



Albion College

Department of Music

HANDBOOK *Guidelines and Policies for Music Students*

REVISED 2026

This handbook was developed by faculty and students and is intended to be a help and guide to students studying music at Albion College. We hope it will be a useful tool for music students and provide a clear path to successful study.

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GOODRICH CHAPEL

Goodrich Chapel is principally home to the Department of Music. It also functions as a college auditorium for campus-wide events and is one of the most prominent landmarks on the campus. We are the primary users of this building and are fortunate to have it. Please treat it and all its contents with care and respect.

We request specifically that you help keep it clean and tidy. Please, no food or drink in classrooms, practice rooms, or any place other than the downstairs lounge areas.

Building Considerations

Hours of Operation

Goodrich Chapel is open for student access during the school year – hours may vary, but the building is generally open from morning until late evening. Students needing to use the building outside of normal operating hours must see the Department Secretary to request access.

Safety Concerns

Please report any suspicious persons who do not appear to have a legitimate reason for entering Goodrich Chapel. Notify a professor, the Department Secretary, Department Chair, or the Office of Campus Safety (x1234).

Past experience dictates that you cannot leave valuables out in the open. Lockers are available to all music students. Please see a Band Manager or contact the Department Secretary if you need a locker.

Pianos

The Goodrich Chapel stage grand pianos are restricted to recital preparation only; they are not for daily practice. If you have permission to use one of them, cover it when you are finished. Treat all Department of Music pianos with the appropriate respect. Pianos must not be used as tables!

Utilities

For the sake of humidity control and building security, do not prop open any inside or outside doors. Turn lights out when finished in classrooms, practice rooms, or on the Goodrich Chapel stage.

Humidity Concerns

During the winter months, the air in Goodrich Chapel can become extremely dry. This lack of humidity can negatively affect delicate wooden instruments. Therefore the Department of Music strongly recommends that students playing wood instruments and storing them in Goodrich Chapel use appropriate precautions to prevent cracking and breaking of those instruments. Humidity sticks and other similar equipment are encouraged. For more information about purchasing said equipment, visit any music store or speak with your applied lesson instructor.

Sound Control

Students must practice in one of the Department of Music's designated practice rooms or rehearsal rooms. Keep practice and class room doors closed. This will also keep sound levels down in public areas. **Drum set practice in the percussion studio may take place only after 6:00 pm on weekdays for the sake of our other teaching studios.**

Student Use of Facilities and Equipment

Students who wish to use Goodrich Chapel for teaching private music lessons or for any purpose not related directly to their studies at Albion College must make an official request to the Department Secretary and/or Department Chair.

Student organizations wishing to use Goodrich Chapel stage, classrooms, or any other Chapel space must make an official request to the Department Secretary and/or Department Chair. All groups are responsible for returning any space used to the condition in which they found it and are authorized to use only the equipment approved by the Department of Music.

Under no circumstances are students allowed to "borrow" any Department of Music property without the consent of the Department. Students wishing to use school equipment, instruments, etc. for non-Department of Music related activities must make an official request in writing to the Department Secretary and/or Department Chair.

MUSICIAN HEALTH AND SAFETY

The Department of Music places a strong emphasis on musician health and safety. Students, as well as faculty and staff, rely upon their hearing, vision, and general physical health to produce the highest quality music possible. Performers need to learn about health and safety issues in order to perform at a high level throughout their lives, and are expected to take steps to maintain best performance health.

The Department maintains a list of web-based resources addressing general and specific issues related to the topic of musician health and safety. This list can be found on the Department website at <https://www.albion.edu/departments/music/current-students>. There is also a resource binder in the Music Office with many hard copy documents available for perusal and/or photocopying pertaining to the same topic. If a student is experiencing difficulty with a particular issue related to health and safety, the Department strongly recommends the student schedule an appointment with their primary care physician, and/or campus health services.

MUSIC DEGREE PROGRAMS

B.A. in Music (Education)

The Music Major with Education emphasis, also known as the 12.5 unit major in Education or Music Education, provides certification for students who intend to teach music in grades K-12 for private and public schools. A complete description of the major and its requirements can be found in the Academic Catalog as well as the Department of Music website.

B.A. in Music (Performance)

The Music Major with Performance emphasis, also known as the 12.5 unit major in Performance, is for students who intend to study music within a broad spectrum of liberal arts studies. The emphasis in Performance may lead to a career in music as a private music teacher, church musician or performer, or provide preparation for graduate school. It is assumed that this introductory course sequence will be supplemented by further studies in music. A complete description of the major and its requirements can be found in the Academic Catalog as well as the Department of Music website.

B.A. in Music (General)

The eight-unit liberal arts Music Major, also known as the General major, is for students who have strong musical interests but who do not necessarily intend to pursue a full-time professional career in music. This major may not be used as a major in the elementary or secondary education program. Students interested in teaching music in the public schools should enroll in the 12.5 unit Music Major with Education emphasis. A complete description of the major and its requirements can be found in the Academic Catalog as well as the Department of Music website.

MUSIC SCHOLARSHIPS

Music scholarships are awarded only to incoming first-year students, with the exception of the Department of Music awards and scholarships normally given to upper class students at Honors Convocation and the major ensemble concerts in April (See Appendix C – Department of Music Awards). First-year student scholarships are continued for four years. Scholarship students may keep their awards and transfer their ensemble obligation from one ensemble to another through only with approval of the Music Faculty. Scholarship transfer decisions will be made based on the needs of the student and of the ensembles involved.

Requirements and Expectations for Scholarship Recipients

1. All students will be assigned an ensemble to earn their scholarship.
2. Students must meet the responsibilities of membership in the ensemble to which they have been assigned.
3. With the approval of the Music Faculty, pianists in their junior or senior year may be able to substitute accompanying duties in lieu of the ensemble requirement.
4. Students must maintain a minimum cumulative grade of 2.0 in all music courses.

MUS 100 – MUSIC MAJOR SEMINAR

The MUS 100 – Music Major Seminar course (0 units) is designed to promote and track attendance at Music Major Meetings as well as Department of Music-sponsored concerts and recitals. These two significant activities are supported by our membership to NASM and are a required part of being a Music Major at Albion College.

All Music Majors must enroll in MUS 100 – Music Major Seminar each semester they are in residence at the college. The course is offered as Credit/No Credit and successful completion of 6 semesters of MUS 100 is required to earn any of the three B.A. in Music degrees. For a complete description of all the expectations with regard to MUS 100, see the course syllabus. The requirement for transfer students will be “prorated” based on the number of semesters they take to graduate from Albion College.

MUSIC MAJOR MEETINGS (MMM)

The Department of Music schedules Music Major Meetings each semester to enable students taking applied music lessons to gain valuable experience performing for each other. It is not only an opportunity to perform, but it also offers students an opportunity to hear music outside one's own particular sphere of interest.

All Music Majors are required to attend the Music Major Meetings (MMM) scheduled by the department (See MUS 100 – Music Major Seminar). Music Major Meetings will be used for student recital performances (see performance requirement described under section titled **Applied Music Lessons**), announcements and department issues, as well as for lectures, presentations, and guest artist master classes.

MMM Recital Performance

Music Majors taking applied lesson instruction will be assigned a performance date at the beginning of each semester by the Department of Music. Once a date has been assigned, the student is obligated to perform on that date. Extenuating circumstances should immediately be brought to the attention of the student's applied instructor and the Department Chair. Students must consult with their applied instructor AND assigned collaborative pianist regarding the repertoire to be performed on the MMM recital.

Program Information

Once repertoire is approved for the MMM recital performance, the student must complete the MMM Performance Info Form (found on the MUS 100 Course Web) by no later than 2 days prior to the recital. Information on required on the Info Form includes:

1. Performer's Full Name
2. Instrument or Voice Type
3. Name of Composition, Movements, Song, etc.
4. Composer's Full Name and Birth/Death Years
5. Approximate Timing of Performance
6. Collaborative Pianist's Name, if applicable

Failure to submit the MMM Performance Info Form by the deadline indicated will result in the student not being allowed to perform, which will also negatively affect the student's applied lesson grade and academic standing as a Music Major.

Stage Department

Take as much pride in your appearance and presentation as in your music! Remember, the first impression you make to an audience is your initial appearance as you step forward to perform – including your bow. These recitals are an excellent opportunity for you to polish your performance ability as well as your stage deportment.

RECITAL AND CONCERT ATTENDANCE

The Albion College Department of Music is accredited through The National Association of Schools of Music (NASM) and its recital policy is in accordance with NASM guidelines. The underlying philosophy of this attendance requirement is that Music Majors should attend and support recitals/concerts, and that they should be acquainted with a broad range of music literature from a wide variety of solo and ensemble performance mediums.

Recital credit is granted for attending concerts rather than for musical performance in the concerts. The Department of Music publishes a list of recitals and concerts for each semester. The list is posted throughout Goodrich Chapel and on the Department website.

For a complete list of requirements regarding recital and concert attendance, please refer to the MUS 100 – Music Major Seminar course syllabus. All Music Majors will have access to the course syllabus via the Course Web at courses.albion.edu.

Concert Attendance Expectations

1. Students must arrive, check in on time, and stay throughout the entire performance, and be attentive (i.e., not reading, talking, doing homework, etc.).
2. Students must check-in with a Music Faculty member using their College ID card, in the back of the auditorium when they enter and when they exit the event.
3. Students must submit the Concert Report Form within 24 hours of the conclusion of each concert they wish to get credit for. This form can be found on the MUS 100 Course Web and via QR code posted in the Chapel.
4. Students may receive credit for attending **up to two** off-campus recitals or concerts per year. All off-campus recitals and concerts must be approved by the Department Chair prior to the performance. Students who are involved in off-campus programs or are student teaching will be excused from MUS 100 and recital attendance during that period.
5. Failure to check-in or check-out, or to complete the Concert Report Form within the 24-hour timeframe, will result in no credit for attendance at that event. No exceptions.
6. Students may receive .5 concert credit for any performance in which they are involved where they participate in half or less of that performance and are able to watch the remaining portions of the concert on which they are not performing. The Concert Report Form must also be completed in order to get credit.

APPLIED MUSIC LESSONS

Applied music lessons (also known as private lessons) must be taken for credit. A minimum of six hours of practice per week is expected for each ½ hour of lesson time (¼ unit credit), regardless of major. It is recommended that students set aside time to practice each day and adhere to a regular practice schedule.

