

**UNIVERSITY OF WEST
FLORIDA**

MUSIC STUDENT

HANDBOOK

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UWF MUSIC STUDENTS HANDBOOK

The University of West Florida Department of Music strives to create a professional atmosphere and hold to professional standards for the music students. The faculty, in keeping with this goal, has developed this handbook that will guide the music student through their tenure at UWF. The handbook is divided into a general information section, a section of rules and requirements for music majors and minors and curriculum guidelines.

General Information

The University of West Florida Department of Music offers Bachelor of Arts degrees in Music Performance and Music Teaching (leading to a teaching certificate in music). The Music Department contains a music library consisting of an extensive collection of scores and recordings. A listening room is available to listen to recordings. A music technology room is available for use by music students when not in use by classes. The music building also houses a piano lab, several practice rooms, a rehearsal room, and two performance halls. See the Rules section for information regarding use of the facilities. School owned instruments are available for check out. Lockers are also available for use by music students. See the section below on lockers for more information.

Rules and requirements

I. Student Recital Hour Performance and Attendance

The Music Department holds a student recital hour (formerly known as convocation) once a week throughout each semester. Currently they are held on Mondays at 12:00 P.M. These recitals are a crucial part of the development of the musician so the faculty has compiled the following rules and regulations concerning student recital hour.

A. Attendance

Majors: All majors must attend all student recital hours. Attendance will be taken at each recital hour meeting. Students should work with their advisor to avoid scheduling classes during student recital hour time. Two (2) unexcused absences will be allowed per semester without penalty. The student's applied grade will be lowered one half letter grade for each unexcused absence beyond the allowed two. Please refer to the UWF Handbook for definition of unexcused absence. If an emergency occurs, the student should contact Dr. Marrero within 24 hours.

Minors and Part-time: Music minors and part-time students are required to attend a combination of six (6) student recital hours and concert events (see section III, Concert Attendance). They should work with their applied teacher to determine which student recital hours they should attend. The student's applied grade will be lowered one letter grade if this attendance requirement is not met. If an emergency occurs, the student should contact Dr. Marrero within 24 hours.

B. Performance

Majors: All music majors after their first semester as a freshman are required to perform at least once each semester on student recital hour. During the semester in which a student performs a solo recital, the student is not required to perform on student recital hour. (They may still perform at the discretion of the applied teacher.)

Minors and Part-time: Music minors and part-time students are not required to perform on student recital hour but may at the discretion of their applied teacher.

Any student wishing to perform on student recital hour should fill out a **Student Recital Hour Performance Request** form (available in the music office - also see example in appendix A), and turn it into the department secretary at least one week prior to the performance date. Requests after this date will not be accepted for that student recital hour. The form must bear the signature of the applied teacher. Unsigned forms will not be accepted.

II. Student Recitals (Junior and Senior Solo Recitals)

Music Teaching Majors are required to perform a 30 minute senior recital (also called a ½ recital) as part of their curriculum requirement to graduate. Students are encouraged to combine the recital with another student's ½ recital. **Music Performance Majors** are required to perform a 30 minute junior recital and a one hour senior recital. Music Minors are not required to perform a solo recital but may at the discretion of the applied teacher. The following guidelines have been established by the music faculty to assist the student in presenting a professional recital:

1. A **Recital Performance Request** form (see appendix A) must be turned into Dr. Marrero at least eight weeks prior to the recital. Late requests will not be accepted. The form must be signed by the applied teacher and the accompanist. Unsigned forms will not be accepted.
2. The form must include the program in performance order. The department will type the program and make copies. Changes in the program may be made up to two weeks prior to the recital.
3. It is the student's responsibility to reserve the performance space for the recital and dress rehearsals. See section VIII below for details on making reservations.
4. Student recitals will be held on Mondays, Tuesdays, and Thursdays. Special permission may be granted to hold a recital on a non student recital night by the Department Chair.

5. Upon receipt of the completed form, a recital committee consisting of the applied teacher and two other full-time faculty members will be assigned to the recital. It will be the recital committee's responsibility to approve the recital for performance, provide written evaluations of the recital, and assign the final grade.

6. At the discretion of the Department Chair, students may be asked to perform the recital or a portion thereof for the assigned recital committee. The committee members must approve the recital for performance at this time. They may require the student to perform a portion of the recital again before giving final approval, they may postpone the recital, or cancel it entirely.

7. Students may post posters advertising their recital. The poster must be approved by the applied teacher and Department Chair before it may be posted.

8. Students performing a recital during a given semester are not required to complete a jury exam.

III. Concert Attendance

Majors: All music majors are required to attend at least 50% of recitals or concerts each semester as outlined below. Total number of recitals or concerts per semester is determined by the number events on the UWF Music Event Calendar and scheduled student recitals.

