

Indiana University – Purdue University Fort Wayne

Department of Music

Handbook

2008 – 2009

Preface

This *Handbook* is provided as a source of information and general guide to the Department of Music. We hope that you find it helpful. This *Handbook* is not a contract. Policies contained in this *Handbook* are believed to be current at the time of publication, but may be changed between printings of the *Handbook*. Any policy changes that become effective between printings of the *Handbook* will be addenda to the *Handbook*, and will be appropriately disseminated. The Department of Music disclaims liability for any errors or omissions.

This *Handbook* is not intended to supercede any official policy of Indiana University-Purdue University Fort Wayne and any real discrepancy between policies in this Handbook and those in the IPFW *Bulletin* are inadvertent. In the event that any policy in the *Handbook* inadvertently contradicts official university policy as outlined in the *University Bulletin*, the *Bulletin* takes precedence although the Department maintains the right to make changes in policy departmental policy and curricula between printings of the *Bulletin* so long as those changes are permitted by University policy.

If you have questions regarding the department, or if we may be of assistance to you, please contact us. Returning students should normally contact their advisor (please refer to Appendix B of this document). Prospective students and others who may be interested in the department may write to us at:

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or call us at:

260.481.6714

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You may also attain additional information by accessing our website at:

www.ipfw.edu/vpa

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Indiana University - Purdue University Fort Wayne

Department of Music

Mission. The Department of Music provides degree programs leading to careers in music, functions as a service department to the university, and serves as a musical center and resource for Greater Fort Wayne and northeastern Indiana communities.

Goals. The IPFW Department of Music will be recognized throughout the state and region as the major musical resource for the greater Fort Wayne and Northeastern Indiana communities. The department will be noted as the Indiana institution of choice for quality undergraduate study in the fields of Music Education and Music Therapy. It will also be known for its unique undergraduate degree program which combines music and an outside field.

A regional center for the performance of solo and ensemble music representing various styles and periods, the department will provide all supporting courses and experiences necessary for the baccalaureate degree in Performance. Graduate degrees in Music Education, as well as post-baccalaureate studies in music therapy and other selected areas, will be offered as regional needs dictate. The department will maintain an up-to-date computer assisted instructional (CAI) lab and a facility for the creation of electronic music. Each year the department will present a wide array of concerts and sponsor a variety of activities and services designed to ensure a continuum of musical experiences for the citizens of the Greater Fort Wayne and Northeastern Indiana communities.

The department will enroll approximately 200 undergraduate and graduate music majors and will be housed in a state-of-the-art music facility adjacent to the visual arts and theatre departments. Classes will be kept small and will be taught by full-time faculty and other specialized professionals in the field.

Accreditation. Indiana University - Purdue University is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools and by the National Council for Accreditation of Teacher Education. The Department of Music is a fully accredited institutional member of the National Association of Schools of Music with the last re-affirmation of accreditation occurring in 2004 and continuing through 2012. The American Music Therapy Association approves the music therapy program.

DEGREE PROGRAMS

The IPFW Department of Music awards Indiana University degrees in music. Degree programs include Bachelor's degrees in Music Education (BME), Music Performance (BM) and Bachelor of Science degrees in Music Therapy (BSMT) and Music and an Outside Field (BS).

Music Education (BME). Courses in the BME programs prepare the student to attain eligibility for teacher certification in order to teach in public and private schools, P - 12. Graduates of this program are leaders in music education throughout Indiana and the Mid-west.

Music Therapy (BSMT). This degree provides academic and professional preparation for a career as a professional Music Therapist. Graduates are eligible to sit for the examination by the Certification Board for Music Therapists as well as for professional membership in the American Music Therapy Association. Qualified graduates work in private practice as well as in a variety of health care settings assisting health care professionals by using music as a therapeutic tool. The only undergraduate music therapy degree program in a public university in Indiana, the music therapy program is housed in an on-site clinic.

Music Performance (BM). The performance degree offers excellent undergraduate preparation for the qualified student who is interested in a career as an orchestral musician, solo performer, studio teacher and/or college teacher. Many students earn this degree for their personal self-fulfillment with the intent of pursuing other careers such as medicine or law.

Music and an Outside Field (BS). This is a professional degree which combines a major in music with study in another field such as business, engineering, foreign language, history, psychology, or theater. A number of outside fields offer internship opportunities which allow the student to gain work experience prior to graduation.

Certificate in Piano Pedagogy. This two-year program is for the person who plans to be a professional piano instructor. Certification can be earned independently or as part of a Baccalaureate degree.

Music Minor. A minor in music is designed for students who wish to enhance a vocational interest in music while majoring in another area. Twenty-four credit hours of approved courses are required for the program.

ADMISSION

Students who wish to major in music must gain acceptance into the university and into the Department of Music. Acceptance into the Department of Music is not automatic upon acceptance by the university. Full acceptance into the department is contingent upon a successful audition, music theory placement examination and an interview. For information regarding admission to the university, contact the Office of Admissions at (260) 481-6812.

Auditions. Acceptance into any program in the Department of Music, including the conditional admission status of pre-music, requires a successful audition in the performance area. While many core music courses may be taken as electives for other university degree programs without acceptance as a music major, those considering the pursuit of a music degree must audition within the first two semesters of study in core music courses.

The Bachelor of Music Education, Bachelor of Science in Music Therapy, and the Bachelor of Science in Music and an Outside Field degrees require acceptance at the 300, or concentration level (e.g., Flute W310). These levels of study lead to preparation of juries at the conclusion of each semester, the Upper Division Performance Examination at degree mid-point and the concentration recital.

The Bachelor of Music Performance degree requires acceptance on the 400, or major level of study (e.g., Piano P400). This level of study leads to preparation of juries at the conclusion of each semester, the Upper Division Performance Examination at degree mid-point and the junior and senior recitals.

Performance Standards. To gain unconditional acceptance into any degree program, applicants must demonstrate the ability to:

- readily match pitch
- demonstrate a functional music reading level appropriate to the applied area
- percussion and guitar students must demonstrate ability to read pitch notation
- meet performance standards appropriate for their degree area (300/400 level), and
- demonstrate appropriate abilities in tonal and rhythmic memory (*DMAC 12/9/97*).

Audition Procedures. Specific audition dates will be set for the spring and summer months. For those who cannot attend auditions on these dates, auditions may be arranged by contacting the Department of Music office. A minimum of two faculty members will adjudicate all auditions. The coordinating areas are as follows:

- piano and organ
- strings, guitar and harp
- voice
- woodwinds
- brass and percussion.

An aural perception examination and written music theory placement test will be administered at the time of the audition.

Pre-Music Status. The pre-music advising category (PMUS) is a designation for students who do not meet all entrance requirements of a bachelor's degree in music. A departmental assessment will identify students who would benefit from one to two semesters of work in preparation for entrance into the music degree program. Students must audition for placement and/or entrance into all music and PMUS programs.

Students may be classified as “pre-music” for advising purposes if any one or more of the following conditions exists:

1. the student does not pass the audition but clearly demonstrates potential to successfully challenge the audition within a year or less
2. the student enters the University on conditional status or does not meet IPFW admission standards but would benefit from guidance from a Department of Music advisor
3. the student does not pass an aural skills exam and a theory placement exam at the time of the audition, or
4. the student, in exceptional and rare cases, is not able to complete an audition at the time of academic advising and registration for classes.