Due to the heavy demands of practice, students may not elect more than a half unit (½) in applied music lessons on the same or different voice/instrument(s) without permission of the Department of Music. Requests to elect more than a ½ unit lesson must be submitted to the Department Chair, and approval will only be given only when extra credits in applied music lessons clearly serve the best interests of the student. An additional fee will not be charged for Music Majors taking over ½ units of applied lessons.

For Music Majors

Students taking applied music lessons are required to perform in a solo capacity during each semester that they are taking lessons. Performance opportunities include (1) playing on MMM student recitals, (2) presenting a shared or full recital, or (3) performing on the Student Showcase Recital. This solo performance is in addition to the end of semester Jury Exam. Failure to meet this requirement will negatively affect the student's applied music grade.

Music Majors are entitled to enroll in a half unit (½) of applied lessons every semester in residence without having to pay an applied lesson fee. The Department of Music regards students as majors if they:

1. are in a performing ensemble
2. are regularly electing required music courses
3. are enrolled in MUS 100 and meeting the recital attendance requirements
4. are enrolled in and making satisfactory progress in applied music.

Students should officially declare their Music Major as early as possible (by the end of their first semester) in order to avoid being charged lesson fees.

For Non-Majors

Students taking applied music lessons are strongly encouraged to perform at least once a year. Recitals appropriate to the ability level of the student will be made available in consultation with the student's applied instructor and the Department Chair.

Lesson Attendance and Studio Classes

When a student's teacher cannot be present for a lesson, every reasonable effort will be made to notify the student and to arrange a make-up lesson. When a student cancels a lesson, it is NOT required for the applied teacher to make up the lesson, though the teacher may try to do so.

Applied music instructors may require their students to attend studio classes as part of the applied music requirement. Please consult with your applied instructor for details.

Collaborative Pianists

All instrumentalists should consult with their private lesson instructor as early as possible each semester in order to determine their need for a Collaborative Pianist for department recitals and end of semester juries. Requests must be made to the Head Collaborative Pianist at least 4 weeks before each performance or jury date. See Appendix B – Collaborative Pianist Guidelines for more details.

Jury Exams

All Music Majors must perform a Jury Exam at the end of each semester in which they study. Non-Majors may also perform a jury if requested by their private lesson instructor. The purpose of the Jury Exam is to (1) encourage students to attain a high level of performance, (2) provide students with a written evaluation of their performance by the appropriate Music Faculty, and (3) provide the Music Faculty an opportunity to observe each student's progress.

The Jury Exam will account for 15% of the final applied lesson grade (See Appendix A – Applied Lesson Policies and Procedures). However, the course (applied lesson) will be considered incomplete without completing the Jury Exam. The Jury Exam schedule will be posted approximately two weeks before the end of the semester.

Repertoire Sheets

Repertoire Sheets are designed to provide the faculty jury with a complete picture of all materials studied and performed by the student in a given semester, including etudes, studies, solo repertoire, excerpts, etc. Each student performing a Jury Exam must fill out a Repertoire Sheet and present **two copies** to the faculty jury at their exam. A PDF copy of the Repertoire Sheet is available for download on the Department of Music website.

Jury Exam Sheets

Jury Exam Sheets are designed to allow the faculty jury to provide feedback concerning each student's exam performance. Individual faculty may assign points on an exam sheet, but only the applied lesson instructor can assign the earned grade on a Jury Exam. There are four different Jury Exam sheets: (1) strings, (2) winds, brass, and percussion (3) voice, and (4) piano and organ. Each student performing a Jury Exam must fill out a Jury Exam Sheet and present **five copies** to the jury faculty at their exam. PDF copies of the various Jury Exam Sheets are available for download on the Department of Music website.

NOTE: Students taking a ½ unit weekly lesson in a single performing area will be expected to have covered far more material during the semester than students taking a ¼ unit weekly lesson. This greater amount of coverage is to be reflected in both the Repertoire Sheet and the amount of music performed at the Jury Exam.

Jury Exam Stage Department

Take pride in your appearance and presentation during Jury Exams. Your jury should be treated like any other public performance and appropriate attire is expected. Ask your applied instructor if you are unclear about this expectation.

Sophomore Juries

A Sophomore Jury is required for all 12.5 unit Music Majors (Education and Performance). This jury is designed as a checkpoint at the end of a student's third semester of private study (with the exception of transfer students). It is used to determine a student's readiness to continue as a 12.5 unit major in Education or Performance. Students will perform on their major instrument, just as they do for a standard Jury Exam, but in addition will also be interviewed by the Music Faculty. The faculty will want to know how well the student has done in their music classes, where they are in terms of completing their piano proficiency requirement, and what goals the student has for completing their degree and after.

Evaluation of the Sophomore Jury result will be one of the following: 1) Pass, 2) Pass with Exceptions, or 3) Fail. A student that Passes is approved by the Music Faculty to continue with their studies as a 12.5 unit major. A student that Passes with Exceptions may be asked to take or retake courses that are designed to improve their abilities in certain academic areas deemed to be deficient, or to perform a Sophomore Jury again the following semester. A student that Fails will be strongly encouraged to drop the 12.5 unit major in favor of the 8 unit major or an alternate non-Music Major. Students that Pass with Exceptions will have one opportunity to retake their Sophomore Jury to improve upon their previous outcome. The Sophomore Jury will be scheduled by the Department of Music and will take place on the same day as all other juries or at a time and date nearby.

