

University of Prince Edward Island

# UPEI Music Student Information

Handbook

2016-2017



16

# Table of Contents

Reminders	3
Applied Music	
Master Classes	
Concert Dress	
Afternoon Recitals	
Card Key Access	
Department Fee	
Policies and Guidelines for Specialty Music Courses	7
Music 131 & 231	
Music 132 & 232	
Recital Performance (Music 336 & 436)	
UPEI Music Performance Competition	
Music Education & Related Issues	9
Application Process	
Internship in Teaching	
Ensembles	10
Ensemble Requirements	
Concert Choir	
Wind Symphony	
Jazz Ensemble	
Collaborative Piano	
Grading Procedures	12
Letter Grades	
Weighting of Grades	
General	12
Security	
Course Outlines	
Class Attendance	
Scent Sensitivities	
Food & Beverages	
English Courses	
Scholarship Students	
Lockers	

There will be a meeting of all full- and part-time music students at 12:30 PM on **Friday, September 09**, in the Dr. Steel Recital Hall. **All** music students must attend.

## REMINDERS

- Applied Music: Students registering for Applied Music (131, 132, 231, 232, 331, 332, 431, 432, 338, 339, 438, 439) or for a Studio Minor (105, 205, 305, 405 - see note below) should arrange for weekly lessons with the appropriate instructor as soon as possible:

Flute – Prof. M. Saulnier, contact: saulniermusic@gmail.com

Saxophone – Dr. N. Strum (nstrum@upei.ca)

Woodwind – Dr. K. Simon, Room 201

Brass – Dr. G. Irvine, Room 217

Voice – Profs. S. Ha Shin-Bouey & S. Bouey Room 213

Percussion – Prof. D. Shephard, Room 214

Bass – Prof. D. Gallant, contact: fdgallant@upei.ca

Viola – Prof. S. Kemp, contact: seanfiddles@gmail.com

Guitar – Prof. J. Dickson, contact: jimdickson@fastmail.fm

**Studio Minor:** Music majors already registered in Music 131-432 must have permission from the Music Faculty Council to take a Studio Minor (Music 105-405).

**Repertoire Lists & the Purchase of Music:** Students will be given a repertoire list in their Applied field within the first month of classes and will be informed of the level which must be attained in order to pass the course. Students should purchase their own music – performing from photocopied music is ordinarily unacceptable. Students must have three copies of their jury material available for the jurors to use during the exam. For this purpose, photocopying is acceptable, but the copies must be destroyed immediately afterward.

- **Studio Classes:** Participation in the appropriate studio performance class is compulsory for all students taking Applied Music courses:

Brass Studio Class - Friday, 1:40 - 2:30

Vocal Master Class – Friday, 2:40 – 3:30

Woodwind Performance Class – Thursday, 10:15 – 11:15

Piano Performance Class – TBA

**Concert Dress:** Students should ensure that they have the appropriate concert attire well in advance of the concert season. Appropriate concert dress, unless otherwise specified by the instructor/conductor of the ensemble, for all public performances is as follows:

- **Men:** Black Tuxedo with black bow tie and white shirt; or Black suit (jacket and trousers) with black bow tie and white shirt.
- **Women:** Floor-length black dress; Floor length black skirt with black blouse; or Black slacks and black blouse (only where specific instrument may require).
- **Accessories:** Black shoes; Black socks/stockings.
- **Unacceptable:** Coloured accessories (scarf, hair ribbons, socks, etc); Slacks/shirts shorter than ankle length; Long ties; “Mostly black” garments with designs, trim, patterns in a colour other than black; “Almost black” garments, such as dark brown, navy, etc.; Sleeveless garments; and Immodest (and therefore distracting) styles - e.g. low-cut, backless, etc.

Sources to obtain appropriate attire: Local retail establishments (The Wedding Place, 106 Kensington Road, is a good source for tuxedos); Used clothing stores; Formal Wear Rental places, either to rent or to buy (sometimes good discounts can be received on “out of style” formal wear); and other musicians who have extras or no longer need them.

- **Afternoon Recitals:** Beginning the **21<sup>ST</sup> October**, reserve 12:40 - 1:30 PM on Friday for the Afternoon Recital Series featuring student performances. In the beginning of the semester, the Applied Music instructors will discuss with each student if and when he/she should plan to play on an Afternoon Recital. Students will perform on these recitals only after consultation with their applied music instructor, and they will be expected to work toward the agreed-upon performance date.
- **UPEI Music Department Recital Series 2016-2017.** The annual department guest recital series begins on September 16 and there follows several more guest recitals, the exact schedule for which may be found on-line at [music.upei.ca/recitals](http://music.upei.ca/recitals). A brochure card will also be available in the main office (room 203, Steel).

