



## Department of Music

# Undergraduate Student Handbook (revised August 2019)

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Department of Music  
Haydn Hall 201  
216-368-2400  
[music@case.edu](mailto:music@case.edu)  
<http://music.case.edu>

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Department of Music

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August 2018

To our new students and to those of you who are continuing your studies at Case Western Reserve University: welcome! I hope you had a great summer and have arrived on campus ready for an exciting and challenging year of study.

This Handbook provides detailed information about policies, procedures, and requirements for undergraduate study in the Department of Music. Please read it carefully and consult it as a first resource whenever you need guidance. Additional departmental information, including news, calendars of events, faculty profiles, and performance opportunities, can be found on the Department of Music website (<http://music.case.edu>). The CWRU General Bulletin (<http://www.case.edu/bulletin/>) contains official University policies, curricula, and academic requirements, including those of the Department of Music. And of course, you should always feel free to contact the Department Office with questions or concerns. We're here to help.

On behalf of the CWRU Music faculty and staff, I wish you a productive and enjoyable year!

Sincerely,

A handwritten signature in cursive script that reads "David J. Rothenberg".

David J. Rothenberg  
Department Chair

## DEPARTMENT OF MUSIC PERSONNEL

<u>Name</u>	<u>Office</u>	<u>Email</u>	<u>Phone</u>
<b>Department Chair</b> David Rothenberg (Musicology)	Haydn 201A	<a href="mailto:djr30@case.edu">dj30@case.edu</a>	(216) 368-2400
<b>Department Assistant, Coordinator of Operations, Coordinator of Undergraduate Recruitment</b> Jennifer Wright	Haydn 201	<a href="mailto:jmh207@case.edu">jmh207@case.edu</a>	368-2400
<b>Coordinator of Undergraduate Enrollment, Coordinator of Undergraduate Studies in Music, Coordinator of Music Minor</b> Eric Charnofsky (Musicology, Piano, Coordinator of Staff Accompanists)	Haydn 309	<a href="mailto:exc15@case.edu">exc15@case.edu</a>	(216) 368-1602
<b>Coordinator of Undergraduate Studies in Music Education</b> Matthew Garrett (Music Education)	Allen Library Suite 101	<a href="mailto:mgarrett@case.edu">mgarrett@case.edu</a>	(216) 368-2496
<b>Department Capstone Instructor</b> Georgia Cowart (Coordinator of Graduate Studies in Musicology)	Haydn 314	<a href="mailto:georgia.cowart@case.edu">georgia.cowart@case.edu</a>	(216) 368-2410
<b>Department IT Coordinator, Director of the CORE</b> Ken Wendt	The CORE (Haydn Basement)	<a href="mailto:kxw295@case.edu">kxw295@case.edu</a>	368-5456
<b>Music Librarian</b> Jacey Kepich	Haydn 1 <sup>st</sup> floor	<a href="mailto:jxk1043@case.edu">jxk1043@case.edu</a>	368-2403
<b>Assistant Music Librarian</b> Jeffrey Quick	Haydn 1 <sup>st</sup> floor	<a href="mailto:jaq@case.edu">jaq@case.edu</a>	368-2403

For a complete listing of department faculty and staff members, please visit our website:  
<http://music.case.edu/about/directory/>

## FACILITIES

### **Haydn Hall**

Haydn Hall, which houses the Department of Music offices, classrooms, and the Kulas Music Library, is located in the heart of the Mather Quad on the CWRU campus.

### **Kulas Music Library**

The Kulas Music Library is a satellite library of Kelvin Smith Library. Located on the first floor of Haydn Hall, it houses CWRU's library collections in the area of music and contains 45,000 items, including music scores, books on music, sound recordings, video recordings, microforms, and music periodicals. <http://library.case.edu/ksl/facilities/kulas/>

## The Core

The Core, a Macintosh computer classroom and audio-visual lab in the basement of Haydn Hall, is a collaborative space for all CWRU students, faculty, and staff, as well as the University Circle community. [http://music.case.edu/facilitiescwr\\_u\\_trashed/the-core/](http://music.case.edu/facilitiescwr_u_trashed/the-core/)

## Wade/Denison Rehearsal Facility

The Wade/Denison Rehearsal Facility, used primarily for ensemble rehearsals, is located at Juniper Drive and E. 115<sup>th</sup> Street (the easiest access to the space is through the entrance to Denison Hall on E. 115<sup>th</sup>). In addition to Wade Rehearsal Hall, Denison Rehearsal Hall, Spartan Rehearsal Hall, and Denison Classroom, this facility houses several Wenger practice rooms (one of which is a “virtual reality” acoustic room), a percussion studio, and a music library. Denison also has storage lockers available to students enrolled in ensembles. See the Director of your ensemble or visit the Department of Music office (Haydn 201) to acquire permission for keycard access.

