

Coe College Music Department

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Faculty/ Student Handbook

This handbook supplements the Coe College Catalog description of courses, the requirements for music degrees, and all aspects of music department policies and procedures.

— Revised Summer 2011 —

COE COLLEGE DEPARTMENT OF MUSIC

MISSION STATEMENT

Recognizing that music is a crucial component of the Liberal Arts experience, the Coe College Department of Music believes in the significance of offering a strong music program to students of all ability levels – from the novice to the pre-professional musician. Therefore, the mission of the Department of Music is:

1. To provide the highest quality pre-professional undergraduate music training possible in the areas of performance, elementary and secondary vocal and instrumental teaching, and theory and composition; this program shall remain consistent with the educational objectives and standards of the college as a whole, consistent with the standards of the National Association of Schools of Music, consistent with traditionally recognized practices in the pre-professional training of musicians, and consistent with, and in accordance with, the skills, areas of expertise, and professional goals of its music faculty taken as a whole.
2. To provide a broad range of opportunities for study and participation in both performance and music courses by students who may not intend to pursue music as a profession.
3. To provide support for the creative, artistic, and professional development of its music faculty.
4. To provide the services of performance and music expertise to the college community in the forms of concerts, ceremonial music, and interdisciplinary teaching.
5. To provide leadership in educational and cultural experiences in music to the outside community.

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APPLIED MUSIC

The Applied Music Course includes intensive studies in performance and repertoire through lessons, ensembles, pedagogy, and techniques. The requirements are:

1. An hour lesson each week, called the primary performance area lesson, along with participation and attendance at the weekly Recital Hour, and fulfillment of the concert attendance requirement (see page 3).
2. Participation in one of the following ensembles, as assigned by audition:
 - Concert Band
 - Concert Choir
 - Orchestra
 - Chorale
3. Additional ensembles, lessons, or courses in pedagogy, techniques, and literature (0.1-0.6 course credit) which are required for any of the tracks that lead to one of the music degrees.

In the class schedules, Applied Music courses are identified with an MUA followed by the individual number of the class. Catalog numbers for lessons appear on page 5 of this Handbook and for ensembles and other courses on page 2. The prerequisite for enrollment is audition and consent of the Department Chair. All MUA courses are offered in Fall and Spring Terms only.

Credits

Credits for components of the Applied Music Course are listed on pages 2 and 5.

In order to graduate from Coe, all students must successfully complete 32 course credits, and 30 of them must be Full-Credit Experiences.

Students intending to graduate in fewer than eight terms may only count full-credit experiences toward the number of credits required for graduation.

The Applied Music Course (consisting of a minimum of a .6 lesson and a .3 or .2 major music ensemble in the same term) is considered one full-credit experience. Multiple terms of ensemble registration (e.g., eight terms of a .3 concert band yielding a total of 2.4 partial credits) can be accumulated with a maximum of 2 partial credit experiences counting toward graduation, and only for those students enrolled at Coe for eight or more terms.*

* Consult page 11, IV, A in the Coe College Catalog.

Transfer Students

Transfer students entering the Bachelor of Music degree as a junior or a senior will be evaluated for placement in the Applied Music course. This evaluation will follow the standards of the Bachelor of Music Advanced Standing Assessment (BMASA, see page 8). All transfer students must also take the Theory Placement Examination (p. 8) to determine their level of progress in the music theory sequence.

APPLIED MUSIC: ENSEMBLES

The following ensemble, literature, techniques, and pedagogy classes are available for the course credit indicated:

<u>Course #</u>	<u>Title</u>	<u>Credit Awarded</u>
<u>Regularly-Offered Major Ensembles</u>		
* MUA-003	Concert Band	0.3
MUA-011	Jazz & Improvisation Laboratory	0.1
MUA-012	Jazz Ensemble	0.2
* MUA-023	Symphony Orchestra	0.3
* MUA-083	Concert Choir	0.3
MUA-112	Crimson & Gold	0.2
MUA-122	Chorale	0.2

* Unless otherwise assigned, music scholarship students and music majors are required to enroll in MUA-003, MUA-023, or MUA-083.

Additional Ensembles, Techniques, Literature and Pedagogy Courses

MUA-032 01	Percussion: Ensemble and Literature	0.2
* MUA-032 02	Percussion: Pedagogy	0.2
MUA-042 01	Woodwind: Ensemble and Literature	0.2
* MUA-042 02	Woodwind: Pedagogy	0.2
MUA-052 01	Brass: Ensemble and Literature	0.2
* MUA-052 02	Brass: Pedagogy	0.2
MUA-062 01	Strings: Ensemble and Literature	0.2
* MUA-062 02	Strings: Pedagogy	0.2
MUA-072 01	Piano: Literature and Ensemble	0.2
* MUA-072 02	Piano: Pedagogy	0.2
MUA-132	Opera Workshop	0.2
MUA-143	Instrumental Techniques: Strings	0.3
MUA-153	Instrumental Techniques: Single Reeds & flute	0.3
MUA-163	Instrumental Techniques: Double Reeds	0.3
MUA-173	Instrumental Techniques: High Brass	0.3
MUA-183	Instrumental Techniques: Low Brass	0.3
MUA-193	Instrumental Techniques: Percussion	0.3
MUA-242	Choral Techniques	0.2
* MUA-262	Vocal Pedagogy	0.2

***Instrumental (percussion, woodwind, brass & string) Pedagogy is a 0.2 credit MUA course taken as a half-hour lesson in the Primary Performance Area and taught with a pedagogy syllabus (see specific catalog numbers printed above). Piano and Vocal pedagogy are stand alone .2 credit MUA courses.**

APPLIED MUSIC: LESSONS

Primary and Secondary Performance Areas

Registration in a Secondary Performance Area (SPA) consists of one half-hour lesson per week.

Registration in a Primary Performance Area (PPA) consists of an hour lesson per week (which may be taken as two separate half-hour lessons) along with satisfactory completion of the following requirements:

1. Attendance at the weekly Recital Hour, 2:30 p.m. on Thursdays.
2. A significant performance (maximum of seven minutes including entrance and exit time, and typically a new piece each term) on Recital Hour each term.
 - A. The following exceptions apply:
 1. A performance is not required for the first term of registration in any given area.
 2. Any student who gives a full-length or partial (minimum 2 solo selections) solo recital is not required to appear on Recital Hour during the term in which the recital is given.
 3. Any teacher, in consultation with the Department Chair, may excuse a student from performing on Recital Hour for pedagogical reasons.
 - B. Students are expected to perform their Recital Hour piece for their lesson teacher in Daehler-Kitchin Auditorium with the accompanist at least one week prior to the scheduled performance to ensure that proper stage etiquette, tuning, and balance issues are addressed well in advance of the Recital Hour performance.
 - C. Recital Hour Performance Signup
 1. Students should consult with their instructor during at the beginning of the term and select the week that they intend to present their Recital Hour performance.
 2. To reserve a spot on that particular Recital Hour, sign up on the RH clipboard in the Music Office.
 3. Program information along with notes or translations must be submitted electronically to the Department Administrative Assistant no later than 7 days (1 week) preceding your performance. Program information must include the full name of the composer, composer dates, the composition title, the appropriate movement numbers and/or names, and the name(s) of additional performers.
 - D. Students must arrange for an accompanist as described in the section on piano accompanying on page 28.
3. Attendance at 12 concerts as determined by the Student Advisory Board (SAB, page 24).

