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Department of Music

Undergraduate Student Handbook

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Department of Music

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August 2014

To our new students and to

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Eric Charnofsky (Musicology, Piano)	Denison 6		

Ryan Scherber (Music Education,  
Marching Band)

Haydn 208

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Haydn Hall, which houses the Department of Music offices, classrooms, and the Kulas Music Library, is located in the heart of the Mather Quad on the CWRU campus. Originally a combination of a dormitory and classrooms, this building served as the only student center on campus. It was given to the college by Flora Stone Mather, and named in honor of Hiram Collins Haydn, fifth president of Western Reserve University, pastor of the Old Stone Church on Public Square in downtown Cleveland, and the individual most active in convincing Western Reserve College to move to Cleveland.

is ONLY open during the day and NOT available for entry after hours.

Practice facilities are for all students who are enrolled in Department of Music ensembles, but music majors will be given first priority. The “virtual reality” practice room is for the exclusive use of music majors. Student groups must register with the Department of Music office ([music@case.edu](mailto:music@case.edu))



sessions for students in the Audio Recording concentration).

Campus Security is notified when there is an event. Accessing the chapel without

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The Office

It is important that you check your CWRU email account regularly. Email is used by the Department and the University for official communications, and the Department and University will communicate via your CWRU email address only. Therefore, if you use another account for email, set up your CWRU account to forward all messages.

You may use the Department of Music copy machine for personal copies at a cost. Please contact the Department of Music office for details and policies.

Haydn Hall and Denison/Wade are open on weekdays during the day. All music majors are automatically given 24-hour card access to both facilities. CWRU students enrolled in ensembles are automatically given 24-hour access to Denison/Wade. CWRU music minors and non-majors enrolled in applied lessons in piano or voice may request 24-hour access to Haydn. Music minors or non-

value of the instrument and the student's responsibilities and return procedures.



not heard back by the 2<sup>nd</sup> week of classes, please contact the Department of Music office right away.

*Independent Study Courses.* Students who are advised to take an Independent Study Course must complete the *Independent Study Agreement* and submit it to the Department of Music office (Haydn 201) for the permit to be released. This form is available on the Dept. website.

Students are required to have an accompanist for certain performance responsibilities. 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)
- Concerto Competition
- Senior Capstone Recitals
- The Leonard and Joan Ronis Annual Memorial Recital
- Rehearsals and lessons for all of the above services

In order to request an accompanist, follow these procedures:

**1. Fill Out Accompanist Request Form(s)**

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 in the hanging file outside of Room 6 in Denison or online at [http://music.case.edu/files/2013/09/Accompanist\\_Request\\_Form.pdf](http://music.case.edu/files/2013/09/Accompanist_Request_Form.pdf).

**2. Drop off Request Form(s) and Music**

- You must include music with your form. If your music is not included with your request form, you will not be assigned a pianist. Submitting your music in a professional manner will help ensure proper coverage for your piece. Please be sure to put your name on the music. When submitting your music, please submit the actual score. Please see Laura Stauffer for more information on Copyright policies.
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meet with them so that they can balance their schedules. If you have any questions about these procedures, please contact the Coordinator of Staff Accompanists (Eric Charnofsky) at [exc15@case.edu](mailto:exc15@case.edu).

***Music Undergraduate Student Involvement Committee (M.U.S.I.C.)***

This is your service and support organization. Founded in 1999 by Lisa Musca (Class of 2000), M.U.S.I.C. is open to all undergraduate students interested in music opportunities on







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All students accepted into the Department of Music were admitted either to the BA or the BS program and initially given a status of Full or Conditional Standing based on the performance audition.

lessons will not be allowed to take secondary lessons. Students wishing to take secondary lessons on more than one instrument simultaneously need permission from their advisor and from the Coordinator of Undergraduate Studies for their degree program.

***Changing Teachers***

Every effort is made to match you with a teacher appropriate to your level of development.

that requires a specific performance date, please contact the Department of Music office ([music@case.edu](mailto:music@case.edu))





with the proportion of approximately 5% technical and 95% solo. (This may include excerpts)

Vocalists should consider the following:

Repertoire that demonstrates a breadth of technical and musicianship skills, chosen in consultation with the student's applied instructor.

***Jury Protocol***

1. Once it has been est

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 Jury (MUAP 020) will have the opportunity to switch to another concentration within the music major or declare another major.
- c. A student who is excused





the applied teacher(s) and advisor(s). If a pianist is required, please see the Accompanist Information section of this Handbook to secure an Accompanist.

Student recital dates will be available from the third week to the thirteenth week of each semester. In general, there will be no recitals during the final week of classes, reading days or final exams. Any student who wishes to perform a Recital in place of the Level or Exit Jury must submit the *Jury Recital Petition Form* to the Department of Music Office by week 8 of the semester of the required jury

Students interested in performing a recital in Harkness Chapel should complete the online Harkness Chapel Reservation Request Form (<http://music.case.edu/facilities/florence-harkness-memorial-chapel/harkness-chapel-reservation-request/>)

MUTH 320 (Form and Analysis). However, please plan carefully as the sequence is set and you cannot take MUTH 202 or MUTH 208 concurrently with MUTH 320. If you are considering a semester abroad or an off-campus internship please consult with your advisor so that you are able to get your Music Theory Sequence taken care of. CIM will not allow registration into



The Bachelor of Science degree in Music Education is designed to help prepare students for a career as a music educator and lifelong learner. The mission of the Music Education Program is to prepare Proactive Scholar-Practitioners who can incorporate productive attitudes (positivity, passion and resilience) with professional skills (critical thinking, creative inquiry and reflection) to demonstrate outcomes of a lifelong learner/educator (effective teaching to empower students). Proactive individuals will look for opportunities to lead and distinguish themselves in a positive manner, using scholarship (academic skills and resources) to effectively practice their craft (teach).

### ***Music Education Faculty***

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Dr. Nathan Kruse, Associate Professor

***Teacher Education Staff and Faculty***

Dr. Denise K. Davis, Director of Teacher Education  
(216) 368-1505

*Effective educators:*

- Manifest care and respect for students, families, and co-workers
- Demonstrate fairness and personal ethics
- Are reflective in monitoring their own teaching
- Are lifetime learners who are actively engaged with their discipline, their students, and thus continuously developing as professionals
- Value and respond positively to diversity among students
- Believe that all students can learn and realize their creative potential
- Are positive professional models for their students

*Please see the Teacher Education Handbook for more detailed information*

***Teacher Education Program Outcomes***

The purposes and goals of educator preparation at Case Western Reserve University are summarized in

The dispositions of CWRU Educators include:





