

Instrumental Music Student:

We are pleased to present this newest edition of the Instrumental Music Student Handbook. The policies and procedures described herein will clarify the expectations of the applied music and ensemble faculty as you work toward the completion of your degree. I would like to take this opportunity to remind you that I and the music faculty want you to complete your degree in the most timely manner possible, so please take a moment to familiarize yourself with the contents of this handbook.

We are very proud of our instrumental ensembles, and we welcome you to another exciting year at Southeastern Louisiana University.

Dr. David Evenson, Head
Department of Music and Dramatic Arts



Welcome to Southeastern Louisiana University! Southeastern is a university with a diverse and prominent history. You are attending our university at a time of unprecedented growth and momentum for our school and for the Department of Music and Dramatic Arts. Increases in funding, student enrollment and ensemble participation are becoming increasingly evident and YOUR decision to choose Southeastern is a key reason why. We are extremely pleased you have chosen Southeastern for your higher education.

This handbook is designed to answer many of the questions instrumental music students have regarding policies and procedures within our department. This handbook is to be used in conjunction with the University catalog. Students should keep both the University Catalog and the Instrumental Student Handbook for future reference. The policies in this handbook do not supersede any regulations as recorded in the catalog, but explain obligations required of instrumental music majors and minors found beyond those expected of the general student population. Several new policies have been implemented with this edition, which covers students entering in Fall 2005.

It is important to the faculty at Southeastern that you set a clear path of study and then succeed in achieving your goals. Following the guidelines as outlined in this handbook will serve to make your journey through the BM and BME programs all-the-more successful. Please keep it in an important place and refer to it often.

This handbook does not propose to be comprehensive in scope. If at any time you have questions regarding your degree, the policies contained in this Instrumental Music Student Handbook, or the department in general, please contact me, Dr. Evenson, or your faculty advisor. It is a pleasure to have you as a student at Southeastern and we all wish you the best of musical and academic success.

Dr. Glen J. Hemberger
Director of Bands
Coordinator, Instrumental Music Division

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ENTRANCE AUDITIONS

New Students. To be admitted to the Music Major or Minor as an incoming freshman, each applicant must audition for a committee of instrumental music faculty. The successful candidate must demonstrate sufficient preparation and musical potential to meet department standards of admission. Applicants may be accepted to the Major for either the Bachelor of Music (BM) degree or the Bachelor of Music Education (BME) degree with a specific primary area emphasis. Students may be fully admitted to the BM or BME degree programs, or admitted with provisional conditions which must be met before the end of the first semester and/or first year of study. In order to be officially accepted into the recommended program within the Department of Music and Dramatic Arts, a student must be officially admitted to the university.

Transfer Students. To be admitted to the Music Major or Minor as a transfer student, each applicant must audition for a committee of instrumental music faculty. The successful candidate must demonstrate sufficient preparation and musical potential to meet or exceed department standards of admission into the Upper Division. Failing this, the applicant may be admitted into the Lower Division for remedial work before applying to take the Upper-Division Entrance Examination. Applicants may be accepted to the Major for either the Bachelor of Music (BM) degree or the Bachelor of Music Education (BME) degree with a specific primary area emphasis. Students may be fully admitted to the BM or BME degree programs, or admitted with provisional conditions which must be met before the end of the first semester and/or first year of study. In order to be officially accepted into the recommended program within the Department of Music and Dramatic Arts, a student must be officially admitted to the university.

Double Concentrations. In special cases a student may qualify to pursue a music double major with two primary areas of concentration. Students wishing to concentrate in more than one area must receive approval by both area coordinators, the Head of the Department of Music and Dramatic Arts, the Dean of the College of Arts and Sciences, and the applied instructors of record in both studios. Students must meet all requirements of both performance areas and must officially audition in both areas for consideration.

Students who drop out of school or choose to leave the music major for one or more semesters must re-audition for a committee of instrumental music faculty to re-enter the department/major.