Any of these conditions suggests that a student might not be capable of passing an Upper Division exam in four semesters.

PMUS Procedures. The PMUS advisor will work with the appropriate university personnel to assist the student in developing an appropriate plan of study and to monitor the student's progress. The PMUS student's plan of study is placed in the departmental file and will include individualized options such as:

1. studying applied music at the 200 level for a maximum of two semesters with the jury at semester's end serving as an entrance audition
2. as recommended by the PMUS advisor, enrolling in T109 Rudiments of Music or the Music Theory T113/Aural Perception T115 sequence with or without tutorial assistance
3. taking a reduced course load, or
4. other options as approved by the advisor in consultation with appropriate faculty
(DMAC 11/6/97).

PMUS Restrictions. The PMUS advising category is available as an option for a maximum of 36 credit hours or two semesters of study, whichever comes first. Upon completion of 36 credit hours or two semesters of study, the student must successfully audition for entrance into 300- or 400- level study or pursue a major other than music (*DMAC 4/21/05*).

PMUS students who do not successfully complete the music department audition are not eligible for scholarship. For other scholarship eligibility requirements and restrictions please refer to pp. 24 and 28.

Transfer Student Procedures. Transfer students are required to audition in their performance area for acceptance into the music program. Faculty will administer a music theory/aural skills examination appropriate to the level of transfer. If the student has completed all courses prior to transfer, enrollment in music theory at IPFW will not be required. A keyboard placement interview and optional examination will be given. Transfer students should work closely with the appropriate degree coordinator to plan their curriculum.

Non-acceptance. The department reserves the right to deny any level of department admission to applicants whose audition does not demonstrate a level of accomplishment that will allow the student to benefit from the intense music study required in music degree programs. Those denied admission to the music major may study privately and audition at a later date, or may undertake studies in the department as a non-major in open-enrollment courses.

DEGREE REQUIREMENTS

MUSIC CORE

The Department of Music requires a thirty-three hour common core of music courses for all degree programs. This core provides essential musicianship skills and music literacy necessary for advanced study and professional endeavor. A grade of C or better must be earned in each core music course.

All music courses that are specifically required for music degrees may be repeated only one time if a minimum grade of C is not met on the first attempt. Failure to earn a C or higher the second time will result in dismissal from the music degree program (*DMAC 11/13/97*).

The following table lists the core music courses and their prerequisites and co-requisites.

Core Music Courses, Prerequisites and Co-Requisites

Course	Prerequisites	Co-requisites
U109 Computer Skills	T109 with a grade of B or above, or placement	
T113 Music Theory I	T109 with a grade of B or above, or placement	Music majors should enroll in T115
T114 Music Theory II	T113 or placement	Music majors should enroll in T116
T115 Aural Perception I	Music major status or department permission	T113 unless taken previously
T116 Aural Perception II	T115	T114 unless taken previously
T213 Music Theory III	T114 or placement	Music majors should enroll in T215
T214 Music Theory IV	T213 or placement	Music majors should enroll in T216
T215 Aural Perception III	T116	T213 unless taken previously
T216 Aural Perception IV	T213, T215	T214 unless taken previously
M201 Music Literature	T114	
M202 Music Literature	M201	
G370 Conducting	T214, T216, X296	
T315 Form & Analysis	X296 Upper Division Qualifying Exam T214, T216, M202	
M403 Music History I	M202, X296, T214, Eng W131	
M404 Music History II	M403	

PERFORMANCE STUDIES

Primary Performance Area. Performance study (applied music) is required of all music majors and is available for the study of voice, keyboard, winds, strings, and percussion. Students are assigned to applied-music teachers on the basis of instructor availability and suitability. An audition and departmental permission are required. Both a junior and a senior recital are required for the B.Mus. All other degrees require a concentration recital, the required number of semesters of study varying with the degree. To be eligible to perform a recital, students must be enrolled in an applied music course. A successful pre-recital hearing is required.

The following chart illustrates the various levels of applied study and the degree programs for which they are appropriate.

Levels of Applied Study

700 Level (e.g., Organ Q700)	Graduate elective study. May be applicable to the MS in Education degree.
400 Level (e.g., Trumpet B410)	Major level of study, required for the BM degree. Semester jury required. Junior and senior recitals are required.
300 Level (e.g., Voice V300)	Concentration level of study, required for BME, BSMT and BS degrees. Semester jury required. Concentration level recital required.
200 Level (e.g., Percussion D200)	A secondary level of study, for study of performance areas other than that of the major or concentration. Semester jury required of pre-music students.

Pre-Music (PMUS). Students who do not meet applied music entrance requirements may be placed into PMUS admission status, however, the auditionee must demonstrate appropriate abilities in tonal and rhythmic memory and a minimum standard of secondary (200) level of performance. Students may remain in the pre-music admission status for no more than two semesters or 36 hours, whichever comes first. After two semesters and/or 36 hours the student must successfully audition for admission in 300- or 400 level study or pursue a major other than music. Students studying at the 200-level on their intended instrument of concentration or major perform a jury at semester's end.

Applied Study Co-Requisites. All students studying applied music at the 200, 300 or 400 level must also enroll in an ensemble for their declared applied music area for every semester of enrollment in applied music, subject to guidelines described below under "Ensembles." *Effective for students entering Fall 2008 and after*, all students studying applied music at the 200, 300 or 400 level on their instrument of major or concentration must also enroll in MUS X095, Performance Class (DMAC 1/10/08).

Audition Guidelines. All students must prepare audition materials based on guidelines for the areas listed below.

1. Piano

B.M. (Performance) degree

Prospective piano performance majors must play a memorized audition, as follows:

- a Prelude and Fugue from The Well-Tempered Clavier by J. S. Bach
- a complete Classical-period sonata
- a significant work of the romantic period
- a 20th or 21st century work
- major and minor scales and arpeggios in rapid tempo
- sight reading.

B.M.E. (Music Education), B.S.M.T. (Music Therapy), B.S. (Music and an Outside Field) degrees

Prospective piano concentration students (majors in the above degree programs whose primary instrument is piano) must play a memorized audition consisting of the following:

- an Invention, Sinfonia, or Prelude and Fugue by J. S. Bach
- a fast movement from a Classical Sonata
- a short work from the 19th or 20th centuries
- major and minor scales and arpeggios in fluent tempo
- sight reading.

Music Minor/Pre-Music/Secondary Piano Study

Prospective piano students in the above areas should prepare an audition consisting of a minimum of two pieces in contrasting styles, with at least one being performed by memory. Be prepared to also play scales and arpeggios and to sight read. Repertoire at the following level or higher is acceptable:

- J. S. Bach: *Anna Magdalena Notebook*
- Haydn: *Gypsy Dance*
- Schumann: *Album for the Young*
- Kabalevsky: pieces, Op. 27 or 39

Music Majors who wish to take piano as a secondary instrument must have passed the Piano Proficiency Examination.

2. Voice: Applicants should be prepared to perform two songs of contrasting character, at least one of which should be a classical art song. Songs should be memorized. One song should be in a language other than English, though it is not required. Sight singing and aural perception will also be a part of the audition. If the applicant needs an accompanist, the applicant should contact the coordinator of voice prior to the audition.

