



College of Liberal Arts and
Human Sciences

SCHOOL OF PERFORMING ARTS
MUSIC | THEATRE | CINEMA



STUDENT HANDBOOK

2016–2017 Academic Year

www.performingarts.vt.edu

Introduction

Welcome to the Music program in the School of Performing Arts at Virginia Tech! The faculty and staff are deeply committed to the music and intellectual development of our students. Each faculty member is dedicated to excellence in scholarship, teaching, creativity, and performance, and students should study privately, take a class, or perform in an ensemble with as many faculty members as possible during their time at Virginia Tech.

We encourage every student to participate in music at Virginia Tech, either as a performer or listener. The Music program presents over 100 performances annually, including many outstanding performances by artists with national and international reputations. Students are also encouraged to explore other art forms on campus, including events and exhibitions at the Moss Arts Center: artscenter.vt.edu. You are now part of the School of Performing Arts | Music | Theatre | Cinema, and you are strongly encouraged to attend Theatre and Cinema events throughout the academic year: performingarts.vt.edu. The School of Visual Arts also presents exhibits and special events across campus: sova.vt.edu.

The major in music, leading to a Bachelor of Arts degree, has four possible degree areas with seven possible degree options. By the end of the first semester, each student must indicate which option he or she plans to pursue. Confirmation of acceptance into that option will come after successful completion of the Continuation Examination. This exam, a formal review of each music major's work, must be passed before the student may begin upper-level courses and be officially accepted into his or her chosen degree option. Students in Music Education must also successfully complete the interview process.

Mission Statement

The music program in the School of Performing Arts at Virginia Tech contributes to the vibrant artistic culture on campus and beyond through a vigorous commitment to creativity, innovation, and collaboration. We pursue excellence in performance, education, composition, research, and engagement and strive to prepare students to become exceptional music professionals and arts advocates. We work to enable students to contribute to an increasingly diverse global society through the study of music.

Music Degree Options

Music Education, 84 Hours (MEDU)
Performance, 51 Hours—Liberal Arts (PFLA)
Performance, 78 Hours—Professional Vocal (PPVO)
Performance, 78 Hours—Professional Instrumental (PPIN)
Composition, 78 Hours—Professional (MCOM)
Music Technology, 52 Hours—Liberal Arts (MTLA)
Music Technology, 78 Hours—Professional (MTPR)

I. GENERAL REQUIREMENTS

Declarations

During the first semester in residence, all students intending to pursue a degree program in music must complete and sign a declaration form. The declaration form includes the following:

1. The student's declaration of intent to pursue a degree program in music, including option. Course requirements, including checksheets for each degree option, Curriculum for Liberal Education requirements, and foreign language requirements, can be found online under each program of study at: performingarts.vt.edu/study-with-us/music.
2. Declaration of major performing medium (instrument or voice, etc.). These declarations become part of the student's permanent file in the music office. Should a student wish to change his or her degree option or performing medium (subject to approval by appropriate faculty), such change is effected by completion of a change of declaration form. This may also require a second Continuation Exam, depending on which new degree option a student wishes to declare. All declaration forms are available in the music office in Henderson Hall 246.

Satisfactory Progress toward Degree

To comply with the satisfactory progress toward degree requirement, students must complete the following by the end of the semester in which they attempt 72 hours: the Continuation Exam requirement; MUS 2025, 2026, 2045, 2046, 3135, 3136, 3145, 3146; two hours of either MUS 3314 or 3414; and two hours of MUS 2514–2724.

Transfer Requirements

Students transferring from other institutions will be required to complete at least 50% of the required music credits while in residence at Virginia Tech.

Performance Attendance

Listening is an integral part of the conceptual development of any music student, consequently all students are required to attend a set number of live music events throughout the semester. These events include, but are not limited to, departmental events such as weekly convocation, student recitals, Music on Mondays faculty and guest artist concerts, and ensemble concerts. In addition, students are encouraged to attend events throughout the School of Performing Arts, at the Moss Arts Center, and in the region, including events at the Berglund Center or the Jefferson Center in Roanoke. Music majors are required to attend a minimum of 25 performances each semester, including Convocation. Events (with the exception of Convocation) in which one is a participant do not fulfill an attendance requirement.

Convocation

Each semester the department presents a series of Convocations on Tuesday afternoons from 2–3:15 p.m. in Squires Recital Salon. Music majors are required to attend Convocation on a regular basis. Double majors who have class conflicts with this time are excused from attending the weekly Convocations, but are expected to fulfill the remainder of the recital attendance requirement. Double majors must indicate the class conflict on the back of their Convocation Card so that it can be verified, and have this signed by the faculty convocation administrator or their applied teacher.