Practice facilities are for all students who are enrolled in Department of Music ensembles, and music majors will be given first priority. The “virtual reality” practice room is for the exclusive use of music majors. Student groups or individuals who want to rehearse must register with the Department of Music office ([music@case.edu](mailto:music@case.edu)) and apply in advance for permission to practice in any of the larger rooms in Denison/Wade when the facility is not otherwise being used. Students or groups using a room without a reservation will be asked to leave the facility. Repeated incidents may result in the loss of ID access privileges. If you plan on signing out a room for rehearsals please see the Music Facilities Reservation Policies and Guidelines on the Music Department website for the specific information needed to officially reserve the space. Music Department large ensembles use the entire space for operation so no room will be available during the rehearsal times of those ensembles. Please refer to the ensemble rehearsal schedule below to assist you with planning your rehearsal times. Please note that the large ensembles require 30 minutes of setup time both before and after the scheduled rehearsal time. The ensembles that regularly rehearse in the Wade/Denison Rehearsal Facility are:

Symphonic Winds (Spartan RH)	Monday	7:00 – 8:30 PM
	Wednesday	7:00 – 8:30 PM
Case/University Circle Orchestra (Wade RH)	Monday	7:00 – 8:30 PM
	Wednesday	7:00 – 8:30 PM
Camerata Chamber Orchestra (Wade RH)	Tuesday	7:00 – 8:30 PM
	Thursday	7:00 – 8:30 PM
Case Men’s Glee Club (Wade RH)	Monday	9:00 – 10:30 PM
	Wednesday	9:00 – 10:30 PM
Jazz Ensemble I (Wade RH)	Tuesday	7:00 – 8:30 PM
Jazz Ensemble II (Wade RH)	Wednesday	4:30 – 6:00PM
Percussion Ensemble (Spartan RH)	Monday	9:00 – 11:00 PM
Popular Music Ensemble (Denison RH)	Monday	3:30 – 6:30 PM
Spartan Marching Band (Spartan RH, Denison RH & Wade RH) – Fall only	Tuesday	4:30 – 6:30 PM
	Thursday	4:30 – 6:30 PM

### **Florence Harkness Memorial Chapel**

Harkness Chapel was built to honor Florence Harkness Severance, the only daughter of Stephen Harkness and his second wife, Anna M. Richardson Harkness. The building, featuring antique oak, Georgia pine woodwork, and Tiffany windows, serves as a rehearsal and performance space for the Department of Music. All music students are welcome to use the chapel for rehearsals and recording sessions as time and space allow.

The Harkness Chapel classroom is the Department's largest technology enhanced classroom. This room has a capacity of approximately 45 and is used primarily for academic lectures but also as a backstage area during performances in the chapel.

<http://music.case.edu/facilities/weddings/florence-harkness-memorial-chapel/>

### **Reserving Harkness Chapel**

You may request to reserve the chapel by submitting a completed online request form (<http://music.case.edu/facilities/harkness-chapel-reservation-request/>), but please check the online room schedule for availability before submitting a request (<http://music.case.edu/facilities/room-schedules/>).

A Monitor is available for departmental events after 5:00 p.m. and on weekends, and required for all non-departmental events after 5:00 p.m. and on weekends (except recording sessions for students in the Audio Recording concentration).

Campus Security is notified when there is an event. Accessing the chapel without authorization or allowing someone else access in your name may be grounds for disciplinary action. Food and beverage are prohibited in the chapel.

The Harkness classroom serves as a green room for recitals and concerts. It is not available for recording sessions or rehearsals and should never be left unlocked or unattended. Make arrangements with the Department of Music office for access to the classroom.

