

FLORIDA ATLANTIC UNIVERSITY

Department of Music

Student Handbook

2008-2009

The information contained in this handbook is designed to familiarize you with departmental policies not included in the University catalog. Please save this document, as it will help guide you through your residency at Florida Atlantic University.

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DEPARTMENT OF MUSIC FACULTY, STAFF AND GRADUATE ASSISTANTS

Area advisors are indicated by an asterisk (*)

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CONTACT INFORMATION

Students will be contacted ONLY through their FAU email accounts. All students have an FAU email address.

You may set up your student email account online at www.FAU.edu. Students who experience difficulties may contact the Help Desk at 561-297-3999.

Students are required to provide up-to-date contact information (including email address, local phone numbers, and local address) to the **MUSIC OFFICE**. Students are responsible for the information and updates, which are sent to all students on a regular basis.

Students should also regularly check the display cabinet on the second floor of the AL building and other bulletin boards for important notices, including concert details, rehearsal schedules, guest artist events and employment opportunities.

GENERAL INFORMATION

I. Entrance Audition

Incoming students are **required** to audition with the appropriate music faculty for ALL degrees. New students who have not had an audition must audition during the first week of the semester. Students cannot register as music majors or minors until the audition is approved. Students will be assigned a specific degree track by the area advisor.

Transfer students are admitted conditionally after the audition until placement evaluations have been recorded. If a student is deficient in any area, he/she will not be fully admitted until the deficiency is resolved. This should take no more than one year and can include taking review courses for credit, auditing with an instructor's permission, or studying independently and testing again.

II. Placement Testing

All new and transfer students will be given placement tests in the areas of theory, history (transfers only), aural skills, and piano proficiency in order that they can be better advised. Placement tests for Theory and Sight Singing **MUST** be completed before the start of classes.

III. Selection of Major Course of Study

The student's first semester in the Department of Music will serve as a probationary period. After monitoring the student's progress and evaluating the student's first jury examination, the area advisor will consider whether or not the student is in the most appropriate program. The advisor may determine that the student should pursue another program in the Department or another field of study.

IV. Pre-requisites and Sequence of Courses

The FAU catalogue clearly outlines the pre-requisites for all music courses. These pre-requisite requirements will be strictly enforced. Please keep in mind that not all music courses are offered every semester. It is critical that the student meet with his/her advisor prior to registration each term to ensure that he/she is following the appropriate sequence of courses and has met the pre-requisite requirements for each course.

V. Piano Proficiency Requirements and Exams

All music majors must pass, by examination, the piano proficiency requirements of their major. Students should contact the music office for information regarding piano proficiency materials (on sale at the Copy Center). Students can register for class piano for only four (4) semesters and should register for it every semester until the requirement is satisfied. If the requirement is not completed after four semesters, the student will have to work on his/her own until the requirement is fulfilled. It is strongly recommended that the piano proficiency be completed prior to registration for upper division courses. Testing **MUST** be completed two weeks prior to anticipated graduation date or prior to receiving *clearance* to student-teach (for Education majors).

VI. Grade requirements

All music courses must be passed with a grade of C or better. Any course for which a student has earned a C- or lower must be retaken the following semester. It is not an option to 'test out' of the course, complete additional assignments or retake the final exam. Please refer to the FAU undergraduate catalogue for further information.

VII. Repeated Courses

Two courses may be retaken (because of low grades) during a student's enrollment at FAU. Repeated course cards must be filled out in the Registrar's Office. The old grade will remain on the transcript, but will be deleted from the grade point average. This is referred to as the "forgiveness" policy.

VIII. Probation

Students earning below a C in either applied lessons or the assigned ensembles will be placed on probation for the subsequent semester. A student will be removed from the music major if he/she is placed on probation more than once.

IX. Medical Withdrawals

Students experiencing an illness that lasts more than two weeks may be required to take a medical withdrawal from their applied lessons as well as their ensembles. A student may be withdrawn for medical reasons by the Vice President for Student Affairs upon recommendation of the Medical Advisory Committee. A medical withdrawal may be initiated by the Dean for Student Affairs with the approval of the Vice President for Student Affairs. The case will be presented to the committee as soon thereafter as possible for approval, modification, or revision. Any student whose registration is withdrawn by the

Vice President upon the committee's recommendation and whose withdrawal is after the published deadline for withdrawal will receive grades of W in his/her course work for the semester. Any student who is withdrawn under this procedure may be permitted to enroll at a future date after having satisfied the specific conditions required by the committee.