The faculty strongly supports and believes in the experience of concert attendance and listening to live performances as an important component in the development of a complete musician. Each term the SAB assists the faculty with this requirement.

4. Completion of a jury as described on page 8.

A student's failure to comply with the attendance requirements of the Recital Hour and concerts will lower the hour lesson grade according to the following schedule:

Recital Hour: 50% of the hour lesson grade will be lowered as follows:

<u>Absences</u>	<u>Penalty</u>
0-2	None
3	1 letter
4	2 letters
5	3 letters
6	4 letters

Concerts: 50% of the hour lesson grade will be lowered as follows:

<u>Absences</u>	<u>Penalty</u>
1	1 letter
2	2 letters
3	3 letters
4	4 letters



Catalog Numbers and Credits

The catalog number for half-hour lessons (Secondary Performance Area) ends with the number “1.” For example, a half-hour lesson per week in piano has a catalog number of MUA-351. Each half-hour lesson carries 0.3 credit.

The catalog number for hour lessons (Primary Performance Area) ends with either a “2” or a “3.” For example, MUA-522 is a catalog number for an hour lesson in voice. Music majors who have passed the Bachelor of Music Advanced Standing Assessment, use a “3” at the end of their catalog numbers, (such as MUA-493 for guitar). All other students use the “2” at the end (for instance, MUA-492). Each hour lesson carries 0.6 credit. The catalog number for the non-credit bearing Senior Recital ends with a “0.”

<u>Catalog Number</u>	<u>Instrument</u>	<u>Catalog Number</u>	<u>Instrument</u>
MUA-31x	Violin	MUA-42x	Saxophone
MUA-32x	Viola	MUA-43x	Bassoon
MUA-33x	Cello	MUA-44x	Trumpet
MUA-34x	String Bass	MUA-45x	French Horn
MUA-35x	Piano	MUA-46x	Trombone
MUA-36x	Piano Accompanying	MUA-47x	Low Brass
MUA-37x	Harpsichord	MUA-48x	Percussion
MUA-38x	Organ	MUA-49x	Guitar
MUA-39x	Flute	MUA-50x	Harp
MUA-40x	Oboe	MUA-52x	Voice
MUA-41x	Clarinet		
	MUA-800	Senior Recital – Non-Credit Bearing	

Lesson Fees

Private music lessons are available for credit only. Declared music majors who have achieved junior status (16 or more course credits) and perform in a major ensemble are not charged for lessons. For other Coe students, lesson fees are charged by term according to the total registered lesson credit:

0.3.....	\$220.00
0.6.....	\$440.00
0.9.....	\$660.00

NOTE: Private music lessons, which are identified by MUA course numbers 300 or above as listed in the schedule of courses, are offered only in the Fall and Spring Terms.

Students registering for .6 (one hour lesson/week) must attend the weekly Recital Hour and fulfill the concert requirement.

Students must register for a 14-week block of lessons. For refunds consult page 188 of the College Catalog.

Definition of Primary & Secondary Performance Areas

For Bachelor of Music Degree:

Primary Performance Area: BM students must complete 8 PPA terms on the same instrument (14 one-hour lessons per term). Students are exempt from this requirement during terms when they are participating in New York Term or student teaching.

Secondary Performance Area: BM students must complete 4 SPA terms on the same instrument (14 half-hour lessons per term).

For Bachelor of Arts Degree:

Bachelor of Arts students must choose piano as either their PPA or SPA.

Primary Performance Area: BA students must complete 4 PPA terms on the same instrument (14 one-hour lessons per term).

Secondary Performance Area: BA students must complete 4 SPA terms on the same instrument (14 half-hour lessons per term).

Scheduling of Lessons

Lessons are arranged from the class schedules that students submit to the Music Department Administrative Assistant. Instructors assign lessons only after a schedule has been submitted.

Change of Registration

Students registered for music classes and applied music lessons are responsible for submitting any changes of registration (dropping and adding) to the Registrar's Office. Students must also notify the Music Department Administrative Assistant of these changes.

Students receive no refund for lessons dropped after the third week of class.

Make-up Lessons

Lessons will be made up only if the instructor is absent or the instructor has excused the student. Students must inform the instructor prior to an absence. It is the student's responsibility to contact the instructor later to discuss the possibility of making up the lesson. Students are asked to check with their teacher to discuss studio policy for Spring Term Flunk Day absences.

APPLIED MUSIC: INSTRUMENTAL TECHNIQUES

Students pursuing a concentration in Instrumental Music Education must complete **all** techniques studies prior to their student teaching. Vocal Music Education students are required to complete **three** terms of instrumental techniques including one each of wind, percussion and strings.

Some college-owned instruments are available for use in classes. The instrument loan policy is stated on page 24.

Music Education students note: The Music Department schedules instrumental techniques classes on a three-year rotation (see below), which enables students to fulfill their techniques requirements. If students begin the program after the first term of their first year, they may be liable for extra fees to pay for the substitution of lessons as techniques.

Students who are preparing for graduate music therapy certificate programs, which are not offered at Coe, should be aware that such programs often require students to have taken *all* instrumental techniques classes.

Schedule

Fall

'11 Percussion & Single Reeds/Flute
'12 Double Reeds
'10 Low Brass

Spring

'12 Percussion & Single Reeds/Flute
'13 High Brass
'11 Strings



ASSESSMENTS

Theory Placement Exam

All students wishing to begin music theory study must take the departmental exam to determine proper course placement. The exam is also required for students transferring to Coe as music majors.

Juries for Applied Music Lessons

All students enrolled in lessons are required to take a jury during the week of final exams. A student who gives a full-length or partial (minimum 2 solo selections) solo recital during the last six weeks of the term receives a one-term exemption from this requirement, although the lesson teacher may override this waiver. Students should discuss the nature of the jury with their instructors.

[Instrumental]	0.6 credit lessons: solo work or etude 0.3 credit lessons: etude or exercise
[Keyboard]	0.6 credit lessons: 5-7 minutes of memorized music 0.3 credit lessons: 1 memorized composition — not to exceed 5 minutes
[Vocal]	0.6 credit lessons: two memorized songs; sightsinging required of music majors 0.3 credit lessons: one memorized song

Jury Procedure

1. Jury signup sheets will be posted across from the Music Office at least two weeks before exams.
2. Before signing up for a specific jury time, students should consult with their instructor and accompanist about their availability.
3. Students will need to consult the final examination schedule for their other classes to avoid schedule conflicts.
4. Students must arrange for an accompanist as described in the section on piano accompanying on page 28.

Bachelor of Music Advanced Standing Assessment (BMASA)

Bachelor of Music degree candidates are required to complete four terms of PPA study at the Advanced Standing level (MUA-xx3). Four terms of successful PPA study (MUA-xx2), or the equivalent, are required before the Advanced Standing Assessment is made. In order to pursue PPA study at the Advanced Standing level, students must first pass the BMASA. The Assessment is based upon progress in the areas of performance on the primary instrument or voice, piano proficiency (where piano is not the primary instrument), and success in other music courses. The Assessment replaces the fourth term (or equivalent) jury.

Students must register for the BMASA with the Department Chair at least six weeks before the end of the fourth term (or equivalent) of primary lesson study and must have at least a 2.5 GPA

in music subjects. Assessments are held following the final day of classes for the term. Students who qualify to take the BMASA will be notified of their assessment time by the Music Office.

