

Name _____

MONTANA STATE UNIVERSITY BILLINGS

Department of Music

Dorothea Cromley, Chairperson

MUSIC MAJORS' INFORMATION HANDBOOK

2009-2010



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ACADEMICS

In order to qualify for music scholarships, fee waivers, applied music courses and advising you must be officially declared a music major with the Office of the Registrar. Please check with Betty in the music office or the Advisement and Support Center (1st floor of McMullen Hall or ext. 2240). They will be able to tell you what your declared major is and make changes if necessary.

Programs

Bachelor of Arts in Music

The Bachelor of Arts degree in Music is intended for students who desire a comprehensive training in music in a liberal arts setting. This degree prepares students for employment in the music industry and positions in the general business sector requiring a liberal arts degree.

Students with a minimum of 40 music credits may qualify for an extended major in music. Permission of the chairperson is required for an extended major. Music students taking an extended major are not required to take a minor.

Bachelor of Arts in Music – Performance Option

The Bachelor of Arts degree in Music is also intended for students who desire comprehensive training in music in a liberal arts setting. This degree prepares students for graduate school, studio teaching, employment in the music industry and positions in the general business sector that require a liberal arts degree. This degree, however, requires an expanded number of applied music credits and the addition of a junior recital. Students pursuing the Performance Option are not required to take the foreign language requirement. Students wishing to pursue the Performance Option must successfully perform a thirty minute qualifying jury no later than the end of their sophomore year.

Students with a minimum of 40 music credits may qualify for an extended major in music in place of a minor. Permission of the chairperson is required for an extended major. Music students taking an extended major are not required to take a minor.

Bachelor of Arts in Music – Teaching Certificate Option

The Bachelor of Arts degree in Music – Teaching Certificate Option is intended to provide prospective music teachers with knowledge and skills in both vocal and instrumental music. Through a strong emphasis on music theory, history, performance and pedagogy students receive a background that enables them to become successful teachers at any level in the elementary and secondary schools.

Curriculum

Advising

Students will be assigned to their applied teacher for advising. Students taking applied lessons from a part-time instructor must come to the Music Department office to receive a full-time faculty advisor. Music Education majors should also consult an advisor in the College of Education. A file for each student will be kept in the department office and can be removed from the office for advising only (copies of the contents will be made for the student if necessary). Curriculum worksheets are available in the Music Office and will be kept in the student files. It is the responsibility of each student to maintain these worksheets, updating them each semester before meeting with their advisor to plan registration for the next semester.

Transfer Students

Transfer students must have their transcripts evaluated by the Department Chairperson no later than mid-semester of their first semester. If students transfer in as juniors or seniors, they are required to perform an upper divisional jury (p.5) within their 1st semester of study in the department.

Changes in Catalog

In order to find the specific requirements for your degree you must consult the MSUB General Bulletin that was current when you enrolled as a student.* However, for information on current courses consult the latest General Bulletin.

*Students have the option of changing to a more recent annual Bulletin.

Concert and Recital Attendance

Music majors are expected to attend at least 10 concerts and recitals per semester. At least five of these should be the WEDNESDAY Student Recitals. Attendance at recitals and concerts will be monitored by each student's private instructor, and will be a factor in determining the final applied grade.

Grade Requirement

Students are required to achieve a minimum of "C" in all music classes. Classes in which a student receives a "D" will not count toward graduation.

PERFORMANCE IN RECITALS AND JURIES

Student Recitals

Required Recital Performances

Wednesday Student Recitals

Recitals will be held on Wednesdays at 3:10 p.m. A schedule of recitals will be posted at the beginning of each semester. Music majors registered for applied lessons must perform in at least two student recitals each semester in order to receive a passing grade. To perform in a recital students must obtain a recital form from the music office, clearly provide all of the requested information (composer, work, duration, etc.), obtain their teacher's signature and return the form to the music office no later than noon on Tuesday preceding the recital.

