

This manual is a statement of the current policies of the Department of Music of Edinboro University of Pennsylvania as of May 2006, and supercedes any earlier policy statements.

Introduction

The Department of Music at Edinboro University is committed to providing the best possible musical education and musical experiences for all students. As such the department has adopted the following mission statement and series of goals and objectives.

Mission Statement

The Music Department's mission is to promote the art of music in the University and the surrounding communities through education and live musical performances.

Goals

1. Foster each music student's artistic potential.
2. Promote and enhance the cultural, professional, and personal growth of music students and faculty.
3. Advocate for the resources and facilities necessary to accomplish the mission, goals and objectives of the Music Department.
4. Advocate for music education both inside and outside the university.
5. Expose as many university students as possible to the art of music.
6. Identify and respond to musical needs in the community.
7. Provide a learning environment where all—regardless of age, race, sexual orientation, physical and learning disabilities, religion, or political views—feel welcome.
8. Provide a program for all music students that develops their musicianship, performance, and knowledge of music to the highest level possible.
9. Provide a program for music students that prepares them for a successful career in music.

Because music is a performance based as well as an academically based major, and because skills leading to satisfactory performance require consistent practice, the Department of Music of Edinboro University has adopted the following policies regulating course work and musical activity for its majors.

Admission

- Admission into the Department of Music will be on the basis of an audition. A committee made up of at least three music faculty members, one of whom will be the applied teacher of the auditioned instrument(s), will hear the audition. The audition may also consist of other tests deemed appropriate by the Music Department, including, but not limited to, ear training, sight reading, and pitch and rhythm memory tests.
- All potential incoming music students, with or without a degree, as transfer students or as certification students will be required to complete a successful audition before being admitted into the music program.
- Each audition area will have specific guidelines for audition preparation, which will remain on file in the department office and will be communicated to prospective students in that area.
- Admission into the Department of Music shall have no bearing on admission into the University as a whole. Students may be admitted into the University without being admitted into the Music Department, but no student will be admitted into the Music Department without being admitted into the University.

Applied Instruction/Major Instrument

(Applied music and jury policies represented here are only departmental minimums. Each studio instructor will set his/her own policies which may be more stringent)

- Each student will declare one major instrument upon admission, and will concentrate exclusively on that instrument for at least the first four semesters. If a student wishes to change major instruments, he or she must audition on the new instrument before a three-person committee as outlined above.
- A student may study a secondary instrument only after successful completion of the Fourth Semester Evaluation (see below), and only with the permission of the instructor of the secondary instrument *and* the instructor of the major instrument. This policy does not include the private study of piano.
- Each student must enroll in at least one credit hour of applied instruction on his/her major instrument each semester he/she is enrolled as a full time student with the exception of the student teaching semester when applied music may be taken only with the approval of the student teaching office. No student may take more than 2 semester hours of applied music in a semester without the approval of the department chair.
- Transfer students must complete a minimum of 2 semesters of applied study at Edinboro University on their major instrument regardless of the number of credits earned at other institutions.

- Students holding a bachelor's degree in music (from Edinboro or another university) will *not* be required to take ensemble or applied lessons at Edinboro while earning their music teacher certification.
- The applied music sequence should culminate in MUSC 431 for those enrolled as BAMU students, and MUSC 430 for those enrolled as BAMU/TC students. The required sequence is MUSC 130, 131, 230, 231, 330, 331, 430, (431). Students must take applied courses on their primary instrument in this sequence, and may not take more than two applied courses per semester without the consent of their applied instructor and the department chair. Applied instructors are under no obligation to permit students to take more than one lesson per week per semester even under unusual circumstances.

Jury Examinations

- A performance jury will be required of each music major on his/her primary instrument at the end of each semester of study before a jury of at least two members of the music faculty. Each studio has its own particular requirements, and those requirements will be kept on file in the department office. It is understood that underclass semester juries will be constructed and performed so as to help with the Fourth Semester Evaluation.

Fourth Semester Evaluation

After a minimum of four semesters of study, each student will be evaluated as follows:

- The Fourth Semester Evaluation will take place near the end of the appropriate semester, at a time announced in advance.
- Before a student may take the Fourth Semester Evaluation, he or she must have *completed* MUSC 104 Aural Skills I; MUSC 121 Theory 1; MUSC 123 Historical Survey; MUSC 136,137 Piano Labs I and II; MUSC 204 Aural Skills II; three hours of ensemble; and three hours of applied music on his or her major instrument.
- Each student who is being evaluated will:
 1. Submit a transcript of all course work up to the present time one week before the evaluation. Advisors will automatically receive a copy of the transcript at midterm of the evaluation semester.
 2. Submit a completed student self-evaluation one week before the evaluation. Copies will be available in the department office. All responses must be typewritten.
 3. Prepare for the performance part of the exam. Choose music to perform in consultation with the applied teacher. Practice major and all types of minor scales. Practice sight-playing unfamiliar music in tempo.
 4. Compile portfolio items which faculty may review at their leisure. This may include programs of recitals on which the student has

performed, video or audio tapes of solo performance, reports of successful private teaching, letters of recommendation from music professionals, etc.

- The Evaluation will consist of four parts:
 1. Performance on the major instrument. Each student will play six minutes prepared music, and will be prepared to perform all major and harmonic and melodic minor scales as appropriate for his/her instrument. Students will also be expected to sight-play on their major instrument with up to one minute preparation time. Singers will use solfege on all scales and sight singing. The singer may play the triad of the key before beginning.
 2. Department faculty evaluation of the student's history of performance in class and ensembles. Evaluation checklists (academic, general musicianship) will be distributed to faculty before exam time.
 3. Written student self-evaluation. The self-evaluation will be completed at least *one week* before the actual evaluation, and distributed to faculty.
 4. Interview. Each student will have a short interview with a panel consisting of, but not limited to, the applied teacher, the principal music education faculty member, ensemble directors with whom the student has worked, and the department chair. It is hoped that all faculty will participate in the interview; part time faculty are specifically included.