X. Incompletes

Incompletes will be given at the discretion of the instructor and **only in the case of emergency situations that occur at the end of the semester**. Such emergencies include illness or death in the immediate family and must be documented. Outside employment or a heavy class schedule are not acceptable reasons for incompletes. It is the student's responsibility to consult with the instructor if an incomplete is necessary. Incompletes can be made up by arrangement with the instructor and must be completed within one year.

XI. General Graduation Requirements

All music students are reminded that departmental clearance to graduate will be given only after the following:

1. Completion of all coursework required for the degree
2. All scholarship requirements met in full
3. Completion of the Piano Proficiency Exam
4. Completion of the recital attendance requirements
5. Completion of recital or research requirements

Graduation Checks:

Set a graduation check appointment with the Department Chair.

Set a graduation check appointment with Student Services.

The Department check **MUST** be completed before going to Student Services.

The appointments need to occur at least one semester prior to, and then again a few weeks before forms are due to the Registrar. This is to avoid any surprises.

Graduation checks will not be completed in one day; therefore procrastination may result in a delay of graduation.

Research Projects

Students in the BA program and in the Commercial Music program must complete a research project during the last year of study. Students must satisfactorily complete Topic Research (MUS 4910) in their penultimate semester, and Research Project (MUS 4912) in their final semester. Each project will serve as an undergraduate thesis and will have an assigned committee. The project must be completed and approved two weeks prior to the anticipated graduation date. These courses are not available in summer terms.

Directed Independent Study

DIS courses are only offered in exceptional situations and must be pre-approved by the area advisor and the Department Chair. Students will not be permitted to take a course as a DIS if that course is offered during the current academic year.

Student Teaching

All Music Education majors are reminded that the piano proficiency examination and ALL required coursework must be complete *prior* to receipt of departmental clearance for student teaching. Students must enroll for student teaching through the College of Education. Deadlines are usually 4-6 months in advance of the student teaching. A minimum SAT of 835 or ACT of 17 is required for enrollment.

XII. Leaves of absence

Any student who is not enrolled in the appropriate music courses for more than two consecutive semesters will need to re-audition as a music major.

ADVISING & COUNSELING

Each music student is assigned a faculty advisor who will assist with registration and program planning procedures for the student's curriculum. The head of each applied area is the primary advisor for students in the area. Advisors are also indicated in the faculty listing by an asterisk(*).

Keyboard (classical or jazz piano, organ)	Dr. Heather Coltman
Voice	Dr. Patricia Fleitas
Strings (violin, viola, cello, double bass)	Dr. Laura Joella
Winds and Percussion	Dr. Kyle Prescott
Electric guitar and electric bass	David Rossow
Classical guitar	Dr. Ken Keaton

Important Information for Music Students

In order to graduate, students must fulfill all degree requirements as outlined in the FAU catalogue. The two most important things to know are:

1. Type of degree: Students may choose among Bachelor of Arts, Bachelor of Music in Education, Bachelor of Music in Performance, Bachelor of Music in Jazz Studies, Bachelor of Music in Commercial Music or Bachelor of Music with an Emphasis in Music Business. The student's advisor MUST approve the degree choice. In many cases, students' official University records do not indicate their correct degrees. It is the student's responsibility to make sure that the Registrar's office has his/her degree correctly identified in its records.

2. Catalogue to be followed: Most students follow the FAU catalogue from the year in which they began the program. In some cases, a student may follow the catalogue from a subsequent year. The student's advisor must approve this.

Throughout the student's time at FAU, he/she may receive contradictory advice from students, faculty and advisors. This advice may not be up-to-date or correct. He/she may also be given a curriculum guide as a reference sheet, which may not be up-to-date or correct.

Therefore, students are strongly urged to print out the appropriate pages from the FAU online catalogue so that they have the correct catalogue information with them at all times. Students

should plan to take those pages with them to all advising appointments (both in the Department and with the Office of Student Services) so that they can be sure they are registering for the correct courses in the correct sequence.

PLEASE REMEMBER THAT THE PRIMARY AUTHORITY ON DEGREE REQUIREMENTS IS THE PRINTED CATALOGUE. IT IS ULTIMATELY THE STUDENT'S RESPONSIBILITY TO KEEP TRACK OF PROGRESS THROUGH THE SELECTED PROGRAM OF STUDY.

Music education majors need to meet with Lorraine Cross in the College of Education every semester for advising about that College's requirements.

The Department of Music must have an advising form on file each semester before the student is permitted to register for his/her applied lesson. Only the assigned advisor can sign the advisement form. The student should make an appointment with his/her advisor whenever help is needed in any matter regarding the music curriculum. It is ultimately the student's responsibility to keep track of his/her progress through the selected program of study.