To be eligible to take the BMASA the student must have successfully completed or be currently enrolled in:

- a. The fourth term (or equivalent) of primary (.6) lessons
- b. Music Theory III (MU-215)
- c. Two courses of the music history sequence: Music History I (MU-255), Music History II (MU-355), or Music History III (MU-458).
- d. Keyboard Fundamentals Exam

Additionally, Music Education students must have successfully completed or be registered for the course: Practicum in Music Ed (MU-205).

The Department provides accompanists at no charge. Students should submit their accompaniments and accompanist request forms to the Head of the Piano Area one month prior to the BMASA (see page 28).

The BMASA procedure takes approximately one-half hour, and consists of students meeting the following requirements:

- a. Performance of one or more pieces of concert repertoire, total duration 5 to 10 minutes. The work(s) performed should have been learned within the current academic year.*
- b. Reasonable success at sight-singing a simple melody using solfège (vocalists and instrumentalists).
- c. Reasonable success at sight-reading a work from the student's primary instrument or voice repertoire.
- d. An interview with the music faculty concerning the student's goals and progress.

Special note for Composition majors: Two weeks prior to the BMASA, composition majors must submit to the music faculty two bound copies of a composition completed while studying at Coe.

Students should be dressed in daytime concert attire.

Based upon the Assessment, the music faculty will make one of three judgments:

1. "Passed": The student can register for PPA study at the Advanced Standing level (MUA-xx3) and continue to pursue the Bachelor of Music Degree.
2. "Not Passed": The student must select a concentration other than the Bachelor of Music curriculum.
3. "Conditional Status": The student will be allowed one term to remediate the deficiencies identified by the music faculty. The student will continue to register for PPA study (MUA-xx2 — that is not at the advanced level). Upon application for a second BMASA during the remedial term, a subsequent scheduling of the Assessment at the end of that term will be allowed. If the student has successfully rectified the deficiencies during the remedial term, the Music Faculty will allow the student to re-enter the Bachelor of Music curriculum. Furthermore, the faculty has the option of

waiving one term of PPA study at the advanced level (MUA-xx3) so that the student may complete the Bachelor of Music Degree within the typical four-year time frame.

* Students taking the BMASA are considered for the annual Paul S. Ray and Eleanor Taylor Prize only if the pieces performed for the BMASA have not been previously performed in public (including at Recital Hour). Complete qualification requirements are found on page 31 of this handbook.

Senior Assessment Exam (SAE)

All Bachelor of Music and Bachelor of Arts candidates must take the Senior Assessment Exam in their final term prior to graduation.

SKILLS REQUIREMENTS FOR THE BACHELOR OF MUSIC DEGREE



Students seeking the Bachelor of Music degree must complete the Keyboard Fundamentals Exam prior to the BMASA. They must enroll in piano as a 0.3 lesson until they have passed all portions of the Keyboard Fundamentals Exam. Transfer students may petition the faculty for an extension in their preparation time.



Keyboard Fundamentals Exam

All tasks listed below must be successfully completed in order to pass the Keyboard Fundamentals Exam.

1. Play the following major and minor scales with right and left hands alone, two octaves, standard fingering:
Major: all keys
Minor: all white keys (harmonic minor only)
2. Play in the following keys the primary and dominant seventh chords in all inversions using four-part choral style. These chords must also be played with the left hand alone.
Major: all white keys, B-flat, E-flat, A-flat
Minor: all white keys
3. Play at sight a melody with some rhythmic complexity.
4. Improvise the harmonization of a melody with primary and dominant seventh chords, using proper voice leadings. All the following accompaniment styles should be demonstrated:

a. Sustained chords

b.  or 

c.  and 

5. Play at sight a simple four-part song and a simple piano accompaniment.
6. Transpose a simple treble clef melody to any white major (or appropriate minor) key.
7. Play a prepared solo piano piece.

Secondary Performance Area credits in piano may be accumulated only after successful completion of the Keyboard Fundamentals Exam.

MUSIC DEGREES

Coe College offers the Bachelor of Music degree and also the Bachelor of Arts degree with a major or minor in music. Within the Bachelor of Music curriculum, three majors are available. The requirements and sample schedules for the degrees, the majors, and the minor are given in the following pages.

Bachelor of Music

The Bachelor of Music curriculum leads to a professional degree in music with a major in education, performance, or theory & composition. The course requirements for these majors are set forth on pages 12-21.

Bachelor of Arts Degree with a Major in Music

The requirements for the Bachelor of Arts degree with a major in music appear on pages 22-23. Students interested in combining music and a second major should follow the courses outlined for a major in music and, in consultation with their advisors, select the remaining courses in the second major.

Bachelor of Arts Degree with a Minor in Music

The minor in music must meet the following conditions:

Minimum of six course credits in music.

- Minimum of four MU courses.
- Maximum of 2.0 course credits in the MUA Applied Music Course (consisting of a minimum of .6 lesson and a .3 or .2 major music ensemble in the same term).

Note: Individual partial credit music courses (ensembles or lessons not combined to constitute the Applied Music Course – see page 1) may not accumulate toward a minor in Music.

Note: Divisional Definitions for fulfilling degree general education requirements are as follows:

- Fine Arts: Art, Music Theatre
- Humanities: English, Speech, Rhetoric, Foreign Language, History, Humanities, Philosophy
- Natural Science: Physics, Biology, Chemistry, Math
- Social Science: Sociology, Psychology, Economics, Political Science

Bachelor of Music in KEYBOARD or INSTRUMENTAL PERFORMANCE

Course	Catalog Number	Credits	Totals
MAJOR AREA			
4 terms hour lessons Primary Performance Area	MUA-xx2	2.4	
4 terms hour lessons Primary Performance Area (Advanced Standing)	MUA-xx3	2.4	
4 terms half-hour lessons Secondary Performance Area	MUA-xxx	1.2	
8 terms Major Ensemble *	MUA-xxx	2.4	
4 terms Keyboard Pedagogy for keyboard majors OR 3 terms Ensemble & Lit. and 1 term Instrumental Pedagogy for instrumental majors **	MUA-xxx	.8	
Full length Senior Recital in Primary Performance Area	MUA-800	.0	
Total Credits in the MAJOR AREA			9.2
SUPPORTIVE COURSES IN MUSIC			
Music Theory I	MU-115	1.0	
Music Theory II	MU-125	1.0	
Music Theory III	MU-215	1.0	
Music Theory IV	MU-225	1.0	
Music Hist. & Lit. I	MU-255	1.0	
Conducting I	MU-285	1.0	
Music Hist. & Lit. II ^{WE}	MU-355	1.0	
Music Hist. & Lit. III ^{WE}	MU-458	1.0	
Total Credits in SUPPORTIVE COURSES IN MUSIC			8.0
MUSIC ELECTIVES			
<u>Four of the following courses:</u>			
Composition I	MU-135	1.0	
Introduction to Jazz History	MU-157	1.0	
Topics in Music Western Perspectives ***	MU-165	1.0	
Topics in Music Non-Western Perspectives ***	MU-166	1.0	
Diction for Singers	MU-185	1.0	
Computer Music Workstation	MU-195	1.0	
Composition II	MU-235	1.0	
Advanced Counterpoint	MU-245	1.0	
Topics in Vocal Literature ^{WE}	MU-315	1.0	
Conducting II ^{WE}	MU-385	1.0	
Composition III	MU-435	1.0	
Orchestration	MU-445	1.0	
Independent Study	MU-8_5	1.0	
One course credit in MUA-xxx courses beyond those required in the MAJOR AREA category	MUA-xxx	1.0	
Total Credits in MUSIC ELECTIVES			4.0
GENERAL STUDIES			
✓ First Year Seminar ^{WE}		1.0	
✓ 2 terms German or French in consecutive terms	GER-xxx or FRE-xxx	2.0	
✓ 1 course each from the social sciences, natural sciences, and humanities	xxx-xxx	3.0	
Total Credits in GENERAL STUDIES			6.0
ELECTIVES			
Total Credits in ELECTIVES			4.8
TOTAL CREDITS REQUIRED FOR GRADUATION			32.0

^{WE} Candidates for the Bachelor of Music Degree must complete five writing emphasis courses, with a grade of C or higher. (See page 14 in the College Catalog.)

