

RADFORD UNIVERSITY

Department of Music

Create, Collaborate, Innovate!

Undergraduate Student Handbook Revised 2019

Within these pages you will find the keys to success in the undergraduate music program at Radford University. All students are responsible for reading, understanding, and following the guidelines as outlined in this handbook. You have a right to ask questions about the information contained herein, knowing that your questions will be answered in a thorough and timely manner.

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Introduction

This handbook has been compiled for music majors in the College of Visual and Performing Arts at Radford University. The handbook is intended as a resource for students about Music Department policies and procedures. **It is the student's responsibility to be apprised of all the current policies and procedures.**

Mission

The music department provides innovative, creative instruction and experiences in music for students from diverse backgrounds, enhanced by multicultural/global perspectives and the benefits of new technology, preparing professional, entrepreneurial, and scholarly musicians who function both independently and in community with others.

Vision

The Department of Music at Radford University strives to be a program of high quality that prepares student to engage the world through music with strong scholarly and artistic ideals.

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Department Policies, Procedures, and Standards

Program Descriptions

Undergraduate programs in Music Business, Music Education, Music Therapy, and B.A/B.S. can be found [here](#).

Advising

Students are assigned a faculty advisor in their concentration to assist with program of study recommendations. Students meet with their faculty advisor each semester prior to registering for classes for the following semester and receive individual PIN numbers to be used for logging in to the registration system during the enrollment period. Additional advising support may be received from the department chairperson, any faculty mentor, and/or staff in The College of Visual and Performing Arts Advising Center found [here](#).

Grading/Attendance Policies

Students are responsible for knowing and understanding Radford University grading, attendance and other academic policies. Click [here](#) for links to campus grading and academic policies.

Students are advised to consult each course syllabus separately for information on attendance policies within the Department of Music.

Recitals and Departmentals

Music Majors are required to attend all departmental recitals and convocations (on Tuesdays/Thursdays, 11:00 a.m.- 12:15 p.m.) as well as ten (10) other approved recitals or concerts each semester. Each student enrolled in applied study also must enroll in the zero "0" credit Recital Attendance course (any exceptions to this policy must be approved by the Department of Music Chairperson). In order to receive credit for a departmental recital, students must swipe their RU ID at the beginning and the end of the recital.

Students who have not satisfied the requirement for a given semester will receive a failing grade for MUSC 101 Recital Attendance.

Recital attendance will only be recorded when documented by a signed certificate collected following each performance. Any exceptions, including credit for off-campus performances, must be approved by student's applied teacher and the Department Chairperson.

Approved recitals or concerts are limited to those listed on the department calendar plus those that are approved by the Department Chairperson. Unlisted performances submitted for approval must be formal recitals or concerts that are at least equivalent to listed events. Not more than three (3) documented off-campus concerts may be credited toward meeting the requirement for a single semester. Attendance will be

credited only for formal recitals or concerts (including opera and dance performances with live music) that are at professional or college level. The intent of the policy is to ensure student exposure to formal performances in accordance with NASM criteria which require that "All Music students must be exposed to a large and varied body of music through attendance at recitals, concerts, operas and other performances." Credit will not be routinely approved for attendance at workshops, master classes, lectures, informal night club venues, etc. A student may not receive credit for a concert or non-departmental recital in which they perform (unless it is a very limited portion and is approved by the Department Chairperson).

Attendance certificates for past concerts or recitals will not be accepted if received in the Department office later than thirty (30) days following the performance date. As many as six performances attended during the summer (three may be used for Spring semester deficiencies and/or three may be used for upcoming Fall semester requirements) must be documented and received no later than September 30th in the Department office.

Petitions for correction of errors in a student's Recital Attendance Record must be received in the Department office not later than January 31st for the previous Fall semester and not later than September 30th for the previous Spring semester. It is the students' responsibility to ascertain, through the use of D2L, that their Recital Attendance Record is correct at the close of each semester.

Recital attendance deficiencies for the previous semester must be certified by the Department of Music office not later than 12:00 noon on the last day of classes. No recital or concert attendance after 12:00 noon on the last class day of the semester may be applied toward satisfying previous semester deficiencies. Absolutely no inquiries will be considered and no adjustments will be made for the previous semester after this deadline.