Recital Attendance Cards

At the beginning of each semester, all music majors must obtain a recital attendance card (Convocation Card) at the first Convocation. Double majors with conflicts may request a recital attendance card from Tammy Henderson in Henderson Hall 246. Cards will be punched at the end of Convocation for events attended during the week, and students must show the program to acknowledge their attendance. Alternately, applied teachers may date and initial cards for their private students. Cards are due in the office by 5 p.m. on the second day of final examinations each semester.

Performance Attendance Requirements

Punches on the attendance cards will be divided into three categories:

1. Convocations (required minimum attendance 13)
2. Music on Mondays concerts, other faculty/guest artist recitals, master classes, regional performance organizations (Roanoke Symphony, Opera Roanoke, etc.), and other professional arts events. (recommended minimum attendance 6)
3. Student ensembles and student recitals (recommended minimum attendance 6)

All substitutions will be reviewed and approved by the Convocation Administrator.

If the minimum attendance requirement of 25 events is not met, a penalty to the student's applied music grade will be assessed according to the following schedule:

<i>Performances attended</i>	<i>Penalty</i>	<i>Grade adjustment</i>
25	none	A
22-24	.3	A-
19-22	.7	B+
18 or fewer	1.0	B

Student Usher Policy:

All music majors are required to act as an usher or stage manager for recitals throughout the semester. The amount required per semester is dependent on the music calendar, and the head usher will announce the requirement at the first convocation of the semester. The expectations for ushering will be addressed during a convocation at the beginning of the fall semester. All students must attend the convocation training before they are able to usher.

If a student does not attend an assigned recital to work as an usher, his studio grade will automatically be lowered from an A to a B, B to a C, and so on. This has been agreed to by all of the faculty, and will be enforced. The faculty convocation administrator will keep track of all absences and will notify the studio teacher at the end of the semester.

Convocation Performances

Music majors in all options who have completed one semester of individual applied music study are required to perform on Convocation during each subsequent semester of enrollment in applied lessons.

Music majors in the composition option who have completed two semesters of composition study are required to have an original composition performed on Convocation during each subsequent semester of enrollment in applied composition lessons.

Ensemble Participation

Music majors must participate in a large ensemble that correlates with their applied study every semester of residence. These large ensembles include Chamber Singers, Tech Men, Women's Chorus, New River Valley Symphony Orchestra, Symphonic Wind Ensemble, Symphony Band, Jazz Ensemble, and Jazz Lab Band. The Linux Laptop Orchestra may also count as a large ensemble credit for music technology and composition majors. In exceptional cases, other MUS 3314/3414 ensembles can count for large ensemble credit for up to two semesters of residency. These exceptions must be approved by the department chair, the student's applied teacher, and the appropriate large ensemble director (strings, winds, or voice). Students should discuss their audition plan and ensemble choices with their applied teacher in order to determine personal goals and pathways towards musical growth. The student's applied teacher must approve their audition plan.

Since applied studios and large ensembles depend on and support one another, music majors who are studying with an applied teacher must also be enrolled in an ensemble supported by that studio. Students who are not majoring in music but wish to take lessons with applied faculty can be offered one semester of lessons without any ensemble obligation. Exceptions to these guidelines must be approved by the department chair, the student's applied teacher, and the appropriate large ensemble

director.

Jury Examinations

Final examinations in applied music are accomplished by means of a jury exam, with the jury comprising at least three faculty members appointed by the faculty chair. These exams are scheduled during the final exam period. Final exam days and times are posted in the Timetable of Classes each semester, and jury days and times will be announced no later than three weeks before final exams each semester. The student and the applied teacher will select the material to be performed, and the repertory performed will reflect the content of the semester's study. Additional guidelines may be provided by the applied teacher. The jury examination will constitute a significant portion of the final applied music grade (see individual applied teachers for grading policies). Jury examinations are required of all music majors and minors each semester.

Continuation Exam

A formal review of each music major's work must be passed before the student may begin upper-level courses and be officially accepted into his or her chosen degree option. This normally occurs at the end of the fourth semester of study and must be passed no later than the end of the sixth semester of study. No more than two attempts may be made to pass a continuation exam. Failure to pass will result in the student being dropped from the music major. Should a student wish to change his or her degree option or performing medium (subject to approval by appropriate faculty) after completing a Continuation Exam, such change may require a second Continuation Exam, depending on which new degree option a student wishes to declare.