STUDENT RECITALS

The presentation of a public recital represents an achievement of excellence in musical performance and it is intended to be the capstone of your applied music study as a 12.5 unit Music Major. It is the desire of the Music Faculty that your recital be a rewarding and exhilarating experience – one that you will cherish and even more importantly, build upon for the future. It is to this end that the guidelines below have been prepared in order that you may know and understand the procedures involved in planning a successful recital.

Degree Program Requirements

1. B.A. in Music (Education) and B.A. in Music (Performance) program participants at the senior level will present a full solo recital of approximately 45 minutes, or combination solo recital and small ensemble performance in which the student is a participant in a solo capacity. A research paper or project may be written in addition to, or in lieu of a recital (Only in extenuating circumstances, and only with approval of the Department Chair and the applied lesson instructor).
 - a. The Department of Music also *encourages* a recital, preferably shared, at the junior level.
2. B.A. in Music (General) program participants at the senior level will present at least a half solo recital, or combination solo recital and small ensemble performance in which they are a participant in a solo capacity. With permission from the Music Faculty, students may substitute a capstone project for the recital requirement.

Pre-Recital Jury & Program Notes

The purpose of the Pre-Recital Jury is to provide the student and faculty an evaluation of the recital prior to a public performance. It is the intention of the faculty that the pre-recital jury will be a positive and affirming step prior to the recital, although appropriate suggestions may be made.

All students who plan to present a recital (half or whole) must perform a Pre-Recital Jury at least two weeks prior to the recital. Pre-Recital Juries will be scheduled by the Music Faculty and will normally take place only on designated Recital Jury days and times. The student will be expected to have their recital repertoire well prepared; the faculty will select the portions to be performed. Evaluation of the Pre-Recital Jury will be based on the following scale: 1) Pass, 2) Pass with Exceptions, and 3) Fail. Students who Pass will be allowed to perform their recital. Students that Pass with Exceptions will have specific concerns addressed by the Department Chair and will be asked to repeat all or a portion of their Pre-Recital Jury before they are allowed to perform their recital.

For Senior Recitals, students are also expected to write scholarly and concise, well researched program notes that must be submitted to their applied lesson instructor. Once the applied lesson teacher approves all corrections and additions, a final copy, ready for print, is due to the Department Secretary prior to the Pre-Recital Jury. The final copy will then be submitted for review by the faculty at the Pre-Recital Jury. Students failing to submit scholarly and well-researched program notes prior to the Pre-Recital Jury will not be allowed to perform the Pre-Recital Jury.

Junior Recitals are held to the same Pre-Recital Jury requirements, with the exception of requiring program notes.

Note: Recitals should represent the culmination of much study of technique and literature, and the first two years of college study should be devoted to these areas. Performance experience during this period should be developed in studio recitals and departmental recitals. Full or half recitals should represent honors in music, and are not to be considered the primary goal of applied music lessons.

Scheduling a Recital

1. Students must submit the Departmental Recital Request Form by the end of the 3rd week in the semester they wish to perform their recital.
2. Recitals may not be scheduled at the same time as College- or Department-sponsored concerts.
3. Work with the Department Secretary to select a favorable date on the college calendar, including dates for practice and rehearsal times. The date selected must be checked with your applied lesson instructor and the Department of Music Concert Schedule and you may also wish to consult with your family.
4. Clear the date with your collaborative pianist, assisting musicians, and/or anyone else involved in the recital.
5. Complete a Departmental Recital Request Form and submit it to the Music Faculty via the Department Secretary for approval. Forms can be obtained from the Department Secretary.

Recital Spaces

There is only one hall available for recitals – Goodrich Chapel, which is used extensively by the College and the Department of Music; it is available for practice and rehearsal at limited times. Rehearsal and performance dates and times must be scheduled in advance with the Department Secretary. You are generally allowed the following amount of practice and rehearsal time in the performance venue based on availability:

- Pianists – 6 to 8 hours
- Solo with piano – 4 hours

Recital Checklist

- **Programs:** The Department of Music will print recital programs for Senior and Junior Recitals, provided a clean copy is submitted to the Department Secretary at least one week in advance of the recital date. Students should work closely with their applied lesson instructor in preparing the program, including incorporating comments and corrections from the Pre-Recital Jury.
 - Instructor and faculty-approved Program Notes and/or Translations must also be turned in to the Department Secretary one week prior to the recital date. Students not meeting these deadlines may be required to print programs at their own expense.
- **Publicity:** Students are responsible for their own recital poster creation. The Department Secretary can provide a template if requested. The Department of Music will provide distribution of recital posters.
- **Recording:** The Department of Music will record your recital for you, but students should check to make sure that arrangements have been made for the use of the equipment and Department recording engineer.
- **Stage Set-Up:** The Department of Music will provide one stage crew worker for all recitals. Students should arrange to communicate their needs with the concert manager prior to the recital date.
- **Reception:** If students wish to have a reception following the recital, they must make all arrangements for it.
- **Gifts:** Gifts or flowers should be presented to performers prior to the recital or at the reception. It is inappropriate for gifts to be presented during the performance.
- **Personal Recordings:** No recording other than that done by the Department of Music is permitted due to copyright law.
- **Length:** A full recital should be approximately 45 minutes of music. Please complete a careful timing of all repertoire before the Pre-Recital Jury to ensure this requirement is met.

