

*THE COLLEGE
OF NEW JERSEY*

Department of Music



*Undergraduate Music Student Handbook
2006 ~ 2007*

PREFACE

Introduction

The Music Department at The College of New Jersey has been a center for the study of music since 1916. Its graduates enjoy an excellent placement record and consistently attain leadership positions in the many varied fields of musical endeavor. As an accredited institutional member of the National Association of Schools of Music (NASM), the Department offers various programs of music study which are consistent with the high standards, ideals and philosophy of this renowned organization. With its large faculty of artist-teachers, all types of musical ensemble experiences, excellent equipment and extensive library holdings, the Department offers exciting and challenging training to its students. In addition, our curricula provide a wide selection of courses designed as professional preparation for work in a broad variety of careers.

For students currently enrolled as music students at the College, this document contains the Department's policies, procedures, and standards. For individuals who are planning their undergraduate musical training at The College of New Jersey, this *Handbook* will provide assistance and direction. The *Handbook* includes detailed information concerning the structure and requirements of the Department and the College. Whatever the reader's needs, it is hoped that this *Handbook* will be of service.

The *Handbook* will be revised from time to time to reflect changes in Music Department policies and procedures. Students should confirm with their advisor(s) or the Music Department Office that they possess the latest edition.

Department Of Music Mission Statement

The Music Department of The College of New Jersey inspires students to be creative and skillful musician educators and performers. Guided by the philosophy that performing, creating, teaching and thinking about music are inseparable, our undergraduate programs are designed with the goal of preparing students to be well-rounded musicians. To this aim, we offer:

- The skills and knowledge required for effective music teaching and their practical application in a variety of educational settings.
- Individualized mentorship by a faculty of outstanding performing artists and scholars.
- Challenging opportunities in large ensembles, chamber ensembles and theatrical performances.
- Specialized instruction in preparation for solo performances on a primary instrument or voice.
- A rigorous curriculum in theoretical, historical and cultural studies, including western and non-western, art, folk and popular traditions.
- Open access to and coursework in music technology, composition and audio production tools.
- Interdisciplinary experiences across the arts and sciences.

TABLE OF CONTENTS

PREFACE.....	1
<i>Introduction</i>	1
<i>Department Of Music Mission Statement</i>	1
TABLE OF CONTENTS	3
ADMINISTRATION, FACULTY, & STAFF	5
<i>Faculty & Staff Directory</i>	5
<i>Faculty & Staff Positions</i>	6
DEPARTMENT POLICIES, PROCEDURES & STANDARDS.....	9
<i>Program Descriptions</i>	9
<i>Admission as a Music Major</i>	9
<i>Academic Advising and Registration</i>	10
ACADEMIC STANDARDS, POLICIES, AND PROCEDURES	12
<i>Grading / Attendance Policies</i>	12
<i>Credit by Examination</i>	13
<i>Minimum Departmental Retention Standards</i>	13
<i>Keyboard Skills</i>	14
<i>Sophomore Review</i>	17
<i>Music Talent Scholarships</i>	19
<i>Recital / Concert Attendance</i>	22
<i>Graduation Audit</i>	22
APPLIED AREA POLICIES AND REQUIREMENTS.....	23
<i>Accompanists</i>	23
<i>Lesson Attendance</i>	23
<i>Lesson Credits and Registration</i>	24
<i>Participation in the Wednesday Afternoon Recital Series</i>	25
RECITALS	25
<i>The Performance Major</i>	25
<i>The Music Education Major</i>	27
<i>Accompanists</i>	28
<i>Photographs and Recordings</i>	28
<i>Receptions</i>	28
<i>Recital Etiquette and Policies</i>	28
ENSEMBLE REQUIREMENTS	30
<i>Participation in Primary Ensembles</i>	30
<i>Instrumental Performance and Instrumental Education Majors</i>	30
<i>Voice Performance and Vocal Education Majors</i>	31
<i>Keyboard Performance and Keyboard Education Majors</i>	31
<i>Responsibilities as an Ensemble Member</i>	31
TEACHER EDUCATION REQUIREMENTS.....	31
<i>Matriculation into the Music Teacher Education Program</i>	32
<i>Prerequisites for Applying to Student Teach</i>	32
<i>Timetable for Student Teacher Applications</i>	32

<i>Student Teaching Placements</i>	33
<i>Student Teaching and Student Teaching Seminar</i>	33
<i>Certification</i>	34
MUSIC MINOR	34
COLLEGE APPROVED OFF-CAMPUS STUDY	35
STUDENT GRIEVANCE PROCEDURE	35
FACILITIES	36
<i>Music Building Operational Hours (Academic Year)</i>	36
<i>Using Music Building Facilities</i>	36
APPENDIX A ~ MUSIC BUILDING FLOOR PLANS.....	39
APPENDIX B ~ PROGRAM PLANNERS	43
APPENDIX C ~ COURSE SEQUENCE GUIDES	44
APPENDIX D ~ SENIOR RECITAL HANDBOOK	45
APPENDIX E ~ MUSIC STUDENT ORGANIZATIONS & SOCIETIES.....	52

ADMINISTRATION, FACULTY, & STAFF

Faculty & Staff Directory

(Names of full-time faculty are in *italics*.)

<u>Name</u>	<u>Office</u>	<u>Telephone</u>	<u>E-mail</u>
Music Department Office	MB 201	771.2551	music@tcnj.edu
Amoriello, Laura (Ms.)	MB 201	771.2551	amoriell@tcnj.edu
Balog, George (Mr.)	MB 224	771.2570	balog@tcnj.edu
Blose, Dennis (Mr.)	MB 201	771.2551	blose@tcnj.edu
Brown, Brian (Mr.)	MB 201	771.2551	bbrown@tcnj.edu
Chao, Joanna (Dr.)	MB 201	771.2552	chao@tcnj.edu
Clark, Chris (Mr.)	MB 201	771.2551	cclark@tcnj.edu
Conklin, Michael (Mr.)	MB 201	771.2551	conklin@tcnj.edu
Day, James (Dr.)	MB 201	771.2551	day@tcnj.edu
Day, James G. (Mr.)	MB 201	771.2551	
DiGiacobbe, David (Mr.)	MB 201	771.2551	digiacob@tcnj.edu
Donald, L. Scott (Mr.)	MB 201	771.2551	donald@tcnj.edu
<i>Fienberg, Gary (Dr.)</i>	MB 218	771.2764	fienberg@tcnj.edu
Gale, Robert (Mr.)	MB 201	771.2551	rgale@tcnj.edu
Gigliotti, Mark (Mr.)	MB 201	771.2551	
Grothman, Michael (Mr.)	MB 201	771.2551	grothman@tcnj.edu
<i>Guarino, Robert (Mr.)</i>	MB 210	771.2761	guarino@tcnj.edu
Hala, James (Mr.)	MB 201	771.2551	hala@tcnj.edu
<i>Heisler, Wayne (Dr.)</i>	MB 216	771.2752	wheisler@tcnj.edu
<i>Hickman, Suzanne (Dr.)</i>	MB 209	771.2550	hickman@tcnj.edu
Hughes, Winston (Mr.)	MB201	771.2551	whughes@tcnj.edu
Kalinowski, Mark (Mr.)	MB 249	771.2751	kalinows@tcnj.edu
<i>Kanamaru, Tomoko (Ms.)</i>	MB 243	771.2558	kanamaru@tcnj.edu
Kroth, Richard (Mr.)	MB 250	771.2563	kroth@tcnj.edu
Kulpa, John (Dr.)	MB 201	771.2551	
<i>Leichliter, Christine (Ms.)</i>	MB 253	771.2277	leichlit@tcnj.edu
Lentini, Dana (Ms.)	MB 201	771.2551	dlentini@tcnj.edu
<i>Lentini, James (Dr.)</i>	MB 255	771.2278	lentini@tcnj.edu
Mao, Ruotao (Mr.)	MB 201	771.2551	mao@tcnj.edu
McDonnell, John (Mr.)	MB 201	771.2551	mcdonnel@tcnj.edu
<i>McKinney, Roger (Mr.)</i>	MB 213	771.2762	mckinney@tcnj.edu
<i>McMahan, Robert (Dr.)</i>	MB 217	771.2662	mcmahan@tcnj.edu
Mehrtens, Kathryn (Ms.)	MB 201	771.2551	mehrtens@tcnj.edu
<i>Mendoza, Michael (Dr.)</i>	MB 221	771.2661	mendozam@tcnj.edu
Mitchell, Kathleen (Ms.)	MB 201	771.2551	
Molitero, Mark (Mr.)	MB 201	771.2551	
Moyer, Kathryn (Ms.)	MB 221	771.2551	moyer@tcnj.edu
<i>Nakra, Teresa Marrin (Dr.)</i>	MB 205	771.2759	nakra@tcnj.edu
O'Connor, Susan (Ms.)	MB 201	771.2552	oconnor@tcnj.edu
Recktenwald, Karl (Mr.)	MB 201	771.2551	
<i>Russell, Ralph (Dr.)</i>	MB 212	771.2758	rrussell@tcnj.edu
Schneider, David (Mr.)	MB 201	771.2551	dschneid@tcnj.edu

Sciarrotta, Jo-Ann (Ms.)	MB 201	771.2551	
<i>Silvester, William (Dr.)</i>	MB 223	771.2549	wsilvest@tcnj.edu
Simon, Dale	KE	771.2134	simon@tcnj.edu
Sirbaugh, Nora (Dr.)	MB 247	771.2551	sirbaugh@tcnj.edu
Szepessy, David (Mr.)	MB 201	771.2551	
Tarantiles, Andre (Mr.)	MB 201	771.2551	tarantil@tcnj.edu
<i>Tate, Philip (Dr.)</i>	MB 221	771.2342	ptate@tcnj.edu
Trigg, William (Mr.)	MB 238	771.2551	trigg@tcnj.edu
Vichroski-Weber, Laura (Mrs.)	MB 201	771.2551	vickrosk@tcnj.edu

Faculty & Staff Positions

Administration

Department Chair – *Dr. Suzanne L. Hickman*
 Coordinator of Student Teaching – Mr. George Balog

Applied Area Coordinators

Coordinator of Brass Studies – *Dr. Gary Fienberg*
 Coordinator of Keyboard Studies and Accompanying – *Ms. Tomoko Kanamaru*
 Coordinator of Percussion Studies - Mr. William Trigg
 Coordinator of String Studies – *Dr. Philip Tate*
 Coordinator of Vocal Studies – *Dr. Suzanne L. Hickman*
 Coordinator of Woodwind Studies – *Mr. Roger McKinney*

Department Committees

(NOTE: Terms of office are in parentheses. Committee Chairs are indicated with an asterisk *)

Academic Affairs

Dr. Michael Mendoza (2006 ~ 2009)
Dr. Teresa Marrin Nakra (2006 ~ 2009)
Dr. Philip Tate (2006 ~ 2009)

Performance Affairs

Dr. Gary Fienberg (2005 ~ 2008)
Ms. Tomoko Kanamaru (2004 ~ 2007)
Mr. Roger McKinney (2006 ~ 2009)
Dr. Ralph Russell (2006 ~ 2009)
 MSA Student Representative (2006 ~ 2007)

Personnel Committee

Dr. Gary Fienberg (2006 ~ 2009)
Mr. Robert Guarino (2004 ~ 2007)
Mr. Roger McKinney (2003 ~ 2006)
Dr. William Silvester (2005 ~ 2008)

