
Department of Music

Juries	20
Ensembles	23
Recitals	25
Music Theory Sequence	25
Bachelor of Arts in Music	27
The Bachelor of Science Degree in Music Education	29

Department of Music

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To our new students and to those of you who are continuing your studies at Case Western Reserve University: welcome! I hope you had a great summer and have arrived on campus ready for an exciting and challenging year of study.

This Handbook provides detailed information about policies, procedures, and requirements for undergraduate study in the Department of Music. Please read it carefully and consult it as a first resource whenever you need guidance. Additional departmental information, including news, calendars of events, faculty profiles, and performance opportunities, can be found on the Department of Music website (<http://music.case.edu>). The CWRU General Bulletin (<http://www.case.edu/bulletin/>) contains official University policies, curricula, and academic requirements, including those of the Department of Music. And of course, you should always feel free to contact the Department Office with questions or concerns. We're here to help.

On behalf of the CWRU Music faculty and staff, I wish you a productive and enjoyable year!

Sincerely,

<u>Name</u>	<u>Office</u>	<u>Email</u>	<u>Phone</u>
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This section provides descriptions of all Department of Music facilities used by undergraduates. Please see also the "Department of Music Facilities Guidelines" page available at <http://music.case.edu/general/>.

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. Charles F. Schweinfurth, the premier residential architect of Euclid Avenue ("Millionaires' Row") mansions, who also rebuilt the interior of the Old Stone Church in 1884 and designed Trinity Cathedral (at E. 22nd Street and Euclid Avenue), designed Haydn Hall.

Haydn is locked after 5pm and on weekends, but all music majors are given 24-hour keycard access through the rear door of the building.

The Kulas Music Library is a satellite library of Kelvin Smith Library. It houses CWRU's library collections in the area of music and contains 45,000 items, including music scores, books on music, sound recordings, video recordings, microforms, and music periodicals. The library also contains a listening room for using the sound recording and video collections. Any CWRU faculty member, student, or staff member with a valid university ID or CIM conservatory level faculty member, student, or staff member with a valid CIM ID may borrow from the library. Books and scores circulate. Sound and video recordings must be used in the library. The library also provides access to an increasing number of electronic resources in support of music scholarship, including the Naxos Music Library and RISM A/II. For more information, visit <http://library.case.edu/ksl/facilities/kulas/>.

The Core, a Macintosh computer classroom and audio-visual lab in the basement of Haydn Hall, is a collaborative space for all CWRU students, faculty, and staff, as well as the University Circle community. Visitors can produce and edit digital video and audio projects with current industry standard software, and beginners can learn the basics, all in the sam 2 (.24 49m B13 (.)](l (a8 0 0 45 0 0 T

entrance from E. 115th Street can be arranged by activating your Student ID. For your safety and for the safety of the equipment, it is extremely important that you not prop doors open or let anyone you do not know into the building when it is locked. See the Director of your ensemble or visit the Department of Music office (Haydn 201) to acquire permission for keycard access. Keycard access will only allow you to access the E. 115th door after hours. The door from Wade 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.

You may request to reserve the chapel by submitting a completed online request form (<http://music.case.edu/facilities/florence-harkness-memorial-chapel/harkness-chapel-reservation-request/>), but please check the online room schedule for availability before submitting a request (<http://music.case.edu/facilities/room-schedules/>).

A Monitor is available for departmental events after 5:00 p.m. and on weekends, and required for all non-departmental events after 5:00 p.m. and on weekends (exc8 en60 067634.08

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.

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 that 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 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 Department of Music office so that a technician can be contacted. Theft of unattended belongings is an all-too-common occurrence on our campus; please do not leave your belongings unattended in practice rooms!!!

All students currently enrolled in applied lessons or ensembles are also eligible to use practice rooms when they are available, but priority is given to CWRU music majors. Reservations (Haydn Hall practice rooms only) for special situations can be made by contacting the Department of Music office.

Practice rooms may not be used as teaching studios, except as approved by the Department of Music. If you need to use a room occupied by someone not authorized to use it, please ask the Department Assistant to ask the person to leave. Contact Campus Security at 216-368-3333 in case an after-hours emergency.

Students' personal belongings, including instruments and laptops, are not covered by Case Western Reserve University insurance in case of theft or damage.

