



MUSIC
DEPARTMENT

Majors *and* Minors

HANDBOOK
2018 – 2019



Manchester
University

Contents

Directory of Music Faculty and Staff	2
Statement of Philosophy and Objectives	4
Organizations and Ensembles	6
Majors Offered in Music	9
Minor Offered in Music	10
General Requirements	10
Requirements for Music Majors	
Applied Emphasis	11
Choral Emphasis: K-12	13
Instrumental Emphasis: K-12	15
Theory-Composition Emphasis	17
General Music	19
Music Minor	21
Conducting	22
CORE Courses	23
Information and Policies	
Applied Lessons	24
Jury Requirements	25
Audition Information	30
Concerts and Recitals	31
Facilities	34
Senior Assessment	36
General Information	38

Music Faculty and Staff

NAME	OFFICE	EXT.	Areal Assignment
Chambers, Alan			Applied Piano, Collaborative Pianist, Choral Arranging
Donner, Ann			Applied Flute
Donner, George			Applied Oboe
Hawkins, Kira			Theatre
Haynes, Pamela	W119	5326	Applied Piano, Introduction to Music, First Year Seminar, Elementary Methods, Collaborative Pianist, Piano Area Coordinator
Humphries, Scott	W212	5331	Manchester Symphony, Symphonic Band, Conducting, Secondary Methods, Applied Saxophone, Student Teacher Supervision, Intro to Music, Brass and Woodwind Technique, Band Literature, Gold and Black Attack, Athletic Band Technique, Jazz Ensemble
Hupp, David			Applied Piano, Keyboard Harmony, Collaborative Pianist
Lynn, Debra	W118	5296	A Cappella Choir, Chamber Singers, Cantabile, Applied Voice, Conducting, Vocal Pedagogy, Choral Arranging, Opera Workshop, Student Teacher Supervision, Music for Stage and Film, Diction and IPA, Requiem Mass

Music Faculty and Staff

NAME	OFFICE	EXT.	Areal Assignment
Lynn, Robert			Applied Low Brass, Applied Cello, Orchestration, Music Fundamentals, Aural Skills, Music History and Analysis, American Music, Intro to Music
Moan, David			Diction, IPA
Orr, Judi	W117	5426	Administrative Assistant
Reed, Tim (Chair)	W211	5292	Music Theory, Aural Skills, Composition, Contemporary Techniques, Computer Applications in Music, Recording Studio Techniques, Jazz History
Schneider, Bruce			Applied Wind/Percussion
Smith, Elizabeth			Applied Violin and Viola, Collaborative Pianist
Ward, Todd			Applied Trumpet
Workman, Scott			Applied Guitar
Zummack, Erich			Applied Bassoon

Statement of Philosophy

1. We believe that music has the power to change people's lives.
2. We specialize in undergraduate, liberal arts education, and we support the ideal of breadth outside of music as well as depth within music.
3. We value excellence in music and teaching. Our students, both majors and non-majors, represent many levels of ability, and we seek to help all of them enjoy music and perform at the highest level possible.
4. We are dedicated to serving students and society as performers, teachers and advisors.
5. We function within a Church of the Brethren context, yet we respect religious and philosophic diversity and value non-Christian perspectives.
6. We work with all students to help them better understand, and hence appreciate, Western art music through general courses, ensembles and applied lessons. We recognize the diversity of musical expression by offering courses in world musics and jazz.
7. We seek to provide for music majors a strong foundation in many areas of music. Thus we stress fundamental skills and understanding in solo and ensemble performance, music education, history and analysis, theory, and conducting. We strive to balance performance and academic areas of music.
8. We recognize the importance of technology and, by incorporating it into our curriculum, we improve our course offerings.
9. We encourage students to serve their communities by improving the quality of musical life.
10. We care about the health and well being of our students.



Statement of Objectives

The curricula of the Department of Music are designed:

1. to provide opportunities for students to realize their musical potential and to refine their goals.
2. to prepare students for careers in music and for graduate school.
3. to enrich the cultural climate of the University and surrounding communities.
4. to serve the campus and community by providing music for various events.
5. to promote advocacy of music education.
6. to foster a lifelong love for music.





Organizations and Ensembles

Vocal / Choral Ensembles

A Cappella Choir: Debra Lynn, conductor

Mixed choir of 40–50 members, tours each year

Rehearses: three hours per week

Credit: 1.0 hours

Fees: clothing (\$150) and \$15 folder (one time only), occasional tour and meal fees

Requirements: audition

Cantabile: Debra Lynn, conductor

Women's choir of 20–30 members

Rehearses: two hours per week

Credit: 0.5 hours

Fees: clothing (TBA)

Requirements: audition

Chamber Singers: Debra Lynn, conductor

Mixed choir of 16–20 members, tours occasionally

Rehearses: two hours per week

Credit: 0.5 hours

Requirements: audition, A Cappella Choir membership

Manchester Symphony Chorus

Mixed chorus, performs with Manchester Symphony Orchestra

Rehearses: two hours, one evening per week

Credit: 0.5 hours.

No audition required

Opera Workshop: Debra Lynn, stage director / conductor

Membership varies according to student interest; scenes and full productions are possible

Rehearses during January session and/or spring semester

Credit: 0.5 hours

Requirements: audition and permission of applied voice instructor or director





Instrumental Ensembles

Jazz Ensemble: Scott Humphries, conductor

8–20 members, rhythm section plus winds, tours occasionally

Rehearses: two hours per week

Credit: 0.5 hours

Fees: occasional tour fees

Requirements: audition

Manchester Symphony Orchestra: Scott Humphries, conductor

Community and student ensemble of 30–50 members

Rehearses: two hours per week

Credit: 0.5 hours for wind players; 1.0 hour for string players

Requirements: audition

Symphonic Band: Scott Humphries, conductor

Concert band, tours each year

Rehearses: three hours per week

Credit: 1.0 hour

Fees: \$100 clothing (one time only), occasional tour fees

Requirements: Three years of high school band experience and chair placement audition

Other

Small Ensembles: Scott Humphries, Debra Lynn, Pamela Haynes coordinators

According to student interest: Brass, Strings, Keyboard, Woodwinds,
Percussion, Vocal

Credit: 0.5 hours

CMENC Student Chapter: Scott Humphries, faculty sponsor

Collegiate Music Educators National Conference for music education majors

Attends Indiana Music Educators Conference each year in January

Dues: \$26 includes monthly publication “Teaching Music”



Majors Offered in Music

The Department of Music offers five different majors culminating in the baccalaureate degree. Two of these majors lead to state certification to teach music in the public schools.

