

Eastern Michigan University Department of Music and Dance Student Handbook

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Policies

1. Applied Music Policy

Applied Music

Applied music instruction on a principal instrument is required for all degree programs. Students may be admitted to the 100-level applied music at different degrees of competency; therefore, some students may require more time to achieve the proficiency needed for admission to 400-level applied music. Permission to advance to 400-level applied music is given by the faculty jury with the permission of the teacher. Music majors enrolled in applied music will also participate in a weekly studio class. Studio class times vary; please contact the applied music teacher for schedule.

Private lessons, typically one per week, must be supplemented with diligent outside daily practice. Depending on the performance area and the level of the student's work, the outside practice requirement may be quite substantial. The student must recognize

that applied instruction is not primarily for the purpose of earning credits toward a degree, but rather to develop musical talent under the care of a skilled teacher. There is no substitute for regular, diligent practice.

Applied Music Areas of Specialization

Bassoon
Clarinet
Flute
Harp
Horn
Organ
Piano
String Bass
Trumpet
Viola
Voice
Cello
Euphonium
Guitar
Harpsichord
Oboe
Percussion
Saxophone
Trombone
Tuba
Violin

Applied Music Auditions

Admission into applied music study is determined by audition. Changes in degree program, performance specialty, or applied music level will normally also require an audition. A change of instructor (where applicable) is normally handled between the student and the faculty members involved.

Applied Music Registration

To learn how to register for applied music, [click here](#):

Applied Music Fees

Enrollment in applied music requires the payment of an applied music fee, as set by the Eastern Michigan University Board of Regents. This fee serves primarily to offset the cost of individual instruction. Fees are charged for applied music according to the following schedule:

Music majors: \$60 per semester (maximum) for all instruction.

Music minors and other University students: \$60 per semester for a two-credit applied music, \$30 per semester for one-credit applied music (\$60 maximum per semester).

Applied Music Juries

At the discretion of the faculty, a jury may be required as a final examination in applied music. Details are made explicit in the applied music syllabus. The jury, which involves performing before a panel of faculty, takes place during exam week.

Applied Music Study Beyond Degree Requirements

Students wishing to continue applied music study beyond their degree requirements may do so only with the permission of their applied music teacher and the Head of the Department of Music and Dance. Students who receive permission to continue applied music study beyond their degree requirements are required to continue to participate in their appropriate major ensemble (or an alternative ensemble approved by the Department Head) each semester that they are enrolled in applied music.

Applied Music Re-auditions

Since applied study is offered by means of individual instruction, it is a privilege and not a right. If an applied music teacher believes that a student's progress is insufficient, the student may be asked to re-audition for continuation. A possible result of the re-audition may be the recommendation to the Department Head that the student not continue in applied music or as a music major.

Students who have not been registered for applied music for one or more academic years (Fall, Winter, Spring, and Summer) must re-audition. If accepted, students may be placed in an applied music number that is lower, the same, or higher than the one in which they were enrolled in their last semester of applied music study.

Applied Music during Spring/Summer Terms

The Department's capacity to offer applied music during the Spring and Summer terms is quite limited. Therefore, students wishing to request applied instruction during the Spring and or Summer terms must do the following:

- Fill out an applied music request form and obtain the instructor's signature. This verifies that the instructor will be available to teach during the requested term.
- Write a brief note explaining why Spring or Summer lessons are needed.
- Submit the two items together to the Department Head before April 15th.

The Department Head will prioritize requests and approve or deny them based on student need and fiscal constraints.

2. Retention and continuation policy

Students are strongly encouraged to stay enrolled for consecutive semesters until achieving a degree. Music study benefits from regular, longitudinal, systematic and consistent study and suffers from extended breaks. Since enrollment capacity in music subjects is limited, a student who discontinues study is not guaranteed a place in classes or in applied music upon returning. Students who face unusual circumstances that may cause them not to re-enroll should consult with their applied teacher and with the Coordinator of Music Advising as soon as possible to seek a solution or to reserve a

place for their return. Students who have not been registered for applied music for one or more academic years (Fall, Winter, Spring, and Summer) must re-audition.

3. Major Ensemble Participation Policy

All students accepted as music majors or minors are required to participate in a major ensemble according to their degree requirements (string students—University Orchestra; wind and percussion students—Wind Symphony or Symphonic Band; voice students—University Choir or Chamber Choir). The department will accommodate all students with an appropriate major ensemble placement.

