; three octaves, hands together. Chord Drill - Cadential sequence of I - IV6/4 - I - V6/5 - I in all major and minor keys. Sight-Reading - Read from sight a selected example from the piano literature. Transposition - Transpose a given melody up or down one whole step. Harmonization - Harmonize a given melody using appropriate chords and accompaniment patterns.

STUDENT ORGANIZATIONS

Several professional and fraternal organizations are open to music students. These include:

Professional organizations

Music Educators National Conference - Student Chapter

National Association of Teachers of Singing

Fraternal organizations

Pi Kappa Lambda (Music Honor Society)

Kappa Kappa Psi - Co-ed fraternity for students in university and college bands.

Alpha Psi Gamma – Co-ed fraternity for students in the Concert Choir or Music Theatre Workshop.