Majors with Teacher Certification

The teacher education program of Manchester University is accredited by the Indiana Professional Standards Board, the National Council for the Accreditation of Teacher Education, and the North Central Association of Colleges and Secondary Schools. This certification permits students to teach in Indiana and in 27 other states. Through other reciprocal arrangements, students may teach in additional states.

- **Music Education:** All Grade Teaching Major, Instrumental Music (B.A. or B.S.)
Certification to teach instrumental and general music in K-12 grades
- **Music Education:** All Grade Teaching Major, Choral Music (B.A. or B.S.)
Certification to teach vocal and general music in K-12 grades

Majors without Teacher Certification

- **Music Major:** Emphasis in General Music (B.A. or B.S.)
- **Music Major:** Emphasis in Applied Music (B.A. or B.S.)
- **Music Major:** Emphasis in Music Theory-Composition (B.A. or B.S.)



Minor Offered in Music

The Department of Music also offers a minor in music for students majoring in another department of the University. For specific requirements, see page 20.

Interdisciplinary Combinations

Interdisciplinary combinations are possible by choosing, for example, a major in applied music and a business minor. The minor in business includes courses in marketing, economics, and accounting. A music/business combination will provide excellent preparation for careers in music, merchandising and arts management. A major in music combined with a psychology major will prepare students for additional studies in music therapy. Many combinations are possible. Interested students should consult with their academic advisors for further information.

General Requirements

Applied Concentration

All majors and minors are expected to have an area of performance – an applied concentration – in voice or an instrument. For example, a student choosing a B.S. degree with a choral education major might have an applied concentration in voice.

General Education Requirements

Manchester University is a liberal arts and science institution and therefore has a commitment to educational breadth as well as depth. Approximately 51 semester hours are required in General Education, consisting of courses in the natural sciences, social sciences and humanities. Depending on the music major selected, between 41 and 58 semester hours are required in music. The remainder of the 120 semester hours required for graduation may be taken in electives. Music education majors must take additional hours for teacher certification.



Requirements for the Music Major

Applied Emphasis

Bachelor of Arts or Bachelor of Science

Entrance into the applied music concentration presupposes the following:

At least college-level entrance in piano, classical guitar, voice, or a traditional band or orchestral instrument with the demonstrated potential to perform the advanced repertoire required of performance majors; musical sensitivity, a sense of rhythm and a capacity for accurate aural perception, demonstrated by an audition. Audition requirements can be obtained from the department chair.

Familiarity with the rudiments of music, such as scales, keys, signs and musical terms. A placement test in music theory and aural skills is required for entrance into the music major/minor. Information about the music theory placement test can be obtained from the department chair.

Students with deficiencies in their primary instrument or voice shall study without credit until beginning college-level proficiency is obtained. Music majors are also required to take two years of piano. Students without at least basic ability in piano shall study piano without credit until such ability is obtained.

Required courses for the B.A. degree in Applied Music

MUS 110	Computer Applications in Music	2
MUS 113	Aural Skills I	1
MUS 114	Aural Skills II	1
MUS 125	Music Theory I*	3
MUS 213	Aural Skills III	1
MUS 225	Music Theory II	3
MUS 226	Contemporary Techniques	3
MUS 227	Keyboard Harmony	1
MUS 231	Music History and Analysis I	3
MUS 232	Music History and Analysis II (C-4AR)	4
MUS 341	Basic Conducting	2
MUS 420	Advanced Analysis	3
	Approved Electives in Music	7
	Large Ensembles	4
	Keyboard or alternate area lessons	3

Applied Lessons (major)	6
MUS 370 Half Recital	1
MUS 472 Full Recital	2
Required Event Attendance	
Senior Comprehensive Examination	
* Prerequisite: MUS 106: Music Fundamentals (2 credits) or placement test	

Total Music Courses **50-52**

General Education Courses **51**

For a breakdown of CORE requirements, please see page 23.

Additional Information

We strongly recommend that students with an applied concentration in voice who are contemplating advanced vocal study or graduate school in voice elect the Bachelor of Arts curriculum.

Applied majors are required to participate in one large ensemble each semester. For voice, wind and string majors, one ensemble each semester must be in the area of the applied major. Keyboard and guitar majors may fulfill their requirements in large ensembles of their choice.

Students with an applied concentration in piano, organ, or guitar meet their alternate area requirement in one or two different applied areas: a second keyboard instrument, an orchestral or band instrument, or voice.



Requirements for the Music Major in Education

Choral Emphasis: K-12

Bachelor of Arts or Bachelor of Science

Entrance into the music major in education program presupposes the following:

At least college-level entrance in piano, classical guitar, voice, or a traditional band or orchestral instrument; musical sensitivity, a sense of rhythm and a capacity for accurate aural perception, demonstrated by an audition. Audition requirements can be obtained from the department chair.

Familiarity with the rudiments of music, such as scales, keys, signs and musical terms. A placement test in music theory and aural skills is required for entrance into the music major/minor. Information about the music theory placement test can be obtained from the department chair.

Students with deficiencies in their primary instrument or voice shall study without credit until beginning college-level proficiency is obtained. Music majors are also required to take two years of piano. Students without at least basic ability in piano shall study piano without credit until such ability is obtained.