4. Recital Attendance Requirement

Each undergraduate music major must attend a total of 80 recitals/concerts (events) during their time of undergraduate study; normally they will attend at least ten musical events each semester. It is the student's responsibility to see that this requirement is successfully completed. **Students who fail to meet this requirement will not be permitted to graduate.** The number of events that transfer students and students seeking a second bachelor's degree must attend will be pro-rated, based on the number of semesters of work remaining at the time of their matriculation.

Recital credit can be received for attendance at most Department of Music and Dance events. Examples of acceptable events include departmental ensemble concerts, student recitals, Thursday noon student recitals, and guest artist performances. Attendance at some non-departmental musical events may also be credited toward the recital attendance requirement. To obtain credit, students must bring a ticket stub and program to the Department of Music and Dance office. The department head will determine whether or not the event qualifies for recital credit. In all cases, masterclasses, lectures, and other non-performance events will not qualify for recital credit.

Recital credit cards will be available to students as they enter a departmental performance venue, and will be collected at the conclusion of an event. Students must be present for an entire event to receive credit. A student who is performing in an event may receive recital attendance credit for that event if they perform in less than 50 percent of the event.

5. Pease Auditorium Piano Policy

The Steinway D in Pease shall be used for all piano recitals and faculty recitals requiring a piano.

The Baldwin SD10 in Pease shall be used for all other performances requiring a piano. The piano technician shall be notified at least 10 days in advance of a performance to schedule tuning.

6. Student Rights and Responsibilities, Conflict Resolution; Grade Grievance

Student Rights. Every student has the right to be treated with respect by other students and by faculty and staff. Discrimination, harassment and intimidation of others will not be tolerated. Students have a right to review their records.

Student Responsibilities. Each student is responsible for his/her own academic career. This includes being aware of the catalog requirements and the contents of this handbook. It also means taking responsibility for meeting obligations, caring for the property of the University and of other people, and demonstrating the commitment and pride that make a great music department. A student who acts in violation of the Student Code of Conduct will be referred to Student Judicial Services for disciplinary action.

Conflict Resolution. Conflicts between students or between a student and a faculty member may occasionally occur. Every effort should be exerted to minimize these by being aware of the rights and needs of others, and by recognizing shared goals. When attempts to resolve conflicts privately have proven unsuccessful, a student may bring a conflict to the attention of the Department Head, who will serve as mediator. If the conflict involves a breach of the Student Code of Conduct, the matter will be referred to Student Judicial Services.

Grade Grievance. The policies on grade grievance are presented in detail at the Office of Academic Programming.

7. Student Degree Recitals Guidelines

Several degree programs have a public-performance requirement, either one or more recitals or some other related means of assessing that the performance component of the educational experience has been met.

1. **Bachelor of Music.** Bachelor of Music majors present a half recital (typically 30 minutes) in the junior year and a full recital (typically 60 minutes) in the senior year. Specific requirements are set by the faculty in the particular performance area. Each solo recital is preceded by a recital hearing, where the student's readiness for public presentation is verified by the faculty.
2. **Bachelor of Music Education.** Bachelor of Music Education students are required to present a full recital hearing, typically in the senior year. With the permission of the applied music instructor, students may opt to give a senior recital.
3. **Bachelor of Music Therapy, Bachelor of Arts/Sciences.** Students in these programs are expected to perform publicly in general student recitals and the like. Readiness to perform is determined by the major teacher.
4. **Optional recitals.** Any students may request permission to present additional, non-degree recitals. Priority for scheduling dates, however, goes to degree recitals. Approval for non-degree recitals must be secured from the major teacher or other appropriate applied faculty.

8. Student Recital Procedures

1. Recital Hall Reservations

- Recital dates fill up fast. Book your desired date early in the semester.
- Check date availability of Alexander Recital Hall and Pease Auditorium with your professors.
- Pick out several date options that work with all participants.
- Ask your applied music instructor to do the following:
 - Submit the appropriate reservation form.
 - You may reserve two hours for the recital and 90 minutes for the dress rehearsal.
 - Your instructor will advise you once the reservation is confirmed.

2. Programs – due two weeks before recital

- Have your instructor submit your program in electronic format, preferably as a Word document to the Events and Outreach Coordinator.
- Program contents:
 - Names of all participants and instruments
 - Complete repertoire titles, including titles of movements
 - Composers – full names and dates
 - No personal acknowledgements, please
 - Program notes are your responsibility to print
- Your applied instructor will be given a copy to proof with you.
- The Events Office will provide 80 programs on 24# green paper, formatted according to department standards. The department will keep ten programs, plus one for your file and one for each music major performing on your recital.
- Note: the Events Office will prepare and make copies of recital programs for Bachelor of Music and Master's Degree performances only. Other recital programs are the responsibility of the students.

