COE COLLEGE

MUSIC DEPARTMENT

accredited since 1962 by
National Association of Schools of Music

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 August 2026 —



COE COLLEGE MISSION STATEMENT

Coe College is a national, residential liberal arts college offering a broad array of programs in the arts, sciences, and professions. Our mission is to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of our graduates.

MUSIC DEPARTMENT 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 undergraduate music training possible; 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 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.

NASM NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

Coe College has been a member of the National Association of Schools of Music since 1962.

PERSONNEL CONTACT INFORMATION

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Areas of Responsibility - Alphabetical

Accompanying Coordinator: Melinda Westphalen

Budget: William Carson

Choral Music: Luke Lovegood

Composition: Joshua Reznicow

Concert Programs: Beth Valenta

Facilities and Equipment: Carter Broszeit

General Studies: William Carson, Steve Shanley, Luke Lovegood, Toni LeFebvre

Health and Safety: Carter Broszeit

Instrument Curator: Rich Adkins

Instrumental Music: William Carson, Steve Shanley

Jazz Studies: Steve Shanley

Keyboard Division: Steve Shanley

Keyboard maintenance and tuning: Rich Adkins

Keys and Lockers: Carter Broszeit

Music Club: Luke Lovegood

Music Education: Steve Shanley

Music History & Literature: William Carson

Music Theory: Steve Shanley

Recruiting: William Carson, Steve Shanley, Luke Lovegood, Toni LeFebvre

Scheduling – Classrooms: William Carson, Beth Valenta

Scheduling – Sinclair and DK: Carter Broszeit

Social Media – Carter Broszeit

Sound Reinforcement, Concert and Recital Recording, Sound Equipment, Computer Equipment and Software: Carter Broszeit

Voice Division: Luke Lovegood

Winds and Percussion Division: William Carson



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APPLIED MUSIC COURSES

In the catalog and course schedules, Applied Music courses are identified with an MUA (Music-Applied) followed by the individual number of the class. Catalog numbers for ensembles and other performance-related courses are on this page and the numbers for lessons appear on page 2 of this Handbook. All MUA courses are offered in Fall and Spring Terms only. Credits earned in courses valued below .5 may only accrue ***up to two*** of the 32 credits required for graduation. They do continue to earn credit and count towards grade point averages.



APPLIED MUSIC: ENSEMBLES

Course #	Title	Credit Awarded
MUA-100	Concert Band	0.3
MUA-101	Jazz Band	0.3
MUA-104	Concert Choir	0.3
MUA-105	Crimson Singers	0.3
MUA-284 01	Applied Music – Special Topics: Symphony	0.3
MUA-130V	Orchestra Musical Theatre Production Experience (occasional)	0.5



APPLIED MUSIC: LESSONS

All students taking lessons are required to perform a jury at the end of the term, as described on page 4.

Catalog Numbers and Credits

The catalog numbers for music lessons begin with MUA and end with a letter designating the area of study:

B – Brass
C – Composition
K – Keyboard
P – Percussion
V – Voice
W – Woodwind

The three-digit number for half-hour lessons begins and ends with the number "1." For example, a half-hour lesson per week in piano has a catalog number of MUA-101K. Each half-hour lesson carries 0.3 credit.

The three-digit number for hour lessons begins and ends with a "2." For example, MUA-202V is a catalog number for an hour lesson in voice. Each hour lesson carries 0.6 credit. The catalog number for the Senior Recital is MUA-490, and registration in MUA-490 includes a term of one-hour lessons. MUA-490 is a 1.0 credit applied music course.

Catalog Number	Instrument	Catalog Number	Instrument
MUA-x0xS	Violin	MUA-x2xW	Clarinet
MUA-x1xS	Viola	MUA-x3xW	Saxophone
MUA-x2xS	Cello	MUA-x4xW	Bassoon
MUA-x3xS	String Bass	MUA-x0xB	Trumpet
MUA-x4xS	Harp	MUA-x1xB	French Horn
MUA-x5xS	Guitar	MUA-x2xB	Trombone
MUA-x0xK	Piano	MUA-x3xB	Low Brass
MUA-x1xK	Organ	MUA-x0xP	Percussion
MUA-x2xK	Harpsichord	MUA-x0xV	Voice
MUA-x0xW	Flute	MUA-x0xC	Composition
MUA-x1xW	Oboe	MUA-x1xC	Music Production and Engineering