Senior Recital

A pre-recital jury is required at least one month prior to the senior recital. (See "Pre-Recital Jury" page 6). Juries will be performed when possible on Wednesdays at 3:10 when a student recital is not scheduled and will be performed for the faculty. All B.A. Majors in Music must present a full recital (approximately one hour) during their senior year.

Junior Recital

Students in the Performance Option are required to successfully complete a full junior recital (approximately one hour). A pre-recital jury is required at least one month prior to the junior recital. (See "Pre-Recital Jury" page 6). Juries will be performed when possible on Wednesdays at 3:10 when a student recital is not scheduled and will be performed for the faculty.

Other Recitals (optional)

Freshman, sophomore and junior (non-performance option) students may perform recitals with the permission of their applied teacher. These recitals require a pre-recital jury at least one month prior to their recital date. (See "Pre-Recital Jury" p.6).

JURIES [all juries are closed (no audience)]

End-of-Semester Jury

Students enrolled in applied music are required to perform end-of-semester juries. These juries are 10 minutes in length and are performed for the faculty. End-of-semester juries are utilized to assess students' progress in applied lessons and to assist in planning upper-divisional juries. Literature performed in these juries can include solo works from contrasting style periods, etudes and scales. End-of-semester juries are optional for 1st semester freshmen only. All end-of-semester juries are scheduled during final's week. Sign-up sheets are posted on the bulletin board outside the student locker room at least one week prior to the juries. Jury slips will be available outside the recital hall entrance and should be completed (one for each faculty) before you enter to perform your jury. Faculty comments may be picked up in the music office during final exam week.

Pre-Recital Jury

Students planning Freshman, Sophomore, Junior or Senior Recitals must perform a pre-recital jury no less than one month prior to the date set for their recital. Students must schedule their recitals by the end of the second week of the semester they plan on giving the recital. Recital dates must be approved by their applied instructor and the music office. Students may not change recital dates once they have been approved and scheduled. Students who cancel their recital must wait until the following semester to reschedule. Prior to their pre-recital jury the student must submit a copy of the program, press release and biography to the office, as well as complete a checklist that verifies the recital date, name of their accompanist, program information and timing, schedules for a dress rehearsal and two additional rehearsals. (Pianists may schedule four additional rehearsals at this time.) This checklist may be obtained from the Music Office. Students who fail to complete this checklist, or their pre-recital jury one month prior to their recital date must wait until the next semester to schedule a new recital and pre-recital jury time. At least one week prior to the jury, the student should notify each faculty member of their proposed jury time.

Upper-Divisional Jury

Students must pass an upper-divisional jury before registering for 300 Level Advanced Applied Music courses. Students must schedule their upper-divisional jury with their applied teacher, the music office, and also notify the faculty at least two weeks prior to the proposed jury date. Upper-divisional juries will be performed for the faculty. They will be scheduled, when possible on Wednesday at 3:10 p.m. when no student recital is scheduled, or during semester-end student juries. Following are the upper divisional requirements:

1. A closed audition before a faculty committee. It must be a minimum of 15 minutes in length and consist of at least two solo works of contrasting styles that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student's applied teacher.
2. A working copy of the student's transcript to verify completion of the undergraduate theory sequence or satisfactory progress in MUS 232 and 233.
3. A repertoire list approved by the applied teacher.

Qualifying-Jury for Performance Option

Students pursuing the Bachelor of Arts in Music – Performance Option are required to perform a qualifying jury for the music faculty, no later than the end of their sophomore year. Students must schedule their qualifying-jury with their applied teacher, the music office, and also notify the faculty at least two weeks prior to the proposed jury date. The jury must be a minimum of one-half hour in length and include at least two works of contrasting style that demonstrate appropriate technical and musical ability, as well as scales, and other performance requirements specified by the student's applied teacher. Literature must be approved by the applied teacher. They will be scheduled, when possible on Wednesday at 3:10 p.m. when no student recital is scheduled, or during semester-end student juries. The qualifying-jury will fulfill the requirements of the upper-divisional jury.

FACILITIES

Cisel Hall Building Hours

Monday - Friday 7:00 a.m. to 9:00 p.m.