Music majors receive discounted tickets to performances of the Cleveland Orchestra (schedule of performances posted at <http://www.clevelandorchestra.com/>). Please contact the Department of Music office for details.

Emergency procedures are posted throughout Haydn Hall and Denison/Wade.

	309	(or with your Concerto Competition form)
Recital Class Conflict Form	Download from Dept. Website	Third Recital Class of Semester
Harkness Chapel Reservation Request	Online on Dept. Website	See the Website for details
Off-Site Event Listing Request	Online on Dept. Website	See the Website for details
Audio Service Recording Request	Online on Dept. Website	See the Website for details
Student Evaluation of Applied Music Teacher	Download from Dept. Website	At the end r.24 0 0 0.24 43 e W

chosen. The winner or winners will be featured on a free public solo recital the following fall and will receive a cash award. In order to secure a spot in the Ronis Memorial Recital competition you must follow these guidelines:

Obtain a copy of the Leonard and Joan Ronis Annual Memorial Recital Application (on the Department of Music website).

Consult with your applied teacher about appropriate standard repertoire heeding the established performance time guidelines.

Submit the form by the Friday before Spring Break and then sign up for a Ronis Memorial Recital jury.

Approximately one month before the competition you will be given a jury time and you will submit your final program information.

If you are a winner of the competition and would like the Ronis Memorial Recital to be a substitute for your Level or Exit Jury you must also submit the Undergraduate Petition for Jury Substitution form (on the Department of Music website).

The Concerto Competition

Some CWRU/University Circle Orchestra concerts feature an undergraduate student soloist chosen through this competition, which is open to all CWRU undergraduates who are Sophomores or Juniors (or Seniors who are planning a 5th year) and are both taking applied lessons and enrolled as full-time students during the semester of the Competition and the semester of the performance. The Competition takes the form of a recital that is open to the public. Students should apply only when they have high-level repertoire in progress and only perform when that repertoire is recital-ready. Repertoire can be selected from the concerto or double concerto repertoire, smaller solo works with orchestral/chamber accompaniment, or representative vocal works with orchestral/chamber accompaniment. Repertoire must be selected in advance and APPROVED by the Director of Orchestras (Kathleen Horvath) by November 15th to insure that the orchestra parts are available. The Competition is held in late March or April each spring semester and the winner(s) perform the following academic year.

In order to secure a spot in the Concerto Competition recital you must follow these procedures:

Obtain a copy of the Concerto Competition Request Form (on the Department of Music website).

Consult with your applied teacher about appropriate repertoire.

Once you have several pieces in mind, see the Director of Orchestras and get your piece(s) approved. This can be accomplished by sending Dr. Horvath an e-mail (kah24@case.edu) detailing the title of the piece, the composer, the edition, publisher, and an indication of where the parts are available for purchase or hire. Failure to get your piece approved before you submit your Form will result in disqualification from the competition.

Submit the Concerto Request Form (approved by Dr. Horvath and your applied teacher) to the Coordinator of Staff Accompanists (Eric Charnofsky) along with your Accompaniment Request Form and piano part that details the sections you intend to perform by noon on the first Friday in December. Failure to meet the deadline, an incomplete form, or missing components will result in disqualification from the competition.

Submit your final program information two weeks before the scheduled performance,

which takes place in late March or early April, depending on the year.

If you would like the Concerto Competition to substitute for your Level or Exit Jury, you must also submit the Undergraduate Petition for Jury Substitution form (on the Department of Music website).

Keep in mind that a maximum of 15 minutes of performance time is allotted to each student

Undergraduate Petition for Jury Substitution form by week 8 of the semester in which the jury will take place. Bear in mind that recitals are to be completed by week 13 of the semester.

In addition to required juries, an applied faculty member may require additional juries when

excerpts)

Exit Jury Candidates should perform technical repertoire (étude, scale study with arpeggio etc.) and some solo repertoire, preferably with accompaniment (sonata, concerto, etc . . .), 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 established that a student is to jury, each student must:
 - a. Secure an accompanist if necessary (see above)
 - b. Sign up for a time in the Department of Music office
 - c. Prepare for the jury

2. On the day of the jury each student is to:
 - a. Arrive approximately 15 minutes early to warm up and be ready to perform at the assigned time.
 - b. Wear appropriate attire (consider this a “public recital”).
 - c. Fill out four copies of the Jury Form (available on the Dept. website) and bring the completed forms with you to your Jury.