**Student attendance at these recitals (Afternoon AND Recital Series) is mandatory.** Failure to attend will affect the student's term mark in Applied Music at the rate of a 2% reduction in grades per recital missed (up to a maximum of 10%). For further details on this policy, please refer to the general section on class attendance (page 14 of this booklet).

Students should keep in mind that they represent the Music Department and their Applied Music instructor every time they perform in public. Therefore, all performances must be approved by the Applied instructor in advance, whether the performance is in church, in the student's home town, or wherever.

**Card Key Access:** Each September, Security Services is provided with an updated list of music students. This list is used by Security to ensure card key access to the building and the secure zone. Therefore, it is very important that students make every effort to keep the card safe. If this card is lost or broken and a new one is required, the new bar code (long

number at the bottom of the card) must be provided to security in order to ensure continued building and secure zone access.

## **Department Fee**

- **Deadline for Paying (Incoming Students):** there is a Music Department Fee of \$60 per year, which covers practice room usage, piano tuning, use of instruments for techniques courses and ensembles, the student telephone, use of Department lockers & locks, free admission to recitals, and so on. Students must pay this fee by **Sept. 9**, after which a late fee of \$1 per business day will be charged. No instruments or lockers will be issued to students who have not paid the department fee (or arranged payment through an IOU\*) by this date.

*\*An IOU can be arranged for later payment of the fee (up to and including September 26). If payment in full is not received by this date, the above-listed privileges will be rescinded.*

**Returning Students:** Deadline for payment: The deadline for payment of the department fee is the Monday following convocation each year, after which date a late fee of \$1 per business day will be charged. Unless payment is received (or arrangements made through an IOU\*\*), practice room, instrument and locker privileges will be rescinded. [\*\*An IOU can be arranged for later payment of the fee (up to and including June 3)]. Returning students not wishing access to the secure zone for the summer may choose to delay payment of the Department Fee until the September 9 deadline, in which case the rules outlined for Incoming Students will apply. Students choosing this latter option should therefore clean out both lockers by the Monday following convocation.

- **University Instruments:** For students requiring the use of a University instrument for techniques courses or ensembles, the

\$60 fee must be paid and a rental agreement signed before an instrument will be assigned.

- **Responsibility:** Students are responsible for the care of all instruments signed out in their name. The cost of repairing a damaged instrument, other than the normal wear and tear, will be the responsibility of the student, as will be the replacement of any instrument which is lost or stolen.

## **POLICIES AND GUIDELINES FOR SPECIALTY MUSIC COURSES**

The format of instruction for Applied Music will be as follows:

- **Music 131 and 231:** Emphasis will be placed on technique and musicianship in whatever form it may take for the specific instrument or voice. There will normally be no jury (playing exam) for 131 and 231. The instructor will provide the grade at the end of the first semester, based on the week-to-week work and attendance at the Afternoon and Guest Recitals. Students taking these courses in the second semester should check with the Applied Music instructor or with Susan concerning this regulation.
- **Music 132 and 232:** Students in these courses will normally perform a jury (playing exam) in April. Work on the repertoire for these juries will begin in the first semester in order to permit a good length of time in which to prepare a technically and musically secure performance. Students taking these courses in the first semester should check with the Applied Music instructor or with Susan concerning this regulation.

## Recital Performance

- **Music 336 (Recital Performance I):** This course is open to students who achieve a minimum 80% average in Music 231-232 and a minimum 70% average in Music courses in the previous academic year. Those taking the course are required to present a public recital consisting of a minimum of 30 minutes of music. This course is a one-hour credit and is offered in second semester.
- **Music 436 (Recital Performance II):** This is a continuation of Music 336. Students are required to present a public recital consisting of a minimum of 50 minutes of music. This course is a two-hour credit and is offered in second semester. Prerequisite: Music 336, a minimum 80% average in Music 331-332 and a minimum 70% average in Music courses in the previous academic year.

*Disclaimer: The privilege of presenting a public recital is offered to students who have consistently demonstrated an exemplary standard in Applied Music study, who can commendably cope with the additional repertoire and performance demands, and for whom the recital process will be far reaching in the pursuit of excellence and artistry in performance. Once applications for recitals have been approved, students must maintain their academic standing; otherwise, at the discretion of faculty, the recital may be cancelled.*

- **Dr. Frances Gray Music Performance Competition:** This competition will take place on January 31, 2017 (preliminary round on January 17, 2017), and is open to all UPEI music students, regardless of year of study. Repertoire for this year's competition will be Open. Prizes range from \$150 to \$750. Watch your UPEI e-mail for further information.