MUSIC THEORY PLACEMENT / ENTRANCE EXAMINATION

A music theory placement examination will be administered to all incoming freshman and transfer students during the first week of classes. It is the responsibility of the theory area coordinator to administer and score the examination which will determine which music theory courses the student should take. Graduate students will be tested in the week prior to the start of classes and should contact the graduate coordinator for exact dates and times.

APPLIED MUSIC LESSONS

Within the first two class days of each semester, students must schedule a lesson time with their assigned applied lesson teacher. Weekly lessons last for twenty-five minutes [music minors] or fifty minutes [music majors]. Each level of proficiency and designated major carries a different course number:

Freshmen and Sophomore	100 Level Courses
Juniors and Seniors	400 Level Courses
Graduate Students	500 and 600 Level Courses

The second digit of the applied lesson is for the appropriate area of study:

2=brass	3=woodwind	4=percussion	5=string
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The final digit of the applied lesson represents the number of credit hours taken:

1=1 credit hour	2=2 credit hours	3=3 credit hours
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Repertoire requirements are established by each applied faculty member and follow guidelines as outlined in each studio's Applied Course of Study. Literature is recommended after considering each student's level of ability and departmental expectations. At a minimum all students will study appropriate solo literature as assigned, scale studies (to include major and minor) and etudes and technical studies from an accepted method book or books. Additional material may be assigned as deemed necessary for the musical advancement of the student. As per the SLU general catalogue, students in the Bachelor of Music or the Bachelor of Music Education curriculum will be "required to register each semester of full-time residence for specific ensembles most closely related to their primary instrument." [*SLU General Catalogue 2005-2006, p. 146*]

APPLIED LESSON MAKE-UP POLICY

Students are entitled to one lesson for each instructional week of the academic year. If the applied faculty member is unable to meet during the normally scheduled lesson time for any reason, the faculty member must complete a lesson rescheduling agreement. The make-up lesson must be of adequate length as dictated by the credit hours for which the student is enrolled.

Lessons are to be made up within two (2) weeks of the originally scheduled lesson date and time. In cases of extenuating circumstance, other arrangements may be made as approved by the department head. If the faculty member is ill, or unable to attend the lesson without prior notice of cancellation, the lesson rescheduling agreement must be completed immediately upon return; otherwise, the form should be completed in advance of the missed lesson. The faculty member should retain the completed agreement.

POLICY ON STUDIO TRANSFERS

The department discourages the practice of studio transfers, encouraging instead the honest attempt on the part of the student and the applied faculty member to work out differences that may be affecting the student's progress. However, if a student believes that problems are of sufficient magnitude that they have no hope of remedy, a reassignment may be requested using the guidelines below:

1. The student must initiate the process by first discussing any perceived problems with the current applied instructor. The instructor then has the option of inviting a colleague, if available, to accept the student into his or her applied studio
2. If differences are irreconcilable and are an impediment to student progress, the student should then seek assistance/guidance from the department head
3. Transfers during a semester are not allowed except under extreme circumstances, and can only be authorized by the department head

POLICY ON CHANGING INSTRUMENTAL MAJORS WITHIN THE DEPARTMENT

Education to Performance. Students wishing to change majors from Music Education to Music Performance must schedule, and successfully pass, an audition. The audition must include the students' major teacher, and at least two additional members of the ensemble and/or applied instrumental faculty. A student may NOT switch to the new major until the semester following the successful completion of the audition.

Performance to Education. Students wishing to change majors from Music Performance to Music Education must schedule, and successfully pass, a formal interview with a minimum of two members of the ensemble, music education, and/or applied instrumental faculty. The interview must include the students' major teacher. A student may NOT switch to the new major until the semester following the successful completion of the interview.

STUDIO MASTER CLASS

Students are expected to attend a weekly studio master class. Applied music instructors will determine the meeting time and instructional content of each scheduled studio master class. A grade for attendance and participation may be included in the overall applied music lesson grade at the discretion of the applied faculty member as stated in the applied lesson course syllabus.

