

DIVISION OF ARTS AND
COMMUNICATION STUDIES

MUSIC PROGRAM



H A N D B O O K

2013-2014

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TABLE OF CONTENTS

		<u>Page</u>
Section I	Mission Statement	1
	Music Faculty and Staff	1
	Faculty Advising	1
Section II	The Spears Center for the Arts	1
	Building Hours	2
	Office Hours	2
	Security	2
	Lockers	2
	Instrument Loan	3
	Practice Rooms	3
	Bulletin Boards	3
	The Concert Hall	3
	The Computer/Piano Lab	4
	Other Rooms in SCA	4
Section III	Curricular Information	4
	Degrees	4
	Advanced Placement	5
	Music Minor	5
	Piano Requirement	5
	Curricular Models	5
	B.A - Voice	6
	B. A. - Instrumental/Keyboard	7
	First Year Schedule	8
	Optional Degree Tracks or Emphases	9
Minor in Music	10	
Section IV	Applied Music	10
	General Information	10
	Juries	10
	Grading	11
	Recital Requirement	11
	Absence policy for applied music	12
	Studio Seminars	12
	Studio Accompanist Policies	12
Section V	Ensembles	13
	General Information	13
Section VI	Junior and Senior Recitals	13
	Guidelines	13
	Acceptable Days for Recitals	14
	Recital Publicity	14
	Recital Receptions	15
Section VII	Miscellaneous Information	15
	NASM	15
	Recital Attendance Policy	15
	Freshman/Sophomore Reviews	16
	Private Teaching	16

Public Performances	16
Library	16
Scholarships	16
End-of-the-year Awards	17
Calendar of Music Program Events	17
Health and Safety Information	18
The Columbia College Alma Mater	19

Section I: Mission Statement

Music, like all the arts is both a reflection of society and an enhancement of the quality of life. The mission of the Music Program is to provide opportunities for each student to develop the capacity for critical thinking, creative expression, and committed leadership. By opening the doors for each student to develop as a music leader, we help create an informed public that will, in turn, enrich the human experience for all.

All students who major in music are encouraged to become leaders in the art of music. By performing in seminar, on student recital, or in an ensemble production, developing their talent through the discipline of practice, studying supporting music courses, volunteering their musical services on or off campus, or presenting their final capstone experience, students demonstrate that they are courageous, committed, confident, and competent.

Music training at Columbia College is pursued through the Bachelor of Arts degree. For the music major and minor, the Music Program offers a rigorous study of music theory, composition, music history and literature, conducting, private applied study, small and large ensemble participation, music technology and a wide variety of performance opportunities. The objective of the music program is to provide the student the basis for understanding the fundamentals of the structure of music, the techniques to build the requisite skills of effective music-making, and the resources to acquire the knowledge pertinent to the distinct areas of study. Additionally, the music program offers the above to the non-music major on an elective basis through general education courses such as Music of the World, Music Appreciation, A Survey of Popular Music which includes the study of jazz, and The Music of The Beatles. Thus, the liberal arts student has access to the art of music as the basis for understanding and appreciating cultural and intellectual diversity.

MUSIC FACULTY AND STAFF

The music faculty for 2013-2014 can be found on the CC Website at the following link:

<http://www.columbiacollegesc.edu/academics/music/faculty2.asp>

Administrative assistants for the music program within the Division of Arts and Communication Studies include:

Alice Martin, Spears Center for the Arts, 138, amartin@columbiasc.edu, 3746.
Celeste Carter, Cottingham Theatre, 112A, ccarter@columbiasc.edu, 3651.

FACULTY ADVISING

The full-time members of the music faculty serve as academic advisors. Generally, Dr. Love advises instrumental majors and Dr. Weinberg advises keyboard majors. Vocal majors are divided between them. Academic advising begins the week after mid-term exams. At that time academic advisors will meet with all the majors to assist with planning courses for the following term.

Section II: The Spears Center for the Arts

The Spears Center for the Arts (SCA) was constructed in 1977 and has served the programs of Art and Music ever since. Presently the SCA houses the Dance Program as well. In addition to the Concert Hall the building also houses the Goodall Gallery. Located adjacent to the lobby, the Goodall Gallery houses the many art shows exhibited by Columbia College and its Art program.

Please be aware that if shows are not in progress in the gallery they are likely being installed or taken down. Students and their visitors should always take care to treat the gallery with respect, being careful to not damage the works of art or disturb shows being installed or taken down. Additionally, we ask that all of the building's public areas be kept neat and presentable at all times.

The Spears Center for the Arts is a non-smoking building.

Building Hours

Monday – Friday from 7:00am – 11:00pm and weekends from 9:00am – 10:00pm during regular academic terms. The building is open during regular business hours between terms and is generally closed on holidays.

Students who wish to access the music practice rooms after 6:00pm should contact the Campus Police at 786-3333. Students working in the building after it is locked may remain. However, under no circumstances are doors to be propped open or are unauthorized persons to be admitted into the building.

Office Hours

The administrative office located in SCA 138 is open M-F from 8:30 – 5:00 from September 1 – May 31. During the summer from June – August, Columbia College may go to a 4 day week.

Full-time and adjunct faculty post office hours each term.

Security

The SCA and all campus facilities are private property for the use of members of the Columbia College community, our visitors and guests, many of whom come to our campus to view Art Shows and to attend Music and Dance recital/concerts. Every attempt is made to have the building accessible for those who have legitimate business here. Due to the closeness of the SCA to the front entrance of the campus, valuable art works, musical instruments, sound equipment, computers, etc. students are asked to be particularly vigilant.