Music courses are planned in a multi-year sequence. This sequence is listed in the music office. Students should be sure to plan coursework with this sequence in mind.

Once advised by the area director, the student should not change the director's basic recommendations for the student's curriculum. Additionally, courses have pre-requisites and students MUST meet those requirements to enroll in a class. If a requirement is not met with a C or better then the course must be repeated before the student progresses to the next course in the sequence.

After being advised by the area director and secondary area advisor (for Music Education majors), students are required to make an appointment with the office of Student Services for the College of Arts and Letters. This office will advise students on core requirements outside of music. Keep in mind that avoiding conflicts with area requirements is the student's responsibility.

Student Rights and Privileges

The syllabus is a contract between the faculty member and the student. Students should be sure to read all syllabi thoroughly and carefully in order to understand what the instructor's expectations are

If a student, because of extenuating circumstances, feels that he/she cannot meet one of the requirements of the Department on time, he/she may petition the Department for a postponement of that requirement. For information regarding general student rights and privileges, contact the Office of Student Affairs.

Syllabus

A syllabus describing the goals and requirements of the course, the nature of the course content and the methods of evaluation to be employed should be distributed to the students prior to the drop/add period, ideally at the first meeting of the course.

The specific syllabus may be changed after it has been issued ONLY if such changes do not pose disadvantages to the students. Changes in the evaluation of students' performances should only be made in consultation with the students.

6C5-4.001 Honor Code – Academic Irregularities, and Students' Academic Grievances

1. **Academic irregularities interfere with the efforts of the faculty and serious students to meet university goals.** Since faculty, students and staff have a stake in these goals, all carry the responsibility of discouraging academic irregularities with preventative measures and by insuring that appropriate action is taken when irregularities are discovered. Thus, **FAU has an honor code requiring faculty members, students and staff members to notify an instructor** when there is reason to believe an academic irregularity is occurring in a course. The instructor's duty is to pursue any allegation of an academic irregularity, taking action, as described below, where appropriate.

2. **The following shall constitute academic irregularities:** (a) The use of **notes, books, or assistance from or to other students** while taking an examination or **working on other assignments**, unless specifically authorized by the instructor—acts defined as cheating; (b) **The presentation of words or ideas from an existing source as one's own**—acts defined as **plagiarism**. (c) Other activities which interfere with the educational mission within the classroom.

3. Initially, the instructor will determine whether available facts and circumstances demonstrate that there is reason to believe that a student is involved in an academic irregularity.

(a) The instructor will, in conference, explain to the student the instructor's perception of the facts. Early appraisal is desirable.

(b) If, after this conference, the instructor continues to believe that the student was involved in an academic irregularity, the instructor will email or give the student a brief written statement of the charges and the proposed penalty.

(c) A copy of the statement will be sent to the department head who will notify the registrar that an electronic notation of the irregularity should be attached to the student's transcript. The notation will be part of the student's internal University record, but will not appear on the printed transcript. If the charges are dropped in the appeal process, or if there is no second offense during the student's stay at the University, the notation will be expunged from the record upon written request from the student following graduation from, or two semesters of non-attendance at, the University.

(d) The student may appeal the instructor's actions by requesting a departmental conference within 10 days. The conference, held as soon as possible, will be among the student, the instructor, and the head of the department administering the course. An advisor may attend to provide counsel to the student, but not to answer in place of the student. The department head's written statement of action taken pursuant to the conference will be delivered to the student and the dean of the college administering the course.

4. When the department head notifies the registrar of the irregularity (Section 3c), the registrar will inform the department head as to whether the student is a repeat offender. If the student is a repeat offender, the department head will recommend to the dean a penalty of suspension or expulsion. The dean will make the decision as to the penalty and notify the student in writing.

5. The student may appeal the actions of the departmental conference or the dean at a faculty/student council. This council will be established by each college and will be composed of the dean, two faculty members, and two students. Requests for a hearing must be presented in

writing within 10 days of the departmental conference. The dean will maintain records of appeal and minutes. These hearings are considered to be educational activities. The strict rules of evidence do not apply. Students may be assisted by attorneys, but may not abdicate the responsibility to respond to charges to their legal advisors.

6. The student may appeal the faculty-student council's actions to the Vice President for Academic Affairs by requesting a hearing within 10 days of the committee's decision. These appeals are limited to the following basis:

- (a) Failure to receive due process.
- (b) Arbitrary actions including lack of commensurateness of penalty to offense.
- (c) New pertinent information not available during earlier proceedings.

