

Bachelor of Music in MUSIC EDUCATION - INSTRUMENTAL

<u>Course</u>	<u>Catalog Number</u>	<u>Credits</u>	<u>Totals</u>
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 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-1x3	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			16.4 (or 16.3)
MUSIC EDUCATION			
Practicum in Music Education	MU-205	1.0	
Instrumental Music Methods	MU-420	1.0	
Elementary and General Music Methods	MU-405	0.5	
Choral Music Methods for the Instrumental Teacher	MU-425	0.5	
Total Credits in MUSIC EDUCATION			3.0
PROFESSIONAL EDUCATION			
Educational Foundations ^{WE}	EDU-205	1.0	
Educational Technology Lab	EDU 219	0.0	
Educational Psychology and Development	EDU-235	1.0	
Exceptional Learners	EDU-257	1.0	
Human Relations in the Classroom ^{WE}	EDU-387	1.0	
Student Teaching in the Elementary School	MU-535	2.0	
Student Teaching in the Secondary School	MU-585	2.0	
Total Credits in PROFESSIONAL EDUCATION			8.0
GENERAL STUDIES			
First Year Seminar ^{WE}		1.0	
A mathematics course	MTH-xxx	0.5 or higher	
A physical science course	BIO/PHY/CHM-xxx	1.0	
Total Credits in GENERAL STUDIES			2.5
ELECTIVES			
Total Credits in ELECTIVES (at least one course worth .5 or greater)			2.1 (or 2.2)
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 12 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 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 the current College Catalog for details on the plan and financial aid information.

The normal scheduling of courses for the degree in Instrumental Music Education is:

	Fall Term	Spring Term
First Year	<u>Credits Course</u> 1.0 Music Theory I 1.0 First Year Seminar 1.0 Educational Found. 0.6 PPA 0.3 Instrumental Tech 0.3 Major Ensemble 0.3 Piano (+) <hr/> 4.5	<u>Credits Course</u> 1.0 Music Theory II 1.0 Ed Psychology 1.0 Exceptional Learners 0.6 PPA 0.3 Instrumental Tech 0.3 Major Ensemble CBASE Declare major (if not sooner) <hr/> 4.2
Sophomore	1.0 Music Theory III 1.0 Music Hist. & Lit I 1.0 Human Relations 0.6 PPA 0.3 Instrumental Tech. 0.3 Major Ensemble CBASE/Apply to Education Program <hr/> 4.2	0.5 Elementary/General Methods 1.0 Music Hist. & Lit. II 1.0 Practicum in Music Ed. 1.0 Elective 0.0 Educational Technology Lab 0.6 PPA 0.3 Instrumental Tech. 0.3 Major Ensemble BMASA Praxis II (PLT/Pedagogy) <hr/> 4.2
Junior	1.0 Conducting I 1.0 Music Hist. & Lit. III 1.0 Elective 0.6 PPA (Adv. Stdg.) 0.3 Instrumental Tech 0.3 Major Ensemble <hr/> 4.2	1.0 Instrumental Methods 1.0 Conducting II 0.5 Choral Methods 0.6 PPA (Adv. Stdg.) 0.3 Instrumental Tech 0.3 Major Ensemble 0.2/0.3 Chorale/Choir Praxis II (Music Content) Apply to Student Teach File intent to graduate <hr/> 3.9/4.0
Senior	2.0 Student Teaching-Ele 2.0 Student Teaching-Sec <hr/> 4.0	1.0 Math 1.0 Science 0.1 Elective 0.6 PPA (Adv. Stdg.) 0.3 Major Ensemble <hr/> 3.0

+ Most students take four terms of 0.3 piano lessons to prepare for the KFE, which must be passed before taking the BMASA.