### **Campus Safety**

Because CWRU is an urban campus, it is very important to be careful as you move about campus and use music facilities. Most security concerns are the result of inattention. By adopting a few simple guidelines you can greatly reduce or totally avoid security issues:

- Always be aware of your surroundings, particularly when walking
- When possible, walk in groups, especially at night
- Plan your practice sessions to coordinate with a friend so that you are not alone
- Pay attention to individuals you do not know, and report them to campus security if they behave suspiciously
- Don't keep your belongings in view; stow your valuables in your bookbag/pack and keep it with you at all times
- If you have a locker, keep it locked at all times—an open locker (or bookbag) is an invitation for theft
- When practicing, bring only what you need for that activity and leave other items, such as laptops and iPads, securely stored
- Carry your cell phone with you at all times and if you see something that concerns you, call campus security at 216-368-3333.

Complete Descriptions of all Department of Music facilities are available on our website:

<http://music.case.edu/facilities/>

Policies and procedures describing which spaces individuals have access to and for what purpose, as well as how to gain that access are available on our website:

<http://music.case.edu/facilities/room-reservation-information/>

## **RESOURCES (ALPHABETICAL ORDER BY TOPIC)**

### **Building Access**

Haydn Hall and Denison/Wade are open on weekdays during the day. All music majors are automatically given 24-hour card access to both facilities. CWRU students enrolled in ensembles are automatically given 24-hour access to Denison/Wade. CWRU music minors and non-majors enrolled in applied lessons in piano or voice may request 24-hour access to Haydn. Music minors or non-majors enrolled in lessons may request 24-hour access to Denison/Wade. In order to request access, or if your ID should be working but doesn't, please complete the After-Hours Access Request Form at <http://music.case.edu/after-hours-access-request-form/>. Students whose responsibilities require it may be issued keys to certain Department facilities.

**Note:** According to Department policy, you may not lend your ID or keys to department facilities to another student, or borrow another student's ID/keys for any reason. If the Department receives a report of any student misusing his/her access privileges, the student will be given one written warning via email. If the reports continue, key/access privileges will be revoked. Also, final transcripts may be withheld if keys are not returned before a student graduates. Lost keys must be reported to Access Services immediately.

### **Cleveland Orchestra Tickets**

Music majors receive free season passes to performances of the Cleveland Orchestra (<http://www.clevelandorchestra.com/>). See music office for details.

### **Department Access Online**

The Department website (<http://music.case.edu>) is the central repository for information about programs of study, ensembles, faculty/staff, facilities, and the calendar of events. It also includes links to most required forms.

### **Departmental Honors and Awards**

*Many prizes include a cash award, which may vary in size from year to year.*

#### ***Departmental Honors***

Students of exceptional merit majoring in music or music education may earn their degree "with departmental honors," a distinction that appears on the transcript, is announced at Commencement, and is printed in the Commencement program. To be eligible, students must have a minimum GPA of 3.75 in the major. Students in the music major (BA or secondary major) who complete an ambitious and outstanding Music Capstone project (MUHI 395A-B) can earn departmental honors by faculty nomination and vote of the Department of Music faculty. Students in the music education major (BS) who receive a high score on their Teacher Work Sample Project from the Music Education faculty can also earn departmental honors by vote of the Department of Music faculty.

#### ***The Leonard and Joan Ronis Annual Memorial Recital Prize***

The late Leonard Ronis established this performance prize in 1996 in memory of his wife, Joan Terr Ronis, an alumna of Western Reserve University. Students compete on any instrument in a closed audition during spring juries, with the faculty selecting the winner(s). The prize is awarded to a junior or outstanding sophomore majoring in music who has made an exceptional contribution to the musical life of the university. Up to two winners may be chosen. The winner or winners will be featured on a free public solo recital the following fall and will receive a cash award. In order to secure a spot in the Ronis Memorial Recital competition you must follow these guidelines:



### ***The Leonard and Joan Ronis Annual Memorial Recital Prize*** (cont.)

- Obtain a copy of the Leonard and Joan Ronis Annual Memorial Recital Application (on the Department of Music website).
- Consult with your applied teacher about appropriate standard repertoire heeding the established performance time guidelines.
- Submit the form by the Friday before Spring Break and then sign up for a Ronis Memorial Recital jury.
- Approximately one month before the competition you will be given a jury time and you will submit your final program information.

