



School of Music  
University of Missouri

# Student Handbook

## TABLE OF CONTENTS

### A. The Campus Community

The University of Missouri .....	A-1
The School of Music .....	A-1
Mission Statement	
Buildings and Facilities	
Ellis Library .....	A-2
The School of Music .....	A-2
Music Faculty	
Musical opportunities at MU	
The School of Music .....	A-3
Ensembles	
Small/Chamber Ensembles	
Community Programs	
The School of Music .....	A-4
Financial Aid Opportunities	
Professional Opportunities	
Career Opportunities	

### B. Undergraduate Study

General Information .....	B-1
Normal academic load	
Time limitation on degree credit	
Levels of performance study	
Graduation plan	
Professional standing in Music Education	
Grades	
General Information .....	B-2
Appeal process	
Scholastic deficiencies & standing	
Petitioning	
Dual enrollment	
Transfer credit	
University rules & regulations	
General Information .....	B-3
Recital/concert etiquette	
Rehearsal time in Recital Hall	
Recital programs	
Recital recording policies	
General Information .....	B-4
Concert services/Recital hall staff	
Posting fliers/announcements	
General Information .....	B-5
Practice rooms	
Lockers	
Keycards	
Building Hours	

### B. Undergraduate Study cont'd.

General Information .....	B-6
Student recitals and convocations	
Fees and Expenses	
Ensemble participation scholarships	
Applied music fee	
General Requirements for Music Majors .....	B-6
Recital Attendance-Music 1091 Syllabus	
General Requirements for Music Majors .....	B-7
Academic Integrity	
Applied lesson juries	
Ensemble participation requirements	
General Requirements for Music Majors .....	B-8
Capstone experience	
Grade requirements	
Requirements for the B.A. Degree in Music .....	B-8
Requirements for the B.M. Degree .....	B-8
Program of study for the Bachelor of Science	
Degree in Education (Music Education) .....	B-8
Requirements for the Music Minor .....	B-8
Minor/Certificate in Jazz Studies .....	B-8
Master of Education Degree with a major in	
Music Education .....	B-9
Ph.D. program in Curriculum & Instruction	
with a major in Music Education .....	B-9
Graduate Teaching Assistants .....	B-9

## A. THE CAMPUS COMMUNITY

### THE UNIVERSITY OF MISSOURI

The University of Missouri (“MU” or “Mizzou”) was founded in 1839 in Columbia, as the first public university west of the Mississippi River and the first state university in Thomas Jefferson’s Louisiana Purchase territory. MU provides all the benefits of two universities in one — it’s a major land-grant institution and Missouri’s largest public research university. Considered one of the nation’s top-tier institutions, Mizzou has a reputation of excellence in teaching and research, and is the flagship of the four-campus University of Missouri System. It is one of only 34 public universities, and the only public institution in Missouri, to be selected for membership in the Association of American Universities. Mizzou has a diverse enrollment with students from every county in Missouri, every state in the nation, and 100 countries. The favorite classroom for the best and brightest, Mizzou attracts more valedictorians, Curators Scholars, and twice as many of the state’s Bright Flight Scholars than any other college or university in Missouri. Nearly one-third of freshmen come from the top 10 percent of their high school classes.

### UNIVERSITY OF MISSOURI SCHOOL OF MUSIC MISSION STATEMENT

#### Our mission is

- To prepare students to make meaningful contributions in the world as performers, composers, teachers, and scholars.
- To expand the understanding and impact of music through faculty and student performance, composition, and research.
- To foster appreciation for music and participation in musical activities throughout the campus.
- To enrich and engage the broader community through performances and educational programs.
- To serve — as the School of Music of Missouri’s flagship university — as a resource for the state, the nation, and the world.

#### We value

- Music’s unique ability to improve the human condition.
- Musical citizenship and collaboration — serving and connecting with others through music.
- Creativity, innovation, and diversity of perspectives.
- A close-knit learning and performance environment, with extensive faculty-student interaction.
- The University’s stated commitment to Respect, Responsibility, Discovery, and Excellence.

### BUILDINGS AND FACILITIES.

**FINE ARTS BUILDING.** The administration staff and most of the music faculty are located in the Fine Arts Building located on Lowry Mall in the center of the campus. Completed in 1960, this facility also houses the Department of Theatre, with its own performance hall, and the Department of Art. The music wing of the building contains administrative offices, classrooms, faculty studios and offices, the choral library, practice rooms, and a 240-seat Recital Hall. Larger audiences are accommodated in Jesse Auditorium, located in Jesse Hall (one block west of the Fine Arts Building) and The Missouri Theatre, located at the corner of 9<sup>th</sup> Street and Cherry Street in downtown Columbia.

**LOEB HALL.** The Band/Orchestra Rehearsal Room, offices for the Band, Orchestra, jazz and percussion faculty, the Band/Orchestra Library, and percussion practice rooms are located in Loeb Hall, at the corner of 5<sup>th</sup> & Elm.

