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GREETINGS FROM THE CHAIR

On behalf of the faculty, staff, and students, I would like to welcome you to the Department of Music at Wright State University. We are pleased you selected Wright State University; we know you will find college to be both intellectually stimulating and personally rewarding. The study of music is a life-long pursuit that demands dedication and self-discipline. The degree of your success will be measured by the effort you make in the classroom and in the practice room, where you will be given opportunities to develop your musicianship and expand your intellectual curiosity.

In the Department of Music you will find a low student-to-teacher ratio in classes and a faculty dedicated to giving personal and individualized counseling and instruction. Our staff and students are also available to assist you and make you feel you are part of a growing family of friends brought together by a common love and devotion to the art of music.

In order to make the Department of Music policies and procedures readily accessible, the *Undergraduate Studies in Music Student Handbook* was developed. The information contained herein is reviewed and updated annually by the faculty; you are expected to be familiar with it. Other university publications you should read thoroughly are the *Wright State University Student Handbook* and the *Undergraduate Catalog*.

As the Department Chair, I welcome your suggestions and ideas. Please feel free stop by my office anytime for assistance, or to just say hello and let me know how things are going with your classes and studies.

My personal best wishes are extended to you as you begin one of the most exciting and wonderful times of your life.

Kindest regards,

Dr. Randall S. Paul, Chair
Department of Music

INTRODUCTION

Department History

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The Wright State University Department of Music was organized in 1965 with Dr. William C. Fenton as Chair. The university had been established the previous year as the Dayton Campus of Miami University and The Ohio State University. Music was housed in Allyn Hall and Warner House (since destroyed). Student recitals were held in the basement of Allyn Hall. The Music Library consisted of four feet of shelf space in what is now the Hanger in Allyn Hall.

From this simple beginning, the department moved in 1973 to the Music Wing of the Creative Arts Center (see FACILITIES, page 7). The Department has shown steady growth since that time. The faculty has increased from two full-time and six part-time positions to include twenty full-time faculty and nineteen adjunct faculty.

In the 1970s, seven performing ensembles were established, including the WSU/Community Orchestra (now the Symphony Orchestra), Symphony Band, Concert Band, Jazz Ensemble, Chorus, Brass Choir, and Chamber Singers. The department became a member of the National Association of Schools of Music in 1970, receiving initial full accreditation in 1977. The most recent reaccreditation was in June 2005.

Degree programs have grown to include Bachelor of Music degrees in Music Education, Performance, and Music History and Literature, a Bachelor of Arts in Music, and, in conjunction with the Department of Computer Science and Engineering, a Bachelor of Arts in Computer Science – Music Option. The Master of Music in Music Education degree was approved in 1974. The Music Department now offers two additional graduate level degrees: the Master of Music in Performance and the Master of Humanities (Emphasis in Music). In 1975, the non-credit Community Music Division was established to provide the same level of applied music lessons to the general public that our students enjoy.

Through the years, the department's commitment to performance opportunities for faculty, as well as students, has resulted in the establishment of three faculty-performing ensembles: String Quartet, Brass Quintet, and Woodwind Quintet. Since 1985, select students have been able to perform with faculty and area professionals in the Chamber Orchestra. In 1990 the department added the Paul Laurence Dunbar Chorale and Varsity (Pep) Band to its growing list of performance opportunities for students. Recent additions include Men's Chorale, Women's Chorale and the Chamber Players, as well as a wide array of student chamber ensembles.

Department Objectives

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The Department of Music is committed to preparing music graduates for careers and further study in performing, teaching, conducting, composing, and music-related fields. The department does this through maintaining existing degree programs and by continuing to meet standards necessary for accreditation by the National Association of Schools of Music. In all degree programs, the department provides student counseling to insure the development of an appropriate balance between applied music, ensemble experience, academic courses, and special skills. Students are given many opportunities to discover correlation between the various components of music study. The rigorous standards necessary to prepare students for graduate study are also maintained.

The department continues its efforts to improve quality in the arts in the surrounding region and nation through a variety of faculty involvements in research, scholarly work, community service, and such creative and professional activities as performing, conducting, composing, adjudicating, and participating in arts organizations. Because the faculty serves as positive role models, undergraduate music students are inspired to become involved in these same activities during their college years and in subsequent career pursuits.

DEPARTMENT ORGANIZATION

Administration

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The Department of Music faculty and staff are ready to assist you with any questions or concerns you may have. The department is organized as follows:

Chair	Dr. Randall S. Paul		
Administrative Specialist	Ms. April Coppess		
Office Assistant I	Ms. Amy Neace		
Promotions and Outreach Coordinator	Ms. Victoria Chadbourne		
Staff Accompanists:	Mr. Steven Aldredge	Ms. Amy Gray	Mr. Joseph Severyn
	Mr. Brian Cashwell	Ms. Debra Lindley	
	Ms. Barbara Leeds	Ms. Amanda Roberts	

Area Coordinators and Directors

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If you have questions about any of the areas listed below, Contact the listed faculty member:

Bands, Director of	Dr. David Booth
Bands, Associate Director of	Dr. Shelley M. Jagow
Choral Studies, Director of	Dr. Hank Dahlman
Graduate Studies, Director of	Dr. Christopher Chaffee
Honors Committee, Chair of the	Dr. Charles Larkowski
Keyboard Instruction, Coordinator of	Dr. Jackson Leung
Music Education, Coordinator of	Mr. Bill Jobert
Opera Theatre, Director of	Dr. Kimberly Warrick
Orchestral Studies, Director of	Dr. In-Hong Cha
Music Scholarships, Coordinator of	Dr. Randall S. Paul
Vocal Studies, Coordinator of	Dr. Kimberly Warrick

Faculty Advisor

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Your faculty advisor is the person who will assist you in registering for classes and counsel you regarding your major program. In most cases, your advisor's name is in your acceptance letter. Check with Ms. Victoria Chadbourne if you do not know your advisor's name. A final list will be posted after the first week of school.

In the case of Music Education majors, the Chair will assign an advisor from the Music Education Committee in the appropriate applied concentration. This advisor will remain your acting advisor until the Music Application Form for Student Teaching has been submitted. At that time, you will be assigned to the Coordinator of Music Education who will assist you in your final year of degree work.

FACILITIES

The Music Wing of the Creative Arts Center features a 383-seat Concert Hall and a Recital Hall, which seats 125. A 32-rank Casavant organ is located in the Concert Hall. Additional facilities include rehearsal space for choral and instrumental ensembles, choral and instrumental libraries, electronic piano laboratory, computer assisted keyboard lab, classrooms, faculty offices and studios, student lockers, and practice rooms.

Library Information for Music Students

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All library materials are housed in the Paul Laurence Dunbar Library. Books and scores are on the 3rd floor, Center Section. Sound recordings are on the 2nd floor, in the Current Periodicals & Media (CP/M) Room. Journals are also on the 2nd floor, recent issues in CP/M and bound volumes in the South Section stacks. Music reference books are in the Reference Collection on the 2nd floor, Center Section.

Listening facilities are available in CP/M. CDs may be played on the DVD players at public viewing stations, or in the Group Listening Room. Headphones are available at the CP/M service desk. CDs are also playable in any public workstation in the Library with a CD drive. LPs and cassettes may be played in the Group Listening Room.

The Dunbar Library's normal hours of operation are:

Monday – Thursday 7:30 a.m. – 12:00 Midnight

Friday 7:30 a.m. – 6:00 p.m.

Saturday 10:00 a.m. – 6:00 p.m.

Sunday 1:00 p.m. – 12:00 Midnight

The hours of operation are not the same during finals week, breaks, summer quarter and on university holidays; check the libraries website, www.libraries.wright.edu/, to find out the hours during these periods.

Loan periods: Undergraduate students may borrow print materials (books and scores) for 28 days, and sound recordings for 7 days. Volumes of Collected Editions may be borrowed for 14 days.

There is a grace period of 20 days for print and 7 days for recordings. After this grace period, overdue fines are 50 cents/day, to a maximum of \$7.50. Bills for replacement are sent when items are more than 35 days overdue.

Your University ID card is your library card. Please have it with you when you go to check out items.

Course reserves: Faculty may place items on reserve for your classes. Print reserves will be at the Circulation Desk in Dunbar. Recordings will be on reserve at the CP/M desk (as will any scores that go with them). Reserve recordings will also generally be available online, so you can listen anywhere on campus or at home.

To access online reserves, go to the Libraries web site, click on "Course Reserves," look up your course or instructor, enter the course password (which your instructor will give you at the start of the quarter) and then choose the item from the list for your course.

Lockers

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Student lockers are housed on the first floor of the Music Wing. Several sizes are available and are assigned by the Music Office. The locker fee is payable at the Bursar's Office (E236 Student Union).

Rental Charges: \$15.00 per academic year, or \$5.00 per Summer Session

Step #1 - Pay your fee at the Cashier's Window of the Bursar's Office.

Step #2 - Bring your receipt to the Department of Music Office and receive the combination to your locker.

LOCKERS ARE ASSIGNED ACCORDING TO INSTRUMENT SIZE AND LOCKER AVAILABILITY. Sharing a locker is not cause to have a larger lockers assigned.

To Open Your Locker:

1. Turn right two or more turns and stop at the first number.
2. Then turn left one whole turn past the first number and stop at the second number.
3. Now turn right to the third number and your lock should open.

The Department of Music supplies the locks on the Music lockers. PERSONAL LOCKS ARE NOT TO BE USED ON THESE LOCKERS. Personal locks, if used, will be cut off and the locker contents taken to the Music Office.

Faculty Mailboxes

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Department of Music faculty, faculty associates, and graduate assistants have mailboxes located in the Music Office, M153. If you would like to leave a message, one of the office staff will place it in the appropriate box. Do not go behind the desk.