3. Instrumental: Brass, Woodwinds, and Strings - Applicants should be prepared to perform two pieces of contrasting styles. It is preferred, but not required, that one piece is a solo and one is an etude from any advanced study book for the specific instrument. Accompaniment is preferred, but not required. Major scales up to four sharps and flats, sight-reading, and an aural perception analysis will also be a part of the audition.

4. Instrumental: Percussion - Applicants should be prepared to perform one selection from two of the following three categories: snare drum, mallets, and/or timpani. Accompaniment is preferred, but not required. Snare drum rudiments, major scales up to four sharps and flats (mallets), sight-reading, and an aural perception analysis will also be a part of the audition.

Lessons. The Applied Music Coordinators supervise the scheduling of lessons. The Coordinators will post studio locations and teaching schedules by the end of the first week of classes with lessons to begin no later than the second week. It is the student's responsibility to know when his/her lesson is scheduled. Any questions regarding private lessons should be directed first to the coordinators.

Juries. During the final examination week of each semester, all minors, concentrations and majors enrolled in applied music at the 200, 300 or 400 level on the instrument of major or concentration will perform a jury examination for an applied music panel (*DMAC 1/10/08*). Final semester grades are determined by the average of grades given by the panel and the applied music instructor's evaluation of the semester's progress. The applied music instructor, in accordance with departmental expectations, will determine musical requirements for the jury.

Consideration will be given to the amount of literature studied as well as the quality of performance at the jury. All students will be expected to demonstrate appropriate sight-reading skills. Failure to perform a scheduled jury will result in a failing grade in the applied music course.

One week prior to final examinations week the applied music coordinators will post sign-up sheets for juries on the music office bulletin board. Each student is responsible for selecting a

time that is appropriate for both the instructor and his/her accompanist, and which avoids conflicts with scheduled examinations. Every student must bring an approved repertoire sheet and at least one copy of music to be performed on the jury. The Upper Divisional Performance Exam (MUS X296), usually taken in the fourth semester of performance study, does not replace the jury. In the semester of the Upper Divisional Exam, students will perform both exams.

Major-Level Study in Performance. Students who have been accepted into the concentration (300) level of applied study and wish to be accepted into the major (400) level of applied study must audition for acceptance into 400-level study. Auditions to add the performance major will normally be heard at end-of-semester juries, but must be accomplished by the end of the first week of the semester in which 400-level study is to begin.

Students wishing to gain acceptance into 400-level study must discuss their interest with their applied instructor, current advisor and the coordinator of the intended performance area. The faculty panel hearing the audition will determine the student's eligibility for acceptance into the 400-level of study and, if accepted, the panel will determine the student's pre-Upper Divisional placement in 400-level study. Students will be notified in writing of the faculty's decision.

The student must successfully pass the Upper Division performance examination in the major area, even if Upper division status in the concentration has been granted. Students pursuing the performance degree in addition to another degree will satisfy all course requirements of both degrees and the post-Upper Division performance study required of the performance major. The performance requirements of the major satisfy performance requirements of the concentration.

Outside Private Study. Students taking applied music for credit must study only with the assigned IPFW music instructor in his or her applied area. Study of the same instrument or voice with another instructor without the expressed consent of the IPFW instructor is considered a breach of professional ethics and may result in dismissal from the affected applied studio in the Department of Music. Students who wish to study with another teacher during the summer should do so only with permission of their IPFW studio teacher.

Performance Class. Performance Class (MUS X095) provides opportunities for music students to perform publicly, to understand stagecraft and audience behavior, and to be exposed to a wide variety of musical styles through required concert attendance. All students must attend the first meeting of X095 each semester to facilitate scheduling of applied music lessons and other department business. *Effective for students entering in Fall 2008 and after*, MUS X095 is a required co-requisite for all enrollments in applied music on the instrument of concentration or major (DMAC 1/10/08). X095 meets weekly and serves as a performance laboratory and a time for master classes, workshops and special events. Important announcements may be made at this time.

Students must be enrolled in applied music study with an IPFW Department of Music faculty member in order to perform on Performance Class.

General requirements for each semester include regular class attendance and attendance at a minimum of ten approved performances.

Transfer students should check with the Performance Class coordinator to see if credit can be given for similar prior experience at other colleges and universities. Usually a letter from a professor at the institution documenting the student's recital class participation will suffice.

Concentration Recitals. The concentration level recital (MUS X301) is required of all music majors in the Music Education, Music and an Outside Field and Music Therapy degree programs. Concentration level recitals will include 25-50 minutes of assigned literature with a minimum of 25 minutes being music assigned post-Upper Division Performance Examination.

Music Education and Music and an outside Field majors must have completed a minimum of two (2) semesters of post-Upper Division applied music study, with concurrent enrollment in the third semester of post-Upper Division applied music study. Music Therapy majors must have completed a minimum of one (1) semester of post-Upper Division study with concurrent enrollment in the second semester of post-Upper Division study.

Major Recitals. A junior recital (MUS X401) and a senior recital (MUS X402) are required of all students majoring in music performance. Junior level recitals will include 30-50 minutes of assigned literature, with a minimum of 20 minutes of music being post-Upper Division. Senior level recitals will include 40-60 minutes of assigned literature prepared after the junior recital.

Junior Recital prerequisite: X296; co-requisite: 400 level applied study on the major instrument. Senior Recital prerequisite: X401 and a minimum of one (1) completed semester of applied study after the junior recital on the major instrument with concurrent enrollment in the second semester of post-X401 study.

All recitals require approval of a faculty committee at least 14 days prior to the scheduled recital date at a pre-recital hearing. The literature for recitals will include works from at least three different style periods and will be assigned by the applied music instructor in accordance with performance area guidelines. All degree recitals are performed publicly.

Students who do not perform the recitals within the minimum number of semesters of applied study must continue to enroll in applied study until the recital requirements are passed. If the recital is postponed and the student takes a grade of Incomplete (I) in the recital course, the student must continue to enroll in applied study until the recital is performed.

Recital Scheduling. The applied music instructor will schedule the student's recital in consultation with the student, the appropriate applied music coordinator and the recital hearing committee by the end of the third week of classes. Once a tentative recital date is determined, the *Recital Request* form should be completed with all required signatures and a brief listing of the program. After the recital hearing is approved, the recital date is then confirmed with the music office.

Within 24 hours after the hearing is approved, recital program copy must be submitted to the music office for processing. Students are responsible for stage setup and striking after the recital. The Department of Music does not provide stage management during student recitals. Receptions after the recital are optional and are the responsibility of the student. Students performing degree recitals are limited to a maximum of six (6) hours rehearsal time in Rhinehart Recital Hall.

Students may perform degree recitals during the week preceding final exam week even though student ensemble performances are not scheduled during that time (*DMAC 3/3/97*).

Hearing Procedures. To schedule a recital hearing, the applied music instructor will contact the appropriate applied music coordinator who will schedule the hearing a minimum of two weeks prior to the tentative recital date. The coordinator will notify the hearing committee and the applied music instructor of the date and time of the hearing. The applied music instructor will notify the student.

A three-member committee will be present at both the hearing and the recital. The committee will be comprised of the applied music instructor, applied music coordinator, and a faculty member chosen by the Department of Music faculty. Two (2) members of the committee must be full-time or half-time faculty. If the applied music coordinator and the applied instructor are the same individual, the faculty will select the additional members.