For all majors that require 4000-level applied instrumental or vocal music study, the review comprises a performance on the major instrument or voice before a representative faculty committee, demonstrating acceptable progress and potential for additional upper-level improvement. An oral exam will include questions regarding historical and theoretical aspects, literature in general, and selections performed in particular.

Continuation Exams for students in the MCOM degree option will comprise the following elements:

- One piece, composed by the student for their applied instrument or voice, performed by the student (3-7 minutes)
- One piece, composed by the student for instruments and/or voice and/or computer music, performed by the student and/or other players and/or presented from fixed media (5-7 minutes)
- One or more pieces, from the standard repertoire, performed by the student (5-7 minutes)
- An oral exam which will include questions regarding the student's compositions, in addition to questions regarding historical and theoretical aspects, literature in general, and selections performed in particular

- students must submit scores with program notes to the faculty at the time of the Continuation Exam

Keyboard Proficiency

Music majors are required to pass a keyboard proficiency exam before the beginning of the final two semesters in residence at Virginia Tech. The keyboard proficiency requirements will be fulfilled by the completion of the MUS 3035 and MUS 3036 sequence, or MUS 2284, with a grade of C or higher. The specific requirements for the proficiency exam will be distributed as a part of these courses.

Graduation Requirements

An overall grade point average of 2.0 or higher is required. All courses used to fulfill requirements in the music major must be completed with a grade of C or better. No courses may be repeated more than once for the purpose of raising the grade to C or better. All music courses are used in calculating the major grade point average, except MUS 1005, 1006, 1104, 3204, 2115, and 2116.

Music Education Option

The music education program at Virginia Tech is a five-year curriculum divided between the School of Performing Arts and the School of Education. A four-year Bachelor of Arts in Music, administered by the School of Performing Arts, provides experiences and training in music education while also serving as the primary prerequisite for the student's application into the fifth-year Master of Arts in Education administered by the School of Education. The Master of Arts in Curriculum and Instruction results in professional K–12 certification in instrumental or choral music education in the state of Virginia.

This program is fully accredited by the National Council for Accreditation of Teacher Education, Virginia Department of Education, and National Association of Schools of Music. It combines a comprehensive preparation in music with extensive field and laboratory experiences in music education. Contemporary educational thought and the best of music education practice are provided for each level of K–12 music education. Students who enroll in the program must satisfy all the requirements for music majors, the College of Liberal Arts and Human Sciences core curriculum, and the professional studies component in music education.

During the fall semester of the junior year, students seeking to enter the music education program must schedule an interview with the Coordinator of Undergraduate Studies in Music Education and other appropriate faculty members. The purpose of this interview is to give the prospective student an overview of the music education profession and outline the responsibilities and expectations of music education students at Virginia Tech.

These responsibilities and expectations are:

1. Successful completion of the Continuation Exam prior to enrolling in MUS 3214 or 4204
2. A 3.0 overall grade point average
3. Successful completion of the first field experience as an intern with an elementary school music program
4. Successful completion of the Keyboard Proficiency exam and all recital requirements prior to enrolling in EDCI 5724, Teaching in the Middle and Secondary Schools I
5. Passing the Praxis I Academic Skills Assessments (or an SAT score of 1100 with at least 530 on Math and Verbal), Praxis II Music Content Assessment, and Virginia Communication and Literacy Assessment prior to enrolling in EDCI 5724, Teaching in the Middle and Secondary Schools I
6. Requires participation in Music Education Lab Ensemble every semester a student is enrolled in a Class Applied course:

Category A

- Class Applied Woodwinds 1 (can be taken twice)
- Class Applied Brass 1 (can be taken twice)
- Class Applied Percussion 1

Category B

- Class Applied Strings 1
- Class Applied Voice 1

Music education students are required to complete six credits of these classes. Students may take Category A and Category B courses during the same semester. They may not take two from the same category in any one semester.

Students must apply for admission to the Virginia Tech Graduate School during the fall semester of the senior year. During the spring semester of the senior year, students should consult with the program area leader in music in the School of Education to develop a plan of study for the MAED.

During the student teaching semester, students are not permitted to perform in ensembles or enroll in courses other than those that occur as part of student teaching. Student teaching is considered a full-time commitment, and student teachers are expected to observe the calendar of the school system in which they teach.