Faculty Roster

Brass

Dr. Gary Fienberg, Trumpet, Area Coordinator
 Mr. Brian Brown, Euphonium, Tuba

Mr. Robert Gale, Trombone
Mr. James Hala, Trumpet
Ms. Kathryn Mehrtens, Horn

Ensemble Directors

Mr. George Balog, Concert Band
Mr. Brian Brown, Brass Quintet
Dr. James Day, Guitar Ensemble
Mr. David DiGiacobbe, Flute Choir
Dr. Gary Fienberg, Director of Jazz Studies and Brass Ensemble
Mr. Robert Guarino, Collegium Musicum
Ms. Tomoko Kanamaru, Chamber Music
Mr. Ruotao Mao, Chamber Music
Mr. John McDonnell, Women's Ensemble
Mr. Roger McKinney, Clarinet Choir and Chamber Ensemble
Ms. Kathryn Mehrtens, Horn Ensemble
Dr. Michael Mendoza, Director of Choral Activities
Dr. William H. Silvester, Director of Bands
Mr. Andre Tarantiles, Harp Ensemble
Dr. Philip Tate, Director of Orchestras
Mr. William Trigg, Percussion Ensemble

Keyboard

Ms. Tomoko Kanamaru, Piano, Area Coordinator
Ms. Laura Amoriello, Keyboard Skills
Ms. Joanna Chao, Piano
Mr. L. Scott Donald, Keyboard Skills

Music Education

Mr. George Balog, Coordinator of Student Teaching
Mr. Dennis Blose, Marching Band
Mr. Michael Grothman, Student Teaching Supervision
Mr. Winston Hughes, Student Teaching Supervision
Mr. John McDonnell, Student Teaching Supervision
Dr. Michael Mendoza, Secondary Choral
Mr. Karl Recktenwald, Student Teaching Supervision
Ms. Jo-Ann Sciarrotta, Student Teaching Supervision
Dr. William H. Silvester, Secondary Instrumental
Dr. Philip Tate, K-6, Elementary and General Music

Historical and Cultural Studies in Music

Mr. Michael Conklin
Dr. James Day
Dr. Gary Fienberg
Dr. Wayne Heisler
Mr. Roger McKinney
Dr. Robert McMahan
Dr. Ralph Russell

Percussion

Mr. William Trigg, Area Coordinator

Strings

Dr. Philip Tate, Area Coordinator

Mr. Chris Clark, Double Bass

Dr. James M. Day, Guitar

Mr. James G. Day, Class Strings

Mr. Ruotao Mao, Violin/Viola

Mr. David Szepessy, Cello

Mr. Andre Tarantiles, Harp

Theory

Dr. Robert McMahan, Area Coordinator

Dr. Teresa Marrin Nakra, Theory & Music Technology

Dr. James Lentini, Composition, Theory & Music Technology

Voice

Dr. Suzanne L. Hickman, Area Coordinator

Mr. Robert Guarino

Mrs. Dana Lentini

Mr. Mark Moliterno

Mrs. Kathryn Moyer

Dr. Nora Sirbaugh

Mrs. Kathryn Thomas Moyer

Woodwinds

Mr. Roger McKinney, Clarinet, Area Coordinator

Mr. David DiGiacobbe, Flute

Mr. Mark Gigliotti, Bassoon

Ms. Kathleen Mitchell, Saxophone

Mr. David Schneider, Oboe

Music Department Staff

Ms. Susan O'Connor, Program Assistant/Audition Coordinator

Mrs. Laura Vichroski-Weber, Department Secretary

Arts Facilities Staff

Mr. Mark Kalinowski, Concert Hall Coordinator

Mr. Richard Kroth, Director of Arts Facilities

Mr. Dale Simon, Kendall Hall Coordinator

DEPARTMENT POLICIES, PROCEDURES & STANDARDS

The Department presently offers undergraduate degree programs in Performance and Music Education, culminating in the award of the Bachelor of Music degree. The Bachelor of Music degree is the recognized professional degree in the United States. In addition to degree programs, a music studies minor is available for students not majoring in music.

Program Descriptions

Performance

Three concentrations are available in the Performance program: Keyboard, Instrumental, or Vocal. The Bachelor of Music in Performance prepares students for performance and related music careers and serves as the basis for entrance to graduate school for further performance study. Individuals intending to pursue advanced degrees in order to teach at the college level also pursue the performance degree.

Music Education

The Bachelor of Music in Music Education prepares students to be certified K-12 music teachers. Six concentrations are available within the Music Education program: Instrumental (Wind, Strings, and Percussion), Keyboard-Vocal, Keyboard-Instrumental, or Vocal-Choral. By successfully passing the Praxis examination and adhering to local statutes, students may become certified in other states of the nation as well. The Bachelor of Music in Music Education degree is constructed on a solid core of performance experiences and, as such, it also prepares students for entrance to graduate school.

Music Studies Minor

The minor allows the non-music major to increase his/her knowledge of music by enrolling in select music major classes. The curriculum facilitates interaction in classroom, laboratory, and ensemble settings with students pursuing music as their major.

Other Programs

There are three other degree programs supported by the Music Department. These degrees are Early Childhood Education/Music (ECMU), Elementary Education/Music (ELMU), and the Certification Program in Education of the Deaf and Hard of Hearing and Elementary Education & Music (DHMU). For further information about these programs, please contact the respective departments: Music (609.771.2552); Elementary Education/Music and Early Childhood Education/Music (609.771.2251).

Admission as a Music Major

As a Freshman

Entrance to the music major consists of two parts: the application to the College and an on-campus audition for the music faculty. Students intending to pursue music as a major at The College of New Jersey should submit their admission application to the College during the fall of the year prior to intended enrollment. The application is to be sent to the Office of Admissions, not to the Music Department. The application cannot be considered unless it is processed and forwarded to the Music Department by the Office of Admissions. Upon receiving notice of the application from the Office of Admissions, the Music Department will contact the student via e-mail to schedule the

audition. Auditions cannot be scheduled until this application has been received. The audition consists of four parts: performance on the major instrument, personal interview, aural skills test, and music theory placement assessment. The Music Department has compiled an *Audition Requirements Handbook* which outlines audition requirements for each instrument. Students are strongly encouraged to review this handbook well in advance of their audition. The *Audition Requirements Handbook* is available in the Music Department Office and online at <http://www.tcnj.edu/~music>.

As a Transfer Student

Transfer students will be accepted in both the fall and spring semesters. The entrance process consists of two parts: the application to the College and an on-campus audition.

Following acceptance, the Office of Records and Registration will complete a transcript review of non-music courses. The Department Chair will review previously taken music courses (course syllabi and course content) as well as placement tests for transfer credit award. The level of private study is determined after the first semester of private lessons.

Change of Major (Internal Transfer)

All students interested in changing their declared major to music must first meet with the Music Department Chair. Following that meeting, interested students must arrange for an audition on one of the established audition days. Students wishing to change majors for the spring semester must pass their audition by December 1st. Students wishing to change their majors effective the fall semester must pass their audition before fall semester pre-registration.

Internal transfer students must have a GPA of at least 2.0. Previously taken TCNJ music courses will be accepted in fulfillment of graduation requirements if the grade in the course was at least a C-.

Change of Major (MUSA/Music Performance to MUST/Music Education and MUST/Music Education to MUSA/Music Performance):

Occasionally a performance major may wish to transfer into the music education program. In such cases, entry in the program will depend upon:

1. A college-wide GPA of at least 2.5.
2. A departmental GPA of at least 2.5.
3. A successful interview with the department's music education coordinator.
4. Availability of seats in the first music education course (MUS 394 / K-8 Practicum).

Occasionally a music education major may wish to change to a performance major. In such cases, entry in the program will depend upon:

1. The faculty requires the music education student who wishes to become a music performance major to audition.
2. Their music courses and music repertoire will be evaluated at the time of this audition.

Academic Advising and Registration

The Chair of the Department will assign a faculty advisor to each music major. Students are strongly encouraged to work closely with their academic advisors in selecting each semester's courses. Students should meet with their advisors prior to the registration period and should feel free to contact their advisors at any time. Faculty office hours are posted adjacent to each faculty member's office. Through this advisement and by working with the appropriate Program Planner and Course

Sequence Guide, the student will monitor his/her own progress toward a degree and the requirements for graduation. Students should feel free to contact their advisor at any time during the school year. If, **after** consultation with their advisor the student still has an advisement question, the student should make an appointment to see the Department Chair.

Since all students register for their own courses online through the internet using T.E.S.S. (The Electronic Student Services), it is the student's responsibility to make an appointment to see his or her advisor prior to each registration period.

Transfer students must make an appointment with the Department Chair for an evaluation of credits earned at another institution. This appointment must take place before the student enrolls for his or her first semester of TCNJ classes. Courses taken at other accredited institutions may be transferable. However, a number of music courses require placement examinations, which are taken during the audition process. The result of these examinations will determine which previously taken credits will transfer. Transfer into the program from another program within the College is based upon a successful audition and upon the following performance standards in these "core courses": MUS 300–324 / Private Applied Lessons (C–) or MUS 400–424 / Private Applied Lessons (B–); and MUS 261 / Musicianship I (C–). Students will be listed as "MUSQ" (probationary standing) until they have successfully completed the audition and all applicable courses listed above.

All music students are encouraged to keep their Program Planner (see Appendix B) up to date in order to reflect their current status. The Program Planner should be brought by the student to his/her meeting with his/her advisor for scheduling and conference purposes.

The Music Department has the right to place an "Advising Hold" on any and all students prior to registration to ensure that academic advising meetings between students and faculty advisors are held. Advising holds may only be lifted by the Chair and the student's advisor. It is the student's responsibility to make arrangements to meet with his/her faculty advisor to have his/her schedule of proposed coursework reviewed and the Advising Hold lifted well before the registration date.

The College of New Jersey and the Music Department comply fully with the Family Educational Rights and Privacy Act (FERPA). Members of the Department of Music faculty and staff closely follow FERPA laws. For this reason, faculty and staff will not divulge any information regarding a student's contact information (address, phone number, etc.), status, progress, or other privileged information to third party individuals, including parents, unless given permission to do so in writing by the student.

ACADEMIC STANDARDS, POLICIES, AND PROCEDURES

Grading / Attendance Policies

Grading procedures within the Department of Music follow established TCNJ policies and procedures. For detailed information about the College's grading policy, please refer to the current The College of New Jersey Undergraduate Bulletin. (The current TCNJ Undergraduate Bulletin is available online at <http://www.tcnj.edu/~bulletin>).

Grading procedures and policies for each course are contained in the syllabus for that course. It is the student's responsibility to be fully aware of the grading policy of each course at the **beginning** of each semester.

Music students should be aware that participation is a key factor in the grading of all music classes. Absences and tardiness limit one's ability to participate fully. In addition, the performance of others (especially in ensemble situations) is often reliant upon your full participation. Keep this in mind when organizing your daily schedule. When a student must be absent from classes due to extended illness, a death in the family or similar genuine emergency, the Office of Records and Registration should be informed immediately so that the appropriate notice can be provided to individual instructors. This does not excuse the student from class attendance. Arranging with the faculty member for make-up work is the responsibility of the student; however, this does not guarantee that the student will be able to make up the work missed. Students who must miss classes due to participation in a field trip, athletic event or other official College function should arrange with the instructors for such class absences well in advance. In every instance, however, the student has the responsibility to initiate arrangements for make-up work.