* Wind and Percussion students are required to enroll in MUA-003 (Concert Band). String players are required to enroll in MUA-023 (Symphony Orchestra). Keyboard majors are assigned to Concert Band, Orchestra, Concert Choir, or Chorale by the Head of the Piano Area, in consultation with the ensemble directors.

** See Pg. 2.

*** May be repeated.

In addition to the courses listed above, most students take four terms of 0.3 piano lessons (14 half-hour lessons per term) to prepare for the KFE, which must be passed before taking the BMASA. For BM students who select piano as the Secondary Performance Area, only those credits earned after successful completion of the KFE accumulate towards fulfillment of the SPA requirement. The student must have at least a 2.5 grade point average in the major in order to graduate.

Bachelor of Music in VOCAL PERFORMANCE

Course	Catalog Number	Credits	Totals
MAJOR AREA			
4 terms hour lessons Primary Performance Area	MUA-522	2.4	
4 terms hour lessons Primary Performance Area (Advanced Standing)	MUA-523	2.4	
4 terms half-hour lessons Secondary Performance Area	MUA-xxx	1.2	
8 terms Major Ensemble *	MUA-xxx	2.4	
1 term Vocal Pedagogy	MUA-262	0.2	
Diction for Singers	MU-185	1.0	
Topics in Vocal Literature ^{WE}	MU-315	1.0	
Full length Senior Recital	MUA-800	.0	
Total Credits in the MAJOR AREA			10.6
SUPPORTIVE COURSES IN MUSIC			
Music Theory I	MU-115	1.0	
Music Theory II	MU-125	1.0	
Music Theory III	MU-215	1.0	
Music Theory IV	MU-225	1.0	
Music Hist. & Lit. I	MU-255	1.0	
Music Hist. & Lit. II ^{WE}	MU-355	1.0	
Music Hist. & Lit. III ^{WE}	MU-458	1.0	
Conducting I	MU-285	1.0	
Total Credits in SUPPORTIVE COURSES IN MUSIC			8.0
MUSIC ELECTIVES			
<u>Four of the following courses:</u>			
Composition I	MU-135	1.0	
Introduction to Jazz History	MU-157	1.0	
Composition II	MU-235	1.0	
Topics in Music Western Perspectives **	MU-165	1.0	
Topics in Music Non-Western Perspectives **	MU-166	1.0	
Computer Music Workstation	MU-195	1.0	
Advanced Counterpoint	MU-245	1.0	
Conducting II ^{WE}	MU-385	1.0	
Composition III	MU-435	1.0	
Orchestration	MU-445	1.0	
Independent Study	MU-8_5	1.0	
One course credit in MUA-xxx courses beyond those required in the MAJOR AREA category	MUA-xxx	1.0	
Total Credits in MUSIC ELECTIVES			4.0
GENERAL STUDIES			
✓ First Year Seminar ^{WE}		1.0	
✓ 2 terms German or French in consecutive terms	GER-xxx or FRE-xxx	2.0	
✓ 1 course each from the social sciences, natural sciences, and humanities	xxx-xxx	3.0	
Total Credits in GENERAL STUDIES			6.0
ELECTIVES			
Total Credits in ELECTIVES			3.4
TOTAL CREDITS REQUIRED FOR GRADUATION			32.0

^{WE} Candidates for the Bachelor of Music Degree must complete five writing emphasis courses, with a grade of C or higher. (See page 14 in the College Catalog.)

* Major Ensemble is defined as Concert Choir or Chorale as assigned by audition.

** May be repeated.

Vocal Performance majors must take piano as the SPA.

In addition to the courses listed above, most students take four terms of 0.3 piano lessons (14 half-hour lessons per term) to prepare for the KFE, which must be passed before taking the BMASA. Only those credits earned after successful completion of the KFE accumulate towards fulfillment of the SPA requirement. The student must have at least a 2.5 grade point average in the major in order to graduate.

Bachelor of Music in THEORY & COMPOSITION

Course	Catalog Number	Credits	Totals
MAJOR AREA			
Music Theory I	MU-115	1.0	
Music Theory II	MU-125	1.0	
Music Theory III	MU-215	1.0	
Music Theory IV	MU-225	1.0	
Composition I	MU-135	1.0	
Composition II	MU-235	1.0	
4 terms Composition Seminar	MU-230	1.2	
or			
3 terms Composition Seminar and one term Orchestration (MU 445)		1.9	
(Enrollment in a composition course or in composition seminar is required each term.)			
Computer Music Workstation	MU-195	1.0	
Advanced Counterpoint	MU-245	1.0	
Full length Composition Recital	MUA-800	.0	
Total Credits in the MAJOR AREA			9.2 or 9.9
SUPPORTIVE COURSES IN MUSIC			
4 terms hour lessons Primary Performance Area	MUA-xx2	2.4	
4 terms hour lessons Primary Performance Area	MUA-xx3	2.4	
(Advanced Standing)			
4 terms half-hour lessons Secondary Performance Area	MUA-xxx		
OR Instrumental Techniques		1.2	
8 terms Major Ensemble *	MUA-xxx	2.4	
Music Hist. & Lit. I	MU-255	1.0	
Music Hist. & Lit. II ^{WE}	MU-355	1.0	
Music Hist. & Lit. III ^{WE}	MU-458	1.0	
Conducting I	MU-285	1.0	
Total Credits in SUPPORTIVE COURSES IN MUSIC			12.4
GENERAL STUDIES			
✓ First Year Seminar ^{WE}		1.0	
✓ 2 terms German or French in consecutive terms	GER-xxx or FRE-xxx	2.0	
✓ 1 course each from the social sciences, natural sciences, and humanities	xxx-xxx	3.0	
✓ 2 additional non-music courses	xxx-xxx	2.0	
Total Credits in GENERAL STUDIES			8.0
ELECTIVES			
Total Credits in ELECTIVES			2.4 or 1.7
TOTAL CREDITS REQUIRED FOR GRADUATION			32.0

NOTES: MU-195 Computer Music Workstation offered in Fall, odd-numbered years.
 MU-245 Adv. Counterpoint offered in Fall, even-numbered years.
 MU-445 Orchestration offered in Spring, even-numbered years.
 MU-135, MU 235, MU-435, Composition I, II, III are not offered concurrently with MU 195 Computer Music Workstation.
 MU- 230 Composition Seminar is offered every term.

^{WE} Candidates for the Bachelor of Music Degree must complete five writing emphasis courses, with a grade of C or higher. (See page 14 in the College Catalog.)

* Major Ensemble is defined as Concert Choir or Chorale, Concert Band, or Orchestra as assigned by audition.

In addition to the courses listed above, most students take four terms of 0.3 piano lessons (14 half-hour lessons per term) to prepare for the KFE, which must be passed before taking the BMASA. For BM students who select piano as the Secondary Performance Area, only those credits earned after successful completion of the KFE accumulate towards fulfillment of the SPA requirement. The student must have at least a 2.5 grade point average in the major in order to graduate.