Required courses for the B.A. or B.S. degree: Choral K-12

MUSIC COURSES:

MUS 110	Computer Applications in Music	2
MUS 113	Aural Skills I	1
MUS 114	Aural Skills II	1
MUS 119	World Musics (C-3GC)	3
MUS 125	Music Theory I*	3
MUS 161	IPA and English Diction for Singers	.5
MUS 163	Latin and Italian Diction for Singers	.5
MUS 213	Aural Skills III	1
MUS 225	Music Theory II	3
MUS 227	Keyboard Harmony	1
MUS 231	Music History and Analysis I	3
MUS 232	Music History and Analysis II (C-4AR)	4
MUS 254	Vocal Pedagogy and Repertoire	3
MUS 267	German Diction for Singers	.5
MUS 268	French Diction for Singers	.5
MUS 310	Elementary Music Methods	3
MUS 341	Basic Conducting	2

MUS 345	Advanced Choral Conducting	3
MUS 355	Choral Arranging	2
MUS 362	Secondary Music Methods	3
MUS 420	Advanced Analysis	3
	Large Ensembles	4
	Keyboard or alternate area lessons	3
	Applied Lessons in area of concentration	6
MUS 370	Half Recital	1
	Required Event Attendance	
	Senior Comprehensive Examination	
	*Prerequisite: MUS 106: Music Fundamentals (2 credits) or placement test	

Total Music Courses **56–58**

EDUCATION COURSES:

EDUC 111	Exploring Teaching and Learning	2
EDUC 211	The Exceptional Learner	4
EDUC 237	Educational Psychology	4
EDUC 245	Educational Assessment	4
EDUC 342	Literacy in Content Areas	4
EDUC 362	Literacy and English Language Learners	2
EDUC 410	The Teacher in Today's School	2
EDUC 479	All Grade Student Teaching	13

Total Education Courses **35**

CORE Courses **51**

For a breakdown of CORE requirements please see page 23.

Additional Information

We strongly recommend that students with an applied concentration in voice who are contemplating advanced vocal study or graduate school in voice elect the Bachelor of Arts curriculum.

A minimum of four hours of large ensemble participation for credit is required. Choral music education majors are required to participate in a large choral ensemble for seven semesters, four of which must be spent in A Cappella Choir, and in an instrumental ensemble for two semesters.

Choral music education students with an applied concentration in piano, organ or guitar must meet their alternate area requirement in voice.



Requirements for the Music Major in Education

Instrumental Emphasis: K-12

Bachelor of Arts or Bachelor of Science

Entrance into the music major in education program presupposes the following:

At least college-level entrance in piano, classical guitar, voice, or a traditional band or orchestral instrument; musical sensitivity, a sense of rhythm and a capacity for accurate aural perception, demonstrated by an audition. Audition requirements can be obtained from the department chair.

Familiarity with the rudiments of music, such as scales, keys, signs and musical terms. A placement test in music theory and aural skills is required for entrance into the music major/minor. Information about the music theory placement test can be obtained from the department chair.

Students with deficiencies in their primary instrument or voice shall study without credit until beginning college-level proficiency is obtained. Music majors are also required to take two years of piano. Students without at least basic ability in piano shall study piano without credit until such ability is obtained.

Required courses for the B.A. or B.S. degree: Instrumental K-12

MUSIC COURSES

MUS 110	Computer Applications in Music	2
MUS 113	Aural Skills I	1
MUS 114	Aural Skills II	1
MUS 119	World Musics (C-3GC)	3
MUS 125	Music Theory I*	3
MUS 213	Aural Skills III	1
MUS 225	Music Theory II	3
MUS 227	Keyboard Harmony	1
MUS 231	Music History and Analysis I	3
MUS 232	Music History and Analysis II (C-4AR)	4
MUS 261	Brass Techniques	.5
MUS 262	Woodwind Techniques	.5
MUS 263	String Techniques	.5
MUS 264	Percussion Techniques	.5
MUS 310	Elementary Music Methods	3
MUS 313	Orchestration	2
MUS 321	Band Literature	1

MUS 323	Orchestra Literature	1
MUS 331	Athletic Band Techniques	2
MUS 341	Basic Conducting	2
MUS 343	Advanced Instrumental Conducting	3
MUS 362	Secondary Music Methods	3
MUS 420	Advanced Analysis	3
	Large Ensembles	4
	Keyboard or alternate area lessons	3
	Applied Lessons in area of concentration	6
MUS 370	Half Recital	1
	Required Event Attendance	
	Senior Comprehensive Examination	
	* Prerequisite: MUS 106: Music Fundamentals (2 credits) or placement test	

Total Music Courses **56–58**

EDUCATION COURSES

EDUC 111	Exploring Teaching and Learning	2
EDUC 211	The Exceptional Learner	4
EDUC 237	Educational Psychology	4
EDUC 245	Educational Assessment	4
EDUC 342	Literacy in Content Areas	4
EDUC 362	Literacy and English Language Learners	2
EDUC 410	The Teacher in Today's School	2
EDUC 479	All Grade Student Teaching	13

Total Education Courses **35**

CORE Courses **51**

For a breakdown of CORE requirements, please see page 23.

Additional Information

A minimum of four hours of large ensemble participation for credit is required. Instrumental music education majors are required to participate in a large instrumental ensemble for seven semesters, four of which must be in the major ensemble of applied concentration (Symphonic Band for wind and percussionists, Orchestra for string players), and in a vocal ensemble for two semesters.

Instrumental music education students with an applied concentration in piano, organ or guitar must meet their alternate area requirement on a band or orchestral instrument.



Requirements for the Music Major

Theory-Composition Emphasis

Bachelor of Arts or Bachelor of Science

Entrance into the Music Theory-Composition concentration presupposes the following:

At least college-level entrance in piano, classical guitar, voice, or a traditional band or orchestral instrument; musical sensitivity, a sense of rhythm and a capacity for accurate aural perception, demonstrated by an audition. Audition requirements can be obtained from the department chair.

Familiarity with the rudiments of music, such as scales, keys, signs and musical terms. A placement test in music theory and aural skills is required for entrance into the music major/minor. Information about the music theory placement test can be obtained from the department chair.

Students with deficiencies in their primary instrument or voice shall study without credit until beginning college-level proficiency is obtained. Music majors are also required to take two years of piano. Students without at least basic ability in piano shall study piano without credit until such ability is obtained.

