

**Olivet Nazarene University
Department of Music
Student Handbook**

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PREFACE

Students will find it helpful to acquaint themselves with the contents of this Handbook. Its purpose is to provide information about the Department of Music and should be considered a supplement to the University Catalog. After reading both sources additional questions can be answered by the secretary or student assistants in the Music Office.

September 2009

MISSION STATEMENT

The Department of Music exists to cultivate the musical skills of student scholars as an act of personal commitment to Christ, and to encourage a life of service to others. The educational thrust of the Department of Music is threefold: to complement a broad liberal arts education; to provide the intensive professional training that aspiring musicians need; and, to meet the musical needs of the University, community, and Olivet educational region.

INTRODUCTION

The Department of Music is housed in Larsen Fine Arts Center. The Fine Arts Center was occupied on September 23, 1982, and dedicated in February, 1983. It was built at a cost of \$3.5 million. Substantial updates were made during summer, 2002. Included in the building are the 540-seat Kresge Auditorium, eleven studios, instrumental and choral rehearsal rooms, an organ practice room, three class rooms, 12-station Clavinova® piano lab, 16 station computer lab, twenty-two practice rooms, a student lounge, a reception/seminar room, a conference room, and the Department of Music and Department of Art offices. A collection of recordings and scores is housed on the 2nd floor of Benner Learning Resource Center.

The Fine Arts Center was named for the late Walter Burdick Larsen and his wife, Naomi. Dr. Larsen chaired the Department of Music from 1932 until his untimely death in 1957. Naomi R. Larsen spent her teaching career of forty years at Olivet and retired in 1975. Alumni the world over are thankful for this Christ-centered couple who challenged and inspired them to become involved with music. A dream of Dr. Larsen's was realized in November, 1982, when Olivet Nazarene University became an associate member of the National Association of Schools of Music. In June, 1989, full membership was achieved.

Specific questions about the programs in music and scholarships may be directed to Dr. Don Reddick, Chair, Department of Music, Olivet Nazarene University, Kankakee, Illinois, 60901. Phone, (815) 939-5110. Further information regarding the Department of Music may be found at music.olivet.edu.

Music Department
Music Majors & Minors
Friday, August 28, 2009

- 1) Introduce faculty
- 2) Info card - turn in before you leave today!
- 3) Signing up for a lesson time for private study.
 - Lists are posted outside the Music Office or outside the professor's office
 - Follow the instruction on the sheet
 - If your applied area is a wind, string, or percussion instrument, turn in your schedule to the Music Office and you will be contacted with your lesson time.
- 4) Getting in touch with your applied instructor - voice mail and email
 - When you need to get in touch with a professor, communicate first with the professor, follow up with the Music Office.
 - You **MUST** notify your professor well **IN ADVANCE** when it is necessary to miss a lesson- not less than 24 hours. You should make every attempt to contact them personally (phone or in person). As a second option, leave a voice message or email.
- 5) Courses in which you are **REQUIRED** * to be enrolled:
 - Applied study - class or private
 - Piano
 - piano taken concurrently with Music Theory
 - you must pass the Piano Proficiency exam
 - Studio Class MUAP 050, 060, 070
 - piano & voice with Applied Instructor
 - Wind, string, percussion with Dr. Reddick
 - Recital Lab MUAP 200 - **MUST** complete 6 semesters
 - Intro to Music Theory MUTH 101 (Freshmen) or MUTH 150 Composition Forum, unless tested out
 - Ensembles: A representative from the Registrar's Office will attend ensemble rehearsals for the purpose of completing the registration process. Once that process is complete, you will need to fill out a DROP/ADD slip for any changes to your ensemble(s).

* Music Minors: You must complete these courses, but not necessarily this year. You have some flexibility in scheduling these courses.

**** IF YOU ARE NOT SIGNED UP FOR ONE OF THESE COURSES...
stay in this room after the meeting!**

- 6) Music Department web page - <http://music.olivet.edu>
 - Calendar: please reference before coming to the Music Office requesting dates
 - Academics: Course lists for the various concentrations are available online
 - Handbook: All I ever want to know is in the Handbook!
 - Music Dept. Forms: Check here before coming to the Music Office
 - Contact Us: Information for all music faculty – full time and adjunct

- 7) Music Ensemble Attire & Fees
 - You should have been measured for ensemble attire: Chrysalis Women’s Choir,
 - If you have not been measured, stop by the Music Office TODAY.
 - You must pay for your attire before it will be ordered.
 - Ensemble dues for EACH ensembles: \$35 due by Sept 30th.

- 8) Music Ensemble Retreat Sept 12 & 13
 - Friday PM & Sat AM: Choral ensembles
 - 11:30-1:00 all groups together for lunch at Chalfant Hall
 - Sat PM: Instrumental ensembles

- 9) Recital expectations:
 - **Enroll in MUAP 200 Recital Lab. You MUST complete six (6) semesters.**
 - Always bring your student ID for attendance. ID cards will be scanned as you enter and again as you exit the auditorium.
 - You will be permitted 1 free scan if you forget your ID card. After that, no credit will be given if you forget your card.
 - Student recitals: you are expected to perform in at least 1 recital per semester. 1st semester freshmen may be exempt from this requirement. Please consult with your Applied Instructor.
 - Senior Recitals: must complete Pre-recital hearing 1 month prior to recital (two weeks for voice). Communicate with your Applied Instructor concerning a Pre-recital hearing. *Please see page 32 for more details on recitals.*
 - Students attending off-campus musical events must submit a program to receive credit, subject to the approval of the Music Office.
 - Programs for music department events will be printed by the music office. Please submit the following information online one week in advance for your event: title, composer, movement, accompanists, program notes, text translations, etc. If this information is not submitted, you will not be permitted to participate on the program.

- 10) Accompanists must be recommended by the piano faculty and approved by Dr. Reddick to receive compensation. Time sheets are available in the Music Office and must be initialed by the professor at each lesson.

- 11) Larsen Info Desk
 - Not for student use, employees only!
 - Use phone located on the 1st floor by the women’s restroom
 - For general information, please stop by the Info Desk for assistance prior to coming to the Music Office.