Practice Rooms

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Practice rooms are provided for your use at no charge; however, you must pay a \$5.00 key deposit fee at the University Bursar's Office; the deposit will be refunded when the key is returned. Bring the receipt you received from the Bursar to the Department of Music Office, M153 CAC. Keys may be picked up from Ms. Katherine Woolsey at the front desk between 10:00 am and 2:00 pm. In order to assure the most efficient use of these rooms, certain procedures must be followed:

- No eating or drinking in the practice rooms
- Lock the door whenever you leave the room, even if it is just for a short break
- You must take all of your belongings if you leave the practice room for more than five minutes

NOTE: Anyone teaching lessons for a fee on Wright State University property, whether in the CAC or not, must go through the Department of Music. Failure to do so is in violation of state law and constitutes a criminal offense.

Woodwind Reedmaking Room

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M224 is the reedmaking room; it is specifically designed for woodwind majors to make reeds. Making reeds is the primary purpose of this room; however it is available as a practice room although it does not contain a piano. This room is to be kept locked when not in use in order to keep the reedmaking equipment secure.

Room Reservations

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Reservations for time in classrooms, the Recital Hall, the Concert Hall, the CAC Commons or Balcony must be made through Victoria Chadbourne, M153A CAC.

Smoking Policy

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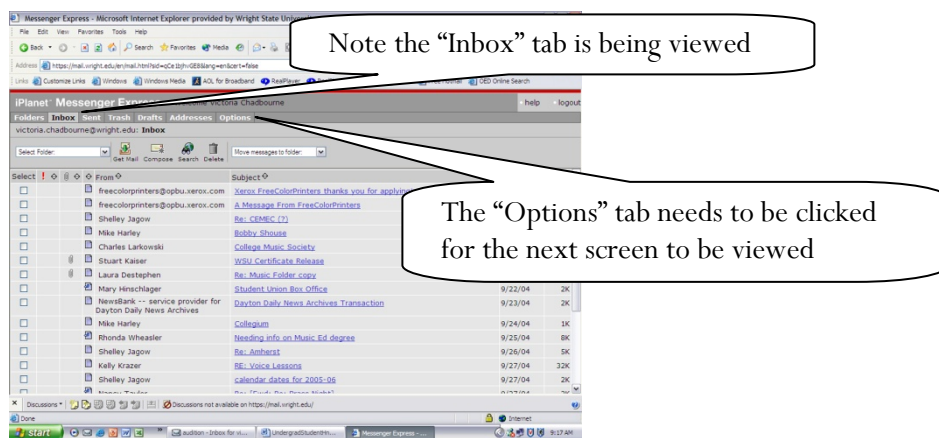
Wright State University is in the mainstream of the national movement to promote a cleaner, more healthful environment by declaring Wright State University a smoke-free campus. Smoking is not permitted in public areas or private offices. See Wright Way Policy 6020 for more information. Contact the Department of Human Resources at extension 2120 if you have questions concerning the policy.

Email

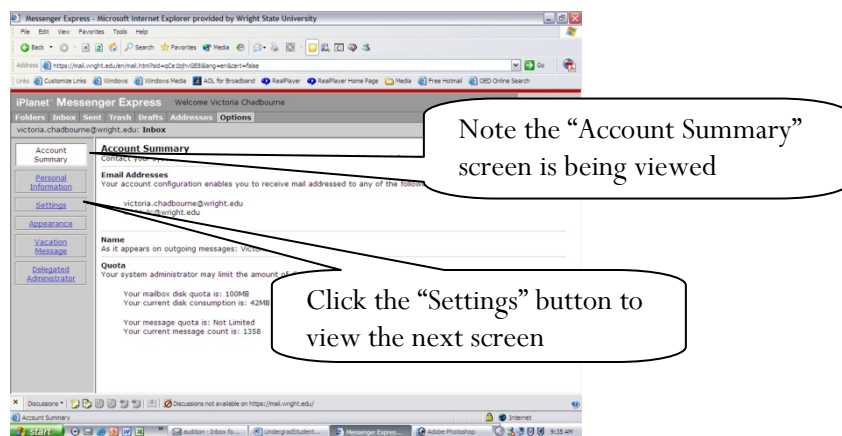
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All email communications between students and the Department of Music will be done using the student's official Wright State email account. If you do not check your WSU email account, here is how to forward your WSU email to your personal email account:

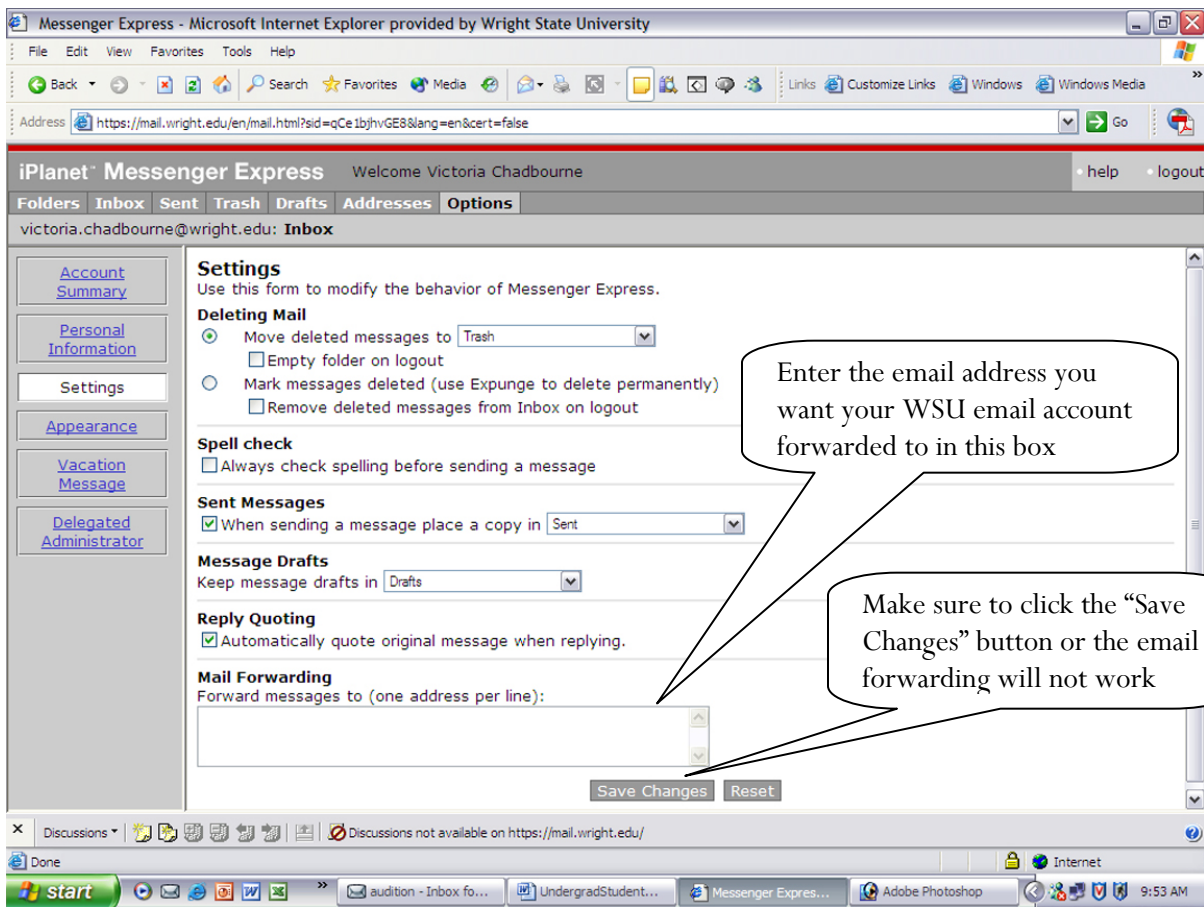
- Go to <http://mail.wright.edu>
- A logon screen will appear; enter your username and campus password
- A screen like the one below will appear



- When the "Options" tab is clicked, a screen like the one below appears



- Click "Settings" on the left side of the screen and the screen below will appear



- Enter the email address you want your WSU email forwarded to
- Hit “Save Changes” button

If you have any questions about or problems with this procedure, call the CaTS Help Desk at (937)775-4827.

Name and Address Changes

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While it is important to inform the Department of Music about changes in your name or address, changes must also be submitted to the University Registrar to have the changes made to your University records. If your address needs to be changed, you can do that online in WINGS. If you are changing your name, you must go to the Registrar’s Office in E244 Student Union.

Program Biographies

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Certain programs, such as ones for *Concerto Night*, *Honors Recital*, *Holidays In the Heartland* and Opera Theatre productions, contain student biographies. It is the student’s responsibility to submit a biography to Victoria Chadbourne two weeks before the concert so she can give the student a proof to approve. Below is an example of an acceptable biography:

Joshua Baker is a sophomore Music Education major. He is a member of the Wright State Wind Symphony under the direction of Dr. David M. Booth, and the Wright State Saxophone Quartet under the direction of Dr. Shelley M. Jagow with whom he studies applied saxophone. Josh is in the honors program and is consistently named to the Dean’s List. He is a recipient of the prestigious ArtsGala Scholarship and is the elected Music Student President and Representative to the Faculty. In 2004, he was a winner of the WSU Concerto Competition. Josh

is active in the National Association for Music Education, National Society of Collegiate Scholars, and holds the position of Treasurer for Alpha Lambda Delta, one of the oldest and most prestigious college honor societies.

Guidelines for Biographies:

- Biographies are to be no longer than 150 words; use the word count feature in MS Word to check length. Biographies over 150 words will be edited by Ms. Chadbourne at her discretion.
- Do not use contractions.
- Biographies must be submitted electronically; hard copies will be returned to the student.
- Style and grammatical errors will be corrected by Ms. Chadbourne; she will attempt to be true to the original sentiment, but the student will have to make sure he or she proofs the returned biography carefully to make sure it still says what he or she intended.
- Unless the student is a freshman, accomplishments from high school should be avoided.