LESSON GRADING

Grades are awarded in applied lessons based on musicianship, improvement in instrumental technique, attainment of goals outlined in the studio Applied Course of Study, attendance and presentation as demonstrated in all lessons, master classes, recitals and instrumental board examinations. Percentage weight in each category, and specific expectations for achievement, are outlined in the Applied Course of Study for each studio.

BOARD EXAMINATIONS

Semester board examinations are administered within the last two weeks of each fall and spring semester and are required of all Bachelor of Music (BM), Bachelor of Music Education (BME) and Master of Music (MM) students enrolled in two or three (2 or 3) hour lessons on their applied lesson instrument. Sign-up sheets will be available two weeks in advance of the exam. Board Examination Forms are available in the main music office and must be completed by each student prior to entering the examination room. Students taking the board examination should prepare the following:

- a. Solo(s) and etude(s) appropriate to the level of study as assigned and recommended by the applied faculty member. Literature should be from material studied in the immediate semester and must clearly demonstrate the student's advancement and growth
- b. Exams should encompass four (4) to six (6) minutes of representative literature
- c. It is highly recommended that each musician present a minimum of one selection with piano accompaniment. Coordination of literature and specific exam time must be arranged through the applied faculty member
- d. Sightreading will be a required component of each board examination. Material to be read at sight will be provided by the applied faculty member
- e. Each student must present to the board panel three (3) copies of the solo and or etude to be performed
- f. It is expected that students dress in an appropriate professional manner reflecting the dignity of musical performance
- g. Board Examination Forms must be completed in full prior to appearing before the board panel and should include a repertory record of **all** materials studied in the previous semester. Each form will become a part of the student's file in the main music department office and should be a clear record of etude, solo and scale study to date. Forms must be submitted with clear and accurate information in order to be accepted by the panel

A student failing to pass the board examination once will be placed on preliminary probation for the following term, a status alerting them to a serious deficiency requiring significant work and attention. A student failing to pass the examination a second time will be evaluated by a committee of instrumental music faculty and either placed on final probation or removed from the degree program. A student failing to pass the board examination three times will be removed from the degree program.

The board examination requirement is waived in the semester of a student's degree recital performance.

BOARD EXAMINATION GRADING

Grades will be provided by each member of the faculty panel by letter and averaged by the student's applied faculty member. The instructor of record may raise or lower the board grade by one full letter without explanation to the board. If the raised or lowered grade is by more than one letter grade, the applied instructor must submit to the head of the department a written explanation along with the faculty panel evaluation forms. A copy of this letter will be filed with the student's records.

UPPER-DIVISION ENTRANCE EXAMINATION

All instrumental music majors (BM and BME) are required to take and successfully pass an upper-division entrance examination on their applied major instrument. This barrier examination will take place in lieu of the fourth (4th) semester lower-division applied board examination, usually at the conclusion of the sophomore year. Students will be expected to demonstrate an advancing level of proficiency in all aspects of their performance. Students not meeting the expectations of the instrumental division faculty will not be recommended for entrance into the junior-level of study. Students will be given one additional chance to pass the examination at the conclusion of the following semester of enrollment. Failure to pass the exam a second time will result in removal from the degree program.

Procedures for the Upper-Division Entrance Examination are:

1. The examination will consist of a repertoire review and a practical performance component.
2. The board panel should consist of as many members of the instrumental music faculty as are available.
3. A complete listing of the student's repertoire will be provided to all members of the board panel. Students are entirely responsible for compiling and verifying this listing.
4. All literature and materials selected for the examination, as outlined below, must be submitted for approval to the applied instructor of record a minimum of seven (7) days in advance of the exam. Materials must meet the following criteria:
 - a. A solo representative of literature for the instrument at or beyond the sophomore level.
 - b. Etude study representative of a sophomore level of proficiency.
 - c. All major and minor scales for the practical range of the instrument (tempo and note groupings will be determined by the student's applied teacher and should reflect a minimum sophomore level of proficiency).
 - d. A "self-prepared" work must be performed for the upper division examination. The solo or etude will be chosen by the applied faculty member and presented to the candidate no earlier than one (1) week prior to the examination date. The student must prepare the chosen work without outside input or assistance.
5. Students taking the Upper-Division Entrance Examination must sign-up for two consecutive time slots.

