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MUSIC DEPARTMENT FACULTY AND STAFF

<u>Name</u>	<u>Office</u>	<u>Email</u>	<u>Phone</u>
Full-Time Faculty			
Dr. Ross W. Duffin (Musicology, Historical Performance Practice), Interim Department Chair	Haydn 201A	rwd@case.edu	368-2400
Dr. David J. Rothenberg (Musicology), Director of Undergraduate Studies, BA Program	Haydn 315	david.rothenberg@case.edu	368-6046
Dr. Kathleen Horvath (Music Education, Orchestras), Director of Undergraduate Studies, BS Program	Haydn 305	kathleen.horvath@case.edu	368-1613

Dr. Lisa Hanson (University Singers)

n/a

lbh37@case.edu

MUSIC

operation. Please refer to the ensemble rehearsal schedule below or the Music Department web-site calendars to assist you with planning your rehearsal times.

The ensembles that regularly rehearse in

It is expected that each student who signs the **Bond for Musical Instrument** form will be the only user of the instrument. All parts of the instrument outfit (instrument, case, accessories, etc.) should be returned in the best possible condition (normal wear and tear is to be expected) by the date specified in the contract. If the instrument is lost or stolen the student will bear total financial responsibility of replacing the instrument and accessories. Such loss may be covered by your parent or guardian's homeowner's insurance. If such insurance is available to you be sure to notify the company when you are loaned an instrument so adequate coverage is assured. Failure to return the instrument by the due date can result in the withholding of grades, blocking of registration, and the cost of a replacement instrument being billed to your student account.

Practice Rooms

Practice rooms are located on the second floor of Haydn Hall and in Denison/Wade. Please be sure to review the Practice Rooms Guidelines posted on each door. If you discover a problem with one of the pianos, please inform the Music Office so a technician can be contacted.

With priority given to CWRU music majors, students currently in MUAP courses are also eligible to use practice rooms. Reservation (Haydn Hall practice rooms only) for special situations can be made by contacting the Music Office.

Practice rooms may not be used as teaching studios, except as approved by the Music Department. During the business day, when the rooms are less busy than usual, non-majors and CIM students are given permission to use the rooms with the understanding that they may be asked to vacate if a music major needs the space. If you need a room occupied by a guest, please ask the Department Assistant to ask the student to leave. Please contact Campus Security at 368-3333 in case an emergency after-hours.

PLEASE NOTE: students' personal belongings, including instruments and laptops, are not covered by Case Western Reserve University insurance in case of damage.

Cleveland Orchestra Tickets

Through the generosity of the Kulas Foundation, the department receives 5-10 tickets for each Cleveland Orchestra concert during the year and makes these tickets available to students. A schedule is posted at <http://www.clevelandorchestra.com/>. The tickets are \$5 each, and music majors have priority. The tickets go on sale the Monday before each concert. There is a limit of two tickets per

Information	Music Website	before your Performance
Request for Accompanist	Download from Dept of Music Website	As soon as you have your repertoire selected, or one month prior to performance
Recital Class Conflict Form	Download from Dept of Music Website	Third Recital Class
Harkness Chapel Reservation Request	Online on the Dept of Music Website	See the Website for details
Off-Site Event Listing Request	On-Line on the Dept of Music Website	See the Website for details
Audio Service Recording Request	Online on the Dept of Music Website	See the Website for details
Student Evaluation of Applied Music Teacher	Download from Dept of Music Website	At the end of each semester
Jury Form	Download from Dept of Music Website	Day of Jury
Petition for Jury Substitution		

You should hear from the Applied Lesson instructor before the end of the first week of class to schedule your lesson time. If you have tried to contact the instructor, but have not heard back by the 2nd week of classes, please contact the CWRU Music Office right away.

Students who are advised to take an Independent Study Course must complete the form for the permit to be released. This form is available through the Music Office.

Piano Accompanists

During the course of any music program, students will have need of an accompanist to meet performance requirements. Accompanists are available to you at no charge for the following services:

- Recital Class performances (once per year)
- Juries
- Studio Classes
- Instrumentalists: up to one piece per month
- Vocalists: weekly
- Studio Class Recitals
- Instrumentalists: up to one piece per semester
- Vocalists: monthly
- Senior Capstone Recitals
- Terr Ronis Recitals
- Rehearsals and lessons for all of the above services

See information below for deadlines and procedures on requesting an accompanist:

1.) Filling Out Accompanist Request Forms:

Start by filling out a request form - these forms must be filled out completely and **legibly** (please print). Incomplete forms will be returned to you without a pianist assigned. Request forms can be found online at

Once a pianist is assigned, you will be contacted via e-mail with your pianist's name, phone number and e-mail address. Be sure to check your Case e-mail account on a regular basis.