Incomplete and In-Progress Grades. As per the online TCNJ Undergraduate Bulletin:

"The grades "I" (Incomplete) and "IP" (In Progress) may be used when an instructor finds compelling reason for a student to complete work for a course after that course has ended. "I" may only be given when a student is unable to complete a course because of illness or other serious personal hardships. "IP" may be used when there are compelling academic reasons for permitting a student to complete work for a course after that course has ended. Although "IP" is generally reserved for independent studies, it may be used for students in courses other than independent studies when there are compelling academic reasons for doing so and the "IP" can be used without unfairness to other students in the class. If, for example, several students select an approved project for a term paper, laboratory report, or creative assignment that turns out to require more time for completion than is available before the end of the course, then an instructor may permit all of the students who have chosen that project the option of completing their work by a set date in the following semester." **In the case of both the "I" and the "IP," it is the student's responsibility to propose this grading option before a final grade has been awarded by the professor.**

"Since "I" (Incomplete) and "IP" (In Progress) are the appropriate options for allowing students to complete work after the end of a course, "late work" is not an acceptable reason for requesting a change of grade. To give an incomplete grade, the instructor should file an Incomplete Grade Form via ARTIE with the Office of Records and Registration. This form will indicate the reason for giving

the incomplete, the requirements the student must meet in order to complete the course, and the deadline for completion. If no deadline is given, the date of March 15 is used for courses taken in the fall semester and October 15 for courses taken in the spring semester or summer session. **Work which is still incomplete at the time of the deadline will be assigned a grade of F. It is the student's responsibility to contact the faculty member about completing course work and meeting the deadline.**

Credit by Examination

Students who have extensive experience at the keyboard and a comprehensive music theory background prior to their study at TCNJ may take a placement audition and/or placement test to gain advanced standing in Keyboard Skills and/or Musicianship. Should the student achieve an advanced standing, s/he is eligible to receive credit for the earlier course(s). To do this, the student(s) uses the "Credit by Examination" process.

In all instances, it is the student's responsibility to apply for Credit by Examination using the form available from the Music Department Office or the Office of Academic Affairs. The Credit by Examination process may be initiated once the student has passed the subsequent course with a C- or better. The student will be responsible for paying the appropriate Credit by Examination fee upon submission of the Credit by Examination application following the procedures outlined on the form. In situations where the Department has waived a course requirement (i.e., Musicianship, Keyboard Skills, etc.) through audition testing, the Department will request a fee waiver on the student's behalf. A grade of CR will be awarded for any course successfully completed through the Credit by Examination process. If the exam is not passed, the student will then be required to take the particular course necessary to complete the outstanding requirement.

Questions about Credit by Examination procedures should be directed to the Department Chair.

NOTE: Credit by Examination may NOT be used in the following courses:

- Private Applied Lessons
- Ensembles
- Conducting
- Education courses (for music education students)

Minimum Departmental Retention Standards

Applied Study

1. Any student who receives an "F" grade in his or her major applied area for one semester will immediately be recommended for dismissal as a music major.
2. A music major receiving a "D" grade in his/her major applied area will be automatically placed on probation and will be required to meet with the Department's Academic Affairs Committee. Within the next semester Music Education Majors must raise their grade to "C-" or higher in order to remain in the major; Music Performance Majors must raise their grade to "B-" or higher to avoid dismissal.
3. Accumulation of two "D" grades in a student's major applied area during his/her course of study will result in an immediate recommendation for dismissal as a music major.

A student may be placed on departmental probation only once. A second occurrence will result in a recommendation for dismissal as a music major.

Academic Courses

The grade of "C-" is the minimum passing grade for all courses counted toward the major in the Music Department except MUS 400-424 where the minimum retention standard is "B-" (see above). Students receiving a grade below "C-" in any course will be required to repeat that course. Musicianship, Keyboard Skills, Applied Lessons, Conducting, and Music Education courses must be taken and passed in sequence before moving to the successive course. Other courses must be repeated and successfully passed before graduating.

Music Majors may be put on probation and/or dismissed from the Department for any one, or a combination, of the following reasons: low GPA, failure to progress toward a degree, failure to progress on their applied instrument, and unacceptable or failing result on the Sophomore Review (see Pages 16 - 18 of this Handbook).

Students will be notified promptly of recommendations for probation or dismissal and will be allowed to appeal such decisions to the Academic and/or Performance Affairs Committee(s). If the committee upholds a recommendation for dismissal, the student may appeal this decision to the appropriate academic dean. (For further information, please see the 2006-2007 TCNJ Undergraduate Bulletin.) Students who have been dismissed may re-audition for admission after a one-year's absence.

Keyboard Skills

Keyboard Skills

All music majors with the exception of keyboard majors (performance and education) at TCNJ are required to complete two levels of keyboard skills and successfully pass the Keyboard Proficiency Examination over the course of their academic work. The standard sequence is to take Keyboard Skills I and Keyboard Skills II during the second and third semesters of study and then to take the Keyboard Proficiency Examination at the end of the latter semester. Music Education majors, including transfer students, must pass this proficiency by the end of the first semester of their junior year in order to continue their music education courses unimpeded. **The Coordinator of Student Teaching will not accept an application for student teaching placement until this examination has been passed.**

All VOCAL MAJORS (education and performance) are required to continue on to Keyboard Skills III upon successful completion of Keyboard Skills II and the Keyboard Proficiency Examination. You must pass your Keyboard Proficiency Examination before registering for Keyboard Skills III.

Keyboard Proficiency Examination

All music majors with the exception of the keyboard (performance and education) majors are required to pass the Keyboard Proficiency Exam, where students demonstrate a series of comprehensive keyboard skills in front of a jury.

All KEYBOARD MAJORS (performance and education) will take their Keyboard Proficiency Examination as part of their Keyboard Harmony course, which is normally during the second semester of one's study. Please consult with your instructor.

Keyboard Proficiency Exam for Non-Piano Majors

PLEASE SEE THE MUSIC OFFICE OR A MEMBER OF THE PIANO FACULTY FOR THE SPECIFIC ITEMS TO BE TESTED FOR THE KEYBOARD PROFICIENCY.

The Keyboard Proficiency Exam is offered four times during the academic year:

1. During the first week of classes.
2. During the end of the Fall semester as part of the Keyboard II semester final exam.
3. During the first week of classes in the Spring semester.
4. During the end of the Spring semester.

At least two members of the Music Faculty will preside over the exam. Students will be tested on fourteen specific items. In order to pass the Exam, all fourteen items must be successfully completed before the faculty members. Normally, for those students enrolled in Keyboard Skills MUS 112, the Exam is the final exam for the course. The Proficiency Exam will be 20% of the course grade. It is the student's responsibility to sign up for a time for this Exam.

In the event that a student does not successfully complete all of the Proficiency during the MUS 112 Exam, there will be an impact on the grade for the course by calculating the following letter grade equivalency for the 20% Exam grade.

Passing all 14 items	A
Passing 13 items	A-
Passing 12 items	B+
Passing 11 items	B
Passing 10 items	B-
Passing 9 items	C+
Passing 8 items	C
Passing 7 items	C-

If a student does not pass at least seven items of the Proficiency or if s/he does not attempt the Keyboard Proficiency Exam at all, the student will not receive a passing grade for MUS 112. S/he will be required to repeat the course and the Exam.

Those students who pass eight to eleven items will receive their grades in accordance with the course syllabus and their grades earned in the course. These students may then attempt, at one of the dates described above, those items which were not passed until all of the requirements are successfully completed.

Music Education Majors must pass the Keyboard Proficiency Exam **BEFORE they apply** for student teaching.

Vocal Music Education and Performance Majors must finish the Keyboard Proficiency before taking MUS 113, Keyboard Skills III. All Vocal Majors are required to continue on to Keyboard Skills III upon successful completion of Keyboard Skills II and the Keyboard Proficiency Exam.

Only students who have successfully passed the Keyboard Proficiency Exam may register for MUS 330 Piano Proficiency Exam. Be sure to register the semester **following** successful completion of the exam. Note ~ Registering before completion of the Exam may result in your exclusion from the Dean's List for that semester!

Keyboard Proficiency Exam Contents

I. Basic Skills

(1) Major Scales 2 octaves (up and down)*

(2) Harmonic Minor Scales 2 octaves (up and down)*

* The scales may be played either hands separately or hands together. Fingerings have to be memorized for hands separately.

(3) I-IV-I-V-I chord progression in root position, first and second inversions**

(4) i-iv-i-V-I chord progression in root position, first and second inversions**

** See p. 40-43 of the textbook, Alfred's Group Piano for Adults Book 2.

II. Repertoire and Accompanying

(1) Prepared solo repertoire. Memorization is not required.

(2) Prepared accompaniment with soloist. (Please bring your soloist.)

III. Reading

(1) SATB Chorale Score: Play the entire 4 voices, and then play 2 voices (of any combination) that are assigned by the examiner*

(2) 2-part instrumental score with one transposing part*

· *The testing materials will be provided approximately 1 week prior to the test.

(3) Sight Reading**

** You will have 15 minutes to look at the sight-reading material immediately prior to your test.

IV. Harmonization and Transposition

(1) Harmonization by the chord symbols and its transposition (up/down a step)*

(2) Harmonization by the roman numerals and its transposition (up/down a step.)*

(3) Harmonization with no indication and its transposition (up/down a step.)*

* Student will play the melody in RH, while playing the accompaniment with appropriate chords in LH. The accompaniment has to be in an appropriate style (to the

song) instead of simply holding the block chords. The excerpts will be provided approximately 1 week prior to the test. The excerpts may include the secondary chords.

V. Assembly Songs

(1) Happy Birthday in F-Major*

* This will be played without the music.

(2) America in chorale style**

** The excerpt will be provided in advance.

Sophomore Review

The Sophomore Review is designed to provide the Music Faculty with comprehensive information concerning the progress of each student toward graduation. It is based on the level of development in all areas of the Music Major: theoretical musicianship, musicological studies, keyboard skills, performance, ensemble participation, music education courses (if applicable), liberal learning, and skill proficiencies. It is scheduled at a critical time in the student's collegiate career so that the faculty may assess the student's ability to successfully finish the degree program in a timely manner. The student must pass the Sophomore Review with one of the acceptable ratings described below under "Descriptions and Conditions of Ratings" in order to continue his/her music degree program:

Scheduled Time for the Sophomore Review

The Sophomore Review is held twice a year during exam week. Most sophomores will participate at the end of the spring semester, the end of their fourth semester of study. Students will be notified by the department at mid-semester with confirmation of their eligibility and with information regarding the forthcoming review. Sophomores who, due to special circumstances, do not meet the minimum qualifying criteria at this time will be deferred to the review at the end of the following fall semester (see "Minimum Requirements for Eligibility for the Sophomore Review" below). Transfer students will be considered on a case-by-case basis and may be asked to participate in either the fall or spring review.

Shortly after notification, a sign-up sheet with exact review times will be available in the Music Department office. Before signing up, students must make arrangements with their accompanist and confirm that said accompanist will be available for the student's chosen time. Students will be expected to report to the waiting area ½ hour before their review time (back-stage area of the Mildred & Ernest E. Mayo Concert Hall). A student who is not on time for his/her review will have to wait for an opening and/or have his/her review deferred to the following semester.

Minimum Requirements for Eligibility for the Sophomore Review

Students must have completed the following Music Department courses to be eligible for the Sophomore Review. The eligibility of transfer students will be determined on a case-by-case basis.

SOPHOMORES
Four Semesters Private Lessons
Musicianship I, II, III
Two Semesters Keyboard Skills
Three Music History Courses

Accompanist Policy (for the performance portion of the Sophomore Review)

For instruments requiring piano accompaniment, it will be the student's and/or studio instructor's (omit, it is the student's responsibility) duty to engage an accompanist for the event.

