

**Music Student Handbook**

(Updated 10-23-2020)

**Policies, Procedures & Plans for Successful Progress in Music**

The Music Student Handbook is prepared by the Department of Music to inform students about the policies and procedures important to their success as music majors. Students are encouraged to become familiar with the information contained in the Handbookand to refer to it often as a guide for their activities within the department. Students and advisors should also consult the Handbook frequently during the regular semester advisement process.

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# Mission Statements

STATEMENT OF MISSION

## The University of Minnesota Duluth

The University of Minnesota Duluth integrates liberal education, research, creative activity, and public engagement and prepares students to thrive as lifelong learners and globally engaged citizens.

STATEMENT OF MISSION

## College of Liberal Arts

At the academic core of the university, the College of Liberal Arts fosters an open intellectual environment where faculty, students, and staff pursue wide-ranging research, creative and humanistic inquiry, and community engagement. Embracing cultural diversity, social justice, and sustainability, the College of Liberal Arts nurtures the human capacity to learn from the past, understand the present, and shape the future. At the intersection of social science and the humanities, the College of Liberal Arts prepares students for creative leadership and the complex challenges of global citizenship.

STATEMENT OF MISSION

## Department of Music

The Department of Music is a primary resource for those who seek a comprehensive music education and for those who wish to enrich their lives through involvement with music. The mission of the Department of Music is to provide students the highest quality musical instruction, preparing them to be teachers, creators, performers, and appreciators of music. Music students and faculty play a leading role in offering cultural and artistic enrichment to the campus, community, and upper Midwest area through outreach and scholarly/creative activities. The department is committed to assisting students to achieve demanding standards of performance and scholarship in both classroom and artistic endeavors and to make ethical and gratifying choices to shape their citizenship within the musical community.

# I. Music Department Goals and Objectives

**Department Goals**:

To provide students high quality music instruction.

To assist students to succeed as performers, teachers, scholars, and appreciators of music.

To provide students a framework for making responsible and artistic musical and professional decisions.

To undertake departmental endeavors in an environment of high professional ethics, providing students a model of appropriate professional conduct.

To provide the university and community a variety of musical opportunities as learners, listeners, and producers of music.

**Department Objectives:**

As a result of completing a degree program within the Music Department, all music majors will:

* Demonstrate an understanding of music of varied genres, historical periods, styles, and cultures. Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* Acquire and demonstrate knowledge of theoretical, formal, structural, compositional, and improvisational approaches to music learning and music-making.
* Acquire and demonstrate pedagogical skills appropriate to the requirements of their degree program and career goals.
* Acquire and demonstrate basic music competencies in keyboard and aural skills, sight-singing, and music technology.
* Acquire and demonstrate the capacity for critical review of their own intellectual and musical products as well as those of others.
* Use professional judgment and ethics in their interactions with colleagues, other members of the musical community and the community as a whole.

**Department of Music Degree Programs**

The Department of Music offers curricula leading to the Bachelor of Arts and Bachelor of Music degrees, with the following majors:

Bachelor of Arts in Music

Bachelor of Music with the following majors:

* Jazz Studies.
* Music Education, Instrumental K-12 and Vocal K-12. Students completing this degree receive a State of Minnesota Teaching License, Classroom and Instrumental or Vocal Music.
* Performance with emphasis in Vocal, Instrumental, and Keyboard.
* Theory/Composition.

A minor in Music and in Jazz Studies is also available.

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# I. Music Degree Program Goals and Objectives

## Jazz Studies

**Goals**:

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To prepare students for a career as a professional musician and/or for acceptance into a graduate degree program.
* To assist students to acquire high quality jazz performance artistry.
* To provide students advanced historical and theoretical knowledge of jazz music(s).

**Objectives:**

As a result of participation in, and completion of, the requirements of the Jazz Studies major, students will be able to:

1. Demonstrate knowledge of jazz styles, forms, history, African roots, literature, artists, and pedagogy.

2. Perform jazz music at an advanced level as a result of participation in jazz ensembles, combos, and applied lessons.

3. Demonstrate advanced skills in improvisation, jazz composition and jazz arranging.

4. Demonstrate knowledge of the music industry.

5. Demonstrate and model appropriate professional standards of ethical behavior.

## Music Education: Instrumental K-12: Completion of this degree results in obtaining a Minnesota Teaching License, Classroom Music and K-12 Instrumental

**Goals:**

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To prepare students for a career as a professional music educator.
* To assist students in the development of competent teaching skills, strategies, and dispositions.
* To inspire prospective music educators to develop a commitment to teaching and music education.
* Encourage lifelong continued professional development, with emphasis on 21st century pedagogy.

**Objectives:**

As a result of participation in, and completion of, the requirements of the Music Education, Instrumental major, students will be able to:

1. Design and implement teaching strategies in K-12 music education.

2. Apply theories and techniques of teaching and learning, including approaches to classroom management.

3. Identify and describe the views and theories of leaders in the music education profession.

4. Identify, describe, and utilize various approaches to instrumental pedagogy for band and orchestral instruments.

5. Demonstrate a knowledge of pedagogical and rehearsal/conducting techniques suitable for the private or group lesson as well as for the large ensemble setting.

6. Demonstrate an ability to select and arrange literature suitable for teaching instrumental ensembles at elementary and secondary levels.

7. Utilize improvisation and composition strategies in the classroom and in ensemble rehearsals.

8. Utilize functional accompanist skills on keyboard and string instruments in classroom instruction and ensemble rehearsals.

9. Describe and utilize principles of child growth and development.

10. Demonstrate and model appropriate professional standards of ethical behavior.

## Music Education, Vocal, K-12: Completion of this degree results in obtaining a Minnesota Teaching License, Classroom Music and Vocal, K-12

**Goals:**

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To prepare students for a career as a professional music educator.
* To inspire students to acquire effective teaching skills and dispositions.
* To assist students to develop a commitment to teaching and to music education.
* To prepare students to be advocates of music in the K-12 setting.

**Objectives:**

As a result of participation in, and completion of, the requirements of the Music Education, Vocal K-12 degree program, students will be able to:

1. Design, implement, and assess teaching strategies in K-12 vocal music education.

2. Apply theories and techniques of teaching and learning, including approaches to classroom management.

3. Apply the views and theories of professional leaders in music education.

4. Implement music technology as an instructional tool.

5. Utilize improvisation and composition strategies in the classroom and in ensemble rehearsals.

6. Select and arrange ensemble music appropriate to their teaching setting.

7. Utilize functional keyboard skills in classroom instruction and ensemble rehearsals.

8. Utilize functional accompaniment skills on keyboard and string instruments in ensemble rehearsals and performances.

9. Describe and utilize principles of child growth and development.

10. Demonstrate and model appropriate professional standards of ethical behavior.

## Performance, Band or Orchestral Instruments

**Goals:**

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To prepare students for a career as a professional musician and for acceptance into a graduate degree program in music.
* To assist students to acquire high quality performance artistry.
* To provide students advanced historical and theoretical knowledge of music.

**Objectives:**

As a result of participation in and completion of the requirements of the Music Performance degree program, band or orchestral instruments, the students will be able to:

1. Demonstrate knowledge of a wide variety of musical styles, forms, history, artists, and pedagogy.

2. Perform on their major instrument at an advanced level.

3. Demonstrate advanced knowledge of music theory, history, and literature.

4. Select and utilize solo and chamber music literature and materials of instruction for their applied instrument as well as other applied areas.

5. Demonstrate knowledge of pedagogical techniques and materials for teaching in the private studio.

6. Utilize improvisational techniques in performance and pedagogy.

7. Utilize strategies for building a career as a professional musician (e.g.; establish a teaching studio, networking, funding opportunities, personal business management)

8. Demonstrate and model appropriate professional standards of ethical behavior.

## Performance, Keyboard Emphasis

**Goals**:

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To prepare students for a career as a professional musician and for acceptance into graduate study in piano performance, collaborative piano or piano pedagogy.
* To assist the student to acquire high quality artistry as a performing keyboard musician both in solo and collaborative situations.
* To provide students with advanced historical and theoretical knowledge of a wide repertoire of music and musical styles.
* To assist students to become effective piano teachers at all levels, ages, and group settings (i.e.; independent piano studios, private and community schools, colleges).

**Objectives**

As a result of participation in, and completion of, the requirements of the Keyboard Performance degree program, students will be able to:

1. Perform a wide range of keyboard music and musical styles with high quality artistry in solo and collaborative settings.

2. Demonstrate historical and theoretical knowledge of a wide variety of music and musical styles.

3. Demonstrate competency in functional piano skills (harmonization, playing by ear, transposition, score reading, sight reading, and improvisation).

4. Demonstrate knowledge of current keyboard artists and performance practices.

5. Utilize keyboard pedagogical techniques.

6. Utilize effective strategies for building a career as a professional musician (e.g.; establishing a teaching studio, networking, seeking funding opportunities, personal business management).

7. Demonstrate and model appropriate professional standards of ethical behavior.

## Performance: Vocal Emphasis

**Goals:**

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To prepare students for a career as a professional classical singer and for acceptance into a graduate degree program.
* To assist students to acquire high quality performing artistry.
* To provide students with historical, technical, and pedagogical knowledge of the voice and its use as a performing medium.