**STEWART HALL.** The Digital Piano and MIDI Laboratory is located in Stewart Hall, located immediately to the east of Memorial Union. This laboratory consists of electronic pianos equipped with Apple computers and MIDI interfaces. All computers are equipped with the newest notation and sequencing software. Also, for purposes of demonstration and complete pianistic experience, there is an upright acoustic piano in the room.

FINE ARTS ANNEX. Located on the corner of Hitt and University, the Fine Arts Annex houses two electronic music studios (one analog and one digital), offices for music, art, and theatre department faculty and teaching assistants, and several classrooms.

MCKEE. McKee 204 houses the Choral Ensembles, Show-Me Opera Class, and the Spring Movement & Wellness course. Access is easiest obtained by entering via the North door of the building.

### **LIBRARY**

The Elmer Ellis Library provides outstanding facilities for course preparation and scholarly creative work. There are study carrels and study rooms for special projects, as well as computer laboratories, on-line searches of several different computer-readable databases, and an on-line catalog of an increasing percentage of the library holdings. More than thirty seminar rooms, each seating ten to fourteen students, are available for use as specialized graduate study rooms. The Library is located directly across Lowry Mall from the Fine Arts Building, and it houses books and periodicals on music. The music collection, one of the major collections in the Midwest, is located primarily on the fourth floor of Ellis Library, and is an extensive Recorded Sound Collection. For reference information regarding Music materials available in Ellis Library, please contact librarian Mike Muchow, [MuchowM@missouri.edu](mailto:MuchowM@missouri.edu), 573-882-6284.

### **OTHER FACILITIES**

A substantial collection of books, records, and additional instructional material related to music education is available in the College of Education's Instructional Material Center, located in Townsend Hall.

### **MUSIC FACULTY**

Contact information for Music faculty & staff may be found at the corresponding weblinks.

Current Music Faculty: <http://music.missouri.edu/faculty/index.html>

Current Music Staff: <http://music.missouri.edu/faculty/staff.html>

Retired Music Faculty: <http://music.missouri.edu/faculty/retired.html>

### **MUSICAL OPPORTUNITIES**

In a typical academic year, the School of Music sponsors a number of concerts, recitals, and other musical events. These include a wide variety of musical genres, both faculty and student solo and chamber recitals, and concerts by the bands, choral organizations, and orchestras sponsored by the department, as well as lectures, conferences, and symposia.

Students may also attend programs sponsored by the University Concert Series at very reasonable, reduced rates. Several different series of concerts provide a wide variety of musical experiences, including major artists and larger ensembles, chamber ensembles, artists from a variety of media such as jazz, dance, and the musical *avant garde*.

The School of Music is affiliated with two local music organizations. The *We Always Swing Jazz Series* is a concert-producing and educational organization designed to present, promote, preserve, and celebrate the great American art form known as jazz. More information is available at <http://www.wealwaysswing.org/>.

The *Odyssey Chamber Music Series* is committed to presenting masterpieces of chamber music repertoire that span over four centuries, in mixed ensembles of all instruments. OCMS hopes to cultivate interest in quality classical music performances through innovative programming involving professional local performers as well as guest artists from outside the community. More information is available at <http://www.odysseymissouri.org/>.

Several smaller educational institutions in the mid-Missouri area also sponsor musical events that are available to the MU community. Stephens College and Columbia College (both in Columbia), Central Methodist University (in Fayette), and William Woods University and Westminster College (both in Fulton) are all easily within driving distance and all regularly present quality cultural and musical programming. Because the University is located midway between St. Louis and Kansas City (about a two-hour drive on Interstate 70 to either city), students can

easily attend major musical events in these metropolitan areas including performances by the Saint Louis Symphony Orchestra, the Kansas City Symphony, the Opera Theatre of St. Louis, and the Kansas City Lyric Opera.

## **ENSEMBLES**

The School of Music houses a variety of Faculty and Student ensembles. More information regarding these opportunities may be found at the corresponding weblinks.

ESTERHÁZY QUARTET- <http://music.missouri.edu/ensembles/esterhazy.html>

MISSOURI QUINTET- <http://music.missouri.edu/ensembles/moquintet.html>

MISSOURI BRASS QUINTET- <http://music.missouri.edu/ensembles/facultybrassquintet.html>

STUDENT BAND ENSEMBLES- <http://music.missouri.edu/ensembles/student-bands.html>

STUDENT ORCHESTRA- <http://music.missouri.edu/ensembles/student-orchestras.html>

STUDENT JAZZ ENSEMBLES- <http://music.missouri.edu/ensembles/student-jazz.html>

STUDENT PERCUSSION ENSEMBLES- <http://music.missouri.edu/ensembles/student-percussion.html>

STUDENT CHORAL ENSEMBLES- <http://music.missouri.edu/ensembles/student-choirs.html>

STUDENT OPERA- <http://music.missouri.edu/ensembles/student-opera.html>

STUDENT CHAMBER ENSEMBLES- <http://music.missouri.edu/ensembles/student-chamber-studio.html>

## **SPECIAL POLICIES ON SMALL/CHAMBER ENSEMBLES FOR UNDERGRADUATE MUSIC EDUCATION MAJORS**

Instrumental: Students enrolled in applied instrumental lessons are required to participate in small or chamber ensembles. Students will participate in the studio ensemble at the discretion of the instructor and/or be assigned to appropriate chamber ensembles.