The applied music instructor will bring copies of the student's program to the hearing. The hearing committee will audition all or part of the recital at its discretion. Usually no grades are given on the comment sheets at the hearing. Comments and suggestions should be given to the applied music instructor to share with the student. The applied music coordinator will see that the *Recital Report* form is signed by all members of the hearing committee, countersigned by the Chair of the Music Department, and placed in the student's file. This process is necessary whether or not the student's hearing is successful.

At the hearing, the committee may approve the recital for performance, make suggestions regarding the program, and/or suggest a later date for the recital. If the hearing is not approved, it is recommended that another hearing be postponed until the next semester of study. The faculty committee also has the option of grading the hearing in place of the applied music jury for that semester or recommending that a jury be performed at the end of the semester. The

applied music coordinator should notify the music office of an unsuccessful hearing so that the tentative recital date can be released.

Recital Procedures. At the conclusion of the recital, the committee indicates grades on the comment sheets and gives them to the applied music coordinator. The applied music coordinator then consults with the committee to determine the final grade and enters it on the *Recital Report* form, which the committee signs. The report should be countersigned by the Chair of the Department of Music and placed in the student's file along with the comment sheets. The student will have access to these materials through the degree coordinator or applied music instructor.

Failure to comply with these procedures and deadlines may result in postponement of the recital (*DMAC 10/21/96*).

Upper Division Performance Examination (MUS X296). The Upper Division Examination is a mid-degree evaluation of the student's progress in performance, and the prospect of degree completion. The Upper Division Performance Examination (X296) is required of all students in all degree programs.

During the fourth semester of applied music at the 300 or 400 level on the same instrument and enrollment in MUS T214, T216, M202 (additional prerequisites apply to some degree programs; see paragraph below), students are eligible and expected to take the Upper Division Performance Examination (MUS X296), an applied music performance for the applied music instructor and the resident music faculty. The Upper Divisional Performance Examination provides a mechanism for the faculty to conduct a mid-degree assessment of student progress and prospect of degree completion. The Upper Division Performance Exam takes place the last Friday of exam week in the fall and spring semesters and does not replace the semester jury.

Upon the recommendation of the applied instructor and advisor, the performance examination may be postponed beyond four semesters of study on the primary instrument, but one must achieve eligibility and take the examination by the end of the sixth semester of study. No extensions will be given beyond the sixth semester except in the case of extreme extenuating circumstances and will require the recommendation of the applied instructor, the advisor and approval by the chair of the department. Failure to achieve eligibility does not constitute extenuating circumstances. Such a postponement will delay progress toward completion of the degree. Students who take the Upper Division Performance Examination and do not pass must re-enroll in the next semester (*DMAC 1/10/08*). Two unsuccessful attempts at this exam will result in dismissal for the Department of Music.

In addition to the prerequisites for all students as listed above, students in the following degree programs must have satisfied the following prerequisites before taking the Upper Divisional Exams:

- Music Education majors: M236/M216, P141; MUS U109, ENG W131 with a grade of B or better, General Education math course
- Music Therapy majors: L153, E253, U353, PSY 120, and STATS 125
- Music/Outside Field Majors: ENG W131, General Education math course, six additional General Education credits and six credits in the Outside Field [DMAC 10/7/96]
- Performance Majors: ENG W131, General Education math course and six additional General Education credits.

Successful completion of Upper Division Examination is a prerequisite for enrolling in the following courses.

- Junior, senior and concentration recitals
- MUS G370 (Techniques for Conducting)
- M403 and M404 (Music History)
- T315 (Analysis of Form and Texture in Music)
- Music Education Majors: M337/M317, M338/M318, M339/M319, M474 and U355
- Music Therapy Majors: Practicum III and IV; Internship Courses

Procedure: The performance portion of the examination takes place on the last Friday of final examination week. The student's performance is assessed by the appropriate applied music faculty and all resident faculty members and is to include literature and technical exercises selected by the applied music instructor and appropriate to the expected level of achievement. Students must bring to the examination five copies of the repertoire sheet and five copies of music to be performed for the faculty. A majority vote by the faculty will determine one of the following recommendations:

- *Concentration or major approved.* The student is approved to complete coursework in the chosen degree program and to begin preparing recital repertoire.
- *Concentration or major denied.* The faculty concurs that sufficient progress is not exhibited to continue work toward the chosen music degree program. The student is eligible for one additional enrollment in MUS X296.

In addition to the upper division exam in performance, music education students must also take the Music Education Upper Division Skills Examination (X297). Music therapy majors must take the Music Therapy Upper Division Skills Examination (X298). For more information, on these exams, refer to the **Professional Studies** section.

Secondary Performance Area/Keyboard Proficiency Examination. All music majors must pass the Piano Proficiency Examination (X299). Entering students who are prepared to take the examination may do so before registration; all others must register in piano courses until this requirement is satisfied. The examination tests ability to use the piano as a professional tool. The test is given in portions at the three exam periods each semester and may be taken at other times by special arrangement with the coordinator of the area.

Students for whom keyboard is not the primary applied area must enroll in Class Piano (P111, 121, 131,141) until the examination is completed. If students complete the examination in fewer than 4 semesters, they will normally complete the credits with further applied study at the 200 level in piano. Study of another instrument or voice is possible, but contingent upon the consent of the degree advisor and the appropriate applied instructor. An audition is required to enter 200 level study. Students whose primary instrument is keyboard will take one semester of Keyboard Skills (P211), and three semesters of 200 level applied study of another instrument or voice. The choice of instrument requires the consent of the degree advisor. An audition is required to enter 200 level study.

See Appendix A for Piano Proficiency Guidelines

Ensembles. All music degree-seeking students studying applied music at the 200, 300, or 400 level must be concurrently enrolled in an ensemble for their declared applied music area (instrument/voice) for every semester of enrollment in applied music subject to guidelines described below, and must fulfill the following minimums for major ensemble enrollment as a condition for graduation (*DMAC 9/27/07*).

Minimum Ensemble Requirements by Degree Program

Effective for Students Entering Fall 2008 and After (DMAC 1/10/08)

Bachelor of Music in Performance	8 semesters
Bachelor of Science in Music and an Outside Field <i>Non-Internship Option</i>	8 semesters
Bachelor of Science in Music and an Outside Field <i>Internship Option</i>	7 semesters
Bachelor of Music Education	7 semesters
Bachelor of Science in Music Therapy	7 semesters

These minimums are true minimums for graduation. Satisfaction of these minimums does not excuse the student from ensemble participation as a co-requisite for applied study.

Students must audition for the ensemble director before or during the first week of classes.

Major Ensembles include: IPFW/Community Orchestra X040-01, Wind Ensemble X040-04, Piano Accompanying X002 (for piano performance majors only), Guitar Ensemble (X341) University Singers X070-02. Jazz Ensemble X040 may serve as a major ensemble for guitar and string bass students for a maximum of four semesters.

Chamber ensembles (Chamber Singers, Brass Ensemble, Opera Ensemble, Percussion Ensemble, Saxophone Quartet, String Quartet, Flute Ensemble, Woodwind Quintet) are usually optional. Small ensemble experience is valuable to the training of musicians in that it develops personal expression, flexibility and more responsibility for the individual part than large ensembles. Music students who have passed the Upper Division may enroll in Chamber Singers, Opera Ensemble, Jazz Ensemble, or Vocal Jazz Ensemble as their major ensemble for a maximum of one semester.

