

Music Student Handbook

Table of Contents

I. General Information	1
A. Office	
B. Facilities	
C. Registration for & Withdrawal from Classes	
D. Lockers	
E. Practice Room Keys	
F. Instrument Insurance	2
G. Check Out Policies for Instruments	2
H. Request for Accompanist:	2
I. Lost and Found	2
J. Music Events Calendar	3
K. Class Attendance	3
L. Application to Upper Division	3
M. Personal Notices and Fliers	3
N. Smoking	3
II. Advising and Academic Requirements	4
A. Requirements for Admission to the Bachelor of Music Degree	4
B. Course Syllabi	4
C. Advising	5
D. Faculty Advisors	5
E. General Undergraduate Degree Requirements	5
F. Pre-registration	6
G. College of Liberal Arts Advising Handbook	6
H. School of Music Student Handbooks	6
I. Transfer Students	6
J. Course Substitution Forms	7
K. Music Core Curriculum	7
L. Piano Proficiency (Non-Piano Majors)	7
M. Teacher Licensure	8
N. Courses in Applied Music [MUAP]- Lower Division Private Instruction	8
O. Promotion to Upper Division Private Instruction	8
P. Courses in Applied Music [MUAP] - Upper Division Private Instruc.	9
Q. Jury Examinations	9
R. Request for Senior Recital Audition Hearing and Performance	0

Application for Use of Facilities (Facilities Form)
Student Recital Form
CD Request Form

B-xiv
B-xv
B-xvi

The Middle Tennessee State University School of Music is committed to the health, safety and well-being of all musicians who participate in academic or performance related activities.

As an institution of the Tennessee Board of Regents, Middle Tennessee State University makes a comprehensive effort to proactively educate, assist, and protect all students, staff, faculty, and guests in health related issues. For musicians, this includes:

- ***Healthy approaches to private lessons and ensemble rehearsals that include appropriate technical exercises and clear information regarding the safe utilization of the muscles and bones associated with specific music production.***
- ***Facilities and equipment that are safe and instruction on proper handling of all equipment or instruments.***
- ***Consideration of volume levels in practice and performance spaces, with acoustical treatments for sonic mediation as needed for hearing protection.***
- ***Rigorous academic and performance curricula with clear expectations within an affirming environment to help ensure student success.***
- ***Genuine concern for the wellbeing and equality of each individual, regardless of gender, race, creed, nationality, religious affiliation, or sexual preference.***
- ***While the MTSU School of Music strives to foster and maintain healthy practices and environments, the faculty and staff are not trained medical professionals. When appropriate, referrals will be made to appropriate MTSU staff or faculty, or to highly trained professionals off campus.***

MTSU SCHOOL OF MUSIC STUDENT HANDBOOK

I. GENERAL INFORMATION

Office:

The main office of the School of Music is located in WMB 50. Office hours are Monday through Friday, 8:00 AM to 4:30 P.M., and may be reached by calling 65/898-2469.

Facilities:

The School of Music is housed in the Wright Music Building (WMB) and the Saunders Fine Arts Building (SFA). Facilities are available for individual practice as follows:

Monday through Friday 7:00 a.m.- 0:00 p.m.

Saturday, Sunday and holidays - doors locked and entrance is only by electronic card (see facilities and scheduling for instructions). However, during the Fall and Spring Semesters there are usually events on weekends, and the music facilities are usually open on Saturdays and Sundays.

Registration for & Withdrawal from Classes:

Students must be officially registered for all classes they attend including private instruction. Normally, students should not enroll in classes after the registration deadline. Students may drop a class online without a penalty early in the semester (see the University calendar for the exact date). Students may also withdraw from a class with a grade of W through the mid-term of the semester (see the University calendar for the exact date). Under normal circumstances, students are not permitted to withdraw from a course without a penalty after mid-term. It is important to keep your academic advisor apprised of any plans you have to drop or withdraw from a course.