Weekends & Holidays CLOSED Authorized students may enter the building with their student ID card. Contact the office by the second week of classes to obtain authorization.

Music Department Computer Lab

The computer lab is housed in CI 124 and will be open to students between the hours of 8:00-5:00 p.m. However, student use will sometimes be limited by scheduled classes. In addition to various music software programs the lab is set up for word processing and Internet use.

Jeffrey M. Edgmond Resource Center

The music recording library is currently under construction and will be accessible to students beginning Spring Semester 2010.

Music Department Recording Technology Lab

The recording technology lab is located in CI 123. It is intended to be used by students involved in one of the recording technology courses. Students wishing to use the facility must check in with the office first, between the hours of 8:00 – 5:00.

Practice Rooms

Practice modules are located on the third floor (north wing) of Cisel Hall. Practice space is available for your use whenever the building is open; we encourage you to use them VERY OFTEN. Modules with Grand Pianos are reserved for piano majors. The practice rooms should be kept locked at all times, keys are available for checkout at the music office.

Lockers

Lockers are available for music students and are located on the ground floor (room 013). Sign up for a locker in the music office. There are a few combination locks available for your use in the music office on a "first come first served" basis. If the supply has run out you are required to purchase a reliable lock and keep your locker locked at all times. We will not be responsible for items stolen. If you are using a school instrument and it is stolen or lost, you will be responsible for replacing it.

Use of Departmental Facilities

Students may use departmental facilities (classrooms, rehearsal room and recital hall) only for performance projects or assignments that are under the direction of a faculty member.

Copy Machine Use

The copy machine in the Department of Music is not available for student use. Coin operated machines are available in the Academic Support Center, Library, Advising Center, Student Union Building, College of Business, and the College of Education. Students can also use their U-card in the Library and the Student Union Building.

Cisel Recital Hall

You may reserve time in Cisel Recital Hall to practice and rehearse. With the exception of the reservations allowed when a student reserves a recital date (see page 6, **Pre-Recital Jury**), rehearsals are to be scheduled no more than two weeks in advance. All reservations for recital hall use must be made through the music office. Please do not sign up unless you intend to use the hall. If you find you cannot use your time please contact the office so your time may be used by others. If you are not in the hall within 10 minutes of your reserved time, your reservation may be taken by another department member.

GENERAL INFORMATION

Accompanists

A list of student and professional accompanists will be kept in the music department office. Both student and professional accompanists will charge a fee for rehearsals and performances. Accompanist fees are the responsibility of the student. Students should approach an accompanist with their music well in advance of the performance date.

Instrument Check-Out Procedure

Instruments are available for members of performing ensembles and methods classes. There is no charge for the use of these instruments. Check out time is MWF from 11:20 a.m. to 12:20 p.m. in Cisel room 128A. You must make special arrangements with the Director of Bands if you cannot check out your instrument at that time. When checking out an instrument you must complete and sign the Instrument Loan Contract. No student may use an instrument without first completing an Instrument Loan Contract.

Music Scholarships and Fee Waivers

A limited number of scholarships and fee waiver awards are available for music majors. In order to be eligible, you must submit a completed general scholarship application to the MSUB Financial Aid Office, (1st floor of McMullen Hall), before the February deadline. For more information, inquire at Financial aid (<http://www.msubillings.edu/finaid/>) or contact the department chairperson.

Recordings of Student Recitals and Concerts

Depending on the availability of a recording technician, recitals and concerts may be recorded and retained by the department. Copies will be made available to students for a fee of \$2 or free of charge for students who provide a blank CD. A \$50 recording fee will be assessed for Junior and Senior Recitals. Students who will be performing their Junior or Senior recital are responsible for contacting a technician and paying them directly. Payment is not to be made to the Department of Music. Only authorized personnel will be allowed to use the departmental recording facilities. See the Administrative Associate for a list of authorized technicians.