3. Use of Alexander Recital Hall

- Your applied music instructor must sign out a key from the Music Office for both the dress rehearsal and the performance.
- Receptions may be held in the hallway outside the Alexander Recital Hall. NO food is allowed in the recital hall.
- Students are expected to clean up the area completely following receptions. There is a \$25 per hour charge if additional University custodial services are required.

4. Use of Pease Auditorium

- Your applied music instructor must sign out a key from the Music Office for both the dress rehearsal and the performance.
- The pianos at Pease Auditorium are locked. The applied music instructor must obtain and sign out a piano key with the Music Office.
- The Baldwin piano is intended for collaborative use in student recitals. Piano majors may use the Steinway for their own degree recitals.
- There is a \$100 charge for use of the Green Room. If used for a reception, then University Catering must provide the food.
- Students may have receptions in the basement dressing room area at no additional charge and may provide their own food.
- Students are expected to clean up the area completely following receptions. There is a \$25 per hour charge if additional University custodial services are required.

9. Facilities, Equipment, and Safety

Eastern Michigan University has invested a great deal in facilities and equipment to support music instruction. Students, faculty, and staff alike must recognize the value of this investment and act appropriately to maintain it for the common good. This means that all must help ensure that the building and its contents are secure, that equipment is treated with appropriate care, and that security systems such as locks are not circumvented. Students attempting to bypass security systems will be referred to the Student Judicial Office for disciplinary action. Students damaging University-owned equipment may be liable for the cost of repair or replacement.

Lockers

Students may be eligible to check out a locker at the discretion of the office staff of the department. Since it is not always possible to provide a large locker, students needing large lockers may be asked to share. Decisions about locker assignments will be based on need, as reflected by course enrollments.

Uniforms

Many ensembles require a uniform. For policies pertaining to check-out, deposit, and return of uniforms, ask the ensemble director.

Practice rooms

A large number of small practice rooms, with and without pianos, are kept unlocked and are available to all students. Please take care of the rooms and their contents and report any misuse to the Music Office immediately. A few practice rooms are reserved for special purposes, such as percussion, harpsichord, harp, organ, and piano (for piano majors). Authorization to obtain a key for these rooms is given by the appropriate faculty, with the approval (signature) of the Head of the Department of Music. The doors to the piano corridor and the organ corridor are to be kept locked at all times.

Music Stands

Each music major and/or minor is required to supply his/her own portable folding music stand for use in applied music lessons, secondary instrument classes, small ensemble rehearsals, etc. Students in Dept. of Music large ensembles (bands, orchestra, etc.) may expect to use music stands belonging to the Dept. of Music for rehearsals and concerts.

10. Alexander Music Building Hours

Fall and Winter Semesters

- Monday-Saturday: 7:00am-10:00pm
- Sunday: 1:00pm-10:00pm. Access is restricted to the south courtyard door.
- Music students who are practicing in the building after 10:00pm are permitted to stay until midnight with proper EMU identification.
- When offices on campus are open, but no classes are in session, building hours are:

- Monday-Friday: 7:00am-5:00pm
- Saturday-Sunday: Closed
- Music student practice is restricted to posted building hours only.
- The building is closed during any full university recess (e.g., holidays, etc.).

Spring and Summer Semesters

- Monday-Thursday: 7:00am-9:00pm
- Friday: 7:00am-5:00pm
- Saturday-Sunday: Closed
- Special Events: Open only as needed for the duration of the approved event. Access is restricted to the south courtyard door.
- Music student practice is restricted to posted building hours only.
- When offices on campus are open, but no classes are in session, building hours are:
 - Monday-Friday: 7:00am-5:00pm
 - Saturday-Sunday: Closed
 - Music student practice is restricted to posted building hours only.
- The building is closed during any full university recess (e.g., holidays, etc.).

Between Semesters

- When offices on campus are open, but no classes are in session, building hours are:
 - Monday-Friday: 7:00am-5:00pm
 - Saturday-Sunday: Closed
 - Music student practice is restricted to posted building hours only.
- The building is closed during any full university recess (e.g., holidays, etc.).

11. Alexander Computer Lab - N108 Alexander Music Building

Computer Lab Coordinator, Dr. Marilyn Saker

Requests for Use of Alexander Computer Lab - email Dr. Saker at least 48 hrs. in advance

Guidelines for use of the Alexander Computer Lab

1. Upon entering the Alexander Computer Lab, you are required to show the lab worker your EMU STUDENT ID.
2. The LAB WORKERS are there to help you. If you have never worked on a computer before, or if you need assistance with the computers, please ask the lab worker.
3. Do not TURN ON or TURN OFF the computers. If you require the use of a computer that is not on, please ask the lab worker for assistance.
4. Your work should never be left on any of the lab computers. Bring your own

FLASH DRIVE, CD-R, or CD-RW for saving work completed in the lab.