MUA-490	Senior Recital – 1.0 credit
MUA-284 01	Applied Music: Special Topics: Orchestra (0.3 credits)
MUA-284 02	Applied Music: Special Topics (0.3 or 0.6 credits)

Lesson Fees and Scholarships

Private music lessons are available for credit only and only in Fall or Spring terms. Lesson fees are charged by term according to the total registered lesson credit:

0.3..... $340.00 (12 half-hour lessons)
0.6..... $680.00 (12 one-hour lessons)

Students registering for lessons should attend the bi-weekly meeting of Music Club, Wednesdays at 3:00 pm. Schedule available here:

tinyurl.com/CoeMusicClub

Students register for a 12-week block of lessons. Student will be billed for lessons after the end of the third full week of classes, after which time no refunds will be given. If funds are available, the music faculty may invite students who are registered for lessons to apply for lesson scholarships. Preference will be given to music majors who are taking at least one one-hour lesson.

Scheduling of Lessons

Students should send their full schedule to their lesson teacher before the beginning of each term. Instructors will assign mutually agreeable lesson times after they receive the schedule.

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 Chair of these changes. Students who withdraw from lessons after the third full week of classes **are not eligible for a refund**. Students who withdraw after receiving a lesson scholarship will be expected to reimburse the scholarship.

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 at least one hour prior to an absence. It is the student's responsibility to contact the instructor 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.



ASSESSMENTS

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 term may be exempt from this requirement. The lesson teacher determines whether a student will be required to play a jury in this circumstance. Students should discuss the nature of the jury with their instructors.

[Composition]	0.6 credit lessons: one or two composition(s), 2-3 minutes in length total, in score and either performed live or pre-recorded 0.3 credit lessons: one composition, 1-2 minutes in length, in score and either performed live or pre-recorded
[Instrumental]	0.6 credit lessons: solo work or etude 0.3 credit lessons: etude or exercise
[Strings]	Excerpt of one solo work; 2-3 scales (2-3 octaves); and one etude
[Keyboard]	0.6 credit lessons: 5-7 minutes of memorized music (Memorization not required for Organ or Harpsichord students) 0.3 credit lessons: 1 memorized composition — not to exceed 5 minutes
[Vocal]	0.6 credit lessons: two memorized songs chosen from four prepared during the term; one song will be selected by the student and one song will by the vocal jury committee from a prepared list. Sight-singing may be required of music majors. 0.3 credit lessons: one memorized song
[Music Production & Engineering]	For both 0.3 and 0.6 lessons: juries will consist of one of the following options: a final cumulative project of the term, a practical demonstration of abilities, or a combination of both.

Jury Procedure

1. Jury signup sheets will be posted across from the Music Office at least two weeks before final 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 14.
5. The jury will consist of the private lesson teacher and at least one other member of the music faculty.

Senior Assessment Exam (SAE)

All music majors must take the Senior Assessment Exam in their final term prior to graduation.

MUSIC DEGREE, MINOR, OPTIONAL EMPHASES

Coe College offers the Bachelor of Arts degree with a major or minor in music. Bachelor of Arts degrees may be supplemented with one of three optional emphases. The requirements and sample schedules for the major, the emphases, and the minor are given in the following pages.