The normal scheduling of courses for the degree in Theory/Composition is:

	Fall Term	Spring Term	May Term
First Year	<u>Credits Course</u> 1.0 Fundamentals for Majors (if recommended) or 1.0 G.E./Elective 1.0 First Year Seminar 1.0 Comp. Music Workstation 0.6 PPA 0.3 Major Ensemble 0.3 Composition Seminar 0.3 Piano (+) <hr/> 4.5	<u>Credits Course</u> 1.0 Music Theory I 1.0 Composition I 1.0 G.E./Elective 0.6 PPA 0.3 Major Ensemble 0.3 Piano (+) <hr/> 4.2	<u>Credits Course</u> 1.0 Optional <hr/> 1.0
Sophomore	1.0 Music Theory II 1.0 Music Hist. & Lit I 1.0 G.E./Foreign Language 0.6 PPA 0.3 Major Ensemble 0.3 Composition Seminar 0.3 Piano (+) <hr/> 4.5	1.0 Music Theory III 1.0 Music Hist. & Lit. II 1.0 G.E./ Foreign Language 0.6 PPA 0.3 Major Ensemble 0.3 Composition Seminar 0.3 Piano (+) 0.0 BMASA <hr/> 4.5	1.0 Optional <hr/> 1.0
Junior	1.0 Conducting I 1.0 Music Hist. & Lit. III 1.0 Music Theory IV 0.6 PPA (Adv. Stdg.) 0.3 SPA or Instrumental Techniques 0.3 Major Ensemble <hr/> 4.2	1.0 G.E./ Elective 1.0 Composition II 1.0 G.E./Elective 0.6 PPA (Adv. Stdg.) 0.3 SPA or Instrumental Techniques 0.3 Major Ensemble OR New York Term <hr/> 4.2 or 4.0	1.0 Optional <hr/> 1.0
Senior	0.3 Composition Seminar 1.0 Adv. Counterpoint 1.0 G.E./ Elective 1.0 G.E./Elective 0.6 PPA (Adv. Stdg.) 0.3 SPA or Instrumental Techniques 0.3 Major Ensemble <hr/> 4.5	1.0 G.E./Elective 1.0 G.E./Elective 0.6 PPA (Adv. Stdg.) 0.3 SPA or Instrumental Techniques 0.3 Major Ensemble 0.3 Composition Seminar OR 1.0 Orchestration <hr/> 3.5 or 4.2	1.0 Optional <hr/> 1.0

+ Most students take four terms of 0.3 piano lessons (14 half-hour lessons per term) to prepare for the KFE, which must be passed before taking the BMASA. For BM students who select piano as the Secondary Performance Area, only those credits earned after successful completion of the KFE accumulate towards fulfillment of the SPA requirement.

Bachelor of Music in MUSIC EDUCATION - INSTRUMENTAL

Course	Catalog Number	Credits	Totals
BASIC MUSICIANSHIP AND PERFORMANCE			
Music Theory I	MU-115	1.0	
Music Theory II	MU-125	1.0	
Music Theory III	MU-215	1.0	
Music Theory IV	MU-225	1.0	
Music Hist. & Lit. I	MU-255	1.0	
Music Hist. & Lit. II ^{WE}	MU-355	1.0	
Music Hist. & Lit. III ^{WE}	MU-458	1.0	
Conducting I	MU-285	1.0	
Conducting II ^{WE}	MU-385	1.0	
4 terms hour lessons Primary Performance Area	MUA-xx2	2.4	
3 terms hour lessons Primary Performance Area (Advanced Standing)	MUA-xx3	1.8	
6 terms Instrumental Techniques (Including woodwinds, brass, percussion and strings)	MUA-143	1.8	
7 terms Major Ensemble *	MUA-xxx	2.1	
1 term Concert Choir	MUA-083	0.3	
(OR 1 term Chorale)	(MUA-122)	(0.2)	
Total Credits in BASIC MUSICIANSHIP AND PERFORMANCE			17.4 (or 17.3)
PROFESSIONAL EDUCATION			
Practicum in Music Education	MU-205	1.0	
Elementary and Secondary Instrumental Methods	MU-525	1.0	
Student Teaching in the Elementary School	MU-535	2.0	
Student Teaching in the Secondary School	MU-585	2.0	
Educational Foundations ^{WE}	EDU-205	1.0	
Educational Psychology and Development	EDU-235	1.0	
Exceptional Learners	EDU-257	1.0	
Human Relations in the Classroom ^{WE}	EDU-387	1.0	
Total Credits in PROFESSIONAL EDUCATION			10.0
GENERAL STUDIES			
✓ First Year Seminar ^{WE}		1.0	
✓ A mathematics course	MTH-xxx	1.0	
✓ A physical science course	BIO/PHY/CHM-xxx	1.0	
Total Credits in GENERAL STUDIES			3.0
ELECTIVES			
Total Credits in ELECTIVES			1.6 (or 1.7)
TOTAL CREDITS REQUIRED FOR GRADUATION			32.0

^{WE} Candidates for the Bachelor of Music Degree must complete five writing emphasis courses, with a grade of C or higher. (See page 14 in the College Catalog.)

* Wind and Percussion students are required to enroll in MUA-003 (Concert Band). String players are required to enroll in MUA-023 (Symphony Orchestra).

In addition to the courses listed above, most students take four terms of 0.3 piano lessons (14 half-hour lessons per term) to prepare for the KFE, which must be passed before taking the BMASA. Students licensed in music education must have a grade point average of 2.7 or higher in the courses of their specialty.

Students are reminded that the College offers a Ninth Term/Fifth Year academic plan of study for all teacher education students. Please consult with the Music Education Supervisor and see pages 156-157 of the current College Catalog for details on the plan and financial aid information.

Bachelor of Music in MUSIC EDUCATION - VOCAL

Course	Catalog Number	Credits	Totals
BASIC MUSICIANSHIP AND PERFORMANCE			
Music Theory I	MU-115	1.0	
Music Theory II	MU-125	1.0	
Music Theory III	MU-215	1.0	
Music Theory IV	MU-225	1.0	
Music Hist. & Lit. I	MU-255	1.0	
Music Hist. & Lit. II ^{WE}	MU-355	1.0	
Music Hist. & Lit. III ^{WE}	MU-458	1.0	
Conducting I	MU-285	1.0	
Conducting II ^{WE}	MU-385	1.0	
4 terms hour lessons Primary Performance Area Voice (or Keyboard)	MUA-xx2	2.4	
3 terms hour lessons Primary Performance Area Voice (or Keyboard) Advanced Standing	MUA-xx3	1.8	
1 term half-hour lessons Secondary Performance Area Keyboard (or Voice)	MUA-xxx	0.3	
7 terms Major Ensemble *	MUA-xxx	2.1	
1 term Piano for the Music Teacher	MUA-351-03	0.3	
1 term Vocal Pedagogy	MUA-262	0.2	
1 term Choral Techniques	MUA-242	0.2	
3 terms Instrumental Techniques (wind, percussions, strings)	MUA-143	0.9	
Total Credits in BASIC MUSICIANSHIP AND PERFORMANCE			17.2
PROFESSIONAL EDUCATION			
Practicum in Music Education	MU-205	1.0	
Elementary and Secondary Vocal Methods	MU-515	1.0	
Student Teaching in the Elementary School	MU-535	2.0	
Student Teaching in the Secondary School	MU-585	2.0	
Educational Foundations ^{WE}	EDU-205	1.0	
Educational Psychology and Development	EDU-235	1.0	
Exceptional Learners	EDU-257	1.0	
Human Relations in the Classroom ^{WE}	EDU-387	1.0	
Total Credits in PROFESSIONAL EDUCATION			10.0
GENERAL STUDIES * *			
✓ First Year Seminar ^{WE}		1.0	
✓ A mathematics course	MTH-xxx	1.0	
✓ A physical science course	BIO/PHY/CHM-xxx	1.0	
Total Credits in GENERAL STUDIES			3.0
ELECTIVES			
Total Credits in ELECTIVES			1.8
TOTAL CREDITS REQUIRED FOR GRADUATION			32.0

^{WE} Candidates for the Bachelor of Music Degree must complete five writing emphasis courses, with a grade of C or higher. (See page 14 in the College Catalog.)