- 12) Practice Rooms: sign up next week on the sheet outside the practice room.
 - Sign up for a minimum of 1 hour per day for each 2 hours of Applied study
 - Students who arrive more than ten minutes after the assigned time forfeit the right to use the room.

- 13) Use of Facility: Larsen Fine Arts Center has been recently remodeled. It is a wonderful facility in which to work, study, and rehearse. Please make every effort to help us keep the building clean.
 - Several areas are not for student use. Please respect those areas by not entering unless requested by a faculty or staff person. These areas include: Lounge, Kitchen, Music Recruiter/mail room, Music Office workroom, Instrument repair room, Percussion storage (percussionists permitted).
 - If you need to reserve a room (recital, etc.) please speak with the Music Department Secretary.
 - Do not move anything from one room to another without permission. All rooms should be returned to the standard set-up. Failure to comply may result in the loss of privileges.
 - Please help keep a professional atmosphere in our building by not using the building as a dorm room. In other words... don't lie on the benches, don't leave personal belongings or trash in the classrooms, refrain from eating, sleeping, **sitting on the floor**, etc in the first floor lobby area.
 - Please use the circle drive in front of Larsen for "Drop Off" only. Be courteous to others by not leaving your vehicle in front of the building.
 - You **MUST** obtain permission to use Larsen rooms for teaching private lessons. Permission is granted by the Music Department Chair and the applied instructor. Please contact Dr. Ball for a form and to arrange schedule.

- 14) Posters, flyers, etc. in Larsen Fine Arts Center
 - Anything displayed in LFAC must be approved by the Music Office.
 - **Do not post/tape anything on glass or on the Information Desk.**
 - Items not approved or inappropriately displayed will be removed immediately.

- 15) Please refrain from eating or drinking in Kresge Auditorium, the classrooms, and the practice rooms. If you make a mess in an area, please clean it up. If you cannot take care of it, please inform the Music Office. Water bottles should be placed on the floor, not on instruments or desks.

- 16) Smart Classroom computers and other computers
Students must obtain permission from the music office, media center, or professor in order to use Smart Classroom computers.

- 17) Larsen Computer Lab: Hours 7 :00 AM - 12:00 AM
 - Food & beverage are not permitted in the lab under any circumstances.
 - Please **DO NOT** change any settings on the computers or keyboards, including desk top configuration, display, printer settings, MIDI settings, etc.
 - If you accidentally change something on a computer and you do not know

how to change it back, please notify (email) Dr. Reddick so that it can be fixed before the next class meeting.

- Do Not save anything to the hard drive. All computers are equipped with a CD burner. You may also choose to save documents to your “H” drive.
- The lab is provided for music students and assignments for music courses. Please give priority to students who are working on material for music classes. (You may check email or work on word processing, but be aware of students who may need to use a computer for a class).
- The computer lab is used for a number of classes. Please check the schedule outside the room if the door is closed. On occasion, the lab is used by a class or group that is not on the schedule. Please avoid interrupting when a group is in session.
- Remember, the lab is a “work” area. Please do your socializing elsewhere.
- Be sure to log out when you are finish with each session.

18) Listening/Study Lab (glass room on 2nd floor)

- The Listening/Study Lab is a quiet environment designed to provide a place for students to study. Please do not use this room for group study sessions. Your cooperation is greatly appreciated.
- We are pleased to be able to provide a collection of music periodicals for our ONU students. Please DO NOT remove periodicals from this room.
- Listening stations are available on a first come – first served basis. You will need to bring your own headphones as they are not provided. Please be respectful with the volume of your listening.
- CD cases are displayed in the bookshelves. If you want to listen to a CD, bring the case to the Music Office. You will be asked to leave your student ID to serve as deposit for the CD.

19) Instrument lockers & hall lockers

- ALL instruments must be secured in locked storage. Nothing, including drum sets, guitar amps, etc, can be left in classrooms, rehearsal rooms, or hallways.
- Pay a \$5.00 deposit at Student Accounts in Miller Business Center.
- Bring your receipt to the Info Desk for locker assignment and lock combination
- \$5.00 deposit is refunded at the end of the year.

20) **MUAP 490 Senior Seminar** is offered in the spring semester only. If you are a junior planning to student teach during the spring semester of next year, you must enroll in Senior Seminar this spring. If you have questions about this, stop by the Music Office.

21) The Music Department encourages trips to the Chicago Symphony Orchestra and the Lyric Opera. Limited financial assistance is available for these performances.

- CSO student-rate tickets are available online. Contact the Music Office for details.
- Lyric Opera dates will be posted by the Music Office.

22) The KVSO (Kankakee Valley Symphony Orchestra) offers free concert admission to students with a valid ID.

OLIVET NAZARENE UNIVERSITY



DEPARTMENT OF MUSIC

Full-Time Faculty

Don Reddick (1997) Chair, Department of Music

Associate Professor of Music

B.S., 1979, Olivet Nazarene University

M.S., 1988, University of Illinois

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Associate Certificate – American Guild of Organists
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OLIVET NAZARENE UNIVERSITY



DEPARTMENT OF MUSIC

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Margaret Tung

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Heather Williams

Piano

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NO PHOTO

DEGREES OFFERED

Admission to the University neither implies nor guarantees acceptance into a Music degree program. The University may discourage any individual from attempting to complete preparation toward a Music concentration if, in the opinion of the Music Faculty, he or she fails to meet acceptable professional standards. (See Upper Division Hearing)

Students desiring to complete any concentration in Music should adequately prepare for the rigors of college-level music study. Additional coursework may be necessary to meet graduation standards. A listing of the required coursework for each of the following concentrations is listed in the Advising Guides at the end of this Handbook.

Bachelor of Science or Bachelor of Arts degrees are offered with the following concentrations:

B.S. in Church Music

For students who expect to be full-time church musicians, the Department offers a program intended to give a comprehensive and thorough technical training along with the deeply spiritual emphasis of the university. Believing that spiritual fervency and technical proficiency can be combined, Olivet presents a Church Music program that will enable the graduate to serve the local church.