Choral/vocal: Vocal music education majors in choral ensembles will be expected to participate in a small vocal ensemble, coordinated by the choral music education faculty. Small ensemble rehearsals may be scheduled during ensembles' regular rehearsal times or at other available meeting times. Vocal music education majors currently or previously enrolled in Opera Workshop, Hitt Street Harmony, or Summer Singers may be exempted from this requirement.

## **COMMUNITY PROGRAMS**

The School of Music sponsors a variety of programs available to the Mid-Missouri community. More information regarding these programs may be found at the corresponding weblinks.

- MISSOURI STRING PROJECT. Third-graders are selected from interested students in the Columbia Public Schools for participation in this two-year head-start for strings program. <http://music.missouri.edu/communityprograms/mostrings.html>
- COMMUNITY MUSIC PROGRAM (CMP). Selected upper division and graduate music students provide instruction in piano, voice, woodwinds, brass, percussion, and strings through weekly private lessons. <http://music.missouri.edu/communityprograms/communitymusic.html>
- THE FRIENDS OF MUSIC. The Friends of Music of the University of Missouri is a volunteer, community-based donor organization including many people of wide-ranging occupations who have a common interest in music, its instruction, and its performance. <http://music.missouri.edu/friendsofmusic/friendsinfo.html>
- MISSOURI YOUTH ORCHESTRA. A youth performance organization sponsored by MU's School of Music, offers performance opportunities to auditioned wind, string and percussion players in grades eight through 12. <http://music.missouri.edu/communityprograms/moyouthorchestra.html>

- CREATING ORIGINAL MUSIC PROJECT (COMP). A joint project of the University of Missouri School of Music and the Sinquefeld Family Foundation, COMP includes two composition competitions: the C.O.M.P. K-12 Competition and the Sinquefeld Composition Prize for University of Missouri Students. <http://music.missouri.edu/COMP/index.html>

### **FINANCIAL AID OPPORTUNITIES**

Please visit <http://music.missouri.edu/undergraduate/ugrad-scholarships.html> for information regarding financial aid opportunities.

GRADUATE TEACHING ASSISTANTSHIPS IN MUSIC. Graduate teaching assistantships (GTAs) are offered to master's or doctoral degree students with exceptional ability. Detailed information is available at <http://music.missouri.edu/graduate/gradfinancialsupport.html>.

OTHER FINANCIAL AID. There are many other kinds of financial aid available to all students, including Guaranteed Student Loans, scholarships available through other university and non-university sources, and Work-Study employment. For complete information, students should contact the Office of Student Financial Aid, 112 Jesse Hall (<http://sfa.missouri.edu/>, 573-882-7506).

### **PROFESSIONAL OPPORTUNITIES**

Please see a staff person in the music office, 135 Fine Arts Building, for contact information for any of the below organizations.

PROFESSIONAL MUSIC FRATERNITIES. Several music fraternities maintain active student chapters on the MU campus.

- PHI MU ALPHA SINFONIA. Men's fraternity focusing on true fraternal spirit, the mutual welfare and brotherhood of musical students, the advancement of music in America and a loyalty to the Alma Mater.
- SIGMA ALPHA IOTA. Women's fraternity whose vision is to encourage, nurture and support the art of music.
- KAPPA KAPPA PSI. National Honorary Band Men's Fraternity whose goal is to promote and assist the band program.
- TAU BETA SIGMA. National Honorary Band Women's Fraternity whose objective is to serve, support and improve the University of Missouri Bands in any possible way.

PI KAPPA LAMBDA. National Honorary Fraternity established to recognize juniors, seniors and graduate music students who have demonstrated superior achievement. Members are selected automatically from a variety of criteria. <http://www.pikappalambda.org/content/about-membership>.

CAREER OPPORTUNITIES IN MUSIC. Obtaining a degree in music from a strong, well-established School of Music in a major university can be the foundation for success in many types of careers. Music graduates are making important contributions to our society as performers and as teachers in studios, colleges and universities, public and private schools. Careers are also available in composition, the music industry, music criticism, recording, writing, arranging, historiography, music librarianship, and church music, or as music supervisors and administrators in both secondary and higher education. In addition, many graduates find professional success in other fields because of the combination of discipline and creativity that the study of music fosters.

## B. UNDERGRADUATE STUDY

### GENERAL INFORMATION AND ACADEMIC REGULATIONS

The School of Music offers three distinct undergraduate degree programs: the Bachelor of Arts (BA) and the Bachelor of Music (BM) degrees through the College of Arts and Science, and the Bachelor of Science in Education (BSEd) through the Learning, Teaching and Curriculum Program in the College of Education. The general academic stipulations that follow are those that apply to all undergraduate students pursuing these degrees.

**NORMAL ACADEMIC LOAD.** Twelve credit hours is the minimum full-time academic load per semester. However, a more typical load for most music students is 14-17 hours. During the summer session, the minimum full-time enrollment is 6 hours; the maximum is 9 hours.