Bachelor of Music in MUSIC EDUCATION - VOCAL

<u>Course</u>	<u>Catalog Number</u>	<u>Credits</u>	<u>Totals</u>
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 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-363	0.3	
1 term Vocal Pedagogy	MUA-262	0.2	
3 terms Instrumental Techniques (wind, percussion, strings)	MUA-1x3	0.9	
Total Credits in BASIC MUSICIANSHIP AND PERFORMANCE			16.0
MUSIC EDUCATION			
Practicum in Music Education	MU-205	1.0	
Choral Music Methods	MU-410	1.0	
Elementary and General Music Methods	MU-405	0.5	
Instrumental Music Methods for the Choral Teacher	MU-415	0.5	
Total Credits in MUSIC EDUCATION			3.0
PROFESSIONAL EDUCATION			
Educational Technology Lab	EDU 219	0.0	
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			8.0
GENERAL STUDIES **			
First Year Seminar ^{WE}		1.0	
A mathematics course	MTH-xxx	0.5 or higher	
A physical science course	BIO/PHY/CHM-xxx	1.0	
Total Credits in GENERAL STUDIES			2.5
ELECTIVES			
Total Credits in ELECTIVES (at least one course worth .5 or greater)			2.5
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 12 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 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 the current College Catalog for details on the plan and financial aid information.

The normal scheduling of courses for the degree in Vocal Music Education is:

	Fall Term	Spring Term
First Year	<u>Credits Course</u> 1.0 Music Theory I 1.0 First Year Seminar 1.0 Educational Found. 0.3 Percussion Tech. 0.6 PPA 0.3 Major Ensemble 0.3 Piano (+) <hr/> 4.5	<u>Credits Course</u> 1.0 Music Theory II 1.0 Ed. Psychology 1.0 Exceptional Learners 0.6 PPA 0.3 Major Ensemble CBASE Declare major (if not sooner) <hr/> 3.9
Sophomore	1.0 Music Theory III 1.0 Music Hist. & Lit I 1.0 Human Relations 0.6 PPA 0.3 Major Ensemble 0.3 Inst. Tech (WW or Br) CBASE/Apply to Education Program <hr/> 4.2	0.5 Elementary/General Methods 1.0 Music Hist. & Lit. II 1.0 Practicum in Music Ed. 1.0 Elective 0.0 Educational Technology Lab 0.6 PPA 0.3 Major Ensemble BMASA Praxis II (PLT/Pedagogy) <hr/> 3.9
Junior	1.0 Conducting I 1.0 Elective 1.0 Music Hist. & Lit. III 0.6 PPA (Adv. Stdg.) 0.3 Major Ensemble 0.3 Inst. Tech Strings 0.2 Vocal Pedagogy <hr/> 4.4	1.0 Choral Methods 0.5 Instrumental Methods 1.0 Conducting II 0.6 PPA (Adv. Stdg.) 0.3 Major Ensemble 0.3 Piano for the Music Teacher Praxis II (Music Content 5113) Apply to Student Teach File intent to graduate <hr/> 3.7
Senior	2.0 Student Teaching-Ele 2.0 Student Teaching-Sec <hr/> 4.0	1.0 Math 1.0 Science 0.4 Elective (unless earned earlier) 0.6 PPA (Adv. Stdg.) 0.3 Major Ensemble <hr/> 3.3

+ Most students take four terms of 0.3 piano lessons 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 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>			
Audio Production and Engineering	MU-130	1.0	
Film Music	MU-140	1.0	
Music Business	MU-150	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	
Electronic Music	MU-195	1.0	
Music Theory IV	MU-225	1.0	
Musical Theatre Acting	MU-270	1.0	
Conducting I	MU-285	1.0	
Survey of Vocal Literature ^{WE}	MU-315	1.0	
The remaining history course of the sequence MU-255, MU-355		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 12 in the College Catalog.)

* Students must choose piano as either their Primary Performance Area or their Secondary Performance Area. Composition lessons may not be used to fulfill performance requirements.

