J. William Fulbright College of Arts and Sciences
Department of Music
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UNIVERSITY OF ARKANSAS
J. WILLIAM FULBRIGHT COLLEGE OF ARTS AND SCIENCES
Revised 2013
I. DEPARTMENT OF MUSIC - FACILITIES

The Department of Music has offices and classrooms in three University Buildings and the Walton Arts Center:

The Music Building (MB) located directly south of Mullins Library houses: the Chair's Office; Departmental Office; Choral rehearsal facilities; the piano lab; the electronic laboratory; organ practice rooms; studios for piano, vocal, woodwind, brass, and string faculty; classrooms and practice rooms. Building hours are from 7 a.m. to 11 p.m. Monday - Friday, and 8 a.m. to 11 p.m. on weekends. University buildings are usually locked over vacation periods. Smoking is not permitted anywhere on 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.

The Lewis E. Epley, Jr., Band Hall (BB) located directly south of the Bus Garage and the Student Union, contains the Eldon A. Janzen rehearsal hall (4400 sq. ft.) and a smaller rehearsal hall, the offices of the Director of Concert Bands, Director of Athletic Bands, Assistant Director of Bands, the percussion studio and practice rooms. This building serves as rehearsal area for the Symphonic and Concert Bands, the "Razorback" Band, the Wind Ensemble, University Symphony Orchestra, the Brass Choir, the Jazz Band, and the Percussion Ensemble.

Walton Arts Center (WAC) is the concert site for the large performing ensembles (Symphony Orchestra, Symphonic Band, Wind Ensemble, Concert Band, Campus Band, Schola Cantorum, Concert Choir, and Opera Theater).

B. MULLINS LIBRARY

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

C. LOCKER CHECKOUT

Students who are declared music majors, or students registered for an ensemble with a demonstrable need, are entitled to a locker in the Music Building (assigned from the main office) or the Band Building (assigned from the Band office.) Locker assignments are based on the size required for each student's need, and are made each Fall, Spring and Summer terms in the Music office or the front Band 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.
D. KEYS
Keys to some rooms in the Music Building and the Stella Boyle Smith Concert Hall are kept in the Music Office, and may be checked out to faculty and students; students who wish to check out a key to the Concert Hall must leave their student I.D. or a $10 deposit.

E. INSTRUMENT CHECKOUT
Students enrolled in MUEN (Music Ensemble), MUAP (Applied Music) or MUAC (Applied Class) courses may be eligible to checkout university-owned equipment for use in those courses. Check with the MUAP teacher, MUAC teacher or MUEN conductor for details. Students must sign an instrument checkout form that verifies them as the person responsible for the care and safety of the instrument until the instrument is returned. Any instrument stolen or damaged during this period is solely the student's responsibility.

F. PRACTICE ROOMS
Practice rooms are available in the Music building and Band Building for students enrolled in MUAC, MUAP, or MUEN courses. There are several practice rooms on the third floor in rooms that remain locked and are available only to piano majors. Piano majors request a key card from the office and obtain the key from the key office on campus. Also on the third floor are 5 practice rooms connected to computers with Smart Music software. Mr. Morris (room 325) maintains these rooms. If you have questions or issues with these computers, please see him. Please be respectful of the use of these rooms by not leaving materials in the room after your practice time has ended. Also, there should be NO drinks or food brought into the rooms at any time.

G. MUSIC STANDS
Music stands are provided in the instrumental large ensemble rehearsal areas (the two large rehearsal areas in Epley Hall, in the Concert Hall) and in the Music Building. Do not remove stands from the practice rooms unless specifically directed by a faculty member.

H. MUSIC DEPARTMENT OFFICE
The Music Department office, located in MB 201, houses the Department Chair, the departmental secretaries and faculty/graduate assistant mailboxes. A photocopying machine is located in the outer office. The photocopy machine is available only for office, faculty, and graduate teaching assistant copying for University-related purposes. Undergraduate students may not use the office copier. There is a computer in the back of this room for music student and faculty use.

I. 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), in 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
4 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.).