**TIME LIMITATION ON DEGREE CREDIT.** A student whose education has been interrupted for more than one semester may not apply toward graduation any credit earned eight or more years prior to the resumption of the degree.

**LEVELS OF PERFORMANCE STUDY.** The School recognizes two levels of expectation in undergraduate applied music study—the underclass level and the upperclass level. Within each level, different course numbers are appropriate for different purposes and goals. The underclass level includes the course numbers Music 1445 and 2445 for non-majors, and 1435 and 2455 for music majors. The upperclass level includes Music 4445 for non-majors, and 3455 and 4455 for music majors.

All undergraduate music majors begin study in their major performance area with Music 2455. After completing 4 semesters at this level, the student auditions for entry to the upperclass level that is appropriate to his or her degree program – 3455 for music education, bachelor of arts, music history, composition, and music theory majors; or 4455 for performance majors.

Applied Voice Students, see upper-level audition requirements listed under APPLIED LESSON JURIES section on page B-7.

Applied study in Music 1435 is generally available to music majors pursuing study in a secondary performance area—one in which their technical expertise is not comparable to that of an incoming freshman major in that area. For example, if the student passes the Piano Proficiency requirement by taking the appropriate classes (Music 1610, 1611, 2610 and 2611), continued study on piano should probably be at the level of 1435. Course descriptions containing all prerequisites and expectations for all levels of study will be found in the appendix.

**GRADUATION PLAN.** During the semester in which a student surpasses 60 earned credits, the College of Arts and Science requires a Graduation Plan to be submitted in the Arts & Science Advisement Center (107 Lowry Hall) before enrollment is permitted for the following semester. This document formally acknowledges the student's choice of a major, lists all courses successfully completed, and identifies the remaining requirements for graduation. A copy of the Graduation Plan may be obtained from the Music Office (135 Fine Arts Building) or the Associate Director (215 Fine Arts Building). A similar document is required by the College of Education for all music education majors (*cf.* "Professional Standing in Music Education" below).

**PROFESSIONAL STANDING IN MUSIC EDUCATION.** The College of Education requires an ACT composite score of 22 and a minimum grade point average of 2.75 for admission to Professional Standing and all junior level courses. Additional course and testing requirements may be found at <http://education.missouri.edu/TDP/index.php>. Application for Professional Standing must be made at the end of the sophomore year. For further information, students should contact the Director of Music Education.

**GRADES.** The University of Missouri's grading policy may be viewed at <http://registrar.missouri.edu/grades-calculators/>.

APPEAL OF GRADES. There are times when a student will disagree with the grade assigned him or her by a teacher. In order to provide a fair, sensitive, and controlled process for review and resolution of these situations an appeal policy has been established. This policy may be viewed at <http://registrar.missouri.edu/policies-procedures/grade-appeals.php>.

COURSE REPEAT POLICY. If an undergraduate student receives a C- or below in a course and takes the course a second time, the grade may be replaced after the student submits a request for GPA adjustment form. Details may be found at <http://registrar.missouri.edu/policies-procedures/course-repeat.php>.

MINIMUM GRADE POINT AVERAGES. For students registered in the College of Arts and Science (BA, BM in music performance, theory, history, and composition), no course that is completed with a grade below C- may be used to fulfill a music requirement without approval of the advisor, School Director or Director of Undergraduate Studies, and the Dean. Undergraduate students must have a 2.0 grade point average in all School of Music courses attempted and an overall grade point average of at least 2.0. Students in music education (BSEd) must achieve a grade point average of 2.75 for admission to Professional Standing in teacher education and must maintain a grade point average of 2.75 to remain in the program and to graduate.

SCHOLASTIC DEFICIENCIES AND STANDING. Those students who do not maintain satisfactory scholastic averages may be required to withdraw from the University of Missouri. A student who is ineligible to continue in any one division on the Columbia campus will not be admitted to any other division except with the permission of both deans concerned. At the time of graduation, all candidates must be in good scholastic standing. No student on scholastic probation will be graduated.

PETITIONING (Changes in registration, including dropping or adding credits after the regular registration period). Such changes must be done early in the semester, before deadlines that are published specifically for each semester. In any case, no student may enter a course after the sixth meeting of the class. A student may withdraw from a course with no record appearing on his official transcript during the first six weeks of the semester (during a comparable percentage of the semester in Summer terms) as long as his or her work in the class to that point is passing, and if the total enrollment does not fall below the 12-hour minimum academic load. The proper forms for these changes will be found in the Music Office or in the appropriate Dean's Office.

DUAL ENROLLMENT. Under specific circumstances, seniors who are approaching graduation can be dually enrolled in their undergraduate college and the Graduate Studies Office. These students must be beginning their last semester of undergraduate work, but have less than a full semester of work remaining of the bachelor's degree, and must rank in the upper half of their class. After obtaining the approval of the appropriate deans, they may register simultaneously in the Graduate Studies Office for courses sufficient to make full-time enrollment. Qualified undergraduates who do not avail themselves of the opportunity of dual enrollment will not receive graduate credit for courses beyond their graduation requirements. Dual Enrollment application forms may be acquired in the Music Office (135 Fine Arts) or online at <http://gradstudies.missouri.edu/forms-downloads/>. (Form name is Dual Enrollment for Senior Undergraduates Application Form).