- **Never prop open doors after the building is locked.**
- **Keep all practice rooms and other windows closed and locked.**
- **Make certain that the computer lab is always locked after use even during regular building hours.**
- **Never leave your personal possessions including musical instruments unattended anywhere in the building including the lobby, gallery, and concert hall or practice rooms.**

Lockers

There are lockers located in the west hallway of SCA between the two major classrooms and in the stairway down to the street level in the NW corner of the building. These lockers are used to house band instruments owned by Columbia College. Lockers not housing instruments are available for rental at the cost of \$5.00 per academic year – combination locks for the lockers are provided in the fee. To rent a locker, please see Dr. Love, SCA 145.

Instrument Loan

The CC Music Program owns a few band and orchestral instruments. These instruments are currently used in the music education strings, brass, woodwinds and percussion methods classes. However, instruments can be loaned to students upon special request by applied teachers. Instruments will not be loaned to students who are not using the instrument for applied instruction or for use in a CC ensemble. All instruments needed for the CC Percussion Ensemble are provided by the college; however, students will need to purchase their own drum sticks and mallets.

Practice Rooms

Practice rooms are generally kept unlocked and are available to students on a first-come, first-served basis. Locked practice rooms are used as studios by adjunct professors or house instruments not available to the general student population. Keys to locked practice rooms are available in the music office with the permission of the applied teacher.

Please do not take food or drink into any practice room, or cover or open the window. Report any damaged or out-of-tune pianos, burned-out lights or other damaged equipment to Ms. Martin in the music office.

Bulletin Boards

Of the many bulletin boards in the halls of the SCA, several are designated for the music program; these include those across the hall from the music office and across the hall from Dr. Love, Mr. Brunson/Ms. Wilson and Ms. Amos' offices. Students are asked not to post items around the building or on doors or walls without permission of the program coordinator for music, art or dance. The College has a general policy regarding posters on campus. A copy of this policy can be obtained from the Office of Student Affairs.

The Concert Hall

The Concert Hall (CH) must always be booked in advance for use. Priority is given to scheduled classes, rehearsals, concerts and recitals, meetings and organ practice and lessons. If a student has a recital scheduled in the CH, she is encouraged to schedule additional needed rehearsal time as soon as possible at the beginning of the year or term.

Other campus organizations may use the CH as scheduling permits. A fee may be charged for the use of the CH by artists or organizations not associated with Columbia College. Scheduling of the CH is handled through Mary Carlisle in the Campus Scheduling Office (mcarlisle@columbiasc.edu, 786-3783). Please do not move either of the grand pianos on stage or off the stage without the permission of a faculty member.

The Computer Lab/Piano Lab (SCA 103)

The Computer Lab houses six student workstations and one instructor workstation. All of the computers are connected to digital pianos. Except when classes are scheduled in SCA 105, the computer/piano lab is open for student use whenever the building is open. The computer/piano lab is to be kept locked at all times! To access the labs, students must sign out the key in the music office (SCA 138). Upon leaving the lab, please make certain that it is securely locked and that the key is returned to the music office.

Other Rooms in SCA

Other classrooms in SCA may be booked in advance through the Campus Scheduling Office (mcarlisle@columbiasc.edu, 786-3783). . All regularly scheduled classes, lessons, rehearsals and meeting have priority.

SECTION III: CURRICULAR INFORMATION

Degrees

The music program at Columbia College offers the Bachelor of Arts in Music Degree (B.A.). Students majoring in music may, if desired, tailor their music study to one of several optional “tracks” or “program emphases” as follows:

- Arts Management
- Music Production
- Performance
- Graduate Preparation in Music Education
- MAT Articulation with The College of Charleston (Choral, only)

More information on these tracks can be found in the college bulletin at the following link:

<http://www.columbiacollegesc.edu/academics/pdfs/20112012%20Women's%20College%20Bulletin%20final.pdf>

on page 57. The B.A. degree has the same general and liberal arts requirements as other college B.A. degrees. Consult the current Academic Bulletin for details. This degree prepares students for a variety of careers in music or for further graduate study. Follow this link for further information:

<http://www.columbiacollegesc.edu/academics/music/index.asp>

Curricular models appear at the end of this section.

Advanced Placement

Columbia College offers CLEP (College Level Examination Program), and AP (Advanced Placement) and credit by examination for students with prior learning and experience. Complete information is available from the Office of the Registrar.

The Music Minor

A minor in music consists of 18 shs. of music courses, including two terms of music theory and aural skills, one term of music history as well as performance in an approved ensemble and applied music study each term. Students must file an appropriate minor declaration form to be considered a music minor.

Piano Requirement

All music majors must demonstrate a basic proficiency level in piano. This requirement is demonstrated either by advanced placement, credit by examination (see above) or successful completion of MUA 046. Students with no prior experience in piano will be placed in MUA 045 – Beginning Piano. Students with prior experience may be placed directly in MUA 046 – Intermediate Piano or MUA 103 – Applied Piano. For more specific information about the piano requirement, please see Dr. Weinberg.

Curricular Models

The following curricular models are for *general guidance only*, and are not “official.” Requirements may change, as may the frequency and timing of particular course offerings. Both the student and her faculty advisor should work out all curricular details carefully. *The student is ultimately responsible for ensuring that all graduation requirements for the B.A. degree are met.*

BACHELOR OF ARTS DEGREE – Music with Voice Concentration

Student: _____ **ID#** _____ **Anticipated Degree Date** _____

Gen Ed Requirements:
(43 min. semester hours)

College Writing Competencies
(15 hrs)

College Writing 1 - 3 hrs.
ENG 101 _____

College Writing 2 - 3 hrs.
ENG 102 _____
HIS 105/190AA _____

Modern Language - 3 hrs.
(FRE 121 or SPAN 121 may be required as a pre-requisite depending on placement)
FRE 122 _____
SPAN 122 _____
Placement beyond 122 _____

Oral Communication - 3 hrs.
Comm 100 _____

Quantitative Reasoning - 3 hrs.
CIS 109 _____ MATH 117 _____
MATH 120 _____ MATH 140 _____
MATH 150 _____ MATH 160 _____
PUBH 301 _____

General Education: Learning Domains - 19 hrs.