**Note:** If you are a winner of the competition and would like the Ronis Memorial Recital to be a substitute for your Level or Exit Jury you must also submit the Undergraduate Petition for Jury Substitution form (on the Department of Music website).

### ***The Concerto Competition***

Some CWRU/University Circle Orchestra concerts feature an undergraduate student soloist chosen through this competition, which is open to all CWRU undergraduates who are full time students at the Sophomore and Junior (or Seniors who are planning a 5<sup>th</sup> year) level and are taking applied lessons and enrolled in a department primary ensemble during the semester of the Competition and the semester of the performance. The Competition takes the form of a recital that is open to the public. Students should apply only when they have high-level repertoire in progress and only perform when that repertoire is recital-ready. Repertoire can be selected from the concerto or double concerto repertoire, smaller solo works with orchestral/chamber accompaniment, or representative vocal works with orchestral/chamber accompaniment. Repertoire must be selected in advance and APPROVED by the Director of Orchestras (Kathleen Horvath) by November 16th to ensure that the orchestra parts are available. The Competition is held in late March or April each spring semester and the winner(s) perform the following academic year. In order to secure a spot in the Concerto Competition recital you must follow these procedures:

- Obtain a copy of the Concerto Competition Request Form (on the Department of Music website).
- Consult with your applied teacher about appropriate repertoire.
- Once you have several pieces in mind, see the Director of Orchestras and get your piece(s) approved. This can be accomplished by sending Dr. Horvath an e-mail ([kah24@case.edu](mailto:kah24@case.edu)) detailing the title of the piece, the composer, the edition, publisher, and an indication of where the parts are available for purchase or hire. Failure to get your piece approved before you submit your Form will result in disqualification from the competition.
- Submit the Concerto Request Form (approved by Dr. Horvath and your applied teacher) to the Coordinator of Staff Accompanists (Eric Charnofsky) along with your Accompaniment Request Form and piano part that details the sections you intend to perform by noon on December 7th. Failure to meet the deadline, an incomplete form, or missing components will result in disqualification from the competition.
- Submit your final program information two weeks before the scheduled performance, which takes place in late March or early April, depending on the year.

**Note:** If you would like the Concerto Competition to substitute for your Level or Exit Jury, you must also submit the Undergraduate Petition for Jury Substitution form (on the Department of Music website).

Keep in mind that a maximum of 15 minutes of performance time is allotted to each student in the competition recital and the piece should not be more than 25 minutes in length for the competition performance. Please make cuts or play only selected sections/movements to stay within this time frame. Work this out with your applied teacher and accompanist.

***The Charles E. Clemens Prize***

This award is presented to a music major for talent and accomplishment in musical performance. An upper-class music student may be selected for this award by the Department of Music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

***The Doris Young Hartsock Prize***

This award is presented to a music major who is preparing for a career in music education. A graduating music education student may be selected for this award by the Department of Music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

***The Arthur H. Benade Prize***

This award recognizes senior double majors or non-majors for excellence in music. A graduating student may be selected for this award by the Department of Music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

***The Kennedy Prize***

Given university-wide to undergraduates for creative achievement in a variety of fields, there are six awards altogether. Faculty members may nominate several upper-class music students (majors or non-majors) in the spring and a university selection committee screens the nominations and determines the recipients. Winners are recognized at the Honors Assemblies in May.

***The Lyman Piano Prize***

This award may be given in the spring to a student or students whose primary instrument is piano for excellence in performance. The trust was given in honor of Jane and Cecile Lyman and stipulates that the student(s) should select music of the past twenty-five years by Cleveland area composers, preferably a member of the faculty, staff or student body of Case Western Reserve University or the Cleveland Institute of Music, for performance. A public recital is the forum for this competition, and music faculty award the prize on the basis of technique and originality to the most outstanding student performance at this recital.

**CWRU Email Account**

It is important that you check your CWRU email account regularly. Email is used by the Department and the University for official communications, and the Department and University will communicate via your CWRU email address only. Therefore, if you use another account for email, set up your CWRU account to forward all messages.