Sophomore Review Procedure

1. Prior to the Sophomore Review, all studio faculty will submit completed copies of the form "Report on Student's Progress in Studio Major" for their students. Copies of each student's form will be distributed to the faculty only on the day of the Sophomore Review and only after s/he has completed the performance portion of the event (see below). This will aid the faculty member in making as fully an informed evaluation of the student's studio progress to date as possible.
2. On the day(s) of the Sophomore Review, students will be expected to report to the waiting area ½ hour before their review time (back-stage area of the Mildred & Ernest E. Mayo Concert Hall). The student then will appear before the faculty at his/her appointed time for twenty minutes or less (depending on need). During that period, the following actions will take place:
 - a. The student will perform no more than five to seven minutes of music that has been carefully selected from his/her spring semester repertoire and displays his/her best performing at his/her highest acceptable level of difficulty at present. The actual jury will have taken place in the usual way at another time, with only the discipline-specific faculty present, and been evaluated and factored into the major instrument studio grade as has been the custom in the past. Therefore, the jury will not be part of the Sophomore Review nor will the observations made by the faculty at the Sophomore Review performance affect the jury evaluation and studio grade in any way. The observations of the Sophomore Review faculty are a part of the review process and will only be reflected in the Sophomore Review rating. Then, the completed copies of the form, "Report on Student's Progress in Studio Major," on that student would be distributed to the faculty for further information that may or may not alter their evaluation of the student's progress as performer to date.
 - b. For the remainder of the twenty minutes, the faculty, having heard the performance and having at hand the completed "Report on Student's Progress in Studio Major" form as well as the student's GPA and transcript records, will discuss with the student his/her performance, any special conditions concerning his/her progress as a performer, and all other aspects of his/her academic profile (GPA, music GPA,

strengths and weaknesses in various music courses, etc.). They will then make recommendations for improvement, as needed.

- c. The student will then be excused and the Sophomore Review faculty will determine a rating for him/her ("Pass," "Pass Provisionally," "Probation," "Recommendation to Leave the Major"; see "Descriptions and Conditions of Ratings" below) and what, if any, concerns and suggestions for improvement need to be addressed to him/her. The Academic and/or Performance Affairs Committee Chair will then be charged with drafting a letter containing these items to be mailed to the student as soon as possible after the faculty has reviewed it and made any recommendations for revision.
3. Those students receiving low rankings (i.e., below "Pass) would next be required to meet with the Academic and/or Performance Affairs Committee(s) for further counseling and recommendations. This would take place at an appointed time before July of that year. Non-committee members would have the option of attending the meeting as well. Students receiving the rating of "Recommendation to Leave the Major" may appeal the decision to this committee.

Descriptions and Conditions of Ratings:

Pass: Performance and work thus far in the Music Department has been satisfactory and no special conditions are required.

Pass Provisionally: This means that there are problem areas that need attention. They will be documented and placed in the student's file. S/he will be notified of these concerns and required to meet with the Academic and/or Performance Affairs Committees before July of that year.

Probation: Due to serious problems in the student's performance and/or GPA, s/he is allowed only one more semester to overcome these deficiencies and bring up grades to an acceptable level. S/he may also be required to repeat the Sophomore Review procedure. S/he will be required to meet with the Academic and/or Performance Affairs Committees to discuss these matters before July of that year.

Recommendation to Leave the Major: Deficiencies are so numerous and/or serious that the Music Department faculty and studio professor have serious doubts that at this time the student can recover enough to successfully continue to pursue the Music Major and ultimately graduate. S/he would then need to find another major outside of Music in order to remain at TCNJ. S/he will be required to meet with the Academic and/or Performance Affairs Committees to discuss this matter before July of that year and may appeal this decision to that committee.

Music Talent Scholarships

A limited number of music talent scholarships are awarded to each incoming class. These awards are based on the results of your entrance audition and are tied therefore to the major instrument on which you auditioned. It is assumed that these scholarships will be continued through a four-year sequence of study. In most cases this is so. All scholarship recipients receive a form entitled "Conditions for Continuing Music Scholarships."

Scholarship recipients must abide by the following set of conditions in order to receive continued funding:

CONDITIONS FOR CONTINUING MUSIC SCHOLARSHIPS

Last Updated July 6, 2004

In order to receive continued funding under the Music Scholarship program, the recipient must abide by the following set of conditions:

1. Remain a matriculated Music Major.
 - a. This will be checked on a semester-by-semester basis.
 - b. Normally, withdrawal from the major will result in a loss of the scholarship effective at the end of the semester in which the application for a change of major is submitted for processing.
 - c. A determination of "failure to progress in the Music Major" as determined by the Academic and Performance Affairs Committee will result in a loss of the scholarship effective at the end of the semester in which that determination has been made. (Please see the *Undergraduate Music Student Handbook* for a discussion of what constitutes a "failure to progress.")
 - d. Dismissal of the student for any reason from the Department and/or College shall cancel the scholarship effective the semester in which the student was dismissed.
2. Continued study in private applied area used for audition.
 - a. Changing the private applied area of study will cancel the scholarship effective the semester in which the change takes place.
 - b. The faculty committee assessing the audition into the new private applied area will determine whether the standard shown at the audition qualifies for scholarship award.
3. Maintain a GPA of at least 2.5 in music courses as outlined for all Music Majors in the *Undergraduate Music Student Handbook*.
4. Maintain a GPA of at least 3.0 per semester in the student's private applied area.
5. During the entire scholarship period, the Music Performance Major must enroll in the student's appropriate primary ensemble. The Music Education Major must enroll in the student's appropriate primary ensemble with the exception of the semester of student teaching.
6. Participate in other ensembles as determined by the Department.
7. The scholarship may only be awarded for a total of eight (8) consecutive semesters. Normally, the scholarship may be applied to fall and spring semesters; it may not be applied to summer sessions.

CONDITIONS FOR CONTINUING MUSIC SCHOLARSHIPS

Transfer Students

Last Updated April 5, 2006

In order to receive continued funding under the Music Scholarship program, the recipient must abide by the following set of conditions:

1. Remain a matriculated Music Major.
 - a. This will be checked on a semester-by-semester basis.
 - b. Normally, withdrawal from the major will result in a loss of the scholarship effective at the end of the semester in which the application for a change of major is submitted for processing.
 - c. A determination of "failure to progress in the Music Major" as determined by the Academic and Performance Affairs Committee will result in a loss of the scholarship effective at the end of the semester in which that determination has been made. (Please see the *Undergraduate Music Student Handbook* for a discussion of what constitutes a "failure to progress.")
 - d. Dismissal of the student for any reason from the Department and/or College shall cancel the scholarship effective the semester in which the student was dismissed.
2. Continued study in private applied area used for audition.
 - a. Changing the private applied area of study will cancel the scholarship effective the semester in which the change takes place.
 - b. The faculty committee assessing the audition into the new private applied area will determine whether the standard shown at the audition qualifies for scholarship award.
3. Maintain a GPA of at least 2.5 in music courses as outlined for all Music Majors in the *Undergraduate Music Student Handbook*.
4. Maintain a GPA of at least 3.0 per semester in the student's private applied area.
5. During the entire scholarship period, the Music Performance Major must enroll in the student's appropriate primary ensemble. The Music Education Major must enroll in the student's appropriate primary ensemble with the exception of the semester of student teaching.
6. Participate in other ensembles as determined by the Department.
7. The scholarship may only be awarded for a total of four (4) consecutive semesters. Normally, the scholarship may be applied to fall and spring semesters; it may not be applied to summer sessions.

Recital / Concert Attendance

Music majors are encouraged to attend all student recitals and are required to attend seventy-five percent of the Wednesday afternoon recitals during each semester of full-time enrollment. This requirement is waived only during the semester in which a Music Education student is student teaching.

Music Majors failing to meet the above requirement will be denied senior recital registration and/or approval for graduation until their attendance deficiency is removed.

Students who anticipate circumstances that would prevent them from fulfilling their recital/concert attendance requirements in a given semester must contact the Chair of the Academic Affairs Committee before falling too far behind. In this case, the committee will consider extenuating circumstances and devise an alternate plan for the fulfillment of the requirement. This same consideration will not be made for students who discover after the fact that they either will not or have not fulfilled the semester's requirements.

All music majors also must attend, as a member of the audience, a minimum of three departmental recitals or concerts per semester during their freshman, sophomore and junior years. Of the six total performances for the year, a minimum of three is to be solo recitals and three to be ensembles. Membership in an ensemble does not count toward this attendance requirement.

Graduation Audit

Students shall meet with the Department Chair to complete a Graduation Audit during the first semester of their Junior year. The student shall request the Junior Graduation Audit through the Department Chair's secretary. Audits take approximately 45 – 60 minutes and should be scheduled accordingly. The Audit consists of a confirmation via college records of all courses taken, grades received, proficiencies passed, waivers processed, transfer credits awarded, and performances attended. Should unforeseen graduation problems arise, the student will be able to adjust his or her following semester's course registration accordingly.

Application for Graduation

In addition, the student must apply online on T.E.S.S. for graduation. You will be notified of the graduation application deadlines. Normally, if you are planning to graduate in December, you must apply for graduation sometime in October; if you are planning to graduate in May, you must apply for graduation sometime in January.

APPLIED AREA POLICIES AND REQUIREMENTS

Students are admitted to the Music Major as a result of successfully passing a performance audition on a specific instrument. In addition, talent scholarships are awarded based on the student's performance (during the audition process) and therefore are attached to the student's proficiency on that instrument. Please consult your specific area handbook for more detailed information.

Studio instructors are assigned by the Department Chair in consultation with the Area Coordinators. Any student concerns regarding their private instruction should be brought to the Department Chair.

Accompanists

Students are responsible for securing accompanists for their applied lessons and performances. Should students need assistance, they may contact their own studio teacher, the Music Department Office, and/or the Coordinator of Keyboard Studies and Accompaniment. These arrangements should be made as early in the semester as possible.

Generally, there is no charge to the student if the accompanist is assigned by the studio instructor. On the other hand, students are expected to secure and pay for accompanists for Wednesday afternoon recitals, juries, all recital rehearsals, and all other recitals as well as the Sophomore Review.

Lesson Attendance

Students receive 13 weekly lessons each Fall and Spring semester. Lessons are 25 minutes or 50 minutes in length. Students are required to advise their private instructor immediately of their schedule for the next semester.

Students are expected to attend each weekly lesson. Illness, family emergency, or college-sponsored field trips are the only official reasons for missing a lesson. Instructors should be notified well in advance of any upcoming conflicts. In cases of emergency, the student is to notify the Music Office and instructor as soon as it is possible to do so.

Lessons missed by students, except for those reasons stated above, will not be made up by the instructor. Since the applied lesson process is one of competency, muscle memory, and skills mastery, such missed lessons may affect the final grade. Each unexcused absence may result in the lowering of the final grade.

Tardiness for lessons should be avoided. Students must arrive at the agreed upon time that their lesson is scheduled to begin. Tardiness will result in a lesson of less than 50 minutes. The ending time of the lesson will not be changed in order to provide a full 50-minute lesson. At the discretion of the instructor, students arriving more than 10 minutes late for a lesson may be deemed absent. In this case, the lesson will not be made up.

Lessons missed by the instructor will be made up at a time mutually convenient to both the student and instructor. Lessons missed by the student for a legitimate reason (see above) may be made up at the instructor's convenience.

Lesson Credits and Registration

Students register for lessons in accordance with the standards on their Program Planner. It is important that students register for the correct level and instructor of their private lesson. These standards are as follows:

Performance Majors: **MUS 400 - 424** **2 credits**
Requirements – hour (50 minute) lesson,
Preparation for multiple recitals.

**Education Majors &
Certain Non-Music
Majors:** **MUS 300 - 324** **2 credits**
Requirements – hour (50 minute) lesson.

**Non-Music Majors
and/or Majors studying
a non-required secondary
instrument:** **MUS 200 - 224** **1 credit**
Requirements – ½ hour (25 minute) lesson

Each student enrolling in applied lessons must perform before a jury of the instructors in that area at the end of each semester. Students may not be excused from this process. In cases of illness or emergency, the student will receive the grade of "I" for the semester. The student who receives an "I" grade in their lesson will be required to present a jury performance within the first two weeks of the next semester. Failure to do so will result in the "I" grade being changed to an "F," which will result in the dismissal of the student from the music major.

