

Music Student Handbook

Mississippi University for Women Department of Music and Theatre

2005-2006

ACCREDITATION

Mississippi University for Women is a fully accredited member of the Southern Association of Colleges and Schools (SACS).

Agencies by which the Music area of the MUW Department of Music and Theatre is accredited:

American Association of Colleges for Teacher Education (AACTE)
National Council for Accreditation of Teacher Education (NCATE)
National Association of Schools of Music (NASM)

SECURITY

Poindexter Hall is open from 7:30 am until 5:00 pm, Monday through Friday. It is also open in the evening when recitals are scheduled. Access to the building at other times for practice and study is provided to music students through the use of Music Student Passes.

A student access phone is located in the first floor west rear hall. In case of an emergency, Campus Security may be reached at MUW extension 7436. If there is no answer, dial 9-328-3146.

See Music Student Pass Policy.

USE OF SMOKING, FOOD AND DRINKS IN POINDEXTER HALL

By State Law, there can be no smoking in hallways or classrooms in a public school in the state of Mississippi.

Poindexter Hall has been designated a smoke-free area. There will be **NO SMOKING OR USE OF ANY TOBACCO PRODUCT** in the hallways, classrooms or auditorium. Food and drinks are expressly prohibited in the classrooms, practice rooms, auditorium, music library and recording studio.

ATTENDANCE POLICY

- Students are expected to attend all classes with the exception of illness, emergency or University approved activity.
- Failure to maintain 85% unexcused attendance will result in an automatic final grade of "F".
- Missed tests must be made up on the first day that a student returns to school.
- The Department of Music and Theatre attendance policy of 85% will be maintained. A student is allowed the following unexcused absences:

- 2 unexcused absences in a class meeting once a week
- 4 unexcused absences in a class meeting twice a week
- 6 unexcused absences in a class meeting three times a week

USE OF GRAND PIANOS ON POINDEXTER STAGE

The grand pianos may be used only with faculty permission.

RECORDING STUDIO

The university has made considerable investments in the purchase of professional-level equipment for the MUW Recording Studio. In order that the maximum number of students will get the most use of the studio, as well as to provide for security of the equipment, the following regulations have been established:

1. The recording studio is to be used for official MUW music department use only. Visitors are not allowed without permission of a Music Faculty member.
2. Smoking, food and drinks are expressly prohibited in the studio.
3. Equipment is not to be removed from the studio for any purpose without the permission of Dr. Montalto.
4. Report any missing equipment to Dr. Montalto as soon as you notice it.
5. Equipment may malfunction through no fault of yours. Please report any malfunction to Dr. Montalto as soon as you notice it.
6. Turn off all equipment before you leave.
7. Put trash in the trash can in the hall before you leave.
8. **LOCK THE DOOR!**

MUSIC STUDENT PASS POLICY

All students enrolled in applied music courses will be required to have a Music Student Pass in order to practice in Poindexter Hall after regular hours (7:30 am - 5:00 pm) or on weekends. This policy will provide better security for your music materials as well as your personal safety.

Music Student Passes may be obtained at the Department of Music and Theatre Office. When you pick up your pass you will also be given the combination lock code. **YOU ARE NOT TO GIVE THIS CODE TO ANYONE.** Sign your card and keep it with you, as MUW Security may be asked to remove all unauthorized persons. The lock code may be changed on notice if students distribute the code to unauthorized persons.

PRACTICE ROOMS

Practice rooms are located on the second and third floors in the south hall of Poindexter. Schedule blanks are on each door for scheduling your time in that room. Daily practice in each applied area is expected and will be reflected in the Applied Music grade.

MUSIC LIBRARY

All music library holdings are located in Fant Library. The library contains three listening rooms for student use. Headphones and CDs for library use only may be checked out at the front desk.

Students may not remove CDs from the library.

LOCKERS

Lockers for music, books, etc. are located on the first floor in the south hall. Students must provide their own locks. All books, etc. must be cleared out of lockers at the end of the Spring semester. Please list your locker number with Mr. Allen.

USE OF PHOTOCOPIED MUSIC

Photocopies of copyrighted music may not be used by a performer or accompanist on the Poindexter stage in any performance (examples: performance class, juries, recitals, concerts, etc.).