B.S. in Music Education

It is the objective of the Department of Music to provide training and experiences to properly qualify students for positions as teachers or supervisors of music in the public schools. The program meets the requirements of the Illinois State Board of Education and of the Illinois Limited State Special Certificate which qualifies the holder to teach and supervise music in grades K-12. Students interested in music education have the option of selecting one of two tracks: general/instrumental, and general/vocal.

B.S. in Music Performance

This concentration is offered for the student displaying a high caliber of performance, who desires to pursue a career in solo and ensemble performance, accompanying, and college or private teaching. Available in the following areas: Voice, Piano, Organ; Wind, String, and Percussion instruments by arrangement.

B.S. in Music Composition

This concentration is offered for the student who is interested in the creative process of music. The emphasis in Musical Composition and Theory is on writing music in the traditional forms as well as developing an individual style of composition. This program is designed to prepare students for advanced studies in composition or theory at the graduate level. Private applied study in composition is open to all Music majors and minors.

B.A. in Music

This concentration is offered as a Liberal Arts degree in music comprised of general education, the core music curriculum, and electives. If desirable, a student may choose to combine the B.A. in Music with another major (i.e. business or psychology).

APPLIED MUSIC LESSONS

Requirements

Music concentrations require study in the same Applied area (piano, violin, voice, etc.) until the student completes a specific number of college level hours. The number of hours varies according to the concentration.

Church Music: 11 hours required

8 lower division (111 level)

2 upper division (311 level)

1 Senior Recital

Music Education: 11 hours required

8 lower division (111 level)

2 upper division (311 level)

1 Senior Recital

Music Performance: 22 hours required

8 lower division (111 level)

12 upper division (311 level)

1 Junior Recital

1 Senior Recital

Music Composition: 21 hours required

8 lower division in a performance area (111 level)

4 lower division in composition (250 level)

8 upper division in composition (420 level)

1 Senior Composition Project

Music - General: 11 hours required

8 lower division (111 level)

2 upper division (311 level)

1 Senior Recital

Applied Music Study

The proficiency of the student will determine whether Applied placement will be made at the preparatory level or the college level. College level placement is given to those students who have had sufficient previous experience to warrant placement at that level. All students will audition for placement.

Piano study is available (1) at the preparatory level for one hour credit and is taken in class, meeting twice per week, and (2) at the college level for two hours credit - one half-hour private lesson per week. Pianists beginning at the college level are expected to be capable of studying and performing standard classical piano literature.

Voice study is provided (1) at the preparatory level for one hour credit and is taken in class, meeting two days per week, (2) at the advanced preparatory level for two hours credit and is taken in class, meeting two days per week, and (3) at the college level for two hours credit - one half-hour private lesson per week. Voice students beginning at the college level are expected to be capable of studying and performing standard classical vocal literature.

Instrumental study is available at the college level for two hours credit - one half-hour lesson per week. Instrumentalists registered at the college level are expected to be capable of studying and performing standard literature.

Registration

Before the first Applied registration, a placement audition is required. The student should contact the Music Office for referral to a faculty member, and schedule a hearing appointment with that faculty member.

Before the placement audition takes place do the following:

1. Secure a white card from the Music Office.
2. Fill in your name, I.D. number, mail box number, phone number, and major and minor.
3. Check the proper space for the semester in which the course will be taken, along with your classification.

After the placement audition, take the placement card to the Music Office and then to the Registrar's office.

Students completing study at the preparatory level may then be enrolled in private lessons at the recommendation of the professor.

Students must register each semester for continued enrollment in Applied study. A white card is not necessary after initial placement.

Assignment

The Chair of the Music Department assigns students to teachers. If the student has a teacher preference it will be honored whenever possible. No student is allowed to study music with a teacher who is not a member of the Music faculty without the permission of the Department Chair.

It is assumed that students will continue study with the same teacher throughout the college career. A change of teacher must be discussed with the current professor and the Department Chair before a change can be made.

Lists of the student assignments for private lessons will be posted during the first few days of the semester. The student should immediately contact the teacher(s) involved to find a mutually agreeable lesson time.

Practice

A motivated, goal-oriented, daily practice period is an integral part of every successful musician's schedule. Just as homework is necessary for success in the classroom, so practice is vital for success in the studio. Musical skill cannot be developed without consistent practice. Consult your teacher's syllabus for hourly practice requirements.

Attendance

Normally, students receive between twelve and fourteen lessons per semester, depending on when the lessons begin and scheduled campus breaks. It is the responsibility of the student to notify the teacher in advance if a lesson must be missed. Only excused absences (illness, educational leniency, or an emergency situation) will be made up. Failure to attend a lesson without prior arrangement will forfeit the lesson, except in cases of an emergency.

Studio Class

Studio class provides the requisite opportunity for exposure to more music and related issues than can adequately be addressed in private lessons. In addition, performing for peers fosters a group dynamic of striving for excellence together. Finally, opportunities are provided for exploring ensemble works.

Students in Applied study must enroll concurrently for Studio Class. Each faculty member conducts a studio class of his/her students, meeting weekly. Attendance is required, but performance is left to the teacher's discretion.

Auditing Applied Music

Teachers may accept auditors if loads permit; students taking for credit will be accepted first. Auditors will pay the normal additional applied music fee for class or private instruction. The standard audit fee will be charged.

Piano

Each private teacher will maintain complete records of each student's repertoire and technique level for all semesters of study.

At the end of the fourth semester, the student will participate in an Upper Division Hearing for acceptance into Upper Division study. Guidelines for the Upper Division Hearing can be found on page 27 in this Handbook. Works will be played from memory, representing at least three different style periods. Repertoire studied in previous semesters can constitute up to half of the program. The audition will serve as the final exam for that semester. The following repertoire list will give a sample of the level of difficulty expected in the literature.