Checklist Undergraduate Students in Music Education

When you come to college, it is a new experience with a sometimes bewildering array of things you must do to meet all of the requirements of your major in Education. We are hoping that this checklist will provide for you a step-by-step guide to the benchmarks that you must meet to eventually graduate with your degree and become a teacher. While this will help you keep "on track" for graduating, **YOU** are ultimately responsible for completing your degree or certification, including deadlines and paperwork.

At the point that you receive this checklist you have already met with an advisor in the Advising Center and completed between one to four semesters. You may be a transfer student who had a meeting with an advisor in the Advising Center to evaluate your transfer credits. Now you have declared that you want to major in K-12 Music Education, and are ready to get a faculty advisor for your degree.

Following is a checklist for you to use to meet each of the requirements (transition points, milestones) from this point until you graduate. We have provided links for you to find appropriate documents, applications, and guidelines for various steps along the way.

□ **Advisor**

You will be assigned an advisor who is a faculty member in the College of Education (currently Dr. Susan Barfield, sbarfield@msubillings.edu). You will get a letter from the advising center telling you who your new advisor is and how to contact the new advisor. You should try to see your education advisor at least once a semester; Dr. Barfield will review your Plan of Study (POS) and give you your Alternate PIN number which is required for course registration. Dr. Barfield has at least one advising meeting a semester where all advisees are asked to attend; make sure she has your current email address. Advising information is also available on her faculty web page: <http://www.msubillings.edu/COEFaculty/Barfield>

□ **Background Check**

The College of Education requires that a federal criminal history background check, including fingerprinting and self-disclosure of crimes, be completed for all candidates enrolled in a teacher education or school counseling program. You will need an acceptable background check before your sophomore practicums (taken in SPED 260 and EDF 225), for admission to Teacher Education, before your junior field experience (Secondary Methods Course EDCI 316) and before you can student teach. From the time that you submit your fingerprints to the College of Education (COE) Educational Theory and Practice (ETP) office, it can take 4-6 weeks for your background check to be completed. Submit your application 2 months before you take SPED 260 or EDF 225 and again when the check needs to be repeated. Criminal background reports are valid for only 24 months. If the report is 22 months old at the time of application for admission to teacher education, student teaching, or for a teaching license or endorsement, fingerprinting will have to be repeated. Information can be found under *Fingerprint Information* at: <http://www.msubillings.edu/lscpl/>.

□ **Sophomore Practicum**

Each student will take two sophomore practicums during their first two years. These are taken with EDF 225 and SPED 260 and includes hours in schools and agencies, working with children. You must have a current background check to start your practicum. The placements will be assigned in the classes.

□ **Applying to Teacher Ed.**

You will apply to be admitted officially to the Teacher Education Program when you have completed approximately four semesters or a minimum of 45 credits. Admission to the Teacher Education Program is required prior to registration for Professional Teacher Education courses at the 300 and 400 level. See *Application for Teacher Education* for required courses for admittance: <http://www.msubillings.edu/lscpl/> . With the application you will need the following:

- Essay on your personal philosophy of education (why you want to be a teacher, what experience you have working with children, what you hope to accomplish as a teacher) which you give to your advisor for evaluation and dated signature
- Cumulative GPA of 2.65 and no grades lower than a C
- Professional Core (on Plan of Study) - Cumulative GPA of 2.65 and no grades lower than a C
- Academic Foundations - Cumulative GPA of 2.65 and no grades lower than a C
- **C- grades are not acceptable**

□ **Secondary and K-12 Junior Field Experience**

All students in K-12 education complete a junior field experience after being admitted to Teacher Education. It includes approximately 3-4 hrs. per week in the field. The secondary K-12 field experience is embedded in the EDCI 316 methods course.

□ **Praxis II**

These tests are seriously being considered as a requirement by the Office of Public Instruction. As most states require this music content exam, music education candidates are strongly recommended to take both the PRAXIS II music content exam (Content Knowledge 0113 – the semester before student teaching) and the Praxis II Principles of Learning and Teaching (PLT) exam during student teaching. All music education students need to take a practice pre-PRAXIS II music content exam when they enter the program to allow students to become familiar with the test format; they will take the practice post-PRAXIS II music content exam the semester before their student teaching to prepare them for this national exam.