**Objectives:**

As a result of participation in and completion of the requirement of the Vocal Performance major, students will

be able to:

1. Demonstrate knowledge of styles and diction from English, Italian, German, and French language groups appropriate for the performance of art songs and arias.

2. Demonstrate advanced level ensemble performing skills.

3. Demonstrate knowledge of history, literature, and pedagogy related to the solo voice.

4. Utilize appropriate: stage presence, etiquette and protocol for professional vocal auditions, recitals, oratorio and opera performances.

5. Demonstrate and model appropriate professional standards of ethical behavior.

## Theory/Composition

**Goals**:

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To prepare students for a career as a professional composer/arranger and for acceptance into a graduate degree program in theory and/or composition.
* To assist student to acquire compositional and analytical skills in order to best express their musical ideas in their works.
* To provide students with advanced knowledge of the materials of contemporary and historical music and a theoretical understanding of their construction.

**Objectives:**

As a result of participation in and completion of the requirement of the Theory and Composition major, students will be able to:

1. Demonstrate knowledge of contemporary and historical musical styles, form, analytical and theoretical methods, history, artists, and pedagogy.

2. Prepare a diverse and advanced body of compositions for performance.

3. Understand and develop performance materials applicable to the needs of musicians in varied settings and genres.

4. Demonstrate knowledge of, and utilize, advanced analytical skills.

5. Demonstrate knowledge of the music industry, music technology, and the interpersonal skills needed by composers to earn a living in this type of business.

6. Create compositions using various means, including, but not limited to, improvisational techniques, pre-compositional material, and model compositions.

7. Demonstrate and model appropriate professional standards of ethical behavior.

## Bachelor of Arts: Music

**Goals:**

* Develop and demonstrate performance skills at an advanced level through participation in applied study and music ensembles.
* To offer students a general course of music study in a liberal arts setting.
* To provide students an overview of music theory, history, and performance practice.
* To help students acquire a broad and general understanding of music as a cultural/social phenomenon.
* To provide students a broad liberal arts education with a primary emphasis on music.

**Objectives:**

As a result of participation in and completion of the Bachelor of Arts in Music degree program, the students will be able to:

1. Think, speak, write, and defend judgments clearly and effectively.

2. Understand and articulate perspectives and current thought in the sciences, mathematics, culture, and history.

3. Understand and describe the relationships between and among varied art forms and disciplines.

4. Utilize aural, interpretive, theoretical musical concepts and skills.

5. Demonstrate an understanding of a wide selection of musical literature, genres, and cultures.

6. Understand and use compositional processes.

7. Demonstrate performance skills in ensemble and solo or small group settings.

8. Demonstrate and model appropriate professional standards of ethical behavior.

## Music Minor

The minor in music is designed to offer additional study to students with a background and interest in music. The UMD catalog articulates the course requirements for this degree.

## Jazz Studies Minor

The jazz studies minor may be selected by both music majors and non-majors. However, the Jazz Studies minor cannot be used to fulfill the B.A. minor requirement. The purpose of this minor is to offer additional study in jazz to students with a background and interest in jazz style and performance. The UMD Catalog articulates the course requirements for this degree.

## Additional Studies in Music

Regardless of a student’s major or collegiate unit, opportunities are provided to participate in the various ensembles offered by the department, such as the bands, orchestras, choirs, jazz bands and combos, and chamber music ensembles. Students may also study voice or an instrument privately from one of the department’s faculty or adjunct faculty. In addition, the department provides a number of courses designed especially for the non-major.

# III. Faculty and Staff

The current UMD Music Department Faculty and Staff listing can be found on the [UMD Music website](https://cla.d.umn.edu/departments/music/mufacstaff).

# IV. Departmental Policies

## Accompanying Policy

**Staff Pianist:**

The staff pianist is available on a limited basis for faculty, graduate and senior performance major degree recitals. The staff pianist’s schedule and availability is determined at the beginning of each semester in coordination with the collaborative piano faculty. The staff pianist will be present at New Student Audition Days, but if you have the need for an extra, scheduled audition, they can be made available if needed.

**Collaborative Pianists:**

The Department of Music maintains a relationship with several local and regional pianistsin order to facilitate students’ needs for juries and recitals. Students are responsible for securing the services of a pianist on their own. Except in the following cases, students are responsible for paying for the pianist services on their own.

**Fiscal Responsibilities of the Department:**

Student Degree Recitals

Fall and Spring Juries

Opera Workshop

Matinee Musicale

*Jury rehearsal times are as follows:*

* Normal jury: two 30 minute rehearsals plus the jury
* Advanced Standing jury: three 30 minute rehearsals plus jury
* Graduate jury: three 30 minute rehearsals plus jury
* Students may arrange for more rehearsal time, but will be responsible for the fees associated with that additional time.

*Student Degree recitals are as follows:*

* Junior recital (half recital): 25 minutes of music; the Department will cover 5 hours of TOTAL accompanying time for half recitals (this includes recital hearing, rehearsals, dress rehearsal and performance).
* Senior and Graduate recitals (full recitals): 50 minutes of music; the Department will cover 10 hours of TOTAL rehearsal time for full recitals (this includes recital hearing, rehearsals, dress rehearsal and performance).
* Students may arrange for more rehearsal time, but will be responsible for the fees associated with that time. The pianist must agree to this time in advance.

**Responsibilities of the students/studio teachers: (Any piano needs outside of the above list)**

* Lessons (not including the time included with recital/jury preparation)
* Any contest: on or off campus
* Recordings of any kind
* Studio class (master class)
* Recital Hour Performances
* Honor Choir

**Other items:**

* If the student wishes to have a pianist at their lesson, they will need to make arrangements in both schedule and finances with the pianist. The department will provide a list of available pianists.
  + The Department of Music hires professional pianists at the rate of $30.00/hour and suggests this rate as a base.
  + The Department of Music suggests student pianist rates of $10.00-$15.00/hour. Student accompanists accompanying as part of a scholarship or ensemble requirement are not to be paid in addition to that service.
* The Department has a license for SmartMusic and will help provide the equipment needed to use this technology in lessons, including scanning services.
* If students will have a pianist in master class, then again, they must arrange for the pianist to be there, and must compensate the pianist accordingly. You may decide amongst your area how you will use or not use Smart Music in this setting.
* Any need for pianists outside of the listed departmental responsibilities will be arranged between students/studio teachers and pianists.

## Advisor Assignment

Each music major is assigned to a faculty advisor; the Area Chairs determine these assignments. If a student wishes a change of advisor, they should obtain a change-of-advisor form in the College of Liberal Arts Office of Student Affairs or the Music Department office. After completing the form the student should submit it to the music department. ***All advisor changes must be approved by the Music Department Head.*** If a student is not certain which faculty member is assigned as their advisor, this information is available in the music office, on APAS or in Graduate Planner.

## Advisement

The Department of Music requires that students receive advisement prior to registration each semester. It is the responsibility of the student to make an advising appointment with the assigned advisor each semester. A registration hold is placed on each student’s record until the music office is notified that advisement has taken place. During the advisement meeting, the student and advisor should discuss courses in which the student plans to register in the next semester, and should complete the Advisement Form listing these courses. The Advisement Form is placed in the student’s file and a copy is given to the student.

In preparation for advisement, students should consult the degree requirements published in the UMD Catalog. They should attend the advisement session prepared to inform the advisor of the courses in which they wish to enroll and to discuss any other questions they have relative to their academic work and degree requirements. They should also review the [catalog](https://onestop2.umn.edu/pcas/viewCatalogSearchResults.do?campusId=UMNDL&userDefinedSearch=true&keywords=&careerId=UGRD&programType=+&strm=1209&programDelivery=+&fieldOfStudy=+&acadGroups=+&_acadGroups=1) sample plans which can be found under each specific degree. ***However, students are cautioned that the sample four-year plans are for advisement purposes only. These plans may not include all of the university requirements for completion of each music degree program***. In order to be certain that they are not overlooking any University, School of Fine Arts, or Music requirements, students and advisors must cross-reference these two sources of information. Additional advisement help can be obtained from Stacy Crawford (scrawfo@d.umn.edu), Assistant Academic Advisor.

## Class Attendance

All music majors at UMD are expected to attend class regularly. For successful completion of the degree, consistent class attendance and preparation, prompt completion of homework assignments, and regular practice are essential and expected. Most faculty members include an attendance requirement in their course syllabi. If a student is not able to attend class because of illness or emergency, the student is to notify the instructor before the class by leaving a voice mail or e-mail message. Please read and respect attendance policies written on individual course syllabi. Students should also be mindful of monitoring their extra activities, including enrollment in music ensembles, as attendance at required ensemble rehearsals does not relieve the student of attending classes the following day.