# MUSIC EDUCATION & RELATED ISSUES

## **Application Process**

- At the end of the second year of study, students wishing to complete the Bachelor of Music Education programme must submit a letter of application to the Chairman of the Music Department outlining why they consider the field of music education to be an appropriate career path, and why they feel they would be good teachers.
- The music education faculty will interview the applicants to determine their suitability for this programme.
- The minimum required for students entering the B.Mus.Ed. programme is an overall average of 70% and a music average of 75% in the second year of study.
- Successful applicants must maintain a minimum 70% overall average and 75% music average in order to continue in the B.Mus.Ed. programme

## **Internship in Teaching**

Eligibility for an Internship in Teaching is open to any student who fulfils the following criteria:

- Is currently enrolled in, or has successfully completed, Music 353 (Elementary Music Education Methods) and Music 453 (Secondary Music Education Methods).
- Has a strong academic background. Candidates must have an overall average of at least 70%.
- Models excellent language skills. Candidates must be proficient in writing and speaking English.
- Demonstrates an awareness of, and interest in, current issues in music education and general education.
- Has been approved by the music education faculty.
- Has completed 20 days of departmentally-approved observation/apprenticeship in primary or secondary schools

- Any applicant must have the potential for success before being placed in a public school classroom. Please note: While a student may have achieved a passing grade in the course work, satisfactory facility in the practical application of teaching techniques must be evident. Those whose proficiency is considered to be substandard will be denied eligibility.

Once confirmed for teaching internship, students must register for, and successfully complete, Music 462 and Music 464 before they can be licensed by the PEI Department of Education.

Students in the Music Education degree programme who anticipate teaching in a province other than PEI should check with the appropriate provincial Department of Education to find out the number of Education/Music Education credits required to be licensed in that province. This number is not standardized and the minimum may be more or less from one province to another.

## ENSEMBLES

- **Ensemble Requirements:** All students enrolled in a music programme must satisfactorily complete the requirements for participation in a minimum of six full-year ensembles for the Bachelor of Music and Bachelor of Music Education Degrees as follows:
- Brass/Woodwind/Percussion majors - 2 years Concert Choir, 4 years Wind Symphony
- Piano majors - 4 years Concert Choir, 2 years Collaborative Piano<sup>1</sup>
- Voice majors - 4 years Concert Choir, 2 years Diction Lab.
- Jazz & Classical Guitar Majors - 2 years of Concert Choir, 4 years of another recognized ensemble

- String Majors - 2 years of Concert Choir, 4 years of another recognized ensemble

<sup>1</sup>*Pianists who have reached the 300 level in applied piano are required to take Collaborative Piano as their ensemble in lieu of large ensembles unless they are performing as pianist in those large ensembles. Placement is at the discretion of faculty.*

Students in the BA (Music) programme must satisfactorily complete the requirements for participation in a minimum of four full-year ensembles.

**Unless the ensemble requirement is fulfilled, graduation will be denied.**

- **Concert Choir:** New members for this ensemble are asked to sign up for an audition. Sign-up sheets will be posted either on Prof. Shin-Bouey's door (Room 213) or on the Courses & Ensemble bulletin board. Rehearsals will be Tuesday and Thursday, 4:00-5:00 PM.
- **Wind Symphony:** The Wind Symphony will rehearse on Wednesday evenings from 6:30-8:30, beginning on September 7. Auditions are scheduled for September 2 and/or 6, 2016.
- **Jazz Ensemble:** The Jazz Ensemble will meet from 6:30-8:30 on Monday evenings. Students interested in participating in the Jazz Ensemble are asked to sign up on the sheets on the Course/Ensemble Bulletin Board outside Room 218.

## GRADING PROCEDURES

### Letter Grades:

Where assignments and projects are marked with a letter grade, the percentage equivalent is as follows: A - 80-100; B - 70-79; C - 60-69; D - 50-59; F - failure

### Weighting of Grades

- **Music 131 and 231** - The final grade will be based on lesson-to-lesson preparation and participation, plus attendance at Afternoon Recitals.
- **Music 132, 232, 331-332, 431-432** - The term mark (based on lesson-to-lesson preparation and participation, plus attendance at Afternoon Recitals) will be worth 60% of the course grade, and the jury/recital mark (based on the student's performance in a jury before faculty, or a public recital) will be worth 40%.
- **Music 105 and 413:** For these courses, which run over two semesters, the grade received in the first semester will be an unofficial one that will be worth 40% of the final course grade. The marks earned in the second semester will be worth 60% of the course grade. Please note: The second semester must be passed in order to pass the course.