**Emergency Procedures**

Emergency procedures are posted throughout Haydn Hall and Denison/Wade. If at any time you see suspicious activity, please report it immediately to security to Campus Security at 216-368-3333. Please be sure to email the Department of Music office ([music@case.edu](mailto:music@case.edu)) regarding the incident as well.

## Faculty Advisors

The Coordinator of Undergraduate Enrollment serves as faculty advisor to all incoming music majors through the end of drop-add period of their first semester in the major. From that point on, music majors are advised by a permanent advisor drawn from the Department of Music faculty. Each semester, before or during the registration period, you must meet with your advisor to discuss degree requirements and your progress towards your degree (you must meet with your music advisor each semester even if you also meet with an advisor in another major). After the meeting your advisor will release your advising hold so that you can register for courses. You should feel free to contact your advisor at any time to discuss matters of concern. In the event that your advisor is on leave, you will be assigned a temporary advisor.

**Note:** Legally, our faculty and staff are unable to discuss students' academic or personal issues with anyone outside CWRU. While certain exceptions can be made in emergency situations, we prefer not to do so under any circumstances. The Family Educational Rights and Privacy Act ("FERPA"), a federal law, governs the release of personally identifiable information about a student contained in his/her educational records. In general, university personnel may not disclose to third parties information about a student, unless that student has given prior written consent. Third parties include: parents, spouses, law enforcement or other government agencies, prospective employers and any other individual who is not a University employee with a legitimate educational interest in the record.

## Forms and Additional Information

All music majors are required to file specific forms at various times during the year or during the degree program. Below is the list of forms that you should become familiar with:

(see also <http://music.case.edu/current-undergraduate-student-information/>)

<u>Form</u>	<u>Location</u>	<u>Due</u>
Recital Class Program Information	Online on Dept. Website	By 2:00 p.m. the Thursday before your Performance
Request for Accompanist	Download from Dept. Website or pick up on door of Haydn 309	As soon as you have your repertoire selected, or one month prior to performance (or with your Concerto Competition form)
Recital Class Conflict Form	Download from Dept. Website	Third Recital Class of Semester
Harkness Chapel Reservation Request	Online on Dept. Website	See the Website for details
Off-Site Event Listing Request	Online on Dept. Website	See the Website for details
Audio Service Recording Request	Online on Dept. Website	See the Website for details
Student Evaluation of Applied Music Teacher	Download from Dept. Website	At the end of each semester

## Forms and Additional Information (cont.)

Jury Form	Download from Dept. Website	Day of Jury
Petition for Jury Substitution	Download from Dept. Website	No later than week 8 of semester before required jury
Case Concerto Competition Request Form	Download from Dept. Website	December 7, 2018
Leonard and Joan Ronis Annual Memorial Recital Application	Download from Dept. Website	Friday before Spring Break
Major Declaration Form	<a href="#">Online</a>	During freshman orientation or as soon as you are admitted to the music major
Add/Drop Form	<a href="#">Online</a>	End of the second week of classes for non-first-year students.
Change of Information	<a href="#">Online</a>	Whenever you have new contact info. or change majors, etc.

## Information and Assistance

1. The Office of Undergraduate Studies is located in Sears 447. Office hours are posted at <http://www.case.edu/ugstudies/>.
2. The Office of Student Success is located on the third floor of the Sears building (<https://case.edu/studentsuccess/>).
3. The Office of International Student Services is, located in 143 Tomlinson Hall (<http://students.case.edu/international/>). It provides special assistance and services for international students. The office provides advice regarding academic concerns as well as immigration issues and other practical matters, and sponsors a range of special events.
4. University Health Services is located at 2145 Adelbert Road and provides healthcare for students (<http://students.case.edu/health/services/>).
5. Disability Resources is committed to assisting all CWRU students with disabilities by creating opportunities to take full advantage of the University's educational, academic, and residential programs. Disability Resources is located in Sears 470 (<https://students.case.edu/academic/disability/>).
6. University Counseling Services is associated with University Health Services (<http://students.case.edu/counseling/>). Counseling Services is located in Sears 220 and all enrolled students are eligible to receive services. For after-hours emergencies call 216-368-5872 and follow the prompts to access the university counselor on call.