Required courses for the B.A. or B.S. degree in Music Theory-Composition

MUS 110	Computer Applications in Music	2
MUS 113	Aural Skills I	1
MUS 114	Aural Skills II	1
MUS 125	Music Theory I*	3
MUS 141	Recording Techniques	3
MUS 213	Aural Skills III	1
MUS 225	Music Theory II	3
MUS 226	Contemporary Techniques	3
MUS 227	Keyboard Harmony	1
MUS 231	Music History and Analysis I	3
MUS 232	Music History and Analysis II (C-4AR)	4
MUS 243	Beginning Composition	1
MUS 341	Basic Conducting	2
MUS 353	Intermediate Composition	1
MUS 420	Advanced Analysis	3
MUS 430	Advanced Composition	1

Approved Electives including one of the following:	5
MUS 313 Orchestration (2)	
MUS 355 Choral Arranging (2)	
Two of the following	
MUS 261 Brass Techniques	.5
MUS 262 Woodwind Techniques	.5
MUS 263 String Techniques	.5
MUS 264 Percussion Techniques	.5
MUS 321 Band Literature	1
MUS 323 Orchestra Literature	1
Large Ensembles	4
Keyboard or alternate area lessons	3
Applied Lessons (major)	4
MUS 370 Half Recital	1
Required Event Attendance	
Senior Comprehensive Examination	
* Prerequisite: MUS 106: Music Fundamentals (2 credits) or placement test	

Total Music Courses **50-52**

CORE Courses **51**

For a breakdown of CORE requirements, please see page 23.

Additional Information

A minimum of four hours of large ensemble participation for credit is required. Students with theory-composition concentrations are required to participate in one large ensemble per semester, four of which must be in the major ensemble of applied concentration, and in the alternate area for two semesters. Students with keyboard or guitar concentration may fulfill this requirement in ensembles of their choice.



Requirements for the Music Major

General Music

Bachelor of Arts or Bachelor of Science

Entrance into the music major with general concentration presupposes the following:

At least college-level entrance in piano, classical guitar, voice, or a traditional band or orchestral instrument; musical sensitivity, a sense of rhythm and a capacity for accurate aural perception, demonstrated by an audition. Audition requirements can be obtained from the department chair.

Familiarity with the rudiments of music, such as scales, keys, signs and musical terms. A placement test in music theory and aural skills is required for entrance into the music major/minor. Information about the music theory placement test can be obtained from the department chair.

Students with deficiencies in their primary instrument or voice shall study without credit until beginning college-level proficiency is obtained. Music majors are also required to take two years of piano. Students without at least basic ability in piano shall study piano without credit until such ability is obtained.

Required courses for the B.A. or B.S. degree in General Music

MUS 110	Computer Applications in Music	2
MUS 113	Aural Skills I	1
MUS 114	Aural Skills II	1
MUS 125	Music Theory I*	3
MUS 213	Aural Skills III	1
MUS 225	Music Theory II	3
MUS 227	Keyboard Harmony	1
MUS 231	Music History and Analysis I	3
MUS 232	Music History and Analysis II (C-4AR)	4
MUS 420	Advanced Analysis	3
Approved Electives in Music		4
Large Ensembles		4
Keyboard or alternate area lessons		3
Applied Lessons (major)		7
MUS 370	Half Recital	1
Required Event Attendance		

Senior Comprehensive Examination

* Prerequisite: MUS 106: Music Fundamentals (2 credits) or placement test

Total Music Courses 41–43

CORE Courses 51

For a breakdown of CORE requirements, please see page 23.

Additional Information

A minimum of four hours of large ensemble participation for credit is required. Students with general music concentrations are required to participate in one large ensemble per semester, four of which must be in the major ensemble of applied concentration, and in the alternate area for two semesters. Students with keyboard or guitar concentration may fulfill this requirement in ensembles of their choice.

Students with an applied concentration in piano or organ major must meet their alternate area requirement in one or two different applied areas: a second keyboard instrument, an orchestral or band instrument, or voice.

Requirements for the *Music Minor*

Entrance into the music minor with general concentration presupposes the following:

At least college-level entrance in piano, classical guitar, voice, or a traditional band or orchestral instrument; musical sensitivity, a sense of rhythm and a capacity for accurate aural perception, demonstrated by an audition. Audition requirements can be obtained from the department chair.

Familiarity with the rudiments of music, such as scales, keys, signs and musical terms. A placement test in music theory and aural skills is required for entrance into the music major/minor. Information about the music theory placement test can be obtained from the department chair.

Students with deficiencies in their primary instrument or voice shall study without credit until beginning college-level proficiency is obtained. Music minors are also required to take one year of piano. Students without at least basic ability in piano shall study piano without credit until such ability is obtained.

Required courses for the Minor in Music degree in General Music

MUS 110	Computer Applications in Music	2
MUS 113	Aural Skills I	1
MUS 114	Aural Skills II	1
MUS 125	Music Theory I*	3
MUS 225	Music Theory II	3
MUS 232	Music History and Analysis II (C-4AR)	4
	Large Ensembles in area of concentration	4
	Keyboard or alternate area lessons	2
	Applied Lessons in area of concentration	6

Required Event Attendance during semesters in which the student is enrolled in Lessons in the area of their Applied Concentration.

* Prerequisite: MUS 106: Music Fundamentals (2 credits) or placement test

Total Music Courses

26-28

Requirements for the
Applied Study Area in Conducting

Small than a major or minor, an Applied Study Area (ASA) is a package of courses combined with an applied experience. MU now offers (beginning in fall 2018) an Applied Study Area in Conducting.

Required courses for the Applied Study Area in Conducting

MUS 343 Advanced Conducting

MUS 113 Applied Conducting Lessons (independent study, 2 semesters)

One course from the following, according to area of interest:

Choral & Vocal Literature

MUS 321 Band Lit II/Brass Techniques

MUS 262 Band Lit I/Woodwind Techniques

MUS 323 Orchestra Lit/String Techniques

Applied Experience:

- Conducting Practicum Experience – forming an ensemble from among students or community members to rehearse once or twice per week, culminating with a 20 minute performance. (2 credits) – independent study.