* Major Ensemble is defined as Concert Choir or Chorale as assigned by audition.

In addition to the courses listed above, most students take four terms of 0.3 piano lessons (14 half-hour lessons per term) to prepare for the KFE, which must be passed before taking the BMASA. For BM students who select piano as the secondary instrument, only those credits earned after successful completion of the KFE accumulate towards fulfillment of the SPA requirement. Students licensed in music education must have a grade point average of 2.7 or higher in the courses of their specialty.

Students are reminded that the College offers a Ninth Term/Fifth Year academic plan of study for all teacher education students. Please consult with the Music Education Supervisor and see pages 156-157 of the current College Catalog for details on the plan and financial aid information.

Bachelor of Arts in Music

Course	Catalog Number	Credits	Totals
MUSICIANSHIP			
Music Theory I	MU-115	1.0	
Music Theory II	MU-125	1.0	
Music Theory III	MU-215	1.0	
Music History & Literature III ^{WE}	MU-458	1.0	
(1 of the following 2 classes)		1.0	
Music History & Literature I	MU-255		
Music History & Literature II ^{WE}	MU-355		
Total Credits in MUSICIANSHIP			5.0
MUSIC PERFORMANCE			
* 4 terms hour lessons Primary Performance Area (Includes 3 terms solo performance in Recital Hour)	MUA-xxx	2.4	
* 4 terms half-hour lessons Secondary Performance Area	MUA-xxx	1.2	
4 terms Major Ensemble **	MUA-xxx	1.2	
Total Credits in MUSIC PERFORMANCE			4.8
MUSIC ELECTIVES			
<u>One of the following:</u>			
Composition I	MU-135	1.0	
Introduction to Jazz History	MU-157	1.0	
Topics in Music Western Perspectives ***	MU-165	1.0	
Topics in Music Non-Western Perspectives ***	MU-166	1.0	
Diction for Singers	MU-185	1.0	
Computer Music Workstation	MU-195	1.0	
Music Theory IV	MU-225	1.0	
Conducting I	MU-285	1.0	
Topics in Vocal Literature ^{WE}	MU-315	1.0	
The remaining history course of the sequence MU-255, MU-355, MU-458		1.0	
Total Credits in MUSIC ELECTIVES			1.0
GENERAL EDUCATION			
✓ First Year Seminar ^{WE}		1.0	
Students must satisfy the Liberal Arts requirements which are listed on page 11 of the College Catalog. Please consult the Catalog when selecting courses to complete general education requirements.			
Total Credits in GENERAL EDUCATION			11.0 (or 12.0)
ELECTIVES			
Total Credits in ELECTIVES			10.2 (or 9.2)
TOTAL CREDITS REQUIRED FOR GRADUATION			32.0

^{WE} Candidates for the Bachelor of Arts Degree must complete five writing emphasis courses, with a grade of C or higher. (See page 14 in the College Catalog.)

* Students must choose piano as either their Primary Performance Area or their Secondary Performance Area.

** Major Ensemble is defined as Concert Choir or Chorale, Concert Band, or Orchestra as assigned by audition.

*** May be repeated

The student must have at least a 2.0 grade point average in music courses in order to complete the Bachelor of Arts in Music.

The normal scheduling of courses for the Bachelor of Arts degree is:

	Fall Term	Spring Term	May Term
First Year	<u>Credits Course</u> 1.0 Fundamentals for Majors (if recommended) or 1.0 G.E./Non-Music Elective 1.0 First Year Seminar 1.0 G.E./Non-Music Elective 0.6 PPA 0.3 SPA 0.3 Major Ensemble <hr/> 4.2	<u>Credits Course</u> 1.0 Music Theory I 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 0.6 PPA 0.3 SPA 0.3 Major Ensemble <hr/> 4.2	<u>Credits Course</u> 1.0 Optional <hr/> 1.0
Sophomore	1.0 Music Theory II 1.0 (Music Hist. & Lit. I or III)* 1.0 G.E./Non-Music Elective 0.6 PPA 0.3 SPA 0.3 Major Ensemble <hr/> 4.2	1.0 (Music Hist. & Lit. II)* 1.0 Music Theory III 1.0 G.E./Non-Music Elective 0.6 PPA 0.3 SPA 0.3 Major Ensemble <hr/> 4.2	1.0 Optional <hr/> 1.0
Junior	1.0 Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective <hr/> 4.0	1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective <hr/> 4.0	1.0 Optional <hr/> 1.0
Senior	1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective <hr/> 4.0	1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective 1.0 G.E./Non-Music Elective <hr/> 4.0	1.0 Optional <hr/> 1.0

* Two of the three Music History courses are required to fulfill the MUSICIANSHIP credits, one of which must be Music History III.

POLICIES, OPERATIONS, AND PROCEDURES

Communication

Coe College provides mail, voicemail, and email systems. Students (whether living on- or off-campus) are expected to regularly monitor these systems, as important communication from the Department of Music may be delivered by any of these three media. Additionally, students are expected to check the bulletin board across from the Music Office on a regular basis, as important communications and announcements may be posted there as well.

Student Advisory Board

The Student Advisory Board, composed of five student members, acts as a liaison between the students and the faculty. SAB members monitor the recital and concert attendance requirements for those students enrolled in Applied Music. The SAB election is held at the first Recital Hour of the Fall Term. The chair of the Student Advisory Board is elected by all students enrolled in the Applied Music Course. Following the election of the chair, one board member is elected from each class (senior, junior, sophomore, first year) by the members of that class.

Locker Rental And Key Deposits

Keys for storage lockers and for the use of special practice rooms, the instrument storage room, the Petranek Electronic Music Laboratory, and the Sinclair Auditorium organ require a cash deposit of \$5.00 per year of which \$3.00 is refundable when the key is returned. Keys not returned at the end of the school year may result in a charge for re-keying the appropriate locks.

Instrument Loan Policy

Coe students may borrow an instrument from the inventory of Coe College when the students are registered in an ensemble or a class that requires them to use that instrument. Instruments may be obtained by completing an instrumental loan form with Rich Adkins in the Fisher Music Library, Marquis Hall, room 101 during regular library hours (8:00 a.m. - 4:30 p.m.), Monday through Friday.

By signing the instrumental loan form, the student agrees (1) not to sell, mortgage, rent, or dispose of the instrument to be borrowed; (2) to pay all costs of replacement or repair in the event the instrument is damaged or stolen; (3) to renew this agreement or return the instrument to the Coe College Music Department on or before the return date specified, or earlier if so requested; (4) to return the instrument immediately if the class or ensemble is dropped; (5) to pay all fees necessary for any legal restitution of the instrument or for collection of monies past due.