## Instrument Storage Lockers

The Wade/Denison Rehearsal Facility has storage lockers available on a first-come, first-served basis. You may sign up for a locker during an ensemble rehearsal, or by contacting the Director of Orchestras (Kathleen Horvath) or Director of Bands (Ryan Scherber) directly. It is advisable to get a locker at the beginning of the semester since we have limited availability. The lock and locker you are assigned are your responsibility. The lock and locker will be returned to the

Department inventory at the end of the academic year. If you lose a lock or damage a locker you will be billed for repair or lock replacement. Please be mindful that the Denison/Wade rehearsal facility is a very active space, so do not leave your locker unattended, and keep your belongings locked at all times. Theft is a serious problem that can be managed by you if you keep your locker combination to yourself and keep your belongings locked at all times.

### **Instrument Use: School-owned equipment**

Any CWRU student enrolled in a class or ensemble that requires the use of a secondary instrument (e.g., methods class), has no personal instrument, or is assigned to a specialized instrument (contrabassoon, double bass, English horn, bass clarinet, etc.) is eligible to sign out a school instrument.

Students receiving a school-owned instrument will be issued a CWRU Department of Music Bond for Musical Instrument form by the person dispensing the instrument. The Director of Bands (Ryan Scherber) issues wind instruments; The Director of Orchestras (Kathleen Horvath) issues string instruments; The Coordinator of Historic Performance Ensembles (Julie Andrijeski) issues Baroque and period instruments. This contract will detail the value of the instrument and the student's responsibilities and return procedures. The student will sign the contract, which will be kept on file with the faculty member who signed out the instrument.

It is expected that each student who signs the Bond for Musical Instrument form will be the only user of the instrument. All parts of the instrument outfit (instrument, case, accessories, etc.) should be returned in the best possible condition (normal wear and tear is to be expected) by the date specified in the contract. If the instrument is lost or stolen, the student will bear total financial responsibility of replacing the instrument and accessories. Such loss may be covered by your parent or guardian's homeowner's insurance. If such insurance is available to you be sure to notify the company when you are loaned an instrument so that adequate coverage is assured. Failure to return the instrument by the due date can result in the withholding of grades, blocking of registration, and the cost of a replacement instrument being billed to your student account.

### **Photocopies**

You may use the Department of Music copy machine for personal copies at a cost. Please contact the Department of Music office for details and policies.

### **Piano Accompanists**

Students are required to have an accompanist for certain performance responsibilities. Accompanists are available to you at no charge for the following services:

- Recital Class performances (once per year)
- Juries
- Studio Classes (Instrumentalists: up to one piece per month; Vocalists: weekly)
- Studio Class Recitals (Instrumentalists: up to one piece per semester; Vocalists: monthly)
- Concerto Competition
- Senior Capstone Recitals
- The Leonard and Joan Ronis Annual Memorial Recital
- Rehearsals and lessons for all of the above services

In order to request an accompanist, follow these procedures:

### **1. Fill Out Accompanist Request Form(s)**

Start by filling out a request form—these forms must be filled out completely and legibly (please print!). Incomplete forms will be returned to you without a pianist assigned. Request forms can be found in the hanging file on the door to Haydn 309 or online at <https://artscimedia.case.edu/wp-content/uploads/sites/17/2013/09/14192539/REQUEST-FOR-ACCOMPANIST-2015.pdf>

### **2. Drop off Request Form(s) and Music**

- **What:** You must include music with your form. If your music is not included with your request form, you will not be assigned a pianist. Submitting your music in a professional manner will help ensure proper coverage for your piece. Please be sure to put your name on the music. When submitting your music, please submit the actual score. Please see Laura Stauffer (Haydn 214) for more information on Copyright policies.
- **Where:** Haydn 309 is the office of the Coordinator of Staff Accompanists (Eric Charnofsky). You may submit completed forms and music in the hanging file there, in Mr. Charnofsky's mailbox in Haydn 216 (right side as you enter the room), or hand them to him directly.
- **When:** Please submit your request forms and music a minimum of four (4) weeks in advance of the date you will need piano coverage (recital class, jury, lesson, etc.). Failure to adhere to this deadline will result in no accompanist being assigned. (There is an exception to this rule for the Concerto Competition—see below.)