The dates for the school year are as follows:

**To Sign up for a Fall Semester recital**
Graduate Students may sign up for fall recitals beginning the first day of fall classes through the second Friday in September. Undergraduate students scheduling degree recitals in the fall may sign up from the second week of fall classes through the second Friday in September. Rehearsal times and all other recitals for the fall semester may be requested after the second Friday in September. Recitals and concerts have priority over all scheduled rehearsals under all circumstances. Rehearsals may be scheduled during recital and concert times, typically from 7:30 PM until 9:30 PM, with the understanding that a subsequent request for a recital or concert will be granted without the permission of the person scheduling the rehearsal. Please notice that the second Friday in September is the last date for scheduling fall Semester degree recitals.

**To Sign up for a Spring Semester recital**
Graduate Students may sign up for spring recitals beginning the third Monday in October until the last day of January. Undergraduate students scheduling degree recitals in the spring may sign up beginning the fourth Monday in October through the last day of January. Rehearsal times and all other recitals for the spring semester may be requested after the last day of January. Recitals and concerts have priority over all scheduled rehearsals under all circumstances. Rehearsals may be scheduled during recital and concert times, typically from 7:30 PM until 9:30 PM, with the understanding that a subsequent request for a recital or concert will be granted without the permission of the person scheduling the rehearsal. Please notice that the last day of January is the last date for scheduling spring semester degree recitals.

**J. 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 in the Music Office from Misty Slavens. 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.

**K. 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 recorded and those recording are available in the library. It is the intent of the music department that all events are recorded and available in the library. If you would like an extra copy of your own recital, a friend's recital, an 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.

ACCOMPANYING GUIDELINES FOR NON-STUDENT ACCOMPANISTS REVISED

NOTE: The following guidelines are for non-student accompanists. Enrolled piano students will be paid for accompanying only after the requirements of (1) the accompanying class (the curricular requirement) and (2) any “accompanying” scholarship requirements have been met.

A list of accompanists is posted on the door of MB 301 and in the music office. It is to your benefit to contact an accompanist early and ask about their fees. The Music Department pays the accompanist fees for the Honors Recital and the second level of competitions. Students pay for the accompanying fees of all first rounds. Some examples that the Music Department pays are: MTNA (Regional): Studio teachers of students who advance to the Regional competition will meet with the Chair to determine departmental commitment, which will include at least travel expenses for accompanist(s). MTNA (National): NATS The Department will pay the accompanists' fees (not travel) for the second and third round, whenever students advance to those rounds, at a rate of $25 and $50, respectively.

Note: Payment structure is for non-student accompanists.

II. DEPARTMENT OF MUSIC - DEGREE INFORMATION

DEGREES OFFERED

The Department of Music offers two undergraduate degrees and a variety of graduate degrees in music.

For a complete list of Undergraduate Degree Programs please refer to

http://music.uark.edu/academics/degreeprograms.php

Music Minors: Students majoring in a non-music program in Fulbright College may elect to pursue the Minor in Music. The Minor in Music consists of “a minimum of 18 semester hours in music courses to include MLIT 1013, MUTH 1603, MUTH 2603, and either MUHS 3703 or MUHS 3713; other courses to be determined by the student in consultation with a music faculty adviser. The student must notify the Department of Music of his/her intent to minor.” Contact the Music Department's Minor Advisor, Dr. Stephen Gates, for information.

Master of Music is the graduate level professional degree in Music Performance (instrumental, keyboard, voice), Music Education, Music Theory, Composition, Conducting (instrumental and choral), Music History (music history and early performance practice). This degree typically takes two years to complete and prepares students for careers as college-level teachers of music, as professional performers, or for further study at the doctoral level.

The Graduate Certificate in Advanced Instrumental Performance is not a graduate degree but a performance-intensive program for students who already possess the M.A. or its equivalent. It is designed for all applied instruments including the piano. It is intended for the serious, advanced performer who already possesses a graduate degree in music and wants to continue his/her intensive
instrumental studies but does not want to enter a doctoral program where the emphasis is on academic coursework and a written dissertation.