CONCERTO & ARIA COMPETITION AND CONCERT

The Department of Music schedules a Concerto & Aria Competition and Concert, in which outstanding student performers are featured as soloists with either the Symphony Orchestra or Symphonic Wind Ensemble. Concerto & Aria Competition winners are selected by audition.

Competition Rules

1. The Concerto & Aria Concert(s) will take place in April with auditions toward the end of the Fall semester. Whenever possible, impartial outside judges will hear and rank the auditions.
2. Concerto Audition Forms must be submitted by the announced deadline. Students must have their intended repertoire approved by the ensemble director with which the student intends to perform (Symphony Orchestra or Symphonic Wind Ensemble) prior to submitting the audition form.
3. The winner(s) may not perform for two consecutive years on the same instrument.
4. The judges will determine the number of winners. The judges reserve the right to declare no winners if, in their judgment, a sufficient minimum is not met.
5. In cases where multiple qualified applicants are equally meritorious, priority will be given to students closer to completing their degree programs.
6. The selected work(s) can be from any standard solo repertoire with orchestra or band accompaniment.
7. All applicants must perform with a piano accompaniment, and the accompaniment part must be provided to the staff accompanist before submitting the application.
8. Memorization of the solo work(s) is strongly recommended, but the decision is at the discretion of the private teachers.
9. All applicants must perform at the Music Major Meeting designated as the Competition Preview MMM.
10. Any applicant who fails to appear at the appointed time for the competition will be immediately disqualified.

FURSCA AND DEPARTMENTAL HONORS THESIS

The Department of Music welcomes and encourages scholarly research. The Foundation for Undergraduate Research, Scholarship, and Creative Activity (FURSCA) pairs students with faculty mentors to develop and carry out research and other creative projects. Programs are open to students in every discipline. Any Music Major wishing to pursue research can find FURSCA guidelines here: www.albion.edu/offices/fursca

Students also have the opportunity to write a thesis, which provides a unique opportunity for them to develop their capacity for independent research and provides excellent preparation for many graduate study programs. Any Music Major wishing to pursue a Departmental Honors thesis should consult the following guidelines from the Prentiss M. Brown Honors Program:

www.albion.edu/academics/centers-institutes/prentiss-m-brown-honors-program/current-honors-students/honors-and-departmental-theses

OFF-CAMPUS PROGRAMS

The Department of Music Faculty encourages students to take advantage of opportunities for off-campus studies and/or internships **during the fall semester of the junior year.** Students who opt to go off campus in the second semester may have to return for a fifth year of study to graduate. Students who have participated in these programs have found them to be immensely worthwhile, helpful in clarifying career choices, and of assistance in establishing contacts for future employment. If you are interested in one of the programs, consult with your faculty advisor or a Department of Music Faculty member. Music Education and Music Performance Majors will be given preference for music internships. Students enrolled in the General Music Major who possess qualifications comparable to those expected of the 12.5 unit majors may be considered for a music internship.

Information about programs is given below:

1. **New York, GLCA Arts Program.** An opportunity for an internship in music in New York under the auspices of the Great Lakes Colleges Association (GLCA). Students live in a GLCA building with students from various colleges, work in a music-related area, and often study privately with a New York music teacher.
2. **Overseas.** Albion College encourages students to spend a semester or a year studying in a foreign country; usually this study is coupled with the ability to speak another language. There are excellent conservatories and music schools in Europe, although admission requirements are usually strict.
3. **Other internships.** Individual internships may be arranged and tailored to fit an individual situation. These should be explored and planned carefully with faculty advisors.

STUDENT EMPLOYMENT

There are several jobs listed below which are filled through the Department of Music or for which the Department will take applications. Job descriptions may be obtained from the Department Secretary.

1. Managers for Major Ensembles
2. Librarians for Major Ensembles
3. Stage Crew and Managers
4. Recording and Livestream Technicians
5. Music Office Assistants
6. Music Theory Tutors
7. Humidity Maintenance Workers

HOW TO OBTAIN MUSIC AND RECORDINGS

The College's music books and scores are housed on the first floor of the Mudd Library. If you are asked to find a particular piece of music, please start by checking the library collection. When necessary, it is best to order music by mail, or you may have a music store in your home town which you prefer to use. Your applied music instructor may also have suggestions of music houses which cater to your particular area.

The College also has a large collection of recordings available to students. NAXOS, an online listening library, is also available through the College Library website.

Appendix A Applied Lesson Policies and Procedures

General Lesson Information

Teachers giving private lessons must be on campus to give 14 lessons each semester – normally, one lesson per week. If the student has signed up for $\frac{1}{4}$ unit, teachers will provide 14 twenty-five-minute lessons; while if the student has registered for $\frac{1}{2}$ unit, teachers will provide 14 fifty-minute lessons – according to the following policy: If a lesson is canceled due to a holiday or fall break, the lesson must be made up by the teacher. However, if the student cancels a lesson, the teacher is not obligated to make it up. While make-up lessons and performances may occasionally need to be scheduled for weekends, applied music courses should follow the usual college scheduling practices. Therefore, regular lesson times should be scheduled for weekdays between the hours of 8:00 am and 10:00 pm.