TRANSFER CREDIT. Credits earned at other institutions may be applied to a degree at MU if approval is granted. Official transcripts must be received by the Office of Admissions, which assesses transfer credit. In the case of music courses the Office of Admissions consults the School of Music through the Associate Director.

UNIVERSITY RULES AND REGULATIONS. Every year the University of Missouri produces the *M-Book*, a document subtitled "Rules and Regulations of the University of Missouri/Columbia". Copies of this document are distributed in August to all students living in university housing and are also available at the Office of the Vice Chancellor for Student Affairs (110 Jesse Hall) or on-line at <http://mizzoulife.missouri.edu/resources/m-book/>.

RECITAL/CONCERT ETIQUETTE. A live musical performance is the culmination of much time and effort invested by the performers, and they deserve the respect and attention of their audience. Likewise, other audience members need to be free from distraction to enjoy the experience. Therefore, all audience members need to show consideration for others and refrain from talking, entering, leaving, or using electronic devices during performances. Texting, in particular, has become a common annoyance. Cell phones and other handheld devices must be turned off and left off until completion of the program.

### **REHEARSAL TIME IN RECITAL HALL**

Practice time in Whitmore Recital Hall may be reserved according to the following rules: A maximum of six hours rehearsal time for required graduate student recitals and three hours rehearsal time for required undergraduate recitals.

Whitmore Recital Hall will be reserved for recitals and other performances according to the following schedule:

Mon.-Wed., Fri.:	Student degree and chamber recitals - 7:00 pm and 8:30 pm Faculty, Guest and Major Student Ensembles – 7:30 pm (8:30 on Wed.)
Sat. & Sun.:	Student degree and chamber recitals – 12:30 pm, 2:00 pm, and 3:30 pm Faculty, Guest and Major Student Ensembles – 1:00 pm and 3:00 pm
Daily:	Hall is reserved 5:00-6:00 pm for piano tuning.

If no performance has been scheduled in the hall seven days prior to the date in question, then rehearsals may be scheduled in Whitmore during the standard recital time(s).

To reserve a rehearsal time, see Tina Price in the Music Office (135 FAB) to check on facility availability. Reservation request forms are available in the Music Office and online at <http://music.missouri.edu/facilities/index.html>. All reservation forms REQUIRE the signature of a sponsoring faculty member. Faculty members are responsible for engaging the hall for their students' rehearsals and performances.

### **RECITAL PROGRAMS/CANCELLATIONS**

*For student recitals the School of Music will only prepare and print a single 8.5 x 11, unfolded sheet.* The list of works and composers (with birth and death dates) required for the preparation of the printed recital program must be submitted, via e-mail – either as a word attachment with no columns or table formatting OR as text in the body of an email -- to Tina Price ([PriceT@missouri.edu](mailto:PriceT@missouri.edu)) no later than five working days in advance of the performance. *Students will prepare and photocopy on their own supplemental materials: program notes, texts and translations, bios, etc. They will bring copies to their recitals, to be distributed along with the programs that we print.* If for any reason a recital or concert must be canceled, please notify the Music Office at once. The performing group or individual will be responsible for posting a cancellation notice on the door of the performance facility.

### **STUDENT RECITAL POLICIES**

All student recitals held in Whitmore Recital Hall (both degree and non-degree recitals; solo/duo performances and chamber ensembles) will be recorded. The School of Music recording technician will not record student recitals or ensemble concerts given at other sites on campus or off campus. A recital fee of \$50 will be required for all individual student recitals. This fee helps defray all costs associated with recitals and includes one compact disc recording in a slim-line case. The recital fee must be paid in the office, 140 Fine Arts Building, when the date for the recital is reserved. The recital date will not be confirmed until the fee is paid. Following is the fee structure for shared recitals.

Two student performers = \$30 per person, each will receive a CD

Any (chamber) group of three or more students or School Of Music student organization choosing to perform a recital = \$60, includes a CD for each member or up to four (4) CD's in the case of a student organization recital.

continued

## STUDENT RECITAL POLICIES CONTINUED

In the past (typically late in the semester), we have run into an issue with student recitals scheduled at the last minute, such as non-degree recitals scheduled a week before the performance. This has proven to be a workload issue for the staff and there have been concerns about covering events. While everyone will do their best, we cannot guarantee recordings when there is not at least two weeks lead time.

## CONCERT SERVICES/RECITAL HALL STAFF

Whitmore Recital Hall is staffed by Graduate Assistants who manage and record events in the hall. Whitmore events will typically fall into two categories and those categories determine the level of support that is provided by the recital hall staff:

**Category A:** Faculty and Guest Artist recitals

**Category B:** Student recitals of all types (degree, non-degree, ensemble, studio, etc.)

- For Category A recitals ONLY, two graduate assistants will be present and provide “full” front-of-house and backstage support. This support includes the swipe card system for recital attendance, programs and stage set-up and changes.
- For category B recitals, only one graduate assistant will be present, and his or her main duty will be to record the concert and help with limited backstage support.
- For category B recitals, programs and recital slips will be delivered to the faculty member “in charge”—the studio instructor normally — and it is that faculty member’s responsibility to oversee programs and recital attendance slips.