A deposit of \$100 is required if the instrument is borrowed for a term when the student will not be enrolled on campus, and the student must show proof of enrollment for the following term.

AUDITORIUMS AND CLASSROOMS: RESERVATIONS

Scheduling or canceling of rehearsals, recitals, receptions, and meetings **must be done with the Music Department Administrative Assistant** in Marquis Hall 103. Students wishing to reserve space are required to have faculty or staff sponsorship.

Daehler-Kitchin Auditorium

Daehler-Kitchin (D-K) Auditorium is available for reservations during weekdays from 8:00 a.m. to 6:00 p.m. by signing the reservation sheet in the Music Office. For events to be held in D-K after 6:00 p.m., reservation requests must be submitted directly to the Music Department Administrative Assistant for verification in the master schedule.

Stage set-ups and lighting are requested through Mu Phi Epsilon.

Sinclair Auditorium

All requests for Sinclair for Music Department events must be submitted directly to the Music Department Administrative Assistant.

Stage set-ups are requested through Phi Mu Alpha. Lighting must be arranged with the Music Department Technical Director.

FISHER MUSIC LIBRARY REGULATIONS

Circulation Policies

All full-time and part-time students must present a valid Coe ID card at the time of check-out.

Books: may be checked out for 28 days.

Periodicals: may be checked out for three days.

CD's and LP's: may be checked out for 28 days.

Assigned Listening: CD's, records, tapes and scores for assigned listening may not be taken from the library at any time and cannot be checked out overnight.

Assigned Reading: Assigned reading may be checked out for a maximum of two hours. Assigned reading may be checked out overnight ½ hour before library closing. All overnight materials must be returned to Fisher Music Library by 9:00 a.m.

Assigned reading may be restricted to in-library use at the request of the instructor. This material will not be checked out of the library and will not be allowed out overnight.

Library Charges

Overdue Books: \$.15 per day up to \$5.00

Lost material: Replacement cost plus \$5.00 re-processing fee

Overdue Periodicals: \$.15 per day

Overdue Assigned reading: \$.25 per hour

All library materials must be returned to the library before a student leaves for each term's recess. Unpaid library charges will be billed to the student's account.

STUDENT RECITALS

Student recitals must have the approval of the student's major teacher and the Department Chair. Student recitals are held in Daehler-Kitchin Auditorium; other sites must be approved by the Department Chair. Full recitals are approximately one hour in length. Recitals are required for Composition and Performance majors and for those who are pursuing the Performer's Certificate (see page 31). Performance majors must program a minimum of 45 minutes of standard repertoire in their primary performing area. These works must be prepared with the PPA instructor.

Recitals are optional for Music Education majors, music minors, and other students. Senior recitals, while not required for BA students, often serve as their College Practicum requirement if they do not use an off-campus term or a practicum in another major. Half recitals are typically 30 minutes in length (or one half of a full recital when shared with another student). Students are responsible for their recital arrangements and should follow the guidelines below.

Recital Registration

Students who are required to perform a recital as part of a Bachelor of Music Degree, **OR** who wish for the recital to count as a Practicum under the terms of the Coe Plan, must register a term in advance for MUA-800: Senior Recital (0.0 credit).

Scheduling

(three-month notice)

Students should schedule with the Music Department Administrative Assistant their recital, Recital Jury, and rehearsals at least three months before the performance date. Changes in the schedule must be approved by the major teacher, accompanist, and the Department Chair. Typically, recitals may be scheduled at 7:30 p.m. on any day of the week during Fall and Spring Terms (excluding finals week) or at 2:00 p.m. or 4:00 p.m. on Saturday and at 2:00 p.m. or 4:00 p.m. on Sunday. Students giving full recitals may schedule a maximum of six hours of rehearsal time in the performance hall; students giving half recitals or less may schedule a maximum of three hours of rehearsal time.

Accompanists
(two-month notice)

The accompanist must be approved by the Head of the Piano Area. (See “Piano Accompanying,” pages 28-29.)

If, for any reason, the recital is canceled after the accompanist has begun to rehearse the music, an appropriate payment (agreed upon by the studio teacher, the accompanist, and the student) to the accompanist is required.

Recital Jury

Students wishing to perform a recital are required to perform a Recital Jury. The process for scheduling and performing a jury is as follows.

Four weeks (minimum) prior to recital date:

- Submit a completed Recital Jury form (available from the departmental Administrative Assistant) to the music office.
- The Recital Jury shall be arranged and scheduled by the lesson teacher in collaboration with the student, any additional performers, and the second core faculty juror.

Three weeks (minimum) prior to recital date:

- The lesson teacher and the second core faculty juror must approve a printed copy of the program.

Two weeks (minimum) prior to recital date:

- Perform the Recital Jury*
 - in the recital performance space
 - with the recital accompanist and all assisting personnel
 - with the auditors (lesson teacher and one member of the core faculty) attending
 - with a pre-approved copy of the program
 - concert attire is appropriate but not required

At the completion of the Recital Jury, the auditors choose one of three available options:

- approve the recital for performance as scheduled
- disapprove of the recital
- require the performer to postpone the recital (a second jury may be required)

*If scheduling problems require more than one jury session to perform the recital program, **all sessions must be completed two weeks prior to the recital date.**

Programs

The complete program copy must be submitted electronically and in hard copy to the Music Department Administrative Assistant no less than **three weeks** before the recital. Copy should include the following:

- date, place, and time of the recital
- titles of the works including movements (opus numbers if appropriate)
- composers' full names and dates
- full names of any additional performers and their instrument or voice
- translations of texts (required for voice recitals)*
- program notes for recitals fulfilling degree and/or practicum requirements**

*Translations and any other additions to the program must meet copyright requirements and discussed with the Administrative Assistant. Inclusion of items other than translations cannot be guaranteed. Dedications are not permitted.

**Program notes for other recitals are at the discretion of the private lesson teacher.

Stage Set-up, Lights, and Reception (one-month notice)

The student giving the recital must contact Mu Phi Epsilon one month in advance of the recital for a stage manager, who will assist with stage set-up and lights. Upon further request, Mu Phi Epsilon will also assist with a reception for a fee. All students planning a reception should consult the *Coe College Student Handbook*, which states that no alcoholic beverages can be served or consumed in Marquis Hall.

Recording

All student recitals are recorded free of charge. Students receive one CD recording of their recital.

PIANO ACCOMPANYING

The Head of the Piano Area assigns, coordinates and administers piano accompaniments for Recital Hour and BMASA. Students should submit their accompaniments and accompanist request forms to the Head of the Piano Area one month prior to their scheduled performances. These forms may be obtained on the racks outside the Music Office. **Failure to comply with the submission of the music and accompanist request form within the stated time frame may result in postponement of the performance date.** As part of their piano course work, piano students may be assigned accompaniments on the basis of their ability and professional goals.

Fees and Payments for Accompanists

BMASA: The Department will provide a faculty accompanist at no charge to the soloist.

Recital Hour: The Department will provide appropriate accompanists at no charge for one appearance per primary instrument per term.

Applied Music Juries: Students taking Applied Music juries must arrange and pay for their own accompanists. The accompanist must be paid prior or on the jury day at the following rates:

1 rehearsal and jury: \$20.00

2 rehearsals and jury: \$25.00

Solo Recitals: All solo recital accompanists must be paid directly by the soloist prior to or on the recital day.