II. OPERATIONAL PROCEDURES

Convocation Performances

So that all music majors have the opportunity to fulfill the Convocation performance requirements each semester, the following policies apply:

1. Each student must schedule a Convocation date using the School of Performing Arts web site (performingarts.vt.edu/student-and-faculty-resources).
2. If a conflict makes it impossible for a student to perform on the scheduled date, the student must notify the coordinator as soon as possible.
3. The official Convocation request form is available online and should be used to convey to the Convocation coordinator the information needed for Convocation programs: music.vt.edu/department/convo. These requests should be submitted to the coordinator no later than the Thursday before the student's requested Convocation date.

Recitals

Students anticipating performing a recital in a given year should comply with the following procedures and recommended timeline:

One year in advance

Consult with the applied teacher and collaborative pianist regarding possible dates. This is best done in the spring before the academic year of the projected recital in order to ensure a broad choice of dates.

Submit an e-mail request for first- and second-choice recital dates to the schedule coordinator. The schedule coordinator will tentatively hold the recital reservation until receipt of the completed and signed Recital Request Form, available online at: <http://www.performingarts.vt.edu/student-and-faculty-resources>.

Six months in advance

With the repertory now finalized, deliver all necessary music to the collaborative pianist and schedule a reading rehearsal.

If desired, reserve reception facilities through the Student Centers and Activities Event Planning office, located in Squires 221 (<http://www.studentcenters.vt.edu>). Applicable charges are due and payable by the student. If you wish to use Squires 243 as a reception space, please contact our scheduling coordinator, Betsy Crone at ecrone@vt.edu.

Three months in advance

Establish a routine rehearsal schedule with collaborative pianist and applied teacher.

Six weeks in advance

1. In coordination with the applied teacher, schedule a recital hearing. A committee of at least three faculty members from the student's performance area must attend the recital hearing. A Recital Hearing Authorization form is available online at <http://www.performingarts.vt.edu/student-and-faculty-resources>.
2. The appointment and notification of the committee is the responsibility of the applied teacher; coordinating the hearing date, time, and place with the applied teacher, collaborative pianist, and committee is the responsibility of the student.

Four weeks in advance

Note: All programs and accompanying information must follow the procedures outlined in the SOPA Program Style Guide, available on the website at <http://www.performingarts.vt.edu/student-and-faculty-resources>.

1. All program information should be approved by the student's applied teacher, with enough time to make changes for the required submission three weeks before the performance. This deadline should align with the student's recital hearing which also takes place three weeks before the performance.
2. Students who are required by their applied teacher to include program notes and/or text and translations should submit these materials to their applied teacher for approval. The applied teacher will be responsible for assisting the student with making photocopies, as these materials will not be included with the formal program. The deadline for this material will be established by the applied teacher.
3. Create posters and any additional promotional material. After obtaining approval from your applied teacher, submit these materials to Susan Sanders at susansan@vt.edu.

Three weeks in advance

1. Submit all program information using the online program template located at: <https://www.music.vt.edu/department/performancequest/>, and the guidelines in the SOPA Program Style Guide. Failure to follow all guidelines for the program submission will result in a rejection of the program submission. **If all program information is not received three weeks in advance of the scheduled recital date, the student will receive a blank recital program and will have to announce the program from the stage.** Posters and any other promotional material cannot be approved until the final program is submitted and approved.

2. Perform a recital hearing. After successful completion of the recital hearing, the Recital Hearing Authorization form must be signed by the committee and turned into the department office and placed in the student's file. If the student wishes to livestream the recital, this must be indicated on the Recital Hearing Authorization form and approved by the committee, as well.
3. Confirm with the schedule coordinator assigned dress rehearsal times and spaces. Students may reserve at least one dress rehearsal in the Recital Salon. Extra rehearsal time in the Recital Salon can be reserved online, but not until the week of the requested rehearsal time. Please contact the schedule coordinator for rehearsal time information.

Advising

Students should consult with the department academic advising coordinator at least once every semester. Students are also encouraged to consult regularly with their applied teachers regarding any academic or career concerns. The entire faculty in the Music program is available to assist all music students.

Music education students must consult with the coordinator of undergraduate studies in music education before March 1 of the year prior to their first intended field studies in music education. Usually this means March 1 of the sophomore year.

Curriculum Planning and Registration

1. Two weeks prior to registration, student makes an appointment with the academic advising coordinator.
2. Student checks timetable for the ensuing semester and plans tentative schedule.
3. Student and advisor finalize schedule. The academic advising coordinator keeps the student's check-sheet up to date. Students should up date their check-sheets that can be downloaded from each of the program areas at: <http://www.performingarts.vt.edu/study-with-us/music>.
4. Students register through HokieSpa (https://banweb.banner.vt.edu/ssb/prod/twbkwbis.P_WWWLogin).