Instrument Lockers:

Students may request a locker for their personal instrument in the Music Office. Each student furnishes his or her own combination lock (green locks in the "MU" series), available in the Phillips Bookstore, and reports the combination to the Music Secretary who maintains this information in a confidential file. Students using School of Music instruments must first obtain a lock before being issued a locker. All lockers are to be emptied, cleaned out and locks removed before Junest. NOTE: There are a limited number of lockers, and we cannot guarantee that all non-music majors will be able to be issued a locker.

Practice Room Keys:

Practice rooms are available on the first floor of Saunders Fine Arts (SFA) and on the second floor of Wright Music Building (WMB). Most practice rooms are not locked. Piano majors are eligible to use the three grand piano practice rooms on the second

floor of WMB; percussion majors are eligible to use the four percussion practice rooms on the first floor of WMB; these rooms are locked. Pianists and percussionists will need to obtain a practice room key from the music office for the practice rooms on the second floor of Wright Music. In order to get a new key, a \$5.00 charge must be paid if you lose your key. All practice room keys must be returned to the music office as soon as juries are finished at the end of the spring semester. Students who do not return their practice room key by the last day of final exams will not receive their official grade reports or academic transcripts from the University Records Office.

Instrument Insurance:

Students should obtain private insurance coverage for their own instruments. Since many homeowners' policies include coverage for personal property, students should consult with their family insurance agents to determine if coverage exists or can be obtained. The MTSU School of Music is not responsible for lost or stolen property, and the university and state have no insurance coverage for personal property. Students should never leave their instruments or other belongings unattended in practice rooms, classrooms, halls, and so forth.

Check Out Policies for Instruments:

Certain instruments owned by the MTSU School of Music may be issued to students who need them to complete private instruction or who need them for participation in an ensemble. Students must complete a check out form available from the instrument clerk in WMB 72. The form must be signed by the student's private instructor or ensemble director. Only the instrument clerk may issue the instruments; students are not allowed in the instrument storage room. Instruments must be cleaned and returned during the last week of each semester. Students who do not return their instruments by the last day of final exams will not receive their official grade reports or academic transcripts from the University Records Office.

(Refer to Appendix B-i for Instrument Check Out Form)

Request for Accompanist:

If you need an accompanist to attend your lessons on a regular basis please obtain, fill out and file a request for accompanist form.

(Refer to Appendix B-ii for Request for Accompanist Form)

Lost and Found:

Lost and found articles should be reported or turned in to the departmental office. Items left in practice rooms or classrooms are brought to the office by the custodial staff where they are held until they are claimed. At the end of each semester unclaimed items are sent to the university lost and found in Keathley University Center.

Music Events Calendar:

The calendar of events can be view on the Message Center Board outside the Music Office or on the website at: www.mtsumusic.com.

Class Attendance:

Regular and punctual attendance is expected of all students; it is very important that you attend your classes. Students who must be absent from class to represent the university in officially approved functions may be excused. The faculty or staff sponsor of the function will provide students with written statements to submit to their instructors in advance of the absence. The absence policy for each individual class will be in the syllabus handed out to students at the beginning of each semester.

Application to Upper Division:

No later than the end of their sophomore year, all students MUST COMPLETE the application to upper division, an official document which lists all of the requirements and courses for each student's particular degree program. This form is completed by the student in consultation with his or her faculty advisor who must also sign the form. Transfer students generally should complete the upper division form during their first semester at the university.

(Refer to Appendix B-iii through B-xii for all ten Upper Division Forms)

Personal Notices and Fliers:

Students may post personal notices and fliers on the bulletin board in the lobby of the Wright Music Building, with the permission of the music office. Walls, doors, and other spaces should not be used for posting personal notes.

Smoking:

Smoking is NOT PERMITTED in Saunders Fine Arts and Wright Music Building, or near the entrances of the buildings.

II. ADVISING AND ACADEMIC POLICIES

ADMISSION REQUIREMENTS

Requirements for Admission to the Bachelor of Music Degree:

All students entering as Music majors and minors must pass an audition before the faculty on their major instrument or voice. Students who do not pass the audition may be allowed, at the discretion of the faculty, to enroll in private music lessons or class instruction for one semester only. At the end of the semester the student must re-audition for admission into the program.