Student accompanists should be paid at the following rates:

Full recital: \$175

Half recital: \$125

Non-student accompanists must be negotiated by accompanist and soloist prior to the first rehearsal. The fee must meet at least the following minimum rate:

Full recital: \$225

Half recital: \$150

The accompanist fees include the recital jury, the dress rehearsal, the recital and three hours of rehearsal time. Additional rehearsal hours may require further fee negotiations directly between the accompanist and soloist.

It is the responsibility of the soloist to arrange rehearsals with his/her accompanist in a timely fashion. At least one rehearsal should be in Daehler-Kitchin Auditorium with the studio instructor present. It is the professional obligation of the soloist and accompanist to have thoroughly learned the music prior to the first rehearsal.

OFF-CAMPUS PROGRAMS

Coe College offers several off-campus programs, including New York Term, which has a significant music component. Other programs are offered through the Associated Colleges of the Midwest, or by other colleges and consortia around the nation. Careful planning and consultation with your advisor may make it possible for you to include one of these programs in a music degree. Begin planning early in your career at Coe. Off-campus programs may be used to satisfy the College Practicum requirement.

DEPARTMENTAL DISTINCTION

As described on page 16 of the college catalog, students who maintain a 3.2 cumulative GPA and a 3.5 in music may apply to complete an Honors Project and earn Departmental Distinction. Early planning is advised. An Honors Project may be used to satisfy the College Practicum requirement.

SCHOLARSHIPS, PRIZES, AND AWARDS

Music Scholarships

Music scholarships are awarded each year to high school seniors and transfer students who demonstrate superior talent and ability in music. Awarded on the basis of an audition and an interview with members of the faculty, the scholarships are renewable each year, as long as a student remains in good academic standing at the college and continues to perform successfully in his or her assigned ensemble.

Endowed Prizes in Music

The Velma J. MacMillan Prize is a prize awarded annually to a first year music major who displays outstanding performance capabilities, both musically and technically; who has proven involvement and interest in the Music Department activities; and who maintains a 3.0 grade average in music subjects.

The Carrie L. Mack Prize is awarded annually “to the student who, by individual industry, has made the greatest advancement in music” in the keyboard area.

The Eleanor Taylor Research Prize is awarded to the Music History II student who has written the most outstanding research paper.

Edna Mae Sila/Alma Turechek Awards are given in memory of the founding members of the Mu Psi Chapter of Mu Phi Epsilon to the senior and junior members of the chapter who have the highest grade point averages in music subjects.

The Nelle L. Erwin Prize in Music is awarded to the graduating music major who has earned the highest GPA in music theory courses.

The Charles Bart Houser '47 Memorial Music Award is for outstanding performance on an acoustic musical instrument. The recipient must be a full-time, undergraduate student majoring in music in good academic standing. Students can only receive the award once. One or more awards may be granted each year.

The Paul S. Ray and Eleanor Taylor Prize is awarded to the sophomore Bachelor of Music major at Coe College “whose own talent, unstinting study and practice, and serious dedication to high quality music most clearly approaches those qualities sought in their students by Professors Ray and Taylor.” The award is renewed for the senior year, provided the student continues to demonstrate the promise and dedication for which the prize was originally awarded. The Ray/Taylor Prize winner is selected each spring by the faculty from those students successfully completing the BMASA (see pg. 8). Students competing for the Ray/Taylor Prize must perform literature that they have not previously performed on a recital or during a Recital Hour.

The Crawford Music Prize, founded by the late George B. Crawford of Cedar Rapids “to stimulate and encourage the serious study of music in Coe College,” is given to the outstanding senior student majoring in music.

Additional Prizes in Music that May be Offered

The Dorothy Ann Kucera-Niebes Piano Accompanying Prize is a prize awarded to the Mu Phi member or other student who has made an outstanding contribution through accompanying. This prize is based on excellence in accompanying, scholarship, and participation in Music Department activities.

The Vera Elliott Memorial Prize is awarded alternately to a singer in his or her junior or senior year who shows keen interest in the study of opera and oratorio, and an instrumentalist in his or her junior or senior year who shows particular promise in the area of concert literature for performance. The award will be decided by audition and is open to music students pursuing either the B.M. or B.A. degrees who maintain a 3.0 GPA in music subjects.

The Beta Kappa Chapter of Phi Mu Alpha Sinfonia Prize for Outstanding Contribution by Non-Major. Two awards are given, one for underclassmen and one for upperclassmen. The prizes are awarded to a non-music majors who have made a significant impact in the Music Department during the academic year.

The Phi Mu Alpha Sinfonia Chapter Composition Prize is awarded to the student composer who has written the composition considered to be of the highest artistic merit in the past academic year.

The Phi Mu Alpha Sinfonia Chapter Prize for Outstanding Jazz Musician is awarded to a student who has shown outstanding jazz musicianship and has made a significant impact on the jazz program during her or his career at Coe.

The Phi Mu Alpha Sinfonia Chapter Prize for Outstanding Senior Music Education Major is awarded to the outstanding senior Music Education Major.

Pi Kappa Lambda

Pi Kappa Lambda is a national music honorary society with a chapter at Coe College. Students elected for membership demonstrate the highest level of musical achievement and academic scholarship.

Performer's Certificate

The Music Department faculty awards a Performer's Certificate to senior music majors (B.A. or B.M.) who have demonstrated the highest level of achievement in performance as determined by a vote of the core music faculty. The stipulations are as follows:

1. Prior to the junior year the candidate must consult with his or her PPA teacher and file formal application for a Performer's Certificate in the Music Office.
2. The candidate must give a full Junior Recital and a full Senior Recital. Two half recitals in the junior year qualify as a full recital. No literature from the Junior Recital may be repeated on the Senior Recital.
3. During the application period but before the Senior Recital, the candidate must make significant public performances that the private teacher certifies exceed the usual expectation of the Applied Music course.
4. The candidate and the private teacher are responsible for keeping the application up-to-date during the application period with appropriate programs and remarks.
5. The candidate and teacher are responsible for notifying the core music faculty of significant appearances by the candidate. Specific notification of the fact that each performance is part of the application for a Performer's Certificate is required.
6. Following the Senior Recital the music faculty will decide whether to award the Performer's Certificate.

ORGANIZATIONS

Coe College has four student organizations dedicated to music:

Mu Phi Epsilon

Mu Phi Epsilon is a professional coeducational honorary fraternity which recognizes and promotes scholarship and musicianship through service. Mu Phi provides services to the college such as stage managing of Daehler-Kitchin Auditorium, assisting with receptions for recitals, giving the annual Founder's Day recital, and working with the annual Festival of the Bands in the spring.

Phi Mu Alpha

Phi Mu Alpha Sinfonia is a national men's social fraternity dedicated to "the mutual welfare and brotherhood of musical students; the advancement of music in America and a loyalty to the *Alma Mater*." Sinfonia is part of the Inter Fraternal Council (IFC) here on campus and has a wing and chapter room on Second East in Greene Hall. Any male student possessing a love of music is eligible to join upon meeting IFC standards. Sinfonia manages the setup and teardown of equipment in Sinclair Auditorium, and runs the annual Jazz Summit each February.

Sigma Phi Mu

Sigma Phi Mu is a women's fine arts appreciation organization on the Coe College campus. Its members are dedicated to helping promote music, theatre and art on Coe College's campus and the surrounding community. All women attending Coe College who enjoy the fine arts are welcome to join.

Coe Walahroo Drum Line

The Walahroo Drum Line is a student-run percussion ensemble performing in the style of a marching band drumline (without the on-field routines). Auditions are held in the spring and the fall, with primary focus on performance at football and basketball games.

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