Tickets to Department of Music Performances

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To encourage music students to attend Artist Series and other ticketed performances, music majors are allowed to purchase one ticket to Department of Music sponsored performances for \$1.00. Each student must purchase her or his own ticket; no more than one ticket per student will be given out. The tickets must also be purchased from Victoria Chadbourne in the Department of Music Office or at the Creative Arts Box Office the day of the performance; tickets will not be sold for \$1.00 at the Student Union Box Office. These tickets are not transferable. They will be marked and ushers will insure only Music majors are admitted if the marked ticket is presented.

The only exception to the \$1.00 policy is if regular tickets prices are higher than the normal \$10 for Students, Seniors and Faculty and Staff, and \$12 for Adults. The price for Music majors in these cases will be announced.

Complimentary tickets are not given to any student performer for friends or relatives. Ticketed performances have many associated expenses and complimentary tickets are not feasible. Student performers are allowed to watch a performance they are associated with from the audience without a ticket during segments in which they are not performing.

Community Music Division (CMD)

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Community Music Division (CMD) is a program in the Department of Music that allows Music students and faculty to teach non-credit, applied music lessons in the Creative Arts Center. Those teaching these classes are compensated financially for this teaching. For more information on teaching CMD classes, contact Victoria Chadbourne in M153 CAC or at 775-2787.

NOTE: Anyone teaching lessons for a fee on Wright State University property, whether in the CAC or not, must go through the CMD program. Failure to do so is in violation of state law and constitutes a criminal offense.

ACADEMIC POLICIES AND PROCEDURES

Advising

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Upon admission to the university and acceptance to the Music Department, you will be assigned a departmental advisor. You are advised to register early in order to avoid last-minute complications.

Although you are assigned an advisor, it is ultimately your responsibility to meet graduation requirements. You will be provided with a curriculum sheet outlining your four-year course of study and a graduation check sheet for your major program. You should keep a copy of these sheets in your possession, together with a copy of your grades for each quarter. If you carefully complete the check sheet and keep it current, you will always be aware of the requirements that you have met and those that remain. A list of curriculum sheets for all degree programs with links to the Adobe Acrobat files are available online at http://www.wright.edu/music/students/prospective/u_degrees.html. (See DEGREES IN MUSIC, page 16, for a list of the various degree programs.)

In addition to seeking guidance in the selection of courses, students are encouraged to consult with their advisor on any matters concerning their programs, or their personal and professional goals.

Registration

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The Department of Music wants to insure our students complete their program of study in the shortest time possible. To help students accomplish this, the department requires all students have their advisors help the students register for the correct classes each quarter. These are the steps for registering for classes:

1. Have an appointment with your **assigned** advisor to discuss and plan you next quarters schedule
2. Your advisor must sign the **completed** registration form
3. To register for classes:
 - a. **For online registration:** Leave the **completed** and **signed** registration form in the indicated drop-off basket in the Department of Music office (M153 CAC). The form will be processed within two working days and placed in the indicated pick-up basket. At that point, you can register online, through WINGS.
 - b. **For registration at the Registrar's Office:** Come into the Department of Music Office (M153 CAC) during normal working hours (8:30 a.m. to 5:00 p.m., Monday thru Friday) and have your **completed** and **signed** registration form stamped with a Department of Music stamp. At that time, you can take the form to the Registrar's Office (E244 Student Union) and register for classes.
4. Check your registration online to make sure you are registered for the correct courses, the correct section number of each course and all of the courses you plan on attending. If you find a problem with your schedule, go to your advisor immediately to have the problem corrected. The sooner problems are addressed, the easier they are to correct.

Majors and/or Minors

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It is important to be sure the University has as your correct major and/or minor. This can be checked by going to WINGS and going to the Registration Information Checklist. The checklist will have your major and, if applicable, your minor and second major. If one of these listings is incorrect, come to the Department of Music Office and see Victoria Chadbourne to get the listing changed.

Applied Music

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All applied music study is subject to the regulations in the *Applied Music Policy Statement*. This document includes procedures for applied music jury examinations, policies on grading, recital requirements, and attendance at lessons. The *Applied Music Policy Statement* is contained in Appendix A of this handbook. You are expected to be familiar with this information.

Recital Fees and Programs

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There is a \$50 recital fee for all students giving junior, senior, and optional recitals. This fee helps defray the cost of the recital, including but not limited to expenses such as materials, printing, recording, and student labor. Half or fractional recitals will prorate or split the cost. Payment is due to Victoria Chadbourne two weeks before the recital, so there is time to produce the program. All material for recital programs must be submitted to Ms. Chadbourne via electronic media, i.e. email or CD. Hardcopies alone will not be accepted. This fee does not include the staff accompanist fees; see below for more information on staff accompanists.

Recital and Concert Posters

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Every student giving in a Department of Music sponsored junior or senior recital is welcomed to create posters to advertise the event. Posters must be professional in appearance. The only restriction is that posters are not to be placed on walls, doors or lockers in the Department of Music wing of the Creative Arts Center. Posters are to put only on designated bulletin boards. Check with the staff in the Department of Music office if you are unsure of on which bulletin boards you can post. Posters that do not follow these guidelines will be removed.

Guidelines for Staff Accompanists

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The Department of Music employs several professional accompanists. These individuals are available to accompany at lessons, recitals, and board exams. Accompanists who perform for Junior and Senior Recitals are compensated over and above the normal salary paid by the school. See Dr. Leung or the coordinator of the various boards for scheduling accompanists. Due to student vocalists need for more accompanying hours during applied lessons, a special vocal accompanist fee of \$20.00 per 30 minute lesson must be paid.

Staff accompanists are paid by the Department of Music for the following:

- Accompany choral ensembles and to perform with choral and instrumental ensembles, opera performances, and weekly student recitals, as needed.
- Accompany at board exams, auditions for opera, Concerto Night, Student Honors Recital, and other departmental auditions as needed.
- Assist in applied lessons:
 - Voice student receive five accompanist hours in lessons per quarter
 - Instrumental student receive two and one half accompanist hours in lessons per quarter.

These hours are apart from full and half recital preparation (see below), as requested by the studio teacher and according to availability.

Recital and Rehearsal Guidelines

- Music for student recitals must be in accompanist's possession six weeks prior to the recital. Music for Full, Half, or Assisting recitals must be in the possession of the accompanist six weeks prior to the pre-hearing.
- Staff accompanists shall arrive at all rehearsals and concerts thoroughly prepared.
- Rehearsal time for specific events:
 - One hour of rehearsal time per student recital appearance

- Two hours of rehearsal for preparation of a half recital pre-hearing
- Four hours of rehearsal for preparation of a full recital pre-hearing

Accompanists' time over and above these guidelines may be available, pending other students' initial needs. The rate for the additional time will be charged to the student at the student at the rate of \$16/hour. The rehearsals are to be held in the accompanist's studio, the instructor's studio, and/or in the Recital Hall or Concert Hall.

- Accompanists for ensembles will accompany at the appropriate rehearsal and performance site(s), recognizing that these may be off campus. Transportation arrangements will be addressed on individual basis.

Recital Preparations paid by the Student

All required and non-required, full and half recitals are subject to a fee scale that is in addition to money provided by the Department of Music for the accompanist's services outlined above. These fees are the same for all degrees and for required and non-required recitals, as described below. If program exceeds parameters of a half recital as stated in the Applied Music Policy Statement, it shall be paid at the full recital rate.

- Full recitals - \$140
- Half recitals - \$85

The fee described above is to cover the following services after the pre-hearing, and up to and including the dress rehearsal and recital performance, as described below:

- Full recitals -six hours (inclusive of dress rehearsal and recital performance)
- Half recitals - three hours

Accompanists' time over and above these guidelines is available, pending availability, to the student at a rate of \$16/hour, paid by the student. These hours are not counted as part of the accompanist's regular work load.

Payment must be made by the student through the Music Department Office 48 hours in advance of the recital performance.

Keyboard Proficiency

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All music majors must meet certain basic keyboard requirements. These requirements, which vary according to curriculum, involve the study of piano for a stated number of quarters and the passing of the Keyboard Proficiency Examination for the particular curriculum in question. For further information, please refer to the Keyboard Proficiency Requirements document contained in Appendix B of this handbook.

Recital Attendance

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The WSU Catalog lists MUS 100 as a requirement for every major in the Department of Music. The faculty in the Department of Music feel that attendance at a variety of live musical performances is important to students majoring in music, and especially to those students interested in music as a career.

MUS 100 carries zero credit. The numbers listed in the WSU Catalog, therefore, refer to the number of quarters for which each music major must enroll and pass MUS 100 Recitals. Once this number of quarters is reached, the requirement will be considered completed even if the students remains at Wright State University beyond the typical 4 years. In this case, although the actual requirement might be complete, the faculty hope

that students will continue to value live musical performances and demonstrate this through regular attendance at various concerts and other performances.

Required attendance each quarter at 9 concerts/recitals (not required during the Student Teaching Quarter for the Mus Ed Majors). These concerts/recitals will be in the following areas:

- 2 Instrumental Ensemble performances
- 2 Vocal/Choral Ensemble or Opera performances
- 1 Faculty recital
- 2 student recitals
- 2 misc. concerts/recitals (these may be additional performances from one of the above areas, i.e. an additional student recital. They may also be of a different genre)

General considerations

- Personal performance in a concert/recital can count toward an area. Multiple performances of the same program do not count toward any attendance requirement.
- Failure to complete the requirement will result in the missed recitals/concerts being added to the next quarter's requirement.
- Performances missed in the previous quarter (deficiency performances) must be made up before performances can be counted for the current quarter.
- Students who are behind in recital attendance will not be allowed to advance to the next applied music level.
- Recital/concert attendance will be recorded by graduate assistants.
- Students will meet with applied teachers at the beginning of each quarter to talk about completing the recital requirement in a timely manner.
- For off campus performances, students will need to bring a program copy to the office, no later than two business days following the performance
- All off-campus performances must be of at college/university level or higher; high school performances do not count.
- Students will need to sign the recital attendance list before **and** after the performance.
- Students arriving more than 10 minutes late to a performance will not be allowed to sign the recital attendance list.