A syllabus and a copy of this policy/procedure sheet should be given to each student at the first lesson. The teacher MUST also submit a copy of their syllabus to the Department Secretary every semester they teach. You may pick up copies of this *Policies and Procedures* manual (one for each of your private students) from the Department Secretary. The manual will also be available online – see departmental web page. The syllabus should provide the student with the necessary contact information so that he/she can reach the teacher – ahead of time – if a lesson must be canceled. (Notification by 8:00 pm of the previous day is normally the required amount of lead time – email is the preferred mode of communication). The syllabus should also state the teacher’s policy regarding photocopying and buying printed music.

Grading Policy and Procedure

Students should be aware that taking applied lessons for credit involves regular practice and daily skill development. Accordingly, grades will be based primarily on a student’s weekly progress.

To avoid misunderstandings and surprises at the end of term and to encourage regular and steady progress, it is highly recommended that teachers give students a weekly grade using the following rubric as a guide:

Points Awarded for Lesson	Evaluation Criteria
4.0	Student meets every expectation communicated by the teacher in the previous lesson.
3.3 - 3.7	Student puts in a serious effort, but did not master the material assigned.
2.0 - 3.0	Student accomplishes something, but has fallen short of the stated objective(s)
1.0 - 1.7	Student shows up for the lesson, but with little accomplished.
0	Student misses the lesson without giving the teacher the *appropriate notice.

** Normally, sufficient notice will be in the form of an email to the teacher (and the collaborative pianist, if applicable) by 8:00 pm the day before.*

Public Performance Requirement for Music Majors

Senior, junior, sophomore, and second-semester first-year Music Majors must perform on at least one departmental recital each semester. These take place on selected Thursdays at 1:00pm and are called Music Major Meetings. Therefore, no Music Major should be scheduled for a lesson between 1:00 pm and 2:05 pm on Thursdays.

Non-Music Majors who are well-prepared are eligible to perform as well; but only with the permission and encouragement of the private teacher. Reminder: First-year Music Majors are required to perform in the second semester only.

Music Majors will be assigned a solo performance date at the beginning of each semester. Failure to perform during the semester may affect a student's status as a Music Major.

Juries

Expectations of Teachers

Teachers of Music Majors will be expected to attend Jury Exams on Jury Day - the **Saturday immediately following the last day of classes in the Fall, and the Friday following the last day of classes in the Spring.** Please mark your calendars accordingly. While teachers are encouraged to attend the juries of other students in their area of expertise, they are expected to be present to hear their own students perform.

Expectations of Students

In general, Music Majors should prepare about four to six minutes of solo performance for each 0.25 unit of applied music. First semester instrumental Music Majors are expected to know major scales to three *#*'s and three *b*'s and to learn the remaining major scales second semester. The sophomore year will cover the minor scales using the same format. Thereby, ALL Major and minor scales will be learned by the end of the second year of study. Instrumental students will be asked to play scales at their juries; and all students are expected to perform one or two pieces.

The jury will be 15% of the Music Major's applied grade. 85% will be assessed solely by the applied instructor and computed from their weekly lesson grades. In the case of Non-Majors, 100% of the grade will be assessed by the applied instructor.

A Non-Major student may request a jury, if desired, or the applied instructor may encourage it. The Department will make every effort to accommodate the request.

Teachers may arrange a performance exam for Non-Majors in their studio providing it does not take place on the jury day for Music Majors.

Sophomore Juries

At the end of the fall semester of the sophomore year (or second semester of study for transfer students), all 12.5 unit Music Majors will undergo a performance jury for all full-time Music Faculty and the applied music instructor. The sophomore jury normally takes place during the mid-afternoon of jury day in December. Therefore, applied teachers of sophomore Music Majors are expected to stay on until their students have completed this sophomore jury.

The purpose of this event is to ascertain whether the student should continue in their present track as a Music Major. The faculty, after witnessing the jury performance and reviewing the academic record of the student, will make a recommendation to the student as to the path that they ought to follow. The Department of Music Chair will summarize this recommendation in the form of a letter that will be mailed to the student prior to the spring semester.

Appendix B

Collaborative Pianist Guidelines

The Department of Music has collaborative pianists that are available for student and ensemble performances at no additional charge to the students. This is a rare privilege in the musical world, and as such should be treated with respect. The Department employs one full-time Head Collaborative Pianist and additional staff pianists as needed. All requests should be communicated to the Head Collaborative Pianist via email.

Vocalists are assigned a pianist at the start of each school year or semester. Coaching times are 30 minutes weekly. Vocalists may sign up for more rehearsal time in preparation for a recital.

Instrumentalists must turn in the Instrumental Accompanist Form along with their music to the Head Collaborative Pianist at least 4 weeks before a performance. Recitals require 6 weeks notice.

Choral Ensembles are assigned a pianist at the beginning of the year or semester as needed. The pianist must be present for all rehearsals and performances and is responsible for finding a substitute in the case of absence.

Instrumental Ensembles will be provided with pianists as needed. The director should identify the need for a pianist for repertoire during the first month of the semester.