In addition, all prospective new or transfer **Bachelor of Music majors and Music minors are required to take the *Music Theory and Aural Skills Diagnostic Exam*** to determine appropriate placement in the music theory program. For additional information and to schedule a time for the exam, contact the School of Music Office, Wright Music Building, Room 50, (6 5) 898-2469. Students may not enroll in any music theory course until the exam is taken.

Students seeking a Bachelor of Music degree or a Music minor should refer to the MTSU *Undergraduate Catalog* that serves as the official document of the University. Please keep a copy of the *Undergraduate Catalogue* that is in effect during the year that you enter; this will serve as your official reference; if the catalog changes during your studies, you may opt to continue with the requirements in force at the time of your matriculation.

Consult this *Student Handbook* concerning specific additional degree requirements and school policies and procedures. **It is essential that all Music majors consult their advisors each semester.**

COURSE SYLLABI

Course Syllabi for All Classes:

All students are required to be enrolled for any course they take at MTSU, including all recitals required for graduation. Therefore, all faculty members are required to prepare and maintain a syllabus for every class they teach every semester. **Current course syllabi for all classes taught each semester by all faculty members are to be provided to all enrolled students with a copy on file in the music office.**

Requirements for All Course Syllabi:

All course syllabi should have the following information:

Course Title, Number, and Section
Semester/Summer Term in which the course is being offered
Instructor's name and e-mail address

List of Required Materials
Course Description
Course Requirements
Attendance Requirements and Make-Up Assignments/Test Policy
Testing and Grading Requirements and Procedures
Course Schedule
Learning outcomes
American Disability Act Statement
Tennessee Lottery Scholarship Statement

ADVISING

Faculty Advisors: Students will be assigned an advisor in the music office. Please realize that you are responsible for meeting all graduation requirements, and that your faculty advisor is to guide you through this process. **It is essential that all music majors consult their advisor each semester.**

General Undergraduate Degree Requirements

- Students must complete a minimum of 20 semester hours with a 2.00 grade point average. (Music Education programs require 28 hours.)
- At least 42 semester hours of junior and senior (3000-4000 level) courses must be completed with an average grade of C (2.00 GPA) or better. A minimum of 30 semester hours of junior and senior (3000-4000 level) courses must be completed at MTSU. In degree programs of more than 20 hours a greater number of hours is required.
- Students must complete at least nine semester hours at the upper-division level at MTSU in the major and at least three semester hours at the upper-division level at MTSU in each minor.
- A 2.00 minimum GPA will be required in a major pursued as a graduation requirement and a 2.00 is required in some minors.
- All candidates must meet the General Education (formerly called General Studies) requirements as outlined on pages 59-6 and satisfy a computer literacy requirement as outlined on pages 64-67 of the current catalog (2005-2007). (*NOTE: Information applicable to transfer students may be found on page 62.*)
- During the second semester of the sophomore year, a student must complete an Upper-Division form and file it in the Records Office. This form may be secured in the office of the head of the department/school in which the student expects to major. A minimum grade point average of 2.00 in the major field and on all work attempted is required for unconditional admittance to the upper division and to candidacy for the bachelor's degree.
- All degree candidates must file a Notice of Intension to Graduate in the Records Office during the first semester of the senior year.
- You must receive at least a C- in certain courses for them to count towards your degree program; please refer to the University *Undergraduate Catalog*.

NOTE: In all instances, meeting the requirements for graduation is the responsibility of the student.

(Refer to the Appendix A-i through A-x for all ten Upper Division Forms)

Pre-registration:

It is essential that all students pre-register; this is especially true for all music majors, music minors, and students enrolled in private music instruction. Students that are pre-registered provide important data for course scheduling and determining faculty teaching load assignments.

Returning students who do not pre-register will not be guaranteed the availability of courses that are listed in the Class Schedule, as they will be cancelled if under-enrolled. Cancellation of under-enrolled classes will occur one month after the beginning of the pre-registration period each semester.