- Bach -- French Suite in G
- Scarlatti -- Sonatas
- Haydn -- Sonata in F major, Hoboken 3
- Beethoven -- Sonata, Op. 79
- Schumann -- Arabesque in C
- Dello Joio -- Suite for Piano
- Bartok -- Microkosmos, Vol. VI

During the junior year, the student's records will be submitted to the keyboard faculty for review. In this review, the faculty will determine whether the student has studied music of adequate difficulty and is meeting the following established goals for undergraduate study:

1. At least one complete classical sonata
2. A stylistic awareness of all historical periods of keyboard music, from Baroque to Twentieth Century
3. Exposure to works using a contrapuntal texture of at least three voices
4. At least one post-Debussy work
5. At least one movement of a standard concerto

During the junior year, the student will be required to learn a self-prepared piece, selected by the student with the approval of the teacher. The piece should be performed either in studio class, student recital, or on the final exam.

Piano students must meet the technique requirements which are listed in the "Music Examinations" section of this Handbook.

Voice

The following literature categories are suggested as a guide for voice study.

100 level - Freshman

Italian, 17th, 18th centuries
American Folksongs

English, 15th, 16th centuries
English/American, 20th century (easy)

100 level - Sophomore

German Lieder
Easier opera
Easier oratorio

Begin a cycle
Continue Italian
English/American, 20th century (med)

300 level - Junior

French melodie
Continue opera
Continue Italian/German

Continue cycle
Continue oratorio
English/American, 20th century (diff)

300 level - Senior

Continuation of Junior year

Sacred "classics", spirituals and Christmas literature may be included during any semester.

GENERAL POLICIES FOR MUSIC STUDENTS

Scheduling of Practice Time

All students registered for Applied lessons and classes may sign up for practice times and rooms on the sheet outside the practice room during the first full week of each semester. Practice rooms are unassigned on weekends. Students should sign up for a minimum of 1 hour per day for each 2 hours of Applied study.

Larsen Fine Arts Center is open Monday through Saturday from 7:00 AM to 12:00AM. On Sundays the building is open from noon until midnight.

Practice Room Regulations

1. Only those students enrolled in Applied music course are entitled to use the practice facilities.
2. Students forfeit the right to use an assigned room when they are ten or more minutes late.
3. Cooperation is expected with regard to leaving the room according to the schedule and keeping the room neat. Food and beverage are not permitted in the practice rooms.
4. Numerous rooms are designated for use by specific areas (piano, organ, harp, percussion). Keys may be checked out in the Music Office upon the approval of the music faculty.
5. Practice rooms are for practice, not for socializing.

Use of College Church Pipe Organ

Only students registered for organ may use the College Church instrument. Practice time may be arranged through the organ professor.

Recital Attendance Requirements

Required recital and concert attendance has as its goals:

1. Exposure to various performance idioms
2. Exposure to the various historical periods of music and standard literature of each period
3. Development of mature analytical judgment

Students must register for MUAP 200 Recital Lab and successfully complete 6 semesters. Successful completion is based on the following:

1. Music majors: 12 concerts/recitals per semester
2. Music minors: 6 concerts/recitals per semester

To verify attendance, student I.D. cards will be scanned at each campus event. Only concerts and recitals approved by the Department of Music will be given credit.

Private Use of Music Facilities

Students are not allowed to give music lessons in Larsen Fine Arts Center except by permission from the Chair of the Music Department and their Applied instructor. Students granted permission will be assigned each semester to a location and time by a music faculty member.

Special Charges

Lockers and Keys - All students wishing to use a corridor locker, an instrument storage locker, or a specialized practice room must first go to the cashier in Miller Business Center, pay a \$5.00 deposit for each locker desired, and obtain a receipt.

The receipt is given to the music department secretary who will issue a locker and combination and retain the receipt. Upon return of the lock or key, the receipt will be returned. The receipt may then be taken to the cashier for a full refund.

All keys, locks, and instruments must be returned during the last week of each semester.

Ensemble Dues - All ensembles charge dues to cover the cost of awards, banquets and other social events. Ensemble dues are required for EACH ensemble in which a student is enrolled. Failure to meet this obligation will result in loss of privileges for some events and/or termination from the ensemble.

Ensemble Attire – Some ensembles require students to purchase their own attire. Details will be provided by the ensemble director.

Student Accompanist Policy

1. Student accompanists need not be Piano majors or minors.
2. All accompanists must be approved by the Piano faculty and the Applied Professor.
3. Approved accompanists will be paid the prevailing minimum wage by the Department of Music.

Securing an Accompanist

1. Accompanists should be selected early in the semester.
2. A list of recommended accompanists is available in the Music Office.
3. It is the responsibility of the student to communicate with the accompanist for lesson, rehearsal, and performance times.
4. Accompanists **MUST** be provided with music at least one week prior to the first meeting.
5. Accompanists are expected to attend lessons with the individual they are accompanying as requested by the professor.
6. Students who have not rehearsed with their accompanist at a lesson with the Applied instructor will not be permitted to take the end of semester jury. A grade of “F” will be given for the jury.

Duplicating

When class work requires duplicated material, the student may request copies. The secretary or student assistant will provide the service. The current cost is 10 cents per copy. Payment must be made when the copies are picked up. Copiers and printers are located throughout the campus, and most take Tiger Dollars.

Copyrighted material should not be duplicated. Students are expected to purchase original copies of music to build their own library.

Music Ensembles

Olivet has a variety of ensembles in which any university student may participate after qualifying by audition. The choral ensembles include Chrysalis Women's Choir, Orpheus Choir, Testament Men's Choir, and Concert Singers. Instrumental ensembles include the University Orchestra, Concert Band, Jazz Band, Wind Ensemble, Handbell Choir, and numerous Chamber ensembles.

Auditions are held during the first week of the Fall semester. Notices of audition times and dates are posted in the Larsen Fine Arts Center.

Ensemble Requirements - All students concentrating in Music must participate in at least one Music Department ensemble each semester for a minimum of six semesters. Students are encouraged to be involved each semester of enrollment. The following ensembles fulfill the requirement for ensemble participation:

1. Orpheus Choir
2. Chrysalis Choir
3. Testament Choir
4. Marching/Concert Band
5. University Orchestra
6. Jazz Band

Registration - Freshmen and sophomores are to register at the 1XX level; juniors and seniors at the 3XX level. Incoming students selected for ensemble participation will be registered by the director. Returning ensemble members should enter the course(s) on the registration form.