A. ADVISORS AND ADVISING
Most of the official paperwork pertaining to a student's progress through a degree at the University of Arkansas must be signed by the student's advisor. Although you are encouraged to receive advice from any number of people, including your applied teacher or friends, your advisor is specifically charged with being familiar with your degree requirements, and he or she will be the single person who will have access to information that helps you to register for the right classes in the proper sequence. MAKE AN ADVISING APPOINTMENT WITH YOUR ADVISOR BEFORE REGISTERING FOR CLASSES. Students who have not reached sophomore level standing have an “advising hold” on their ISIS account and are required to meet with their advisor prior to registering for any classes. Students at sophomore level have no “advising holds” on their ISIS registration but are STRONGLY advised to meet with their advisor in order to stay on track with their degree plan.

In the Department of Music, advisors are assigned according to the degree type. Music Education students are further divided by emphasis. Accurate advising can be done only when the Fulbright College Dean's Office has the correct information regarding the degree you are pursuing. Advising assignments are posted on each student’s ISIS Student Center page. If you have questions about the advising process or need assistance, please see the Undergraduate Advising Coordinator, Mr. Stan Morris.

B. WORKING WITH YOUR ACADEMIC ADVISOR
You have a great deal of control over your progress toward graduation at the University of Arkansas. Your advisor is not a dictator; he or she serves as a sounding board for your educational plans, and can also help in warning you about unseen hazards in course work options you may be considering. It is important that you take as much responsibility as possible for tracking your progress through your academic program at the University of Arkansas. Degree plans are made available at orientation or you may find a copy of the current year’s requirements on the Music Department’s web page. It is important to get one, study your degree's requirements, and keep up with your course work as you progress through your degree.

Advisors post advising appointment times during pre-registration weeks and at various other times to assist you with planning your schedule. To help your advisor 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 each semester to determine the best available schedule for your classes.

C. DROPPING AND ADDING COURSES
Occasionally it is necessary to make an adjustment to your schedule after the normal registration process is completed. Information about the registration process can be found at: http://registrar.uark.edu/1105.php

Make sure that you take advantage of the opportunity to discuss with your advisor the ramifications of each change you are contemplating. On a rare occasion when someone other than your normal academic advisor might help you with a change of registration, be sure to let your advisor know what was done so that he or she can keep accurate records of your academic progress.
D. ENSEMBLES
Students majoring in music at the University of Arkansas are required to enroll in a Music Department Ensemble during each semester of full-time enrollment. Scholarship requirements may differ from degree requirements (i.e. University Symphony Orchestra may fulfill a wind/percussion degree requirement, but NOT a particular scholarship requirement). Major Ensembles (the ones students need to enroll in as a logical part of their major) for the various areas of the Department are:

Vocal Ensembles: students audition for the voice faculty and are placed in Schola Cantorum or Concert Choir.

Instrumental Ensembles: University Symphony Orchestra (String, Winds, Percussion), Razorback Marching Band (Fall only), Wind Symphony, Symphonic Band, Concert Band, Campus Band, or Jazz Ensemble.

Keyboard area students are assigned accompanying duties in lieu of an ensemble requirement and should enroll each semester in the appropriate level of MUEN 1541, 2541, 3451, or 4451 Accompanying (keyboard students minoring in voice must enroll in Schola Cantorum or Concert Choir to fulfill their degree plan's ensemble requirement).

E. RECITAL ATTENDANCE POLICY
Recital attendance requirements represent a significant portion of the course content of major applied study, providing for development of concert listening habits, exposure of the student to literature other than his or her own, development of concepts relating to the listener's role in music, and developing good concert etiquette.

Wednesday Recitals: All degree-seeking undergraduate music students (B.A., B.M.) must attend all Wednesday student recitals during each semester of study; Wednesday Recital Hour normally meets each Wednesday of each month, except for the first Wednesday, at 3:30 - 4:30 p.m. in the Fine Arts Concert Hall. The Wednesday Recital Hours for the 2011/2012 academic year appear on the clipboard on the door just inside the music office. As a reminder, signs are posted around the Music Building on Wednesdays. Each student will be assigned a numbered tag to take from a board before each Wednesday Recital. Each tag must be returned by the student to whom it belongs after the recital period. Students will not be allowed to turn in more than one tag. Tag numbers will be posted at the second student recital of each semester.