Aesthetic Literacy - 3 hrs.
ART 204 _____ ART 205 _____
ART 261 _____ ART 262 _____
ART 363 _____ DAN 105 _____
MUS 205 _____ MUS 207 _____
THEA 105 _____ THEA 107 _____

Historical Literacy - 3 hrs.
ART 261 _____ ART 262 _____
ENG 315 _____ HIS 102 _____
HIS 103 _____ HIS 310 _____
HIS 315 _____ REL 128 _____
REL 228 _____

Human Institutions & Behavior - 3 hrs.
ANTH 131 _____ POSC 101 _____
PSY 102 _____ PSY 210 _____
SOC 151 _____ SOC 221 _____

Literary Knowledge - 3 hrs.
ENG 220 _____ ENG 230 _____
ENG 250 _____ ENG 325 _____
ENG 365 _____

Philosophical Inquiry/Religious Studies - 3 hrs.
PHIL 153 _____ PHIL 210 _____
REL 127 _____ REL 128 _____
REL 205 _____ REL 210 _____
REL 228 _____

Scientific Literacy - 4 hrs.

BIO 100 _____ BIO 105 _____
BIO 110 _____ BIO 130 _____
CHEM 100 _____ CHEM 121 _____
PS 122 _____ PS 132 _____
PS 145 _____ PHYS 221 _____

General Education: Values - 9 hrs.
Gender Perspectives and Social Justice - 3 hrs.
LA 201 _____ COMM 360 _____
(transfer students bringing in 56 or more hrs. may take this course instead of LA 201)

Ethical Leadership - 3 hrs.
LA 301 _____ COMM 320 _____
LEAD 101 _____ LEAD 401 LS _____
PHIL 153 _____

Multiculturalism - 3 hrs.
ANTH 131 _____ ART 205 _____
COMM 300 _____ COMM 340 _____
ENG 365 _____ POSC 211 _____

Note: A single course may not satisfy two General Education requirements.

LIBERAL ARTS (9)*

MAJOR REQUIREMENTS:
(45 Semester Hrs., Minimum)
Including 8 s.h. applied (MUA 101, 102 - 1 s.h. each) and 8 s.h. approved ensemble (MUE 140, 145 - 1 s.h. each)

MUA 101 _____ MUA 102 _____

MUA 102 _____ MUA 102 _____

MUA 102 _____ MUA 102 _____

MUA 102 _____ MUA 102 _____

ENSEMBLE _____

ENSEMBLE _____

ENSEMBLE _____

ENSEMBLE _____

MUS 101 (3) _____

MUS 102 (3) _____

MUS 103 (3) _____

MUS 104 (3) _____

MUS 201 (3) _____

MUS 202 (1) _____

MUS 203 (3) _____

MUS 204 (1) _____

MUS 304 (2) _____

MUS 305 (2) _____

MUS 308 (2) _____

MUS 365 (3) _____

MUS 366 (3) _____

MUS 370LS or 399 LS (1) _____

SH Earned in Major _____

OTHER ELECTIVES _____
(30 semester hours)

TOTAL _____ (127 min.)

All students majoring in music ***must*** be enrolled in applied instruction and an approved ensemble each semester of study.

*In addition to the core requirements, a student earning a B.A. in music must complete 9 s.h. in the liberal arts (which consists of all of the course designations listed in the distribution section above ***plus*** Honors, Mathematics, and Women's Studies). These hours must be taken outside of a student's major discipline although they can be counted towards a minor. These hours ***may not*** be taken as a developmental course, an independent study, a practicum, an internship, an applied performance, studio course or a research project.

Each student is responsible for meeting all graduation and course requirements stated in the *Columbia College Bulletin*.

The College requires a final cumulative GPA of at least 2.00 overall and a GPA of at least 2.50 in the major and optional minor areas of study.

If there are questions regarding the above record, the advisor and the Registrar should be notified immediately. Revised 7/11/13

BACHELOR OF ARTS DEGREE – Music with Instrumental/Keyboard Concentration

Student: _____ ID# _____ Anticipated Degree Date _____

Gen Ed Requirements:
(43 min. semester hours)

College Writing Competencies
(15 hrs)

College Writing 1 - 3 hrs.
ENG 101 _____

College Writing 2 - 3 hrs.
ENG 102 _____
HIS 105/190AA _____

Modern Language - 3 hrs.
(FRE 121 or SPAN 121 may be required as a pre-requisite depending on placement)
FRE 122 _____
SPAN 122 _____
Placement beyond 122 _____

Oral Communication - 3 hrs.
Comm 100 _____

Quantitative Reasoning - 3 hrs.
CIS 109 _____ MATH 117 _____

MATH 120 _____ MATH 140 _____

MATH 150 _____ MATH 160 _____
PUBH 301 _____

General Education: Learning Domains - 19 hrs.