7. Penalties will vary with the offense.

- (a) The instructor's penalty (3b above) ranges from a grade of F on any work involved up to an F in the course.
- (b) Penalty grades cannot be removed by a drop or the forgiveness policy.
- (c) Penalties assigned by the dean (4 above) may include suspension or dismissal.
- (d) Each college or department may adopt a policy of penalties more severe than prescribed above. Such a policy must be widely distributed in the college or department's courses.

8. The Vice President for Academic Affairs may act on an appeal as follows:

- (a) Dismiss the appeal and uphold the action taken by the college.
- (b) Order a new hearing by a different student/faculty council.
- (c) Reduce the severity of the penalty administered.

9. Student grievances arising from academic activities require a written request for conference with the instructor. If unsatisfied, the student may request further discussion in a department conference similar to the one (section 3d) above. Grades will not be changed except by the instructor, and grievances involving the judgment and discretion of a faculty member in assigning grades shall not proceed under this rule beyond the conference with the instructor. This is an application of the concept of academic freedom. The exception to this rule occurs if the student can demonstrate malice on the part of the faculty member.

10. A grievance involving a charge of malice may be appealed to the faculty/student council, as above, and subsequently to the Vice President for Academic Affairs. In the event of a finding of malicious action, the University may take disciplinary action against the faculty member and, at the request of the student, remove the grade from the record and refund the students fees for the course. Students whose accusations of malice are found to be frivolous by the Vice President for Academic Affairs are subject to disciplinary action.

APPLIED MUSIC

Applied Music Lessons

Applied music study is open to all music majors and minors who have not fulfilled their applied requirement. The total number of applied credits for which a student should register in his or her program of study is stipulated in each curriculum guide. Applied music study is not available during the summer. The area advisors will provide the appropriate applied music course number to students for registration after students have met with him/her for advising.

The following is a description of the credits given for various lessons:

Bachelor of Arts

1 credit: 1 hour lesson each week

Bachelor of Music in Education

1 credit: 1 hour lesson each week

Bachelor of Music in Performance, Jazz Studies, or Chamber Music

2 credits: 1 hour lesson each week

Bachelor of Music in Commercial Music

1 credit: 1 hour lesson each week

Master of Arts in Music

2 credits: 1 hour lesson each week

Secondary Lessons (must be approved in advance)

1 credit: ½ hour lesson each week

Minor in Music

1 credit: ½ hour lesson each week

Each student is responsible for contacting the appropriate applied instructor during the first week of classes to schedule lessons. Consult the music office or area advisor for your assigned instructor's name and phone number.

Studio Class

In addition to applied lessons, there is regular studio class in each area, coordinated by the area advisor. Attendance and participation in studio class is a significant part of the student's applied music grade. Students are required to attend and perform at weekly Studio Classes in their area throughout their course of study and are encouraged to perform regularly for the Music at Noon program. Permission to perform at Music at Noon must be obtained by the applied instructor prior to scheduling a performance.

Collaborative Pianists

Every effort will be made to provide a student collaborative pianist to instrumentalists and vocalists whose repertoire requires piano collaboration. Requests for collaborative pianists must be made in consultation with the applied teacher. Requests are to be made to Dr. Edward Turgeon during the first two weeks of the semester. Any requests submitted beyond the third week of the semester are not guaranteed an assigned collaborative pianist. Instrumentalists and vocalists who have a collaborative pianist will make every effort to attend coachings, rehearsals, lessons or performances required by the collaborative pianist.

Absences from Applied Lessons

It is the responsibility of the student to contact the applied instructor and collaborative pianist immediately in the event that the student must be absent from a lesson. Lessons missed by the student due to illness or cases of hardship will be made up at the discretion of the instructor. Teachers who miss regularly scheduled lessons are obligated to make up the lesson in a timely manner. The instructor determines the effect of student absences on the final grade.

Juries (Final Examination in Applied Music)

At the end of each semester of applied study, each student is required to present a ten-minute (or the time length specified by your instructor) selection of material covered during the semester. Jury faculty will provide written comments; these comments will potentially be used in the grading process. The comments remain in the student's file and can be read the day following a jury performance. Students are not required to perform a jury during the semester that they present a junior or senior recital. Juries can only be rescheduled in the event of a documented emergency.

Students are required to demonstrate verbal competence each semester by presenting an artist statement at the time of the jury. This statement should be 1-2 minutes in length. A written summary or outline of the statement should be handed in at the same time. The artist statement needs to address one of 4 topic areas regarding one of the repertoire selections. These areas are: 1) historical background of the selection; 2) theoretical or analytical information about the selection; 3) technical challenges of the selection; 4) interpretive challenges of the selection. Sample artist statements are included in this handbook. Artist statements will be graded as 'satisfactory' or 'unsatisfactory.'