OMEA Conference Attendance Policy

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Junior and senior Music Education majors planning to attend the OMEA Conference during winter quarter will be excused from music classes, lessons, and rehearsals for the Thursday and Friday sessions of the conference. Faculty must be notified in advance of the class to be missed, and work must be made up within a reasonable time period, as determined by the student and faculty member.

Freshmen and sophomore Music Education majors planning to attend the OMEA Conference during winter quarter must obtain prior permission from the appropriate faculty member to receive an excused absence for the Thursday and Friday sessions of the conference. Course work missed due to attendance at the conference must be completed within a reasonable time period, as determined by the student and a faculty member.

A copy of the registration receipt or name tag must be presented to the appropriate faculty member to verify excused absences and to allow make-up work to be evaluated. Students will need to confer with their instructors of non-music courses to determine their attendance policy.

It is your responsibility to notify the appropriate faculty member before the class is missed.

Ensemble Requirements

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Every BM Performance major and BM Music Education major is required to participate in at least one university ensemble related to the student's applied music concentration during each quarter in which the student is enrolled full-time (with the exception of the Student Teaching Quarter for music education students). Every BM Music History/Literature major and every BA major must participate in at least one university ensemble related to the student's applied music concentration for the number of credits/quarters stipulated in the in WSU Catalog. Assignment to an ensemble is made by the director of bands, director of choral studies, or director of orchestral studies; the appropriate ensemble director; and the student's full-time applied instructor. When the student's applied instructor is not a full-time faculty member, approval must be given by the chair of the student's applied board. To be eligible for the Bachelor of Music degree, the performance major must have a minimum cumulative GPA of 3.0 in the major performing medium and a 2.0 in all other required music courses.

Department of Music Final Exam Schedule

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These are the Department of Music Final Exam Schedules used each quarter; one is the Five-Day Finals Week Schedule and the other is the Four-Day Finals Week Schedule. With the new time grid for scheduling across campus, most classes within the Department of Music will not align with the printed final exam schedule. The only exceptions will be at 11:00AM MWF, and late morning/afternoon classes on Tuesdays and Thursdays; we kept these classes synchronized with the new grid to allow students to take General Education classes and allow non music majors to perform in ensembles. To view the University Final Exam Schedule, go to:

<http://www.wright.edu/admissions/registration/fall/exams.html>

Five-Day Finals Week Schedule

Class Time	Final Exam	Class Time	Final Exam	Time Key
8:00 MWF	Friday A	8:00 TTh	Tuesday, A	A: 8:30-10:30
9:00 MWF	Wednesday A	9:30 TTh	Thursday, C	B: 10:45-12:45
10:00 MWF	Monday A	11:00 TTh	Friday, C	C: 1:00-3:00
11:00 MWF	Friday D	12:20 TTh	Thursday, C	D: 3:15-5:15
12:00 MWF	Wednesday C	2:15 TTh	Thursday, D	E: 5:45-7:45
1:00 MWF	Monday, C	4:10 TTh		
2:00 MWF		MUS 214 (TTh)	Thursday, B	
3:00 MWF	Tuesday D			
Mus 365 (MW)	Monday E	Evening classes	class time during finals week	

Four-Day Finals Week Schedule

Class Time	Final Exam	Class Time	Final Exam	Time Key
8:00 MWF	Friday A	8:00 TTh	Tuesday A	A: 8:30-10:30
9:00 MWF	Wednesday A	9:30 TTh	Thursday A	B: 10:45-12:45
10:00 MWF	Wednesday B	11:00 TTh	Thursday B	C: 1:00-3:00
11:00 MWF	Friday B	12:20 TTh	Tuesday C	D: 3:15-5:15
12:00 MWF	Wednesday C	2:15 TTh	Thursday D	E: 5:45-7:45
1:00 MWF	Friday C	5:30 TTh	Tuesday E	
2:45 MWF	Wednesday D			
3:00 MWF	Friday D	Evening classes	class time during finals week	
6:00 W	Wednesday E			
6:00 M	Thursday E			

Course #	Course Title	Credit Hours	Clinical Hours	Field Hours
MUS 215	String Instruments (Methods)	1	20	
MUS 224, 225	Brass Instruments (Methods)	3	20	
MUS 227, 228	Woodwind Instruments (Methods)	3	20	
MUS 231	Percussion Instruments (Methods)	1	10	
MUS 323, 324, 325	Instrumental Music Education	6	20	20
MUS 328	Music in Elementary School	3	20	20
MUS 335	Basic Conducting	2	10	
MUS 336, 337, 338	Instrumental Conducting	6	60	20

Instrumental (Orchestral) Track Requirements

Course #	Course Title	Credit Hours	Clinical Hours	Field Hours
MUS 215	String Instruments (Methods)	2	20	
MUS 226	Brass Instrument (Methods)	1	10	
MUS 229	Woodwind Instrument (Methods)	1	10	
MUS 231	Percussion Instruments (Methods)	1	10	
MUS 323, 324, 325	Instrumental Music Education	6	60	20
MUS 328	Music In Elementary Schools	3	20	20
MUS 335	Basic Conducting	2	10	
MUS 336, 337, 338	Instrumental Conducting	6	60	20

Verification of clinical/field experiences

White Field Experience Verification Forms are used for Music Education courses and are available in M153. These should be completed by the student, signed by the supervising teacher, and returned to the instructor of the class. Forms for verification of Phase I Education Field Experiences (ED 221, 223) are obtained in a packet of materials which may be purchased in the University Bookstore.

If you have any questions regarding the clinical/field experience requirements, please see your advisor or the Coordinator of Music Education.

Phase I Field Experience

Students must:

1. register for both ED 221 and Ed 223 as separate courses as part of quarterly registration
- and**
2. complete the online application found on the Office Professional Field Experience Licensure Practicum website at http://www.ed.wright.edu/studentinfo/field_experience/practicum.php
The online application is almost at the bottom of this page.

Deadlines for Phase I field experience are online at:

Student Teaching Information

The following requirements must be complete before student teaching can be approved:

1. ED 221, 301
ED 223
ED 303
EDS 333
2. All required music education courses (Check your specific curriculum to determine exact requirements.)
All Music Education courses must receive a C or better to apply for graduation
3. An applied music status of Category IV or IVA (The senior recital is not to be performed during the student teaching quarter, but may occur before or after student teaching.)
4. An overall GPA of 2.5
5. A GPA of 3.0 in all music education courses
6. A GPA of 2.5 in all other required music courses by the fourth week of the quarter prior to student teaching.
7. Successful completion of the WSU Department of Music Keyboard Proficiency requirements by the end of the first week of the quarter prior to student teaching.
8. Completion of 300 hours of clinical/field experiences.

Applications for Student Teaching

1. Music Application Form for Student Teaching - This form is available in the Music office and needs to be completed by the student, the student's advisor, and returned to the Coordinator of Music Education two quarters prior to the expected student teaching quarter.
2. Student Teaching Sites - Music students may request a particular site for student teaching; however, the Department of Music reserves the right to place students. Previously attended schools or schools which are attended by children in the family are not to be considered for student teaching. Final approval of the sites will be given by Mr. Jobert for those with instrumental emphasis, Dr. Tipps for those with choral and general music emphasis.
3. Education Application for Student Teaching – Students must apply for student teaching by completing the online application found at the Office Professional Field Experience Licensure Practicum website at http://www.ed.wright.edu/studentinfo/field_experience/practicum.php
The application link is near the top of the page; click on “Practicum Application for other TED”

For student teaching course registration, sign up for ED 429.

Deadlines for Student Teaching can be found at the College of Education and Human Services web site:

http://www.ed.wright.edu/studentinfo/field_experience/practicum.php

For additional questions or concerns you may have, please contact your music advisor; Dr. Tipps, Coordinator of Music Education at 775-3722; or the office of the Director of Professional Field Experiences at 775-2107.

DEGREES IN MUSIC

Undergraduate

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The Bachelor of Music degree is offered to students with majors in performance, music education, and music history and literature. Each student must consult with an advisor in planning a program. See the Undergraduate Catalog for details.

The Bachelor of Arts degree is intended for students who may desire a more general education, but with an emphasis in music. This degree program allows more flexibility in selection of courses than does the Bachelor of Music degree. The requirements are shown in the Undergraduate Catalog.

A curriculum sheet outlining each four-year course of study is available in the Music Office for the following degree programs:

Performance	Bachelor of Arts in Music
Piano	
Bass	Music Education
Woodwinds	Choral
Classical Guitar	Instrumental – Band
Strings	Instrumental – Orchestral
Organ	
Percussion	History & Literature
Voice	

Music Honors Program

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The Music Honors Program was designed for students who have demonstrated the ability to do superior work both academically and musically. Eligibility to enter the program is dependent upon your current standing in the applied music major or concentration (i.e., Categories III/IIIA or IV/IVA), your grade point average (3.0 GPA overall, 3.5 GPA in all music courses), and permission of an Honors Project Director. If you are interested in attaining a Bachelor of Music Degree with Honors in Music, you are encouraged to discuss your ideas with Dr. Larkowski. A complete description of eligibility for the Department of Music Honors Program is available in the Music Office.

Graduate

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The Department of Music offers three Master degrees:

- Master of Music in Music Education
- Master of Music in Performance
- Master of Humanities, Emphasis in Music

For more information on our graduate degrees, go to

http://www.wright.edu/music/students/prospective/areas_studies_grad.html

Music Minor

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The Department of Music offers a Minor program consisting of 39 hours of study. A description of the program can be obtained in the Music Office. For additional information, contact Dr. Charles Larkowski, M374 CAC, 775-2362.

STUDENT ENSEMBLES

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Membership in the Department of Music ensemble program is required of all music majors and minors throughout their course of study, as described in the curriculum outline sheets. Prospective members should consult the appropriate conductor for additional information.