## Recital Hour Attendance (MU 0100)

All students enrolled in applied music study are required to register for MU 0100, and to attend all scheduled recital hours each semester. Absences may be excused for serious illness or for other circumstances which are unavoidable (e.g., death or serious illness in family, attend/participate in professional conference or ensemble tour, etc.; Music Education majors are exempt from this attendance requirement during the semester of their student teaching). Students participating in Music Department-sponsored off-campus conferences or tours are recorded as having attended Recital hours which occur during scheduled tour dates. All other absences must be excused. A form requesting an excused absence is available in the music office (H212). Students must complete this form and submit it to the Department Head to obtain an approved absence. The purpose of this course is to encourage music students to attend concerts performed by peers, faculty, and guest artists on and off the UMD Campus. All students enrolled in MU100 Recital Hour must complete the concert/recital requirements as indicated in the course syllabus.

## Auditions for Music Ensembles

Symphonic Wind Ensemble - Auditions are conducted during the first week of fall semester. Students must sign up for an audition time; sign-up sheets are posted on the Band Bulletin Board.

Concert Band - A placement audition is held during the first week of the semester. All UMD students may register for Concert Band and are admitted without an entrance audition.

UMD Marching Bulldogs - Auditions are held during the UMD Band Camp Week. Please consult the UMD Music Department Website.

Athletic Pep Bands - Auditions are held in late September or early October.

University Singers - Auditions are held at the beginning of the fall semester (or by appointment), with final membership selected following the auditions. Members are accepted for the full academic year; generally, students may not enroll on a one-semester basis.

Chamber Singers - Members of the Chamber Singers are auditioned and selected from the members of the University Singers; placement occurs during the first two weeks of the semester.

Concert Chorale - All UMD students may register for this class without an entrance audition.

Vocal Jazz - Auditions are held at the beginning of the semester (or by appointment), with final membership selected following the auditions.

Opera Studio - Admission to this ensemble is by audition and permission of the instructor. Auditions are held each semester, as scheduled by the Director of the Opera Studio.

Jazz Ensembles - Auditions for Jazz Ensembles and combos are conducted during the first week of fall semester. Students must sign up for an audition time; the schedule is posted on the Jazz Bulletin Board.

Orchestra and Chamber Orchestra - Auditions for new and returning members are held during the first week of classes. Students should sign up for an audition time on the form provided on the Orchestra Bulletin Board.

Chamber Ensembles - Audition for chamber ensembles are held during the first week of classes. Students sign up for an audition time with the director of each chamber ensemble; jazz combo auditions are heard by all combo directors and placement recommended by the group.

## Registration for Ensembles and Music Classes

All music majors and/or music scholarship recipients performing in a music ensemble or attending a music course are required to register for credit. ***Ensemble Registration and music course registration, including applied lessons, must be completed prior to the end of the second week of classes each semester.*** No late registrations will be permitted for music ensembles or courses except in the case of extremely extenuating circumstances. A Class Addition and Adjustment form (found in the Music Department office, Humanities 212 or online at [https://onestop.d.umn.edu/sites/onestop.umn.edu/files/forms/class\_addition\_and\_adjustments\_cvr1.pdf](https://docs.google.com/forms/d/e/1FAIpQLSeGTNWrEbLvRsZQOojrwmEJhf5hl6zpTUdR0T_A2FB_dwKZQw/viewform)) must be completed by the student articulating what circumstances prevented the student from registering during the first two weeks of class, and must be signed/approved by the faculty member teaching the course.

## Department Communications

**Bulletin Boards** - Students are urged to check departmental bulletin boards regularly for announcements or

messages.

**Music Department Office -** The Music Department office hours are Mon.-Fri, 8:00-12:00 and 1:00-4:30.

Office staff will readily provide assistance to students. The Department Head is also available,

without an appointment, for emergency assistance. For routine questions or information, please make an

appointment with the Department Head by speaking with the Department Executive Secretary.

General announcements for CLA Students are sent via Email.

**Music Department Meetings** - Departmental meetings are held on Tuesdays throughout the

semester. The student representative to the department is the President of the Music Student Association.

Students wishing to place an item on the agenda for discussion may do so by request to the MSA President.

## Ensemble Performances

Music ensembles produce a minimum of one performance each semester. Special concerts are also commonly added to the concert schedule. A master calendar of performances is maintained in the Music Department Office and on the Music Department website (<https://www.tickets.umn.edu/UMDFA/Online/default.asp>). The annual concert schedule is prepared in the Spring Semester for the following academic year. Students in ensembles are required to participate in all performances on or off-campus and to attend necessary extra rehearsals. Students are responsible for notifying their instructors if an emergency arises, and for making up any work missed in other classes.

Music students should exercise caution in enrolling in or committing to an excessive number of ensembles in order to allow essential time for practice and for completing their academic work.

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## Facilities

Music facilities are located in the Humanities Building, Bohannon Hall, Montague Hall, Chester Park and Weber building. Music classes and ensembles are scheduled in the following rooms:

**Chester Park B13 -** Located on the lower level of Chester Park, this room is used for large ensemble

rehearsals and percussion classes.

**Singer Rehearsal Room -** The Singer Rehearsal Room, located on the second floor of the Weber building, is

the newest music classroom. Completed at the same time as the Weber Music Hall in the Fall of 2002, this

room is used for music classes and small ensemble rehearsals.

**Montague Hall 70 & 80 and Bohannon Hall 90 -** These large lecture classrooms are used for liberal

education course scheduling.

**Chester Park 209 and 213 –** These rooms located on the second floor of Chester Park are used for choral

ensemble rehearsals.

**Humanities 160 – Music Technology/Piano Lab**

The Music Technology/Piano Lab, located in Humanities 160, is designed for class piano instructions and

theory/composition courses. Digital Keyboards and computers with software for creative compositional

projects are available in the lab.

**Humanities 170 - Music Education Resource Classroom -** The Music Education Resource Classroom

functions as a supplement to the UMD Library and contains Music Education teaching materials, reference

texts, audio recordings, and classroom instruments. Audio-visual technology is available for classroom use.

**Weber Music Hall** - This hall currently functions as a performance hall for Music concerts and recitals.

Completed in the Fall of 2002, this state of the art music recital hall seats approximately 400 people and is

designed for professional performances, and student and faculty recitals.

**Practice Rooms** - Music practice rooms, located on the first floor of the Humanities Building and in the lower

level of Chester Park, are available for use by all students who are currently enrolled for applied music study,

or are participating in music ensembles. Specific rooms are reserved for pianists, percussionists and harpists.

There is no charge for the use of practice rooms; however, a refundable key deposit of $5.00 is required. After

paying the deposit to the cashier on the 1st floor of the Darland Administration Building, students should

contact the music office to obtain a practice room key.

In return for the privilege of using a practice room in the UMD Music Department, students accept the

following conditions:

1. Practice rooms are available only for students registered for applied music lessons and/or music ensembles.

2) In order to use a practice room, students must pay a deposit of $5.00 (see above). Students are allowed

reasonable use of the rooms for their own practice.

3) Students should not loan, duplicate, or give the key to any other person. Lost keys will be replaced at a charge of $5.00.

4) **Teaching of private lessons is absolutely not permitted in the practice rooms. University**

**regulations and legal policies/liabilities strictly prohibit the use of practice rooms by students to**

**teach private** **lessons**.

5) Food, beverages, and smoking are not allowed in practice rooms. The rooms are to be kept neat and

clean and should not to be used as lockers.

6) Students should not leave their instrument and belongings in a practice room if they plan to vacate the

room for more than fifteen minutes. If a room has been vacant for more than fifteen minutes another

student may remove the belongings and use the room. If a student leaves the practice room for only a

brief time a note to this effect should be posted on the practice room door, indicating at what time the

user left the room and at what time they will return.

7) Practice room doors should be closed when leaving room.

[**COVID PRACTICE ROOM USAGE**](https://docs.google.com/document/d/1Nus4XDqW9fxITvEYoKJDkenbiKd2Jve_ObFuM4bQffM/edit)

**Combo Rehearsal Room -** The Combo Rehearsal Room (Humanities 171A) is available for student use, by

permission of the Director of Jazz Studies.

**Music Classrooms -** Music Classrooms (Humanities 150, Humanities 222, Weber 206) are assigned by the

music office. General use of these rooms is for instruction by music faculty and Music Academy faculty.

Students may obtain permission to use these rooms by request to the music office.

## Instrument Rental

Although it is expected that most students will provide their own instruments, the Music Department owns a number of instruments which are available for students. These instruments may be used only by UMD students for officially approved purposes (applied study and/or use in university ensembles). Students should check with their Ensemble Director or Applied Instructor about instrument availability. The rental fee is $50 per semester with $25 being non-refundable. Online instrument rental and locker form can be found on the [Music Department website](https://cla.d.umn.edu/departments/music/current-students/forms).

## Library Resources and Listening Facilities

Books on music in the UMD Library are located under M, ML, and MT in the Library of Congress Classification System, both on the shelves and in the Reference Section. A number of periodicals are located alphabetically in the Periodical Room. There are a number of CD’s and Videos on music also available in the library along with facilities to view and listen to them. The library also houses the Jamey Abersold collection for use by Jazz Studies majors.

## Photocopying

Photocopying of music is illegal; it deprives other musicians of their livelihood*.* ***Photocopied music will not be permitted for use in music juries, recitals, or any other performance unless the music is in the public domain.*** Students are not permitted to use photocopied music in any performance at UMD.