MUSIC

- Provide your pianist with original score, PDF, or photocopies of the music (8.5x11 paper, single-sided, no hole punches). Be sure the name and composer of the piece are visible.
- Put your music in the pianist's office mailbox or send digital copies via email. (Please consult your assigned pianist on their preference of physical vs digital music.)
- Instrumentalists must also submit the Instrumental Accompanist Form.

COACHINGS AND REHEARSALS

Students should be well prepared for their coaching sessions. They are responsible for learning their notes and rhythms accurately before rehearsing with the pianist.

All extra coaching sessions beyond the requirements are available based upon the accompanist's load. Extra coaching sessions need to be approved by the Head Collaborative Pianist in advance.

If a student needs to cancel an appointment, they must contact the accompanist at least 24 hours in advance, unless it is a last-minute emergency. If sufficient notice is given, the accompanist may make up the coaching time as schedule allows.

If a student is a no-show for 3 appointments, or gives insufficient notice 3 times, they will lose the privilege or be put on a probationary status of making appointments. The private lesson grade may also be adversely affected.

APPENDIX C

DEPARTMENT OF MUSIC AWARDS

Departmental Awards are presented each year to deserving individuals, Music Majors and Non-Majors alike, who have demonstrated excellence in one or more of the award categories listed below.

Pi Kappa Lambda

Membership in The Society of Pi Kappa Lambda, the honorary music society, is open to junior and senior students according to the following regulations: Any graduating senior considered by the Music Faculty to be outstanding in scholarly achievement and musicianship, provided the student has been in residence the equivalent of at least four semesters and ranks not lower than the highest ten percent of the junior class as determined by GPA.

Helen Sue Koether Memorial Music Scholarship

The Helen Sue Koether Memorial Music Scholarship was established by her husband, Bernard A. Koether, '29, in 1987. The monetary prize is presented annually to 1-3 sophomore or junior music students who excel in music. Students must apply for the scholarship through the music office; recipients are selected by the Music Faculty. The award is presented at the Honors Convocation and student's names are engraved upon a plaque displayed in the Department of Music.

David L. Strickler Scholarship

The David L. Strickler Scholarship was established in 1976 in honor of Dr. Strickler, conductor of the Albion College Choir for 33 years and former Department of Music Chairperson. The Scholarship has been funded by his friends, Albion College Choir members and alumni, and is presented annually to a choir member with consideration given to character, talent, and the need of the applicant. Preference is to be given to upper class students. The recipient is to be chosen by the director of the choir. In addition to the scholarship award, the recipient's name is engraved on a plaque displayed in the Department of Music.

Louis Upton Rowland and Ruth Carter Rowland Endowed Scholarship

The Louis Upton Rowland and Ruth Carter Rowland Endowed Scholarship was established by Phi Mu Alpha Sinfonia and Sigma Alpha Iota in recognition of Dr. Rowland's service to Albion College through his 27 year tenure as the Department of Music Chairperson. It is awarded by vote of the Music Faculty to the senior Music Major who has achieved excellence in academic and music studies, and has demonstrated outstanding ability through performance or independent research in music. The recipient's name is engraved on a plaque in the Department of Music and there is a monetary award.

Jennie Worthington Cup

The Jennie Worthington Cup is awarded to the outstanding senior woman in the Department of Music. The award was established by the local chapter of Alpha Chi Omega in memory of one of its charter members, music teacher Jennie Worthington, and is determined by vote of the Music Faculty. The recipient's name is engraved on a cup in the music department display cabinet.

Sigma Alpha Iota Honor Certificate

The Sigma Alpha Iota Honor Certificate is awarded to the graduating Music Major who is a member of the local chapter of SAI and who has attained the highest scholastic average for her college work. This award is provided by the national office of SAI.

Sigma Alpha Iota "College Honor Award"

The Sigma Alpha Iota "College Honor Award" is provided by the Sigma Alpha Iota Foundation. The recipient is selected by the Music Faculty from a list of candidates nominated by the local SAI chapter. The award is based on "musicianship, scholarship, and general contribution to the department and to the college chapter." It is in the form of a certificate.

Robert H. and Ruth Deal Voice Prize

The Robert H. and Ruth Deal Voice Prize, endowed by Robert H. and Ruth Deal (Albion College alumni) is awarded annually to the voice student who has made the greatest contribution in vocal music during the year. The recipient is chosen by the voice faculty, and the prize includes a monetary award. The recipient's name is engraved on a plaque displayed in the Department of Music.

Marjorie Rogers Dick Memorial Prize

The Marjorie Rogers Dick Memorial Prize for Music Majors was endowed by Mr. and Mrs. Floyd Rogers of Albion in memory of their daughter, Marjorie Rogers Dick, an Albion College Music Major, class of 1949. It is awarded by vote of the voice faculty to a voice major on the basis of accomplishment, character, and contribution to the Department of Music. It includes a monetary award, and the recipient's name is engraved on a plaque displayed in the Department of Music.

Ruth Carter Rowland Memorial Music Prize

The Ruth Carter Rowland Memorial Music Prize was established by Dr. Rowland, funded by him and by many friends and alumni of Albion College. The monetary prize is awarded by vote of the Music Faculty to the student enrolled in piano study at Albion who has been outstanding in the course of the year in both performance and personal character. The award may also be presented to a string performer of outstanding ability in place of a piano student.