Bands	Various	Chamber Ensembles (Brass)	Mr. Zehringer	775-2663
	Various	Chamber Ensembles (Woodwinds)	Dr. Paul	775-2508
	MUE 249	Chamber Players	Dr. Booth	775-2545
	MUE 266	Concert Band	Mr. Jobert	775-3170
	MUE 266	Symphonic Band	Dr. Jagow	775-2178
	MUE 268	Jazz Band	Mr. Tarjanyi	775-2346
	MUE 246	Saxophone Quartet	Dr. Jagow	775-2178
	MUE 267	Varsity Pep Band	Mr. Tarjanyi	775-2346
MUE 269	Wind Symphony	Dr. Booth	775-2545	
Choirs	MUE 295	Chamber Singers	Mr. Collins	775-2309
	MUE 299	Collegiate Chorale	Dr. Dahlman	775-3721
	MUE 293	Men's Chorale	Dr. Tipps	775-3722
	MUE 297	Paul Laurence Dunbar Choral	Dr. Ellis	775-2072
	MUE 290	University Chorus	Dr. Tipps	775-3722
	MUE 294	Women's Chorale	Mr. Collins	775-2309
Orchestra	MUE 277	Chamber Orchestra	Dr. Leung	775-2386
	MUE 270	University Symphony Orchestra	Dr. Cha	775-2455

Financial Aid

As a music major, several sources of financial aid are available to you:

1. Music Scholarships are awarded initially on the basis of two criteria: (1) excellence in an applied music audition, and (2) demonstration of individual potential to develop performance skills. These scholarships are not based on need, but are mostly talent-based. Auditions for continuing students are held each spring for the following academic year

Music Scholarships may be renewed each quarter for up to twelve quarters. Scholarships range from \$500 a year to full tuition. Approximately 1/3 of all music students are on music scholarships. Please contact Dr. Randall Paul at 775-2346 for more information.

Academic Requirements:

- A. Every quarter the student must:
 - (1) earn an A or a B in applied music and in the assigned major music ensemble
 - (2) not earn an X in any required music course.
- B. By the end of the third quarter of full-time enrollment at WSU the freshman or transfer student must have earned a cumulative (all courses) GPA of 2.5 or better.
- C. After the third quarter or 45 credit hours, the student must continue to earn a quarterly GPA (all courses) of 2.5 or better.
- D. Transfer students must meet the same criteria of 2.5 by the end of their third quarter or completion of 45 credit hours at Wright State.

Applied Music Requirements:

- A. The student must study applied music for 2 or 4 credits per quarter in the applied music area which awarded the scholarship until degree requirements have been met. (An exception to this requirement may be made during the quarter of student teaching for Music Education majors.)
- B. The student must progress satisfactorily in applied music (no retentions). In extraordinary circumstances, the Applied Board, which awarded a scholarship, may grant an exception to this policy.

Further information about Music Scholarships can be obtained from the Coordinator of Music Scholarships, Dr. Paul, at 775-2508.

2. ARTSGALA Scholarships are special scholarships given to the departments of Music, Theatre and Art. Funding for these scholarships comes from a special event held in late March or early April of each year called the *ARTSGALA*. The Music, Theatre and Art departments help organize and prepare, as well as perform at this fund raising event held in the CAC.

Students must qualify for this scholarship by filing a FAFSA form, qualifying for financial need, be recommended by the faculty for superior performance ability, and qualify for in-state tuition. These scholarships are very prestigious and the students chosen receive publicity exposure at the *ARTSGALA*. The recipients are required to have a publicity photograph taken, at the Department's expense, and to write a one-page biography for publicity by local media. These selected recipients are also expected to help prepare for, perform at, and be visible during the *ARTSGALA*.

3. University Scholarships are available from the university. Criteria vary with each award. Contact the Office of Financial Aid, 129 Student Services, 775-5721 or <http://www.wright.edu/admissions/finaid>
4. Government Grants and Loans
 - A. Ohio Instructional Grant
 - B. Basic Educational Opportunity Grant
 - C. National Direct Student Loan Program

Applications need to be filed with the appropriate agency. The Office of Financial Aid will supply the necessary forms and assist in their completion.

5. Student Employment: The Office of Financial Aid employs hundreds of students for various university jobs. Students who are financially eligible are encouraged to apply for the federally supported College Work-Study program. Work-Study pays a large percentage of the student's salary. Therefore, supervisors who have limited funds can employ up to four work-study students for every student paid with regular wages. The Music Department does have a policy of selecting work-study students over those students who are not eligible for work-study. Therefore, it may be to your advantage to determine your eligibility for this program before applying for these positions.

The Department of Music employs Music majors as ensemble librarians, stage managers, recording technicians, and accompanists. All office workers must be non-music majors due to student privacy issues.

International SOS

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The university has signed an agreement with internationalsos.com which provides emergency support for faculty and students traveling abroad. If faculty are on university travel and have a travel authorization, they are eligible to use this coverage. The University Center for International Education (E190 Student Union, X5745) can provide more information about this agreement. For more information, go to <http://internationalsos.com>.

Career Planning

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Career planning should be an integral part of the student's preparation in the Department of Music beginning with the freshman year.

The University Placement Services, 126 Student Services, offers all students various services, materials, and literature on work opportunities and job seeking.

Counseling Services

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Personal problems are a common occurrence for college students. Help is available without cost from the Psychological Services on the second floor of the Frederick A. White Center. You may telephone 775-3407 for an appointment.

Health Care and Insurance

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Student Health Services, located at 118 Frederick A. White Health Center, 775-2552, is open from 8:30 a.m. to 12:00 noon and 1:00 - 5:00 p.m. Monday-Friday. Appointments are recommended, but not required. There is no charge to students for most services provided by the clinic. When medical service cannot be provided by the clinic, the student will be referred to an agency or specialist.

Students who do not have their own insurance policy, or who are not covered by their families' insurance program(s), are strongly urged to purchase a student insurance policy available during registration at a cost of \$216 per quarter for student only coverage. The university does not have an insurance policy that covers a student's expenses for medical services.

Guidelines for Staff Accompanists

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The Department of Music employs several professional accompanists. These individuals are available to accompany at lessons, recitals, and board exams. Accompanists who perform for Junior and Senior Recitals are compensated over and above the normal salary paid by the school. See Dr. Leung or the coordinator of the various boards for scheduling accompanists. Due to student vocalists need for more accompanying hours during applied lessons, a special vocal accompanist fee of \$20.00 per 30 minute lesson must be paid.

Staff accompanists are paid by the Department of Music for the following:

- Accompany choral ensembles and to perform with choral and instrumental ensembles, opera performances, and weekly student recitals, as needed.
- Accompany at board exams, auditions for opera, Concerto Night, Student Honors Recital, and other departmental auditions as needed.
- Assist in applied lessons:
 - Voice student receive five accompanist hours in lessons per quarter
 - Instrumental student receive two and one half accompanist hours in lessons per quarter.

These hours are apart from full and half recital preparation (see below), as requested by the studio teacher and according to availability.

Recital and Rehearsal Guidelines

- Music for student recitals must be in accompanist's possession six weeks prior to the recital. Music for Full, Half, or Assisting recitals must be in the possession of the accompanist six weeks prior to the pre-hearing.
- Staff accompanists shall arrive at all rehearsals and concerts thoroughly prepared.
- Rehearsal time for specific events:
 - One hour of rehearsal time per student recital appearance
 - Two hours of rehearsal for preparation of a half recital pre-hearing
 - Four hours of rehearsal for preparation of a full recital pre-hearingAccompanists' time over and above these guidelines may be available, pending other students' initial needs. The rate for the additional time will be charged to the student at the student at the rate of \$16/hour. The rehearsals are to be held in the accompanist's studio, the instructor's studio, and/or in the Recital Hall or Concert Hall.
- Accompanists for ensembles will accompany at the appropriate rehearsal and performance site(s), recognizing that these may be off campus. Transportation arrangements will be addressed on individual basis.

Recital Preparations paid by the Student

All required and non-required, full and half recitals are subject to a fee scale that is in addition to money provided by the Department of Music for the accompanist's services outlined above. These fees are the same for all degrees and for required and non-required recitals, as described below. If program exceeds parameters of a half recital as stated in the Applied Music Policy Statement, it shall be paid at the full recital rate.

- Full recitals - \$140
- Half recitals - \$85

The fee described above is to cover the following services after the pre-hearing, and up to and including the recital performance, as described below:

- Dress rehearsal and recital performance
- Full recitals -six hours of rehearsal
- Half recitals - three hours of rehearsal

Accompanists' time over and above these guidelines is available, pending availability, to the student at a rate of \$16/hour, paid by the student. These hours are not counted as part of the accompanist's regular work load.

Payment must be made by the student through the Music Department Office 48 hours in advance of the recital performance.

Rental of Department Instruments

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A \$15 rental fee is charged for each course in class instruments in strings, woodwinds, and brass. No fee is charged for instruments used in university performing ensembles.

Instrument Return and Fine Schedule

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Methods Class Instruments

Due Date: 10 weeks from the date of checkout

Overdue fines:

- At 7 days overdue – fines begin at \$1 per day (fines stop accumulating when the instrument is returned)
- At 28 days overdue – fines stop and a replacement bill is sent
- If the instrument is returned after 28 days, the replacement cost is deleted and the fine is \$28

Ensemble Instruments

Due Date: 42 weeks from the date of checkout

Overdue fines:

- At 7 days overdue – fines begin at \$1 per day (fines stop accumulating when the instrument is returned)
- At 28 days overdue – fines stop and a replacement bill is sent
- If the instrument is returned after 28 days, the replacement cost is deleted and the fine is \$28

Check the Due Date Online

- Go to <http://wsuol2.wright.edu> (library web catalog)

- Click on My Account
- Enter your name and UID
- Click on Checked Out Items to see a list of items and their due dates

IMPORTANT: After an instrument is 21 days past due, a hold is placed on your account. This means you will not be able to register for classes, have transcripts generated, or, if graduating, receive your diploma.

Duplicating Services

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Your Wright1 card (student ID card) is what you use to make photocopies on campus. Go to <http://www.wright.edu/bursar/wright1/index.html> for more information on the Wright1 card and how to make deposits to your account in order to make copies.