Important: You must contact your assigned pianist to schedule rehearsals, lesson times, etc. Please communicate with your pianist within a few days, even if you're not yet ready to rehearse. Pianists' schedules tend to be very busy and they need to know when you're expecting to meet with them so they can balance their schedules. If you have any questions

The Lyman Piano Prize

This award is given in the spring to piano majors for excellence in performance. The trust was given in honor of Jane a

- Submit your final program information two weeks before the scheduled performance, which takes place in late March or early April, depending on the year.

MUSIC MAJORS MUST OFFICIALLY DECLARE THE MAJOR IN THE FIRST SEMESTER OF STUDY OR THERE WILL BE A CHARGE FOR APPLIED LESSONS.

Applied Study

All music majors must take applied lessons on a primary (major instrument) and may take them on secondary (minor) instruments. The number of credits of applied lessons that students are required to take varies by degree program and concentration. Applied lessons cannot be taken for a grade of Incomplete, and CWRU does not grant transfer credit for applied lessons taken at other institutions.

Primary (Major) Instrument

All students enrolled in a degree program in the Music Department have an applied lesson requirement (see Degree Requirements). It is required that each student conform to the

2. Exceptions to the attendance requirement will be made for students who are student teaching or have another class scheduled at Recital Class time. When a student has a class conflict it is necessary to give the Department Assistant this information during the first week of class to insure proper credit. These students with legitimate class conflicts, although excused, must still in one Recital Class during the academic year. If necessary, the instructor will assist the student with requesting an excuse from one class to facilitate a Recital Class performance. Student teachers will not be required to perform the semester they student teach so they should arrange to perform the semester they are on campus full-time. In order to be excused from the recital class attendance requirement each

applied teacher. For the student to establish this option, they must complete the Petition for Jury Substitution form.

Students may opt to petition the Music Department Faculty to substitute a competition or other solo performance for a Level or Exit Jury by filling out the Undergraduate form by week 8 of the semester in which they will take their Level or Exit Jury. The form will give the student's standing (1st-year, 2nd-year, etc., including the semester of study at Case), the specific performance or competition to be substituted, and a brief but cogent explanation of why this substitution is appropriate. Bear in mind that

Recitals are to be completed by week 13 of the semester. Petitions not submitted on or by the deadline will not be considered. The solo performance or competition should be a suitable event. Please see the Departmental website for the required

. Please review the section of the Handbook that articulates Recital Requirements.

In addition to the required juries, the applied faculty member may require additional juries when he/she feels it is warranted. Also, the student may perform additional optional juries, but each student must approach the applied teacher or advisor to make the necessary arrangements. These kinds of juries are called:

- 6.) Discretionary Jury: A jury that is called by either the applied teacher or the student any semester when there is no require jury. To call a Discretionary Jury, the applied teacher must contact the Department Assistant, who will consult with the student's advisor.
- 7.) Make-up Jury: In circumstances where a student is unable to complete a required

Music History (6 semesters

Progress (MUAP 10)

MUAP 122

emergency the student is to communicate with the chair immediately and an excused absence can be granted. In other cases the following procedures will be followed:

- a. Any student who fails a required jury will receive a grade of "NP". The student may petition the faculty for permission to make up the jury by writing a letter to the faculty submitted through the chair explaining the circumstances and providing reasons why they should be granted the opportunity to make up a failed jury. If such a petition is denied, the NP grade will stand and the student will be put on probation and required to take a Remedial Jury the following semester to retain Music Major Status. If the student successfully passes the Remedial Jury the new grade will replace the grade of "NP" and the student will continue in the regular jury sequence. If the student fails the Remedial Jury the student will lose music major status. If the student is granted the opportunity to take a Make-up Jury this would then essentially be classified as EXCUSED and procedure C will be followed.
- b. A BA student with a declared Performance Concentration who fails the Level

their 9 credit-hour requirement. To obtain an excuse from this requirement, a student must submit a letter to the department chair that details the reason(s) why this action is being requested. For full consideration this letter of petition must be submitted the end of the 10th week of the semester prior to the semester of the requested change. If there are circumstances that necessitate a primary ensemble change early in the semester or after the petition deadline has passed then a letter of petition must go to the chair by the first week of a semester.