Jury members will provide written comments and will assign a jury grade equal to 1/3 of the final grade for the semester. Written jury comments will be placed in the student's file maintained in the Music Office. These comments will be used during the Sophomore Review process to assist the full faculty in determining progress through the major.

A student's major area in applied music may not be changed after the first semester of the sophomore year. Transfer students may not change their major area after the first semester of their enrollment at The College of New Jersey. Exceptions made after these deadlines may require additional semesters of study. Written approval to enter a new area must be obtained from all of the faculty involved after the student has re-auditioned.

A student may not study more than four lessons, private or class, in one semester without the permission of the Department Chair.

Participation in the Wednesday Afternoon Recital Series

All music majors must appear in a recital as a performer at least once a year during their freshman, sophomore and junior years at the recommendation of their major applied music instructor. Since student recitals are intended to provide an experience (without the consequences of an adjudicated recital) for students to appear before an audience, all students are expected to take advantage of this opportunity as preparation for their senior recital.

Freshmen music majors who find it difficult to present a solo selection may meet the above requirement by appearing in a small ensemble that is approved by their major instructor.

Appropriate recital attire is required for all performers. This is defined as the following: Men – suit or sport jacket and slacks, shirt, and tie. Percussion soloists are exempt from the jacket requirement. Women – dress or dress pants suit. Cut outs and bare midriffs are inappropriate.

Students may be allowed to perform in an applied secondary area at Wednesday afternoon recitals if programming will permit.

RECITALS

Of all Department events and performance requirements, the senior recital demands the highest level of involvement and is the capstone experience in the student's applied major area.

Appropriate recital attire is required. If clarification is needed, the student should consult with the Performance Affairs Committee. For Senior Recitals: Men – dark suit or tuxedo. Women – Dress or gown. Flowers, decorations, and other items may not be placed on the Concert Hall piano.

As far as posters, students may use their own discretion regarding the form and content of recital posters. However, departmental posting policies are in effect. The Department reserves the right to remove and discard any posters containing inappropriate content. Please refer to the posting policy on Page 37 for further information.

The following procedures must be followed in order to present your senior recital:

The Performance Major

The performance major must present recitals during the sophomore (15 - 20 minutes of music) and junior years (25 – 35 minutes of music). Both of these recitals are usually done in the second semester. The recital during the sophomore year will be a qualifying recital, which will be evaluated by the private teacher. A student who fails this qualifying recital will not be allowed to continue in the performance major's program, but will be encouraged to continue in another area of music learning.

1. Sophomore Performance Recital

These recitals are usually done in the Concert Hall after a Wednesday afternoon recital and may be shared with another Performance Major. They are to consist of 15 - 20 minutes of

music (including ensembles) and do not have a Preliminary Presentation. Please sign up for a date through the Director of Arts Facilities.

2. Junior Performance Recital

These recitals are given after the student has passed the Sophomore Review. They may be shared by another Performance Major or with a Music Education Major giving his/her Senior Recital. They are to consist of 25 – 35 minutes of music, including ensembles. Students sign up for a date through the department for both semesters in the fall semester. Under the appropriate circumstances, the junior performance recital can count as the junior qualifying audition. A Preliminary Presentation/Recital Hearing is required. Please see below.

3. Senior Performance Recital

The Performance Major must present a full senior recital (55 minutes of music) before graduation. Senior recitals may be presented on weekend afternoons or on any evening except Monday. Evening recitals begin at 8:00 p.m.; weekend recitals are at 2:00 p.m., 5:00 p.m., and 8 p.m. Each performance date for a senior recital as authorized by the major teacher will be scheduled on the official Recital Request form with the Director of Arts Facilities.

Preliminary Presentation/Recital Hearing. It is the student's responsibility to schedule the time and place of the hearing and to make all of the necessary arrangements with faculty, staff, and accompanist. Not less than four weeks prior to the junior as well as to the senior recital, a preliminary presentation of the program will be given by the student before a faculty committee. The student's teacher and members of the division represented will determine if the requisite progress and performance decorum have been attained to present the recital. If it is determined that the recital is not ready, the student will be given the option of a second hearing no later than two weeks after the initial hearing. If the student does not choose to accept this option or does not pass the second hearing, then that student's recital cannot be presented at that time. In this event, the student may choose to reschedule his/her senior recital later that semester, if time allows, or in a subsequent semester.

Immediately upon passing the recital hearing, the student must submit the recital program to the Music Department Secretary. It is imperative that this be done no less than **four weeks prior to the recital date!** The program information should include the music in the order in which it will be performed as well as the composer's full name, date of birth, and date of death for each piece. This information may be submitted via email as a Microsoft Word attachment. A print copy is acceptable in lieu of email.

A "P" or "U" grade will be determined by the private teacher, whose attendance is required. This grade is communicated to the Chair, who is responsible for submitting the grade into ARTIE.

Please see Appendix D ~ Senior Recital Handbook for suggested procedures for a successful senior recital.

The Music Education Major

1. Junior Qualifying Audition

During the spring semester of the year preceding graduation, each music education major will perform a junior qualifying audition. This audition may be incorporated into the spring semester jury or occur at another time, depending on individual area policies. This audition will be heard by the faculty of the applied division represented (i.e., brass faculty will hear brass students; voice faculty will hear voice students, etc.) Other faculty may be invited to participate. At the conclusion of the audition, the faculty hearing the audition will vote whether or not to award the auditioning student with a senior recital.

Students who are not awarded senior recital status will be allowed to audition again at a later date. If this second audition is still judged to be below an acceptable level for a senior recital, the student will then be required to fulfill his/her senior recital requirement by performing a "senior jury recital." This recital will be performed at some point before graduation and will be heard at an end-of-semester performance jury. It will be scheduled in the afternoon at an agreed upon time and date and will not be open to the public.

2. Senior Recital

The music education major's senior recital will be shared and will include two students. Each student will prepare 25 – 35 minutes of music. One intermission may be included. Senior recitals may be presented on weekend afternoons or on any evening except Monday. Evening recitals begin at 8:00 p.m.; weekend recitals begin at 2:00 p.m., 5:00 p.m., and 8:00 p.m. Each performance date for a senior recital as authorized by the major teacher will be scheduled on the official Recital Request form with the Director of Arts Facilities.

Preliminary Presentation/Recital Hearing. It is the student's responsibility to schedule the time and place of the hearing and to make all of the necessary arrangements with faculty, staff, and accompanist. Not less than four weeks prior to the senior recital, a preliminary presentation of the program will be given by the student before a faculty committee. The student's teacher and members of the division represented will determine if the requisite progress and performance decorum have been attained to present the recital. If it is determined that the recital is not ready, the student will be given the option of a second hearing no later than two weeks after the initial hearing. If the student does not choose to accept this option or does not pass the second hearing, then that student's portion of the recital cannot be presented at that time. In this event, the student may choose to reschedule his/her senior recital later that semester, if time allows, or in a subsequent semester. Scheduling a senior recital during the semester in which the student is student teaching is strongly discouraged!

Immediately upon passing the recital hearing, the student must submit the recital program to the Music Department Secretary. It is imperative that this be done no less than **four weeks prior to the recital date!** The program information should include the music in the order in which it will be performed as well as the composer's full name, date of birth, and date of death for each piece. This information may be submitted via email as a Microsoft Word attachment. A print copy is acceptable in lieu of email.

A "P" or "U" grade will be determined by the major studio teacher, whose attendance is required.

Please see Appendix D ~ Senior Recital Handbook for suggested procedures for a successful senior recital.

Accompanists

Accompanists for undergraduate recitals may be qualified students of The College of New Jersey or other qualified accompanists. Arrangements for accompanists are the responsibility of the performer (this includes any necessary fees such an artist may impose). The student's applied teacher must approve the accompanist as well.

Photographs and Recordings

Photographs may not be taken during performances. Due to copyright laws, **audio and video recordings by the audience are prohibited.** Tape recording services (audio) of the recitals are provided by the Department. Students will be charged a nominal fee to cover the cost of supplies for the duplicating of the archival tape. None of these services are available except for scholarly purposes.

Receptions

Receptions are held in the Pelson Lobby (main lobby) of the Music Building. Performers should proceed directly to that area after the recital to greet their audience rather than remain backstage.

As far as food, you must either arrange for catering through the Office of Conference and Meeting Services (absolutely no outside caterers are permissible) or get a waiver from the Office of Conference and Meeting Services in order to provide your own food. If you provide your own, you are responsible for renting tables from the Office of Conference and Meeting Services and for all set-up. All receptions will be assessed a clean-up fee as per the Office of Conference and Meeting Services. This amount will be established by the beginning of the academic year. Please see the Director of Arts Facilities for time guidelines.

Recital Etiquette and Policies

One of the most important roles that you will play as a music student is that of audience member. As an audience member, especially one who is also a performer, you have special duties to fulfill. One of the most important duties is to serve as a positive role model for those not trained in the performing arts. The Department subscribes to traditional standards of etiquette and decorum that have been passed down through the generations and updated from time to time to reflect changes in society. The following list of traditional standards of performance etiquette is provided for two reasons: (1) so that you may become an appreciative and thoughtful member of the audience and (2) so that you may assist others less knowledgeable in the traditions and customs of public performances.

1. Arrive at least ten minutes early for any performance. (If you are purchasing tickets at the door, you should arrive 30 - 45 minutes early). Most performances will start precisely on time. Tardiness is distracting to performers and audience members alike.
2. If you arrive after a performance has started, wait at the back of the Concert Hall for an appropriate break in the performance (generally between pieces) to find your seat. If you have reserved seats, prepare in advance and move directly to your seat location. If you hold general admission tickets, find the closest empty seat. Being late does not afford you the luxury of choosing a good seat or one next to your friends.
3. In keeping with the elegant nature of Concert Halls, please refrain from placing feet on the seat in front of you, on railings, or on the painted ledges.
4. Turn off your cell phone, pager, or alarm watch. These are very distracting and have no place in a public performance space. There is nothing so important that you cannot wait for intermission or the end of the program to check messages.
5. Keep talking – even whispering – to a minimum. Concert Halls are acoustically live. An appreciation of the music being performed and respect for the performers should guide your actions.
6. Turn pages of programs quietly. This is especially true of situations where you are following lyrics. Remember, most audience members will be turning their pages at the same time. Better yet, read the translations prior to the performance and appreciate the music.
7. Audio and video recording of live performances is against the law. Photographic cameras are distracting and annoying. Leave the recorders and cameras at home. Please pass this information on to your relatives and friends attending any performance in which you are a participant. The Concert Hall staff will delay and halt any performance if it observes the use of audio or video recording devices by any patron.
8. Show appreciation for the performers' artistry with applause and traditional forms of vocal praise (bravo, brava, bravi, etc.) Avoid whistling, shouting, etc. Do not clap between movements.
9. If you need to leave the Hall during a performance, do so swiftly and quietly. Reenter only during a suitable break in the performance.
10. Please do not bring very young children to the performance. Small children do not mean to be distracting, but they frequently are. In this regard, please suggest that your relatives make other arrangements.

ENSEMBLE REQUIREMENTS

The music faculty believes that one of the most vital aspects in the growth of any musician is ensemble performance. Consequently, minimum requirements have been established to ensure that all music students are exposed to these opportunities for growth. It is hoped that students will participate beyond the minimum as much as possible.

Participation in Primary Ensembles

All music majors must successfully participate in a large ensemble each semester in which they are registered as full-time students. This includes all semesters in which the student is registered full time. This requirement is waived only during the semester in which a music education student is student teaching.

Part-time students with less than twelve credit hours of study per semester must petition the Performance Affairs Committee for special exemption from large ensemble participation on a semester to semester basis. Full-time and part-time students must complete a minimum of seven semesters of an appropriate large ensemble before graduation. For Transfer students, see (d.) below.