If you are interested in pursuing this applied study area, contact Dr. Debra Lynn.

CORE Courses

Foundational Skills (WOQ)	10
FYS First Year Seminar (1FS)	4
COMM 110 Found of Hunman Communication (1O)	3
MATH 113 or 115 or 121 or 210 or Psyc 241 (1Q)	3
Physical Activity and Wellness (C-2PA)	2
Choice of two PE 101 courses	1
Choice of two PE 105 courses	1
Integration into the World (C-3)	9
Three courses, at least one in each category:	
Responsible Citizenship (C-3RC)	
Global Connections (C-3GC)	
+World Music (119)	
Ways of Knowing (C-4)	27
Philosophical, Religious and Creative Inquiry	12
One Course from each category:	
Religion (C-4RL)	
Philosophy (C-4PH)	
Visual and Performing Arts (C-4AR)	
Literature (C-4LT)	
*Music History and Analysis II (232)	
Human Behavior and Institutions	9
Three courses, each in a different discipline:	
Economics (C-HE)	
Education (C-4HD)	
+Education Psychology (230)	
History (C-4HH)	
Political Science (C-4HP)	
Psychology (C-4HY)	
Sociology (C-4HS)	
Natural World	6
Two courses, each in a different discipline:	
Biology (C-4NB)	
Chemistry (C-4NC)	
Earth/Space (C-4NE)	
Environmental Science (C-4NN)	
Physics (C-4NP)	
Synthesis & Critical Connections (C-5)	7
Critical Connections (C-5CC)	3
Values, Ideas and the Arts (GE-N)	1
Total General Education Courses	52
*Required Courses	
+Music Electives	



Applied Lessons

Applied concentrations are restricted to those fields of study listed in the Manchester University Academic *Catalog*. All students who are considering music as a major field must audition for the music faculty to obtain approval for the applied concentration. Majors changing from one applied concentration to another must re-audition before the music faculty; at the discretion of the faculty, a jury (explained below) may substitute for the audition. Off-campus applied study credit may be obtained only when arrangements have been officially made through the chair of the music department and the academic dean.

Examinations in applied music are given by the full music faculty for music majors and minors enrolled in their applied concentration. These examinations, called *juries*, occur at the end of the fall and spring semesters. Students who are studying privately for credit will be given an examination by faculty members in the applied area. The half recital or the full recital constitutes the jury for that semester.

Lessons, Fees and Attendance

Students enrolled in applied lessons receive a minimum of one half-hour per week of private instruction with a faculty member. Therefore, an added fee of \$300 for piano lessons, \$325 for instrumental lessons and \$350 for vocal lessons per semester is added to regular tuition costs for such instruction. Students enroll in recital credit, not applied lessons, during the semester in which the recital is presented. The half recital fee is \$350, and the full recital fee is \$450. This fee also covers piano collaborative pianist services for the semester. It does not include paying the pianist for the actual dress rehearsal and recital.

Private lessons missed by students will only be rescheduled (at the discretion of the applied instructor) if the instructor has been notified prior to the day of the lesson. Lessons will not be made up when they fall on “campus holidays” such as Fall Break Days.

Juries

The jury first determines if the performance is passing or failing; failing a jury constitutes failing the semester. If the quality is passing, the jury will give a numerical grade, averaging the grades of the individual jurors.

The applied teacher may use the passing grade for the semester. The teacher may also raise or lower the grade not more than 1.0 above or below the passing jury

grade. In unusual circumstances, when the teacher feels that the jury grade does not accurately represent the quality of the student's work for the semester, the teacher may petition the members of the jury for permission to raise or lower the grade more than 1.0.



Jury Requirements

Jury requirements vary according to instrument and level of applied lessons studied. Specific requirements are outlined in the following pages. Questions about jury requirements should be addressed to the area director: Debra Lynn (voice), Scott Humphries (instrumental), and Pamela Haynes (keyboard).

Instrumental Jury Requirements

Music Majors and Minors

- | | |
|-----------|--|
| 100 Level | One solo, two etudes, chromatic scale (extent of current range)
All major scales with arpeggios (half first semester, half second semester) |
| 200 Level | One solo, two etudes, all major scales, add natural and melodic minor scales with arpeggios (half first semester, half second semester) |
| 300 Level | One solo, two etudes, all major, natural minor, and melodic minor scales with arpeggios, add all harmonic minor scales (half first semester, half second semester) |
| 400 Level | Selections from full recital repertoire first semester
Full recital second semester |

One etude each semester may be substituted with a cadenza (as part of the solo piece), or a significant orchestral excerpt deemed appropriate by the instructor.

Note: Percussionists should play solos and etudes which represent both pitched and un-pitched literature. Percussionists may perform rudiments in lieu of etudes according to teacher discretion.

Applied Voice Repertoire and Jury Requirements (Applied Voice, General Music, or Choral Music Education Majors)

All voice jury repertoire must be memorized (except oratorio arias and recitatives). The overall jury grade will be lowered by one full letter for each piece the student fails to memorize.

MUS 102

(first semester) 3 Songs: 2 English
1 Italian
2 Etudes

MUS 102

(second semester) 4 Songs: 2 English
2 Italian
2 Etudes

MUS 202

(each semester) 5 Songs: 1 English
1 Italian
2 Language of Concentration
(French or German)
1 Language of Choice
2 Etudes

MUS 302

(each semester) 4 Songs, 1 English or Italian
1 Recit. 1 Previous Language of Concentration
and Aria: 2 New Language of Concentration
(French or German)
1 Opera or Oratorio Aria
1 Opera or Oratorio Recitative
(The aria and recitative may fulfill any
language requirement)
3 Etudes

MUS 402 Presentation of recital material, demonstrated competence in English, Italian, French and German.
3 Etudes

MUS 370 **Half Recital** (prerequisite: MUS 202 both semesters)

- 20–50 minutes of music
- required for vocal performance majors
- repertoire to be determined by applied instructor, in line with 300-level repertoire requirements
- recital is graded, there is no jury

MUS 470 **Full Recital** (prerequisite: MUS 302 both semesters)

- 20-50 minutes of music for music education majors with vocal emphasis
- 40-60 minutes of music for voice performance majors
- required for all music majors with vocal emphasis
- repertoire to be determined by applied instructor, in line with 400-level repertoire requirements
- recital is graded, there is no jury

Any student may perform a recital with permission of their instructor.