College of Liberal Arts Advising Handbook:

All faculty members in the College of Liberal Arts are provided a copy of the Undergraduate Advising Handbook from the Dean's office. This handbook is the most complete source of information on advising policies and procedures. For assistance in advising, students and faculty may contact the College of Liberal Arts Advisors, Ms. Lucy Langworthy, e-mail: llangwor@mtsu.edu, and Judy Albakary, jalbakary@mtsu.edu.

School of Music Student Handbooks:

All students in the School of Music have access to *The Student Handbook* on the School website. Graduate students should obtain a copy of the *Graduate Student Handbook* from the Graduate Coordinator. Students seeking a Bachelor of Music or a Master of Arts in music degree should refer to these handbooks that serves as the official document of the MTSU School of Music concerning specific additional degree requirements, School policies, and procedures. It is essential that all music majors consult their advisor each semester. For assistance, faculty are encouraged to contact the Coordinator of Graduate Studies or Undergraduate Area Coordinators.

Transfer Students:

Transcripts of transfer students received in the Office of Admissions are evaluated and MTSU course equivalents are determined and forwarded to the Director of the School of Music. All courses with a passing grade from an accredited college, university, or community college are accepted and appear on the MTSU transcript; however, frequently, many of these courses do not satisfy graduation requirements and consequently may not count towards your degree. The Assistant Director of the School will evaluate all transferred credit, make corrections as appropriate, and specify those courses that will satisfy (or not satisfy) major or minor requirements. Transfer credits in music theory and aural/sight-sing skills will not automatically transfer as the equivalent course at MTSU. To determine a course to be the

equivalent of a course in music theory, all transfer students, or students awarded CLEP credit must take the Music Theory Diagnostic Exam. In addition, you may be required to meet with the Coordinator of Musicology to determine where you fit into the music history sequence. After the Assistant Director's evaluation and initial advising of all transfer students, the student will be assigned to a faculty advisor. Students must complete at least nine semester hours at the upper-division level through MTSU in each major and three semester hours at the upper-division level through MTSU in each minor.

Course Substitution Forms:

MTSU Course Substitution Form is available in the Music Office. Music faculty advisors should assist the student in completing this form, sign, and forward to the Director of the School of Music. Substitutions for courses in other departments must be signed by that department chair. The Dean of the College of Liberal Arts must sign all substitution forms.

(Refer to Appendix A-xi for Course Substitution form)

Music Core Curriculum (required for all Bachelor of Music degree programs):

MUS 0 0	Recital Attendance (6 semesters)	0 credit
MUTH 0	Theory and Aural Skills I	4 credits
MUTH 20	Theory and Aural Skills II	4 credits
MUTH 2 0	Theory and Aural Skills III	3 credits
MUTH 2 20	Theory and Aural Skills IV	3 credits
MUHL 6 0	Music History I	2 credits
MUHL 620	Music History II	2 credits
MUHL 26 0	Music History III	2 credits
MUHL 2620	Music History IV	2 credits
MUTH 4 30	Orchestration and Arranging	2 credits
MUS 3 40	Conducting I	2 credits

Students must earn a grade of C- or higher in MUTH 0, 20, 2 0, 2 20 (music theory sequence) and MUHL 6 0, 620, 26 0, 2620 (music history sequence).

Piano Proficiency (Non-Piano Majors)

Students must be registered for the appropriate piano class MUS 530, 540, 2530, 2540 during the semester in which they take the proficiency. Music Education students must pass the exam before registering for Directed Teaching. All students are expected to pass their final piano proficiency before the end of their junior year. In order to successfully complete the proficiency exam, students should demonstrate awareness of style, competent pedaling, correct fingerings, and musically artistic presentation of literature.

(Refer to Appendix A-xii for Piano Proficiency Examination outline)

Teacher Licensure:

Students seeking a license to teach music in the public schools must complete () a major in Music following the concentration in either Instrumental Music Education or Vocal/General K- 2 Music Education, (2) minor in Secondary Education, (3) the General Education Program, and (4) the Enhanced General Education requirements. Students must contact a minor advisor in Secondary Education for additional details and requirements relating to Teacher Licensure (see pages 96- 97 of the MTSU 2005-2007 Undergraduate Catalog).