Music scholarship awards may require participation in one or more ensembles although scholarships for freshman music majors will require participation in only one major ensemble (DMAC 12/2/96).

Guitar Ensemble (MUS X341) is required as the major ensemble for five semesters for music education and music therapy students whose major concentration is guitar, with remaining ensemble requirements determined in consultation with advisors. For students majoring in guitar performance or students in Music and an Outside Field whose concentration is guitar, Guitar Ensemble will also be accepted as the major ensemble for seven semesters (DMAC 2/5/98).

Credit for MUS X040-05 (Pep Band) cannot be applied toward any music degree except as free elective credits in those programs which allow them.

Ensembles as Required by Instrument of Major or Concentration

INSTRUMENT	ENSEMBLE REQUIRED
Woodwinds, Brass, Percussion	Symphonic Wind Ensemble
Strings	Community Orchestra
Vocal	University Singers
Guitar	Until accepted into guitar ensemble, guitar concentrations will participate in an alternate major ensemble, contingent upon assignment by advisor and acceptance by director. Five (5) semesters of guitar ensemble are required for music education and music therapy majors; for outside field majors, up to seven (7) may be accepted.
Others: Piano, Organ	Symphonic Wind Ensemble or University Singers Contingent upon assignment by advisor and acceptance by director.

PROFESSIONAL STUDIES

Music Education

Upper Division Examination (X297). Students register for and take the music education upper division exam during the semester of the applied upper division exam. Passing all portions of this exam is a prerequisite for upper division music education courses and accompanying lab courses (M337/M317, M338/M318, M339/M319 and U355). The exam assesses professional growth in the following ways:

1. students will verbalize their personal philosophy of music education
2. students will demonstrate knowledge of the historical, philosophical and curricular bases for music education
3. students will discuss the application of their music education coursework to the classroom and ensemble settings they have observed in their field experiences
4. students will present their professional portfolio to demonstrate progress in addressing the INTASC Standards.

Professional growth will be assessed in a personal interview with the coordinator of music education and other faculty members as deemed appropriate. Topics will be based on coursework covered in M236/M216.

Upper Division Entrance Requirements for Professional Courses in Music Education

1. overall GPA of 2.5 in pre-Upper Division music education courses
2. successful completion of the Praxis I. This national standardized test is required of all students in IPFW education degrees. Detailed information and registration forms are available in the Education Office, Neff 250)
3. completion of pre-Upper Division core music courses with minimum grade of C
5. successful completion of the applied music portion of the upper division exam
4. completion of X299 or concurrent enrollment in P141/X299

Note: Certification and transfer students with over 60 hours of study may petition to enter these courses.

Prerequisites for Student Teaching

1. Students must file an application in the Office of Student Teaching, Neff 243, one year before the student teaching semester (December for the following fall, March for the following spring). Applications are available in that office and must be approved by the music education advisor before submission to the Director of Student Teaching.
2. Students should meet with the music education advisor before filling out the application to review previous placements and observations and to discuss possible placement sites.
3. According to the Student Teaching Handbook, student teachers may not enroll in more than one additional course during the semester of student teaching. Student teachers are strongly advised to avoid enrolling in university courses during this semester so that they can devote their time and energy fully to the demands of student teaching.
4. No more than 6 hours in the major may remain to be taken after student teaching.
5. Students must have completed all professional courses in music education as well as the piano proficiency and senior recital before the beginning of the student teaching semester.
6. Students must also have record of satisfactory results on the speech and hearing test required for all education majors. This brief test is given at the beginning of each semester, without charge, in the Audiology Department, Neff 239.
7. Students should plan to take the Praxis II Subject Assessment Test just before, during or immediately after the student teaching semester. This national standardized exam is required for licensing. Registration forms and practice booklets are available in the Education Office, Neff 243.

Music Therapy

Music Therapy Upper Division Proficiency Examination (X298). All music therapy students must pass the functional music and clinical skills requirements of the Upper Division Examination (X298) prior to enrolling in professional music therapy courses. This examination should be taken concurrently with X296 or, in the case of transfer students, with the permission of the Director of Music Therapy, within one or two semesters after X296 requirements have been met. Equivalency students are expected to pass X298 and should schedule the examination after two semesters of study or as advised by the Director of Music Therapy.

Skills to be demonstrated:

- clinical vocal skills
- functional clinical piano and guitar skills
- written communication skills
- clinical skills
- professional dispositions.

Entrance Requirements to Professional Courses in Music Therapy

Additional Prerequisites (*see Upper Division requirements and prerequisites*):

- overall GPA of 2.5 in the required prerequisite music therapy courses (Music L153, E253, U355, L420), and in required Music Therapy Practicum courses (MUS L253, L254)
- completion of MUS L100, V201 and PSY 120 with a grade of C or better
- completion of T213, T215, M201 with a grade of C or better (may be concurrently enrolled in T214, T216, M202)
- successful completion of the applied music portion of the Upper Division Examination.

It is strongly recommended that music therapy students consider the following timetable in order to avoid delays in upper level music and music therapy course work:

Student Status	Target
Undergraduate students	End of fourth semester
Transfer students at sophomore level	End of sophomore year
Transfer students at junior or senior level	End of two semesters at IPFW
Equivalency students	End of second or third semester at IPFW (X298 only)

Students must observe the following prerequisite and co-requisites for course work:

Course	Prerequisite	Co-Requisite
L153 – Intro to Music Therapy	None	
E253 – Functional Music Skills	Permission of Instructor	
U355 – Music and Exceptionality	L153	
L253 – Observation Practicum	L153	
L254 – MT Practicum I	L253	L420
L420 – Clinical Processes	L253	L254
L353 – MT Practicum II	X296, X298, L254	
L354 – MT Practicum III	L353	
L421 – MT Practicum IV	L354	
L340 – Music Therapy in Healthcare	X296, X298	
L422 – MT Theories and Techniques	X296, X298	
L419 – Intro to Mt Research Methods	X296, X298	
L410 – Admin. And Prof. Issues	L421	
L424 – MT Internship	Completion of all course work	

Internships. Every music therapy student in an NASM/AMTA-approved music therapy program must complete 1200 hours of supervised clinical training prior to sitting for the CBMT Certification Exam. Three hundred of those hours are completed during the formal academic study and an additional minimum of 900 hours are completed at an off-campus location. Options for internship include AMTA Rosters of Internships as well as University-based internships in which the intern is placed in a local health care setting with on-site supervision in conjunction with supervision by music therapy faculty.

See course syllabi for information regarding applications, letters of recommendation, confidentiality, and use of client materials, and internship requirements.

Gerontology Certificate. A certificate in gerontology is available to music therapy majors. Students interested in pursuing the undergraduate certificate in gerontology offered through the School of Arts and Sciences should see the Director of Music Therapy before meeting with the campus Gerontology Program Coordinator. A meeting with the Gerontology Program Coordinator is required prior to enrollment in the certificate program. GERN 231, Introduction to Gerontology, is required for the certificate and can be used to meet an elective requirement for the BSMT degree. MUS L340, Music Therapy in Healthcare Settings, a required music therapy course, will meet 3 credits of the required electives for the certificate, leaving an additional 9 credits in approved gerontology elective to be selected by the student. Certificate students are also required to complete a combination of 3 credits in music therapy practica and internship courses which are to be approved by the Gerontology Program Director as meeting the requirements of working with older adults.