Instrumental Performance and Instrumental Education Majors

- a. The large ensembles are Wind Ensemble, Concert Band and Orchestra. An audition by the Director of Bands and the Orchestra Director will determine placement of wind, brass, and percussion players. Wind, brass, and percussion *Education Majors* may count a maximum of two semesters of orchestra participation toward their large ensemble requirements. Wind, brass, and percussion *Performance Majors* may count a maximum of three semesters of orchestra participation toward their large ensemble requirements.
- b. An audition will determine placement in these ensembles each year.
- c. Instrumental majors must also participate for one full year in a large vocal ensemble.
- d. Students may participate in more than one large ensemble if their schedule permits and their advisor approves. Registration for credit for the second ensemble is required, but will be counted as music elective credit. Registering for two large ensembles in one semester does not exempt the student from registering for a large ensemble in a subsequent semester. Every semester that a student is enrolled, s/he must be in a major ensemble. (Transfer Students ~ Please see (e.) below.)
- e. Transfer students who will spend less than seven semesters at TCNJ may count up to two semesters of large ensemble credit by applying transfer credits, contingent upon the approval of the Department Chair in consultation with the respective ensemble director, and/or credit for participating in a second, appropriate ensemble.

Voice Performance and Vocal Education Majors

- a. The large vocal ensembles are Chorale, Choir and Women's Ensemble.
- b. An audition will determine placement in these ensembles each year.
- c. Students may participate in more than one large ensemble if their schedule permits and their advisor approves. Registration for credit for the second ensemble is required, but will be counted as music elective credit. Registering for two large ensembles in one semester does not exempt the student from registering for a large ensemble in a subsequent semester. Every semester that a student is enrolled, s/he must be in a major ensemble.

Keyboard Performance and Keyboard Education Majors

Keyboard performance majors must successfully participate in a large ensemble each semester in which they are registered as full-time students. All students, whether full-time, part-time, or transfer students, must complete a minimum of seven semesters of an appropriate large ensemble before graduation.

Keyboard education majors must declare by the beginning of their first year whether they are instrumental education or vocal education majors. Participation in large ensembles by music education majors will be governed by the requirements of their major areas. This requirement is waived only during the semester in which a music education student is student teaching.

Responsibilities as an Ensemble Member

As a TCNJ music ensemble member, the student performer must commit to all rehearsal and performance obligations, as any professional would. As a professional performer, the ensemble member has the responsibility to prepare the music thoroughly before each rehearsal and to be in place and ready to perform at the beginning of each rehearsal.

Any problems that arise regarding attendance at a rehearsal or performance must be discussed with the director of the ensemble as far in advance as possible. The student should be aware that should s/he decide to miss a rehearsal or performance without the written permission of the ensemble director his/her grade may be lowered or s/he may fail the class.

If a student performer must withdraw from an ensemble, it is the student's responsibility as a professional musician to inform the conductor, promptly returning all music in his/her possession.

TEACHER EDUCATION REQUIREMENTS

The Music Department currently offers the Bachelor of Music in Music Education degree in cooperation with the Office of Support for Teacher Education Programs (STEP). The joint program is coordinated by a faculty member designated as the Student Teaching Coordinator. All music students must be admitted into the teacher education program *before* they are permitted to register for any of the junior level music education courses.

Matriculation into the Music Teacher Education Program

The requirements include:

1. Approval of the Music Education Coordinator.
2. College-wide grade point average (GPA) of 2.50 in order to register for MUS 394 / K-8 Practicum.
3. Successful completion of **all** basic skills courses required upon entrance to the College (English/Math).
4. Successful completion of MUS 394 / K – 8 Practicum.
5. Successful completion of a total of 64 semester hours credit.
6. Successful completion of the Sophomore Review.

A letter of rejection will be mailed to any student requesting enrollment in any junior level music education course who has not satisfied these requirements.

Note ~ Please see Page 10 for details regarding various change of major options.

Prerequisites for Applying to Student Teach

1. College-wide GPA of 2.75 in order to register for MUS 392 / Contemporary Issues in Music Education. **The state also requires a minimum 2.75 cumulative GPA upon graduation in order to become a certified teacher in New Jersey.**
2. Successful completion of all teacher preparatory courses.
3. Successful completion of MUS 392 / Contemporary Issues in Music. Successful completion of MUS 397 / 7-12 Practicum (vocal or instrumental music).
4. Successful completion of the Keyboard Proficiency Examination.
5. Recommendation of the Student Teaching Coordinator.

Important - All students are strongly urged to complete these requirements/proficiencies as soon as possible so individual plans are not disrupted. No application for Student Teaching will be accepted by the Music Education Coordinator nor sent to the STEP Office until ALL conditions have been met. Students will not be authorized to register for MUS 490 - Student Teaching until these conditions are satisfied.

Timetable for Student Teacher Applications

Admission forms are given out each fall semester by the **Student Teaching Coordinator** in MUS 392 / Contemporary Issues in Music Education. This form asks whether various proficiencies, etc. have been completed; it must be returned as part of the application to student teach. Students must also complete the online Student Teaching Application form provided by the STEP office. This form is to be submitted electronically to the STEP office and in hard copy to the Student Teaching Coordinator

by the due date provided below. No placements to student teach will be made by the College until these forms are completed. **For students planning to student teach during the 2007 – 2008 academic year, all forms are to be completed and submitted to the Student Teaching Coordinator no later than Friday, December 1, 2006.**

Admission to the student teaching program requires a minimum cumulative GPA of 2.75. Exceptions involving admission will be considered on an individual basis for those students whose grade point averages are 2.70-2.749, and will only be granted upon approval of the Department Chair, Subject Area Coordinator, if applicable, and the Dean of the School of Education. The GPA Waiver Request form must be completed and submitted with all other corresponding forms (see due date above).

Student Teaching Placements

The student teaching placement process involves the Student Teaching Coordinator and the STEP office and takes place during most of the spring semester continuing through the summer. Notification of assignment is sent out by the STEP office to the individual's permanent address during this period.

Student Teaching and Student Teaching Seminar

To be completed by the student prior to the start of student teaching:

1. Students are responsible for contacting their Cooperating Teacher(s) prior to the start of the student teaching experience to discuss schedules, teaching duties, and other items relevant to the program and the student's interests.
2. Students are required to maintain an open line of communication with their Supervisors throughout the semester and to bring to their attention any concerns or problems.
3. Prior to the first day of student teaching, each student is required by law to provide the STEP office with a copy of his/her Mantoux, or tuberculosis, test results as well as a background check.

Student Teaching Seminar

The Seminar in Student Teaching for music students is mandated by the state and is held weekly as per the respective course schedule during the semester in which the student teaches. Students should register for MUS 370-01 / Topics in Music (2 Credits; P/NC). This seminar is considered part of Student Teaching, MUS 490. Failure to attend regularly, as in student teaching itself, will result in a failing grade for the course.

Note: Additional information on the Student Teaching Experience is available in the Culminating Clinical Experience Handbook which is available online through the STEP Office web site <http://www.tcnj.edu/~educat/documents/CulminHbk.pdf>.

Certification

Certification of all music education students is also handled through STEP. New Jersey certification is awarded separately by the State Department of Education and is not granted automatically as part of the approved degree program. Criteria for certification are as follows:

Successful completion of the Praxis tests (formerly known as the NTE or National Teachers Examinations). The complete details of these tests (i.e., how to apply, which ones to take for different states, where they are given, etc.) are constantly changing and therefore have been made a part of the Student Teaching Seminar. It is strongly recommended that these tests be taken before or during the semester of student teaching so that one can take advantage of the seminar's current information. Enough time should be allotted to retake these tests a second time, if necessary, so that employment plans will not be interrupted. The minimum passing score on the New Jersey Praxis Examination in Music (#10113 Music Content Knowledge) has been raised to 153, effective Fall 2004.

Upon graduating, teacher education candidates will receive a "Certificate of Eligibility with Advanced Standing" (CEAS), which allows them to be provisionally certified for their first year of teaching in New Jersey. After one year of successful teaching, the candidate is eligible for a permanent certificate in this state. Candidates wishing to find out about such requirements in other states should direct their questions to the College Certification Officer in the STEP office.

MUSIC MINOR

The Music Department offers a Minor in Music Studies. Required courses are a mixture of music major level and liberal learning course offerings. An audition is not required to enter the music minor. Students interested in pursuing a minor in music must first attend an orientation session held once each semester. (Dates and times are posted campus-wide.) Following the session, students will be assigned a music faculty advisor to assist them in selecting courses of study.

Students are encouraged to start the music minor in the second semester of their freshman year and must start no later than the first semester of their second year. Each semester the student must consult with their Music Department advisor in the selection of the courses, which will lead to an individualized minor in music.

The program for the music minor is as follows:

MUS	A liberal learning offering in music literature	1 course unit
MUS	One music history course Either MUS 353 1750-1850 OR MUS 351 600-1750 is strongly suggested to meet this requirement (Prerequisite: Musicianship I)	1 course unit
MUS	Musicianship I	1 course unit
MUS	Applied or Class Lessons (A minimum of two semesters of a one-credit lesson.)	2 Credits (~ ½ course unit)
MUS	Electives (Reflecting the student's area of interest in music; determined through faculty advisement.)	5 – 7 Credits (~ 1 ½ course units)
	TOTAL	5 course units

Additional requirements:

1. *At least 1 course must be a 300- or 400-level course (~ 1 course unit).*
2. *No more than three credits may be taken as an independent study (~ 1 course unit).*
3. *Upon successful testing, students may transfer up to six credits from other institutions (~ 1 ½ course units).*
4. *Courses taken must be in consultation with a music department advisor.*

COLLEGE APPROVED OFF-CAMPUS STUDY

Before contemplating semester-length study or student teaching abroad, it is imperative that you meet with the Department Chair early in the planning stages for your intended program.

If you plan to take private lessons while you are abroad for which you would like to receive credit, you must schedule a performance jury upon your return. It is your responsibility to make sure that you schedule this jury. Credit will be awarded based upon the outcome of this jury.

STUDENT GRIEVANCE PROCEDURE

The order of steps to be taken by a student having a complaint against a faculty member shall be as follows. (If either party is not satisfied with the decision at any step, appeal may be made to the next step.)

- A. Discussion with the faculty member. **This is required**
- B. Discussion with the Chair of the Music Department.
- C. Appeal to the Music Department Academic Affairs Committee.
- D. Appeal to the School of Art, Media, and Music complaint committee.
- E. Appeal to the Dean of the School of Art, Media and Music.
- F. Appeal to the Provost/Vice President for Academic Affairs or chief academic officer.
- G. Appeal to the President of the College.

The complaint and the proposed solution, from step B onward, shall be provided in writing to all parties involved, to the department chair, and to the next group or person to which the appeal is being made. Minutes shall be kept at each step and signed by all present. Hearings at each step shall be held within three to seven business days after the request for the hearing.

In steps B through F, both parties to the complaint shall have the right to be present, to present testimony, and to respond to testimony by the other party.

NOTE: In the interest of fairness to all concerned, it is recommended that complaints not be made public and that legal actions not be taken until all steps and procedures have been utilized.

FACILITIES

Music Building Operational Hours (Academic Year)

Monday – Thursday:	7:30 a.m. – 11:30 p.m.
Friday:	7:30 a.m. – 8:00 p.m.
Saturday:	10:00 a.m. – 8:00 p.m.
Sunday:	10:00 a.m. – 11:30 p.m.

Departmental Office Hours

Monday – Friday: 8:30 a.m. – 5:00 p.m.