Outside Musical Organizations

The faculty reserves the right to limit, or even prohibit, participation in musical organizations outside the Music Department if such participation interferes with the desired musical growth of the student. It is the responsibility of the student to keep their Applied instructor informed of their musical activities.

Use of University Instruments

Members of University instrumental music organizations may use University-owned instruments at no cost to the student. Instruments are not loaned or rented to students who are not in University instrumental music organizations. Instruments are not to be used off-campus except by instrumental music organizations while on tour or in concert, or with special permission from the Department Chair.

Communications

Pertinent notices will be posted on the various bulletin boards in Larsen Fine Arts Center. A Music Department calendar is printed each semester to announce coming campus events. Extra copies are available in the Music Office.

Posters for various musical events are placed in the building lobby. Posters and notices must be approved by the Department secretary before posting.

Students should communicate directly with faculty members regarding cancellation of a lesson.

Sources of pertinent information include the *Music Department Student Handbook* and the Music Department web pages at <music.olivet.edu>.

Advisors

Although students should take the initiative in following the advising guide for their curriculum, faculty advisors are available for consultation. Matters such as pre-registration, class load, and schedule conflicts should be discussed with your advisor. Most of these situations require the advisor's signature for approval. In addition, problems of a general nature may be discussed with an advisor. Music majors should have an advisor who is a music faculty member. If a change is needed, a request may be made in the music office.

Printed Recital Programs

Programs for all junior, senior, and student recitals will be printed in the Music Office. The established, standard format will be used. Program notes and translations may be included if desired. Students will receive information on how to submit program information.

Admittance to Performance Concentration

Student desiring to pursue a concentration in Music Performance must pass an audition. Voice performance students will audition at the end of the first semester of college level study. Piano/instrumental performance students will audition as part of the Upper Division Hearing. If the exam is failed the student may retake the examination the following semester. If the examination is failed the second time the student cannot be admitted into the Music Performance program.

The Teacher Education Program

Students pursuing a concentration in Music Education must complete the application for admission to the Teacher Education Program prior to passing the Upper Division Hearing. No student will be placed for student teaching until the Piano Proficiency Exam is passed.

Music Educators National Conference (MENC)

ONU has a student chapter of the Music Educators National Conference and the Illinois Music Educators Association. A nominal fee for dues is required for membership. The club sponsors public school ensembles in concert, concert trips, lecture-demonstrations, and participates in the State Music Education Convention.

American Choral Directors Association (ACDA)

Students who are interested in choral music are encouraged to become student members of the ACDA. Besides a monthly journal, opportunities are available to attend state or regional conventions.

National Association of Teachers of Singing (NATS)

Voice students are encouraged to participate in the adjudicated state and regional NATS auditions. Achievement at these auditions is nationally recognized. Students may also join the NATS organization as students; this includes a monthly journal, and convention/workshop opportunities.

MUSIC EXAMINATIONS

Performance Standards

In fairness to students who must be evaluated at final exams, Upper Division Exams and auditions, the following "checklist" is an attempt to define goals and provide a tool for evaluating a given performance.

GENERAL ITEMS

1. Does the performance show faithfulness to the score (pitches, rhythms, articulation, dynamics)?
2. Does the student have the piece memorized?
3. Is the level of difficulty of literature appropriate for the course number?
4. Does the student demonstrate appropriate musical style and beauty of sound?
5. Does the student perform with an understanding of phrasing and musical form?
6. Does the student's performance exhibit excitement, drama, mood?
7. Does the student perform with authority, confidence, and ease?
8. Does the performance draw the listener's attention?
9. Was the appropriate tempo established and did rubato exist where it might have been appropriate?

VOICE

1. Does the student sing with vowels appropriate to the register?
2. Does the student sing with crisp, energized consonants?
3. When singing in a foreign language is the student able to exhibit correct pronunciation?
4. Does the student breathe with low, full breaths?
5. Does the student exhibit good breath support?
6. Does the student sing with a consistent laryngeal position?
7. Does the student exhibit proper connection of registers?
8. Does the student sing with good intonation?
9. Does the student exhibit correct body alignment?
10. Does the student sing with openness and freedom of tone?
11. Does the student sing with an even, pleasant vibrato?
12. Does the student exhibit an understanding of the meaning of the text?
13. Does the student's physical expression reflect the mood of the music?
14. Does the student exhibit an understanding of the relationship of the solo line to the accompaniment?

KEYBOARD

1. Does the student play with good continuity?
2. Does the student pedal cleanly and accurately?
3. Does the student play with correct balance and voicing?

WIND/STRING INSTRUMENT

1. Does the student exhibit good embouchure/bowing?
2. Does the student exhibit good hand position?
3. Does the student exhibit good breathing procedures and breath support?
4. Does the student exhibit good posture?

Applied Final Examinations

Each student enrolled in 111/311 Applied lessons will be given an examination during the final week of each semester. The Junior or Senior Recital serves as the final exam for that particular semester.

Each teacher will complete an Applied Repertoire and Exam Record form which is filed in the Music Office.

Voice Examinations (Juries)

<u>Level</u>	<u>2 Credit Hours</u>	<u>3 Credit Hours</u>	<u>4 Credit Hours</u>
111	4-5 songs prepared (2 songs will be heard; Student selects 1, Faculty 1)	8 songs prepared (4 songs will be heard; Student selects 2, Faculty 2)	10 songs prepared (5 songs will be heard; Student selects 2, Faculty 3)
311	6 songs prepared (3 songs will be heard; Student selects 1, Faculty 2)	9 songs prepared (5 songs will be heard; Student selects 2, Faculty 3)	12 songs prepared (6 songs will be heard; Student selects 3, Faculty 3)

The memorization policy is as follows:

<u>PIANO</u>	<u>Music Minors</u>	<u>M.Ed/ChMus/Gen.Mus</u>	<u>Performance</u>
111	5 minutes	10 minutes	10-15 minutes
311	10 minutes	15-20 minutes	20-30 minutes

ORGAN

- 109 level - 5 minutes
- 111 level - 5-10 minutes
- 309 level - 10 minutes
- 311 level - 10-15 minutes

VOICE

Cred Hrs	Two Hrs	Four Hrs
100 level- Fr	4 songs	8 songs
100 level- Soph	5 songs	10 songs
300 level- Jr	6 songs	12 songs
300 level- Sr	6 songs	12 songs

WIND/STRING/PERCUSSION: 1 selection each semester

Piano Technique Requirements

Examinations for technique levels (five additional minutes) are administered during the final examinations scheduled at the end of each semester.