Minors and Part-time: All music minors are required to attend 25% concerts or recitals each semester. Total number of recitals or concerts per semester is determined by the number events on the UWF Music Event Calendar and scheduled student recitals.

1. For performances held in the Music Hall or Main Stage Theatre, students **must** sign-in with the Student Representative **after** the performance.

2. For performances off-campus, the **Concert Attendance Cards** will be used (see appendix A).

(1) Cards may be signed by UWF faculty members and must be signed at the concert, not at a later date.

(2) If a faculty member is not present, the student should attach the program and ticket stub (if applicable) to the recital attendance card. This may not be done for recitals in which a UWF faculty member is present.

(3) Students will be given credit for any concert or recital they perform in, however a card must still be turned in. The card does not need to be signed by a faculty member.

(4) Except for as mentioned in (2) and (3) above, unsigned cards will not be accepted.

(5) Cards should be turned in at the music office

3. All students must attend all faculty recitals.

4. All students must attend **ALL** Music Hall Artist series recital each semester.

5. All students must attend at least one Pensacola Symphony Orchestra concert each semester. (Complimentary tickets are available from the music office)

6. Students must attend all student recitals in their applied area (Wind/Percussion, Voice, Keyboard, Strings, and Brass).

7. If an emergency occurs that keeps the student from attending a required recital, Dr. Marrero must be contacted within 24 hours of the absence.

8. The students applied grade will be lowered one letter grade if the 50% minimum attendance requirement is not achieved. The grade will also be lowered one half letter grade for each required concert missed.

IV. Jury Exams

1. All students taking applied lessons, music majors, minors, and non-majors are required to perform on the jury exam each semester.

2. The jury exam will be graded by the appropriate faculty and the jury exam grade will constitute 50% of the students final applied grade.

3. Students are responsible for completing their jury exam sheets (see appendix A) and provide one copy for each faculty on their exam. The student's applied teacher can give the exact number of jury sheets needed.

4. Students will receive written comments from the jury panel and a final grade form comprising of their semester applied grade (given by the applied professor), their averaged jury grade, and a Yes or No check for recital attendance. The final applied grade will be determined by a numerical standard factoring the semester applied grade given by the major professor at 50%, the averaged jury grade at 50%, then the Yes or No credit for recital attendance.

V. Advancement Exams

1. All music majors in performance and teaching are required to pass an advancement exam at the end of their sophomore year (4th semester of applied study).
2. The advancement exam will take place during jury exams and will serve as the jury for the given semester.
3. Students will perform a short program, not longer than 15 minutes of music, representing styles and periods appropriate to their area of study. The goal is to demonstrate technical and musical advancement appropriate to the degree desired.
4. The student will receive written comments from the jury panel who will then determine pass, pass with concern, pass with degree emphasis change, semester postponement of exam, or fail. The final semester grade will follow the same guidelines as jury exams.
5. Transfer students will be admitted pre or post advancement exam at the discretion of the faculty.

VI. Piano Proficiency

1. All music majors must pass a piano proficiency exam before graduation (see appendix B for a practice Piano Proficiency exam).
2. Class piano must be taken by all music majors unless the piano proficiency exam is passed.

VII. Music Library

1. The music library is open to all music students.
2. Currently no materials may leave the music library, however scores may be studied in the library.
3. Currently recordings may not leave the library, but may be listened to in the listening lab.
4. Books and periodicals on music are available in the main university library.

VIII. Listening Lab

1. Listening lab stations are available in the music library.
2. Recordings may not be removed from the library.
3. Dubbing of recordings is prohibited.

IX. Music Technology Room

1. Computers, music software, keyboards and sound modules are available to all music students. The Music Technology room is located in the music library.
2. Music majors and minors may use the technology lab during posted hours.
3. Students having assignments due in a class making use of the technology lab have priority on the use of the equipment.

X. Practice Rooms

1. Practice rooms are available to all music students on a first come basis.
2. For the student's safety, practice room doors should be locked while occupied

XI. Performance Rooms

1. The use of performance rooms (the Music Hall and Mainstage Theater) is controlled by the Center for Fine and Performing Arts building manager, Musetta Jensen (office # 474-2148)
2. Students presenting recitals should reserve the performance hall through the Music office. It is advised to reserve the room as early as possible to ensure the desired date. Reservations must be made for the dress rehearsal as well as the recital.

XII. Lockers

1. Lockers may be requested from the music department secretary.
2. Students may only request lockers appropriate for the size of their instrument.
3. Students may not request an additional locker.
4. Lockers are assigned on a yearly basis. All personal items must be removed by the end of the academic year.