The recording technician will arrive approximately 30 minutes prior to the performance and is responsible for adjusting the microphones and sound levels, and making other preparations for recording the performance.

The recording technician is not responsible for:

- a) unlocking the recital hall before the performance,
- b) distributing and collecting recital attendance slips, (Category B events)
- c) closing classroom windows (if any have been opened) or locking room 134, or
- d) turning off the lights and locking FAB 134 and the recital hall after the performance.
- e) returning the classroom to the normal set-up immediately following the performance.

These responsibilities lie with the faculty member and the student(s) involved in the performance.

Recital hall staff will take attendance with the swipe-card system at Category A recitals. For student recitals, the faculty member in charge will be given attendance slips in advance, and these should be left for students to pick up at the entrance and collected at the conclusion of the event. Please return all slips to Holly Tenute, 140 FAB, following the event.

The recording technicians are responsible for recording all student recitals in Whitmore Recital Hall. In order to maintain tight security of the recording equipment, access and use of the recording equipment is limited to the recording technicians ONLY. If a non-recital recording is needed, recording arrangements must be scheduled directly with the recording technician(s) and it is the individual’s responsibility to compensate the technician (\$25/hour) for his or her time. Please see Tina Price in 135 Fine Arts Building to inquire about access to the hall schedule or recording technician contact information.

The statement of recital recording fees should not be regarded as an offer of contract. The School of Music expressly reserves the right to change any and all recital recording fees at any time, without any notice being given in advance of such a change.

POSTING FLIERS/ANNOUNCEMENTS. It is University policy to only post items on bulletin boards in the buildings. Please do not hang fliers on the stairwell or bathroom doors or on any glass. Please only post School of Music-related items on the bulletin boards in the hallways and stairwells. Any non School of Music-related items will be removed and discarded.

PRACTICE ROOMS. Practice rooms are available for the use of students taking private lessons or performing in university ensembles. Daytime practice room hours may be reserved by music students during the second week of each semester in the department office. Students may reserve a room for the number of hours per day as they are enrolled in studio instruction. For example if a student is enrolled in 3 hours of studio instruction, they may sign up for 3 hours a day of practice room time. There is no charge for practice room use or reservation. Use of the practice rooms by students who are not enrolled in music courses during the fall and winter semesters is not permitted except by special permission.

When school is in session, the Fine Arts Building is open from 7:00 am-11:00 pm every day. Doors to the practice room area are locked after 9:00 pm on weekdays and all day on weekends. Music students can obtain a keycard from the Music Office that will allow them access to the practice room area of the Fine Arts Building during these hours.

### **Student Responsibilities For Use Of Practice Rooms**

1. No tobacco, food or beverages are allowed in the practice rooms.
2. Do not use equipment in the practice rooms for purposes other than those for which it is intended (i.e., a piano is not intended to be used as a desktop).
3. The practice room schedule posted on the room's door indicates the times reserved by students for practice. If a person who is scheduled to practice is not in his/her room by ten minutes after the class period begins, then anyone may use the room. During hours marked "open," the room will be available to all students on a first-come basis.
4. Because of the possibility of theft, instruments, books, and personal items should not be left in the practice rooms.
5. You must have been issued a key card in order to use the practice rooms between 9:00 pm and closing during the weekdays and when the building is open on weekends. The practice room area is locked for the protection and safety of our students and instruments. Please do not prop open the stairwell doors and/or allow unauthorized people into the practice room area.
6. Since a large number of people use the practice rooms during the day and night, it would be appreciated if everyone would help keep the rooms neat and clean. Please pick up any trash found in the rooms and place it in the proper container.

LOCKERS. Lockers are available free of charge for use in the School of Music. The locks are provided by the School of Music. These lockers provide some measure of security for books, music and instruments. All but the largest of instruments (e.g., tubas, horns, saxophones, etc.) will fit in the lockers. A special locked room is provided for these larger instruments. Please see Susan Worstell in 135 Fine Arts Building to reserve a locker. Please do not store food, liquid that is not securely sealed, or illegal substances in the lockers. Lockers are subject to search at the discretion of the department.

KEYCARDS. The School of Music has a keycard door system for evening and weekend hours to provide a measure of security and protection for those students practicing in the building after regular hours. The keycard ensures that each student entering the practice room area has official permission to do so; unauthorized persons are prevented from entering the practice facilities area, from using and perhaps harming any instruments, and from endangering authorized students. In accepting a keycard, the recipient signs an agreement which states that he/she accepts the following responsibilities: 1) to maintain personal possession of this card at all times, 2) not to loan this card to others or permit others to use their card, and 3) to return this card to the Music Office on or before the last day of the final examination period at the end of each semester. According to the signed agreement, failure to return the card (by either loss or neglect) will result in a \$25 charge being imposed. If this charge is not paid, students may be prevented from enrolling in future classes, receiving a diploma, or receiving a transcript from the university. Please see Susan Worstell in 135 Fine Arts Building to obtain or renew a keycard.