Aesthetic Literacy - 3 hrs.
ART 204 _____ ART 205 _____
ART 261 _____ ART 262 _____
ART 363 _____ DAN 105 _____
MUS 205 _____ MUS 207 _____
THEA 105 _____ THEA 107 _____

Historical Literacy - 3 hrs.
ART 261 _____ ART 262 _____
ENG 315 _____ HIS 102 _____
HIS 103 _____ HIS 310 _____
HIS 315 _____ REL 128 _____
REL 228 _____

Human Institutions & Behavior - 3 hrs.
ANTH 131 _____ POSC 101 _____
PSY 102 _____ PSY 210 _____
SOC 151 _____ SOC 221 _____

Literary Knowledge - 3 hrs.
ENG 220 _____ ENG 230 _____
ENG 250 _____ ENG 325 _____
ENG 365 _____

Philosophical Inquiry/Religious Studies - 3 hrs.
PHIL 153 _____ PHIL 210 _____
REL 127 _____ REL 128 _____
REL 205 _____ REL 210 _____
REL 228 _____

Scientific Literacy - 4 hrs.
BIO 100 _____ BIO 105 _____
BIO 110 _____ BIO 130 _____
CHEM 100 _____ CHEM 121 _____
PS 122 _____ PS 132 _____
PS 145 _____ PHYS 221 _____

General Education: Values - 9 hrs.
Gender Perspectives and Social Justice - 3 hrs.
LA 201 _____ COMM 360 _____
(transfer students bringing in 56 or more hrs. may take this course instead of LA 201)

Ethical Leadership - 3 hrs.
LA 301 _____ COMM 320 _____
LEAD 101 _____ LEAD 401 LS _____
PHIL 153 _____

Multiculturalism - 3 hrs.
ANTH 131 _____ ART 205 _____
COMM 300 _____ COMM 340 _____
ENG 365 _____ POSC 211 _____

Note: A single course may not satisfy two General Education requirements.

LIBERAL ARTS (9)*

MAJOR REQUIREMENTS:
(45 Semester Hrs., Minimum)
Including 8 s.h. applied (MUA **, - 1 s.h. each) and 8 s.h. approved ensemble (MUE 140, 145, 150, 155 - 1 s.h. each)

MUA _____ MUA _____
MUA _____ MUA _____
MUA _____ MUA _____
MUA _____ MUA _____

ENSEMBLE _____
ENSEMBLE _____
ENSEMBLE _____
ENSEMBLE _____

MUS 101 (3) _____
MUS 102 (3) _____
MUS 103 (3) _____

MUS 104 (3) _____
MUS 201 (3) _____
MUS 202 (1) _____
MUS 203 (3) _____
MUS 204 (1) _____
MUS 304 (2) _____
MUS 305 (2) _____
MUS 308 (2) _____
MUS 365 (3) _____
MUS 366 (3) _____
MUS 370LS or 399 LS (1) _____
SH Earned in Major _____
OTHER ELECTIVES _____
(30 semester hours)
TOTAL _____ (127 min.)

All students majoring in music **must** be enrolled in applied instruction and an approved ensemble each semester of study.

*In addition to the core requirements, a student earning a B.A. in music must complete 9 s.h. in the liberal arts (which consists of all of the course designations listed in the distribution section above **plus** Honors, Mathematics, and Women's Studies). These hours must be taken outside of a student's major discipline although they can be counted towards a minor. These hours **may not** be taken as a developmental course, an independent study, a practicum, an internship, an applied performance, studio course or a research project.

Each student is responsible for meeting all graduation and course requirements stated in the *Columbia College Bulletin*.

The College requires a final cumulative GPA of at least 2.00 overall and a GPA of at least 2.50 in the major and optional minor areas of study.

If there are questions regarding the above record, the advisor and the Registrar should be notified immediately. Revised: 7/11/13

Bachelor of Arts Degree in Music – First Year Schedule

The Music Program at Columbia College offers vocal, keyboard, and instrumental concentrations. Ensemble auditions are held during June Orientation or at the beginning of each term. Please contact the ensemble director to arrange an audition. Students should enroll in the following coursework in their first year.

B.A. Music: Vocal Concentration

Fall Semester

MUS 101 Fundamentals and Music Theory I
MUS 102 Music Literacy and Aural Skills I
MUA 101 Class Voice for Majors/Minors
MUE 140 Chorus or MUE 145 Concert Choir

Spring Semester

MUS 103 Music Theory II
MUS 104 Aural Skills II
MUA 102 Applied Voice (1 s.h.)
MUE 140 Chorus or MUE 145 Concert Choir

B.A. Music: Keyboard Concentration

Fall Semester

MUS 101 Fundamentals and Music Theory I
MUS 102 Music Literacy and Aural Skills I
MUA 103/104/105 Applied Piano/Organ/Hpscd.
(1 s.h.)

One credit of ensemble:

MUE 150 Accompanying Ensemble*
MUE 140 Chorus
MUE 145 Concert Choir (audition only)
MUE 155 Chamber Ensemble (audition only)
*Consent of instructor required.

Spring Semester

MUS 103 Music Theory II
MUS 104 Aural Skills II
MUA 103/104/105 Applied Piano/Organ/Hpscd.
(1 s.h.)