### **3. Accompanist Assignment**

Once a pianist is assigned, you will be contacted via e-mail with your pianist's name, phone number and e-mail address. Be sure to check your CWRU e-mail account on a regular basis.

### **4. Contact Your Accompanist (Important!)**

You must contact your assigned pianist to schedule rehearsals, lesson times, etc. Please communicate with your pianist within a few days, even if you're not yet ready to rehearse. Pianists' schedules tend to be very busy, and they need to know when you're expecting to meet with them so that they can balance their schedules. If you have any questions about these procedures, please contact the Coordinator of Staff Accompanists (Eric Charnofsky) at [exc15@case.edu](mailto:exc15@case.edu).

## **Practice Rooms**

Practice rooms are located on the second floor of Haydn Hall and in Denison/Wade. Please be sure to review the Practice Rooms Guidelines posted on each door. If you discover a problem with one of the pianos, please inform the Department of Music office so that a technician can be contacted. Theft of unattended belongings is an all-too-common occurrence on our campus; please do not leave your belongings unattended in practice rooms!!!

All students currently enrolled in applied lessons or ensembles are also eligible to use practice rooms when they are available, but priority is given to CWRU music majors. Reservations (Haydn Hall practice rooms only) for special situations can be made by contacting the Department of Music office.

### **Practice Rooms (cont.)**

Practice rooms may not be used as teaching studios, except as approved by the Department of Music. If you need to use a room occupied by someone not authorized to use it, please ask the Department Assistant to ask the person to leave. Contact Campus Security at 216-368-3333 in case an after-hours emergency.

**Note:** Students' personal belongings, including instruments and laptops, are not covered by Case Western Reserve University insurance in case of theft or damage.

### **Registration and Course Permissions**

*CIM Classes.* Permits for all CIM classes, including Music Theory, Eurhythmics Classes, Audio Recording classes taught at CIM, Vocal Rep., etc., are released by the CIM Registrar. Permits for these classes must be requested through SIS; please note that once the permit is granted you have to log on to SIS again to enroll in the class.

*Applied Lessons.* After meeting with your music faculty advisor each semester to discuss your schedule, you must then meet with the CWRU Department Assistant (Haydn 201), who will release permits for Applied Lessons. You should hear from the Applied Lesson instructor before the end of the first week of class to schedule your lesson time. If you have tried to contact the instructor but have not heard back by the second week of classes, please contact the Department of Music office right away. Students registering for their penultimate semester of lessons must complete a Department of Music Graduation Check with the Coordinator of Undergraduate Studies before a registration permit for applied instruction will be issued.

**Note:** Students must notify the CIM Registrar if they drop/withdraw from a CIM class, and/or the CWRU music office if they drop an applied lesson.

*Independent Study Courses.* Students who wish to take an Independent Study must develop a course proposal with a department faculty member. Once the faculty and the student agree on a topic, learning outcomes and assessment tools, the student should complete both an *Independent Study Outline* for the course and an *Independent Study Agreement*. Both documents should be submitted to the Department of Music office (Haydn 201) for the permit to be released. These forms are available on the Dept. website.

### **Student Mailboxes**

Each Undergraduate music student is assigned a mailbox in the stairway of Haydn Hall on the second floor of the building. Students will receive periodic emails regarding the pickup of more sensitive communications. Please check your mailbox regularly for departmental announcements and other messages.

### **Transfer Credit and Study Abroad Credit for Music Courses**

Students may receive transfer credit for work completed at another accredited college, university, or technological institute in the United States or from institutions of higher education outside the United States (<https://case.edu/ugstudies/academic-policies/transfer-credit-other-colleges/>).

Requests for music course transfer credit should be submitted to the Coordinator of Undergraduate Studies in Music. Students are welcome to email a request for transfer course evaluation that includes: course title for which transfer credit is being requested, course description, course syllabus and course credit hours.

### *Music Theory Transfer Credit*

Music Theory classes are taught through the Cleveland Institute of Music (CIM). Non-majors may be able to receive general elective credit for music theory transfer coursework. Music majors and minors may only receive credit through proficiency examination. Contact the CWRU Coordinator of Undergraduate Studies in Music for more information.