Each level is considered a prerequisite for the next in numerical order. Music majors with an applied concentration in voice must complete all requirements stated above. Voice minors are required to complete all requirements through the MUS 302 level (6 semesters total). Students seeking a voice major or minor must complete and pass an audition before the music faculty.

Applied Piano Jury Requirements

Repertoire: Three contrasting pieces from different style periods (Baroque, Classical, Romantic or Contemporary.)

Memorization: Piano Majors - All repertoire must be memorized; secondary piano - one piece must be memorized; non majors - to be determined by instructor

Technique: Scales and Arpeggios - all memorized

MUS 101 (first semester)

Scales and Arpeggios:C, G, D, A, E, B, Gb, Db 2 or 4 octaves, hands together (HT)

MUS 101 (second semester)

Scales and Arpeggios:F, Bb, Eb, Ab, Am, Em, Dm, Gm 2 or 4 octaves HT
(m=harmonic minor)

MUS 201

Scales and Arpeggios:Cm, Fm, Bbm, Ebm, Bm, 2 or 4 octaves HT
F#m, C#m, G#m (m=harmonic minor)

MUS 301

Scales and Arpeggios:All major and all harmonic minor 4 octaves HT

MUS 401

Scales and Arpeggios:All major and all natural, melodic 4 octaves HT
and harmonic minor

Applied Guitar Technique and Repertoire Requirements

100 Level

(first semester) All 12 major keys 1–3 pieces
All major triads
Color tones & extensions
Camping a Blues

100 Level

(second semester) All 12 melodic minor scales 1–3 pieces
All qualities of triads
(Aug., Maj., Min., Dim.)
Raised 2 voicings in all keys

<u>200 Level</u>		
(first semester)	All 12 harmonic minor scales Symmetric scales (whole tone, diminished, augmented) Raised 2 and 3 voicings in all keys	3–5 pieces
<u>200 Level</u>		
(second semester)	All scales in the 4ths All scales with perpetual motion, change keys at will Know harmonic structures of all scales Other scales as assigned (Harmonic Major, Hebrew)	3–5 pieces
<u>300 Level</u>		
(first semester)	Jazz improvisation techniques Quartal triads Chord substitution	5–7 pieces 10–20 jazz standards
<u>300 Level</u>		
(second semester)	Jazz improvisation techniques Advanced chord substitution Minor conversion concept	5–7 pieces 20–30 jazz standards
<u>400 Level</u>		
	Jazz improvisation Advanced harmonic concepts for improvisation	Full recital preparation 30–50 jazz standards



Audition Information

Auditions for ensembles are normally held in the fall of each year during orientation and the first few days of the semester. Students interested in auditioning for one or more ensembles should contact the conductors upon arrival on campus in the fall. Each organization has established its own attendance policies and regulations; this information is available from the conductor of each organization.

Every student majoring in music education is expected to participate for seven semesters in the area of his or her applied concentration and one year in the alternate area.

Choral Ensembles

The audition process is as follows:

- Brief interview (clarification of ensemble interests, etc.)
- Warm-up / range check
- Tonal memory check
- Sight-singing from a single line
- Sight-singing from a four-part example

Instrumental Ensembles

Symphonic Band and Jazz Ensemble

- Membership is contingent on a minimum of three years instrumental ensemble experience in high school or equivalent.
- Auditions consist of various scales and sight-reading. Auditionees may play a short prepared piece, but this is not required.

Manchester Symphony Orchestra

- Auditions take place at the beginning of each semester through appointment with the conductor.
- Audition material consists of major and minor scales, a solo of the student's choice including contrasting styles (or two short solo excerpts of contrasting style), and sight-reading from representative orchestral repertoire.



Concerts and Recitals

Required Attendance: Music students should try to attend all studio classes, recitals and concerts on campus. Music majors and minors are required to attend two student recitals, four large ensemble concerts, and all departmental recitals and meetings each semester. The grade for applied lessons or the recital equivalent in the applied music major will be lowered to the next grade level for each unexcused absence (A to A-, etc.). Requests for excused absences should be submitted to the department chair prior to the recital. Students should provide a suitable substitution with their request. For music minors, the recital attendance requirement remains in effect as long as the student is enrolled in applied lessons for credit.

Studio Class: Studio classes may be scheduled at various times by applied music instructors or music faculty. Each class will focus on an issue pertinent to the applied area or the curriculum of music majors and minors.

Studio Recitals: Applied teachers may schedule studio recitals for their students at any time.

Departmental Recitals: Approximately three to four departmental recitals are scheduled each semester. Students studying applied music may be placed in these recitals at the discretion of the applied teacher or the department. Music majors and minors are required to perform on the appropriate departmental recital according to their level of study. For those who do not, the final applied lessons grade will be lowered to the next grade level. Any exceptions must be approved well in advance by the Music Department Faculty.

Degree Recitals: All music majors must give a required half recital. All applied music majors must give both a half and a full recital. Students enroll in recital credit, not applied lessons, during the semester in which the recital is presented. Both half and full recitals will be graded and will substitute for the jury that semester. The recital is subject to the following policies:

- **Selection of Recital Date:** If a fall recital is planned, a proposed date should be submitted to the music faculty no later than April 1 of the preceding spring semester. If a January session or spring semester recital is planned, a proposed date should be submitted to the music faculty no later than Nov. 1 of the preceding fall semester. A required recital may be scheduled

for any day of the week, except Sunday, as the calendar permits. All recitals begin at 7:30 p.m.

