

University of Arkansas

Graduate Music Student Handbook

Department of Music
2012/2013



An all S T E I N W A Y & S O N S® school

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www.uark.edu/depts/uamusic

http://grad.uark.edu/dean/GRADUATE_STUDENT_HANDBOOK.pdf

DEPARTMENT OF MUSIC

Welcome to the University of Arkansas Department of Music. We hope that you will experience a professional learning environment and enlightening musical opportunities in your masters' studies.

Although graduate students are ultimately responsible for their progress toward the master's degree, you will be advised and your progress monitored by the Graduate Music Adviser, Dr. Stephen Gates or by Dr. Dale Misenhelter, who advises graduate students in Music Education. This handbook, the Graduate Catalog, the Graduate School Handbook, and the current Schedule of Classes should answer most questions; however, Dr. Gates and the Graduate School are available for consultation. Dr. Gates' office is room 314, phone number 479-575-5764 and email sgates@uark.edu. It is always better to schedule an appointment than to assume Dr. Gates is available.

The purpose of this Handbook is to outline the details of progress that you will make between taking the Diagnostic Music History and Music Theory Exams and applying for graduation. You will find steps to apply for graduate school, an application for graduate assistantships, audition information, curriculum guides for all masters programs, a list of graduate faculty, advising procedures, assistantship duties and issues, a record of yearly progress, and reminders concerning the final term. Web sites that you will want to access include the graduate school web site (www.uark.edu/depts/gradinfo/).

Step 1: APPLICATION AND ACCEPTANCE

Step 2: TAKE MUSIC HISTORY AND THEORY DIAGNOSTIC EXAMS*

Music Education Students submit a tape and schedule an interview

*Study Guides are at the end of this handbook. The exams are administered during the week preceding the first week of the semester)

Step 3: MEET FOR ADVISING WITH DR. GATES, CONSULT MAJOR

PROFESSOR, PLAN THE SEQUENCE OF COURSEWORK IN DEGREE PLAN

File the Advisory Committee Form with Dr. Gates

*NOTES: 1. REMEDIAL CLASSES IN MUSIC HISTORY AND THEORY MUST BE COMPLETED BEFORE YOU CAN ENROLL IN GRADUATE-LEVEL MUSIC HISTORY AND THEORY CLASSES

2. BY SECOND SEMESTER FORM THESIS/PROJECT COMMITTEE

Step 4: FINAL SEMESTER

1. APPLY FOR GRADUATION
2. FINISH THESIS/PROJECT AND DEFEND FOR EXAM COMMITTEE
3. TAKE WRITTEN AND ORAL COMPREHENSIVE EXAMS
4. FILE RECORD OF PROGRESS FORM WITH THE GRADUATE SCHOOL

CELEBRATE!

INFORMATION ABOUT THE UA MUSIC DEPARTMENT

DEPARTMENT OF MUSIC – FACILITIES

The Department of Music has offices and classrooms in three University Buildings: The Music Building (MB) located directly south of Mullins Library houses: the Chair's Office; Departmental Office; choral rehearsal facilities;

and practice rooms. Building hours are written on all outside glass doors. Smoking is not permitted anywhere in the Music Building or on the University campus.

The Fine Arts Building (FA), connected to the Music Building by a bridge walkway, houses the Stella Boyle Smith Concert Hall (FA 140)—where most on-campus concerts are presented—and the Fine Arts Library (note that the music collection is in Mullins Library).

The Lewis E. Epley, Jr., Band Hall (BB) located directly south of the Arkansas Student Union, contains the Eldon A. Janzen rehearsal hall (4400 sq. ft.) and a smaller rehearsal hall, as well as percussion practice rooms and the offices of the percussion and band faculty. This building serves as rehearsal area for the Concert Bands, the "Razorback" Marching Band, the University Symphony Orchestra, the Jazz Band, and the Percussion Ensemble.

The Walton Arts Center (WAC) is the concert site for the large performing ensembles (University Symphony Orchestra, Symphony, Symphonic Band, Concert Band, Campus Band, Schola Cantorum, Concert Choir, Inspirational Chorale, and Opera Theater). Its 1,200 seat Baum-Walker Hall and 250-seat Starr Theater provide performance venues for UA ensembles and recitals.