In addition to Wednesday Recital Hour (WRH), each student must attend 8 "other" recitals or concerts during the course of each semester. The "other" recitals will not include recitals in which the student performs more than one selection.

Additional Recitals: Your studio teacher will inform you how to report your attendance at recitals and concerts.

The Recital Attendance Requirement ends after eight semesters. Students may apply to be excused from further attendance by completing the WRH Petition Form available in the Music Office.

Students with fewer than eight semesters of attendance who feel they can present a compelling case
to be exempt from the policy must initiate a petition, available in the Music Office, which must be supported by the applied teacher and area coordinator, and approved by the Music Dept. Chair. Normally, these students will be required to attend extra evening performances. Emergency absences (i.e., illness, funeral) must be excused by the private teacher. Grade Reductions: Missed recitals accumulate 1/3 grade reductions of the final grade in applied music. Penalties will accumulate without limit. Each student gets one unexcused absence from Wednesday Recital (but not the "other" recitals) without penalty.

F. ENTRANCE REQUIREMENTS FOR APPLIED MUSIC
Each area of the Music Department has different guidelines and requirements for students beginning their study of applied music (private lessons). Generally, the areas have requirements for MUAP X001 (applied secondary) MUAP 110V/210V (freshman/sophomore applied) MUAP 310V/410V (junior/senior applied) and MUAP 510 (graduate applied). Passing a "sophomore barrier" and the completion 4 semesters of MUAP 110V/210V with a grade of “B” or better is required before a student can enroll in MUAP 310V. In addition, all candidates must perform as a soloist twice on Wednesday Recital in order to enroll in MUAP 310V. Contact the following music faculty for more details:
Voice: Dr. Eddie Jones
Keyboard: Professor Jura Margulis
Strings: Dr. Er-Gene Kahng
Woodwinds: Dr. Ronda Mains
Brass: Dr. Tim Thompson
Percussion: Professor Chalon Ragsdale

G. SCHOLARSHIP PROCEDURES AND POLICIES
In addition to campus-wide scholarship, Honors College awards and financial aid programs such as Academic Scholarships and Pell Grants, the Department of Music offers scholarships to deserving students who major in music or participate in music ensembles. These awards are based on musical ability and are renewable for up to five years. Winning a music scholarship does not prevent a student from accepting financial aid from the University as well. Be sure to check the scholarship site of the University website. http://scholarships.uark.edu/

H. ELIGIBILITY FOR SCHOLARSHIP AWARDS -- High school seniors, college transfer students and current University of Arkansas students are eligible to apply. Students who participate in band, choir, or orchestra but do not major in music are eligible for ensemble participation awards. Information about the process can be found at: http://music.uark.edu/academics/admissions.php

I. SCHOLARSHIP PROBATION – Most scholarships are automatically renewable. However, under certain conditions, students whose work does not meet the standards for automatic renewal may be placed on scholarship probation.

Guidelines for consideration of scholarship probation are:

1. Cumulative GPA falls between 2.5 and 2.75.
2. Support of the applied teacher and appropriate area coordinator (keyboard) or ensemble conductor (voice, strings, winds and percussion).

*A student on probation can receive his or her scholarship only if the student is successful in
completing 12 hours with a 2.75 GPA as well as continuation in good standing in all areas of achievement. The probationary status will continue until the student's cumulative GPA returns to 2.75, and the hour total returns to an average of 12 hours per semester.

J. APPLIED MUSIC JURIES
Each student enrolled in MUAP 110V, 130V, 210V, 230V, 310V, 330V, 410V and 430V performs a "jury" at the end of each semester; the jury is the equivalent of the final examination requirement in other courses. The jury is normally performed for a panel of music faculty. The jury members submit grades for the jury performance; these grades are averaged, and that average, in turn, is averaged with the private teacher's semester grade (the teacher's grade counts 2/3 of the final grade). Students are required to complete and submit a "Jury Form" (available in the rack next to the bulletin board across from the Music Office, or in the Music Office) in accordance with the guidelines of their performance areas (brass, keyboard, strings, voice, woodwinds). Each area coordinator posts jury sign-up sheets by the main office in the music building in the last two weeks of classes.