Jury Outcomes and Grading

1. Once the jury is completed, the student will receive the original Jury Sheets, the advisor

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

Various Directors

Baroque Chamber Ensembles (MUEN 393): Julie Andrijeski (jxa4@case.edu)

Although the Department of Music does not require a recital for the BA or BS degree, students may play recitals with the consent of their applied teacher and advisor. A senior recital may become part of the SAGES Capstone experience (MUHI 395A-B).

General guidelines for recitals suggest that a junior recital should consist of 40-45 minutes of music. A senior recital should consist of approximately 50-60 minutes of music. Students who do not feel comfortable performing a complete solo recital may wish to partner with another student or students and perform a joint recital. All recitals should be prepared in consultation with 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 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/>) at least four weeks in advance of the proposed recital date. Please note that the Department will contact your applied teacher and faculty advisor for approval before confirming your recital date. (Students holding an event at an off-site venue should complete the Off-Site Events Listing Request Form at <http://music.case.edu/off-site-event-listing/>. This will allow the department to list your event on the music webpage.)

All CWRU music majors will take their Music Theory courses through the Joint Music Program at CIM. Upon matriculation each student will take a Music Theory Placement Exam that tests skills

During reading week of the spring semester, a public Capstone presentation session is scheduled for MUAR 390 students and MUHI 395A-B students whose projects involve an oral presentation.

BA students who complete ambitious and outstanding Capstone projects are eligible for Departmental Honors (see above) by faculty nomination and vote of the Department faculty.

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

Dr. Gary Ciepluch, Associate Professor (On Sabbatical -

Teacher Education Staff and Faculty

Dr. Denise K. Davis, Director of Teacher Education
(216) 368-1505
denise.davis@case.edu

Ms. Kathryn Shafer, Department Administrator of Teacher Education
(216) 368-0792
kathryn.shafer@case.edu

Teacher Education Mission

The mission of the Case Western Reserve University educator preparation unit is to prepare *Proactive Scholar Practitioners* who demonstrate skill in instructional planning, delivery, and assessment, and who demonstrate dispositions consistent with the principles of commitment, collaboration, and creativity. We define Proactive Scholar Practitioners as educators who, upon entering the teaching profession, demonstrate through their performance in instructional contexts:

Teacher Education Dispositions

Dispositions are the “values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator’s own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice” (National Council for Accreditation of Teacher Education, 2002, p. 53).

The dispositions of CWRU Educators include:

- The belief that all children can learn
- A value of diversity
- A caring, respectful demeanor
- Fairness and personal ethics
- Reflection and efficacy
- Professional commitment

Please see the Teacher Education Handbook for more detailed information

Teacher Education Decision Points and Retention Policy

Admission to a teacher licensure program at Case Western Reserve University requires admission to the University and admission to the specific licensure program. In general, admission criteria include previous accomplishment in the content area, successful overall academic performance and evidence of one’s potential ability to master the complex intellectual, interpersonal and performance requirements of teaching.

Once admitted to a licensure program, students move through a series of Decision Points as they progress to each level of their program. At each of these decision points, students may be (a) granted unconditional admission to the next level, (b) granted conditional admission to the next level with a prescribed remedial plan, which when successfully completed will result in unconditional admission, or (c) denied admission to the next level and removed from the program. The decision points and score criteria for each licensure program are outlined in the tables on pages 18-22 of the Teacher Education Handbook and additional information has been provided in a Handout about the Decision Point System that is distributed each fall as part of the yearly orientation schedule.

To remain in the licensure program, students must:

- Meet the requirements for each decision point
- Maintain the required GPA in each area
- Maintain the required average score on the ePortfolio where specified, the DAI, and the Student Teaching Assessment (s) -4 (s) () (s) 2 () 6 tF (e) 2 (h ((s) ((A) -1(n)5 () 1) 2) 5 (t)5 ()) 2 hAt

What?

Successful interview and satisfactory
score on the *Teacher Licensure
Admission Assessment*
Cumulative GPA at CWRU of 2.7 or

What?

Cumulative GPA of 2.7 or better

Discipline GPA of 2.7 or better

Education GPA of 3.0 or better

Minimum grade of "B" in MUED 396 A
and B

Completion of degree requirements