MULLINS LIBRARY

Mullins Library houses the University's collection of music, scores, and music-related books. Recordings are in the Performing Arts and Media room. Library hours are posted on the library door; the Head of Performing Arts and Media is Lora Lennertz-Jetton.

LOCKER CHECK-OUT

Many Graduate Assistants are assigned their own desk in an office with other graduate assistants. If you plan to teach in your office space you will need to coordinate schedules with your office mates.

Graduate students who are not assistants but have a demonstrable need for a locker are entitled to one in the Music Building. Locker assignments are based on the size required for each student's need, and are made each Fall, Spring, and Summer terms in the department office. Students should bring copies of their class schedule printouts when registering for lockers to verify ensemble enrollment. Lockers must be vacated at the end of each semester unless arrangements have been made in the department office to retain the locker during the next term.

KEYS

If you have need of a key to a room in the music building, please see Misty Slavens in the music office. If you are a graduate assistant you will be able to check out a key to your office, to the building, and to any teaching space required. Key cards are picked up, with the signature of either Dr. Mains or Jennifer Atchley White, in the music office. You will need to take the key card and your photo ID to the key office on Mitchell Street to get your keys. Keys must be returned at the completion of your degree. No keys or office spaces are assigned to students not on teaching assistantship assignments.

INSTRUMENT CHECKOUT

Students enrolled in MUEN (Music Ensemble), MUAP (Applied Music), or MUAC (Applied Class) courses may be eligible to check out university-owned equipment for use in those courses. Check with the MUAP teacher, MUAC teacher or MUEN conductor for details.

PRACTICE ROOMS

There are several different practice rooms available in the music building. There are six grand pianos in practice rooms on the third floor in rooms that remain locked. These are available for use by pianists who have access approved by the piano faculty; a key may be checked out through Misty Slavens, one semester at a time.

Music stands are provided in the two large ensemble rehearsal areas in the Band Building, in the Stella Boyle Smith Concert Hall and in the Music Building. All music majors who regularly use music stands should plan to purchase a folding stand for use in chamber music and instrument classes that meet in the Music Building. Folding stands are available at SAIED Music Company for around \$12, and also from the University Bookstore.

MUSIC DEPARTMENT OFFICE

The Music Department Office, MB 201, houses the Department Chair, and three administrative assistants. A photocopying machine is located in the outer office. The photocopy machine is available only for copying University-related documents; requests for copying are made in the office.

RESERVING CONCERT FACILITIES

Most student recitals take place in the Stella Boyle Smith Concert Hall, but alternate venues are Giffels Auditorium (scheduled through the Fulbright Dean's office 575-4804), and the AU Theatre and Ballroom (scheduled through the Union) and rarely in area churches. Your applied teacher must help you to reserve the hall where your recital will take place. The Stella Boyle Smith Concert Hall schedule is online. Access to this schedule can be found under the drop-down menus for Events on the left the opening page of our website. Forms for reserving a concert time are available in the Music Office as well as online. Most events start at 8 P.M. however, because facilities are so tightly scheduled, there will be two recital times on Mondays and Thursdays of the last four weeks of fall semester and from April 1 through the end of classes during spring semester: one at 6:00 P.M. and one at 8:00 P.M. Further, there are four times during those periods for Saturdays and Sundays: 1:00 PM, 3:30 PM, 6:00 PM and 8:00 PM. The Department has established dates for each semester to sign up for the various types of recitals (faculty recitals, graduate recitals, student ensemble concerts, undergraduate degree recitals, non-degree recitals, etc.).

To Sign up for a Fall Semester recital

Graduate Students may sign up for fall recitals from the first day of school until the second Friday in September. Undergraduate students scheduling degree recitals in the fall may sign up from second week of school through the second Friday in September. Rehearsal times and all other recitals may be requested after the second Friday in September. Recitals and concerts have priority over rehearsals under all circumstances. Please notice that the **second Friday in September** is the last date for scheduling fall Semester recitals.