Expectations of Conduct

Students are expected to adhere to professional behaviors at all times. Speech, attitude, dress, punctuality, preparedness, attentiveness, behavior, and bearing are all-important attributes that should be practiced and cultivated. Use of inappropriate language, underage use of alcohol, illicit drug use, sexual misconduct, or harassment of any kind will not be tolerated. Students who break university policies on drug and alcohol use or harassment/conduct codes may be dismissed from the music program in consultation with the dean of students and the department of music chairman.

Digital Professionalism

Professional communication in the digital age requires careful attention to detail.

Consider the following as guidelines when corresponding via email:

- Create an informative subject line
- Use salutations such as “Dear” or “Hello” followed by titles “Dr.” or “Professor” and your professor’s last name
- Edit the text for clarity, focus, and accuracy
- Respond in a timely manner
- If adding a document to the email, make sure it is properly labeled and attached

Healthy Musicianship

This is an enormous and complex topic that may encompass physical, emotional, psychological, and spiritual components, all of which require continual exercising of our awareness and mindfulness. Here are some general concepts, followed by links to resources of greater detail on selected subtopics. Do not keep questions or assumptions regarding injuries and/or performance anxiety to yourself, but rather seek out your faculty and other professionals in the appropriate field.

General Precepts

1. **Establish Good and Healthy Practice Habits.** Musicians skills are many, and one of them is athleticism (Think: regularity, strength, flexibility, durability and rest). Your practice time does not come with your university schedule. You must enter each practice time on your calendar and keep that appointment.

Begin your practice time with mental preparation. What is your goal(s) for this particular practice time? Warm up before and cool down after. Take a rest break of 5 minutes out of every 20-25 minutes.

It is best to keep the schedule and duration of schedule consistent and regular (you are an athlete). If a break in your practice routine occurs, begin your return in small amounts, and increase/ramp-up time and difficulty levels slowly, step-by-step. Sustaining an injury will only make achieving your goals more difficult, delayed, and painful(!)

2. **Perform in as relaxed a manner as possible**, sensitive to your own individual limits. Maintain good general health habits with balanced activities, good sleep regular meals, and moderate exercise; keeping in mind that some activities and exercise risk injury.

3. **Approach drastic changes in schedule or habit with care.**

We encourage you to read the resources below, and especially to watch the video of Dr. Serap Bastepe-Gray, describing common injuries to musicians and

how to avoid them. There are some excellent warm-up and cool-down exercises, and humor to be found within.

Health and Wellness Seminar video - [here](#)

Musicians and Injuries Resources - References within are legion. Don't be overwhelmed by the embedded information, but, rather use this this document as a reference tool to seek specific information as needed. [Here](#)

Degree Requirements

All music majors and minors can find degree requirements [here](#) and [here](#).

Applied Studio Policies and Requirements

Lesson Attendance

1. Students are expected to come to lessons regularly. Students must ask the instructor's permission for an excused absence.
2. Upon gaining approval for missing a lesson, it is expected that every effort be made to "make up" the excused lesson.
3. Individual applied instructors will treat unexcused lessons as a part of the student's jury grade for work done in the studio.

Juries. Jury examinations are held at the end of every semester during the final examination period. All music majors and minors registered for applied lessons must perform a jury exam each semester except for the semester when a degree recital is performed. At the discretion of the instructor, memorization may be required.

Students should warm-up and prepare themselves well before the jury time. They and their accompanists should be waiting by the jury room ten minutes before the assigned time. After the juries are completed, each student will receive written comments from the jurors. In addition, each juror places a grade on the jury sheet. The jury sheets become a part of the student's academic file.

Juries will be made up of applied faculty according to area. Vocal, Percussion, Wind Instruments, Keyboard, Guitar and Strings should have at least 2 jurors. Each student should have suitable repertoire prepared for approximately 10 minutes. Scales (memorized), solo repertoire and sight reading are required. Grading is based on a combination of a grade for the semester by the applied teacher and a grade from each juror.

If a student should be unable to perform in a semester jury due to extenuating circumstances (i.e. illness, accident, family emergency), they may be excused by their applied instructor and will be given a course grade of incomplete. The student and their

teacher, working with the Music Office, must set up a makeup jury within the first 3 weeks of the student's next semester in residence. The student's incomplete can then be changed to a course grade. Failure to perform the make-up jury within the specified time will result in a failing grade for the semester of study.

Departmental Recitals

Students enrolled in applied lessons are required to perform on departmental recitals at the discretion of their applied teacher; generally, five (5) performances beginning the sophomore year are required.

Collaborative Pianists

Each studio is assigned an accompanist. Students who will use a piano accompaniment will need to give the piano parts well in advance to the pianist and schedule rehearsals. If the student waits till the last minute or does not show up for a rehearsal, they will not be allowed to perform on the scheduled recital.