Photocopiers are located in the Paul Laurence Dunbar Library and other locations on campus. Students may not use the copier in the Music office.

Copyright Laws

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The copyright laws of the United States (Title XVII, United States Code) govern the making of photocopies or other reproductions (e.g., recordings) of copyrighted material.

Under certain conditions specified in the law, photocopies or other reproductions are authorized. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship or research. If a student photocopies or reproduces material for purposes in excess of "fair use", the student may be liable for copyright infringement.

Major prohibitions under the law include:

1. Copying to create or replace or substitute for anthologies, compilations or collective works.
2. Copying of or from works intended to be "consumable" in the course of study or teaching such as workbooks, exercises, standard tests, and answer sheets and like material.
3. Copying for the purpose of performance except for emergency copying.
4. Copying for the purpose of substituting for the purchase of music except for emergency copying or academic purposes other than performance.
5. Copying without inclusion of the copyright notice which appears on the printed copy.
6. Charging students beyond the actual cost involved in making copies as permitted above.

Tutoring

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A tutoring service is available without charge to those students who may need extra help in a particular music class. Students who wish to use this free service should see call David Hurwitz, Special Assistant, Developmental Education for Learning Assistance, at 775-2280.

MUSIC EDUCATORS NATIONAL CONFERENCE (MENC)

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Music Educators National Conference (MENC) is a professional organization with over 64,000 members active in music education at all institutional levels from pre-school through college and university. The Ohio Music Education Association (OMEA) is the state affiliate organization. The Ohio Collegiate Music Education Association (OCMEA) is a student affiliate organization with 34 chapters and a membership of over 1,200. Membership in OCMEA includes a subscription to the national magazine, *Music Education Journal*, and the state publication, *Triad*. Student members enjoy the privileges of membership in the parent organizations, OMEA and MENC, except the right to vote or to hold office. Dr. Shelley Jagow is the faculty advisor. For member information, please contact Dr. Jagow at 775-2178 or the Music Office at 775-2346.

APPENDIX A
APPLIED MUSIC POLICY STATEMENT
(Effective Fall Quarter 1988)
Revised Fall 2004

I. Structure of Applied Music Board Committees

Committees and sub committees are established for each of the following areas in applied music instruction:

- Voice
- Piano/organ and strings
- Woodwinds/brass and percussion.

The committees are responsible for hearing entrance auditions, jury examinations, and required junior, senior, and graduate recital performances.

Permanent membership of the committee in each area consists of at least two full-time faculty members and should remain the same as long as there are no changes in faculty personnel, so that the student who appears before the committee can be assured his/her progress is being judged in a consistent, uniform manner. The permanent members may select additional faculty members or faculty associates to act as voting members for students of the permanent members, and the student's private teacher (whether a full-time faculty member or a faculty associate) will always be a voting member of the board when the student is being evaluated. Assignment to any committee is subject to the approval of the chair of the department.

Overall responsibility for the internal coordination of these committees and sub committees is delegated as follows:

- Voice - Dr. Kimberly Warrick
- Piano /Organ & Strings - Dr. Jackson Leung
- Winds - Dr. Christopher Chaffee
- Brass – Mr. Daniel Zehringer
- Percussion – Dr. David Booth

II. Policies on Auditions

- a. All students registering for applied music credit will audition for the appropriate board with the following exceptions:
 1. Voice secondary students in Music Education program with piano or organ concentration
 2. Piano secondary students who have completed Music 257 (Second Year Keyboard Musicianship) or its equivalent.
 3. Secondary instrument study (any instrument) when required by curriculum.
 4. Any circumstance not described as one of the preceding exceptions will be dealt with by the appropriate board or the department chair.
- b. Entrance audition requirements for each area of applied music instruction are stated on the form, Student Application for Audition, available from the Music Department Office.

- c. Entrance auditions which occur on regularly scheduled announced dates during the September - June school year will be heard by the committee which normally hears jury examinations in the applied area. On the announced summer dates, at least two members of the appropriate board committee will be present.
- d. If the chairman of the department feels that special circumstances require and justify the granting of an audition at a time other than one of the announced dates, one or more members of the appropriate committee will be contacted to join the chairman in hearing such an audition.
- e. At the time of the audition, and after consultation by the committee, a decision will be made and reported to the student. The decision will be confirmed by letter.
- f. Any student who discontinues study for credit in the area of her/his major or concentration longer than three consecutive quarters, excluding summer term, will be required to audition in order to reenter.
- g. Any student who is accepted at an audition must begin degree credit instruction in that area of applied music at Wright State University within one calendar year of the audition date.
- h. Acceptance for private study in applied music for any music degree program implies a commitment on the student's part to that music degree program. Therefore, a student who is accepted for two- or four-credit study must enroll in and complete the major ensemble and MUS 101, 151 and 155 or he/she may not continue applied music study except for one elective credit per quarter.
- i. It is understood that any student who begins credit instruction in applied music at Wright State University will study only with the assigned studio teacher from the Wright State University music faculty.

III. Policies on Grading in Applied Music

- a. Weekly progress will be measured on the basis of the goals set by the studio teacher as outlined in the course syllabus for each student at the beginning of the quarter.
- b. In most cases the student will be assigned a weekly grade, however, the decision on whether or not to assign a specific weekly grade will be left to the individual teacher.
- c. The final grade will be a reflection of weekly progress.
- d. Grading will not be done on the basis of effort alone without due consideration of actual accomplishment.
- e. A student who is below normal classification for his/her class standing will not necessarily be given a lower grade for that reason even though there will be an attempt made to have progress, classification, and grade agree in tendency.
- f. The following scale for grade equivalents will be used:
 - A = Excellent
 - B = Above Average
 - C = Average
 - D = Below Average
 - F = Failing
- g. The following policies on attendance at lessons will be followed:

1. Unexcused absence from a private lesson will lower the student's final grade.
 2. Failure to notify the teacher a reasonable amount of time in advance when the student is ill and unable to come to school will constitute an unexcused absence.
 3. If the student is able to attend classes, he/she is expected to attend his/her private lesson.
 4. Excused absences with advanced notice may be made up at the discretion of the teacher.
 5. If a student attends less than seven (7) lessons in any quarter, he/she cannot receive a passing grade for the quarter.
- h. The following policies on credit assigned for private lessons will be followed:
1. Students who hope to become performance majors will register for two credits per quarter in their first year of study. After the first year, those students who are accepted as Performance majors will register for four credits per quarter in their major performing area.
 2. Performance majors will be permitted to register for four credits in a single area of applied music with written permission from the appropriate board committee and the Chair of the Department following a performance before that board. Any other student requesting four (4) credits must meet the same requirements as a Performance major at the same level. Permission to register for four (4) credits will be granted only if all these conditions are met and after consultation with the student's academic advisor. Study for four credits may not be used for remedial purposes.
 3. Bachelor of Music students with majors in Music Education or History and Literature, and students enrolled for the Bachelor of Arts Degree in Music will register for two credits per quarter in their applied music concentration; the exception is that first year vocal students will register for one credit of applied lessons and one credit of voice class concurrently if their major is Music Education.
 4. Other students enrolled for one credit are primarily involved with a secondary area of applied music. Study for one credit may also be used for elective credit. Study for one credit implies no performance requirements, requires no board exams, and imposes no time limits for reaching any particular level of advancement except for students in Music Education with an instrumental secondary and students in Music Education with a voice secondary (see Section VIII: Requirements for Majors in Music Education with a Secondary Area of Applied Music).

IV. Policies for Applied Music Jury Examinations

- a. Jury examinations are required in the area of the student's major concentration in applied music and in Music Education secondary instrumental and voice areas.
- b. Students in normal sequence will have jury examinations in the major or concentration at the end of the first and third quarters of the freshman year and second and third quarters of the sophomore and junior years.
- c. Jury examinations will be scheduled when faculty associates can be present if they have students performing. Each student's private teacher is expected to be present at the student's jury examination. Faculty absence from a jury exam must be approved by the chairman of the department. (Failure of the teacher to attend or to provide completed Applied Music Progress Reports will not be held against the student.)
- d. The jury has the option of recording any performance. If the student's teacher is not able to be present because of a last-minute emergency, the performance must be recorded.
- e. Content of the jury examinations should reflect material covered during the quarter and may include examination in the following areas:

1. Prepared piece(s) - memorization required in piano and voice
2. Scales and other technical exercises (not included in voice and organ)
3. Sight reading
4. Oral questions

The student's private teacher will determine the amount of concentration in any of the areas in order to reflect the student's instruction during the quarter, but the other members of the Committee are free to ask appropriate questions, and each has an equal vote. Decisions are to be made on the basis of majority vote.

- f. Performance at the jury examination may influence, but will not necessarily determine, the final grade for the quarter. The degree to which this performance affects the final grade is left to the discretion of the individual teacher. The grade which the teacher expects to assign the student should not be made known to the committee before the decision on classification or advancement has been made.
- g. Comments sent to students in Category II or IIA and III or IIIA after their second quarter exams will be compiled by the committee before they are given to the departmental secretary to be included in the letter to the student. These comments should reflect the consensus of the committee. If differences of opinion occur, the committee should attempt to resolve them before writing the comments. If conflicting opinions must be included, the writer of each should be identified to enable the student to seek clarification. Each member of the committee should read and approve the summary of the comments before it is sent to the department office for typing.
- h. A student who has completed the quarter's work in applied music and is unable to perform at the jury exam because of illness will be given the grade he/she has earned for the quarter. Any decision regarding classification will be delayed until his/her committee can schedule a special jury exam. If the spring quarter exam is missed, the student will be heard at the beginning of the next fall quarter.
- i. It is understood that appearance at scheduled applied music jury exams is required as at any other final exam.
 1. A makeup jury exam (if necessary) will be scheduled no later than the end of the next successive quarter, excluding summer term.
 2. An automatic delay in classification will result if no reasonable advance notice of absence is given to the appropriate applied jury.
 3. Any circumstance pertaining to missing a jury exam not covered by the above statements will be considered on an individual basis by the appropriate board committee members.
- j. If the jury decision is to grant advanced placement (classification at a higher category than the total number of quarters of study and credits earned would normally warrant), this decision must be stated in writing at the time of the exam and must be signed by the jury members. The exact number of credits thus waived must be specified. If these credits are needed toward that total necessary for graduation, the student may obtain the required Proficiency Test application from the Registrar and purchase the credits at the regular fee per credit hour.
- j. Any exceptions to these policies must be approved by the Applied Music Committee and the chairman of the department.