5. Special arrangements may be made for summer use.
6. Music majors receive priority for lockers.

XIII. Instrument Check out

1. School owned instruments may be check out through the Music Department secretary, (See appendix A).
2. School owned instruments are assigned on a yearly basis and should be returned by the end of graduation in the Spring semester.
3. Special arrangements may be made for summer use.

XIV. Scholarships

UWF Music Scholarships are awarded to individuals demonstrating exceptional talent and are available to music majors and non-music majors. Regardless of major, scholarship recipients are required to contribute strongly to the UWF Music Department through performance in ensembles and class attendance, and expected to promote a positive image to peers and the community. (See appendix A for Scholarship application and guidelines.)

XV. Revolving Schedule

The Music Department implements a rotational system for class offerings. This is done to offer classes in a more efficient manner. Students should check this list carefully as it may affect your scheduling. It is available in the Music office. Consult your advisor should you have any questions.

Curriculum Guidelines

1. Upon acceptance to the University all incoming freshman and sophomores are assigned an advisor in the University advising center.
2. The music department will also assign all incoming music majors a music advisor. This will usually be the students applied teacher.
3. Students should contact their music advisor to set up an advising appointment (even if the student has already been advised by the University advisor).
4. All music majors should turn in a Music Major's Declaration of Degree Tract form (see appendix A) to the music secretary.
5. Degree plan sheets are available in the Music Department office.

Ensemble Participation

1. All music majors and minors must register for one of the major ensembles (Band, Orchestra or University Singers) each semester in which they are in residence as a major or minor. (With the exception of the semester of student teaching for Music Teaching majors.)

2. All non majors taking applied lessons must register for an ensemble each semester they are taking applied lessons.

Applied Lessons

1. All music majors must take applied lessons in their respective area (instrumental or voice) in accordance with their respective degree plans.

2. Music Teaching Majors take 2 credit hour lessons (meeting ½ hour per week). Music Performance majors take 3 credit hour lessons (meeting 1 hour per week).

3. All students presenting recitals must take applied lessons during the semester of the recital.

4. All music minors must take at least 2 semesters (4 credit hours) of applied lessons.

5. Students should see their applied teacher at the beginning of the semester to be assigned a time for the applied lesson.

Appendix A Forms

1. Student recital hour Performance Form

2. Concert Attendance Cards

3. Recital Performance Request

4. Jury Sheet

5. Instrument check out form

6. Scholarship Application and Guidelines

7. Declaration of Degree Tract

Student Recital Hour Performance Request

(PLEASE PRINT)

Name _____ Date of performance _____

Instrument or voice type _____ Accompanist _____

Title of work(s) (include movements)	Composer	Dates	Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Applied Teacher's
Signature _____

*Please turn this form in to Dr. Marrero at
least one week prior to the intended
performance date.
Late forms will not be accepted.*

Concert Attendance

(PLEASE PRINT)

Name _____

Date of Concert _____

Event attended

Faculty
Signature _____

(If no UWF faculty is present, attach the
program and ticket stub)

Recital Performance Request

(PLEASE PRINT)

Name _____ Instrument or voice type _____

Accompanist (and instrument) _____

Date of recital _____ Performance room reserved (Y/N) _____ Length of recital _____

Check one: Junior Recital _____ Senior Recital _____ Graduate Recital _____ Other _____

Recital committee members (to be assigned by the music department)

Titles of works (in performance order)	Composers	Dates
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Applied Teacher's signature _____

Jury Sheet (available in the Music office)

Instrument Check Out (available in the Music office)

Scholarship Request (scholarship request forms are available in the Music office or online)

Declaration of Degree Tract

Name _____ Instrument or voice type _____

Degree Tract (check one)

_____ Performance major

_____ Music Teaching major

Appendix B

Piano Proficiency

- I. Scales Major and minor scales in all keys in sixteenth notes;
m.m. = 80 for the quarter note.
- II. Chord Progressions: I-IV-I-V7-1 in all major and minor key's.
- III. Sightreading
 - A. Open-Score: Sightreading of an assigned four-part vocal score with one week preparation time given
 - B. Literature: Sightreading of a selected work at the intermediate level or its equivalent.
- IV. Melody Harmonization: Harmonization of a melody, at sight using primary chord functions in an accompaniment style.
- V. Transposition: Transposition of a simple melody, with chordal accompaniment up a half-step, down a half-step, up a fourth, or down a fifth.
- VI. Repertoire. Perform two pieces at the intermediate level from memory demonstrating correct performance practices, including dynamics, phrasing, and tempo indications.

Appendix C

**Curriculum Guides
(Available in the Music Office)**