Courses in Applied Music IMUAPJ - Lower-Division Private Instruction:

Private instruction is available to qualified students on all orchestral and band instruments, voice, guitar, keyboards and composition. Those students enrolling in private instruction for the first time must audition to determine if they are adequately prepared for college-level private instruction. To arrange for an audition, students should contact the School of Music Office. One-credit lessons for music majors are one one-half hour lesson per week *and* a weekly master class with your studio teacher. Two-credit lessons are for music majors only and are for one one-hour lesson per week *and* a weekly master class with your studio teacher. A co-requisite enrollment in an appropriate music ensemble is required for students registered for private instruction in voice, brass, woodwinds, orchestral strings, and percussion. Private instruction course numbers will be repeated for each semester of study.

Students who are not prepared for such private instruction as stated above should register for class instruction, e.g.; Class Piano, Class Voice or Class Guitar. If class instruction is not available, students will be allowed to enroll in private instruction for one semester after which a faculty jury examination must be passed to continue private instruction. Private instruction course numbers will be repeated each semester of study. A maximum of four semesters of lower-division private instruction may be applied toward a music degree.

A student who earns a grade lower than C in private instruction may use the next attempt in the course to remove the previous grade from his or her grade point calculation. To use this policy, the student must have the written permission of the School Director at the beginning of the semester in which the next attempt is made.

Promotion to Upper Division Private Instruction:

Promotion to the upper division does not follow automatically after the completion of four semesters of courses in the lower division, but is made only upon the successful completion of the Upper-Division Jury. This jury, normally given at the end of the sophomore year to Music majors, is conducted by each instrumental area in the MTSU School of Music. Recommendation to upper division is made only if the student's proficiency as a performer bears promise of future artistic qualities as a soloist. It is at this level that the music major normally begins preparation for his/her junior and/or senior recital. A student who fails to pass the Upper-Division Jury must continue lower-division private instruction until the jury is passed. Private instruction course numbers will be repeated for each semester of study.

Courses in Applied Music IMUAPJ - Upper-Division Private Instruction

One-credit applied music consists of two parts: a one-half hour lesson and a master class per week. Two- and three-credit lessons are for music majors only and are for a one-hour lesson and a master class per week. A co-requisite enrollment in an appropriate music ensemble is required for students registered for private instruction in voice, brass, woodwinds, orchestral strings, and percussion.

After successful completion of the Upper-Division Jury, a student must be enrolled for a minimum of three semesters before being allowed to give the senior recital. Students must pass the upper-division performance jury before being allowed to enroll in Directed Teaching (student teaching).

Three-credit private lessons are designed for only those students majoring in music with performance as their concentration. Students enrolled in these courses will receive one hour of instruction per week *and* a weekly master class with your studio teacher. Although this three-credit course meets for the same length of time as a two-credit private lesson, students enrolled are expected to spend more time in preparation for their three-credit lesson and perform more repertoire during the course of the semester as assigned by the instructor.

A student who earns a grade lower than C in private instruction may use the next attempt in the course to remove the previous grade from his or her grade point calculation. To use this policy, the student must have the written permission of the school director at the beginning of the semester in which the next attempt is made.

Note: Students cannot change concentrations during upper division study without performing the appropriate upper division jury requirements.

Jury Examinations:

All Music majors and Music minors enrolled in private lessons are required to participate in jury examinations in their primary performing area. Non-Music majors registered for private lessons may be required to perform a jury examination at the discretion of the instructor. Jury examinations are held to measure the student's progress at the conclusion of each semester. Those students who have presented, and passed, their senior recital during the semester may be excused from a jury examination.

[Refer to Appendix A-xiv for Private Instruction Report (jury sheet)]

Request for Senior Recital Audition Hearing and Performance

Students must receive permission to present a senior recital by giving a pre-recital hearing before the faculty at least two weeks before the scheduled recital.