### **Regular Building Hours: (Occasional variations or changes will be posted.)**

Fine Arts Building and Fine Arts Annex

Monday-Sunday: 7:00 am-11:00 pm

Loeb Hall

Monday-Friday: 7:00 am-11:00 pm

Saturday & Sunday: 7:00 am-9:00 pm

**STUDENT RECITALS AND CONVOCATIONS.** The time of 3:00 pm on Tuesday and Thursday is reserved for student recitals, special events, lectures, and master classes of interest to music students. These events are usually held in Whitmore Recital Hall.

**BUILDING USE.** Students are not permitted to teach private lessons on University of Missouri property except when teaching through the Community Music Program. Anyone found violating this policy will be subject to discipline such as is rendered in cases of academic dishonesty.

### **FEES AND EXPENSES**

Information regarding fees and expenses at the University of Missouri may be found at <http://cashiers.missouri.edu/costs/index.html>. The following two areas pertain specifically to music students.

**ENSEMBLE PARTICIPATION SCHOLARSHIPS.** Each semester, students who enroll in Music Ensemble courses are allotted \$250 towards the Education Fee for each of the first two ensembles they enroll in and \$150 for the third ensemble. This includes all Instrumental Ensembles, Choral Ensembles, Chamber Music Ensembles, and Opera. If a student drops an ensemble, the scholarship for that ensemble will be rescinded.

**APPLIED MUSIC FEE.** Each student registered for any applied music course will be assessed an Applied Music Fee to partially offset the high cost of musical instruments, equipment, and their repair and maintenance. The fee will be assessed only once each semester for each student, regardless of the number of applied music courses the student is registered for that semester.

### **GENERAL REQUIREMENTS FOR ALL MUSIC MAJORS (BA, BM, BSEd)**

**RECITAL ATTENDANCE: MUSIC 1091 SYLLABUS.**

- No credit/No tuition charged/Undergraduate music majors only
- Graded on S/U basis
- May be repeated until the total degree requirement (seven semesters for BA & BM, six semesters for BSEd) is satisfactorily met.

Music 1091 has two central goals: it seeks to foster an appreciation and understanding of live musical performance, a central activity of the professional musician, and it strengthens the School of Music community by having its members listen to and interact with one another in music-making.

All undergraduate music majors (BA, BM, and BSEd) must enroll in Music 1091 until they have satisfactorily completed the required number of semesters for their degree (seven semesters for BA & BM, six semesters for BSEd). A degree in music or music education will not be granted until this requirement is met. Enrolled students must attend 11 music events during the semester in order to receive an "S" grade for that semester. Performances in which the student participates at all may not be included. Only attendance at events that meet one or more of the criteria below will be accepted toward this requirement.

School of Music events including:

- Recitals and concerts given under faculty supervision
- Faculty Recitals
- Lecture-recitals that include live music and are arranged by faculty
- Masterclasses and guest artists arranged by faculty

Non-School of Music events:

- University Concert Series events that include live music
- "We Always Swing" Jazz Series Concerts
- Odyssey Chamber Music Series Concerts

New Students: Students must register for 1091 section 3 their first semester as a music major. This section will meet 4 times during the semester with the instructor of record, Dan Willett. These sessions are considered an extension of new student orientation and do count towards the 11 required events.

Tickets or programs from non-School of Music events must be turned in to 140 Fine Arts Building, by 5:00 PM the next school day after the event.

Students must swipe their MU ID card or obtain a recital attendance card from an usher at the beginning of each concert, and then must swipe their ID card again or sign and return the card to the usher at the end of the program to ensure credit for attendance at any performance.

Transfer students who can demonstrate having met similar requirements elsewhere can have those completed semesters credited toward their seven-semester requirement at MU. Those who cannot meet these requirements must enroll in Music 1091 each semester that they are a full-time undergraduate music major here, except Music Education majors during the semester of Student Teaching.

Incomplete grades will be given at the discretion of the instructor of record only for compelling reasons. Written documentation may be requested.

#### ACADEMIC INTEGRITY

Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

*If you have special needs as addressed by the Americans with Disabilities Act (ADA) and need assistance, please notify the Office of Disability Services, S5 Memorial Union, 882-4696 or course instructor immediately. Reasonable efforts will be made to accommodate your special needs.*

APPLIED LESSON JURIES. Every student enrolled for credit in applied lessons (Studio Instruction) must take an applied music jury at the end of each semester (summer session excluded), whether or not he or she has presented a recital, concert performance, or ensemble performance at any time within a given semester. In general, most students can expect to have a jury of 5-10 minutes. Students auditioning for a higher performance level course, or those registered for 4-5 hours of applied lessons credit, should be prepared for an examination of 10-20 minutes.