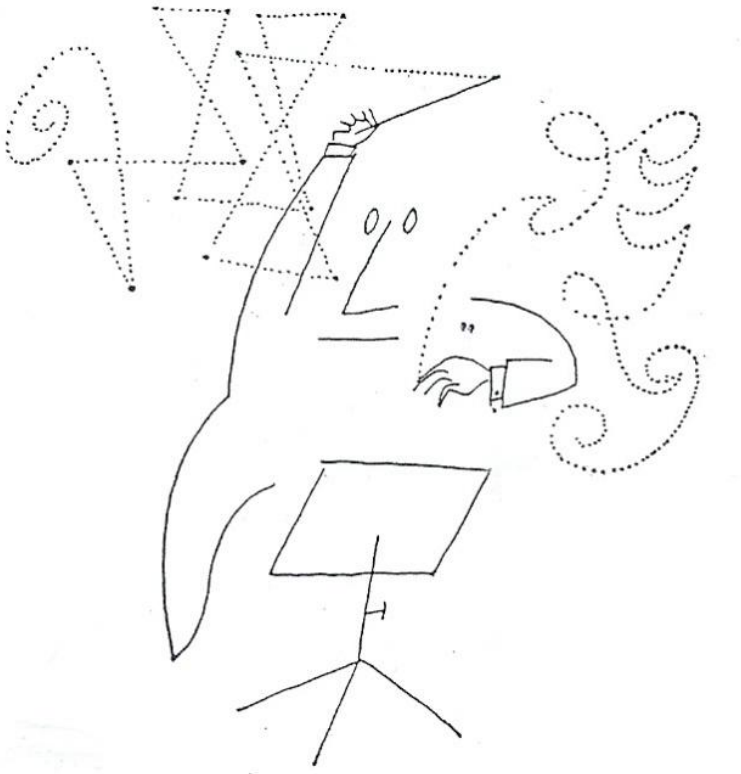
Bachelor of Arts Degree with a Major in Music

The requirements for the Bachelor of Arts degree with a major in music appear on pages 6-7. 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. The Department of Music also offers three optional Emphases that may be paired with the Bachelor of Arts degree –Jazz, Music Industry, and Pre-Music Therapy. These areas of emphasis are intended to offer supplemental enrichment to the liberal arts degree. Details of the three emphases are on pages 8-9.

Bachelor of Arts Degree with a Minor in Music

Music Minor

The minor in music consists of six course credits. At least two of these credits must be MU courses (not MUA).



Bachelor of Arts in Music Curriculum

Course	Catalog Number	Credits	Totals
MUSICIANSHIP			
Music Fundamentals I	MU-101	1.0	
Music Fundamentals II	MU-201	1.0	
American Music [WE]	MU-107	1.0	
Music of the World	MU-166	1.0	
Conducting I	MU-384	1.0	
One additional credit in MU coursework, 300-level or above	MU-300+	1.0	
Total Credits in MUSICIANSHIP			6.0
MUSIC PERFORMANCE			
4.5 credits of MUA lessons or ensembles	MUA-xxx	4.5	
Total Credits in MUSIC PERFORMANCE			4.5

IMPORTANT: Students seeking **music education licensure** MUST also complete the Secondary Education Minor as listed on page 119 of the college catalog. MU courses taken to complete the Secondary Education Minor MAY be used to satisfy the requirement of one additional credit in MU coursework, 300-level or above.

GENERAL EDUCATION			
First Year Seminar [WE]		1.0	
Students must satisfy the Liberal Arts requirements which are explained beginning on page 11 of the College Catalog. Please consult the Catalog when selecting courses to complete general education requirements.			
Total Credits in GENERAL EDUCATION			12.0
ELECTIVES			
Total Credits in ELECTIVES			9.5
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 and following in the College Catalog.)

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.

Recommended scheduling of courses for the Bachelor of Arts degree:

	Fall Term	Spring Term
First Year	Credits Course 1.0 Music Fundamentals 1 1.0 First Year Seminar 1.0 Music History or General Education 1.0 Non-music course* 0.3 – 0.9 Lessons and Ensembles ____ 4.3 – 4.9	Credits Course 1.0 Music Fundamentals II 1.0 Music History or General Education 1.0 General Education 1.0 Non-music course* 0.3 – 1.9 Lessons and Ensembles Declare major (if not sooner) ____ 4.3 – 5.9
Sophomore	1.0 Music History or General Education 1.0 Conducting I or General Education 1.0 General Education 1.0 Non-music course* 0.3 – 1.9 Lessons and Ensembles Declare major (if not sooner) ____ 4.3 – 5.9	1.0 Music Fund III or General Education 1.0 Music History or General Education 1.0 Non-music course* 1.0 Non-music course* 0.3 – 1.9 Lessons and Ensembles Declare major (if not sooner) ____ 4.3 – 5.9
Junior	1.0 Conducting I or General Education 1.0 Music Elective or General Education 1.0 Non-music course* 1.0 Non-music course* 0.3 – 1.9 Lessons and Ensembles Declare major (if not sooner) ____ 4.3 – 5.9	1.0 Music Fund III or General Education 1.0 Music Elective or General Education 1.0 Non-music course* 1.0 Non-music course* 0.3 – 1.9 Lessons and Ensembles Declare major (if not sooner) ____ 4.3 – 5.9 OR New York Term
Senior	1.0 Music Course 300-level or higher 1.0 Music Elective or General Education 1.0 Non-music course* 1.0 Non-music course* 0.3 – 1.9 Lessons and Ensembles Declare major (if not sooner) ____ 4.3 – 5.9	1.0 Music Elective or General Education 1.0 Music Elective or General Education 1.0 Non-music course* 1.0 Non-music course* 0.3 – 1.9 Lessons and Ensembles Declare major (if not sooner) ____ 4.3 – 5.9

**** Students pursuing Music Education should use these slots to take required education courses. Please consult with one of the music faculty members concerning the order in which to take the education courses.***

Please use the link or QR code below to check the planned schedule of which courses are offered when. Many courses are NOT offered every year, so you will need to plan ahead.

This document is subject to change.

https://tinyurl.com/CoeMusicOfferings

Supplemental Emphasis Options for Bachelor of Arts in Music Students

Optional 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 6.3 course credits must be taken that do not count toward a major in music.

1. MU-117 Jazz: The Early Years or MU-157 Introduction to Jazz History
2. MU-301 Music Fundamentals III
3. Seven terms of MUA-101 Jazz Ensemble (0.3 cc each)
4. Two terms of MUA-102K Piano: Arranging (.3 cc each)
5. Two terms of MUA 103K Piano: Jazz (.3 cc each)
6. AAM-107 Introduction to African American Studies



Optional Music Industry Emphasis
Students completing a music degree may choose to supplement their music major with an Emphasis in Music Industry. Concurrent completion of a major in music is required. A minimum of 6.5 course credits must be taken in addition to those that count toward a major in music.

1. A minimum of 1 credit earned in
   MUA-111C Music Production and Engineering (0.3 cc each)
   Or
   MUA-222C Music Production and Engineering (0.6 cc each)
2. MU-283 Arts Administration
3. One of the following:
   COM-231 Communication in Teams (WE)
   COM-322 Professional Communication and Writing (WE)
   COM-327 Organizational Communication (WE)
   PR-205 Public Relations (WE)
4. One of the following:
   BUS-250 Principles of Management
   BUS-330 Principles of Marketing (WE)
5. A music industry-related internship or independent study

Optional Pre-Music Therapy Emphasis

Students completing a music degree may choose to supplement their music major with an Emphasis in Pre-Music Therapy. Concurrent completion of a major in music is required.

The Pre-Music Therapy Emphasis is designed to prepare students to apply to a Music Therapy certification program. It is not a free-standing major, and it does not include music therapy courses. Rather, the courses listed below are intended to better prepare music students for future study in Music Therapy at an academic program approved by the American Music Therapy Association. Students must complete all requirements for a Bachelor of Arts in Music, in addition to the courses listed below. These include 5 non-music course credits and 2 additional music course credits for a minimum total of 7 course credits that must be taken in addition to those that count toward a major in music.

Courses taken to satisfy requirements in the Bachelor of Arts in Music may NOT also be used to satisfy the requirements of the Pre-Music Therapy Emphasis below, but all courses MAY be used towards General Education requirements.

1. PSY-100 Introductory Psychology
2. BIO-103 Anatomy and Physiology
3. BIO-100 Human Biology
4. One of the following:
   EDU-117 Exceptional Learners
   EDU-187 Human Relations (WE)
   PSY-235 Abnormal Psychology
   PSY-270 Learning and Behavior
5. One of the following:
   THE-100 Introduction to Theatre
   THE-150 Acting I
   THE-160 Movement for the Stage
   THE-170 Voice and Diction
   THE-270 Musical Theatre Acting
6. Two credits (or more) from the following:
   MU-301 Music Fundamentals III
   Additional terms of ensemble participation, beyond those required for the B.A. in Music:
      Concert Band (0.3 each), Jazz Band (0.3 each), Concert Choir (0.3 each), or Crimson Singers (0.3 each)
   Additional terms of lessons, beyond those required for the music major.

Strongly recommended:

- MU-108 Queerness in Music: A History
- MU-385 Conducting II (WE)
- Additional music performance courses (ensembles and lessons)
- Additional theatre, art, biology, business, education, psychology, sociology, and statistics courses
- Fulfill the academic practicum requirement with a music therapy-related internship

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. The SAB election is held at the first Music Club meeting of the Fall Term. The chair of the Student Advisory Board is elected by all students in Music Club. 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.

Lockers and Keys

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 may be checked out in the Music Office (Rm. 103) during office hours. Keys not returned at the end of the school year may result in a charge for re-keying the appropriate locks. Contact Carter Broszeit to set up an appointment: cbroszeit@coe.edu

Instrument Loan Policy

Coe students may borrow an instrument from the inventory of Coe College when the students are registered in an ensemble, class,or lesson that requires them to use that instrument. Instruments may be obtained by completing the *Instrumental Loan Form* linked here (tinyurl.com/CoeInstrumentLoan), or by scanning the QR code. Upon completion of the form, students must contact Rich Adkins at radkins@coe.edu to finish the loan process and check out an instrument.

By signing the instrumental loan form, the student agrees (1) not to sell, mortgage, rent, or dispose of the instrument 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, lesson, 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 may be 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

To schedule or cancel rehearsals, recitals, receptions, and meetings, please contact Carter Broszeit: cbroszeit@coe.edu. Students wishing to reserve a 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, Carter Broszeit. Sound requests must also 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, Carter Broszeit.

Stage set-ups are also requested through the Music Department Technical Director, as are lighting and sound requests.

Fisher Music Library

List of Holdings:
https://tinyurl.com/FMLCatalog

Circulation Policies

Circulation is on the honor system. Please complete this form (tinyurl.com/FisherMLibrary) when you take an item out and when you return it.

Books: Please return within one month.

Periodicals: Please return within one week.

CD's: Please return within one month.

Assigned Listening: Please do not take CDs, records, tapes and scores for assigned listening from the library.

Assigned Reading: Please return assigned reading within two hours.

Some assigned reading may be restricted to in-library use at the request of the instructor. Please do not take these materials outside of the library.

All library materials must be returned to the library before a student leaves for each term's recess.

STUDENT RECITALS

Student recitals must have the approval of the student's lesson 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 those who are pursuing the Performer's Certificate (see page 17) and recommended for all other music students. Candidates for the Performer's Certificate should program a minimum of 45 minutes of standard repertoire. These works must be prepared with the lesson instructor.

Senior recitals, while not required, often serve as the student's 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 wish for the recital to count as a Practicum under the terms of the Coe Plan, must register for MUA-490: Senior Recital (1.0 credit). This registration includes 12 one-hour lessons, which will be billed accordingly.

Scheduling

(Three-month notice)

Students should schedule their recital, Recital Jury, and rehearsals with the Music Department Technical Director at least three months before the performance date. Changes in the schedule must be approved by the lesson teacher, accompanist, and the Department Chair. Typically, recitals may be scheduled at 7:00 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 or 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)

See Dr. Westphalen to arrange an accompanist. (See "Piano Accompanying," page 15). If, for any reason, the recital is canceled after the accompanist has begun to rehearse the music, an appropriate payment (agreed upon by the lesson 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 to the department chair.
- The Recital Jury shall be arranged and scheduled by the lesson teacher in collaboration with the student, any additional performers, and a second faculty juror (preferably a member of the full-time faculty or another part-time faculty member in the same division).

Three weeks (minimum) prior to recital date:

- The lesson teacher and the second 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 other member of the 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 at least two weeks prior to the recital date.**

Programs

The complete program copy must be submitted electronically and in hard copy to Beth Valenta no less than **three weeks** before the recital. The music department bears the cost of copying for recital programs up to four pages in length (50 copies). Performers will need to pay the printing costs if additional copies or a longer program are desired. 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 practicum requirements**
- Teacher's name in this format: "*Student Name* is a student of *Teacher's Name*."
- If the recital fulfills a requirement for practicum, it should be listed in this format: "This recital presented in fulfillment of the practicum requirement."

*Translations and any other additions to the program must meet copyright requirements. 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/Music Club 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 and Live Streaming

All student recitals are video recorded free of charge. Student recitals may also be live streamed on the Music Department's Youtube Page. Students will need to communicate with the Music Department Technical Director, Carter Broszeit if they would like their recital streamed. High-quality audio-recordings can also be done free of charge for student recitals but will need to be requested in advance. All requests for streaming and high-quality audio recording need to be made **two weeks prior to the recital date**.

PIANO ACCOMPANYING

Fees and Payments for Accompanists

Performances at Music Club: The accompanist can be paid from music department gift funds. It will also fund one 15-minute rehearsal.

Applied Music Juries: Students taking Applied Music juries must contact, arrange and pay for their own accompanists. Accompanists must be paid prior to the jury at the following rates:

1 ten-minute rehearsal and jury:	$20.00
2 ten-minute rehearsals and jury:	$25.00

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

Student accompanists should be paid at the following rates:
Full recital: $200 Half recital: $150

Faculty 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: $300 Half recital: $200

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 (or other approved venue) 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, some which have a significant music component, including Coe's New York Term, directed by Dr. Carson. Additional programs are offered 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.

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.

Returning students are **not** eligible to apply for music scholarships, but they are eligible to be considered for the following prizes:

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.

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 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 awarded to the outstanding senior student majoring in music.

Performer's Certificate

The Music Department faculty awards a Performer's Certificate to senior music majors 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 lesson teacher and file formal application for a Performer's Certificate with the Department Chair.
2. The candidate must give a half Junior Recital and a full Senior 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 minimum expectation of music majors.
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 core 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 four student organizations dedicated to music:

Music Club

Music Club is open to any and all students with an interest in music. The club meets at 3:00 on select Wednesday afternoons. Schedule available here:

tinyurl.com/CoeMusicClub

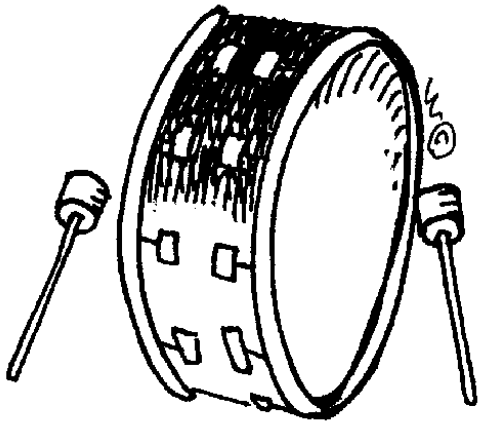
Students meet to share musical interests, to perform for each other, and to plan ways of supporting music activities at Coe, including those of the department at large, the ensembles, the music festivals, touring, and the groups listed below:

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. Membership in Mu Phi Epsilon automatically makes you a member of Music Club.

Coe Drum Line and Pep Band

The Drum Line is a student-run percussion ensemble performing in the style of a marching band drumline (without the on-field routines). Pep Band performs arrangements of popular music. The primary focus of both ensembles is on performance at football and basketball games. Membership in Drumline or Pep Band automatically makes you a member of Music Club.



Music Department Common Course Policies

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

Mission Statement:
Coe College is a national, residential liberal arts college offering a broad array of programs in the arts, sciences, and professions. Our mission is to prepare students for meaningful lives and fulfilling careers in a diverse, interconnected world. Coe's success will be judged by the success of our graduates.

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 precondition 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 Catalog for complete information regarding Academic Integrity: www.coe.edu/academics/academic-resources/provosts-office/academic-integrity-policy

Statement on Generative Technology
Use of generative/assistive writing technology (such as ChatGPT or similar) without express permission from your instructor is a form of academic dishonesty. If specific parameters of use are not outlined by an instructor, students should assume use of said technology is prohibited, and that unauthorized use of it will be subject to disciplinary action. Coe College faculty may set parameters for when and how the use of such technology is permissible, as well as how students should document their use of it.

Respectful Communication
Coe College's effective teaching and learning environment is built on respectful communication. This includes avoiding harmful language or behaviors and approaching any mistakes as an opportunity to learn how to do better together.

FERPA
Students should be aware of their rights regarding the privacy of their educational records. Detailed information about your rights can be found under the FERPA (Family Educational Rights and Privacy Act of 1974) section in the Academic Catalog and online here: https://www.coe.edu/academics/academic-resources/registrar/ferpa

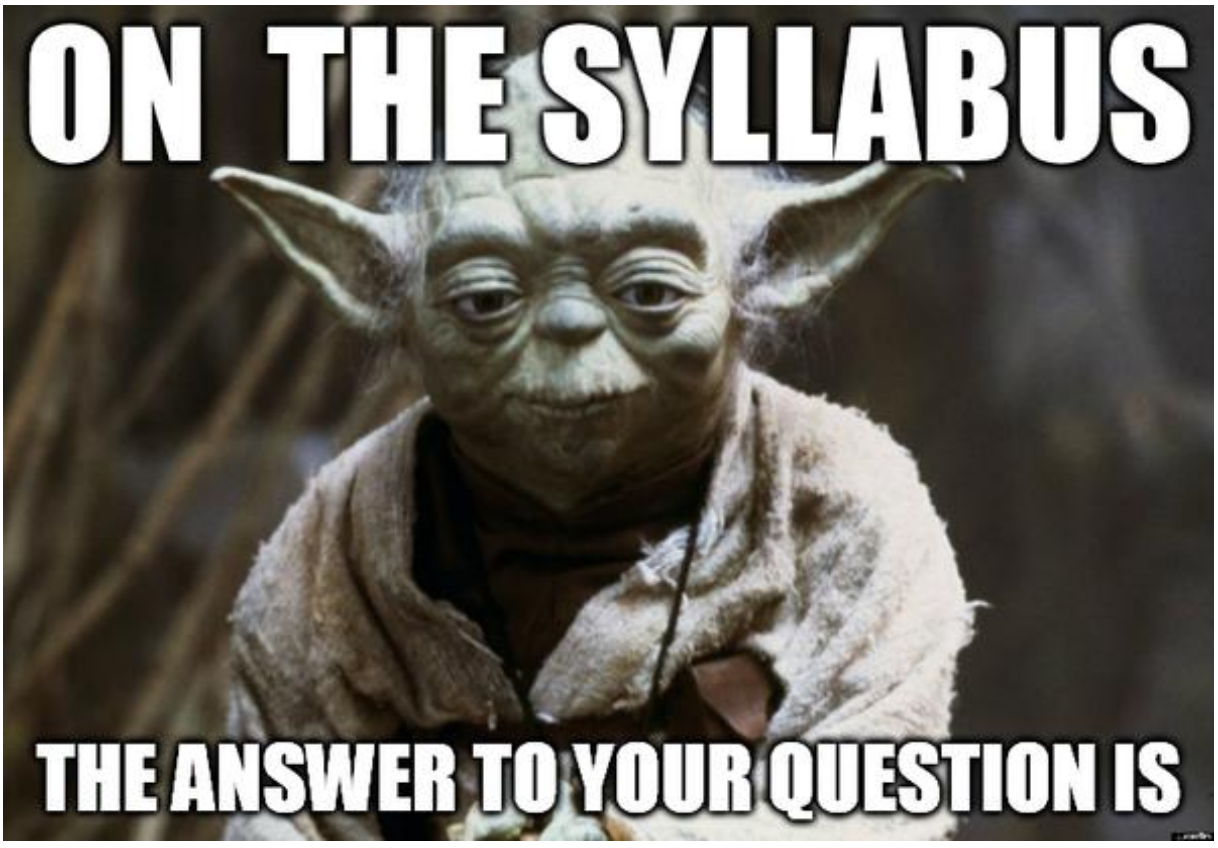
In line with FERPA restrictions, students should be aware that an instructor cannot publicly post grades by student name, institutional student identification number, or social security number without first having obtained students' written permission.

The Definition of a Course Credit & Expected Workload
One course credit at Coe College constitutes 180 hours' worth of student work over the course of the term. "The Department of Education has defined one hour to be 50 minutes, so 150 60-minute hours is equivalent to 180 50-minute hours." This figure includes both the time spent in class and out of class completing course work. In other words, students are expected to devote a considerable amount of time outside of class to this course. For courses that meet in a standard MWF or T-Th slot, students should be expected to work seven hours a week outside of the three hours in class.

Requesting Academic Accommodations
Coe College is committed to creating a learning environment that meets the needs of its diverse student body. If you anticipate or experience any barriers to learning in this course, please visit my office hours to discuss these concerns with me.

If you have a medical, physical, psychological, or learning need documented by a healthcare provider, or experience an unforeseen obstacle during the semester, you can make an appointment with Melanie Ostmo, Accessibility Services Coordinator, to request an official accommodation under the Americans with Disabilities Act. You can find more information about the Accessibility Services Office by visiting the Learning Commons website or by emailing accessibility@coe.edu. If you have already been approved for accommodations through Accessibility Services, please meet with me so we can develop a plan for your success together.

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 keep the 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 Life at 319-399-8843 or emailing titleix@coe.edu, Safety, and Security at 319-399-8888, Emily Barnard (college counselor) at 319-399-8843, or visit Coe's Title IX website for more information.



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 Music Club. 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 - 319-399-8617
o-healthservices@coe.edu * https://www.coe.edu/student-life/health-wellness/health-services
Coe College Security – Carlos Velez -319-399-8888 * campussecurity@coe.edu
https://www.coe.edu/student-life/student-life-resources/safety-security
Coe College Music Department Technical Services – Carter Broszeit - 319-550-3580
cbroszeit@coe.edu * http://www.coe.edu/music

Helpful health information is available from the National Association of Schools of Music:
Hearing Health Issues - https://tinyurl.com/NASMHearingHealth
Neuromusculoskeletal and Vocal Health - https://tinyurl.com/NASM-NMS-Vocal-Health

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.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 AT.

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.

Fine

Secondary Instrument Lessons for Music Education Students

Advisory guidance for students and applied lesson instructors | Coe College Department of Music

Why This Matters

As a school music teacher, you will be responsible for teaching instruments you don't play. A band director stands in front of flutes, clarinets, saxophones, brass, percussion, and often a string bass -- sometimes all in the same rehearsal. The most effective way to prepare for this is to study those instruments directly.

Coe does not require secondary instrument lessons, but the music faculty strongly recommends them for every student planning to teach. One term of applied lessons on an instrument gives you hands-on experience with how that instrument is taught to beginners: how to produce a sound, what goes wrong, and how to fix it. These lessons serve as your pedagogy preparation for each instrument, so the more you take, the better prepared you will be for your first job.

Recommendations for Instrumental Students

Take one term of applied lessons on each of the following, at minimum:

- Flute
- Clarinet
- Brass (high or low)
- Percussion
- String bass

Ideally, take more. Strong additions include the other brass family (if you took trumpet, add trombone, or vice versa), saxophone, horn, and double reeds. If one of the instruments above is your primary instrument, substitute another from a different family.

String bass is recommended as your string experience because it appears in both jazz band and concert band, which makes it the string instrument you're most likely to teach as a band director.

Recommendations for Choral Students

Consider taking a term of voice lessons focused on pedagogy -- how to teach singing to young voices -- rather than on your own performance. We also encourage you to take lessons on a few instruments, since many choral teachers also teach general music or help with other ensembles.

When to Start

There is no required sequence, but start as early as possible. Spreading these lessons across your first years keeps your schedule manageable and ensures you have this experience before student teaching.

For Applied Lesson Instructors

When a music education student enrolls in lessons on a secondary instrument, the goal is teaching competence, not performance mastery. Please focus the term on the fundamentals of teaching a beginner, including:

- Tone production, embouchure or grip, posture, and hand position
- Instrument assembly, care, and basic maintenance
- Equipment choices appropriate for beginners (mouthpieces, reeds, sticks, rosin, etc.)
- Common beginner problems and how to diagnose and correct them
- Beginning band method books used in schools (e.g., *Essential Elements*, *Standard of Excellence*, *Tradition of Excellence*)
- Having the student explain or model a concept as if teaching a beginner

A reasonable end-of-term goal is for the student to play comfortably at a beginning-band level and to explain how they would teach the fundamentals of the instrument to a middle school student.

Getting Started

Talk with your advisor about fitting these lessons into your plan, then register for applied lessons in the area you've chosen. When you begin, let your instructor know you are a music education student taking the lessons for pedagogy. Consult the Music Department Handbook for course numbers, credit hours, and applied lesson fees.

Questions? Contact Dr. Carson, Department Chair, at wcarson@coe.edu.



Coe College Department of Music
1220 First Avenue NE
Cedar Rapids, IA. 52402

319-399-8521

https://www.coe.edu/academics/majors-areas-study/music

Department Chair

Fall Term: Steve Shanley - steve.shanley@gmail.com
Spring Term: William Carson – wcarson@coe.edu

NASM NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC

Coe College has been a member of the National Association of Schools of Music since 1962.