Music Education Piano Concentration must...

Complete Level 5 before registering for Piano 311

Complete Level 6 before the senior recital semester

Piano Performance Majors must...

Complete Level 6 before registering for Piano 311

Complete Level 7 before the senior recital semester

Any other piano student must...

Complete Level 5 before registering for Piano 311

Levels 1,2,3 Covered in Class Piano

Level 4 Scales: major, minor, hands separately, 4 octaves, parallel, MM quarter = 80 (4 sixteenths)

Arpeggios: major, minor, hands separately, 4 octaves, MM quarter = 60 (4 sixteenths)

Blocked Chord Inversions: major, minor, diminished, augmented, hands together, 3 voices, 2 octaves

Level 5 Scales: major, minor, hands separately, 4 octaves, parallel, MM quarter = 104

Arpeggios: major, minor, diminished 7ths, hands together, 4 octaves, MM quarter = 80

Broken Chords: major, minor, 2 octaves, 4 voices in sixteenths; manner of playing: cegc, egce, MM quarter = 80

Level 6 Scales: major, minor, hands together, 4 octaves, parallel, MM quarter = 120

major, hands together, contrary motion, MM quarter = 104

Arpeggios: major, minor, diminished 7ths, dominant 7ths, hands together, 4 octaves, MM quarter = 104

Broken Chords: major, minor, 2 octaves, 4 voices, MM quarter = 104; manner of playing: (1) cegc, egce (2) cgec, ecge

Level 7 Scales: major, minor, 4 octaves, MM quarter = 120; contrary motion, 3rds, 6ths, 10ths, MM quarter = 104

Arpeggios: major, minor, diminished 7ths, dominant 7ths, MM quarter = 120

Broken Chords: same as Level 6

Rudimentary Music Skills Examination

All Music students will complete the Music Competency Exam as part of the requirements

for the Musicianship and Harmony courses. Details are outlined in the course syllabi.

- Given as part of coursework in MUTH 131, 230
- Must be passed before taking the Upper Division Hearing

Upper Division Hearing

Each student will undergo a special evaluation in his/her primary Applied area at the end of the fourth semester. His/her readiness for Upper Division work will be determined and noted on the designated form. A copy will be filed in the music office. Passing the hearing indicates the student may register for Upper Division (300 level) credit. If the hearing is failed the student stays at the 1XX Applied level, and 2XX level in other Music courses, and must retake the hearing the following semester. If the hearing is failed the second time the student will be encouraged to pursue an alternate major.

Upper Division Hearing:

- Applied Audition Recital (10-12 minutes of music, to be performed during the fourth semester of college-level applied study)
- Completed application for the Teacher Education program (Education concentration only)
- Composition portfolio (Composition/Theory concentration only)
- Interview with Music faculty (refer to the appendix for sample interview sheet)

Upper Division Hearing Prerequisites:

- Successful completion of the Music Competency Exam
- Cumulative GPA of 2.5
- GPA of 2.75 in music courses
- Grades of “C” or higher in all required Music courses

The Upper Division Hearing will be completed at the end of the fourth semester of college-level applied study, typically at the end of the sophomore year. Transfer students with freshman or sophomore standing will complete the Upper Division Hearing at the end of the fourth semester of college-level Applied study. Students who transfer with junior standing must complete the Upper Division Hearing as part of the audition process.

Piano Proficiency Examination

The piano proficiency examination is required of all music majors and minors. The Piano Proficiency Course, MUPN 108, is a class offered each semester to assist students in preparing for the exam. In order to register to take the exam, a student should be registered for either MUPN 108, or private lessons, MUPN 109 or 111. Any exception must be approved in advance by a piano faculty member.

The proficiency exam will be administered by a committee of keyboard faculty members, convened by the instructor of MUPN 108. The exam will be scheduled two times each semester, at mid-semester and at the semester’s end. Students registered for MUPN 108 may take part of the exam at mid-term, the remainder at the end of the semester. Students not registered for the

course must contact the instructor at least one month in advance to arrange to take the test, and must take the entire test at one sitting.

Criteria for passing the exam are:

- The student must pass each section of the exam as outlined below.
- The student will be given letter grades, using plus and minus if applicable, for each category of the exam.
- Four of the five sections must be passed with a minimum grade of C; one section may be passed with no lower than a D.

A Piano Proficiency Record will be kept for each student, with the date on which each of the sections was passed, the grade achieved, and signed by the members of the committee when the requirement is completed.

Piano Proficiency Exam Content

TECHNIQUE

All major scales and harmonic minor scales, hands separately, played two octaves ascending and descending, using standard fingering

All major and minor triads, played in inversions, hands separately, one octave
Standard I-IV⁶/4-I-V⁶/5-I progression, all major and harmonic minor keys

Purpose: To demonstrate basic keyboard technique

Tempo: Scales in quarter notes, Quarter note=104; triads, no tempo requirement

SIGHT READING

The instructor of MUPN 108 will select three examples of simple piano literature consistent with the level of repertoire covered in MUPN 108. Another member of the committee will choose a piece for each student. Brief silent examination (ca. 60 seconds) of the example will be allowed before playing.

Purpose: to demonstrate skill in reading music at sight.

Tempo: steady, but at a pace conducive to a high degree of accuracy, not necessarily performance tempo. Occasional slips are permissible.

REPERTOIRE

The student will prepare three pieces, to be performed using the music. The first two will be pieces commonly used for group singing: arrangements of "The Star-Spangled Banner" and "Happy Birthday". The third will be a piece of solo piano music, approved in advance by the examination committee, demonstrating acceptable control of the instrument.

Purpose: to demonstrate the ability to perform prepared music with confidence.

Tempo: steady, at a tempo appropriate for singing “The Star-Spangled Banner”, and a tempo allowing a convincing performance of the chosen repertoire piece.

ACCOMPANIMENT

Three selections will be given to the student one day in advance of the exam. One will be a one-hand accompaniment lead sheet, to be performed with melody in the right hand, indicated chords in the left.

The second will require a two-hand accompaniment, for which an examiner will perform the melody, and the student play the accompaniment using the given harmony, following a pattern provided. In both lead sheets, the harmonies might include the following: major, minor, diminished, augmented triads; major, minor, and dominant seventh chords. Proper inversions will be indicated in the score.

The third selection will be a written accompaniment excerpt, to be performed by the student while an examiner plays the solo line.

Purpose: to demonstrate skill in providing an accompaniment such as might be needed on various musical occasions.

Tempo: steady, at a pace that allows a high degree of accuracy.

SCORE READING

One SATB open vocal score of at least sixteen measures will be provided to the student one day in advance of the exam. The student is to play the four vocal parts at a steady tempo. A few slight hesitations may be permissible.

Purpose: to demonstrate skill in playing the vocal parts in such a manner as might be used by a conductor in preparing for rehearsal, or in selecting new repertoire. It is not required that the student demonstrate the fluency a rehearsal accompanist would have.

Tempo: a steady tempo that allows a high degree of accuracy.

RECITALS AND COMPETITIONS

Student Recitals

Public performance is extremely important in the development of talent and of mature attitudes concerning the art of music. Performance serves several specific purposes: to assess a student's growth and achievements; to give performance experience under expert guidance; to aid the student in making comparative evaluations of his progress; to provide learning and listening opportunities for the audience; and, to increase the repertoire of both performer and listener. Music students are encouraged to participate as soloists in Chapel, church services, recitals and concerts. The Applied teacher should be consulted before all appearances are scheduled. Students are required to be involved in a Student Recital each semester of enrollment in 111/311.

Junior and Senior Recitals

Junior and senior recitals are typically performed in Kresge Auditorium, located in Larsen Fine Arts Center. Organists usually present their recitals in College Church. Various historical periods will be represented and voice recitals will include works in English, Italian, German, and French. Requirements for junior and senior recitals vary, depending on your major. The requirements are:

B.S. in Performance: A Junior recital of thirty minutes duration, one hour credit, and a senior recital of fifty minutes duration, one hour credit.

B.S. in Music Education, B.S. in Church Music, and B.A. in Music: A Senior recital of thirty minutes duration, one hour credit.

B.S. in Composition: Will perform on a recital as part of the Upper Division Hearing, and complete a Senior Composition project.

Recital dates are approved by the faculty. Applications are available through the Music Office, and must be completed during the Spring semester prior to the year in which the recital is to occur. The recital serves as the final examination during the semester in which it is performed. Each recital will be graded by a committee of three faculty members. The student's primary Applied professor will serve as the Chair of the committee.

Memorization Policy

Piano - everything memorized. Exception: avant garde, serial, and chamber music

Organ - half the duration of the recital music is to be memorized

Voice - everything memorized except chamber music

Wind/String/Percussion - one solo memorized

Guidelines

1. The purpose of the junior and senior recitals is to give the student a culminating activity to demonstrate musical achievement including:
 - an opportunity to perform literature of contrasting nature
 - an opportunity to perform for an extended period of time
 - an opportunity to perform before an audience.
2. A pre-recital hearing must be held four weeks (two weeks for voice) prior to the date of the scheduled recital.
Forms for the hearing must be prepared in advance; these are available online.
3. All material must be ready for performance at the pre-recital hearing. The recital memorization policy (see above) applies to the hearing as well.
4. The printed program will be done by the Department of Music. All text including title, composer, movements, accompanists, participants, text translations, program notes, etc. must be submitted at the time of the pre-recital hearing.
5. The recitalist should arrange for the Invocation.
6. The Department of Music will provide an audio recording of each junior or senior recital.
7. Flash photography is not to be used during recitals.
8. Standard lighting will be used for all recitals.

Students frequently hold receptions following the recital. Use of the reception room in Larsen Fine Arts Center is scheduled by the Department Secretary.

Competitions

Students compete to perform as soloists on the Commencement Concert. Vocalists may audition for *Messiah* solos. Three scholarships require annual competitive auditions: Hale-Wilder Vocal Scholarship, Hopkins Instrumental Scholarship, and the Nielson-Young Piano Scholarship. One scholarship, the D. Brad Kelley Arranging Scholarship, requires the submission of a music arrangement. Additional information, guidelines, and applications forms for each competition are available on the Music Department web pages under the *SCHOLARSHIPS & FORMS* tab.

See the following pages for further information regarding awards, competitions, and scholarships.

MUSIC AWARDS, COMPETITIONS, AND SCHOLARSHIPS

Awards and Competitions:

1. *Walter B. Larsen Award for Musical Excellence*

This award was established in 1961 to honor the memory of the late Walter B. Larsen. For 25 years he was head of the Department of Music. He founded Orpheus Choir in 1932, and was its conductor for 25 years. Dr. Larsen taught voice, piano and choral conducting.

PURPOSE -to honor an outstanding Junior music major

ELIGIBILITY - Junior standing (or non-graduating senior) and 2.75 or higher grade point average. A student may be eligible more than once but may receive the award only once.

CRITERIA -

1. Musicianship - excellence and progress in major applied area, versatility, participation, performance in other music area (theory, music history, etc.)
2. Character and attitude
3. Appearance
4. Contribution to ONU through activities

JUDGING - Winner must receive a simple majority vote of the full-time music faculty. The faculty is not required to select a winner each year.

2. *Hale-Wilder*

Robert Hale, formerly with the New York City Opera Company now sings actively throughout Europe appearing in all the major venues, and on occasion at the Metropolitan Opera Company in New York City. The late Dean Wilder was Director of Vocal Instruction at William Jewell College, Independence, Missouri, and led the Dean Wilder Singers. Both men teamed up to sing over 2500 concerts with several taking place on Olivet's campus.

PURPOSE - to provide a \$500 scholarship for an outstanding voice major.

ELIGIBILITY - voice majors only. A person may receive this scholarship more than once. Incoming Freshmen are not eligible.

CRITERIA -

1. Students must be currently enrolled in voice at Olivet and have the recommendation of their teacher.
2. Sing an audition approximately fifteen minutes in length.
3. Sing four songs, one each in English, French, Italian and German, selected with the assistance of the student's voice teacher.
4. All music must be sung from memory.
5. Vocal talent and demonstrated progress will be the primary basis for selection.

JUDGING – The voice faculty will secure an outside adjudicator. Application blanks are available in the music office.

3. Hopkins, Russel G. and Verda E.

Available to all wind/string/percussion instrumental majors. The Instrumental faculty will secure an outside adjudicator. Established by Dr. and Mrs. Harlow Hopkins in memory of his parents. Incoming Freshmen are not eligible.

PURPOSE - to provide a scholarship for an outstanding instrumental major.

ELIGIBILITY – Orchestral instrument majors only. A person may receive this scholarship more than once.

CRITERIA -

1. Students must be currently enrolled in the university and have the recommendation of their ONU private teacher.
2. Play an audition approximately fifteen minutes in length.
3. Piano accompaniment is required for at least one solo of 5 minutes minimum duration.
4. Memorization is not required.

JUDGING – The Music Department chair with consultation/input from the instrumental music faculty will select a winner. Application blanks are available in the music office.

4. Kelley, Brad and Karen

Available to students planning a career in music arranging or composing. Mr. and Mrs. D. Brad Kelley reside in Glendale, California. He is an Olivet alumnus who composes, arranges and records music for commercials.

PURPOSE - to provide a scholarship for an Olivet music student who demonstrates talent in arranging.

ELIGIBILITY - any music major

ARRANGEMENT--

1. The full score and parts must be submitted. Manuscripts must be computer generated.
2. A recording, either live performance or MIDI, of the arrangement must be submitted with the score and parts.

Deadline--will be announced annually.

CRITERIA - Compositions will be evaluated according to the following criteria:

1. Originality
2. Use of resources and musical elements
3. Idiomatic writing
4. Overall effect

JUDGING - the music faculty will review the compositions and designate a recipient for the award.

5. *Nielson-Young*

Duo-pianists Stephen Nielson and Ovid Young are former faculty members of the University. Mr. Young was honored by Olivet with an honorary Doctorate and is an alumnus of this institution. He is nationally known as pianist, arranger, composer, organist and conductor.

PURPOSE - to provide a scholarship for an outstanding piano major.

ELIGIBILITY - piano majors only. A student may receive this scholarship more than once.

It is not available to incoming Freshmen.

CRITERIA -

1. Students must be currently enrolled in piano at Olivet and have the recommendation of their teacher.
2. The audition will be fifteen minutes in length.
3. A minimum of three style periods should be represented in the audition repertoire.
4. All music must be played from memory.
5. Selection will be based on: maturity and poise of performance, difficulty of literature, and potential for growth and achievement.

JUDGING – The Piano faculty will secure an outside adjudicator. Application blanks are available in the Music Office.

Scholarships:

Several music scholarships are available to continuing music majors. Application forms are available in the music office and are due during the spring semester. ***Students MUST complete the Continuing Student application from the Music Department AND the Foundation Application from Financial Aid in order to be eligible for a scholarship.***

Berry, Marion Messenger

For worthy and needy Music students.

Boxell, A. Ralph and Ruth Reader

Available to students majoring in piano.

Carmichael, Mayme

Available to Music majors; selection is made by the Music faculty and is based on musical proficiency and need.

Cassells, James and Ruth

Available to Music majors; selection is made by the Music faculty. Offered to music majors by Marilyn Cassells, an ONU music graduate, in memory of her parents.

Cook, James V. and Louise

Available to Music majors; selection is made by the Music faculty. Provided by Mr. and Mrs. Ronald A. McMaster to honor her parents. James H. Cook was a minister of music in Nazarene churches for 50 years.

Grothaus, Jewell

Available to students majoring in Music.

Harshman, Boyd and Libby, Family Memorial

Available to five worthy and needy junior Music majors for use in their senior year.

Kranich, Wanda Mae

Selection is made by the Music faculty. Established by Irving Kranich in memory of his wife. Mrs. Kranich taught music theory and organ at Olivet for 25 years.

Larsen, Naomi

Given to the winner of the *Walter B. Larsen Award for Musical Excellence*.

Noble, Joe and Evelyn

Available to Music majors with an interest in conducting; selected by the Music faculty.

Orpheus Memorial

Available to worthy full-time students with first preference to members of Orpheus Choir. This fund is in memory of the Orpheus Choir members who died as a result of an accident on November 1, 1990, while on their way to the Praise Gathering in Indianapolis.

VanAken, Lynwood and Maxine

Available to worthy and needy Music majors.

Yates/Unger

Available to a Music Education major; for use during the senior year; minimum GPA of 3.0; demonstrated musical excellence, committed to use musical gifts for the glory of God

Music Department Assistantship

An assistantship is awarded annually, generally for tutoring in the area of Music Theory. Any student may apply for this by expressing an interest to the Chair of the Music Department.

Advising Guides and Worksheets

Music Minor Academic Requirements Sheet

Revised 08/31/06

Grade	Sem / Year	Hrs	Course Number	Course Name
		1	MUTH 120	Musicianship I
		3	MUTH 130	Harmony I
		1	MUTH 131	Musicianship II
		3	MUTH 1XX	Musicianship III
		3	MUTH 230	Harmony II
			MUAP 200	Recital Lab (4 semesters)
			MUXX	Applied Music (8LD)
			MUPN	Piano Proficiency (0-4)
			MULT	Ensembles (4 semesters)
		8	MUXX	Music Electives