APPLIED LESSONS IN PIANO, VOICE AND INSTRUMENTS

It is the student's responsibility to schedule a time for applied lessons. This must be done during the first week of classes each semester. Applied lessons are for two semester hours credit.

Specific requirements for each course may be obtained from the instructor.

ENSEMBLES

All music majors are required to be in a music ensemble each semester in which they are a full-time student.

JURY EXAMINATIONS

Juries are required of all students enrolled in Major Instrument, Piano, or Voice. Information regarding scheduling and specific performance requirements will be given by the instructor.

PERFORMANCE CLASS

Regularly scheduled Performance Classes expose music students to a variety of literature and provide a setting in which students learn and develop performance skills. Music majors are required to attend all performance classes. Participation in and attendance at Performance Class is reflected in the student's Applied Music grade.

STUDENTS ENROLLED IN MAJOR APPLIED COURSES MUST PERFORM IN AT LEAST ONE PERFORMANCE CLASS EACH SEMESTER, BEGINNING IN THE SECOND SEMESTER OF THE FRESHMAN YEAR.

Major applied instructors will give detailed information regarding performance expectations.

RECITAL ATTENDANCE

Music majors are required to attend a predetermined number of scheduled events publicized at the beginning of each semester. Attendance at these events will be reflected in the Applied Music grade.

RECITAL AND PERFORMANCE CLASS GUIDELINES

Directions for Performers

Arrive at least 15 minutes before Performance Class.

After warm-ups, rehearse with your accompanist to check tempi, entrances. (Students should have rehearsed with accompanist extensively beforehand.)

Mentally focus on your music that you are about to perform.

After you have walked to your place on stage, always acknowledge your applause with a gracious bow of the head.

Bow again after your performance and acknowledge your accompanist with a gesture or a nod. Sometimes they also take a bow.

Appearance Guidelines

Jeans, T-shirts, baseball caps, and athletic shoes are not allowed on stage. Ostentatious jewelry is not to be worn on stage. Nose or tongue jewelry is not allowed on stage.

For women

Dresses that are one color are more flattering on stage. Dressy slacks are permissible for Performance Class but not for a formal recital.

Tailored, simple styles that fit well present a professional image.

Avoid backless shoes that flop as you walk.

Jewelry should be simple.

Remember hemlines appear higher from an elevated stage: the longer, the better.

Secure your hair so that it is not in your face.

For men

A dress shirt or suitable knit shirt and pants are appropriate for Performance Class. Wear a suit and tie for formal recitals.

Hair and beard should be well groomed.

Shoes polished.

Guidelines for the audience

Be respectful of the performers by giving them your full attention.

Do not enter or leave auditorium during the performance of a work.

Applaud as soon as performer steps on stage and continue until they reach their place and bow.

Do not applaud between songs in a group or between movements of a piece.

Applaud until performer is completely off the stage.

No flash pictures during a performance.

Food and drink are not permitted in Poindexter Auditorium.

MUSIC SCHOLARSHIPS

Criteria for Music Scholarships:

1. Scholarships awarded by the Music Department are available for declared music majors only. Students receiving scholarships must enroll as full-time students (12 hours minimum).
2. Music scholarships are awarded on the basis of a combination of grade point average and audition before the music faculty. Entering students must show evidence of a satisfactory ACT score and successful high school or college work.
3. Students receiving music scholarships will enroll in and must successfully complete all music courses as specified under the appropriate course of study as outlined in the catalog. Failure to do so will result in loss of scholarship.
4. All music scholarship awards will be made on a year-to-year basis. Once awarded, the scholarship will be automatically renewed as long as the minimum standards are met.
5. Students receiving music scholarships must maintain a minimum of a "B" grade in each music course, and a minimum of a "C" grade in each non-music course. (Absolute grades, not averages)
6. Grades will be reviewed following mid-term of the spring semester of each year. Students holding scholarships who fail to meet minimum standards will lose the scholarship for the new year.
7. A student who has lost a scholarship must wait one year before reapplying. A student who wishes to reapply after a scholarship has been lost must submit a completed scholarship application form to the Department of Music and Theatre office by May 1.