- **Reservation of Recital Hall:** After the recital date has been approved, reservation of the Wine Recital Hall is to be made through Conference Services for both the recital and the dress rehearsal. Students preparing a required recital will be guaranteed two, two-hour sessions in the recital hall. Additional time may be reserved with the understanding that flexibility may be necessary if conflicts with other students or ensembles arise.
- **Recital Format:** Students presenting recitals may choose from the following options, in consultation with their applied instructor:
 - a. Present a joint recital with another recitalist.
 - b. Present a recital with the assistance of another student.
 - c. Present a complete recital unassisted.
- **Recital Length:** A half recital contains 20–30 minutes of music, and a full recital contains 40–50 minutes of music. The total length of a full recital should not exceed 75 minutes.
- **Memorization:** at the discretion of the student’s applied instructor.
- **Selection of Music:** A tentative recital program (with timings) must be submitted in writing to the applied instructor for approval at least six weeks before the recital. Once approval for the recital is given, changes in the program may not be made without the consent of the applied instructor.
- **Pre-Recital Hearing:** Should the applied instructor deem it necessary, approval for the recital will be granted by the faculty in the student’s applied area after a successful hearing, at least one month before the recital is scheduled. The student’s applied instructor shall convene and conduct the hearing. If the hearing is unsuccessful, the student may perform for the entire music faculty for final approval of the recital. This final hearing must be held at least two weeks before the recital.
- **Program Printing:** A properly formatted recital program should be approved by the instructor and then submitted to the music department administrative assistant at least two weeks prior to the recital. One hundred programs in the standard single sheet format (front and back, if necessary) will be printed at departmental expense. Twenty-five programs should be turned in to the music office for the program yearbook.

- **Publicity:** Publicity information should be approved by the instructor and then submitted to the director of media and public relations and the editor of the *Oak Leaves* at least three weeks prior to the recital date.
- **Piano/Harpsichord/Organ Tuning:** The department chair will schedule tuning of keyboard instruments, if necessary.
- **Stage Manager:** The recitalist should select one person to handle necessary changes in the stage setup. Ushers should also be chosen.
- **Video Recording:** Please confirm with the administrative assistant that recordings have been ordered.

Non-degree Recitals: Students may, with the consent of their instructor, enroll in full or half-recital. These must meet the requirements of required recitals and will be graded likewise.



Facilities

Computer Music Lab Policies

The computer music lab (Winger Hall, Room 206) must remain locked at all times. Students who are music majors or minors may request an access code from the lab coordinator. The following policies must be adhered to, or continued access to the lab will be denied.

- No food or beverages are allowed near equipment.
- Immediately report all problems to the lab coordinator, Dr. Tim Reed.
- Any equipment that is moved, unplugged, or changed in any way, must be returned to its original configuration when the session in question is complete.
- Log off computers before leaving the lab.
- Documents saved on computer hard-drives may be deleted without warning at the lab coordinator's discretion.
- Lab door must remain closed and locked at all times.
- Headphones must be used when more than one lab station is in use.
- Students must turn all speakers and amplifiers off before leaving the lab.

Practice Rooms

Practice rooms are available for those who are enrolled in applied lessons. Practice room assignments will be made at the beginning of fall semester. Each student shares a locked practice room with 1-2 other students in which they may store books, music and small instruments. The music department assumes no responsibility for lost, stolen or damaged property. Organ students are scheduled to practice in Petersime Chapel, Wine Recital Hall or Cordier Auditorium. Percussionists need to reserve regular practice times in Cordier Auditorium. Reservations should be made through the Conference Services office.

Wine Recital Hall Regulations

The Manchester University Department of Music asks that the following conditions be observed by all groups using Wine Recital Hall:

- The grand piano and harpsichord should not be moved from the stage to the hall without permission of the department chair. University

maintenance staff should be contacted to move pianos on and off stage. All of the instruments should be kept covered; please do not place objects on them.

- Under no conditions should the organ console be moved. While there is a clear cover over the organ's top, please do not sit on or place objects on the top of the instrument.
- Choral risers may be removed by University maintenance staff only.
- All groups using the hall are responsible to leave it in a reasonably clean condition with all furniture in the order normally found for the music department's daily schedule.
- No food or drink (except water) is allowed in the recital hall.

Instrument Check-out

- Any student signed up for an instrumental ensemble or lesson may check out a school instrument if it is available. Make an appointment with Scott Humphries, who procures the instrument.
- The student must complete a form that states the student will take responsibility for maintenance and repair and return the instrument in its current condition.
- At the end of the period of use, or before the summer, the student returns the instrument. In some cases, a student may check an instrument out over the summer, if the student has proven to be a capable steward.

Large Instrument Storage

- Storage is available in Winger Hall. Please check with Scott Humphries about the availability of access to instrument storage.



Senior Assessment

At Manchester University, each department must prepare its own “capstone” experience. In some departments this is a course, such as a research seminar; in others it is a national standardized examination or a portfolio. The music department has a three-part senior assessment:

- *the advanced analysis class* reviews knowledge covered in the theory and history sequences;
- *the senior recital* demonstrates proficiency in performance; and
- *the senior comprehensive examination* tests students’ knowledge in music theory, music history, general music, orchestration, music education and choral techniques.

Students must pass all three in order to graduate.

The music department has prepared two different senior comprehensive examinations. The senior comprehensive exam covers basic musical knowledge, material from the core required courses. Students are expected to retain this information after the final examination each semester because it represents basic musical knowledge.

The questions cover the following areas:

Music Theory: four-part harmonization (chords, cadences, figured bass); keys, scales, and modes; non-harmonic tones; identification of musical intervals; miscellaneous

Music History: aural and visual identification of music from different periods; identification of composers and styles by century or period; basic repertoire; miscellaneous

General Music: aural identification of instruments; clefs; performers; miscellaneous

Orchestration: characteristics of instruments; tuning of stringed instruments; transpositions; foreign terms for instruments; foreign terms for interpretive markings; miscellaneous

Music Education: Orff, Kodaly and Suzuki methods; behavioral objectives; miscellaneous

Choral Techniques: conducting patterns; standard rehearsal techniques; vocal pedagogy and diction; miscellaneous.