## Recital Guidelines

A student wishing to present a junior, senior, or half recital must have permission from their instructor before establishing possible performance dates. The student should complete the Student Recital Form available online at [https://sfa.d.umn.edu/about/departments/department-music/current-music-students/studentrecital](https://drive.google.com/file/d/1Pe6BlFoOxvB-hP_yYnK5GCRDpN-ioOLg/view) or in the Music Office. The Weber Music Hall technical director will confirm the availability of the hall on the date or dates requested when all approvals are signed on the event form. The date will be posted on the departmental events calendar. No recitals or other performances may be scheduled simultaneously with any other already scheduled departmental event.

It is the responsibility of the student and the applied instructor to plan for advertising, invitations, and all other related activities. The following are specific Recital Guidelines for Music Majors:

* A student enrolled in recital (MU 3300, MU 3350 or MU 4300) must be concurrently enrolled in applied lessons in their major instrument.
* A junior recital must consist of 25 minutes of music for each performer. A senior recital must consist of 50 minutes of music for each performer. In combined recitals, students may share up to 15 minutes of music. Jazz recitals will include at least 1/3 (15 minutes) of classical literature. Classical recitals may include up to 1/3 of non-classical literature with the permission of the applied instructor.
* The date and time of the recital must be approved by the applied instructor prior to scheduling in the music calendar. Recitals should be scheduled during the semester immediately preceding the semester of the recital (e.g. schedule spring recital during fall semester).
* **A recital jury is required 30 days prior to performance.** At the audition, the students must perform before an audition jury made of no fewer than two faculty members, including the student’s applied instructor and one other area faculty members, as selected by the applied instructor. Performance majors’ committees must consist of no fewer than three faculty members. The entire recital program with pianists and/or ensembles must be prepared for the audition. From the total list of program selections, the review committee will select the literature they wish to hear. A majority vote of the audition jury is necessary to pass the audition.
* The recital program/poster/invitation information must be completed no later than 14 days prior to the recital. Program design is the prerogative of the student. If a special design is desired the student is responsible for securing the artwork. The secretary in the Music Department reception area will assist with program printing, but program copy must be provided to the Music Department office at least two weeks prior to the Recital. The printed program/poster must be approved by the applied instructor and the music office. All programs and posters must carry the Departmental Logo and required University statements (see templates online at <https://drive.google.com/file/d/10lTQ804wQwzeGIg-jZ0JfDtxieNNgD50/view>). Students and faculty sponsors must secure approval by the Music office on all program copy to ensure that required university information is published on the recital program.
* There shall be a dress rehearsal within one week prior to the recital date at which all performers and the applied instructor are in attendance. This should be scheduled at the same time the recital is scheduled.
* The recital must be recorded professionally, or arrangements made to have the department record the recital. A copy of the recording and program must be maintained in the department records.
* The recital support staff (lighting technician, ushers, etc.) will be taken care of by the Weber Hall Technical Director. If needed, a page turner must be provided by the student.
* If any one of the responsibilities of the student is not completed as stated, the faculty reserves the right to postpone or cancel the recital.
* For all related recital events, it is expected that the applied instructor will oversee, assist and approve all procedures and documents.

# V. Student Organizations

## ACDA (American Choral Directors Association)

Open to any student who performs, supports, or has an interest in choral music, UMD’s student chapter offers members experiences in conducting and choral repertoire, associations with local professionals, service to schools/area, attendance at state and regional conventions, and professional journals and newsletters. Meetings and events are scheduled throughout the year and an annual election of officers is undertaken.

## CNAfME (Collegiate National Association for Music Education)

CNAfME is the professional organization for music education in the United States. CNAfME advocates at the local, state, and national levels; provides resources for teachers, parents, and administrators; hosts professional development events; and offers a variety of opportunities for students and teachers. The Association orchestrates success for millions of students nationwide and has supported music educators at all teaching levels for more than a century. All music education students are encouraged to participate in this essential pre-professional organization. For more information, see the organizational website at<https://bulldoglink.d.umn.edu/organization/nafme>.

## MSA (Music Student Association)

Founded in 1991, this student organization is a resource for UMD music students who share a commitment to music in their lives and a belief in its value to them as individuals. MSA acts as a voice for the student body regarding facilities, faculty, instruction, curriculum, and related areas. The goal of MSA is to foster positive faculty-student relations, to provide service and support for the Department of Music, to promote the cause of music through performances, educational and advocacy activities, and to nurture fellowship and leadership opportunities. The MSA officers are elected each Spring with the exception of the freshman representative who is elected in the Fall semester each year.

## Peer Advisors

The College of Liberal Arts selects at least one Peer Advisor from each department to assist students in planning their classes and schedules. Often the Peer Advisors can bring a helpful perspective on choosing classes, balancing the demands of classes and work, and providing useful strategies on completing a degree program. The CLA Peer Advisement Office is located in Montague 107. Peer Advisor hours are posted.

# VI. Music Scholarships and Awards

**Freshman and Transfer Students**

A number of scholarships are awarded each year to incoming freshman and transfer students based on talent, potential for musical growth, and value to the department through participation in ensembles. All scholarship recipients are required to register and perform in a minimum of two ensembles. An audition is required (usually scheduled in January, February and March). The Music Department Scholarship Committee submits the recommendations for the scholarships to the full faculty for review. The Music Department Head signs and approves all financial awards for Freshmen and Transfer students.

**Returning Students**

Scholarships are awarded to returning students based on academic achievement, performing ability, and service to the department. Auditions for Music Department Scholarships awarded to returning students are held during fall jury exams. The Scholarship Committee hears the auditions and submits its recommendations for the scholarships to the full faculty for review. The Music Department Head signs and approves all financial awards for returning students.

The following scholarships are offered:

**Ann Carlson Anderson Symphonic String Scholarship**

Full-time music and/or music education students studying one of the following instruments: violin, viola, cello, or string bass. Must demonstrate advanced proficiency as determined by UMD String Faculty. 3.0 GPA. Open to incoming and returning students. Renewable.

**Nyda Elizabeth Swanson Music Scholarship**

To support the financial need of UMD students majoring in Music with a particular focus on Music Education students.

**UMD Billy Barnard Jazz Scholarship**

This scholarship is awarded to UMD jazz studies students who are presently or show promise of contributing to the improvisational jazz community.

**UMD C. Lindsley Edson Music Scholarship**

This scholarship provides recognition and financial assistance to a UMD student interested in pursuing a career in music. Student must be entering their junior or senior year of study at UMD. Student must be full-time, with a 3.0 GPA or better.

**UMD Krenzen/Bernstein Music Scholarship**

Recipient must be a student who plays a musical instrument, is majoring in music- preferably jazz studies- and who will be a sophomore, junior, or senior in the next academic year. Selection shall be based on musical ability and academic achievement. Not required to demonstrate financial need. Renewable.

**UMD Eric Tobias Johnson Music Scholarship**

Students must be pursuing a degree in music at UMD. Must be full-time and in good academic standing. Preference is given to a deserving student(s) in the jazz studies program. If there are none during that particular year, the scholarship may be given to a deserving student majoring in music. A student may reapply for consecutive years. This scholarship may be combined with other awards the student may receive. A committee of 3-5 music/jazz faculty selected by the department head will choose a deserving student who is highly motivated and serious about music. The committee has the discretion as to how to identify and select candidates.

**UMD Frank P. Comella Memorial Scholarship**

Awarded to a Music Education Major, and may be used at the undergraduate or graduate level. The scholarship is intended to award a student or students who have demonstrated a firm commitment to pursue a degree in Music Education in the areas of Band, Orchestra, Vocal/Choral, or Elementary Music Education. (It may be necessary to award the scholarship to an upperclassman to meet this requirement.) Financial need required.

**UMD Gendein Memorial Scholarship**

Must be enrolled as a full-time music major, with a minimum of 3.0 GPA during the year prior to applying for the scholarship. The recipient(s) must have graduated from a high school located in the state of Minnesota.  
Scholarships shall be based upon merit and potential as well as need. Renewable.

**UMD Gerald A. Singer Family Scholarship**

Full-time Music Majors in good academic standing. Must maintain a GPA of 3.0 or higher.

**UMD Gregg Johnson Music Scholarship**

This scholarship provides scholarships to music students at UMD.

**UMD Joyce R. Nordstrom Music Scholarship**

Given through the estate of Joyce R. Nordstrom, this purpose of this scholarship is to allow students majoring in music to achieve their academic goals. Disbursement at the discretion of the Department of Music Head.

**UMD Lynn Mitchell (Mitch) Rand Scholarship**

Students must be full-time music majors in good academic standing. GPA of 3.0 or higher.

**UMD Mark Faricy Memorial Scholarship**

Awarded to a student entering the senior year who best exemplifies the following attributes: outstanding artistic musicianship, dedication and commitment to a career in music, intelligence and academic aptitude, service to the Music Department, and admirable personal qualities. The scholarship shall be awarded to a student maintaining at least a B average in music courses with preference given to a trumpet major. If no trumpet major meets the stated qualifications, then next consideration shall be given to a brass player, and finally to a performer on any other instrument. In the unlikely event that there is no individual worthy of the scholarship, the scholarship shall not be awarded that year.