5. Each student may PRINT ten (10) pages per day in the Alexander Computer Lab. If you use the printer, you are required to complete the information page on the clipboard at the student worker's desk.

6. Please use HEADPHONES when working with sound-producing software. You are required to bring in and use your own headphones when working in the Alexander Computer Lab.

7. If you discover problems with any of the computers, please fill out a COMPUTER ERROR REPORT form located at the worker's desk. Problems will be investigated as soon as possible.

8. Be advised that EMU Instructors will schedule CLASS MEETINGS periodically in the lab. Non-class members will be denied access to the Alexander Computer Lab during times when classes are in session.

9. NO EATING, DRINKING, or SMOKING in the Alexander Computer Lab. The lab is not intended to be a lounge or entertainment room. Students are not allowed to loiter or engage in non-study activities in the lab.

10. Leave all the EQUIPMENT at your workstation in good order and make sure the chair is properly placed under the power table. Please do not rearrange any of the equipment.

11. Students will not be allowed to begin work on a computer 10 minutes before the lab is SCHEDULED TO CLOSE.

12. Alexander Computer Lab Worker Policies

Computer Lab Coordinator, Dr. Marilyn Saker

updated 10/10/10

1. It is imperative that you arrive for work on time. Please arrive 5 minutes before your work time begins.

2. If you are unable to work, or if you are going to be late, you are required to call Maria Ross in the Main Music & Dance Office prior to the beginning of your work time to notify her of your situation (phone: 734.487.4380). If Ms. Ross is unavailable, ask for Marsha Bolden or Ila Grant and give one of them the information. Ask whomever you speak with to post a sign on the lab gate indicating that the lab will be closed during your work hour(s).

3. If you know in advance that you have a conflict with your work time, try to make

arrangements with one of the other lab workers to switch hours with you, or to substitute for you. Be sure to let Marilyn Saker know if you switch times or plan to have someone sub for you.

4. Your primary purpose as a worker in the Alexander Computer Lab is to assist students using the lab and to monitor lab activities. Workers are also responsible for notifying Marilyn Saker and the Main Music & Dance Office staff of lab problems.

5. Please ask all individuals entering the lab to show you their EMU ID. If they do not have an ID, ask them to leave the lab.

6. The desk in the front of the room is the student worker's home base. Workers are required to spend the majority of their time at this desk so that they can offer assistance to students. Be sure to check your e-mail when you arrive for work to see if there are any lab-related messages. Feel free to read or do homework while at the worker's desk if the lab is not busy. If no one is in the lab, please tidy up the room. Computer cleaning supplies are stored in the lower right-side drawer of the desk.

7. Some of the lab workers have been hired specifically to tutor music theory students. If you are one of the theory tutors, please tutor students without giving away answers. You are welcome to guide or drill students using theory exercises, but you should never complete assignments for students. If a student attempts to persuade you help them with the answers to an assignment, tutor them by writing out similar, but different items. Also, students may ask you to check their work. Please do not do this. Your job is to tutor—not to check papers.

8. It is extremely important that you never leave the lab unattended. If the next scheduled worker does not show up to relieve you, tell the students in the lab to leave, and lock the gate. When you have a chance, send Marilyn Saker an e-mail letting her know that your replacement did not show up on time.

9. Each student may print ten (10) pages per day in the lab. Require all students using the printer to complete the information page on the clipboard at the worker's desk.

10. Workers may be asked by music students to check out materials. The checkout pages are in the top right-side drawer of the worker's desk. Please note that a special clipboard is for Books and Materials. Be sure to ask the student to show you their ID and their course syllabus, and initial the appropriate checkout page.

11. Periodically, EMU Instructors will hold their class meetings in the lab or reserve some of the computers for their students. Marilyn Saker will notify you by e-mail when

these reservations are scheduled. If a class is scheduled during one of your work hours, post one of the **Class In Session** signs stored in the desk, check EMU IDs as usual, and ask each student entering the room if they are in the class. If they are not, ask them to leave.

12. Do not accept reservations for the computer lab. Faculty members hoping to reserve the lab are required to contact Marilyn Saker directly via e-mail.

13. If students mention that there is a problem with a computer, please have them give you detailed information about the problem. Once they have done so, please send Marilyn Saker an e-mail message summarizing the information on the form.