Medical Withdrawal

Students who miss more than two lessons due to illness (or other inability to perform on their instrument or sing) must provide medical documentation to the instructor. After consultation with the instructor, students may be required to take a medical withdrawal from their applied lessons. If this occurs, students will also be required to withdraw from their ensemble. An incomplete grade will not be an option. A medical withdrawal under these circumstances does not require that the student withdraw from any other courses. It will, however, impact the anticipated graduation date.

ENSEMBLES

The Department of Music offers the following ensembles:

- Symphony Orchestra
- Wind Ensemble
- Marching Band
- Pep Band
- Symphony Band
- Jazz Band
- Chamber Singers
- Women's Chorus

Men's Chorus
Vocal Performance Troupe
Jazz Combos
Brazilian Percussion Ensemble
Commercial Music Ensemble
Classical Guitar Ensemble
Chamber Ensembles (Piano, Wind, String, and Percussion)

Ensemble Participation

Students in four-year programs must complete at least 7 semesters of the appropriate ensemble before graduation and must participate in an ensemble every semester in residence as a full-time student. Exceptions to this policy are piano and guitar performance majors (see catalogue).

Auditions for instrumental ensembles are held during the first week of each semester and students are placed in the appropriate large ensemble following auditions. Jazz Studies instrumental majors are required to participate in Jazz Band or Jazz Combos every semester. Students are strongly encouraged to participate in more than one ensemble each semester.

Absence from Ensembles

It is expected that students will attend ALL ensemble rehearsals and be prepared to begin on time. Unexcused absences from rehearsals or performances will result in lower grades or expulsions (with failing grades) from the ensemble at the discretion of the director. Ensemble directors will determine if absences are excused. If a student knows that he or she will miss a rehearsal, the student should inform the director in advance.

Medical Withdrawal

Students who miss more than four rehearsals due to illness (or other inability to perform on their instrument or sing) must provide medical documentation to the instructor. After consultation with the instructor and the applied area chair, students may be required to take a medical withdrawal from the ensemble. If this occurs, students will also be required to withdraw from their applied lessons. An incomplete grade will not be an option. A medical withdrawal under these circumstances will not require that the student withdraw from any other courses. It will, however, impact the anticipated graduation date

RECITALS

Recital Requirements

Junior recital programs for the Bachelor of Music degree in Performance should include works from two to three style periods. The actual music performed must be at least ½ hour. Senior recitals MUST include music from three style periods. The actual music performed must last for at least 50 minutes and not exceed 70 minutes.

Recital programs for the Bachelor of Music degree in Jazz Studies (senior only) are

subject to the approval of the student's applied teacher in consultation with the Director of Jazz Studies. Jazz majors should obtain a recital handbook from Dr. Walters.

Presentation of a ½ hour recital is a requirement for students pursuing the Bachelor of Music in Education degree.

All student recitals **are scheduled by the music office during the first two weeks of each semester**. Students should contact Professor Susan Dorchin for all recital arrangements. Students will receive a recital checklist form, which provides a timeline to follow in preparing for the performance.

There is a fee of \$75 (due at the pre-hearing) for each recital. The \$75 payment must be given to the secretary in the commercial music office. Checks are to be made out to "FAU Department of Music." All costs of the recital are solely the responsibility of the student, including the printing of all programs, cost of reception (if one is desired), musicians, recording, and any other miscellaneous expenses that might occur.

Pre-Hearing

A pre-hearing must be scheduled at least two weeks before the date of the recital. The student must submit a completed recital request form—approved by the applied instructor and area advisor—to the Music office no less than three weeks before the date of the recital. The student is responsible for arranging that three faculty members attend the pre-hearing. This panel should be comprised of at least two full-time faculty members and the student's applied teacher. The panel may determine that the recital should be postponed.

Recording Services

All students are required to have their recital recorded by Recording Services (a division of Hoot Recordings). Confirmations of recital dates and times must be received in the commercial music office immediately after the successful recital pre-hearing. For further information please contact the **Recording Services Manager, Jake Beal** at jbeal2@fau.edu.

Publicity

Students are responsible for developing their own programs and posters, BUT all such materials **MUST** be approved and proofread by the applied instructor, the student's advisor and the Department Chair. These materials must be approved no later than one week prior to the recital date.