NOTE: ENTRY TO OR USAGE OF THE MUSIC BUILDING, ITS FACILITIES, AND EQUIPMENT OUTSIDE OF THE HOURS LISTED ABOVE WITHOUT THE WRITTEN PERMISSION OF THE DIRECTOR OF ARTS FACILITIES IS CONSIDERED CRIMINAL TRESPASS AND WILL BE HANDLED ACCORDINGLY. PLAN FOR YOUR WEEKEND AND EVENING NEEDS AHEAD OF TIME.

Also, please note that building hours during holiday breaks and summer recess will vary.

Using Music Building Facilities

Practice Rooms and Tutorials

Nine general usage practice rooms are located throughout the lower level. Four tutorial rooms are located on the second floor. These rooms are available for use by all music students. In addition, the Department supports the musical endeavors of all TCNJ students and allows non-music students to use the general usage practice rooms and tutorials during official operational hours, if music students do not need them.

NOTE: NO PERSONAL BELONGINGS ARE TO BE LEFT UNATTENDED IN THESE ROOMS AT ANY TIME!

Grand Piano, Harp and Percussion Practice Rooms

The four grand piano practice rooms as well as the suite of five percussion practice rooms are reserved for the use of piano, harp and percussion majors respectively. These rooms are access controlled areas and are accessible only by TCNJ ID or key. Piano and percussion students' access to these rooms is automatically granted. Harp students are issued a key. Access is active only during the fall and spring academic terms. For security reasons, access is withdrawn during winter and spring breaks as well as the summer recess. Use of these facilities during the winter or spring breaks as well as the summer recess falls under the Special Request policy. Approval must first be granted by the instructor and then by the Director of Arts Facilities.

NOTE: NO PERSONAL BELONGINGS ARE TO BE LEFT UNATTENDED IN THESE ROOMS AT ANY TIME!

Use of Facilities for Private Teaching

Music Building facilities may not be used by students for private teaching for monetary gain. Such usage is against state law. Violations of this law can result in criminal penalties.

Mildred & Ernest E. Mayo Concert Hall

The Concert Hall is a tremendously active facility. It is not available for general practice and/or rehearsals. Special permission to use the Hall in preparation for Sophomore, Junior, and Senior Recitals is arranged through the Director of Arts Facilities. (Please see the Recital Handbook, Appendix D, for further guidelines.)

Audio Recording Services

The following guidelines have been established for students wishing to utilize the Concert Hall for recording purposes (i.e. audition tapes, scholarly work). All scheduling and staffing needs must be arranged through the Director of Arts Facilities.

The Department of Music is equipped to provide students with limited recording services, for non-commercial scholarly endeavors. Sessions are scheduled according to staff and facility availability and are not to conflict with College or Departmental activities. Scheduling can begin no more than two weeks in advance during the academic year or anytime during the summer. Sessions can take place in the Concert Hall, the Instrumental Rehearsal Hall, or the Choral Rehearsal Hall.

Services for students include audio recording for Graduate School audition tapes as well as Ensemble or Performance audition tapes and must be approved by the Department Chair.

Requirements:

- Students must pay for all labor and material costs. Labor rates are \$30.00 per hour for one staff member and must be paid when the session is scheduled. Material costs vary and must be paid at the end of the session.
- All sessions are scheduled for one hour.
- Sessions during the academic year must take place between 4:30 p.m. and 8:30 p.m.
- Sessions may NOT be scheduled between 11/15 and the end of the fall semester, no exceptions.
- Sessions may NOT be scheduled between 3/15 and the end of the spring semester, no exceptions.

General Purpose Lockers

The Music Building has 144 general-purpose hall lockers for the storage of coats, books, music, and small instruments. A sign-up sheet is posted in the Student Lounge in the basement. At the end of the spring semester, a notice will be posted indicating the date by which the lockers must be vacated. If not emptied by the date posted, locks will be cut off and the contents emptied and placed in the Music Department Office until ten days into the new fall semester.

Instrument Storage Lockers

There are two instrument storage locker facilities, both located on the lower level. Access to these facilities is by TCNJ ID. All students enrolled in a TCNJ instrumental ensemble will be assigned access to one of these two rooms. Wind students will be assigned access to Room 4 and string students will be given access to Room 16. Other students will need to see the Director of Arts Facilities with written approval from a Music Department faculty member for access privileges. Privileges are suspended during the winter break and summer recess. Privileges are renewed each September and January; they do not roll over year-to-year.

Locker room doors **MUST** remain closed and locked at all times for the safety of TCNJ equipment and personally owned equipment. **PLEASE DO NOT PROP THESE DOORS OPEN AT ANY TIME!**

Posting Policy

Approved notices may be posted on bulletin boards and classroom tackboards only. **Posting of materials on walls, doors, windows, columns, etc. is a violation of College posting policies.** Some Music Building bulletin boards are reserved for special use. The Music Building's bulletin boards as well as their designated uses are as follows:

Lower Level Student Lounge:

- Music Student Association
- MENC
- Advisor Listings
- Advisement and Registration Bulletins
- General Notices
- Departmental Advisories

Ground Floor:

Computer Lab Lobby:

- Proscenium Players
- Orchestra
- Chamber Music Society
- Coming Events

West Side Stairwell:

- Graduate School Posters
- General Postings

Main Corridor Glass Cases:

- Coming Events

Second Floor

West Side Lounge:

- Music Education
- Graduate School Posters

East Side Lounge:

- Departmental Advisories
- Upcoming Events

APPENDIX A ~ MUSIC BUILDING FLOOR PLANS

APPENDIX B ~ PROGRAM PLANNERS

PROGRAM PLANNERS

The program planners are based upon the year of matriculation into a major, NOT the year you entered The College of New Jersey! If you matriculated into a major in the spring, you will use the program planner of the previous fall semester.

Program planners are now available for the years 2001, 2002, 2003, 2004, 2005 and 2006 at <http://www.tcnj.edu/~recreg/programplanners/>.

APPENDIX C ~ COURSE SEQUENCE GUIDES

COURSE SEQUENCE GUIDES

The course sequence guides are based upon the programmer planners. The program planners are based upon the year of matriculation into a major, NOT the year you entered The College of New Jersey! If you matriculated into a major in the spring, you will use the program planner of the previous fall semester.

Program planners are now available for the years 2001, 2002, 2003, 2004, 2005 and 2006 at <http://www.tcnj.edu/~recreg/programplanners/>. Planners for the years 2004, 2005, and 2006 are available on SOCS under MUSCMAJOR.

APPENDIX D ~ SENIOR RECITAL HANDBOOK

The following list of procedures is offered to assist the student in the successful preparation and presentation of his/her senior recital:

1. Pass the Junior Qualifying Exam/Junior Performance Recital in Preparation for the Senior Recital

These exams are usually taken after six semesters of 300 level lessons for Music Education Majors or six semesters of 400 level lessons for Performance Majors. The exam is usually given as a part of the regular end of semester juries in each instrumental division. For more information, see the Music Student Handbook, Pages 25 ~ 28.

2. Find a Recital Partner

All Senior Recitals for Music Education Majors are done with two recitalists. You may choose your partner and then sign up for the date together. Recitals are normally programmed so that the performers alternate works or groups of music. Performance Majors may share their Sophomore and/or Junior Recitals with Music Education Majors doing their Senior Recitals. Although it is not required, you may wish to plan a piece where both of you perform together. A Senior Recital for a Performance Major is not shared but may include other performers.

3. Choose and Reserve a Recital Date

On Wednesday, August 30, 2006 at 12:30 p.m., students who are planning Fall semester recitals will meet to pencil in a recital date with Mr. Kroth, the Director of Arts Facilities, after finding a recital partner and consulting with the teachers and accompanists involved. On Wednesday, August 30, 2006 at 4:00 p.m., students who are planning Spring semester recitals will meet. (Junior Performance recitals may be scheduled at this time as well.) Please read the recital information included in this Handbook carefully and plan all steps leading to your recital in compliance with this information.

4. Plan Your Recital

Plan the recital repertoire with your teacher. Please be aware that in the case of Music Education Majors, each student's portion of the recital is to be 25-35 minutes of music. This time includes all ensembles. The Senior Recital for the Performance Major is 55 minutes of music including all ensembles.

5. Preparation

Rehearse and study music, begin to formulate a program order, rehearse with your accompanist and/or fellow performers, and write translations and/or program notes.

Preliminary Presentation

Set the date for the Preliminary Presentation not less than four weeks before the scheduled date of the recital. This time is needed for the printing of programs and to allow a re-take of the exam, if necessary. The teacher and the student must check with the accompanist so that s/he may be present as well as with another faculty member in the same instrument group to adjudicate the presentation. The student should contact Mr. Kroth for the availability of the Concert Hall.

In the event that there is not another member of the instrument group who can attend, contact the Performance Affairs Committee Chair and a committee member will attend as an adjudicator. If there is not a committee member at the hearing, we ask that the applied instructor contact the chair of the committee and give him/her the outcome of the hearing.

At the Preliminary Presentation the student is to present 15 minutes of the recital music that is "performance ready." If any of the music requires piano accompaniment, the accompanist must be present at the hearing, and it is assumed that the applied instructor has heard and coached the music with the accompaniment. If any of the 15 minutes chosen is ensemble music, all members of the group must be present, and it is again assumed that the applied instructor has coached the ensemble.

Please prepare carefully for this event. If you do not pass the Preliminary Presentation, you may have great difficulty in finding an open date for your recital, especially in the second semester. See Page 25 (Music Performance) or Page 27 (Music Education) for further information.

6. Rehearsals in the Concert Hall

Each recitalist may schedule three hours of rehearsal time in the Concert Hall. This is done through Mr. Kroth. Rehearsal time includes private lesson time and dress rehearsals in the Hall. This does not include required qualifying hearings. Time may be scheduled as three separate one-hour rehearsals, or two one and one half-hour rehearsals. Additional time may be approved during working hours (8:30 AM – 4:30 PM) if time is available, but can be requested no more than 24 hours in advance. Performance lighting may be requested in advance for one dress rehearsal.

7. Programs

At the time of the Preliminary Presentation, the student must present a typewritten program of the entire recital to the faculty members adjudicating the hearing. This includes your partner's portion even if s/he is not doing a hearing that day. **This program must have the approval of each of the teachers and must have accurate information including the birth and death dates of each composer, all movements of the pieces being performed, and all assisting performers as well as the date and time of the recital.**

A completed copy of the program should be emailed as a Microsoft Word attachment to the Music Department Secretary on the day of the hearing.

9. Invitations and Posters

Invitations and posters are not required for any recital. Students may use their own discretion regarding the form and content of recital posters. However, departmental posting policies and College posting regulations must be followed. The Department reserves the right to remove and discard any posters containing inappropriate content. Please refer to the posting policy on Page 38 for further information.

10. Program Notes and/or Translations

You are welcome and encouraged to write program notes and/or provide translations of foreign texts. However, these notes and translations must be approved by your applied instructor. In addition, once approved, you are responsible for the duplication of this material.

11. Staff

The Music Department will provide two student workers to staff your recital. One will work in the control room and be in charge of ushers, stage management, and recording. The second worker will work backstage in charge of all stage operations. Any stage set-up changes that involve moving more than a chair and music stand will require the recitalist to provide additional help.

12. Ushers

Recitalists are required to provide at least two ushers for their recital. Ushers must arrive no less than 40 minutes before the performance is scheduled to begin and must remain on duty for the duration of the recital. General usher duties are as follows:

- ◆ Usher patrons into the Concert Hall and help them find seats.
- ◆ Hand out programs and program notes.
- ◆ Help direct patrons to restrooms, elevator, water fountains, etc.
- ◆ Alert House Manager / Technician of any problems or emergencies.
- ◆ Alert patrons that recording and photography are strictly prohibited.
- ◆ Keep late patrons from entering during the performance.
- ◆ Kindly ask disruptive patrons to stay quiet or leave the Hall.
- ◆ Remain in the Concert Hall by the rear doors during the performance.
- ◆ Keep aisles, steps and walkways clear during the performance.
- ◆ Communicate with Tech Staff for start, intermission, and end times.
- ◆ Open and close Concert Hall entrances for intermission, end, etc.
- ◆ Help clean up Concert Hall seating area at end of event.