Music Performance

Specific additional area requirements for the music performance degree in the areas of voice, piano and instrumental are as follows:

Voice Major

Song Literature	3 credits
Foreign Language	8 credits
Diction	4 credits
Vocal Pedagogy	3 credits
Opera Ensemble	2 credits
Electives in Music	3 credits
Free Electives	3 credits

Piano Major

Keyboard Literature	3 credits
Piano Pedagogy	3 credits
Electives in Music	6 credits
Free Electives	14 credits

Instrumental Major

Instrumental Pedagogy	2 credits
Instrumental Literature	3 credits
Additional Ensembles	6 credits*
Electives in Music	6 credits
Free Electives	9 credits

A minimum of one music elective must be taken in the Music History/Literature Area.

*A minimum of two semesters in chamber ensemble and, for appropriate instruments, a minimum of two semesters in University Orchestra, two semesters in Jazz Ensemble.

GENERAL EDUCATION REQUIREMENTS

For a list of classes which fulfill the various general education requirements, refer to the university *Bulletin*. In selecting general education courses, music majors should be aware of the following:

- **Area IV, Humanistic Thought:** MUS Z101, *Music for the Listener*, and MUS N101 *Music for the Listener Honors*, do not apply to any degree in music.
- **Area IV, Humanistic Thought:** MUS Z105, *Traditions in World Music*, is a required course for music majors, satisfying requirements in both the music curriculum and general education, leaving only one additional course in Area IV to satisfy Area IV.
- **Area V, Creative and Artistic Expression:** MUS L153, *Introduction to Music Therapy*, is a required course for music therapy majors, satisfying requirements in both the music therapy curriculum and general education.
- **Area V, Creative and Artistic Expression:** THTR 134, *Fundamentals of Performance*, is a required course for vocal performance majors, satisfying requirements in vocal performance and general education.
- **Area V, Creative and Artistic Expression:** MUS Z140, *Introduction to Musical Expression*, does not apply to any degree in music
- While the Bulletins prior to 2006 state that one must take six credits in Area VI, music majors are required to take only three, i.e., music majors are required to take only one Area VI, effective with those entering in 2000 and after.

It is very important to consult with an advisor concerning any problems encountered, or questions about general education requirements.

ACADEMIC POLICIES

Advising. Each student is assigned a faculty advisor who assists in planning class schedules and monitoring appropriate progress toward the desired degree. Degree coordinators of Music Education, Music Therapy, Outside Field, and Performance are usually responsible for advising students in these programs, although the chair of the Department of Music may assign other advisors (*DMAC 12/13/99*).

It is the policy of the Department of Music that students must see their assigned advisor during the early registration periods in the middle of each semester to obtain a signed registration form. Assigned advisors should also sign all drop/add cards prior to processing.

Although students are able to register for classes with OASIS, students must meet with their academic advisor prior to registration.

Deviation from the established sequence of courses which involves taking a full-time load of only non-music or a majority of non-music courses will be limited to two consecutive semesters. Advisors will inform students of the projected consequences concerning a delay in degree progress and may ask students to sign a statement acknowledging the understanding of the adaptation and any anticipated consequences (*DMAC 9/16/96*).

Attendance Policies. Because class attendance is crucial to the learning process, it is expected that students will attend every class meeting. The Department of Music attendance policies for classroom courses follow these general guidelines:

- absences totaling one week of class meetings will be allowed with no penalty. For every absence thereafter, the student's semester's grade may be lowered
- arriving late to class may result in a lowered grade.

See individual instructor's course syllabus for other requirements and specific details.

Grades. Music majors must complete each required music course with a grade of C or better and with an overall GPA of 2.5 or higher for all required music courses. Two unsuccessful attempts to attain a grade of C or better in the same required music course will result in dismissal from the Department of Music.

Exceptions to academic policies require a written request to the music faculty in consultation with the student's advisor. The music faculty usually meets on the first and third Monday of each month during the academic year (*DMAC 10/7/96*).

Academic Standing. A regularly admitted student, with a cumulative grade point average of 2.0 or above, and whose academic average for the last semester's work has not fallen below 2.0, is considered to be in good standing.

Academic Probation. A student will be placed on academic probation and may lose scholarship and related financial assistance for any one of the following causes:

1. when the last semester's grade point average is below 2.0
2. when the cumulative grade point average is below 2.0
3. when the semester's grade point average for required music courses is below 2.5
4. when a grade lower than a C is earned in any of the music core curriculum courses, i.e. music theory or aural perception, form and analysis, music literature, music history, a major ensemble; secondary piano class, i.e., P111, P121, P131, P141, or any professional level course in music education and music therapy which are required for student teaching or music therapy internship.

Students who are on academic probation will be monitored throughout the semester by the student's academic advisor as well as appropriate faculty. Students on probation lose eligibility for scholarships and financial aid and risk dismissal from the program.

Dismissal. Students will be dismissed from the department when they: 1) have been placed on departmental probation due to grade point deficiency and do not correct the deficiency in the next semester of enrollment 2) have been placed on departmental probation for failure to earn a C or better in a music course required for the degree (with the exception of X095, Performance Class) and do not earn a C or better in the second attempt in the same course 3) fail to earn a C or better in two consecutive semesters of the same ensemble.

Readmission. Students who have been dismissed from the department may petition for readmission one semester from the date of dismissal. Students returning from dismissal will automatically be on probation. Failure to maintain a 2.5 GPA for the first semester of reentry or to make a C or better in a required music course will result in permanent dismissal from the department.

Grade Appeals Procedure. The following grade appeals policy and procedure were adopted by the College of Visual and Performing Arts on March 22, 2005. The grade appeals policy applies to all students enrolled at IPFW. It can be used by any student who has evidence or believes that evidence exists to show that a course grade was assigned or a similar evaluation was made as a result of prejudice, caprice, or other improper condition such as mechanical error.

In appealing, the student must support in writing the allegation that an improper decision has been made and must specify the remedy sought. The student should seek the assistance of the dean of students in pursuing the appeal. During an appeal, the burden of proof is on the student, except in the case of alleged academic dishonesty, where the instructor must support the allegation. The student may have an advisor or friend present during all meetings with faculty members, administrators, and/or committees; he or she may advise the student but may not speak for the student during the meetings.

Grades may be changed only by a university authority upon the decision of the Grade Appeals Subcommittee or by the instructor any time prior to the decision of the Grade Appeals Subcommittee.

Timing of Appeals. An appeal must be initiated no later than the fourth week of the fall or spring semester immediately following the session in which the grade was assigned. A final decision at each step must be reported within 30 calendar days of the filing of an appeal at that step, provided that this deadline falls within the regular academic year (fall or spring semester). If the deadline falls during the summer, the decision must be reported within 30 calendar days of the start of the fall semester. Each successive step in the appeals procedure must be initiated within three calendar weeks of the completion of the prior step.