(Refer to Appendix A-xvi for Request for Senior Recital Audition Hearing and Performance Form)

Courses in Music Ensembles IMUENJ

Music ensembles are maintained for the benefit of the student body and to provide training for Music majors and minors. Any MTSU student is eligible to audition for any School of Music ensemble. All students must have permission of the instructor or audition for placement in order to enroll in an ensemble. Contact the Music Office for additional information. All music ensembles may be repeated for credit.

Assistance Alert

Faculty are encouraged to complete a MTSU Assistance Alert Form for any student for whom they may have a concern due to failing grades, missed classes, failure to turn in assigned work, or personal problems. These forms should be sent to the College of Liberal Arts Office, Box 97.

(Refer to Appendix A-xviii for MTSU Assistance Alert Form)

III. FACILITIES AND SCHEDULING

Music Library

The Philip C. Howard Music Library, McWherter Learning Resources Center 0 (LRC 0) 898-275 visit: <http://www.mtsumusic.com> and under "Libraries" click on "Phillip Howard Music Library" or go directly to <http://mtsu.edu/□music/howardlibrary>.

The Music Library primarily supports the activities of the MTSU School of Music; however, in-house use of recordings, books and scores is available to everyone. The Music Library houses audio and video recordings, scores, music education texts and reference items. Facilities include study space, listening stations, TV/VCR, computer terminal with access to Voyager (the MTSU's on-line catalog), and a card catalog. Scores may be checked out to anyone with a valid MTSU ID, for a two-week period. Late fees are \$. 0 per day per item. The fee for a lost item will be the accrued late fees, the cost of replacement, and a \$20 service charge. Reference materials and recordings do not circulate.

Of special interest are the on-line resources available to you. These include the

- *Revised New Grove Dictionary of Music and Musicians*
- Two online streaming audio databases: Classical Music Library Online and Naxos.com (note that these both have a limited number of subscriptions)
- Classical Composers Index

And other resources. Consult the Howard Music Library webpage for more information, and the music librarian.

Procedures for booking the Hinton Hall of Wright Music Building

Priority Booking

The music hall will be booked for the next academic year beginning in the spring of the previous year. Booking will be by priority in the following order.

- . Major national events requiring over a year's preparation to host. (i.e. Contest of Champions, Wind Band Conference, MTSBOA, Governor's School, regional or national conferences)
2. Large MTSU School of Music Ensembles including Band, Choral, Jazz Ensembles, and Orchestra.
3. All other MTSU School of Music ensembles and studio recitals.
4. All faculty recitals.
5. All guests of faculty recitals.
6. MTSU Music students and everyone else on a first come first serve basis.

The MTSU President or the Director of the MTSU School of Music may circumvent these priorities.

Concert times

- . Major ensembles requiring the whole weeknight evening will normally book at 7:30 p.m., although it is up to the professor's discretion to begin at another time.
2. All others not requiring more than an hour and a quarter will book weeknights at 6 p.m. or at 8 p.m.
3. Saturday recitals are booked at performer's discretion;
4. 3:00 p.m., 5:00 p. m., and 7 or 8 p.m. are generally accepted time for beginning concerts on Sundays.

What to do to book the hall

- . Consult with Tim Musselman in Concert Production for available times.
2. Have Mr. Musselman pencil in the desired date and time for your concert. (See the next section on keeping the concert time once it is penciled in.)

Keeping a date that is penciled in and getting it on the Web

- . Facilities forms (available in the office or online at mtsumusic.com under "student utilities") must be completed and signed by the sponsoring faculty person* and Tim Musselman to ensure that the date remains secure. When the facilities form is processed your concert date will be added to the MTSU School of Music web calendar.

!*IMPORTANT NOTE: Students are required to turn in a Facilities form signed by their professor within 3 BUSINESS DAYS of booking a recital or the spot will be forfeited.J

(Refer to Appendix A-xxxi for Facilities Form)

Revocation of a confirmed date

- . Dates for Senior and Graduate recitals are contingent on passing the required hearing (consult with your applied faculty).
- 2. Failure of a **student** to turn in a faculty-signed facilities form within 3 days of booking a date will result in the forfeit of that date.
- 3. Drafts of the recital program **MUST** be turned in at least 0 days prior to the recital date. Failure to do so could result in the forfeit of the date. (See instructional details in "Recital Programs" section)

Costs of booking the hall

- . There is no cost for MTSU School of Music sponsored recitals in the Hinton Music Hall.
- 2. A recording session (or anything other than a MTSU School sponsored recital) must be approved by a MTSU School of Music faculty member or its director. Technician fees will be billed at \$ 0 per hour (EACH) for the ENTIRE time billed by the technician(s). (A deposit and billing address will be required prior to the date.)