13. Receptions

A reception is not required for any recital. If you choose to have a reception, please follow the guidelines below. Receptions may be held in the Pelson Lobby in the Music Building and must adhere to the following guidelines:

- | | |
|----------------|---|
| General | Receptions take place at the conclusion of a performance. We ask that the reception begin as soon as the performers leave the stage and last no longer than 25 - 35 minutes. If food is desired, we ask that only light refreshments be served. The recitalists are responsible for all arrangements and details. |
| Food | Usually parents and friends provide the light refreshments for a reception. If this is the case, however, you MUST obtain a waiver from the Office of Conference and |

Meeting Services (X 2264). If catering is desired, it must be arranged through the Office of Conference and Meeting Services. Outside catering is NOT permitted as per College policy.

Set-Up *Set-up must not begin until after intermission. Room 120 may be used as a prep and storage area if it is not being used for class. If tables are needed, they must be rented from the Office of Conference and Meeting Services (X 2264). There are no usable electrical outlets in the Pelson Lobby, so hot water and coffee must be pre-heated in the prep area. Circuitry in the classrooms was not designed with coffeepots in mind, so only one pot can be plugged in at a time without tripping breakers.*

Clean-up Recitalists will be assessed a clean-up fee as per the Office of Conference and Meeting Services. The amount will be established by the beginning of the academic year.

14. Performance Timeline

Evening performances may take place Tuesday through Sunday at 8:00 PM. Afternoon performances may take place Saturday or Sunday at 2:00 p.m., 5:00 p.m., and 8:00 p.m.

The Stage Manager will make sure that the schedule below is precisely followed:

1 Hour Before Performance	Dressing rooms and Concert Hall are ready for use and warm-up.
½ Hour Before Performance	The stage must be preset and vacated as the house opens for the audience to enter at this time.
5 Minutes Before Performance	Performers for the beginning of the program should be ready backstage.
Intermission	10 minutes from the time the performers leave the stage to the time they return on stage.
Reception Set-Up	May not begin until after the intermission.
Reception	May last 25 - 35 minutes from the time the performers make their final exit from the stage.
Lock-up	After the Concert Hall, Lobby, and dressing rooms are cleaned up and vacated.

15. Dressing Rooms

Two dressing rooms are provided for the performance. Each contains a vanity with mirror, bathroom with shower, and a telephone. Dressing rooms are available at least one hour before the performance and up to one hour after the performance. Please remember to remove all personal items from the dressing rooms when you are finished.

16. Recording

All College performances are recorded and archived by the Music Department. Performers may request a single audio recording. See the Music Department Secretary for request forms and costs. Any recording (video, audio, or photography) during the performance other than the department archive is illegal, distracting, and strictly prohibited. The Music Department reserves the right to pause a performance until such time as all recording devices are turned off.

17. Stage Set up and Decoration

The stage will be set up with whatever is required for the performance. The Concert Hall inventory is limited to the following equipment: grand piano, straight back chairs, music stands, conductor stands, and podiums. Recitalists are required to make arrangements for any additional equipment and should inform Rich Kroth of all details well before the date of the recital. **Flowers and other decorative elements are not permitted on stage.**

18. Concert Dress

Men. A dark suit with tie is an acceptable mode of dress for any solo recital that is required in this Department. A tuxedo is also appropriate. Full evening dress or “tails” are not usually worn. To aid in unrestricted playing, percussionists may choose to appear without a suit coat, but they must wear a vest and tie.

Women. A dress that comes well below the knees is most appropriate for the stage. You may also choose tea, ankle, or floor length. Evening pants are also appropriate. Please choose a dress that reflects the modesty as befits the occasion.

A Word to the Wise... Be sure to wear your shoes before the event. Standing for 25 minutes in tight, new shoes can seem like hours. Be sure to sit, bow, play your instrument, or do any movement that you have planned in your clothes **before** the recital. (This should include moving equipment or stage blocking.) You will want no unhappy surprises. Consider wearing your recital clothes and shoes for all or part of your dress rehearsal.

19. What happens if I do not pass the Preliminary Presentation?

As per the Undergraduate Music Student Handbook (pp. 25 ~ 28), when a student does not pass the Preliminary Presentation, the student may ask to be heard again. In addition, the student has the right to find out why s/he did not pass and what s/he needs to do to pass. If the student convenes the committee for a second hearing and that hearing is successful, the student may perform on the original recital date if the date is still open. If the date is not open, the student must find an available date. Please remember that this may be very difficult in the months of April and May. Prepare for your Preliminary Presentation carefully. If the second hearing is not successful, the student must wait until the next semester to do his/her recital.

20. Canceling or Changing a Recital Date

If you feel you must cancel your recital or change your recital date, please notify the chair of the Performance Affairs Committee immediately. The committee will then notify Mr. Kroth. If you need to change your recital date, you may not search for a new date until you have informed the committee.

21. Canceling the Recital after the Preliminary Presentation

In the unlikely event that a student must cancel a recital after the Preliminary Presentation, s/he must notify the chair of Performance Affairs Committee immediately. Be aware that you may have another Preliminary Presentation for a new recital date. If the recital is not rescheduled for the same semester, you will be required to do a jury for that semester.

22. What happens if my recital partner cancels?

If your recital partner cancels his/her portion of the program, you may still present your portion on the chosen date, provided that you have passed the Preliminary Presentation. You may be asked to share the recital with a new partner on the original date.

23. Senior Recitals and Student Teaching

Except for extreme cases, a student may not present the senior recital while they are student teaching.

24. Accompanists

Arrangements for accompanists, including financial remuneration, are the responsibility of the student.

**APPENDIX E ~ MUSIC STUDENT
ORGANIZATIONS & SOCIETIES**

All student organizations and societies should have a faculty sponsor, elected officers and a mission statement. In addition, each organization or society should be registered with the Office of Campus Activities. New student organizations can download the New Student Organization Packet at: <http://www.tcnj.edu/~stuactiv/NSOP>.

In order to be considered an officially recognized and active TCNJ student organization, registration must be updated each semester. The registration form for established student organizations is available online at: <http://www.tcnj.edu/~stuactiv/clubsmain.php>.

The Office of Conference and Meeting Services provides event guidelines and the various forms required to organize an event on their website at: <http://www.tcnj.edu/~cms/>.

Meetings: Rooms may be reserved for the regular meetings of music student organizations. Please see Susan O'Connor in the Music Department Office (MB 201) to schedule a room. Please remember that your faculty sponsor will have to be present at your meetings in order to give you access to the scheduled room.

Events: Important! Before your organization plans an event, it is imperative that you discuss the proposed dates with the Department Chair in order to prevent conflicts with other Music Department events. In addition, it is also a good idea to check with all full-time and adjunct faculty who should be advised of such an event regarding proposed dates and anticipated participation on their part or on the part of their students.

The organization representatives need to contact the Office of Conference and Meeting Services to reserve space for special events. In addition, any arrangements for food, activities, music, etc. would need to be arranged at that time.

Finances: For all officially registered music student organizations, the Music Department will provide space in the Music Building free of charge for their regular meetings. In addition, the music student organizations may arrange with the Department Chair and the Director of Arts Facilities to use the Concert Hall. Naturally, such use is dependant upon Concert Hall availability as well as the availability of appropriate faculty. The student organization will be expected to provide ushers for its event.

In addition, all officially registered student organizations qualify for certain financing assistance from the Student Finance Board. For more information, please go to: <http://www.tcnj.edu/~sfboard/>.

Publicity & Dissemination of Information: Student organizations must realize that the release of any information, including Directory Information, is sensitive and may be limited by the Family Educational Rights and Privacy Act (FERPA). Failure to manage information appropriately and/or to comply with FERPA regulations carries significant legal consequences. Therefore, the organizations should have on file for each of their members an "Authorization to Withhold Directory Information" form. The original of these forms should be turned in to the Office of Records and Registration; a copy should be kept on file by the student organization.

List of Music Student Organizations:

- ACDA ~ American Choral Directors Association (Collegiate Chapter)

Advisor ~ Dr. Michael Mendoza
609.771.2661
mendozam@tcnj.edu

Officers ~ Jennifer Sengin, President (sengin2@tcnj.edu)
Melisa Gonzalez, VP (gonzale7@tcnj.edu)
Samantha Dango, Treasurer (dango2@tcnj.edu)
Naomi Rutz, Secretary (rutz2@tcnj.edu)
Joe Stellino, Website (stellin2@tcnj.edu)
Art Ernst, Tech Trainee (ernst3@tcnj.edu)

- ASTA ~ American String Teachers Association (Collegiate Chapter)

Advisor ~ Dr. Philip Tate
609.771.2342
ptate@tcnj.edu

Officers ~ Craig Stanton, President (stanton3@tcnj.edu)
Katie Lee, VP (lee24@tcnj.edu)
Nadia Bentley, Secretary (bentley6@tcnj.edu)

- MENC ~ Music Educators National Conference (Collegiate Chapter)
www.tcnj.edu/~menc/
menc@tcnj.edu

National MENC Mission: To advance music education by encouraging the study and making of music by all.

TCNJ MENC Mission: To encourage and assist all music students as they pursue their careers as music educators.

As a professional organization, MENC works to provide events that are both educational and enjoyable. It is our goal to provide future music educators with experiences that will help them understand the process of becoming an educator, make contacts with current educators, and successfully enter a school or graduate program.

Advisor ~ Dr. Philip Tate
609.771.2342
ptate@tcnj.edu

Officers ~ David Adams, President (adams26@tcnj.edu)
Amy Wilcox, Vice President (wilcox3@tcnj.edu)
Shannon O'Connor, Secretary (oconnor3@tcnj.edu)
Jordan Smith, Treasurer (smith84@tcnj.edu)
Andrea Fleming, Class Representative (fleming3@tcnj.edu)

- MSA ~ Music Students Governance Association

Advisor ~ Dr. Philip Tate
609.771.2342
ptate@tcnj.edu

Officers ~

- TCNJ Musical Theatre ~ TCNJ Musical Theatre is an organization for students who enjoy musical theatre. The organization gives students the opportunity to either perform on stage or work behind the scenes. It does one musical a year, typically in the spring, as well as other events such as “Broadway Night” and a “Cabaret Night” where students have the opportunity to perform music from different genres. There are also two trips a year, one each semester, to New York to see a Broadway show as well as various other activities in which members may get involved. Meetings are held weekly.

Advisor ~ Cathy Liebars
609.771.3043
liebars@tcnj.edu

Officers ~ Scott Sadowsky, President (sadowsk2@tcnj.edu)
Naomi Rutz, Vice President (rutz2@tcnj.edu)
Andrew Timmes, Secretary (timmes3@tcnj.edu)
James Introcaso, Treasurer (introca2@tcnj.edu)
Pam Meilands, Publicist (meiland2@tcnj.edu)

- ◆ Trentones ~ A student-run, a cappella choir.
trentone@tcnj.edu

Advisor ~

Officers ~

- ◆ National Music Honorary Society:

Pi Kappa Lambda, Iota Theta Chapter

Dr. Philip Tate, President
609.771.2342
ptate@tcnj.edu

Membership: By Nomination Only. The students inducted into Pi Kappa Lambda must rank in the highest 20% of the music senior class and must be considered to be outstanding in scholarship and musicianship by those Music Faculty who are Pi Kappa Lambda members themselves. All inductees must have demonstrated the qualities of personal integrity, leadership, open-mindedness and intellectual stamina.