Drop-Add Procedures

Students may add or drop courses during the first week of classes each semester. Force-add forms are available in the office of the department in which the course is offered (246 Henderson for music courses).

Senior Analysis for Graduation

By the spring semester of the junior year, students should apply for a degree through the University Registrar (<http://www.registrar.vt.edu>). The registrar will produce a DARS report (Degree Auditing Record System), which students should examine carefully in consultation with the academic advising coordinator.

Practice Rooms

1. All practice rooms are available only during regular operating hours of Squires Student Center or Henderson Hall.
2. Students must leave the building at closing time.
3. Failure to comply with these requests or violation of procedures will result in revocation of practice room privileges.
4. Maximum continuous use of a practice room is limited to two hours. The piano and/or percussion instructors may impose other specific limitations.
5. There are approximately 130 keys issued each semester. Do not leave your personal property in a practice room for extended periods of time.

Additional regulations for specific rooms are listed below:

Squires Practice Rooms 149 A–G

Practice room keys are distributed through the Music program, and a \$25 deposit is required. Students who fail to return keys will be charged a \$25 replacement fee.

Squires Practice Rooms 146B, 246

These two rooms are available to any registered university student, remain unlocked at all times, and cannot be scheduled. Maximum continuous use of a room is two hours.

Squires Practice Rooms 146-C and 252

These rooms are reserved for individual applied piano students only. The piano faculty will determine how reservations may be made.

Squires Practice Room 244, 250

These rooms are reserved for individual applied percussion students only. The percussion instructor will determine how reservations may be made.

Squires Rooms 162, 165, 240, 243, Recital Salon

These rooms may be reserved one week in advance through the Music program online scheduling system. The classroom spaces (162, 165, 240, 243) can be opened with a practice room key, or they will be unlocked by Squires staff during normal operating hours. You must have a key for the Recital Salon; keys may be checked out from the music office (246 Henderson) and must be returned between 8:00 and 10:00 a.m. the morning following checkout (or on Monday, if check out is on Friday). If keys are not returned in a timely manner, the student will lose the privilege of reserving these rooms. The student reserving the room and checking out the key is responsible for the room and the equipment in the room. If a student allows others to use the room, he or she remains fully responsible for the room and equipment. The rooms are only for students rehearsing for Music courses or Music ensembles.

Henderson Practice Rooms

After-hours access to Henderson Hall is via Hokie Passport. Music majors will have their Virginia Tech identification numbers entered into the system at the beginning of each academic year to ensure access.

Lockers

Lockers are available for rental. Rates are \$25 each semester (including summer sessions). Please see Tammy Henderson (246 Henderson) for details. Department-owned instruments must be stored in a locker in Squires Student Center or in a secure location.

Media Duplication

CD and DVD (selected) recordings of department events are available for a fee of \$5 per disc. Orders may be placed through the Media Duplication Request Form online at: <https://www.music.vt.edu/mediaduplication/>. Please see the Music program office for pricing information on large media orders.

Applied Lessons and Studio Classes

It is the student's responsibility to contact his or her applied teacher to ensure studio placement. Lessons will be scheduled in consultation with the applied teacher, with the expectation that students will have a minimum of 12 hours of applied lessons throughout a given semester. Additional instructional time will take place in the form of Convocation, feedback after Convocation performances, and studio classes, if the applied teacher includes that as a part of regular instruction. Many, but not all, studio classes will take place on Thursdays from 2:00 – 3:15, the parallel class time for Convocation. Your applied teacher will inform you if your studio class will be held at a different day and time.

Health and Wellness

Students participating in music classes, music ensembles and applied lessons, as well as faculty and staff within the music department, should be aware of the potential for bodily injury when listening, rehearsing, and performing music. Practicing good auditory health and musculoskeletal health are essential for maintaining an active and effective career in music. Visit the Virginia Tech School of Performing Arts website (performingarts.vt.edu) for information on mental, auditory and musculoskeletal health. Additionally, music students are encouraged to wear hearing protection in all rehearsals, applied lessons, and concerts.

Library

Music scores and monographs are housed on the third floor of Newman Library and audio/video resources can be checked out from the circulation desk on the second floor. Many important online resources are also available through the library website: www.lib.vt.edu. In the normal course of music study, music majors will have many opportunities to take advantage of the rich diversity of resources available in Newman Library. Information sessions and orientation tours are available. Resources specific to Music can also be accessed through the subject guide: <http://guides.lib.vt.edu/subject-guides/mus>. For additional help, please contact the librarian assigned to Music, currently Jennifer Nardine at jnardine@vt.edu.