Steps in the Process of a Grade Appeal

- 1. Course instructor:** The student makes an appointment with the instructor to discuss the matter. If the instructor is unavailable, the department chair shall authorize an extension of time or allow the student to proceed to Step 2. If the chair is unavailable, the dean of the school shall authorize the extension.
- 2. Department/school/program:** If the matter has not been resolved at Step 1, the student makes an appointment with the chair of the department or program offering the course, who will make an informal attempt to resolve the appeal. If the appeal is not resolved, the chair will direct the student procedurally in making an appeal to the department, school, or program committee. Only one committee shall hear the appeal in Step 2. The student filing an appeal shall have the opportunity to be heard in person by the committee.
- 3. Grade Appeals Subcommittee:** If the matter has not been resolved at Step 2, the student makes an appointment with the dean of students, who will direct the student procedurally in submitting the case to the Grade Appeals Subcommittee.

VPA Department Appeals Procedure

- 1. Each VPA department will establish a committee of three departmental faculty members, appointed by the department chair, responsible for hearing grade appeals related to courses listed or administered by that department if those appeals have not been satisfactorily resolved**

between the student and the instructor or by the department chair. It is comprised of three (3) faculty members from the department, one of whom serves as committee chair. The instructor involved does not sit on this committee, nor does the department chair. Each case shall be heard by only one such committee.

2. Within one week of the committee chair's name being forwarded by the department chair to both parties to the appeal, the department grade appeal committee chair is to receive from both the student and the instructor written statements on their positions regarding the grade in appeal, not to exceed three pages. The committee chair prepares and forwards copies of the statements to the other committee members.

3. Within one week of the department grade appeal committee chair's receiving the written statements from the student and instructor, the committee members meet with the student in person to hear the appeal. Directly after that meeting, the committee discusses the merits of the appeal.

4. Within one week of the committee deliberations, the committee chair informs the Department Chair, the student and the instructor of the outcome in writing.

5. If the student is not satisfied with the outcome of the department grade appeals committee hearing, the student may make an appointment with the dean of students, who will direct the student as to how to properly submit the case to the grade appeals subcommittee.

Note: This procedure provides the opportunity for the student to be heard in person and for the decision to be reported in writing to the student and the instructor within one week of the hearing. A copy of the unit's procedures has been given to the vice chancellor for academic affairs, to the dean of students, and to students upon request.

Student Evaluations of Instruction. Students are requested to evaluate each course and instructor for each course in which they are enrolled every semester or at regular intervals as established by the College of Visual and Performing Arts and Department of Music policies. Such evaluations are very important to the faculty as one means of determining the effectiveness of instructional methods and maintaining a high level of quality teaching in the Department of Music.

Students should feel comfortable in completing the evaluation questionnaire with honesty and candor. Considerable effort is made to ensure confidentiality. Multiple choice questions are computer tabulated and written responses are typewritten by music office personnel before being given to the faculty member evaluated. The original completed forms are destroyed. The faculty member and the Chair of the Department will receive a copy of the tabulations and the open-ended responses only after semester grades have been submitted to the Registrar. Care and honesty in completing the survey are very important to the Department of Music's ongoing endeavor to deliver instruction of the highest caliber.

FACILITIES

The Department of Music is housed in the Rhinehart Music Center (RC) and an on-site music therapy clinic and related facilities in Dolnick Hall on the northeast campus of the University. Rhinehart Music Center opened its doors in the Fall of 2007 and includes Rhinehart Recital Hall (a 250-seat acoustically superb performance venue), the Auer Performance Hall (a state-of-the-art 1600 seat auditorium), ensemble rehearsal halls, a class piano lab, a music technology lab, a recording studio, a music education lab and resource room, practice rooms, music ensemble library, and faculty and administrative offices.

Hours. Rhinehart Music Center hours are from 7:00 am until 11:00 pm. Students may remain in the building for study and/or practice after hours only with written permission of the chair. Those who receive such permission must keep a copy of the permission slip with them when in the building after hours to present to university security officers when required.

Smoking. Smoking is not permitted inside any Department of Music facility.

Food and Drink. Please do not take food or drink into classrooms, the piano lab, the music technology lab or practice rooms. On special occasions food and drink are allowed in certain areas of the building, but all liquids should be kept away from pianos and other instruments.

Lockers. Music majors may request use of music department lockers with full-time students having first priority. Lockers are assigned through the secretary in the music office (RC 144). Lockers may be reserved at the beginning of each school year and kept through the academic year so long as full-time status is maintained. There is no charge for the use of a locker.

The Department of Music assumes no responsibility or liability for personal possessions stored in lockers. Students are cautioned to secure their locker, preferably with a combination lock. Those who do so must provide the music office the combination; those who use keyed locks must provide the music office with a key.

Those wishing to keep a locker through the summer must make a request to the department secretary. Lockers which are not reserved through the summer and which are not emptied within two weeks after commencement will have the locks cut off and will be emptied. The Department of Music will not reimburse the owner of any lock which must be destroyed in order for the department to reclaim possession of the locker.

SCHOLARSHIPS

Scholarship awards are made on the basis of the performance auditions, interview, placement tests and academic history. To be considered for scholarships, new students must be accepted into the University in good standing. Unless otherwise noted, returning students must have an overall Grade Point Average (GPA) of 2.5 and a music GPA of 3.0. Students will be reviewed annually for eligibility for scholarship renewal. All scholarship renewals are subject to availability of funds.

Scholarships for freshman music majors will require participation in only one major ensemble. (DMAC 12/2/96)

Adah M. Ator Memorial Music Scholarship. Awarded to a student with outstanding musical promise in any applied area. Student must have a music GPA of 3.0.

Department of Music Scholarship Fund. Returning students must have an overall GPA of 2.5 and music GPA of 3.0. New students must be accepted into the University in good standing and have performed an above average audition. The returning student's audition must be deemed outstanding.

John Loessi Memorial Music Scholarship. Awarded to a music student who demonstrates outstanding musical promise in his/her chosen area. Requires a cumulative GPA of 3.0.

Dorothy N. Whitney Memorial Music Scholarship. Awarded to a music major who demonstrates musical promise and excellent academic record.

Psi Iota Xi Fine Arts and Music Scholarship. Awarded to a degree-pursuing student who demonstrates musical promise and exhibits a high degree of interest and enthusiasm in his/her chosen program

Samuel S. and Bronnica W. Weinberg Scholarship Fund. Awarded to a degree-seeking student in the School of Visual and Performing Arts at IPFW. Student must be enrolled full-time (12 credit hrs). Award rotates between the Departments of Art, Music, and Theater.

Kirby Scholarship in Music Education. Awarded to a degree-seeking post-Upper Divisional music education major upon recommendation of the music education faculty. Preference is given to students whose selection will contribute to enhanced diversity among students in music education.

ANTI-HARASSMENT POLICY

For the current anti-harassment policies, please refer to the following internet site:

<http://www.ipfw.edu/handbooks/student/ipharass.html>

STUDENT ORGANIZATIONS

American Choral Directors Association (ACDA). ACDA is a music education organization composed of choral musicians representing schools, colleges and universities, industry and institutional organizations, churches and synagogues, and community and professional choirs. Its central purpose is to promote excellence in choral music through performance, composition, publication, research, and teaching. In addition, ACDA strives through arts advocacy to elevate choral music's position in American society. The collegiate chapter is open to all students interested in improving choral music and the profession of choral conducting.