** 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																																						
First Year	<table border="0"> <tr> <td><u>Credits</u></td> <td><u>Course</u></td> </tr> <tr> <td>1.0</td> <td>Music Theory I</td> </tr> <tr> <td>1.0</td> <td>First Year Seminar</td> </tr> <tr> <td>1.0</td> <td>G.E./Non-Music Elective</td> </tr> <tr> <td>0.6</td> <td>PPA</td> </tr> <tr> <td>0.3</td> <td>SPA</td> </tr> <tr> <td>0.3</td> <td>Major Ensemble</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>4.2</td> <td></td> </tr> </table>	<u>Credits</u>	<u>Course</u>	1.0	Music Theory I	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		<table border="0"> <tr> <td><u>Credits</u></td> <td><u>Course</u></td> </tr> <tr> <td>1.0</td> <td>Music Theory II</td> </tr> <tr> <td>1.0</td> <td>G.E./Non-Music Elective</td> </tr> <tr> <td>1.0</td> <td>G.E./Non-Music Elective</td> </tr> <tr> <td>0.6</td> <td>PPA</td> </tr> <tr> <td>0.3</td> <td>SPA</td> </tr> <tr> <td>0.3</td> <td>Major Ensemble</td> </tr> <tr> <td></td> <td>Declare major (if not sooner)</td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>4.2</td> <td></td> </tr> </table>	<u>Credits</u>	<u>Course</u>	1.0	Music Theory II	1.0	G.E./Non-Music Elective	1.0	G.E./Non-Music Elective	0.6	PPA	0.3	SPA	0.3	Major Ensemble		Declare major (if not sooner)	<hr/>		4.2	
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* Two of the three Music History courses are required to fulfill the MUSICIANSHIP credits, one of which must be Music History III.

Supplemental Emphasis Options for Bachelor of Arts in Music Students

Musical Theatre Emphasis

Students completing a Bachelor of Arts in Music degree may choose to supplement their music major with an Emphasis in Musical Theatre. Concurrent completion of a major in music with voice as the primary instrument is required. A minimum of 6.4 course credits must be taken that do not count toward a major in music.

1. THE-150 Acting I
2. THE-170 Voice and Diction
3. THE-270 Musical Theatre Acting
4. Two additional terms of MUA-522 Voice (0.6 cc) with musical theatre repertoire (may not be used to satisfy the lesson requirements of the Bachelor of Arts)
5. One additional course credit in practical musical theatre chosen from a combination of the following:
 - MUA-080 Musical Theatre Practicum (0.5 cc)
 - MUA-132 Opera Workshop (0.2 cc)
 - A musical theatre internship approved by the music or theatre arts department
6. Six seven-week dance courses (DAN-010 through DAN-045) (0.2 cc)

Jazz Emphasis

Students completing a Bachelor of Arts in Music degree may choose to supplement their music major with an Emphasis in Jazz. Concurrent completion of a major in music is required. A minimum of 6.1 course credits must be taken that do not count toward a major in music.

1. MU-157 Introduction to Jazz History
2. MU-225 Theory of Music IV
3. Five terms of MUA-011 Jazz and Improvisation Lab (0.1 cc)
4. Seven terms of MUA-012 Jazz Ensemble (0.2 cc)
5. Two terms of MUA-351 02 Piano: Arranging (.3 cc)
6. Two terms of MUA 351 03 Piano: Jazz (.3 cc)
7. One of the following:
 - AAM-107 Introduction to African American Studies
 - AMS-107 Introduction to American Studies

POLICIES, OPERATIONS, AND PROCEDURES

Communication

Coe College provides mail 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 either of these 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* located outside the music office. Upon completion of the form, students must contact Bob Benson at rbenson@coe.edu to finish the loan process and checkout an instrument.

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

All requests for Daehler-Kitchin (D-K) Auditorium for Music Department events must be submitted directly to the Music Department Technical Director, Bob Benson. Sound requests must be arranged with Music Dept. Technical Director.

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

Sinclair Auditorium

All requests for Sinclair Auditorium for Music Department events must be submitted directly to the Music Department Technical Director, Bob Benson.

Stage set-ups are requested through Phi Mu Alpha. Lighting and sound requests 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: 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 32). 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
(Three-month notice)

The Head of the Keyboard Area must approve the accompanist. (See “Piano Accompanying,” pages 29-30.)

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.

Three months (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
 - for shared recitals, both lesson teachers must be present
 - 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. The music department bears the cost of copying for senior recitals. All other students will need to pay the copy costs. 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**
- Teacher's name in this format: "*Student Name* is a student of *Teacher's Name*."
- If the recital fulfills a requirement for a B.M. degree or a B.A. practicum, it should be listed in this format: "This recital presented in partial fulfillment of the requirements of the Bachelor of Degree."