**UMD Mary Ann and Ronald W. Weber Scholarship**

Intended to attract and retain talented performers in classical piano and jazz keyboard. Students must be of outstanding ability and have financial need. Renewable up to 4 years.

**UMD Omnibus Music Scholarship**

Fund will provide scholarships to music students at UMD.

**UMD Orchestra Music Scholarship**

Funds are to be used to provide scholarships for orchestra students at the discretion of the orchestra director in consultation with the head of the Music Department.

**UMD Piano Music Scholarship**

Students majoring in Music with piano as a primary instrument. May be an undergraduate entering sophomore, junior, or senior year. Graduate students qualify

**UMD Retta and Henry Ehlers Scholarship**

Music major in good academic standing. Factors that should be considered are potential, need, and character.

**UMD The James R. Murphy Memorial Scholarship**

Family, friends, and former students of James R. Murphy have established this scholarship to assist full-time undergraduate students who are members of the UMD Concert Band and/or Symphonic Wind Ensemble. Students may be a music major, or a non-music major.

**UMD Jean Nord Music Education Scholarship**

Full-time undergraduate Music Education Majors or minors with a minimum GPA of 2.5. Must be in junior or senior year of study, with a preference given to those who demonstrate financial need.

**UMD Robert & Carolyn Flood Scholarship**

To provide funding for tuition assistance to UMD music majors enrolled in the Department of Music. Recipients should be in good academic standing.

**UMD Kathryn A. Martin Scholarship for Theatre and Jazz**

Students must be in good standing, with some demonstrated financial need. Renewable. Transfer students are eligible. One of each theater, jazz, and women's ice hockey students are to receive this scholarship each year.

**UMD Isaac and Rose Gershgol Scholarship Fund**

Undergraduates in Fine Arts who have financial need and who are outstanding as students and performers.

**UMD Olive Anna Tezla Scholarship**

UMD students who are juniors in Art, Music, or Theater for their senior year at UMD. Students must have a GPS of at least 2.8 overall and 3.0 in the major.

# VII. Academic Information

## Academic Advising

All incoming students in the department are assigned to a faculty academic adviser. Pre-registration advisement is mandatory each semester in the Department of Music. A registration hold is placed on each student’s record until the advisor submits to the department verification that the student has received advisement for the upcoming semester. Each student must schedule an advisement appointment with their adviser each semester prior to registration. It is the student’s responsibility to study the *UMD Catalog* and to read carefully all of the academic requirements for the degree program in which the student is enrolled. The adviser will assist the student in keeping a degree program checklist and maintaining the student’s departmental file. This file is available to the student at all times during the Music Department Office business hours, should be requested from the department secretary, but may not be removed from the office. Students may change advisers within the department by submitting a [Change of Advisor](https://drive.google.com/file/d/0B6x8CEFOBd7pZXM1ZTRjX04zZk0/view). Department Head approval must be obtained for a change of advisor. Additional advisement help can be obtained from Stacy Crawford, Assistant Academic Advisor, in the College of Liberal Arts Office located in Montague Hall 120.

## Four Year Sequences for Bachelor of Music Degree Programs

The Department of Music four-year sample plans can be found online at <https://cla.d.umn.edu/majorsminors> under each degree’s course requirements. These are offered as a guide to advisement and program planning for students and faculty advisors. These plans are not intended as a replacement for the degree requirements listed in the UMD Catalog. Advisors and students must refer to the UMD Catalog for a definitive list of all courses and other requirements necessary to complete the Bachelor of Music Degree, including CLA and all University requirements. It is important to cross reference the four-year plans with the degree requirements listed in the UMD Catalog.

Curricular revisions to the various degree programs occur with some frequency; therefore, some requirements listed on the four-year plan may no longer apply. Students are also advised that the liberal education courses listed on the four-year plan to be taken during specified semesters are indicated as a recommendation only. Students may generally substitute any liberal education course for those listed, with the exception of liberal education courses which are also required as part of the major requirements.

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## Admission to the Music Department

All students planning to major in music must first apply for admission to the University of Minnesota Duluth and meet the university’s entrance requirements. Students wishing to major in music must take the entrance examinations in music. Prospective music majors are required to sing or play a performance audition on their major instrument for acceptance into their chosen degree program. In addition, students must take placement examinations in music theory and in keyboard skills. Admission auditions and examinations are regularly scheduled throughout the academic year, with most occurring in the Spring. Students must call the Music Department at 726-7890 or visit the UMD Music Department website at [https://sfa.d.umn.edu/about/departments/department-music/prospective-music-students/ugappaudscholarships](https://cla.d.umn.edu/departments/music/prospective-students/undergradaudition)

to schedule an entrance examination time. By special arrangement, a student not able to attend a regularly scheduled audition date may request an individual audition and examination date.

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## Performance Entrance Audition Requirements:

1. Instrumental: one solo, scales.

2. Vocal: two classical, memorized solos in contrasting styles.  One in a foreign language is preferred and no musical theatre songs.

3. Keyboard: two contrasting pieces, scales.

4. Jazz Studies: one traditional solo, one solo in jazz style.

5. Theory-Composition: manuscripts of compositions (with tapes if possible).

Auditions for all degree programs will be conducted by the applied area faculty members. Following the auditions, the students will be notified in writing that:

1. They have been fully accepted into their chosen degree program, or,

2. They have been accepted conditionally and must audition again for full acceptance. The re-audition will generally take place during the end of the semester jury exam. All prospective Performance majors are accepted provisionally and may not register for a 3-credit lesson until fully accepted into the program. Auditions for admission to the Performance degree must be heard by the complete area applied faculty

(i. e.; keyboard, voice, wind and percussion, or strings). This audition is generally scheduled during the jury examination at the end of the first semester of study.

3. They have not been accepted into their chosen degree program.

For further information on Music Department Audition Requirements please go to this link.

[https://sfa.d.umn.edu/about/departments/department-music/prospective-music-students/undergradaudition](https://cla.d.umn.edu/sites/cla.d.umn.edu/files/2020-09/Audition%20Requirements.pdf)

## Double majors

Students requesting to major in two music degree programs must complete an [application](https://docs.google.com/forms/d/e/1FAIpQLSc4vtlJf3Ab2FGkjOvihkkJ-d7wfNAQkMDaRkp-oH3lI1HHfA/viewform) which is reviewed and approved by all departmental faculty, typically in the 3rd or 4th semester. The application packet must include a copy of the student’s current transcript and a copy of a 4 - 5 year plan/timeline for completing the two degrees. The department does not recommend that students attempt, or expect, to complete two degree programs in 4 years.

## Change of Major

Students wishing to change from one music degree program to another may need to undergo a full audition process. Students who change majors cannot generally complete the new major within four years. **Students may not declare a change of major from one music degree to another without the approval of the department and Area.**  The student must complete the [Change of Major Form](https://docs.google.com/forms/d/e/1FAIpQLSc4vtlJf3Ab2FGkjOvihkkJ-d7wfNAQkMDaRkp-oH3lI1HHfA/viewform) available online or in the Music Department Office.

## Advanced Standing Examinations

Music majors at UMD are expected to progress to the level of advanced performance in applied music by the end of the sophomore year and successfully complete the advanced standing juries at this time (See next section for specific information on advanced standing requirements for Jazz Studies Majors). Students seeking Advanced Standing must enroll in MU300. Since four semesters of advanced level applied music (Mu 43xx) (three semesters for music education majors and two semesters for BA majors) are required for graduation, any music major who fails to qualify for advanced standing by the designated time, will take longer to graduate. Before a music major is allowed to register for 43xx applied study, they must pass the advanced standing performance exam. The BM student typically takes the exam (jury) at the end of the 4th semester of applied study, while the BA student may take the exam as late as the 6th semester of applied study. Regardless of degree, however, a music major may attempt the advanced standing exam *three times only*. If the third attempt is not successful, the student is not allowed to continue in their present degree program. Students should check with their applied instructor at the beginning of the semester of the advanced standing exam to ensure requirements of the applied study area will be sufficiently addressed during lessons that semester.

The student should read the specific requirements in the pertinent applied area. Copies of these requirements are available in the Music Department Office or from the student’s instructor. The performance will include all or portions of the material prepared for the examination. Because the examination will last no more than twenty minutes, including recitation of scales, it may be necessary for the committee to only hear portions of longer prepared pieces.

Students will perform for their respective applied faculty, i.e., voice, keyboard, winds, and strings (the harp or guitar instructor will be considered as part of the voting string faculty only when a harp or guitar student is taking the examination). The student must receive affirmative votes from the majority of the total number of the respective faculty group in order to pass the examination regardless of the total number of the faculty members present at the exam. Faculty may request that part or all of the examination be repeated. Students not successfully passing the examination may retake it at a later time.

### Advanced Standing Requirements for Jazz Studies Majors

These requirements are to be completed at the spring semester jury during a student’s sophomore year of study:

Scales: Play all majors, mixolydians and dorians from memory one octave up to the 9th and descending back to the root. These scales will be played as eighth notes at metronome marking quarter note = 240.