One credit of ensemble:

MUE 150 Accompanying Ensemble*
MUE 140 Chorus
MUE 145 Concert Choir
MUE 155 Chamber Ensemble

B.A. Music: Instrumental Concentration

Fall Semester

MUS 101 Fundamentals and Music Theory I
MUS 102 Music Literacy and Aural Skills I
One credit in instrumental applied:

MUA 107 - Violin
MUA 108 - Viola
MUA 109 - Cello
MUA 113 - Flute
MUA 114 - Oboe
MUA 115 - Horn
MUA 116 - Bassoon
MUA 117 - Clarinet

One credit of ensemble (MUE 155 preferred)

MUE 155 - Chamber Ensemble (audition only)
MUE 140 - Chorus
MUE 145 - Concert Choir (audition only)
MUE 150 - Accompanying Ensemble

Spring Semester

MUS 103 Music Theory II
MUS 104 Aural Skills II

One credit in instrumental applied:

MUA 107 - Violin
MUA 108 - Viola
MUA 109 - Cello
MUA 113 - Flute
MUA 114 - Oboe
MUA 115 - Horn
MUA 116 - Bassoon
MUA 117 - Clarinet

One credit of ensemble (MUE 155 preferred)

MUE 155 - Chamber Ensemble (audition only)
MUE 140 - Chorus
MUE 145 - Concert Choir (audition only)
MUE 150 - Accompanying Ensemble

In addition, all music majors must arrange to take a *piano placement test*. Vocal and instrumental students who demonstrate proficiency need not take piano. Vocal and instrumental students who are not proficient will be placed in an appropriate piano class. Students must successfully complete MUA 046 to demonstrate piano proficiency and may be placed in MUA 045 or MUA 103 depending on the result of her piano placement test.

All music majors are encouraged to complete a leadership semester prior to graduation. Students must declare the leadership semester not later than the conclusion of the semester preceding the semester in which the student plans to be registered . The courses that fulfill the leadership semester are 370LS and 399LS.

Degree “Tracks” or “Emphases”

The following are suggested tracks (curriculums that emphasize specific areas of study in addition to the requirements of the B. A. Degree in Music) that students may elect to pursue. There is no requirement that students select a designated track.

Arts Management: In addition to all other requirements of the B. A. Degree, students should take the following courses as electives: BUS 301, 302, 303, 340, and MUS 390K. Students interested in arts management should also consider a double major in Community Arts, for more information on this possibility, please contact Dr. Mary Gilkerson in the Art Program.

Music Production: In addition to all other requirements of the B. A. Degree, students should take the following courses as electives: MUS 260, 360, 205, 206, 399LS, COMM 280 and 380.

Performance: In addition to all other requirements of the B. A. Degree, students should take the following courses as electives: MUS 305, 308, 401, 313, and 413.

Graduate Preparation in Music Education: In addition to all other requirements of the B. A. Degree, students should take the following courses as electives: MUS 305, 308, 401, and EDU 203.

MAT Articulation agreement with The College of Charleston, Master of Arts in Teaching: Performing Arts Choral Concentration: In addition to all other requirements of the B. A. Degree, students should take the following courses as electives: MUS 305, 308, EDU 203, and 9 hours of approved graduate credits in education. Completing these courses does not guarantee admission to the College of Charleston.

MINOR IN MUSIC

Students who minor in music should take the following coursework in their first year. Auditions are generally held during June Orientation or at the beginning of each semester. Check with the ensemble director for an audition schedule.

FALL SEMESTER

MUS 101 Fundamentals and Music Theory I

MUS 102 Aural Skills I

One Credit Hour in Ensemble:

MUE 140 Chorus

MUE 145 Concert Choir

MUE 150 Accompanying Ensemble

MUE 155 Chamber Ensemble

.5 credit hour in applied music

MUA 101 Voice

MUA 103 Piano

MUA 107 Violin

MUA 108 Viola

MUA 109 Cello

MUA 113 Flute

MUA 114 Oboe

MUA 115 Horn

MUA 116 Bassoon

MUA 117 Clarinet

SPRING SEMESTER

Music 103 Music Theory II

Music 104 Aural Skills II

One Credit Hour in Ensemble:

MUE 140 Chorus

MUE 145 Concert Choir

MUE 150 Accompanying Ensemble

MUE 155 Chamber Ensemble

.5 credit hour in applied music

MUA 101 Voice

MUA 103 Piano

MUA 107 Violin

MUA 108 Viola

MUA 109 Cello

MUA 113 Flute

MUA 114 Oboe

MUA 115 Horn

MUA 116 Bassoon

MUA 117 Clarinet

SECTION IV: APPLIED MUSIC

General Information

Applied music (private one-on-one instruction) is required of all music majors and minors. Non-majors may take applied music with permission of the instructor. Applied music is offered for academic credit and must be taken each semester.

Normally, a student will declare a "primary" instrument or voice and register for the appropriate MUA 100 level course. In addition, students may register for one or more "secondary" MUA 100 courses as desired. Students in applied music receive 14 lessons each term. Students registering for 1 sh. credit receive a 50 minute lesson, and students registering for .5 sh. credit receive a 25 minute lesson each week.

An additional fee is charged for applied music. No refund will be given for withdrawal from applied music courses after the end of each term's add/drop period.

Juries

All music majors and minors registered in applied music courses must perform a jury examination on their primary instrument at the end of each term. Juries are a normal component of applied music instruction, the "final exam" of the course, which provides an opportunity for constructive feedback to the student. Students registered for applied music on a secondary instrument are not required to perform a jury, but are encouraged to do so.

The jury panel will consist of the applied music instructor and other appropriate members of the faculty. The specific repertoire for the jury is determined by each student's applied teacher and should be representative of the level of study and progress accomplished during that term. Students are asked to complete a "Music Repertoire Record" (available in the Music Office) for each jury performed each term and present it to the panel at the beginning of the exam. This form should include all the repertoire studied in the applied music course during the term. Each member of the jury panel completes a written evaluation of the jury performance and assigns a grade. Both the Music Repertoire Record and the written evaluations are turned in to the music office at the end of each term and become a part of the student's permanent file.