V. Policies on Time Limits in Various Classifications

The title of the course for which the student registers is the area, e.g., piano. The first of three digits indicates the level, (1-freshman, 2-sophomore, 3-junior, 4-senior, 7-graduate). The second digit indicates the number of credit hours. The third digit indicates the sequence of quarters which is normally three. If a student is not ready to move to the next level, he/she may repeat the last quarter.

APPLIED PROMOTION SEQUENCE AND APPLIED JURY SCHEDULE

Version A

	FALL	WINTER	SPRING	
1st Year	Enter unclassified Cat. Promoted Cat. I (A)	X	Promoted to Category II (A)	(121,122,123)
2nd Year	X	Check Board	Promoted to Category III (A)	(221,222,223)
3rd Year	X	Check Board	Promoted to Category IV (A)	(321,322,323)
4th Year	Senior Recital			(421,422,423)

*ALTERNATE APPLIED PROMOTION SEQUENCE AND JURY SCHEDULE

Version B

	FALL	WINTER	SPRING	
1st Year	Enter unclassified Cat. Promoted Cat. I (A)	X	Promoted to Category II (A)	(121,122,123)
2nd Year	Check Board	X	Promoted to Category III (A)	(221,222,223)
3rd Year	Check Board	X	Promoted to Category IV (A)	(321,322,323)
4th Year	Senior Recital			(421,422,423)

*Some jury subcommittees may elect to use Version B if the jury schedule. See your applied teacher or area coordinator for clarification.

Applied Sub Committees for Woodwind, Brass and Percussion Students

Jury Structure is as follows for 2006 - 2007

Woodwinds I - Flute and Saxophone

Woodwinds II - Oboe, Clarinet and Bassoon

High Brass - Trumpet and Horn

Low Brass - Trombone, Euphonium and Tuba

Percussion

The jury member are those faculty members who teach applied lessons on the instruments covered by each jury.

Process:

- Each Area is responsible for scheduling and hearing the students in the area only.

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- Material performed will be as outlined in the "Applied Music Policy".
 - Juries will take place in Fall and Spring quarters only unless the board deems it necessary to hear a student during Winter quarter.
 - Jury letters and comment sheets are the responsibility of each committee.
 - All jury decisions will be made by the individual jury areas.
- a. All Students remain classified in the Preparatory Category until they are heard at their jury exams at the end of their first quarter of study. The successive levels of classification corresponding to freshman, sophomore, junior and senior years in normal sequence are designated as follows:
 - Performance Majors - Category I, II, III, and IV
 - All curriculum requiring 2 credits of study per quarter in the area of applied concentration - Category IA, IIA, IIIA, and IVA
 - Music Education Instrumental secondary - Category IS, IIS, and IIIS (See Section VIII for further explanation)
 - b. Normal time limits for each major or concentration category will be described below. No student shall be permitted to accumulate a total of more than three quarters of extension, beyond the normal time limits, from the time he/she enters Category I or IA until he/she completes the applied music graduation requirements of his/her particular curriculum.
 - c. Any student who remains classified in the Preparatory Category at the end of his first quarter of study must qualify for Category I or IA by the end of two more quarters of study or he/she will be considered ineligible to continue with that particular area as his/her concentration or major.
 - d. Once a student has been classified as entering Category I or IA, he/she will be expected to qualify for Category II or IIA by the end of two more quarters of study. If he/she does not qualify for Category II or IIA in that length of time, he/she may be granted a one-quarter extension not more than two times.
 - e. Category II or IIA is normally completed in three quarters. If the student does not qualify for advancement to Category III or IIIA after three quarters in Category II or IIA, he may be granted a one-quarter extension no more than two times. The jury committee will retain a student in Category II or IIA until the student has demonstrated sufficient capability to insure that the standards for graduation required by his/her particular curriculum may be met within the maximum time limit.
 - f. For a Performance Major to advance to Category III in applied music, he/she must have completed MUS 103, 153, and 157. Permission to present a Junior Recital is contingent upon being enrolled in or successfully completing MUS 203, 253, 257, and 313.
 - g. Category III or IIIA is normally completed in three quarters. If the student does not qualify for advancement to Category IV or IVA after three quarters in Category III or IIIA, he/she may be granted an extension of not more than one quarter.
 - h. Category IV or IVA is usually completed in three quarters. If necessary, this time limit may be extended by not more than one quarter.
 - i. Any student admitted by re-audition after not studying for longer than three consecutive quarters, excluding summer term, will be reclassified following his/her first quarter of study after reentering. No previous classification he/she may have received will be considered binding upon the board, and no provisions he/she may have received will be counted against the student.

- j. Any exceptions to these policies must be approved by the Applied Music Committee and the chairman of the department.

VI. Special Conditions Relative to Category IV or IVA (Senior Standing)

- a. The jury examination in which the student is asking for advancement to IV or IVA will include all the appropriate basic areas outlined in Section IV, Part 5.
- b. A student seeking advancement to Category IV or IVA will be allowed additional examination time beyond that normally allotted to students in lower classifications.
- c. At or before the time of the examination, the student must submit to the committee a complete list of all literature studied in the previous categories.
- d. Before granting senior standing, the committee will verify that the student has performed on the required number of student recitals.
- e. No jury examinations are required in Category IV or IVA; however, the student will perform before the jury for permission to give the required recital.
- f. Music Education Majors enrolled as full-time students must study continuously for two credits per quarter in their concentration (except during the quarter of student teaching) until they have completed the Senior Recital Requirements for Music Education Majors (see Section VII F).
- g. Upon successful completion of the Junior Recital and at the end of three quarters in Category III, a Performance Major will normally be classified as entering Category IV without a further board examination unless the committee deems it necessary.
- h. Performance Majors must study continuously for four credits per quarter in their chosen disciplines until all graduation requirements in applied music are met, including satisfactory public performance of all required recitals.

VII. Policies on Recitals

- a. Student Recitals
 1. The Applied Music Committee has established regularly scheduled weekly student recitals.
 2. The placement of students on these recitals is the responsibility of the Concert and Recital Activities Coordinator.
 3. Dress – final decisions concerning appropriateness of dress will be made by the studio teacher.
 4. Performance requirements:
 - Freshmen should be urged to perform during their first year if possible.
 - All students must perform at least twice by the completion of Category II or IIA and at least four times by the completion of Category III or IIIA. A repeat performance of the same work in the same quarter will not count as a second required performance. For performance requirements for Music Education Instrumental Secondary, see Section VIII.
 - Failure to meet the performance requirements will delay advancement to Category III/IIIA or IV/IVA.

- All solo performances in piano and voice must be from memory, with two exceptions:
 - for voice - based on the decision of the studio teacher, oratorio literature and small ensembles may be performed from score.
 - for piano - the Senior Recital for Music Education with Piano Concentration must include a minimum of 15 minutes of music performed from memory.
- University ensemble concert performances do not fulfill the student recital performance requirement.

b. Junior Recitals for Performance Majors

1. Performance Majors will be required to present a half recital during the junior year (Category III).
2. The content of the Junior Recital should vary with regard to period and style and should reflect a cross-section of accepted literature for the particular instrument or voice.
3. The proposed content of the Junior Recital must be submitted for approval to the appropriate board on the appropriate check sheet in sufficient time to allow for necessary changes.
4. Specifications as to content for Junior Recitals in each area of applied music follow:
 - Voice recitals should include compositions
 - from three historical periods
 - using three languages in addition to English
 - aria(s) from either opera or oratorio
 - demonstrating a reasonable breadth of style.
 - All voice recitals will be performed from memory, with oratorio and small ensembles as the optional exceptions based on the decision of the studio teacher.
 - Piano recitals will include at least two compositions from different periods. All solo piano recitals will be performed from memory.
 - Woodwind recitals will include two compositions of different styles (one of which may be part of a concerto).
 - Brass recitals will include variety with regard to period and style and will reflect a cross-section of accepted literature for the particular instrument.
 - String recitals should usually include two or more compositions unless an entire concerto is performed.
 - Organ recitals will include at least two compositions from different periods.
 - Percussion recitals should include snare drum and related types, timpani, and melody instruments.

Instrumentalists are encouraged to include ensembles.

5. The following model for length will be used:

Voice	25-40 minutes
Piano	25-30 minutes
Woodwinds	25-30 minutes
Brass	25-30 minutes
Percussion	25-30 minutes
Strings	25-30 minutes
Organ	25-30 minutes

6. A student wishing to present a Junior Recital must be enrolled for credit at the appropriate applied level at the time of the recital. He/she will be required to perform it before his/her Applied Board Committee for approval no later than three weeks before the intended date of performance. If this committee does not grant approval, the recital will be postponed. All Recitals are to be held in one of the WSU concert venues and must be held during a normal 10-week quarter (Fall, Winter, Spring,

excluding the week of final examinations) Exceptions to this must be approved by the Chair of the Department of Music.