Play all locrian (one octave), diminished whole tone (one octave) and blues scales (one octave) as eighth notes at

metronome marking: quarter note = 120.

Transcriptions:

a) Provide all transcription projects that have been completed to this point

b) Perform one or more of these transcriptions as arranged with instructor.

Standards: Demonstrate knowledge of at least 5 jazz standards. The student should have these memorized and be able to play the melody and speak the chord changes in any key.

### Advanced Standing Requirements for Jazz Studies Majors (percussionists with drum set emphasis)

These requirements are to be completed at the end of the fourth semester of private study:

1. Demonstrate various jazz styles/beat patterns/coordination examples on drum set at different tempo markings as arranged by the instructor (for example; up-tempo swing, songo, rumba, mambo, 6/8 Afro-Cuban, New Orleans second line, jazz waltz, samba patterns, 5/4 swing, funk grooves, brushes: ballad, 3/4 swing, medium and up-tempo swing, etc).
2. Transcriptions:
   1. a)  Provide all transcription projects that have been completed to this point
   2. b)  Perform one or more of these transcriptions on drum set as arranged with instructor.
3. Standards: demonstrate knowledge of at least 5 jazz standards as follows:
   1. a)  Play melody on vibraphone in standard key with appropriate dampening and pedaling
4. Perform with a “play-a-long” recording, specifically showing proper chart interpretation.

### Advanced Standing Requirements for Students with Brass as their Major Instrument

Bachelor of Music – Music Education

1. All major and minor (three forms) scales -- minimum range of an octave, in eighth notes,

quarter note = 100.

2. Three contrasting solos (two of which may be movements from one piece). Two of the solos are prepared

under the instruction of the studio teacher; the third is prepared by the student alone.

Bachelor of Music – Performance

1. All major and minor (three forms) scales -- minimum range of an octave, in eighth notes,

quarter note = 100.

2. Three contrasting solos (two of which may be movements from one piece). Two of

the solos are prepared under the instruction of the studio teacher; the third is prepared by the student alone.

Orchestral excerpts may be substituted for one of the solos.

Bachelor of Arts – Music

1. All major and minor (three forms) scales -- minimum range of an octave, in eighth notes,

quarter note = 100.

2. Three contrasting solos (two of which may be movements from one piece). Two of

the solos are prepared under the instruction of the studio teacher; the third is prepared by the student alone.

### AdvancedStanding Requirements for Student with Flute, Oboe, Clarinet, Saxophone or Bassoon as their Major Instrument

Bachelor of Music and Bachelor of Arts Degree Programs:

1. All major, minor (natural, melodic and harmonic) and chromatic scales in eighth notes, m.m. 95 to the quarter note. (minimum).
   1. Flute - All scales should be two octaves except those which begin on C. C scales should be performed across three octaves.
   2. Oboe – All scales should be two octaves except those which begin on Ab and A.
   3. Clarinet - All scales should be three octaves except those which begin on Ab, A, Bb, C, Db, D and Eb.
   4. Saxophone – All scales should be two octaves except those which begin on F#, G, Ab, and A.
   5. Bassoon – The Bb, B, C, C#, D and Eb scales should be three octaves. All other scales should two octaves. The chromatic scale should be from B-flat below the bass clef to Bb on the third line of the tenor clef.
2. Major and minor arpeggios in triplets, m.m. 74 to the quarter note. (minimum).
   1. Flute - All scales should be two octaves except those which begin on C. C scales should be performed across three octaves.
   2. Oboe - All arpeggios should be two octaves except those which begin on Ab and A.
   3. Clarinet - All arpeggios should be three octaves except those which begin on Ab, A, Bb, C, Db, D and Eb.
   4. Saxophone – All arpeggios should be two octaves except those which begin on F#, G, Ab, and A.
   5. Bassoon - Arpeggios beginning on Bb, B, C, C# and D should be three octaves. All others should be two octaves.
3. Three pieces appropriate to the degree program using the following guidelines:
   1. All pieces should be from the standard repertoire.
   2. Only one piece can be an etude or unaccompanied work.
   3. The three pieces can be two movements from the same work, but the third must be from a different composition of contrasting style.
   4. One of the three pieces must be self-prepared (no guidance from any faculty member.) and must be approved by the applied instructor.
   5. All students must use an accompanist as required by the musical score.
   6. Students must present two copies of all works being performed to the jury committee.

### Advanced Standing Requirements for Students with Percussion as their Major Instrument

**Scales/Fundamentals**

*To pass this portion, the student will need to demonstrate the following:*

**All major scales beginning from each scale degree**

-Performed within the “Additive Method”

-16th notes at quarter note = 80+

-2 octave minimum

-Ascending and descending

**All natural minor scales starting from the tonic**

-Performed within the “Additive Method”

-16th notes at quarter note = 80+

-2 octave minimum

-Ascending and descending

*(\*note, these scales are already included in the first set of requirements,*

*however this is merely a “relabeling” of those scales. In other words, the*

*student is expected to be able to start and label the scale from the tonic of the*

*natural minor.)*

**Double Stops in Parallel Motion**

-Performed within the “Additive Method”

-8th notes at quarter note = 80+

-2 octave minimum

-3rds, 4ths, 5ths, 6ths, and octaves

-All major scales starting from the tonic

-Ascending only

**Solo Literature**

*To pass this portion, the student will need to demonstrate the following:*

Perform three substantial solo works of a diverse aesthetic. Three different core percussion instruments must

be represented (snare drum, keyboard percussion, timpani, drum set, and/or multiple percussion). Furthermore, the student will prepare a fourth work, a short etude (or similar), without any help from the applied teacher. All literature must be approved by the applied teacher.

### Advanced Standing Requirements for Students with Piano as their Major Instrument

Bachelor of Music - Performance Degree Requirements and Bachelor of Arts Degree Requirements:

1. Scales/Arpeggios/Chord Inversions/Progressions (appropriate level provided by the keyboard area)

2. Two contrasting pieces, memorized

For further details and questions please contact the Head of the Piano Area.

### Advanced Standing Requirements for Students with Violin as their Major Instrument

Performance Major - Advanced Standing (minimum requirements)

1. Scales

2. Etude Book

3. Solo & Concert Pieces

4. Orchestral Excerpts

A list of specific repertoire required for the above minimum requirements can be found at the following

website:<http://www.d.umn.edu/~rperraul/PrivateLessons/PerformanceAdvanced.htm>

Violin Music Ed Major - Advanced Standing (minimum requirements)

1. Scales

2. Etude Book

3. Solo & Concert Pieces

4. Possible Sight Reading

A list of specific repertoire required for the above minimum requirements can be found at the following

website:http://www.d.umn.edu/~rperraul/PrivateLessons/MusicEdAdvanced.htm

Violin Music BA Degree - Advanced Standing (minimum requirements)

1. Scales

2. Etude Book

3. Solo & Concert Pieces

4. Possible Sight Reading

A list of specific repertoire required for the above minimum requirements can be found at the following

website:http://www.d.umn.edu/~rperraul/PrivateLessons/BADegreeAdvanced.htm

### Advanced Standing Requirements for Students with Viola as their Major Instrument

Viola Performance Major - Advanced Standing (minimum requirements)

1. Scales

2. Etude Book

3. Solo & Concert Pieces

4. Orchestral Excerpts

A list of specific repertoire required for the above minimum requirements can be found at the following

website:http://www.d.umn.edu/~rperraul/PrivateLessons/PerformanceAdvanced-viola.htm

Viola Music Ed Major -Advanced Standing (minimum requirements)

1. Scales

2. Etude Book

3. Solo & Concert Pieces

4. Possible Sight Reading

A list of specific repertoire required for the above minimum requirements can be found at the following

website:<http://www.d.umn.edu/~rperraul/PrivateLessons/MusicEdAdvanced-viola.htm>

Viola Music BA Degree -Advanced Standing (minimum requirements)

1. Scales

2. Etude Book

3. Solo & Concert Pieces

4. Possible Sight Reading

A list of specific repertoire required for the above minimum requirements can be found at the following

website:http://www.d.umn.edu/~rperraul/PrivateLessons/BADegreeAdvanced-viola.htm

**All other Advanced Standing requirements are available in consultation with the applied teacher.**

### Advanced Standing Requirements for Students with Voice as their Major Instrument

Bachelor of Music - Performance

1 Contemporary Classical English Song

1 Old English or Italian Song

1 German Song

1 French Song

1 Classical Song

1 Opera Aria

1 Oratorio Aria ( at least one aria must include a refit.)

Bachelor of Music - Music Education

1 Contemporary Classical English

1 Italian Song

1 German Song

2 additional Classical Songs

1 recitative from an Oratorio

1 Oratorio Aria

Bachelor of Arts - Music

1 Contemporary Classical English Song

1 Italian Song

1 German Song

2 additional Classical Songs (at least one in a foreign language)

Bachelor of Music - Theory Composition with Voice as a Principal Instrument

1-2 Classical English Songs

1-2 Italian Songs

1-2 Classical Songs in a foreign language

(Option: 2 original art songs)

Bachelor of Music - Music Education - Voice is the non Principal Instrument

1 Classical English Song

1 Italian Song

1 German Song

2 additional Classical Songs

1 recitative from an Oratorio

## Applied Music Lesson Fees

Full-time Bachelor of Music and Bachelor of Arts Music majors receive eight semesters of reduced fee lessons on their major applied instrument as follows:

2 credit lesson (1 hour) $319 fee

3 credit lesson (1 hour) $377 fee

Non-majors or secondary instrument lesson charges are $321.25 per semester (1/2 hour lesson). Current fee rates can be found [here](https://onestop.d.umn.edu/finances/course-fees). Music majors who continue their applied study beyond the required eight semesters must pay a full fee for the lesson.