Music at Noon

Professor Laura Joella organizes music at Noon programs. Music at Noon programs are presented on Fridays in AL 219 each week of each semester. Applied music students are strongly encouraged to perform at Music at Noon at least once each semester. Students may only perform with the permission of their applied instructor and the applied area advisor.

Recital Attendance

Music majors are required to attend an average of 10 performances for each full semester of study. For example, freshmen must attend at least a total of 80 recitals; junior transfers at least a total of 40. This is a requirement for graduation. Professor David Rossow maintains records of recital attendance. Students are encouraged to check with Mr. Rossow every semester to verify progress towards meeting this requirement. The most practical means of completing this is to attend Music at Noon programs. Students can only receive credit for attending the entire Music at Noon—arriving late or leaving early will prevent the student from earning credit. Students must sign in on the attendance sheets available at every Music at Noon performance.

Students performing at Music at Noon can still receive recital attendance credit provided they sign in on the sheet available.

In addition to Music at Noon programs, all regularly scheduled performances by FAU ensembles may be used for recital attendance credit, as can student recitals. However, students cannot receive recital attendance credit for an FAU ensemble concert in which they participate. Students may attend a performance of professional level and receive the equivalent credit to attendance at Music at Noon. Examples of professional level performances are The FAU Chamber Soloists, Jazz Rats Big Band, FAU faculty recitals and ensembles, and Palm Beach Symphonic Pops. Recital attendance will only be given if the student presents a program or ticket stub with 'concert start' and 'concert finish' stamps. These stamps can be obtained by the Theatre Manager at the beginning and end of every concert held in the University Theatre and the Davie Recital Hall.

Attendance at other professional concerts must be pre-approved by Professor Rossow. Students should be sure to save their ticket stubs and programs as evidence of attendance.

INSTRUMENTS AND EQUIPMENT

Students should be aware that space is a significant issue for the entire College of Arts and Letters. The Department of Music is fortunate to have a comparatively large number of rooms available for its use. These rooms are all shared spaces—therefore, every effort should be made to maintain order and cleanliness. Present facilities at the University do not allow for secure storage of student equipment. Personal equipment and items should be not be stored in practice rooms, offices or classrooms. The University is not responsible for loss, damage or misplacement of personal equipment; if private equipment is stored or left at the University, it is done at the risk of the owner.

Students are encouraged to report any inappropriate, unsanitary or potentially hazardous and dangerous situations to the music office. The Department owns a significant number of instruments as well as various pieces of equipment. These items are inventoried regularly. Please report any concerns or needs to the appropriate faculty member, as indicated below:

Wind and percussion instruments	Dr. Kyle Prescott
Jazz and commercial music equipment	Professor Alejandro Sanchez and Professor David Rossow
Pianos and keyboards	Dr. Edward Turgeon
String instruments	Dr. Rebecca Lautar
World music instruments	Dr. James Cunningham

Students are generally required to provide their own equipment (instruments, drums, amplifiers, etc). Do not depend upon school equipment being available, especially when two or more groups are rehearsing simultaneously. Attending rehearsals without proper equipment will be treated as an absence. All equipment should be returned to the appropriate storage space immediately after usage.

Practice Rooms

Practice rooms are located on the third floor of the AL Building. They are generally open at all times when the building is open. Students wishing to practice at times when the building is locked must have their name on file, through a Department of Music memo, with the University Police. It is vital that all music students take responsibility for the cleanliness and security of the practice rooms. Do not eat or drink anything except water in the practice rooms. Never leave a container of food or liquid on top of a piano. Do not remove chairs, benches or stands from practice rooms. Windows in practice room doors must remain unobstructed at all times. Because the safety of all students, instruments and equipment is of utmost importance, please notify the Department Chair of any suspicious and/or inappropriate activities. Please report any piano maintenance issues (repairs, tuning, missing or broken benches) to Dr. Turgeon.

Lockers

Students may reserve individual lockers located on the second and third floors of the AL building. Dr. Kyle Prescott establishes locker reservations; policies and procedures and all requests or questions regarding lockers should be addressed to him

FINANCIAL ASSISTANCE

Music Scholarships

The Department of Music annually awards numerous music scholarships. In some cases, scholarships will not be released until a thank-you letter to the donor has been handed in to the music office. The student will be notified by Dr. Sandra McClain if he/she is required to write a letter of appreciation for the award. Registration by the student in all ensembles and/or courses stipulated in the scholarship contract is required before the scholarship stipend can be released. Any student failing to meet the retention requirements of a scholarship contract will be ineligible for further scholarship assistance through the department, and graduation may be postponed until requirements are met.