7. The actual recital performance will be graded on a pass-fail basis by the student's Applied Board Committee (which will include his private teacher). A majority vote will determine the decision. If the decision is to fail the recital performance, the committee will provide written documentation including reasons. The student will then be required to perform the same program again for this committee in private. A statement indicating the earliest and latest dates between which the rehearing must be accomplished will be included in the documentation. This will be the only additional chance given to fulfill this requirement.
8. Dress - final decisions concerning appropriateness of dress will be made by the studio teacher.
9. The completion and processing of the recital check sheet is the studio teacher's responsibility.

c. Senior Recitals for Performance Majors

1. Students in Performance will be required to present a full recital during the senior year (Category IV). As with the Junior Recital, the student must be enrolled for credit at the appropriate Applied level at the time of the Senior Recital. All Recitals are to be held in one of the WSU concert venues and must be held during a normal 10-week quarter (Fall, Winter, Spring, excluding the week of final examinations) Exceptions to this must be approved by the Chair of the Department of Music.
2. The content of the Senior Recital should vary with regard to period and style and should reflect a cross-section of accepted literature for the particular instrument or voice. The level of difficulty should be greater than that of the Junior Recital.
3. The proposed content of the Senior Recital must be submitted for approval to the appropriate board committee in sufficient time to allow for necessary changes.
4. Specifications as to content for Senior Recitals for Performance Majors in each area of applied music follow:
 - Voice recitals are the same as described under Junior Recitals.
 - Piano recitals will include at least three compositions from different periods. The content of the Junior and Senior Recitals together should include representative works by Baroque, Classical, Romantic, and 20th century composers. All piano recitals by Performance Majors will be performed from memory.
 - Woodwind recitals are the same as described under Junior Recitals.
 - Brass recitals are the same as described under Junior Recitals.
 - String recitals are the same as described under Junior Recitals.
 - Organ recitals will include at least three compositions from different periods.
 - Percussion recitals are the same as described under Junior Recitals.Instrumentalists are encouraged to include ensembles.
5. The following model for length will be used:

Voice	50-65 minutes
Piano	55-65 minutes
Woodwinds	55-65 minutes
Brass	40-55 minutes
Percussion	55-65 minutes
Strings	55-65 minutes
Organ	55-65 minutes
6. Procedures for the three-week pre-hearing are the same as for the Junior Recital.
7. Procedures for grading of the actual recital performance are the same as for the Junior Recital.
8. Dress - same policy as for Junior Recitals.
9. Recital check sheet - same as for Junior Recitals.

d. Senior Recital Requirements for Music Education Majors

1. During the senior year the student will perform in the afternoon student recitals two or three times for a total of 25-30 minutes. With the approval of the studio teacher and the Applied Board Committee, the student may present a half recital or full recital in lieu of the above requirement. The student must be enrolled for credit at the appropriate Applied level at the time of the Recital. All Recitals are to be held in one of the WSU concert venues and must be held during a normal 10-week quarter (Fall, Winter, Spring, excluding the week of final examinations) Exceptions to this must be approved by the Chair of the Department of Music.
2. If the student wishes to ask approval from the Applied Jury Committee to present a half or full recital, this request should be made at the time the student appears before the jury to ask for advancement to Category IVA. A majority vote of the board will decide the question, and the decision will be stated in the letter sent to the student following the jury examination.
3. Literature to be performed in fulfillment of the Senior Recital requirement must be approved by the board in sufficient time to permit substitutions, if necessary.
4. The literature, whether performed on one, two, or three recitals must conform to the guidelines for content stated previously in this document.
5. The student must perform the Senior Recital literature for the board at least three weeks before each scheduled performance date in order to receive permission for the public performance to take place. If the board does not grant approval, the public performance will be postponed.
6. If the jury approves, the recital performance will take place as scheduled and will be graded on a pass-fail basis by the student's Applied Jury Committee. A majority vote will determine the decision. If the decision is to fail the recital performance, the committee will provide written documentation including reasons. The student will then be required to perform the same literature again for this committee in private. A statement indicating the earliest and latest dates between which the rehearsing must be accomplished will be included in the documentation. The second performance will be the final opportunity to fulfill this requirement.
7. Each of the two or three Senior Recital performances must be passed before a pre-hearing for the next may be requested.
8. Dress - same policy as for Junior Recital.
9. Recital check sheet - same as for Junior Recital.

e. Optional Recitals

Any student who wishes to perform an optional Junior or Senior Recital, or any student assisting on a required recital given by another student, must have approval from his board committee of the literature to be performed and must fulfill conditions stated in Section VII B 6 of this document regarding the three-week pre-hearing. If this recital is taking the place of a regular jury exam, the board committee must be present and must make an official decision which must be stated in writing. The student's teacher should also complete the appropriate recital check sheet for the student's file. As with all recitals, the student must be enrolled for credit at the appropriate Applied level at the time of the recital.

VIII. Requirements for Majors in Music Education with a Secondary Area of Applied Music

a. Instrumental

1. Eleven quarters of study required.
2. Entrance audition of same proficiency level as concentration is required.
3. All instrumental secondary students will perform on student recitals two times before a classification of IIIS may be granted.
4. Category IIIS is the most advanced category of secondary study. Attainment of Category IIIS does not imply further potential progress in applied music.
5. Progress of the secondary applied music student will be reported in the same manner as progress of the concentration applied music student.
6. The following is a normal sequence:

Classification	Entering IS	End of first quarter
Progress Report		End of third quarter
Classification	Entering IIS	End of fifth quarter
Progress Report		End of eighth quarter
Classification	Entering IIIS	End of ninth quarter

7. No student shall be permitted to accumulate a total of more than two quarters of extension from the time he enters Category IS until he is classified in Category IIIS.
 8. Category IIIS must be attained prior to student teaching.
 9. In the event an instrumental secondary student wishes to change to instrumental concentration, he must be auditioned by the appropriate board for acceptance.
- b. Vocal
1. Eleven quarters of study required.
 2. No recital performance required.
 3. The student will be heard by the Voice Board at the end of the third and sixth quarters of study for a progress report.
 4. The student must perform for the Voice Board a prepared solo (solos) at minimum Category IIIA prior to student teaching.
 5. In the event a voice secondary student wishes to change to voice concentration, he/she must be auditioned by the Voice Board for acceptance.
- c. Keyboard – Detailed information on keyboard secondary requirements is contained in the General Keyboard Requirements document (Appendix B), found below.

GENERAL KEYBOARD REQUIREMENTS

(Revised 2004)

All music majors must meet specific keyboard musicianship requirements. These requirements vary according to curriculum and require each student to do two things: (1) study piano for a designated number of quarters; and, (2) pass specific Keyboard Musicianship courses and/or Keyboard Proficiency examinations. Students with Advanced skills may take an examination to be placed in higher level keyboard classes or to satisfy all requirements. Information on keyboard proficiency examinations is available in Keyboard Musicianship courses or from Dr. Jackson Leung.

PIANO AS A SECONDARY INSTRUMENT

All secondary piano students enroll in Keyboard Musicianship classes during their freshman year or freshman and sophomore year, depending on the degree requirements. (Note: B.A. students take only one year of secondary piano.)

All secondary piano students who are required to study piano two years must pass MUS 257 and its accompanying proficiency exam as a prerequisite for continuing piano study.

FUNCTIONAL KEYBOARD REQUIREMENTS FOR KEYBOARD MAJORS AND CONCENTRATIONS

Music Education Majors with Piano or Organ concentration and Voice Secondary will take MUS 357 or the equivalent proficiency exam.

Music Education Majors with Piano or Organ concentration and Instrumental Secondary, as well as B.A. students with Keyboard Concentration have no functional keyboard requirements.

Piano Classes and Piano Proficiency Requirements

Acquiring practical piano skills is a vital part of music education at Wright State University. These skills are attained through a sequence of classes in keyboard musicianship.

The Wright State University Department of Music requires that all students successfully complete or test out of the following keyboard musicianship courses, depending on their course of study:

Instrumental Music Education majors / Bachelor of Arts in Music majors, vocal track/music minors:

- One full year (three quarters, fall, winter, and spring: MUS 155, 156,157)
- Instrumental Music Performance majors: two full years (six quarters, MUS 155-57, 255-57)
- Vocal Music Education or Performance majors: three full years (nine quarters, MUS 155-57, 255-57, 355-57)

Piano proficiency tests

In addition to satisfying all course requirements, *students must pass with a C or higher all sections of the final course exam (proficiency test) given at the end of each year (157-standard section A, 257, or 357) in order to satisfy their proficiency requirements and, if required by their major, enroll in the next year of keyboard musicianship.*

Proficiency tests for students who do not satisfy requirements during the regular final examination time (Spring quarter, final exam week) will be offered at the beginning of each fall quarter during the placement testing

period (the first week of classes). Students are responsible to contact the instructor and sign up to retake the portion of the exam they have not yet completed successfully.

Preparatory Section of 155-57

Beginning in the fall of 2004, one section of keyboard musicianship each quarter (MUS 155, 156, 157) will be devoted to students with no piano background, or others who would benefit from a remedial-level course. The preparatory (B) section will move at a slower pace than the standard (A) sections of 155-57. The final exam for the B section of MUS 157 is not the keyboard proficiency exam required for graduation (above). *Students enrolled in this section of keyboard musicianship will still be required to pass all sections of the proficiency exam given in the standard section (A) of MUS 157 in order to successfully complete their first-year requirements and/or enroll in the second year of classes.*

Students who are required to enroll in section B of 155-57 have the following options in order to learn the additional materials required to pass the 1st year proficiency test (the final exam of section A):

1. By virtue of exemplary work in section B of 155 or 156, test into one of the standard sections of MUS 156 or 157 and thus be on track to take the proficiency test at the end of the first year of study.
2. Learn additional material on their own throughout the year and take the proficiency exam (the final for section A of MUS 157) instead of the final for section B.
3. Following the successful completion of MUS 157-B, take private piano lessons on their own and take the proficiency test the following fall (or spring).
4. Following the successful completion of MUS 157-B, take private piano lessons through W.S.U. (students must pay an extra applied fee to study privately through W.S.U.) and take the proficiency test the following fall (or spring).
5. Following the successful completion of MUS 157-B, audit one or more sections of the standard course the following year in order to prepare for the proficiency test.
6. Following the successful completion of MUS 157-B, take one or more sections of the standard course for credit (grades would replace grades earned in the preparatory section) to prepare for the proficiency test.

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