Time schedules for juries are posted outside the music office the week before block schedule begins. It is the student's responsibility to "sign up" for a jury for each applied music course. If a jury exam is not performed, the grade of "F" may result in the applied music course.

Students who performed a Junior or Senior recital during the term are excused from the jury exam on that instrument or voice.

Grading

The applied music instructor determines the final grade for the work of the term. Usually the final grade is based upon the weekly lessons and the jury exam. This information should be clearly noted in the syllabus of the course. The student should have a clear understanding of her progress as the term proceeds, thus eliminating the possibility of "surprises" just before the jury. In addition, the applied music course may have other curricular requirements such as master classes, recital attendance, seminars or student recital performances that will be listed in the syllabus.

Recital Requirement

All music majors and minors registered for applied music must perform at least once per term on a Student Recital (various Thursdays at 12:30pm, CH). These recitals present opportunities to develop poise, stage deportment, and to conquer performance anxiety. Student recitals are open to the public but not advertised outside the Columbia College community.

To perform on a Student Recital students must complete a Student Recital Request form available in the music office. Please provide all the information requested on the sheet, and have the form signed by your applied music instructor. Return the form to Ms. Martin in the music office at least 48 hours prior to the desired recital date.

Student Recital dates are included on the Music Events list made available at the beginning of each term. Please note that from time to time Student Recital dates may be added to or deleted from the Music Events Calendar. Students are urged not to wait until the last minute to fulfill their Student Recital requirement.

All music majors are required to perform a junior level recital or to substitute this recital with an Internship Semester or Leadership Semester (MUS 370 or MUS 399LS).

Absence Policy for Applied Music Courses

It is the student's responsibility to provide *advance* notice if a scheduled lesson is to be missed. Documented illness, family emergencies and court appearances are normally acceptable reasons for missing an applied lesson. The applied music instructor is under no obligation to offer a make-up lesson if the excuse or notification is deemed unacceptable; the instructor is the sole judge of the timeliness and adequacy of a excuse for a missed lesson. Unless otherwise noted in the course syllabus, students will receive the grade of "F" for any missed lesson deemed unexcused by the private instructor.

Applied music instructors will make up lessons which fall on scheduled College holidays, during a campus-wide event or which are missed because the instructor was unable to attend the lesson.

Studio Seminars

All students registered for voice and/or keyboard applied music courses are required to attend studio seminars in their primary instrument. The dates, times and attendance policy for studio seminars are determined by the applied instructors and announced at the beginning of each term.

Studio Accompanist Policies

Columbia College is very fortunate to have a part-time staff accompanist to serve the needs of applied vocal students and several ensembles. Ms. Allison Hilbish, (786-3735, ahilbish@columbiasc.edu) is the staff accompanist for our music program. Her duties as provided by the college include the following:

- For music majors – accompaniment for applied lessons, one-half hour per week.
- All vocal and instrumental music majors and minors may request a one-half hour rehearsal time per week.
- Student Recital performances
- Seminar Performances
- Juries
- Other special college performances as needed such as chapel or special performances like the Medallion Dinner, etc.
- Junior and Senior Recitals. For these recitals, students are permitted regular regularly scheduled accompaniment for lessons and performances. Students are responsible for any additional requested rehearsal time (including dress rehearsals not during a regularly scheduled lesson) with Ms. Hilbish as follows: \$25.00 per hour or \$12.50 per half hour. Students who miss scheduled paid rehearsals with Ms. Hilbish without 24 hours prior notices are still responsible for such payments.

For auditions, workshops or other special performances outside of the services provided by the college, Ms. Hilbish's fee schedule is as follows:

- \$25.00 for In-town, \$50.00 for out-of-town.
- Mileage allowance of \$.33 per mile if Mrs. Hilbish must drive to the event.
- Hotel and meal costs if staying overnight is required.

New music is to be provided to Ms. Hilbish in a timely manner. Please plan ahead for all performances and rehearsals making certain that Ms. Hilbish has had new music for at least two weeks prior to a scheduled rehearsal and at least one month before a scheduled performance.

SECTION V: ENSEMBLES

General Information

The Music Program sponsors several instrumental and vocal ensembles. Membership in the ensembles is open to all students, including non-majors/minors. The program's ensembles are as follows:

- The Concert Choir, Paula Wilson, Director, *Audition Required*
- The Chamber Ensemble, Dr. Randolph Love, Director, *Audition Required*
- The Hi Cs Vocal Ensemble, Paula Wilson, Faculty Advisor, *Audition Required*
- The Chorus, Paula Wilson, Director
- The Accompanying Ensemble, Dr. Alan Weinberg, Director, *Permission of Instructor Required.*
- The Jazz Combos Ensemble, Aletha Jacobs, Director
- The Percussion Ensemble, Matthew Jones, Director

All music majors/minors are expected to complete successfully 8 terms of participation in an approved ensemble appropriate to their Primary instrument or voice to complete the requirements for the B. A. Degree in music. Approved ensembles include the Concert Choir, Chamber Ensemble and Accompanying Ensemble.

All ensemble courses may be elected for 1 sh. credit.

Students may register for an ensemble each term but are encouraged to begin in an ensemble at the start of each academic year and continue throughout the year in order to maintain consistency in the performance level of the ensemble. For more information about a particular ensemble, its membership, audition requirements, performance schedule, etc. please see that ensemble's director.