*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 provide a reception for a fee. A fee is also assessed for using Mu Phi Epsilon reception items including the punch bowl, table cloth, paperware, etc. should students prefer to provide their own receptions. No alcoholic beverages may be served or consumed at student recital receptions 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 Keyboard Area assigns, coordinates and administers piano accompaniments for Half and Full Recitals, Recital Hour, and BMASA. Students should submit their accompaniments and accompanist request forms to the Head of the Keyboard Area three months prior to their scheduled recital performances and one month prior to recital hour or jury 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' fees 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.

OPTIONAL MUSIC ACTIVITY PARTICIPATION POLICY

Any student who uses Music Department funds to assist with participation in an *optional* music activity (conference attendance, honor ensemble, ensemble tour, etc.) must have a grade of "C" or higher in all courses at the time of the activity. If the activity occurs during summer or winter break, the student must have earned a grade of "C" or higher in all courses during the prior term.

OFF-CAMPUS PROGRAMS

Coe College offers several off-campus programs, some which have 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 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.

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.

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.

ORGANIZATIONS

Coe College has three student organizations dedicated to music:

Mu Phi Epsilon

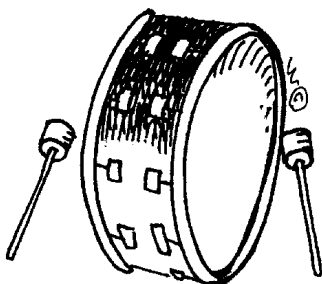
Mu Phi Epsilon is a professional coeducational honorary fraternity which recognizes and promotes scholarship and musicianship through service. Mu Phi provides services to the college such as stage managing of Daehler-Kitchin Auditorium, assisting with receptions for recitals, and presenting the annual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

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.

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.



Music Department Common Course Policies

All courses in the Music Department at Coe College abide by the following policies:

Academic Integrity

- At Coe College, we expect academic integrity of all members of our community. Academic integrity assumes honesty about the nature of one's work in all situations. Such honesty is at the heart of the educational enterprise and is a pre-condition for intellectual growth. Academic dishonesty is the willful attempt to misrepresent one's work, cheat, plagiarize, or impede other students' academic progress. Academic dishonesty interferes with the mission of the College and will be treated with the utmost seriousness as a violation of community standards.
- Please refer to the Coe College Academic Catalogue for complete information regarding Academic Integrity: <http://www.coe.edu/academics/dean/academicintegrity>

FERPA

- Students should be aware of their rights regarding the privacy of their educational records. Detailed information can be found under the FERPA (Family Educational Rights and Privacy Act of 1974) section in the Academic Catalogue and online here: <http://www.coe.edu/academics/registrar/ferpa>.
- In line with FERPA restrictions, students should be aware that your instructor cannot publicly post grades by student name, institutional student identification number, or social security number without first having obtained students' written permission.

The Definition of a Course Credit & Expected Workload:

- A one-credit course at Coe College constitutes of at least 150 hours of student work over the course of the term. This figure includes both the time spent in class and the time spent out of class completing course work. In other words, students are expected to devote a considerable amount of time outside of class to their courses. For standard one-credit courses, students should be expected to work at least seven hours a week outside of the three (or four or five) hours in class.

Students with Disabilities:

- Coe College will make reasonable accommodations for persons with documented disabilities. If you have a disability which may have some impact on your work in this course, please contact the Learning Commons' Student Disability and Academic Services Coordinator, Kim Pierson: kpierson@coe.edu, 319-399-8547.
- Please note that all arrangements for accommodations must be handled through the Learning Commons. Faculty must give the opportunity of an accommodation to every student in the course or only to those students for which it is determined as a need by the Student Disability and Academic Services Coordinator

Reporting of Sexual assault or misconduct

As an instructor, one of my responsibilities is to help create a safe learning environment on our campus. I also have a mandatory reporting responsibility related to my role as a faculty member. It is my goal that you feel able to share information related to your life experiences in classroom discussions, in your written work, and in any one-on-one meetings. I will seek to keep information you share with me private to the greatest extent possible. However, I am required to share information regarding sexual misconduct or students who may be in danger to themselves or to others. Students may speak to someone confidentially by contacting Student Development at 319-399-8843 or Safety and Security at 319-399-8888.