Most scholarship students are assigned specific service responsibilities. These duties must also be fulfilled. Penalty for failure to carry out these duties will be the loss of credit for 2 recital/concert attendances and possible termination of scholarship assistance for the subsequent semester. Dr. Sandra McClain coordinates the service responsibilities.

Scholarship amounts indicated on the contract are intended to be dispersed in two equal installments (half during the fall semester and half during the spring semester). However, students who fail to meet the requirements as stipulated in the scholarship contract in the fall semester will not be eligible to receive the spring semester portion of the award. Scholarships are not available for summer session.

Retention Requirements

In order to maintain scholarship eligibility students must:

1. Earn a grade of B or better in applied lessons and ensemble/s
2. Earn a 3.0 cumulative GPA in music courses
3. Earn a 2.5 cumulative overall GPA
4. Demonstrate satisfactory progress towards graduation
5. Fulfill service duties for the Department, including ushering at one Department or College performance or other event during each semester. Students must sign up to usher during the first two weeks of the semester. If ushering duties are not possible, then other service duties (clerical assistance, office work, etc.) will be assigned by the Chair.
6. Demonstrate a positive attitude and exemplary behavior as an ambassador of the Department (respect, enthusiasm, commitment)
7. Receive a recommendation for continued scholarship by area advisor and applied teacher

Financial Aid

Many music students are eligible for financial aid other than music scholarships. This money is frequently not awarded because of lack of student awareness. For detailed information regarding loans, grants, work/study and other forms of financial aid, contact the Office of Financial Aid.

Medical Withdrawal

Students who take a medical withdrawal from their ensemble(s) and/or applied lessons

MAY lose their scholarship eligibility for the subsequent semester

MUSIC CLUBS

FCMENC

Florida Collegiate Music Educators National Conference is a state component of the national organization that is dedicated to assisting university students in investigating the field of music education as a career.

This organization is important to music education students and offers the following benefits:

1. FMEA Clinic/Conference
2. Association with members of the music education profession
3. Association with members from other schools
4. Publications
 - a. Music Education Journal
 - b. Soundpost
 - c. Florida Music Director

The faculty advisor is Dr. Sean Murray.

Kappa Kappa Psi

Kappa Kappa Psi is the National Honorary Fraternity for College Band members. The club operates exclusively in the field of college and university bands, and for the purpose of promoting FAU's bands, their activities and their members. The faculty advisor is Dr. Kyle Prescott.

The Jazz Club

The FAU Jazz Club was formed to help promote jazz at FAU. The club is open to interested students, faculty, and community members. In addition to promoting the existing jazz program, the jazz club plans improvisation clinics, jam sessions, concerts, and trips. Students interested in playing, listening or learning about one of America's original art forms are invited to join the FAU Jazz Club. The faculty advisor is Dr. Tim Walters.

American Choral Directors Association

This student chapter of the national organization is dedicated to promoting and enhancing the choral genre. ACDA members receive publications, attend local, regional, and national conventions and are eligible for the Student Conducting Competition. The faculty advisor is Dr. Patricia Fleitas.

Hoot Recordings

Hoot Recordings is a student-operated record label (with faculty supervision), which is one of the few full-service labels at any university in the United States. The label is an interdisciplinary venture between the Music, Art and Communication Departments and the College of Business. Students will have the opportunity to work in all creative and business aspects of the music industry. All Commercial Music students must work on Hoot Recordings each semester they are enrolled, but all students are welcome to participate in some aspect. The faculty advisor is Professor Alejandro Sanchez.

Classical Guitar Society

The FAU Classical Guitar Society is devoted to the study, performance, and promotion of classical guitar. Activities include performance classes, lectures, recitals, master classes, and social interaction. Membership is open to anyone who loves the guitar, and is not limited to FAU students. The faculty advisor is Dr. Ken Keaton.

Sigma Alpha Iota

PROBATION/EXPULSION POLICY

1. Students must maintain a letter grade of C or better in all music courses each semester. Students who do not maintain the minimum grade requirement will be put on probation for one semester. If a student's grades do not meet the standard during the probation period, the student may be removed from the music program.
2. Students may repeat any music class as allowed by the university forgiveness policy, which may be applied twice during a student's study at Florida Atlantic University. Any student who cannot pass a music class with a letter grade of C or better after two attempts may be removed from the program.

Student Code of Conduct

The Department of Music has instituted the following policy regarding student conduct. The principles of this code are concurrent with those in the Florida Atlantic University Student Handbook. Please also review the policy regarding academic irregularities in the Advising and Counseling section.