SOLO RECITALS

Bachelor of Music. Students in the BM program are required to present a Junior and a Senior recital. Recitals and dress rehearsals must be scheduled with the Pottle Music Building Technical Director. Draft program and program notes will be typed and submitted by the student to the applied faculty member a minimum of three weeks (twenty-one days) prior to the performance. Following approval by the applied instructor, and successful completion of the recital hearing, a revised and approved draft program and notes must be submitted to the main music office where a final program master will be developed. A minimum of ten (10) working days is required. Students are responsible for all copying charges.

Bachelor of Music Education. The purpose of the BME recital requirement is threefold: 1) to provide BME majors the experience of recital preparation; 2) to encourage a higher standard of performance; and 3) to emphasize that teaching and performance are inseparable. One recital will be required, and music should consist of a minimum of twenty-five (25) minutes of material, and may

include chamber music. Exact repertory requirements are to be established by the applied faculty member. Recitals and dress rehearsals must be scheduled with the Pottle Music Building Technical Director. Draft program and program notes will be typed and submitted by the student to the applied faculty member a minimum of three weeks (twenty-one days) prior to the performance. Following approval by the applied instructor, and successful completion of the recital hearing, draft program and notes must be submitted to the main music office where a final program master will be developed. A minimum of ten (10) working days is required. Students are responsible for all copying charges.

RECITAL HEARINGS, ACCOMPANISTS AND GRADING

Hearing. A **minimum** of two weeks (fourteen days) prior to the scheduled performance, the student will perform a random selection of pieces from the proposed recital for a committee of instrumental faculty. The performer will choose the first piece for the hearing; the committee will choose the remaining works to be heard. All selections should be performance ready. Failure to meet the expectations of the applied instructor and the instrumental music committee will result in rescheduling the hearing and the recital.

Accompanists. When a student pianist is given either course credit or a performance grant for accompanying, no fee will be charged for their services. When this is not the case, the performer is expected to pay the accompanist for their time and service:

- Up to thirty (30) minutes of music - \$100.00
- Thirty (30) to forty-five (45) minutes of music - \$125
- More than forty-five (45) minutes of music - \$175

For this fee, the student will receive:

- One full run-through prior to the recital hearing
- Recital hearing
- One dress rehearsal in the performance area
- Recital performance

If the student wishes to have additional rehearsal time with the staff accompanist, they should make arrangements directly with the accompanist at a rate of \$25.00 per hour.

Grading. Students are graded on all aspects of their recital performance. All instrumental faculty in attendance will submit a grade for the recital. An average of the grades will determine the base grade for the recital performance; the instructor of record has the option to raise or lower the average final result by one letter grade.

RECITAL HOUR PERFORMANCES

Students enrolled in two or three (2 or 3) credit hour applied lessons are required to perform for one (1) performance seminar/recital hour each semester. A completed Student Recital Appearance Request Form must be submitted to the main music office no later than forty-eight (48) hours prior to the day of performance. Forms are available in the main music office. Solo performance in another venue or with an ensemble (Wind Symphony, Chamber Orchestra, student or faculty recital) may be substituted for a recital hour performance at the discretion of the applied faculty member. Recital hour performance in the first semester of study is optional at the discretion of the applied faculty member.

PERFORMANCE AWARDS / SCHOLARSHIP GRANTS

A limited number of performance Scholarship Grants are awarded to deserving and talented musicians based on musical aptitude, academic standing, and ensemble/departmental need. All performance grant recipients are expected to maintain high performance and academic standards throughout their course of study at Southeastern. Students wishing to apply for any scholarship should obtain a Scholarship Application from the main music office. In order to qualify for a Department of Music and Dramatic Arts scholarship, students must have been admitted by the department admissions committee and be officially admitted to the university.