To Sign up for a Spring Semester recital

Graduate Students may sign up for spring recitals from the third Monday in October through the last day of January. Undergraduate students scheduling degree recitals in the spring may sign up from fourth Monday in October through the last day of January. Rehearsal times and all other recitals may be requested between October 31 and the last day of January. Recitals and concerts have priority over rehearsals under all circumstances. Please notice that the **last day of January** is the last date for scheduling spring semester recitals.

CONCERT PROGRAMS AND POSTERS

Concert programs for student solo and degree recitals are to be prepared by the performer. Guidelines for preparation, and sample programs, are available from the Mullins Library Libguides web page, <http://uark.libguides.com/MusicPrograms?hs=a>. Your applied teacher should approve your program for content, language consistency, etc. Your program should be emailed to Misty by the day of the concert. (mjslaven@uark.edu) Students are responsible for their own publicity posters and program notes. For guidance on the preparation of program notes, consult your applied teacher.

RECORDING

The music department records all student degree recitals for a \$35 fee. The fee must be paid to Misty at the time the hall is reserved. There is an additional copyright release form that must be signed by you and by your applied teacher. The performer will be provided an audio recording of the performance.

Student ensemble performances are recorded, and the ensemble director is provided a copy. Faculty recitals are

ensemble performance, or a copy of your teacher's recital, the A-V office of Mullins Library will produce one for a modest fee, or you may take your own blank media to the A-V room of Mullins Library, check out the recording you wish to copy, and copy it yourself using the equipment available in A-V. Only events scheduled in the Stella Boyle Smith Concert Hall and Walton Arts Center will be routinely recorded by the Music Department; other events may be recorded as needs and circumstances dictate.

PERFORMANCE OPPORTUNITIES

Solo performances represent an important part of a music student's training at the University of Arkansas, in performance degrees. Students are encouraged to take advantage of these opportunities:

Wednesday Recital Hour (WRH): Meets every Wednesday, except the first Wednesday of each month, at 3:30 p.m., in the Stella Boyle Smith Concert Hall. Undergraduate Music majors are required to attend (but graduate students are encouraged to perform). Performance times are reserved in the Music Office; performers must submit a performance information form not later than one week previous to the performance. Students who cancel a WRH performance may not re-schedule during the same semester; no substitutions are allowed on WRH performances. The last two or three Student Recitals of each semester are usually crowded; students should reserve times early in the semester.

COMPETITIONS

Honors Recital Competition: Soloists and ensembles are selected through competitive audition, involving an independent panel of judges. MTNA Competition: National competition organized by the Music Teachers National Association, and held at the state, regional, and national levels. State competition normally takes place late in October or early in November. USO Concerto/Aria: Takes place during the early part of the spring semester. The winner performs with the University Symphony in the spring semester. The literature should be one movement of a concerto; it should be performed from memory and there is a 10-minute limit. Works written after 1800 must be approved by the University Symphony conductor.

MISSING CLASSES, REHEARSALS

Occasionally it is necessary for students to miss classes and rehearsals due to tours, trips, illness, etc. Please be aware of the fact that University of Arkansas faculty members are under no obligation to excuse a student from a class. Each faculty member retains the right to decide whether a reason presented by a student is grounds for an excused absence. It is the student's responsibility to inquire about missed material and assignments. The concept of an "excused" absence simply means that a student's absence will not directly result in a grade reduction. It does **not** (and should not) excuse the student from learning the course content that was covered during the student's absence. In cases of trips for departmental ensembles, it is always best to talk to your teacher(s) in advance and ask to make up the material in advance of the absence.

PETITIONING PROCESS

All policies and regulations of the University of Arkansas allow a petitioning process as an avenue for students to present what they feel are compelling reasons to be exempt from a policy or requirement. The petition normally takes the form of a letter addressed to the official or committee charged with carrying out the policy or regulation. If you wish to present a petition, but are uncertain of the procedure, consult with your private teacher, area coordinator, academic advisor or the department chair.

ADVISING

Dr. Gates and Dr. Misenhelter will post advising appointment times during preregistration weeks and at various other times to assist you with planning your schedule. To help them serve your needs effectively, you should prepare a list of appropriate courses for each semester's registration, and consult the Schedule of Classes on ISIS published by the University each semester to determine the best available schedule for your classes. Your major professor and advisory committee should be consulted each semester.