14. The Alexander Computer Lab is intended for study and research. The lab's atmosphere should be similar to a library. It is not intended to be a lounge or entertainment room. Students are not allowed to loiter or engage in non-study activities in the lab. Students are not allowed to eat, drink, or smoke in the lab. Please note that, because students are not allowed to eat, drink, or smoke in the lab, you cannot eat, drink, or smoke in the lab either.

15. Eventually the lab supplies will run low. Paper for the computer printer may be obtained from the Main Music & Dance Office.

16. The Alexander Computer Lab is not open during recesses, finals week, winter break, or spring break. You will not be working during EMU finals or EMU breaks.

17. If you have any questions or if any problems arise, please contact Marilyn Saker (phone: 734.487.1284; e-mail: msaker@emich.edu).

13. Undergraduate Advising

Through advising, the music student may be assisted by the faculty in planning an academic curriculum, may be granted permission for exceptions, and may seek help in answering questions about programs, graduation requirements, achieving career goals, etc. New undergraduate students normally are advised during Fast Track by the Coordinator of Music Advising. Current students should seek advising for answers to non-routine questions, to solve problems, to make recommendations about transfer credit, and to perform graduation audits. Advising is intended to supplement, not replace, the student's own planning. A student is responsible for his/her own curriculum and for meeting certification requirements. Students should consult the catalog and be responsible for their own college career. The on-line catalog is official.

14. Undergraduate Enrollment in Graduate Courses

It is possible for advanced undergraduate students to register for 500-level graduate courses. For specific regulations and procedures, refer to either the undergraduate or graduate catalogues. The required recommendation form is available from the Office of Records and Registration (Pierce Hall) or the Graduate School (Starkweather Hall). Discuss the proposed course and have the form signed in the Department of Music and Dance by the Coordinator of Music Advising or by the Head of the Department of Music and Dance. Return the completed form to the Graduate School. Approval to take the course will arrive by mail. You may then register for the course in the usual manner.

15. Course Substitutions/Overrides/Late Enrollment

Substitutions. The curriculum as presented in the catalog reflects the educational needs of students and the standards of the National Association of Schools of Music (NASM), which accredits music programs. For this reason, substitutions (replacing a required course with a different one) must be approved by the Coordinator of Music Advising and the Department Head. A substitution will be approved only when the course being used as a substitution fills the same educational purpose as the required course and when there appears to be some important need for a substitution.

Overrides. Class size is set to provide an optimal educational experience for all students and to correlate with room size and equipment. Overrides (permission to enroll in a class that is full) are given only with the written permission of the professor.

Late Enrollment. Please submit an Enrollment Form with the Instructor's signature to the music office if you wish to add a class after the last day allowed for students to add classes. The Department Head has final authorization to approve the late enrollment.

16. MUSC 687 Graduate Recital Policies and Procedures

1. Enrollment in MUSC 687 requires concurrent enrollment in 2.0 cr. hrs. of appropriate applied music.
2. Consult with the applied music professor to determine date, time & location.
3. Select a recital committee in consultation with the applied music professor. The committee is comprised of one faculty member from the performance area, one faculty member from outside the performance area, and the applied music professor. The permission form must be signed by all members of the recital committee. It is the responsibility of the student to see to it that the completed permission form is submitted to the Music Office.

4. The recital committee will attend the recital, determine whether or not to accept the performance, and assign a grade. If the recital committee decides to fail the recital, the student must repeat unacceptable portions in public performance.
5. If it is necessary to assign an "I" (Incomplete) grade for MUSC 687, the student must register again for 2.0 cr. hrs. of applied music for the semester in which the recital is actually performed.
6. A high quality recording (CD or DVD preferred) of the recital with a copy of the program attached must be submitted to the Music Office for the departmental archive. The expense of recording and production of the recording is the responsibility of the student.
7. The applied music professor, in consultation with his/her colleagues, determines whether or not a pre-recital hearing will be required. It is suggested that a hearing be conducted at least 4 weeks prior to the proposed recital date.
8. The recital will be presented in one of the locations listed on the permission form. Any exception in location must be approved by the Music & Dance Department Head.

Registration procedures

1. Schedule the date, time and location through the Music Events Office.
2. Obtain consent (signatures) of the applied music professor and the members of the recital committee.
3. Complete the permission form and submit it to the Graduate Coordinator in the Music Office. Once the Graduate Coordinator approves, registration for MUSC 687 will be processed by the Music Office staff.
4. Remember: enrollment in MUSC 687 requires concurrent enrollment in 2.0 cr. hrs. of appropriate applied music.