MUSICIANS' HEALTH AND SAFETY

The Coe College Department of Music is committed to providing information to students, faculty, and staff members, about the complex issues relating to musicians' health and safety. To that end, the department, in addition to this document, will provide a brief orientation to musicians' health and safety during one of the first sessions, each term, of the recital hour required of all music majors and many non-majors, and attended by core members of the music faculty. During this orientation, students and faculty will be informed about issues relating to general health, hearing health, vocal health, musculo-skeletal health, injury prevention, and safety and security issues in the Department of Music. Further information will be provided by lesson teachers, ensemble directors, techniques instructors, work-study supervisors, and occasionally by members of the Health Services staff. Students and faculty bear the primary responsibility for their own health and safety, and should familiarize themselves with the materials below as appropriate.

Emergency – Dial 911

Coe College Health Services - Amy Leitch, DNP, ARNP - 319-399-8617
o-healthservices@coe.edu * <http://www.coe.edu/campuslife/healthservices>

Coe College Security – Carlos Velez -319-399-8888
campusecurity@coe.edu * <http://www.coe.edu/campuslife/campussafety>

Coe College Music Department Technical Services – Bob Benson - 319-399-8015
rbenson@coe.edu * <http://www.coe.edu/music>

Important health information is available from the National Association of Schools of Music:

General Health Issues - http://nasm.arts-accredit.org/site/docs/CAAA_PAPERS/CAAA-Health_Issues-2009.pdf

Hearing Health Issues - http://nasm.arts-accredit.org/site/docs/PAMA-NASM_Advisories/4a_NASM_PAMA-Student_Guide-Standard.pdf

http://nasm.arts-accredit.org/site/docs/PAMA-NASM_Advisories/2_NASM_PAMA-Faculty_and_Staff_2011Nov.pdf

<http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA:%20Neuromusculoskeletal%20and%20Vocal%20Health>

Neuromusculoskeletal Health - http://nasm.arts-accredit.org/site/docs/PAMA-NASM_Advisories/5b_NASM_PAMA_NMH-Student_Information_Sheet-Custom%20NMH_June%202014.pdf

Other websites providing helpful health information for musicians:

Alexander Technique: www.amsatonline.org

The Complete Guide to the Alexander Technique: <http://www.alexandertechnique.com>

Andover Educators (body mapping): <http://bodymap.org>

Dalcroze Society of America: <http://www.dalcrozeusa.org>

The Feldenkrais Method: <http://www.feldenkrais.com>

Performing Arts Medicine Association: <http://www.artsmed.org>

<http://www.working-well.org/articles/pdf/Musicians.pdf>

<http://www.musicianshealth.com/whyrssi.htm>

<http://www.innergameofmusic.com/>

<http://www.webmd.com/anxiety-panic/guide/stage-fright-performance-anxiety>

Alexander Technique lessons are available for credit from the Department of Music. These lessons are taught by Margie Marrs, Pearl M. Taylor Emerita Professor of Music, AmSat-certified teacher of the Alexander Technique.

Health and safety depend in large part on the personal decisions of informed individuals. Institutions have health and safety responsibilities, but fulfillment of these responsibilities cannot and will not ensure any specific individual's health and safety. Too many factors beyond any institution's control are involved. Individuals have a critically important role and each is personally responsible for avoiding risk and preventing injuries to themselves before, during, and after study or employment at any institution. This set of advisory and institutional actions taken under their influence or independently do not relieve the individual from personal responsibility for appropriate, prudent, and safe behavior or action, nor do they shift such responsibility and liability for the consequences of inappropriate, imprudent, and/or unsafe behavior or action in any instance or over time to Coe College, or to NASM.

Portions of this section of the Coe College Music Department Handbook were adapted from materials developed by the National Association of Schools of Music and the Performing Arts Medicine Association.

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