□ **Student Teaching**

- Applications for Student Teaching are due the semester before you student teach. If you are student teaching in the spring, applications are due on Oct. 15 and if you are student teaching in the fall, applications are due on March 15. Attendance at one student teaching advising workshop is required prior to submitting an application. These workshops will be “advertized”. Information can be found at <http://www.msubillings.edu/lscp/>.

In order to be eligible to student teach, you must have the following:

- All courses finished (except EDF 450) with no incomplete (I) grades
- Overall GPA on 2.65 or above
- GPA of 2.65 or above in **each** of the following areas: major(s), minor (if applicable), academic foundations, professional core
- No grades below C (C- grades are not acceptable)
- Must be admitted to Teacher Education
- Acceptable criminal background check on file (not older than two years)
- Professional resume
- Music Education majors are recommended to take the Praxis II PLT exam (during student teaching) and the PRAXIS II Music Content exam with minimum scores (yet to be determined) prior to student teaching.
- Double majors will do two student teaching experiences in one semester: 10 weeks of student teaching for each major. The weeks to complete these experiences will begin and end outside of the semester dates. Single majors will do 14 weeks of student teaching.

□ **Graduation**

- You apply for graduation one semester before you student teach. The application form is online (<http://www.msubillings.edu/reg/forms/Application%20for%20Graduation%20Instructions.pdf>) and you must fill it out with your advisor. Information can be found at:
- You will need to have a Cumulative GPA of 2.65
- You will need a GPA of 2.65 in **each** of the following areas: major(s), minor, academic foundations, professional core and total institution (MSUB).
- You must have no grades lower than C in your major, minor, academic foundations and professional core courses – C- grades are not acceptable

Licensure

Once you have finished your teaching degree, you need to apply for licensure. In most states, including Montana, licensure applications are done through the Licensure Officer in the College of Education, Department of Educational Theory and Practice. There is an application to fill out, which the officer reviews and approves before it goes for final approval to the State Licensure Office. In some states, you can apply directly to the State Department of Education. The Licensure Officer will be able to provide the information about how to apply or you can call the state in which you are applying for jobs for licensure procedures. Information can be found online at: <http://www.msubillings.edu/lscp/>.

Important General Information

□ **Incomplete Grades**

Incomplete grades are not acceptable when enrolling for admission to Teacher Education, Junior Field or Student Teaching.

□ **Petitions**

Petition forms to request an exception to the normal procedures or policies in the College of Education are available on the website (<http://msubillings.edu.lscp/>). These are submitted to the Teacher Education Appeals Committee. Your advisor can assist you with this process.

□ **Dispositions**

Professional teachers have to have personal qualities above and beyond their academic credentials. In the College of Education these qualities are called professional dispositions. In classes and in field experiences, you will be evaluated on how you demonstrate these dispositions. Your advisor can share with you the disposition form that faculty and supervisors use.

□ **Highly Qualified Teachers (HQT)**

You should discuss with your advisor what the requirements are for becoming a Highly Qualified Teacher as designated by the No Child Left Behind Federal Law and individual state requirements.

Registration PIN You will need a personal Alternate PIN to register for classes each semester. Your advisor will have your Alternate PIN when you come in for advising to plan for each semester's classes. This is NOT your personal PIN and these numbers change each semester. You will not need a PIN to register for summer classes.

□ **Grade Point Average**

You will need to be aware of your GPA at all times. You cannot be admitted to Teacher Education and Student Teaching or graduate with a GPA below 2.65 in **each** of the following areas: major(s), minor (if applicable), academic foundations, professional core classes, and total institution GPA (only for graduation). You also cannot receive anything lower than a C in your teaching major(s), minors (if applicable), academic foundations or professional core courses. C- grades are not acceptable. If, at any time, you are having trouble with your GPA in any of these areas, talk with your advisor; there are some specific measures you can take that will help raise your GPA.

REV 9/25/09

MusicMajor.Handbook