Recitals

Curricular Requirements

All music majors and minors can find recital requirements, by concentration [here](#).

Procedure to present a student recital:

1. Students complete the recital request form including the names of the committee members that have agreed to be on their committee.
 - a. The committee should include the applied teacher and at least two other music faculty members.
 - b. The semester prior, or at the very least at the beginning of the performance semester, the student must reserve the performance hall through the appropriate scheduling office procedures.
2. When the applied faculty believes the student is prepared for the recital hearing, the student will go to each of their committee members and receive approval, indicated by a date and signature on the Recital Request Form, to schedule the hearing.
3. At the conclusion of the hearing the committee members sign and date the "performance" section indicating they believe the student is, or will be, prepared to present a full or half recital.
 - a. The hearing must take place at least four (4) weeks prior to the recital date.
 - b. The decision to either move forward with the hearing/recital or not move forward is at the sole discretion of the applied faculty.

- c. No posters or advertising about the performance should be made prior to approval from the committee for the performance and the poster must be approved by the Department Chairperson.
4. Once the hearing is complete and the appropriate signatures are obtained, the form is submitted by the student to the office for final approval. This allows the office to approve posters and/or programs.
 - a. The student is required to supply their own paper for recital programs
 - b. All program information must be submitted two (2) weeks prior to the recital date

Other Recital Policies

Collaborative Pianists

Student recitalists must arrange their collaborative pianists. If a recitalist wishes to work with a student collaborative pianist, approval is needed from the recitalist's and collaborative pianist's studio instructors via the Collaborative Agreement form. This policy also applies if the collaborative instrumentalist is an instrument other than piano, such as harp or guitar. Students should deliver sheet music to the pianist no later than two weeks prior to the recital. Remuneration is \$250 for a full recital and \$180 for a half recital.

Chamber Ensembles on Student Recitals

- Chamber ensembles may only be included if the group has been coached by a member of the Music Faculty.
- Chamber ensembles are not required to perform on the recital hearing when approved in advance by the studio instructor.
- Chamber pieces must be included on the Recital Hearing form (see above).

Printed Programs

- Recitalists should request a program template via email from the Department Office well in advance of the recital. Complete recital program information is due to the Music Office two weeks before the recital.
- Vocal Recitals: Translations of foreign-language texts should be prepared and brought to the recital by the student in consultation with the studio instructor.
- Acknowledgements: If these are included, they should be brief and professional.
- Program notes: See style guide for examples. If required by the applied teacher, the following must be considered:
 - All program notes must be reviewed by the applied teacher, this must be done before the submission deadline to the Department Office
 - Students are responsible for producing program notes separately from the printed program. The Music Office does not provide this service. At the recital, students should place program notes alongside the departmentally

created programs on music stands at entryways to the performance space.

- Program notes should aim to offer the audience context for the works being performed.
- Normally, program notes include some or all of the following:
 - Biographical information about the composers.
 - Historical details about the circumstances of compositions.
 - Scholarly commentary about the compositions that assist the audience in understanding aesthetic or technical aspects of the works performed
- Students are required to ask a member of the faculty to read program notes in order to offer feedback (please be respectful by offering the faculty member enough time to do so when making the request).

Posters

If a student wishes to produce and hang posters, College policy must be followed:

- Posters must first be approved by the applied lessons instructor and the Department Chairperson before printing
- Posters may only be hung on appropriate bulletin boards.
- Posters containing inappropriate material are subject to immediate removal.
- Do not tape a poster to a painted wall.

Dress Rehearsals

Recitalists may request a dress rehearsal lasting up to 60 minutes in the Davis Performance Hall. These are scheduled directly with the Performance Hall Coordinator.

Attire

Professional attire is preferred for all performances. The following are examples of professional attire:

- Formal gown or dress.
- Dress pants suit.
- Suit.
- Slacks or khakis and a sports coat with a tie*

*as appropriate to playing your instrument

Cutouts, bare midriffs, sneakers, flip-flops, jeans, polos, or logo'd attire are not permitted.

The faculty reserves the right to postpone a recital if a student is inappropriately attired.