- 2.) A Primary Ensemble assignment is determined at the student's yearly ensemble audition, which takes place at the beginning of fall semester. At this time students will perform for a committee that consists of ensemble director(s) and applied faculty. At the conclusion of this audition students will be assigned to a specific ensemble(s) that work in conjunction with their curricular focus, schedule, and performance level. It is possible that students will have different ensemble assignments each semester.
- 3.) Students are limited to no more than two Primary Ensembles per semester. Exceptions to this policy may be considered by petition to the music faculty. (See above for the Petition Procedure) Most students will perform in the ensemble that most obviously is connected to their performance medium. In general, first and second year wind and percussion students will be assigned to Symphonic Winds (MUEN 383), string players to Case/University Circle Orchestra (MUEN 385), vocalists to Case Concert Choir (MUEN 382), pianists to Piano Repertory Ensemble (MUEN 389), and guitarists to the CIM Guitar Ensemble (a section of MUEN 355).

Primary Ensembles by Performance Medium

- Case/University Circle Orchestra (MUEN 385)
- Symphonic Winds (MUEN 383) and Wind Ensemble (MUEN 356)
- Case Concert Choir (MUEN 382), and/or Early Music Singers (MUEN 396)
- Baroque Orchestra (MUEN 397) and Early Music Singers (MUEN 396)
- Keyboard Ensemble (MUEN 389)
- Guitar Ensemble through CIM (a section of MUEN 355).

Secondary Ensembles

Each student enrolled in a program that requires a secondary ensemble (The BS in Music Education and all BA programs except Audio) must participate in at least one additional ensemble for a minimum of one full academic year (two consecutive semesters, August to May).

The possibilities are ALL PRIMARY ENSEMBLES not already enrolled in and:

- (MUEN 386)
- (MUEN 387)

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Music Theory a student may be forced to register for secondary applied lessons because enrollment in a Principal Applied area is not allowed. This may then result in added semesters to meet degree requirements. And, as per University Policy, you are allowed to repeat a course a second time. But, if you fail a course twice, the Department will h

Students section of the Undergraduate Studies web-site at:
<http://www.case.edu/provost/ugstudies/undstud.htm>.

The Music Major Core Curriculum

All students enrolled in the BA or BS degree program in Music have a “core” of classes that must be completed for graduation. These courses in the areas of Applied Music, Ensembles, Music Theory/Eurythmics, and Music History. Once these have been satisfied each degree or concentration has additional requirements.

Bachelor of Arts in Music

The Bachelor of Arts in Music is designed to give students a broad based liberal arts degree in music with a concentration in one of several sub-disciplines. The available concentrations are Audio Recording, General Musicianship, Historical Performance Practice, Music History, Music Theory, Performance, and Popular Music (official university approval of the Popular Music concentration is still pending but is expected in 2012-13). Your advisor can assist you with planning your program so that you satisfy your requirements.

The form for the Capstone proposal may be found on the department website (<http://music.case.edu/current/capstone2010.pdf>). It should be sent electronically to the Capstone Coordinator by the 10th week of the semester preceding the Capstone. Even though they don't enroll in MUHI 395, audio students need to submit this form as well, and then to consult with the instructor of MUHI 395 on the preparation of the written and public presentation components of their projects.

Note: The proposal is based on preliminary research, including the construction of a strong preliminary outline and bibliography, sufficiently extensive to demonstrate that the project is workable and sound in terms of content, scope, and source availability. Therefore, it is incumbent upon all rising seniors to seek out a **Capstone Advisor** preferably in the spring prior to the senior year, and at the latest by the beginning of the fall semester, so that the

Bachelor of Science in Music Education

The Bachelor of Science degree in Music Education is designed to prepare students for licensure as music teachers for PK - 12 settings. The mission of the Music Education Program is to prepare Proactive Scholar-Practitioners who will develop into leaders, teachers and talented musicians in the field of music education.

In addition to the requirements specified in this document, Music Education students are responsible for all Teacher Licensure requirements as articulated in the _____, available from the Office of Teacher Education located at 11635 Euclid Avenue, Cleveland Ohio, 44106 or their website: <http://www.case.edu/artsci/teachlic>

MUSIC EDUCATION FACULTY

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TEACHER EDUCATION PROGRAM OUTCOMES:

The purposes and goals of educator preparation at Case Western Reserve University,