Students who intentionally act to impair, interfere with or obstruct the mission, purposes, order, academic atmosphere, operations, processes or functions of Florida Atlantic University or the Department of Music shall be subject to appropriate disciplinary action by University authorities for disruptive conduct as set forth in the University Student Handbook.

Disruptive conduct includes any actions that interfere with the rights of others to carry out their activities, studies or duties at or on behalf of the University Department. Examples of disruptive conduct:

- Making loud or distracting noises
- Persisting in speaking out in class
- Repeatedly leaving and entering the classroom
- Answering cellular phones or allowing pagers to beep
- Physical threats or verbal insults and any other activity the faculty may deem disruptive to the class

Non-compliance with all federal, state, and local laws and ordinances, including those governing equal opportunity, religious freedom, sexual harassment, etc.

DEPARTMENT OF MUSIC
PERFORMANCE CALENDAR 2008-2009
Preliminary schedule – subject to change
All concerts in FAU University Theatre (Boca Raton) unless otherwise noted

All concerts are free with suggested \$10 donation

October 12 3:00	FAU Symphony Orchestra Laura Joella, conductor
October 18 8:00	FAU Wind Ensemble Kyle Prescott, conductor
October 25 8:00	FAU Piano Faculty Recital Judith Burganger, Heather Coltman, Irena Kofman, Krisztina Kover, Anne Louise-Turgeon, David Rossow, Leonid Treer, Edward Turgeon
November 2 3:00	FAU Jazz Band Neal Bonsanti, director
November 8 All day	Concerto and Aria Competition Laura Joella, coordinator
November 8 3:00	FAU Chamber Soloists: American Composers Leonid Treer, artistic director Davie Recital Hall
November 9 3:00	FAU Chamber Soloists: American Composers Leonid Treer, artistic director
November 14 8:00	FAU Choral Organizations: Festival and Concert Patricia Fleitas, Stacie Rossow and Sally Brown, conductors
November 15 8:00	FAU Choral Organizations: Festival and Concert Patricia Fleitas, Stacie Rossow and Sally Brown, conductors
November 21 8:00	FAU Commercial Music Ensemble Alejandro Sanchez-Samper, director
November 22 8:00	FAU Symphony Orchestra Laura Joella, conductor

November 23 3:00	FAU Wind Ensemble Kyle Prescott, conductor
February 8 3:00	FAU Jazz Band Neal Bonsanti, director
February 15 3:00	FAU Symphony Orchestra with concerto/aria winners Laura Joella, conductor
February 21 8:00	FAU Wind Ensemble and FAU Symphony Band Kyle Prescott and Sean Murray, conductors
February 27 8:00	Duprees Kaye Auditorium
February 28 All day	FAU Concert Band Festival Kyle Prescott, coordinator
March 14 3:00	FAU Chamber Soloists: Women Composers Leonid Treer, artistic director Davie Recital Hall
March 15 3:00	FAU Chamber Soloists: Women Composers Leonid Treer, artistic director
March 21 8:00	FAU Choral Organizations Patricia Fleitas, Stacie Rossow and Sally Brown, conductors
March 28 8:00	Duo Turgeon
March 29 3:00	Jazz Rats Big Band – Let’s Get Ratical! A fresh look at the big band Tim Walters, director
April 3 8:00	Commercial Music Ensemble Alejandro Sanchez-Samper, director
April 4 8:00	FAU Symphony Orchestra Laura Joella, conductor
April 5 3:00	FAU Jazz Band Neal Bonsanti, director
April 16	FAU World Music Ensemble/FAU Symphony Band

8:00	James Cunningham, director of WME Sean Murray, conductor of SB
April 13-17 All week	Libby Larsen - FAU Radio Art Invitational
April 17 12:00	Libby Larsen – Project Breezeway
April 17 8:00	Libby Larsen – Festival Concert Heather Coltman, coordinator
April 18 8:00	FAU Choral Organizations Patricia Fleitas, Stacie Rossow, Sally Brown, conductors
April 19 3:00	FAU Wind Ensemble Kyle Prescott, conductor

Audition Dates 2009

All audition dates include a 12:00-1:00 orientation for auditionees and their family members and/or teachers

January 24
February 21
March 28
April 18
May 9

Football Games with Marching Owls

Dr. Sean Murray, director

September 6	FAU Marching Owls at Football Game
October 7	FAU Marching Owls at Football Game
November 8	FAU Marching Owls at Football Game
November 15	FAU Marching Owls at Football Game
November 29	FAU Marching Owls at Football Game

Piano Pedagogy Workshops

Judith Burganger – AL 247 from 4:30-6 p.m.

October 4
November 22
January 17
January 31
March 21
April 4