In the Voice Area, the audition Upper Level Applied Study (going from 2455 to 3455 or 4455 level) will consist of the following:

4 selections, all sung from memory:

1 song in Italian

1 song in French

1 song in German

1 song in English, prepared by student without teacher intervention (although teacher may help student select an appropriate song)

ENSEMBLE PARTICIPATION REQUIREMENTS. All undergraduate music majors, except music education majors during the semester of student teaching and piano performance majors, must enroll and make a passing grade in a major ensemble each semester they are registered as a full-time student. Instrumentalists (Woodwind, Brass, Percussion, and String Players) must audition at the beginning of each fall semester for large ensemble placement. Participation in other major ensembles as approved by the Ensemble Committee will satisfy the Ensemble Requirement.

Piano performance majors are required to take two semesters of a major ensemble (choral (MUS\_ENS 1842) or instrumental (MUS\_ENS 1841)), two semesters of Keyboard Skills (MUS\_I\_VT 2661 & 2662) and four semesters of Chamber Ensemble (MUS\_ENS 1846).

Music education students pursuing certification in both vocal and instrumental music should be registered in an ensemble corresponding to their major area for at least 7 semesters, and in an ensemble in their minor area for at least 4 semesters. Except for string concentrations, one semester of Marching Mizzou is required for music education majors in the Instrumental K-12 and Vocal & Instrumental K-12 degree programs.

**CAPSTONE EXPERIENCE.** Students must take a course that qualifies as a Capstone Experience; that is, an academic activity that integrates general knowledge with the specialized knowledge each student has developed in the major area. For more information please visit the following:

Bachelor of Music: Capstone Experience section of <http://music.missouri.edu/undergraduate/bm.html>.

Bachelor of Arts in Music: Problems course section of <http://music.missouri.edu/undergraduate/ba.html>.

BSEd students fulfill the Capstone requirement through completion of the Student Teaching Internship and Music Education Synthesis Project.

**GRADES.** For all BA and BM candidates, courses completed with grades below C- will not fulfill music requirements without the approval of the advisor, Associate Director or School Director, and the Dean; and the student must achieve an overall average of 2.0 in all of these courses taken for the degree.

#### **REQUIREMENTS FOR THE *BACHELOR OF ARTS* DEGREE IN MUSIC**

The BA degree is a 120-hour degree in which the number of courses in music (a maximum of 40 credit hours allowed toward graduation) is less than in the professionally-oriented BM or BSED degrees, thereby making more hours available for non-music courses. More detailed information including a sample course plan is available at <http://music.missouri.edu/undergraduate/ba.html>.

#### **REQUIREMENTS FOR THE *BACHELOR OF MUSIC* DEGREE**

The BM degree is a program of 120-139 hours that may be earned with a major in performance, music history, theory, or composition. More detailed information including a sample course plan is available at <http://music.missouri.edu/undergraduate/bm.html>.

#### **PROGRAM OF STUDY FOR THE *BACHELOR OF SCIENCE* DEGREE IN EDUCATION (MUSIC EDUCATION)**

The BS degree in Education (Music Education) is offered in cooperation with the College of Education. It is a professional degree with the objective of providing the skills, education, and certification to become a teacher. It will generally require a minimum of 130 credit hours to complete, although the total could be higher depending on the type and number of teaching specialties chosen, along with the normal variation in students' preparedness. For more information including a sample course plan please visit <http://music.missouri.edu/undergraduate/bse.html>.

#### **REQUIREMENTS FOR THE MUSIC MINOR**

Students in a degree program majoring in another department within the College of Arts & Science may concurrently earn a minor in music. Students majoring in departments outside of the College of Arts & Science should consult with their departmental advisors to determine whether a notation of an earned Music Minor will appear on official transcripts. More detailed information including a sample course plan is available at <http://music.missouri.edu/undergraduate/minor.html>.

#### **MINOR/CERTIFICATE IN JAZZ STUDIES**

MU School of Music offers a Minor in Jazz Studies for non-music majors, and a Certificate in Jazz Studies for music majors. Entrance to the program is via audition/music theory exam. More detailed information is available at <http://mujazz.missouri.edu/>.

**REQUIREMENTS FOR THE MASTER OF EDUCATION DEGREE WITH A MAJOR IN MUSIC**

**EDUCATION:** Please visit <http://music.missouri.edu/graduate/med.html> for information regarding the Master of Education Degree with a Major in Music Education.

**GUIDELINES FOR THE PH.D. PROGRAM IN CURRICULUM & INSTRUCTION WITH A MAJOR IN MUSIC EDUCATION:** Please visit <http://music.missouri.edu/graduate/phd.html> for information regarding the Doctor of Philosophy (PhD) in Music Education.

**REQUIREMENTS FOR THE GRADUATE CERTIFICATE IN JAZZ STUDIES:** Please visit <http://music.missouri.edu/graduate/jazzcert.html> for information regarding the Graduate Certificate in Jazz Studies.

**SELECTION, TRAINING, SUPERVISION, AND EVALUATION OF GRADUATE TEACHING**

**ASSISTANTS:** Please visit <http://music.missouri.edu/graduate/gradfinancialsupport.html> for information regarding Graduate Assistantships.

All statements in this publication are announcements of present policies only and are subject to change at any time without prior notice. They are not to be regarded as offers to contract.

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