- Summary: Faculty recommendation for continuation in the music program will be based on the student's grades; attitude and demonstrated skills in ensembles and course work; progress on the major instrument as demonstrated in the playing portion of the exam.

- If a student is judged as not demonstrating the requisite skills and academic progress, he/she will not be permitted to enroll in applied music at the 300 level. In addition, the student will be counseled as to the advisability of remaining in the program.

- Copies of all the forms used in the Fourth Semester Evaluation will be kept on file in the department office and students may have access to them.

Ensembles

- Each student must enroll in an ensemble on his/her major instrument each semester he/she is enrolled as a full-time student with the exception of the student teaching semester. Wind and percussion students in the BAMU/TC program must be in Symphonic Wind Ensemble, and vocal students in the BAMU/TC program must be in a vocal ensemble until the student teaching semester. String students in the BAMU/TC program must be in University Orchestra each semester until the student teaching semester.

- Transfer and teacher certification students will be dealt with on an individual basis. Their ensemble requirements will be determined by a committee made up of the student's advisor, two other members of the department (appointed by the department chair), and the department chair.

Recitals

- All students are expected to attend afternoon recitals. Precise requirements are set forth in the syllabus of each applied studio. Attendance will be taken at all recitals, and a list will be posted.
- Each student is expected to perform in an afternoon recital each semester beginning as a 2nd semester freshman. This requirement may be waived at the discretion of the applied teacher. A sign-up list will be available for each semester, and a list will be posted of recital performers.
- A senior recital of at least 30 minutes of music will be given in the senior year on the student's primary instrument on the campus of Edinboro University.
- The recital will consist of a half hour of music that has been approved by the applied teacher.
- The student must play a recital pre-hearing at least *three* weeks before the scheduled recital.
 - a. The hearing must be played before a committee of THREE faculty: the applied teacher of the student and two other applied faculty. Any other applied faculty in the same area *must* be on the committee (*i.e.* all brass applied faculty will hear any brass recital audition).
 - b. The student must be ready to play *all the planned music* for the committee. This includes pieces with an accompanist or other assisting musicians. The committee will choose from the student's full program at the pre-hearing. It is suggested that all pieces be played, at least partially, to ensure comprehensive preparation.
 - c. The student's *typed* program will be presented to the committee at the recital pre-hearing in recital format including composers' names, dates, and pieces with all the movements given. This information will then be given to the department secretary upon approval of the committee. Check student departmental programs for format.
 - d. If *all* the music is not deemed ready for performance by the committee at the pre-hearing, the recital will be postponed.
- A Recital Approval form is available in the department office, and must be given to the department secretary along with the program information as soon as the pre-hearing is passed.

- The student is responsible for checking with the department secretary for program duplication and pick up. In addition, the recital hall should be returned to its normal configuration when the recital is finished (i.e., blowers turned back on, extra chairs and stands put away, percussion equipment returned to its correct position, piano re-covered and locked, etc.).

BAMU/TC

- All University and Commonwealth requirements must be met in order to be eligible for entrance into the teacher education program. ~~The SERTE policy requirements must be met in order to be eligible for teacher certification.~~
- Students working towards a BAMU/TC degree must pass exams in the following areas during the semester preceding EDUC 495 (student teaching): (a) keyboard competency, (b) primary instrument – includes sight reading, (c) secondary instrument (techniques classes), (d) sight-singing with no advanced preparation, and (e) conducting skills. The exam in the area of the primary instrument is administered by the applied faculty committee. Students who pass this exam will be able to perform at a level indicative of four years of university study.
- Student working towards a BAMU/TC degree must have completed MUSC 331 and be qualified to take MUSC 430 before beginning EDUC 495 (student teaching).
- Students working towards a BAMU/TC degree whose primary instrument is keyboard or guitar must pass an exam on a secondary instrument (preferably voice) before beginning EDUC 495 (student teaching). This exam will be at the same level as the sophomore exam.
- All students working towards a BAMU/TC degree must take at least one semester of MUSC 051 (Marching Band). Instrumental BAMU/TC students must take at least one semester of MUSC 054 (University Singers) or MUSC 068 (University Women's Chorus). Students must complete the audition requirements for each ensemble before being allowed to participate.

Miscellaneous

- Enrollment in MUSC 121 (Music Theory I) is contingent upon successful completion of a placement examination or of MUSC 010 (Basic Musicianship).
- All music students are expected to reserve TR 2:00-2:50 p.m. (common time) for music department activities. Use of common time is reserved for studio classes except for faculty meetings, recitals, or full department meetings.
- Credit by examination will not be allowed for applied music, conducting, techniques courses, music ensembles, or any other courses that are skill oriented rather than knowledge based.

- All voice majors are required to take MUSC 223 (Diction for Singers). This will be a substitute for MUSC 113 (Class Voice), required of all other music majors.
- Each music major must demonstrate piano proficiency before graduation. This may be accomplished by completing MUSC 137 (Piano Lab II), or by examination. This requirement would normally be complete before the junior year.
- Students are not permitted to use the department copier. Student employees must gain access to the copier from the person for whom they are working.
- Music majors and all other university students may repeat all music courses (with the exception of *music ensembles*) only one time. Students may meet with the music department chair to request permission to repeat a course for a third time.

rev. May 2006