SECTION VI: JUNIOR AND SENIOR RECITALS

A Junior recital (half, 30 minute) is required of all music majors. This recital may be substituted with an Internship Semester (MUS 370LS) or a Leadership Semester (MUS 399LS). A senior recital is not required of the B.A. Degree, in general, but is required of the B. A. Degree with emphasis in Performance. However, all qualified seniors may present a Senior (full, 60 minute) recital *with the permission of the faculty.*

The following are general Guidelines for Junior and Senior Recitals:

- 1.) For any recital, the applied music instructor must give permission. This indicates the instructor's belief that the student is capable and will be prepared by the hearing date.
- 2.) A performance date should be agreed upon by the student and her applied instructor. The proposed date must then be approved by the music program faculty. A written request (email is sufficient) should be sent to Dr. Love, program coordinator, from the applied instructor for faculty approval.

- 3.) Once faculty approval is given, the date should be reserved on the campus calendar. Please see Mary Carlisle in the Campus Scheduling Office to reserve your date. Once your date is reserved, please inform Dr. Love so that the date can be added to the Music Events Calendar for that term.
- 4.) All students performing a recital must appear for a formal Recital Hearing for the applied instructor and the Music Program faculty not less than two weeks prior to the scheduled recital date. The applied instructor is asked to schedule the hearing through Dr. Love at least one week prior to the desired hearing date. Students will provide the faculty with typed copies of the complete program including timings of the individual selections. The faculty may elect to hear all of the planned repertory, selected repertory or excerpts of the repertory at the hearing.
- 5.) After the hearing, the faculty will make one of three decisions:
 - PASS – Congratulations!
 - FAIL – The student is clearly not prepared for the recital and it must be cancelled.
 - PROVISIONAL – In rare circumstances, this decision may be rendered by the faculty. In this case, the student is required to have another hearing within one week, at which time the result must be Pass or Fail. Students or applied instructors who have any concern that a hearing may result in a Fail or Provisional result are encouraged to cancel the recital and reschedule for a later time.
- 6.) No appeal of the faculty decision is permitted. Deliberations are confidential with the understanding that the applied instructor will share with the student in general terms any concerns of the faculty. Upon passing the recital hearing, a student may then make all the necessary further arrangements for the recital.
- 7.) Printed recital programs are provided by the music program and conform to an established standard in format and content. Program materials must be submitted to Ms. Martin in the music office not less than one week prior to the recital date. The final recital program, which includes program notes and/or translations, must be prepared in the Music Office and be *proof-read and approved by the applied teacher* before the final printing. Once the program is printed, no changes to the program are permitted. This service is provided to the student at no cost.

Acceptable Days for Recitals

Junior Recitals may be scheduled on Tuesdays or Thursdays at the 12:30 pm hour. Senior Recitals may be scheduled on Monday, Tuesday or Thursday evenings at 7:30pm. Students are asked not to schedule recitals on any date that occurs one week prior to the beginning of Block Scheduling (Exam Week).

Recital Publicity

Scheduled recitals will be included in all regular publicity afforded by the college to the Music Program Events . Any additional publicity including postcards, invitations, posters, etc. are the responsibility of the student. Students must adhere to the poster policy established by the college before posting any announcements on campus. Please contact the Daily Blast through Ms. Martin in the music office for email publicity. Students are encouraged to announce their recitals at any appropriate campus events.

Recital Receptions

Receptions may be held in the SCA Foyer following the recital. Receptions may be held in Goodall Gallery only with the permission of the Art Program Coordinator. Receptions are the complete responsibility of the student, including set-up and clean up.

SECTION VII: MISCELLANEOUS INFORMATION

National Association of Schools of Music

Since the late 1960s, the Music Program has been a Full Member of the National Association of Schools of Music (NASM), the recognized accrediting agency for many of the country's music departments, programs and schools of music. Membership in NASM, which is voluntary, ensures that nationally accepted academic standards are met or exceeded in the teaching of music at the college level. The music program at Columbia College will be up for re-accreditation review in the spring of 2014 during which time NASM will visit the college, examine our written self-evaluation and make recommendations for improvement during the process of renewing our membership.

Recital Attendance Policy

The Music Program has a recital attendance policy that recognizes the importance of concert and recital attendance in a student's musical education. Music majors/minors are required to attend the following:

- All Thursday (12:30pm) Student Recitals
- Junior and Senior Recitals
- Faculty and Guest Artist recitals
- Ensemble performances (Concert Choir, Chamber Ensemble, etc.)
- The Choral Clinic Public Concert
- The major production(s) of the Music Program (usually in the spring)

Before each event in the Concert Hall or in Cottingham Theatre a faculty or staff member will distribute attendance slips, and collect them at the conclusion of the program. A record of each student's attendance is kept by Ms. Martin in the music office. *A student is permitted one absence from Student Recitals and two absences from other performances.* For each unexcused absence, the student's applied music grade will be lowered one grade level. Requests for an absence excuse must be submitted and approved by your applied teacher in advance.

The Freshman and Sophomore Reviews

At the end of the first-year, students will meet with the music faculty during the week of block scheduling. The faculty will discuss the student's course progress, ensemble participation and applied music study and make any recommendations for improvement or course of future study.

Additionally, at the end of the sophomore year students will again meet with the faculty for a more in-depth review of the student's two years of study in the music program. The Sophomore Review will take place during the end of the semester jury. On the basis of this review, students will be commended when warranted and will be advised of needed improvements, if necessary. At this time the faculty may also make recommendations regarding program "Tracks" or "Emphases" as needed. *Students may not schedule their Sophomore Review until they have successfully completed MUS 203.*

Students Teaching Privately in the SCA

Students of Columbia College are not permitted to offer private instruction for remuneration in Columbia College facilities.

Public Performances

Students enrolled at Columbia College always represent the college and our Music Program. Students should always consult with their applied instructor concerning any planned public performance. No applied instructor should ever be "surprised" to hear that one of his/her students gave a public performance without prior notice!