It is possible to review this knowledge before the test, but given the diverse knowledge involved, last-minute cramming is futile. The music faculty, therefore, urges music majors to learn the material when first presented, learn it well, and remember it. This information is the basic knowledge of a musical professional.



General Information

Collaborative Pianists

Collaborative pianists are assigned for all applied voice and instrumental studios according to the specific needs of each instructor. Students performing recitals should expect to pay their collaborative pianist for one dress rehearsal and the performance. Half recital: \$60 dress rehearsal, \$100 recital. Full recital: \$75 dress rehearsal, \$200 recital. Other rehearsals and lessons with collaborative pianists are included in the applied lesson fee.

Advising

Unlike students in other departments, music majors begin courses in their major during their earliest semesters. Many courses in the major are only offered every other year (see “Courses, Alternate-Year”).

Students are assigned an advisor in their major discipline. Students seeking a music minor should have an advisor in their major discipline and also a music faculty member for more efficient class scheduling each semester. During the sophomore year, the music faculty will meet with each music student to discuss academic progress and any concerns the student or faculty may have.

Announcements: Bulletin Boards, E-mail

The official bulletin boards of the Music Department are located at the north end of the first floor in Winger Hall. Students are responsible for reading bulletin boards regularly for official announcements. Students are also responsible for reading e-mail regularly, as official announcements will be sent via e-mail.

Awards

Murl Barnhart Music Memorial Award is given to an outstanding senior music major. The award was established by friends and former students of Murl Barnhart, who taught piano and theory at Manchester University for 30 years.

The criteria for Barnhart Award are as follows:

- The candidate should demonstrate excellence in the area of his/her concentration within the field of music.

- The candidate should be a senior music major, graduating that academic year. The student should be a resident of Manchester University during the junior and senior years. (A student in a qualified junior-year-abroad program will be considered a resident of Manchester University.)
- The candidate should have no less than a 3.0 cumulative grade point average.
- The candidate should manifest a growing musical insight and demonstrate professional growth and maturity.
- The candidate should meet campus obligations responsibly and should positively influence the morale of the department.

Carl Byerly Memorial Award is an award instituted in the spring of 1970 by Dr. Robert H. Klotman of Indiana University, a close friend of Dr. Carl Byerly, MC alumnus and former assistant superintendent of schools in Detroit. The award will be given to an outstanding graduating senior who has been a string student at Manchester University.

Courses, Alternate-Year

The following courses are usually offered every other year. Therefore students, especially music education majors, should plan their programs carefully.

Computer Applications	(2.0)	Spring, yearly
Contemporary Techniques	(3.0)	Spring, odd years
Secondary Music Methods	(3.0)	Fall, odd years
Orchestration	(2.0)	Spring, even years
Brass Techniques	(.5)	Fall, seven weeks
Woodwind Techniques	(.5)	Fall, seven weeks
String Techniques	(.5)	Spring, seven weeks
Percussion Techniques	(.5)	Spring, seven weeks
Basic Conducting	(2.0)	Fall, even years
Advanced Instrumental Conducting	(3.0)	Spring, odd years
Advanced Choral Conducting	(3.0)	Spring, odd years
Vocal Pedagogy and Repertoire	(3.0)	Spring, even years
Music History and Analysis I	(3.0)	Spring, odd years
Music History and Analysis II	(4.0)	Spring, even years
World Musics	(3.0)	Fall, odd years
Choral Arranging	(2.0)	Spring, odd years
Elementary Music Methods	(3.0)	Spring, even years

Entrance Requirements, Music Major or Minor

Entrance into any music major presupposes the following:

At least college-level entrance in piano, classical guitar, voice, or a traditional band or orchestral instrument; musical sensitivity, a sense of rhythm and a capacity for accurate aural perception, demonstrated by an audition. In addition, applied majors must demonstrate the potential to perform advanced repertoire. Audition requirements can be obtained from the department chair.

Familiarity with the rudiments of music, such as scales, keys, signs and musical terms. A placement test in music theory and aural skills may be required for entrance into the music major/minor. Information about the music theory placement test can be obtained from the department chair.

Students with deficiencies in their primary instrument or voice shall study without credit until such proficiency is obtained. Music majors are also required to take two years of piano. Students without at least moderate ability in piano shall study piano without credit until such ability is obtained.

Forms, Music Major

Students wishing to major in music must officially declare their intent to do so. A form will be filled out by their advisor indicating the specific music major, the area of solo performance, and the area of ensemble performance.

Students who change their majors or areas of performance are responsible to see that all changes are recorded and approved on the music major form.

During the spring semester of the sophomore year, all students should officially declare their majors to the registrar. Students should complete the Election of Major Form, which is available on the registrar's page on the University website. After the chair of the Music Department has signed the form, the student should submit it to the registrar.

Library Recordings and Scores

Audio recordings and scores are kept in the Funderburg Library. Located on the lower level of the library are players for LP records, audio cassettes and compact discs. Students wishing to use the recordings or tapes may check them out at the main circulation desk.

Music Educators National Conference (MENC)

MENC Student Chapter (No. 9) is an organization of music students who are preparing primarily for teaching in the public schools. All music education majors are encouraged to become members and to attend monthly meetings. Minimum dues entitle students to national and state magazines and to other privileges throughout the year.

Performers for Composition Recitals

Students enrolled in a composition recital are allotted \$250 for musicians. Anything beyond these amounts must be paid for by the student. To ensure that correct paperwork is completed, hiring of musicians must be coordinated with Dr. Reed and Judi Orr well in advance of performances. These funds may not be used to hire MU student musicians.

Proficiencies

Students who have had instruction in areas covered by regular course work may petition the instructor to take a proficiency examination over the content of the course. Upon recommendation of the teacher, the music faculty may vote to grant credit for the course or to waive the requirement. For more information, consult the Manchester University Academic *Catalog*.

Tutoring

Tutors are available for many courses in the music department for students seeking additional help with class material. Contact the Success Center x5888 (located in the JYSC) for further information.

Additional General Information

For additional general information, please consult the Manchester University Academic *Catalog*, the *Source*, and the University website.

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