Student Recital Hour Procedures

Student Recital Hour is held on approximately eight (8) Thursdays per semester at :20 a.m. (Recital dates are posted outside the office door on the recital board.)

Students wishing to perform should fill out a "Student Recital Form" available on the web (mtsumusic.com) under student utilities. Forms must be typed on the web before printing, signed by your faculty instructor, and turned in to Tim Musselman no later than 3 p.m. on the Tuesday before the Thursday recital date.

Forms returned with incomplete information will not be considered.

There is limited space available on each date and slots are filled on first come first serve basis. [Specific guidelines regarding number of performances, length of performances, etc., are posted outside Mr. Musselman's office].

(Refer to Appendix A-xxxii for Student Recital Hour Form)

Concert Program Procedures

All MTSU School of Music concert programs must conform to the MTSU School of Music TEMPLATE unless a department (such as band, choral, SRCP) wishes to create an elaborate program requiring additional funds.

The Template

The template is an 8 1/2 by 11 sheet of linen paper folded in the middle and opened in booklet style. The front is designed with logo and graphics for the School of Music. The template creates a title page, two inside pages and a back page.

Requirements for turning in your program

- . Regardless of whether your recital program is finalized (i.e. know what you will perform), you **MUST** turn in a working copy of the recital program in digital format to Tim Musselman (e-mail is acceptable but please confirm receipt) in the following format 0 days prior to your recital.
- 2. After several days of turning in your program check back with Mr. Musselman to check over the proof of your program. (Your instructor will be contacted regarding the proof.)

Format for the recital program

- . Type the UNFORMATTED text for your program in a standard word processing program (Word for Windows, Word for MAC or if you had rather in a composed e-mail). Avoid **tab stops** and **long spaces created by the space bar**. Publications and Graphics has the layout format and it is not necessary for you to space composers, dates, etc. in the way it will finally look. Check all spelling, composer dates, capitalization and special formatting such as *italics* and underlining.
- 2. A digital copy of the document must be delivered to the music office (Connie Bowrey or Tim Musselman) at least 0 days prior to the concert. (You may also e-mail it to tmusselm@mtsu.edu but it is your responsibility to confirm its receipt.)
- 3. The title page should have the following information: Title of the performance (to follow the template's "MTSU School of Music Presents", as well as performer's names and instruments, Day, Date, and Time of performance.
- 4. Inside left page should have biographies and/or program notes **ONLY IF DESIRED**. (Extremely long program notes and text accompanying songs should be distributed separately from the program and should be created and copied by the performer.) Dedications are **NOT** allowed unless approved by the office.
- 5. The inside right should have the program including the titles of the works being performed, composers, birth and death dates of the composer and possibly any special guest appearing on a piece. (Long programs may require both inside pages for the program.)
- 6. The back page is for continued program notes or a list of performers in a group (if needed).

Sample format for recital program submission: (When you type your program this is how it should look...notice that there is NO centering, NO long spaces, No alignments, just information. Everything is left justified.)

Title page:

A Senior Recital
 Joe Smith, trumpet
 Friday, November 0, 2007
 8:00 p.m.

Inside left: (if bio or notes included)

Joe Smith

Joe Smith is a great guy who has played trumpet since his daddy locked him in the closet with one at age three. His mama says she knew, after the first two hours, that he was destined to be a great trumpet player.

His neighbors rave, ".best darn trumpet playin' we've ever heard."

Smith teaches trumpet at *The School for the Extremely Abled*.