Students must receive permission to register for a reduced fee lesson. The Music Department Office maintains a record of reduced fee lessons awarded to students and distributes permission to the approved student. To be considered full-time, students must be enrolled in core courses and all other degree program requirements.

## Applied Music Requirements

Students taking applied music lessons must complete a minimum of the equivalent of one lesson per week (14-15 weeks, as specified in the annual UMD Calendar) in any semester in order to receive academic credit for the lesson. Instructors are under no obligation to make up lessons which fall on official university holidays. Instructors are also under no obligation to make up lessons which are missed without prior notice. If students are unable to make a lesson, they should contact their instructor and leave a voice mail or email message if the instructor is not in. Generally students are advised not to enroll for applied lessons on more than two instruments per semester because of practice expectations for each applied private or class lesson.

## Credit by Examination - Music Department Policy

Students wishing to obtain credits by examination for music courses must make their requests known during the first week of any given semester. By university policy, students may not take an examination for credit in a course in which they are currently enrolled. The student should read the section in the UMD Catalog entitled [*Exams for Credit or Proficiency*](https://www.d.umn.edu/evcaa/academic-policies/exams-credit-or-proficiency)*.* Students must obtain and complete a [credit by examination request](https://docs.google.com/forms/d/e/1FAIpQLSfW4UVkuHtCmdUafQgUvneQHVI5UBqK13qRTGbOev2fXH4HKg/viewform?gxids=7757) from the Registrar’s Office and pay the required fee. Arrangements for the examination are made with the individual instructor associated with the particular course. The instructor will provide the student with the necessary information to prepare for the examination, which is scheduled during the fifth week of the semester. The exact time and location will be determined by the instructor. To earn credit for the course, the achievement on the exam must be of C quality. Credit by examination is possible for Department of Music academic classes only. Applied study or music ensemble courses are not eligible for credit by examination.

## Independent Study Contracts

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Before a student registers for **Mu 3991, MU 5991, or 8991** **(Independent Study)** an Independent Study Contract must be completed and signed by the student, instructor, and department head specifying the nature and objectives of the project, its duration and method of evaluation, and the number of credits to be awarded. The contract is available at <http://www.sfa.d.umn.edu/sites/sfa.d.umn.edu/files/independent_study_contract_1.pdf?_ga=2.44247650.792994290.1539609042-67350756.1473169789> and in the Music Department Office. Generally, 1 credit of Independent Study assumes a minimum of 30 hours of work.

## Internship in Music (MU 4997)

Internships in Music are available to all students and are required for some majors. All internships must be arranged with, and approved by, the Area Chairs supervising those degree programs.

Contracts are available on the [Music Department website](https://drive.google.com/file/d/1PBu7-NYLP3erg1qf8REYQv_XKACcfsx4/view) under Current Student Forms and in the Music Department Office. **Please note that prior approval for an Internship contract is required; students should not register for this course until appropriate documents have been completed and approved by the supervising faculty member and the Department Head.**

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## Juries

All music majors must complete a jury exam each semester on their major instrument. The requirements for these examinations are listed below:

### Keyboard Juries:

1. Length: Performance majors - 15 minutes; All others - 7 minutes.

2. Jury Sheets must be filled out by the student for each member of the jury prior to the exam. Students

should list all studies, scales, solos, and other materials studied during the semester. The selections to be performed on the jury should be marked with an asterisk.

3. Each jury member will write comments as well as a suggested grade. In assigning the final grade for the semester, the applied faculty member may make their separate assessment, considering the amount and quality of work done during the semester, and may raise or lower the average grade suggested by the jury by one letter grade.

4. Any student presenting a full recital may be excused from a jury in the semester of the jury. This must be approved by the area.

### Instrumental Juries:

**Students with Flute, Oboe, Clarinet, Saxophone or Bassoon as their Major Instrument**

1. Length: Performance majors - 15 minutes; All others - 7 minutes.

2. Jury Sheets must be filled out by the student for each member of the jury prior to the exam. Students

should list all studies, scales, solos, and other materials studied during the semester. The selections to be performed on the jury should be marked with an asterisk.

3. Each jury member will write comments as well as a suggested grade. The jury grade will be reflected according to the syllabus of the applied instructor.

4. Any student presenting a recital may be excused from a jury in the semester of the jury. This must be approved by the area.

5. All students must use an accompanist if required by the musical score.

6. Students must submit a digital copy of all works being performed to the jury committee.

7. Woodwind students will be asked to perform selected major scales, arpeggios (from all major keys),

and chromatic scale during their second semester of applied lessons. The octave range of the

scales and arpeggios is at the discretion of the student’s applied instructor.

### Vocal Juries:

1. All majors will perform one jury each semester.

2. Length: Performance majors - 14 minutes; Education, BA voice majors and minors - 7 minutes. Advanced standing and audition for Performance major – 14 minutes.

3. Jury sheets: Must be filled out online by the student for each faculty member prior to the jury. Here

is the [Vocal Jury/Advanced Standing Form](https://docs.google.com/forms/d/1t2AWS1aDNbibLlrzIssuIYt0keMuTK1eh-eP1svMQTw/viewform?edit_requested=true).

4. Evaluation: Comments and a numerical jury grade will be given by each faculty member which will be a percent of 20-30% of the voice grade, depending on the degree.

5. Exemptions: Any student presenting a full recital may be excused from a jury in the semester of the jury. This must be approved by the area.

6. Requirements for performance majors: Perform a minimum of 4 of the required songs learned in the semester.

7. All other voice-major-applied students: sing a percentage of 2 of the minimum number of songs learned in the semester.

8. All students must have songs prepared with their pianist

## Liberal Education

Students are urged to review the University of Minnesota Duluth Liberal Education Requirements with their advisors. For music majors, there are a number of courses which are required for their degree programs which can also be applied toward their liberal education program. The Liberal Education Program at UMD helps students develop competencies that can be adapted for use in any occupation and by virtually any individual.  Liberal education at UMD is not restricted to any particular part of the curriculum but is woven through each student’s course of study, including core requirements and requirements for the major.

The Liberal Education Core (which includes specific options in various skills areas, knowledge domain areas, and key topics) requires a maximum of 39 credits of course work; however, certain courses can be used to satisfy multiple requirements, reducing the total number of courses required.

## Petitions and Registration Forms

Students may request special consideration involving admission, retention and other academic changes by presenting a petition or registration form signed by the faculty most directly concerned (usually the instructor), their advisor, and/or the Department Head. UMD petitions and other registration forms may be secured online at <https://onestop.d.umn.edu/forms>. The student and their advisor should complete the form, listing the courses **and credits** addressed by the petition or form. After signatures are obtained from involved faculty members, the advisor, and/or the Music Department Head, forms can be dropped off at the Student Assistance Center at 23 Solon Campus Center.

## Amendment to Degree Requirements

Students may request special consideration for course substitution or transfers for the purpose of degree clearance by submitting an [Exception to Degree Requirements Form](https://drive.google.com/file/d/19Tw55C8pkVkn-OcrxNS7WIr5Vd20wSdQ/view). The requested changes must be approved by the student’s advisor and Music Department Head. After the Exception to Degree Requirement Form is approved, it is forwarded to the CLA Office to make the recommended change.

## Piano Proficiency Requirements

Students enrolled before Fall 2017 should contact Piano Area Chair for more information.

All Bachelor of Music and Bachelor of Arts Degrees Music must complete the piano proficiency requirements as indicated below. Please note the requirements are not the same for the various degree programs.

Students in the following degree programs must successfully complete piano classes I & II (Mu 1421 & Mu 1422)

Bachelor of Arts in Music

Bachelor of Music, Jazz Studies

\*Bachelor of Music in Music Education, Instrumental

Bachelor of Music, Theory

Students in the following degree program must successfully complete piano classes I, II & III (Mu 1421, MU1422 & Mu1423)

Bachelor of Music Performance, Vocal and Instrumental

Students in the following degree program must successfully complete piano classes I, II, III & IV (Mu 1421, MU1422, Mu1423 & Mu 1444).

\*Bachelor of Music in Music Education, Choral

\**The requirements must be completed before the Music Education students begin their student teaching experience.*

## Program Planning

Students developing a plan for graduation should consult the official 4 year sample plans pertinent to the specific degree program. The 4 year degree programs for music can be found at the following website. <https://cla.d.umn.edu/majorsminors>.