RENEWAL OF AWARDS AND GRANTS

All departmental scholarships are renewed contingent upon board recommendations at the end of each semester. The Department of Music and Dramatic Arts reserves the right to approve or reject all renewal applications. Performance grant renewal is based on the individual's performance during each semester. In addition to minimum grade point requirements, meritorious achievement through performance may be rewarded with a grant increase in the award as recommended by the applied instructor of record and concurred by the Director of Bands (woodwind, brass and percussion) or Director of Orchestras (strings). Unsatisfactory performance may result in a reduction or removal of the performance Scholarship Grant. Specific requirements, guidelines and criteria may be found in the student's award contract. A copy should be retained by the student; one copy is on file in the main music office.

AWARD GRANTS AND ENSEMBLE PARTICIPATION / MARCHING BAND REQUIREMENT

Students receiving an award grant of \$350.00 or more per semester are required to perform in two large ensembles, as determined by the Director of Bands (woodwind, brass, and percussion) or the Director of Orchestras (strings). Students receiving an award grant of \$349.00 or less per semester are required to perform in one large ensemble, as determined by the above listed members of the music faculty.

Marching Band. Students enrolled as Music Education (BME) majors are required to perform in the marching band for **three** (3) seasons. Those students who wish to have their scholarship award sustained through their student teaching semester may do so by maintaining the requisite grade requirements, and participating in the marching band for a **fourth** (4th) season, the qualifying season prior to their student teaching semester. Students enrolled as Music Performance (BM) majors are required to perform in the marching band for **two** (2) seasons. ANY exceptions to this requirement MUST be approved IN WRITING by the Director of Bands. Failure to complete requirements will result in cancellation of award grants and possible removal from the BME or BM program.

INSTRUMENTAL ENSEMBLES

The Department of Music and Dramatic Arts maintains a large and diverse number of performing ensembles in which student's may participate.

Wind Symphony. All wind and percussion majors must audition for the Wind Symphony, the premiere performing ensemble within the instrumental performance division, as their major performing organization. Final membership is determined by audition only.

Marching Band. The "Spirit of the Southland" Marching Band is designed to support the football program at Southeastern, and to provide music students with valuable "hands-on" experience in a major athletic band program.

Basketball Band. Wind and percussion majors will be advised to enroll in the Basketball Band in order to complete scholarship requirements and to maintain a balanced ensemble. Final membership is determined by audition only.

Chamber Orchestra. String students must enroll in chamber orchestra. Select wind and percussion majors will be advised to enroll in the Chamber Orchestra as determined by the Director of Bands based on information supplied by the Director of Orchestras. Final membership is determined by audition only.

Jazz Ensemble. Membership is determined by audition only. For scholarship awards, Jazz Ensemble is not considered a major ensemble.

Chamber Ensembles. Brass quintet, clarinet choir, collegium musicum, flute ensemble, saxophone quartet, low brass ensemble, percussion ensemble, string quartet, trumpet ensemble.

For any ensemble to perform on programs sponsored by the department, students must be coached by a member of the music faculty and should be enrolled in the appropriate course.

FACILITIES AND EQUIPMENT

Pottle Music Building. Built in 1940, and with an annex addition in 1981, the Ralph R. Pottle Music Building facilities include more than sixty offices and practice rooms, choral and instrumental rehearsal rooms, the 550-seat Pottle Auditorium, 238-seat Recital Hall, computer MIDI-lab, thirty-four station piano lab, electronic music lab, organ studio, choral and instrumental music libraries, and the Community Music School.

Columbia Theatre for the Performing Arts. Built in downtown Hammond in 1928, the Columbia was restored to its former grandeur and elegance by the efforts of Southeastern, the City of Hammond, and the Hammond Downtown Development District. Reopened in early 2002, the renovated theatre boasts a 900-seat performance hall, a gallery and conference area, administrated offices, and sophisticated technical capabilities.