(EXCESS INFORMATION WILL BE CONTINUED ON BACK)

Inside right:

Program

Daddy Don't- by Joe Smith (b. 972)

Eine Kleine Nachtmusic -by W.A. Mozart (756- 79)

Transcribed for trumpet by Joe Smith

Please Release Me- by Sam Smith (922- 999)

(longer programs may be put on inside left and right.)

Procedure for reserving classroom space

Rules

- Priority for Classroom space always goes to university-scheduled classes.
- Only faculty and graduate assistants may reserve a master classroom. Other groups may by special permission of Mr. Musselman if assurances of the dignity of the classroom can be maintained.
- Non-master classrooms may be reserved for MTSU School of Music-sponsored functions by students responsible (i.e. officer of Phi Mu Alpha or Delta Omicron).
- Music stands brought into the classrooms must be removed after rehearsals. Chairs must be realigned.

Procedure

Check Webviewer to look for available spots. Contact Tim Musselman in person who maintains scheduling on each room or contact him via the online form, for Wright Music Building and Saunders Fine Arts, provided on webviewer. He will confirm (or not) and schedule all times. Connie Bowrey can assist in his absence.

Keys

Keys may be checked out from Connie Bowrey for a scheduled room on the day of the event and returned the following business day. Failure to return the key on the following business day will jeopardize a person's ability to reserve the room in the future.

Procedure for gaining access to Music building after hours

- . Only students enrolled in private instruction may gain access to the music building after hours.
- 2. All students enrolled in private instruction may drop their student ID off (and Social Security number) in the music office before 9 a.m. and picked up after 2 p.m. the same day to have their card programmed for electronic access to the building.

Computer Lab

- The general hours for the computer lab are M-R from 8 a.m. to 4: 5 p.m. Fridays the lab will close at 3:30 p.m.
- Music Software such as Practica Musica and Finale are now installed in the LRC computer lab for extended hours of work and practice. Small MIDI keyboards may be checked out at the LRC desk.

Computer lab rules

- If adjusting the thermostat please do it by only two or three degrees at a time.
- Please do not use unusually thick, thin, or scrap paper in the printer. A printer jam WILL result. Used paper will damage the laser printer.
- Please do not use the web for sport or entertainment. The lab is provided as a tool for MTSU musicians and students.
- A general amount of quiet should be maintained as in a library. Students will be working on projects that require concentration.

Procedure for requesting a recital recording

General

- You may request a CD recording of any concert held in the music hall of Wright Music Building.
- CD's will be the only format that we will provide. Those needing a tape can make a copy from CD on most home stereo systems. CDs provide longer life and better audio quality than tape.

Form

- . Please obtain and fill out a CD Request form found in the office (WMB 50) or on line at WWW.MTSUMUSIC.COM under "student utilities."
- 2. Turn in the form to Tim Musselman with prepayment of check or cash.
- 3. Checks are made payable to "MTSU".
- 4. No guarantee is made about the turn-around time. (We TRY to have CDs ready within 2 weeks although some might be ready in a few days depending on how busy the hall and technicians are.)

(Refer to Appendix A-xxxiii for CD Request Form)

Cost

Cost is \$ 5 for the first CD and \$7.50 for each additional CD ordered AT THE SAME TIME for the SAME PROGRAM.

IV. STUDENT ORGANIZATIONS

The MTSU School of Music sponsors a number of student and student-faculty organizations that support artistic, academic, service and social endeavors. For more information on these organizations, please contact the Music Office.

Music Students Advisory Council - an appointed student group representative of Music majors and minors who serve to advise the administration of the School on issues of concern to Music students.

Pi Kappa Lambda - the music honor society. Students who have demonstrated artistic and academic attainment and leadership are eligible to be elected to Pi Kappa Lambda.

Delta Omicron - music fraternity for all MTSU students who are interested in music.

Phi Mu Alpha Sinfonia - music fraternity for all MTSU students who are interested in music.

Sigma Alpha Iota - music fraternity for all MTSU women who are interested in music.

American Choral Directors Association - professional organization for students who are interested in the choral directors art.

CollegiateMENC - professional organization for students who are interested in careers in music education.

Society of Composers, Inc. - a professional society for music composers.

APPENDIX