Photography, Recordings, Stage Paraphernalia

- Photography of any type is prohibited during a recital. Due to copyright laws, audience members are prohibited from making audio and video recordings during the performance.
- Flowers, decorations, and other items may not be placed in the Performance Hall

Ensemble Requirements

Participation in Primary Ensembles

Regular ensemble experiences provide opportunities to develop artistic growth, technical skills, collaborative competence and knowledge of repertory. Music majors must enroll in at least one major ensemble each semester (summer sessions and student teaching semesters excepted) until degree requirements for ensembles are met. For at least one semester the requirement must be satisfied in one of the following ensembles that includes coached, uncondacted performance experiences:

- MUSC 151 - Chamber Orchestra (Fall semester only.)
- MUSC 311 - University Chorus
- MUSC 312 - Chorale
- MUSC 433 - Advanced Jazz Combo
- MUSC 435 - Percussion Ensemble
- MUSC 436 - Guitar Ensemble
- MUSC 437 - Digital Ensemble
- MUSC 450 - Chamber Music Ensemble
- MUSC 456 - Radford Singers
- MUSC 457 - Opera Workshop

No more than one major ensemble per semester may be counted toward degree requirements (transfer students who may graduate in fewer semesters than the number of ensembles required are excepted).

Ensemble Limits (maximum number of semesters that may be counted toward requirement):

Four semesters: [MUSC 311](#) , [MUSC 312](#) , [MUSC 435](#) , [MUSC 455](#) and [MUSC 457](#)

Two semesters: [MUSC 434](#)

One semester: [MUSC 433](#) , [MUSC 437](#) , and 453

Students are required to be registered and to successfully participate in a primary ensemble during every semester they are in residence. A successful grade is considered a “B” or above.

Band Instrumental Majors

Band instrumental majors are required to successfully complete at least one instrumental (academic) ensemble each semester. Six primary ensembles such as Wind Ensemble, Symphonic Band ([MUSC 310](#)) and Jazz Ensemble ([MUSC 434](#)) and one non-directed chamber ensemble (MUSC 450). Students who receive work scholarships may be asked to perform in more than one ensemble according to the needs of the director of instrumental music.

Vocal Majors

Vocal majors and minors are required to successfully complete at least one academic vocal ensemble per semester for every semester the student is in residence and to complete the required amount of ensemble credit hours for their degree programs. In other words, for every semester a student takes applied lessons they must also be enrolled in an academic ensemble. For most students, this means at least seven semesters of a vocal ensemble. The academic ensembles are University Chorus (MUSC 311), Chorale (MUSC 312), Radford Singers (MUSC 456), and Opera Workshop (MUSC 457). Each singer is placed in their ensemble after a one-on-one voice placement meeting with the Director of Choral Activities who collaborates with the applied voice faculty in choosing the best ensemble based on the student's development and progress. Students who receive music scholarship(s) are required to sing in more than one ensemble if a faculty member requests their participation. In the interest of vocal health and time management, vocal majors and minors will prioritize academic ensembles above extracurricular ensembles including but not limited to student-run a cappella and fraternity ensembles.

Keyboard, Guitar, Strings, and Percussion Majors

Keyboard

MUSC 152, Pianist as Collaborator - All first year piano majors will enroll in two semester of MUSC 152. In the course, students will study principles of collaborative techniques, survey the collaborative repertoire, and perform in ensemble with a variety of vocal and instrumental students and faculty under instructor guidance, both on campus and within the community.

MUSC 458, Piano Accompanying (prerequisite: MUSC 152, or instructor permission) - Piano majors will be assigned to vocal and instrumental studios or ensembles based on their level of skill and experience. Piano majors will rehearse weekly with assigned students, attend assigned students' weekly lessons, and perform in departmental recitals with assigned students with instructor approval. An average of 4 hours of weekly contact time is expected, divided among assigned students, studios, and ensembles.

Piano Ensemble (prerequisite: MUSC 152, or instructor permission) - Piano majors will study the piano duo and duet repertoire, learning and performing pieces appropriate to each student's level of skill and experience.

Guitar

For Guitarists, [MUSC 436 - Guitar Ensemble](#) is their major ensemble and enrollment is required in each semester that the student is in residence. Students who receive scholarships may be asked to perform in more than one small ensemble, and may be called upon to perform in service to the department/college/university, according to the needs of the director.

Study Abroad

A wealth of opportunities to study internationally are available to students. Department of music students have taken advantage of travel study to Brazil, Croatia, Nepal, Scotland, Switzerland, Thailand, Vietnam. Detailed information to assist students with planning, enrollment, and financial aid can be found [here](#).