Library

All students should familiarize themselves with the music holdings in Edens Library as soon as possible. Our library follows the Library of Congress classification system which designates the initial call letter "M", "ML", and "MT" for music materials. "M" refers to printed musical scores, "ML" to the literature about music (including biographies and criticism), and "MT" to theoretical studies and the teaching of music. Most of our printed (books and periodicals) collection is housed on the second floor. Recorded music is found in the Overton Media Center on the lower level.

Columbia College's excellent Library Support Staff are located on the ground level. Remember that students and faculty/staff can access library information from any computer on campus, in the library, or from any off campus computer. Log into the CC web site and click on Edens Library along the left side of the home page.

Scholarships

Scholarships are awarded to music majors by the music program faculty by audition only. Scholarships for ensemble participation are awarded by the director of scholarship-eligible ensembles. All scholarships are awarded on an annual basis and at the time of award are considered "renewal" for four years of study at Columbia College. Scholarships awarded to Music Majors require the following:

- That the student is a "declared" music major
- That the student is registered and performs each term in an approved Ensemble (designated in the award letter)

- That the student registers for applied music each term in her primary instrument of voice (designated in the award letter)
- That the student maintains a GPA in her music courses of 3.0 and a GPA in all of her college courses of 2.5.

Students who fail to meet any of the listed requirements above are subject to loss of their scholarship funding in music. At the conclusion of each term the music program faculty will review scholarship awards. Students who do not meet the listed requirements at the end of the fall term will receive notice that their scholarship funding is in jeopardy. If the requirements had not been met by the end of the academic year the scholarship funding will be rescinded.

Scholarships awarded for ensemble participation require the student to perform in the ensemble, attend all rehearsals and receive a grade of at least a B each term. Students who fail to meet these requirements will lose their ensemble scholarship. Scholarship-eligible ensembles include the Concert Choir, The Chamber Ensemble and the Accompanying Ensemble.

On rare occasions when a continuing or returning student has a dramatic change in her financial position, the faculty will consider a new or increased scholarship award. Students requesting such consideration must submit a written request to the music program coordinator. If deemed necessary an audition may also be required.

End-of-the-Year Awards

A number of special awards are offered to music majors/minors and ensemble performers at the end of each academic school year. These honors are presented publicly at the annual Honors and Awards Program held in mid-late April. The principal awards given by the music program are as follows:

- The Frank Z. Harris Memorial Award – chosen by the music faculty. This award is given to a student who demonstrates excellence in Opera and Musical Theatre.
- The Carolyn Parker Award – chosen by the music faculty. This award is given to a voice student judged to be making significant progress in vocal performance. This award honors Carolyn Parker, former Associate Professor of Voice at Columbia College.
- The Irene Maddox Award – chosen by the music faculty. This award is given to an instrumental student who has demonstrated exceptional performance ability and/or progress on her instrument. This award honors Irene Maddox, former Adjunct Professor of Flute at Columbia College.

The above are given as cash awards.

Calendar of Music Program Events

A handout of Music Program events is prepared and made available each term in the music office. Additionally, students can read the Daily Blast for newly listed events and view the Around Campus:

http://www.columbiasc.edu/news/campus_events/index.asp,

the Cultural Events Calendar:

http://www.columbiacollegesc.edu/news/campus_events/cultural.asp,

or the music events calendar at the Music Program web site:

<http://www.columbiacollegesc.edu/academics/music/calendar.asp>.

Health and Safety

Columbia College encourages students while in residence or attending Columbia College to engage in a healthy lifestyle. This includes managing a proper diet, exercise routine and stress relief. To aid in this endeavor, Columbia College offers the following:

- An Olympic size swimming pool with published open swim hours in Godbold Hall.
- The Humphries Fitness Trail
- Georgia's Gym, a 3000 sq. foot, fully equipped fitness center (including aerobic machines) located in Godbold Hall.
- The Godbold Hall Gym.
- A meal and menu planning guide provided by Sodexo in the Dining Hall. This guide includes specific information on the energy content, nutrients and calories in the food served by Sodexo in the cafeteria.

Additionally, Columbia College offers numerous religious services in addition to the weekly chapel services and counseling services through the offices of the Chaplin and Student Services.

Currently, all CC building facilities are "smoke-free." Students should consult the Student Handbook for specific policies on a smoke-free campus and the dangers of smoking and of second-hand smoke.

There are many websites that can be helpful to students in maintaining good health. The following were suggested by Dr. Richard Krejci, Professor of Physical Education and Health Management and Coordinator of the Public Health Program:

- For information on Carpal Tunnel Syndrome:
http://www.ninds.nih.gov/disorders/carpal_tunnel/detail_carpal_tunnel.htm
- For information on Stress Management:
<http://lits.columbiasc.edu/academic/pehp261/str261.htm>

Students should always take great care when using earphones in the Piano/Computer Labs or in the Concert Hall Recording Booth. Excess volume when using earphones may cause permanent hearing damage. Additionally, when using the labs or recording booth students should take considerable care with the electronic equipment in use in both areas. When not handling electronic equipment carefully, students can be subject to electric shocks or electrocution.

Students will be informed about other topics of health and safety at the beginning of the term meeting for music majors/minors early in the fall term. Additionally, look for health and safety information in the syllabus for each music course that you take at CC.

Columbia College Alma Mater

R. Wright Spears

We sing the praise of her we love, we lift on high her White as the gleaming

stars a-bove, Col-um-bia, Mo-ther great and strong. She who has been, shall ev-er be, wise,

good, and true e-tern-al-ly. No pur-i-ty of our Col-um-bia Col-lege.