<http://music.uark.edu/people/faculty.php>

ANNUAL GRADUATE STUDENT ACADEMIC REVIEW

Yearly progress is monitored through the Annual Graduate Student Academic Review process. You will have a committee consisting three members; this committee must include your major professor. Your major professor will complete a form that will be given to Dr. Gates before the end-of-the-year interview with him. At the end of the interview you will be asked to take a report to the Graduate School. Copies of these two reports appear on the following pages.

Music Department Graduate Student Yearly Review

Name _____ ID Number _____

Year Entered _____ Degree Program _____

Interview conducted by _____

This student has met the following requirements:

_____ Has at least a 3.0 Grade Point Average

_____ Has completed at least 12 Graduate Hours

_____ Has completed all (if any) deficiencies

Will need to address the following deficiencies:

_____ Music History

_____ Music Theory

_____ Performance Requirements

Minimum Grade Point Average

_____Number of Graduate Hours

_____Performance Majors: This student should be able to complete the required recitals in the following year.

Thesis/Project Advisors This student's topic or composition is:

Performance Professor: _____

This student is/is not making adequate progress toward completion of the project.

Thesis/Project Advisor _____

CURRICULUM GUIDES

<http://music.uark.edu/academics/graduatedegreeprograms.php>

FINAL SEMESTER

There are several things that must happen before you can graduate. First, you must apply for graduation. This can be done online or, early in the final semester visit the office of the Graduate School and ask for the papers that need to be filed. With the help of your major professor you will ask three graduate music faculty members with whom you have worked during the course of study to serve as the committee for your final comprehensive exams that will take place before the end of the semester. There are two examinations; a written one followed approximately one week later by the oral one. The written examination questions are given to the committee chair who then gives the questions to the candidate to answer. It is normal to ask committee members how to prepare for their questions. Generally about 2 to 4 hours are set aside for you to answer these questions. A week later the candidate will schedule an hour and a half session with the committee. The oral questions can be about your written answers or can address other degree related information. At the successful completion of the exams each committee member will sign Record of Progress Form found at: <<http://grad.uark.edu/forms/student/progress-record.pdf>>. The paper must be signed by your advisor and by the department chair. The candidate is responsible for taking it to the Graduate School.

A project/thesis requires another committee. Your project/thesis advisor will be helpful in selecting members for this committee. At the completion of the project/thesis there will be a defense, and it will be submitted to the graduate school for the library.

Please double-check the requirements for the project/thesis (graduate school website <<http://www.uark.edu/depts/gradinfo/dean/thesisguide.html>>).

Study Guides for Graduate Entrance/Diagnostic Examinations

Music History

This test consists of an objective section (matching or multiple choice) and a listening section (probably 6 excerpts played 2-3 times each depending on length). The objective section will probe your knowledge of the main dates, figures, genres, forms and style features of the main music-historical style periods, i.e., Medieval, Renaissance, Baroque, Classical, Romantic, and 20th Century. This section will establish whether or not your knowledge corresponds to that required of our own undergraduates after successfully completing our two-semester music history survey (MUHS 3703, 3713). The listening section will have the same aim, and it will ask you to identify as specifically as possible the historical period, composer, genre and/or performance medium (e.g., piano, orchestra, recorder consort, etc.) and predominant features of form and style for each excerpt you hear. For this section, it is expected that good answers may vary in content as some will focus on different style features than others. The best approach will be to make your answers in the form of brief essays in which you supply the asked-for details and relate them meaningfully to each other and the excerpt. Example: "This is a da capo aria from the Baroque period, probably by G.F. Handel. The voice type is baritone, so it was probably originally a castrato part. There is a lengthy orchestral ritornello (baroque instrumentation of strings and harpsichord) preceding the vocal entry, and the voice part, in Italian is highly florid and melismatic (probably with word-painting)."

Suggested study procedures: Review your own music history textbooks and class notes. If these are lacking, any reputable music appreciation or music history book will emphasize the basics on which you are to be tested. For the listening section, it is suggested that you practice listening and identifying what you hear, with listening anthologies (available at the library if you don't own one), and classical radio and concert listening. Studying will unquestionably help your performance.