Instruments. Instruments are issued to students without a use-fee. Students must sign an instrument check-out form which states: "I understand that instruments remain the property of Southeastern Louisiana University. I understand that any damage which occurs to this property remains my responsibility and that I agree to repair or replace any property which is damaged while in my issue. I understand that SLU property not returned upon my leaving the university, or items requested by university personnel and not returned immediately, will be considered stolen university property and referred to local police officials for collection and/or prosecution. Once issued, an instrument is the responsibility of the above-named student until officially returned and cleared by the properly designated university official." This form holds the student financially responsible for any loss or damage which may occur while in their care. All instruments will be assessed for damage upon cleaning by the issuing member of the faculty and billed upon completion of repairs. Students must not have state equipment repaired or adjusted by any off-campus repair shop without prior approval of the department.

Lockers. Lockers are available to students without a use-fee. Students must sign a locker check-out form which states: "I understand that lockers are the property of Southeastern Louisiana University. I further understand that any damage which occurs to this property remains my responsibility and that I agree to repair or replace any property which is damaged while in my issue.

Lost university keys will be replaced at a charge of \$40.00. Unregistered or illegal locks will be removed at the expense of the locker registrant." Southeastern assumes no responsibility nor liability for privately owned instruments or equipment stored or housed in the Department of Music and Dramatic Arts.

Computer Lab. The Music Computer Lab is available to all currently enrolled music students, and music faculty and staff based on machine availability. Hours of operation are posted outside the lab. All copyright laws must be followed and software may not be installed on laboratory hardware. It is important that students use virus protection software before loading or downloading any files onto or from lab workstations. No food, beverages or open containers are ever allowed in the Music Computer Lab. Any unauthorized use or violations of states or posted policy may result in loss of lab privileges.

ADVISORS

To better understand course rotation, scheduling and general university requirements, the department assigns each music student a faculty advisor. The university requires faculty advising each semester prior to course registration. To make the advising process successful, the student should:

- a. Obtain a copy of the Schedule of Courses for the appropriate semester
- b. Obtain a blank copy of the Course Registration Form
- c. Obtain their up-to-date file housed in the main music office
- d. Arrive at the advising meeting with a tentative schedule already worked out
- e. Return all signed and completed materials immediately to the main music office

STUDENT ORGANIZATIONS

In addition to classes and performing organizations, the Department of Music and Dramatic Arts sponsors a Collegiate Chapter of the Music Educators National Conference (MENC), Phi Mu Alpha Sinfonia, Kappa Kappa Psi, and Delta Omicron. Each organization maintains specific criteria for eligibility and membership.

MENC - Advisor Glen Hemberger

All music students are eligible for membership in Chapter #500 of the Collegiate Music Educators National Conference. MENC is a national organization representing music education in the United States. Persons joining MENC automatically become members in the Louisiana Music Educators Association (LMEA) and become eligible for participation in the annual state music conference and state and national office. Members are entitled to periodicals of the state and national organizations and may attend national, divisional and state conventions. Music majors who are planning careers in education are highly encouraged to participate in MENC. In 2005, the SLU Chapter of MENC was presented with a national award for membership growth.

Phi Mu Alpha Sinfonia - Advisor David Johansen

The Phi Mu Alpha Sinfonia Fraternity is open to all men interested in a professional music fraternity. Its purposes are: to encourage and actively promote the highest standards of creativity, performance, education and research in music in America; to develop and encourage loyalty to the Alma Mater; to foster the mutual welfare and brotherhood of students of music; to develop the truest fraternal spirit among its members, and to instill in all people an awareness of music's important role in the enrichment of the human spirit. Membership is by invitation from the brotherhood of Phi Mu Alpha Sinfonia.

Kappa Kappa Psi – Advisor Jeff Vaughan

KaKappa Kappa Psi is a fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society. The organizations charter was granted on November 27, 1919, and Kappa Kappa Psi, Honorary Fraternity for College Bandsmen was established on the Oklahoma State University campus. Southeastern’s chapter is scheduled to become a fully active chapter in Fall 2005.

Delta Omicron. A professional music organization for women, restricted to music majors and minors only. Membership is by invitation from the membership of Delta Omicron.

ACCREDITATION

The Southeastern Louisiana University Department of Music and Dramatic Arts is a fully-accredited member of the National Association of Schools of Music (NASM), with its last review in 2003.

Revised August 2005