## GENERAL

### Security:

- **Practice Rooms:** Access to the practice rooms (other than rooms 302 & 303) is restricted by card-only entrance doors. All music students must carry their student ID cards at all times in order to access the practice rooms. Due to the enhanced security of this area, it will not be necessary to close & lock the practice room

doors, however, it is imperative that the entrance doors to the secure zone be kept closed at all times. **The secure zone is for the use of music students and faculty only. No other persons are to be allowed in this area, even for teaching purposes. Students who have children/adults taking instrument/voice lessons must arrange to use one of the two practice rooms located outside the secure zone (see below).**

- Two practice rooms (302 & 303) are located outside the secure zone and their doors must be kept closed and locked at all times. A key will be kept in a locker close to these rooms and students may check in the Music Office to get the combination of the lock. The procedure for using these two practice rooms will be as follows:
  - Open locker;
  - Take key and open desired practice room;
  - Return key to locker immediately, and lock the locker;When finished practising, turn lights off and close window and door.

This procedure is necessary to ensure the availability of the key to the next student wishing access to it.

**The music facilities are for the use of music faculty and students only, unless authorized by the Music Faculty Council. This locker combination is *not* to be passed on to your friends.**

Non Music Students wishing practice privileges in Steel building, if granted permission, will be provided access only to Room 302 and 303.

- **Building Hours:**
  - Monday, Tuesday, Thursday, Friday: 7:00 am - 9:00 pm
  - Wednesday: 7:00 am - 7:00 pm

- **Weekends:** Card access only through the main (central) entrance to Steel.
- **Course Outlines:** Within the first two weeks of classes in each course you will be given an outline of the course for the semester, and the weighting of marks in terms of essays, tests, examinations, class participation, etc.
- **Class Attendance:** In order for you to succeed in any of the music programs it will be necessary for you to attend all classes. If for some legitimate reason, such as illness, you are unable to attend class, you should call Susan (566-0507) to let her know. She will ensure faculty are aware of your absence by posting a note to the “sick bay” calendar. Consider this a part of your professional training – in the working world employees are expected to phone in if they are going to be absent. In the world of music, performers, especially those who are members of ensembles, must let their colleagues know beforehand if they are unable to attend a rehearsal or concert. Besides this, it is a courtesy to let others, who may be depending on your participation, know that you are unable to be present.

This policy applies to the weekly Friday student recital series as well. If you have a legitimate reason for not attending a scheduled recital you must let Susan know beforehand. Conflicts with work schedules do not qualify as a legitimate reason. Please organize your respective work schedules around music department commitments.

- **Scent Sensitivities:** members of the Music Department are asked to limit the use of colognes, perfumes, scented aftershaves and hair products due to the severe sensitivities of some members of the Department.

- **Food and beverages** are not permitted in the Recital Hall, practice rooms, or classrooms.

- **Writing Courses:** To fulfill graduation requirements, all students must successfully complete

a) ONE of the following three courses:

UPEI 101 – Writing Studies: Engaging Writing, Rhetoric, and Communication (equivalent to English 101);

UPEI 102 – Inquiry Studies: Engaging Ideas and Cultural Contexts (equivalent to Global Issues 151); or

UPEI 103 – University Studies: Engaging University Contexts and Experiences (previously known as University 103)

AND

b) One *writing-intensive* course of three (3) credit hours (a list of writing-intensive courses can be found under Current Students on the Music Department website: [music.upei.ca](http://music.upei.ca)).

Completion of UPEI 101, 102 OR 103 is strongly recommended before taking any music courses beyond the 100 level. The Music Department strongly recommends UPEI 101 be taken as the required course.

- **Scholarship Students:** Students who have been awarded academic or music scholarships are advised that they must take a minimum of 15 semester hours credit in each semester to retain the Scholarship. If you have any questions or concerns about this, please check with Susan.
- **Lockers:** Make sure your locker is kept locked at all times for the protection of your own property and that of the University. Students are reminded that they will be held responsible for the loss of any University property signed out in their name.

Enjoy the opportunity to learn more about music while you are here, in addition to preparing yourself for your chosen profession.