K. PERFORMANCE OPPORTUNITIES
Solo performance represents an important part of a music student's training at the University of Arkansas, regardless of degree. 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 Fine Arts Concert Hall. B.M. majors are required to perform twice before the end of their sophomore years. 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.

**Concerto-Aria Competition:** Takes place near the end of the Fall semester or the beginning of the Spring semester. An independent panel of judges is hired to select soloists to perform with the University Symphony Orchestra during the Spring Semester. Students must perform one movement of a major concerto by memory, and the movement must not exceed a 10-minute time limit. Literature must be approved in advance by the USO conductor, Dr. Mueller.

**Honors Recital Competition:** Soloists and ensembles are selected through competitive audition, involving the entire music faculty as 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 the last weekend in October.

**NATS Competition:** For voice students. See your applied instructor.

L. 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 in advance and ask to make up the material in advance of the absence.

M. 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.

III. STEPS TO LICENSURE FOR THE MUSIC EDUCATION MAJOR

1. Enroll in a Bachelor of Music (music education) degree plan:
Keep in touch with your assigned advisor. Students seeking initial certification (licensure) in Music Education must complete a post-baccalaureate internship (student teaching) after all coursework is completed and Bachelor's degree is posted. You must pass PRAXIS I with the following scores:
Reading 172
Writing 173
Mathematics 171

It is strongly recommended that you take PRAXIS I immediately following the completion of your Math course. It is recommended that you enroll to complete PRAXIS II tests NOT later than during the beginning of the internship semester. There is a several month delay between registration, completion, and reporting of scores. Licensure applications (and job applications) cannot be completed without PRAXIS II scores.

2. Internship Application and Pre-Internship Check.
This form is typically distributed in the Senior level Methods Courses, and is also available in the music office. It is due in the College of Education by Oct. 1 or March 1 in semester preceding internship (point of contact is Kathy Malstrom in Peabody Hall). This application will confirm that you have completed:
MUED 2012 Intro. to Music Education
MUED 3021 Supervised Practicum in Teaching Musical Skills
MUED 3833 Music Education in the Elementary School
CIED 3023 Survey of Exceptionalities
CIED 3033 Classroom Learning Theory
AND YOUR MUED PROFESSIONAL SEQUENCE (MUED 4273, 4283, 4293)

There is also a Fulbright College Writing Requirement. This can be satisfied by turning in the required written work for MUED 4112 Pedagogy in Music Education. You are responsible for filing the appropriate paperwork (form is available in the music office).
3. Graduation Process
A. Consult your advisor.
B. Apply for graduation online at http://registrar.uark.edu/968.php.

You must pass PRAXIS II before you will be issued a teaching license (see note above under #1). PRAXIS II consists of a Music Section and Principles of Teaching and Learning. These tests are very expensive so you may need to budget.

Your internship public school placement(s) will be weighted more in the area that interests you (secondary choral/instrumental or elementary). After you receive your student teaching assignment, check with your university supervisor and then make a contact with the first school. Read the Internship in Music Handbook.

Helpful Tips

1. Maintain contact with Dr. Misenhelter regarding additional requirements. It is important to note that the Arkansas Office of Professional Licensure controls this process, and their continued administration and updating of licensing means continuing changes.
2. In order to receive your diploma (which is a prerequisite to the internship) pay any parking tickets, or library fines. Any outstanding fines or fees can delay the licensure process.
3. Important numbers on campus can be found in the directory or at: http://admissions.uark.edu/295.php

Arkansas Office of Professional Licensure
#4 Capitol Mall, Room 107-B
Little Rock, AR 72201
Main Administration 501.682.4342
501.682.4898 fax Praxis III Assessment 501.683.3160

D. UNIVERSITY OF ARKANSAS MUSIC FACULTY
For the complete list of Music Faculty, please see:

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