Financial Aid and Scholarships

A wide range of scholarships, including scholarships specifically for students in the arts, are provided for by the Radford University Arts Society. The full range of both Internal and external scholarships and aid, and their descriptions available to students can be found [here](#).

Grants

Grants, stipends, and other funding in support of creative activities, student research, and travel, both during the academic year and in the summer, can be found OURS (Office of Undergraduate Research) programs [here](#), and The Scholar-Citizen-Initiative (SCI) found [here](#).

Facilities

Music Building Operational hours

Covington and Porterfield are open seven days a week from 8:00 a.m. to 11:00 p.m. except when the university is closed during break or for weather related closings. The music office hours are 8:00 - 12:00 and 1:00 - 5:00.

Guidelines for Using Music Building Facilities

Use of the rooms in Porterfield must be scheduled through the Administrative Assistant in the Music Office. Scheduling for the Davis Performance Hall must be scheduled with Performance Hall Technical Director. No rooms in Covington Hall may be reserved. The Davis Performance Hall may be used by music faculty and students (the former receiving preference) when the hall is not reserved, as long as the privilege is not abused. All guidelines for Davis Performance Hall and classrooms in Porterfield usage must be followed.

1. After every meeting, class, rehearsal, or performance, return chairs, desks, stands, and pianos to the position in which you found it.
2. Keep feet off all chairs and walls.
3. When moving chairs and desks, pick them up. Do not drag. Dragging damages the floors and the furniture.
4. Posters should only be posted on doors and bulletin boards.
5. Keep all areas of Covington and Porterfield clean. There are garbage and recycling cans available everywhere.

Use of the pianos:

- Piano covers: If the piano you are using has a cover, remove, fold, and store piano covers on a clean surface. Do NOT place piano covers on the floor. Cover the pianos after use.
- Do not place items that will harm the finish (such as beverage containers) on the pianos.
- Adjusting piano lid: Be careful raising and lowering the lid. Do not allow the piano lid to fall on the piano. Check with piano faculty before using anything other than the piano lid props to hold the lid open.
- Lock: A key to the pianos may be obtained from the Katie Davis in the Music Department Office. Lock the piano when not in use.
- Artist Benches: Do not drag the artist benches across the floor. They must be picked up when they are moved in order to prevent damage to the benches and the floor.

Failure to follow the above will result in a loss of all reservation privileges

Forms

Collaborative Agreement

Drop/Add Class form can be found [here](#).

Departmental Repertoire form can be found [here](#).

Departmental Recital Formatting Template can be found [here](#).

Recital Request form can be found [here](#).

Recital Program Style Guide can be found [here](#).

Recital Program Formatting Template can be found [here](#).

Music Student Organizations and Societies

All student organizations and societies need a faculty sponsor, elected officers, and a mission statement. In addition, each organization or society must be registered with the SOAR Office. New student organizations can download the New Student Organization Packet through RUInvolved.

Meetings

Rooms in Porterfield may be reserved for regular meetings of music student organizations. Please see the Administrative Assistant in the Department of Music Office to schedule a room.

Events

Before your organization plans an event, it is imperative that you discuss the proposed dates with the Department Chairperson in order to prevent conflicts with other Department of Music events. In addition, it is also recommended to check with all full-time and adjunct faculty who should be advised of such an event regarding proposed dates and anticipated participation on their part or on the part of their students.

Facilities

For all officially registered music student organizations, the Department of Music will provide space in Porterfield free of charge for their regular meetings. In addition, the music student organizations may arrange with the Department Chairperson and Performance Hall Technical Director to use the Performance Hall. Naturally, such use is dependent upon availability of the hall and appropriate faculty. Student organizations are expected to provide ushers for their events.

American Choral Directors Association, Student Chapter, Dr. Meredith Bowen, advisor

Chamber Winds Club, Dr. Wayne Gallops, advisor

Jazz Organization, Dr. William Burnett, advisor

Mu Phi Epsilon, Dr. Robert Trent, advisor

Music Business Student Association, Prof. David Rivers, advisor

Music Therapy Club, Dr. Patricia Winter, advisor

National Association for Music Education, Collegiate Chapter, Dr. Jennifer McDonel, advisor

Percussion Group, Dr. Robert Sanderl, advisor

Phi Mu Alpha, Dr. Jamie McDaniel, advisor

Society of Composers Incorporated, Dr. Bruce Mahin, advisor

Sigma Alpha Iota, Dr. Meredith Bowen, advisor

Southwestern Virginia Classical Guitar Society, Dr. Robert Trent, advisor