Stephen Wheeler Choir Cups

The Stephen Wheeler Choir Cups are a memorial to Stephen Wheeler, a member of the College Choir during the four years he was a student at Albion, who was killed in an accident a few days following his graduation. The cups were provided by the Albion College Choir of 1962 and are awarded by vote of the choir members to the man and woman who have made the most significant overall contribution to the choir in the course of the year.

Earl A. Slocum Award

The Earl A. Slocum Award was established in 1980 by the Music Faculty to honor one of Albion's most distinguished music alumni. Dr. Slocum was the Director of Bands at the University of North Carolina for 35 years until his retirement, a past president of the College Band Directors National Association and he has published many excellent transcriptions for bands. It is presented annually to the student who has made the most outstanding contribution to the Albion College Bands. The recipient is selected by vote of the band members, receives a monetary award, and their name is engraved on a plaque.

Dr. Philip Mason Orchestra Prize

The Dr. Philip Mason Orchestra Prize is named in honor of Philip Mason who taught applied strings, performed in and conducted the Albion College Orchestra over a period of thirty-two years. The prize is in recognition of the invaluable contributions of Philip Mason to the Department of Music. The award is presented to the student who has made the most outstanding contribution to the Albion College Orchestra. The recipient is selected annually by vote of the orchestra members, receives a monetary award and the person's name is engraved on a plaque.

Donald White Music Theory Award

The Donald White Music Theory Award was established in honor and in memory of a distinguished Albion music alumnus, Dr. Donald White, who was the Chairperson of the Music Theory Department at the Eastman School of Music prior to his retirement. He passed away in March, 1981. The recipient will be selected annually by the theory faculty and presented to the upper level and lower level students who have achieved the best record in music theory at Albion. The recipient's name is engraved on a plaque displayed in the Department of Music.

F. Dudleigh Vernor Music Prize

The F. Dudleigh Vernor Music Prize was established by Dr. Rowland in honor of Dr. Vernor, a long-time teacher of organ at Albion College, a member of the Albion class of 1914, and composer of "The Sweetheart of Sigma Chi". The monetary prize was funded by Dr. Rowland, Dr. and Mrs. Stanley Kresge, and other friends and alumni of Albion. It is awarded by vote of the Music Faculty to the senior or junior organ student at Albion who has been outstanding both in performance and personal character. The recipient's name is engraved on a plaque in the Department of Music.

Conway Peters Memorial Prize

The Conway Peters Memorial Prize was established by Dr. Peter's family, Albion College alumni, and friends. Dr. Peters, Professor of Violin, was the director of all instrumental organizations at Albion College from 1934 to 1955 and teacher of strings and wind instruments. The monetary prize is presented annually to the violin student who best exemplifies the ideals of leadership, musicianship and character. The recipient is chosen by the orchestra director; the person's name is engraved on a plaque displayed in the Department of Music.

Jacqueline Maag Prize in Music History

The Jacqueline Maag Prize in Music History was established by friends, colleagues, and former students in 1986 in honor of Professor Jacqueline Maag who taught music history and voice with great distinction for 38 years in the Department of Music at Albion College. The monetary prize is awarded annually to the outstanding student in music history who has demonstrated a genuine scholarly and creative approach to the study of music history. The recipient is designated by the music history professor(s); the person's name is engraved on a plaque in the Department of Music.

Daniel C. Pursley Memorial Orchestra Award

The Daniel C. Pursley Memorial Orchestra Award was established in memory of a former College Orchestra cellist who was highly respected and admired. Dan Pursley's contributions to the Department of Music were considerable. This award is given to that orchestra member who best exemplifies Dan's spirit of dedication, cooperation and willingness to serve. The recipient is chosen by the orchestra conductor and the name will be engraved on a plaque to be displayed in the Department of Music.

Albion College Jazz Ensemble Outstanding Service Award

The Albion College Jazz Ensemble Outstanding Service Award was established in 1995. The award recipient is recognized for exemplary conduct, fidelity and musicianship in the jazz studies discipline. In addition to establishing a leadership role with the jazz ensemble, the recipient should demonstrate excellence in the areas of jazz interpretation and improvisation. Further consideration for this award may be based on participation in the jazz combo program, compositional efforts, directed studies in jazz or other academic areas related to topics in jazz.

Michael P. Noonan Band Scholarship

The Michael P. Noonan Band Scholarship is given in memory of a former Albion College band student. The scholarship is awarded to a member of the College marching band who, as did Michael P. Noonan, demonstrates and exemplifies enthusiasm for Albion College which manifests itself in spirited leadership of the band. This award is chosen by the band director.

Anthony Taffs Award in Music Composition

The Anthony Taffs Award in Music Composition was established in honor of the Albion College Professor Emeritus. The award is given to the student who writes an outstanding composition(s) during the academic year. The composition must have been performed at an official Albion College Department of Music event. The recipient's name is engraved on a plaque displayed in the Department of Music.

Faculty Commendation Award

The Faculty Commendation Award is awarded to graduating seniors who deserve recognition for special contributions to the life of the music department and for exemplary service to its ensembles. The recipient's name is engraved on a plaque in the Department of Music.