Students should be aware that certain courses are offered only one semester a year, or on an alternate year basis. The following courses are offered every other year, as indicated. (Note: Odd Year means the year in which the Fall semester has an odd number; 2007, 2009, 2011, etc. Even year means the academic year in which the Fall semester has an even number; 2008, 2010, 2012, etc.)

**Odd years: (2017, 2019 etc.)**

Mu 1412 Diction: French Spring

Mu 3211 Art Song literature Fall

Mu 4621 Piano Pedagogy & Practicum I Fall

Mu 4622 Piano Pedagogy & Practicum II Spring

Mu 4803 Jazz Pedagogy Fall

Mu 4807 Music Industry Spring

**Even years: (2018, 2020, etc**.)

Mu 1413 Diction: German Spring

Mu 3212 Opera Literature Fall

Mu 3627 Art of Accompanying, Vocal Fall

Mu 3628 Art of Accompanying, Instrumental Spring

Mu 3805 Jazz Writing I Fall

Mu 3806 Jazz Writing II Spring

MU3807 Jazz Literature Fall

Mu 4623 Piano Techniques and Style Fall

Mu 4201 Piano Literature I Fall

Mu 4202 Piano Literature II Spring

Mu 4103 Contrapuntal Techniques Spring

**Senior Graduation Checklist.** The following items should be completed prior to graduation:

\_\_\_\_\_\_ Proficiency exam passed - Piano (for students entering prior to Fall 2017) and Advanced Standing.

\_\_\_\_\_\_ All keys returned (practice room and others).

\_\_\_\_\_\_ Athletic/Marching Band Uniforms and all other Music Department Ensemble attire returned.

\_\_\_\_\_\_ Instruments returned.

\_\_\_\_\_\_ 8 semesters of Recital Attendance with a grade of S completed (7 semesters for music education students).

\_\_\_\_\_\_ [Exception to Degree Requirements Form](https://drive.google.com/file/d/19Tw55C8pkVkn-OcrxNS7WIr5Vd20wSdQ/view) filed (if courses substitutions needed).

\_\_\_\_\_\_ Liberal Education requirements completed.

\_\_\_\_\_\_ CLA requirements completed.

\_\_\_\_\_\_ Requirements for major(s) completed.

\_\_\_\_\_\_ Requirements for degree completed (including proficiency and advanced standing exams).

\_\_\_\_\_\_ Credit check (recommended before last semester).

\_\_\_\_\_\_ Registration with Career Services, 21 CCtr (no later than 6 weeks before anticipated graduation date)

\_\_\_\_\_\_ All financial obligations with University have been met.

\_\_\_\_\_\_ All library obligations have been met.

\_\_\_\_\_\_ Final clearance from the Degree Clearance Office.

\_\_\_\_\_\_ Apply for graduation at<https://onestop.d.umn.edu/academics/apply-graduate>

**Music Education Core Requirements**

Instrumental Music and Classroom Music K-12: The following courses must be completed before a student can enroll for student teaching:

Music Core requirements - See latest UMD Catalog

Mu 3705 Instrumental Conducting I

Mu 3706 Instrumental Conducting II

Mu 3608 Teaching Elementary Music

Mu 4606 Special and Adaptive Methods in Music Education

Mu 3606 Field Experience

Mu 3607 Instrumental Music Methods

Mu 1441 Vocal Techniques

Mu 1442 Percussion Techniques

Mu 2443 Woodwind Techniques I

Mu 2444 Woodwind Techniques II

Mu 2445 String Techniques I

Mu 2446 String Techniques II

Mu 2447 Brass Techniques I

Mu 2448 Brass Techniques II

Completion of Basic Piano Proficiency Examination through Piano Class I and II

Completion of Advanced Standing Exam, major instrument

Vocal and Classroom Music K-12: The following courses must be completed before a student can enroll for

student teaching.

Music Core requirements - See latest UMD Catalog

Mu 3701 Choral Conducting and Methods I

Mu 3702 Choral Conducting and Methods II

Mu 3608 Teaching Elementary Music

Mu 4606 Special and Adaptive Methods in Music Education

Mu 3606 Field Experience

Mu 1440 Survey of Instrumental Techniques

Mu 1441 Vocal Techniques

Completion of Basic and Advanced Piano Proficiency Examination through Piano Class II and IV (depending on degree program)

Completion of Advanced Standing Exam, major instrument

## Health and Safety for Music Faculty, Staff and Students

The Department of Music at UMD seeks to provide the most comprehensive, timely information on health and safety in the practice of music to its students, faculty and staff. It is important that we all understand the importance of not only protecting our hearing throughout our careers, but also protect our bodies from repetitive motion injuries. The following links from the University of Minnesota Environmental Health and Safety Office address both of these topics directly and provide useful information on the prevention and treatment of injury. We will continue to pursue the best options available to us in our workplace to ensure the safest environment possible.

The Ergonomics Assessment Program:

<http://d.umn.edu/environmental-health-safety-office/safety/ergonomics>

The Hearing Conservation Program:

<https://docs.google.com/forms/d/e/1FAIpQLSckNN8Z8zp8-KwFhq7kHo0z7i2pYyPFxuz9FQyLkWTN9eSTqQ/viewform?c=0&w=1>

### Vocal Health

For more information on vocal musculoskeletal health and injury prevention for vocalists and instrumentalists, please consult the following links for valuable information. It is important to protect your instrument and body for a long, healthy musical career!

<https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/6a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-Vocal_June-2014.pdf>

<https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/4a_NASM_PAMA_NMH-Student_Guide-Standard_June-2014.pdf>

<https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-NMH_June-2014.pdf>

### Hearing Considerations for Musicians

1] Prolonged exposure to certain kinds of sounds may cause permanent hearing loss.

2] The loudness of sound is measured in decibels [dB]. The Occupational Safety and Health Standard for maximum exposure is a constant sound above 85dB for an 8 hour period [using the A weighted dB measuring system]. Exposure levels above this typically will cause permanent hearing loss. Exposure levels below this for a 30 year career will typically not cause permanent hearing loss.

3] The duration of the exposure is a key component in understanding what your ears can handle without risk of temporary or permanent damage.

4] A short term exposure to a very loud sound [Like thunder or 1 gunshot] will most likely not cause permanent hearing damage. It can cause discomfort and temporary hearing loss.

5] Hearing loss can be and usually is frequency specific. One who mows lawns for a living and doesn’t use hearing protection will typically have a notch [reduction] in their hearing at the frequency that relates to the rpm of the motor. The constant vibration of hearing tissues at this frequency atrophies the tissue and makes it less able to vibrate at that frequency.

6] Older persons will typically have a gradual loss of high frequency as all of their tissues atrophy and become less supple and able vibrate at higher frequencies. These are the frequencies where much of diction is accomplished making it difficult for them to understand speech.

7] Music that is more “dense”, “full” or “constant” becomes more taxing on your hearing. You can notice this right away if one listens to certain types of music in a very reverberant space. If the music has more “space” in it, it lessens this impact.

8] Occasional ringing in the ears can be caused by exposure to loud sounds or even a fever or sickness. When this is caused by loud sounds it is a good indication that one needs to change or adapt to one’s situation.

9] Hearing protection can be very effective in reducing your exposure to loud noise. A tight fitting plug or cover can reduce your exposure by as much as 40dB. In the case of musical exposure in excess of OSHA standards a custom fit ear plug that attempts to block all frequencies equally can be a very effective way to maintain the timbral quality of the sound while providing the reduction needed.

### Decibel Levels of Many Common Sounds

It is important to understand that prolonged exposure to certain kinds of sounds may cause hearing loss. The loudness of sounds is measured in *decibels* (dB). This chart displays the decibel level of many common sounds.  
  
Always remember to protect your ears whenever possible!

|  |  |
| --- | --- |
| **Decibel level** | **What we hear** |
| 10 dB | Normal breathing |
| 20 dB | Rustling leaves, mosquito |
| 30 dB | Whisper |
| 40 dB | Stream, refrigerator humming |
| 50-60 dB | Quiet office |
| 50-65 dB | Normal conversation |
| 60-65 dB | Laughter |
| 70 dB | Vacuum cleaner, hair dryer |
| 75 dB | Dishwasher |
| 78 dB | Washing machine |
| 80 dB | Garbage disposal, city traffic noise |
| 84 dB | Diesel truck |
| *Prolonged exposure to any noise above 85 dB can cause gradual hearing loss.* | |
| 70-90 dB | Recreational vehicle |
| 88 dB | Subway, motorcycle |
| 85-90 dB | Lawnmower |
| 100 dB | Train, garbage truck |
| 97 dB | Newspaper press |
| 98 dB | Farm tractor |
| *Regular exposure of more than 1 minute risks permanent hearing loss.* | |
| 103 dB | Jet flyover at 100 feet |
| 105 dB | Snowmobile |
| 110 dB | Jackhammer, power saw, symphony orchestra |
| 120 dB | Thunderclap, discotheque/boom box |
| 110-125 dB | Stereo |
| 110-140 dB | Rock concerts |
| 130 dB | Jet takeoff, shotgun firing |
| 145 dB | Boom cars |