Music Educator's National Conference (MENC). MENC is the professional organization serving the advancement of all aspects of music education from early childhood through university levels. The collegiate chapter is open to all students interested in entering the field of music education and includes membership in both state and national organizations. Activities have included sponsoring panel discussions and workshops on various aspects of music education and attending the annual IMEA convention.

Music Therapy Club. The Student Chapter of the American Music Therapy Association Students (AMTAS) is an organization for those interested in music therapy. Chapter activities include educational programs, attendance at music therapy conferences, fund raising activities, social gatherings, and service projects.

Sigma Alpha Iota (SAI). An International Music Honor Fraternity for women, which recognizes outstanding musical ability and productive musical work among women students in the college, university and conservatory music programs. SAI is committed to the task of upholding the highest ideals of a musical education and the further promotion of the development of music in America.

Pi Kappa Lambda Music Honorary Society. Induction into Pi Kappa Lambda is at the invitation of the music faculty in recognition of superior academic and musical achievement and is open only to juniors and seniors.

STUDENT RECOGNITIONS

Outstanding Senior Awards. The outstanding Senior Awards are presented to honor seniors who demonstrate excellence in their music degree program, exceptional musicianship through outstanding performance, superior academic achievement, and exemplification of superior personality and character traits in his or her campus conduct. Awardees will be recognized at the VPA Honors Banquet each spring and their names will be engraved on permanent plaques displayed in the Department of Music. Awardees will also receive a gift.

Selection Criteria:

1. The candidate must have senior status (a minimum of 90 credit hours) in one of the four music degree programs.
2. The candidate must have completed a minimum of two (2) semesters following the successful completion of the Upper Division Performance Examinations (X296 for all students, X297 for music education students and X298 for music therapy students).
3. The candidate must have made significant contribution to their degree program area.
4. The candidate must be recognized for outstanding musicianship.
5. The candidate must have maintained an over-all grade point average of 3.0 or higher and a music grade point average of 3.0 or higher.
6. The candidate must have made contributions to the life and activities of the Department of Music.
7. The candidate must exemplify desirable personality and character traits in his/her campus conduct.

Selection Process:

1. Faculty in each degree program will nominate two eligible candidates to the full-time faculty for a vote.
2. Full-time faculty will discuss and vote on one recipient for each award. In the event of a tie, the Chair of the Department of Music will cast the tie-breaking vote.
3. Each award will be given only if worthy recipients are identified.
4. Candidates may not receive an award more than once.

DEPARTMENT OF MUSIC FACULTY AND STAFF

For a current list of faculty and staff, please refer to this Internet site:

<http://www.ipfw.edu/vpa>

APPENDIX A

KEYBOARD PROFICIENCY I, P111-121

Must be completed prior to entering Level II.

Scales: (requirements for P211 are different)

Major: white key, 1 octave, hands alone, (*the following for technical facility*)

Bb, Eb, Ab, 4 oct, hands alone, F, F#, C#, 4 oct, hands together, (*the following for theory*)

Minor: white key, 1 octave, hands alone, natural, harmonic, melodic

Chords: (*for technique, keyboard patterns*) includes "broken" chords, all major and minor triads, 7ths (*for facility in moving around the keyboard, preparation for Lead sheets, theory*)

Happy Birthday: harmonize by ear with me, IV (only one) and V⁷, one chord per measure until the last measure (*an independent study*).

KEYBOARD PROFICIENCY II

P131

Warm-up Exercises: (*for facility, tactile sense of the keyboard*) Includes (RH, "5-finger patterns; LH, I V⁷ I; up the chromatic scale from C to B, without looking at the keys.)

Improvisation: blues, pentatonic (right hand two 4-meas. phrases, left hand ostinato accompaniment), Roman numerals, rhythmic and "melodic" styles (*expressive playing styles; tactile sense of the keys, playing without looking*).

Chord Progressions: (*for theory*) Includes harmonization of melodic line without chords given (sight read, using I, IV, V⁷).

Transposition: (*also preparation for repertoire, keyboard accompanying patterns*), folk songs, LH accompaniment using patterns on I, IV, V⁷.

P141

Lead Sheet Harmonization: (sight read, with 7th chords)

Improvisation: Melodic variation on a lead sheet, variation on a folk song

Sight Reading: Hymns, Piano pieces

Intermediate-level piano piece

P300 and P400 only: arpeggios

Appendix B

Department of Music Academic Advisors

<i>Academic Field</i>	<i>Advisor</i>	<i>Telephone (481)</i>
Music and an Outside Field <i>Business</i>	Dr. Robert Bean	6713
Music and an Outside Field <i>General Outside Fields and Theatre</i>	Dr. Melanie Bookout	6725
Music and an Outside Field <i>Audio Recording Technology</i>	Dr. Farrell Vernon	6720
Music Minor	Dr. Robert Bean	6713
Music Therapy	Dr. Nancy Jackson	6716
Music Therapy	Prof. Peggy Farlow	6041
Music Education <i>All Areas</i>	Dr. Barbara Resch <i>Director of Music Education</i>	6726
Music Education	Dr. Patricia Kennedy <i>Coordinator of Music Education</i>	0142
Music Performance <i>Keyboard, Strings</i>	Dr. Hamilton Tescarollo	6723
Music Performance <i>Voice</i>	Dr. Todd Prickett	6811
Music Performance <i>Winds, Percussion</i>	Dr. Chad Nicholson	6727

All students must consult with their advisor when building their schedules or when making any changes to the schedule. To enroll in applied music and ensembles it is necessary to have an advisor's signature along with the signature of the applied music instructor, or the ensemble director.

Appendix C

Dates and Deadlines

Application for Graduation

Students should work closely with their academic advisor to be sure of completion of degree requirements. It is the student's responsibility to apply for graduation in a timely manner. Application for graduation can be accomplished on *Oasis* on the registration screen. Deadlines for application are as follows:

Fall Commencement	June 1
Spring Commencement	November 1
Summer Commencement	February 1

Upper Divisional Performance Examination

Upper Divisional Performance Examination (MUS X296) takes place on the last Friday of the exam period in the fall and spring semesters. Students taking the Upper Divisional Exam should plan their schedules accordingly.

Withdrawal from a class with full refund

The last day to withdraw from a class and receive a full refund is the Friday of the first week of classes of each semester. Students who withdraw after this date will receive only a partial refund of tuition paid according to the fee schedule printed in each semester's *Schedule of Classes*.

Withdrawal from a class or classes without grade penalty (partial withdrawal)

The last day to withdraw from a class or classes without grade penalty is the Friday of the ninth week of the semester. After this date students may withdraw from classes without grade penalty only in the case of extreme extenuating circumstances and only upon the recommendation of the academic advisor, the chair of the department and approval of the registrar. Students are encouraged to carefully assess their status in each class by the end of the ninth week to determine the appropriate course of action. Please refer to the university *Bulletin* for complete details.

Withdrawal from school (complete withdrawal)

The last day to withdraw from school without grade penalty is the Friday of the ninth week of the semester. After this date students may withdraw from school without grade penalty only in the case of extreme extenuating circumstances and only upon recommendation of the academic advisor, the chair of the department and approval of the dean of students. Students are encouraged to carefully assess their

status in all classes by the end of the ninth week to determine the appropriate course of action. Please refer to the university *Bulletin* for complete details.