### *Transfer Credit for Music Major Degree Requirements*

Music majors (BA degree) and Music Education majors (BS degree) wishing to receive transfer credit toward music degree requirements (i.e. music history, ensemble, etc.) should email the Coordinator of Undergraduate Studies with a request, as detailed above, and prepare a written petition to the music department faculty for approval. Requests for transfer credit toward music degree requirements will only be considered during the academic year; please plan accordingly. Contact the Coordinator of Undergraduate Studies for additional information and for help preparing a petition to the faculty.

Additional general information about transfer credit policies and procedures can be found through the Office of Undergraduate Studies website (see link above).

## **Undergraduate Student Organizations**

### ***Music Undergraduate Student Involvement Committee (M.U.S.I.C.)***

This is your service and support organization. Founded in 1999 by Lisa Musca (Class of 2000), M.U.S.I.C. is open to all undergraduate students interested in music opportunities on campus and in the Cleveland area. M.U.S.I.C. hosts several events throughout the year, including the all-night Arts After Dark, Music Department Faculty Recitals, a Career Day event, and multiple community service performance opportunities. It also helps to facilitate communication between Department of Music faculty and students. The president and officers are elected yearly by vote of members. General body meetings are held every Tuesday following Recital Class. Music majors are automatically members of M.U.S.I.C.; you are encouraged to participate. It is a highly effective way of networking with other music majors and non-majors interested in music. Eric Charnofsky serves as faculty advisor for the organization.

### ***Ohio Collegiate Music Education Association (OCMEA)***

This organization is the student arm of the Ohio Music Education Association and the National Association for Music Education. This group sponsors various activities for Music Education majors and supports members to attend the OMEA conference. Dr. Benjamin Helton serves as the group's faculty advisor.

### ***Professional Performing Groups/Soloists***

If you perform as a soloist or in a band, please register with the Department of Music office (Haydn 201) to be added to a "gig list."

Please send the following information in an email to [music@case.edu](mailto:music@case.edu):

- 1.) Name or Group Name
- 2.) Instrumentation (i.e., string quartet, brass quintet, pianist, etc.)
- 3.) Contact information



## **UNDERGRADUATE MUSIC REQUIREMENTS**

### **Music Major Status**

All music majors were accepted either to the BA program in Music or the BS program in Music Education. All majors were accepted with a designated primary instrument. In order to maintain music major status, students must pass their required juries on their primary instrument as outlined below. Full degree requirements for the BA and BS programs are listed below and on the Advising Sheets for each degree program available on the Dept. website.

At the beginning of your first semester as a music major you must complete a Major Declaration Form and submit it to the Department of Music office, which will send it to the Office of Undergraduate Studies. This form is available in Department of Music office or the Office of Undergraduate Studies (Sears 447). All music majors must officially declare the major in the first semester of study or there will be a charge for applied lessons.

### **Academic Standing within the Department of Music**

Students are considered to be in “good academic standing” within the Department of Music as long as successful academic progress toward degree completion can be demonstrated. Students may be placed on “probationary status” within the Department for failing to pass the appropriate performance jury assessment. Probationary status lasts for one semester, at which time the student must perform a remedial jury assessment. Failure to pass a remedial jury will result in dismissal from the major. Successful completion of a remedial jury will return the student to good academic standing within the Department.

### **Music Department Graduation Check**

Students nearing the completion of their music major requirements should complete a Music Department graduation check with the Coordinator of Undergraduate Studies, prior to registering for their penultimate semester study.

**Step 1:** *Identify your penultimate semester of applied lessons with your faculty advisor, so you can appropriately plan for a graduation check before the end of add/drop.*

**Step 2:** *Complete an appointment with the Coordinator of Undergraduate Studies for your graduation check, prior to the end of add/drop.*

### **Applied Study**

All music majors must take applied lessons on a primary instrument—the BA program requires 6 semesters (12 credits), the BS program 7 semesters (14 credits)—and may also take applied lessons on one or more secondary instruments. All majors may continue to take applied lessons free of charge even after they have completed the credits required for their degree program. Students may not take secondary lessons on their primary instrument, with the exception of remediation due to a failed jury examination. Applied lessons cannot be taken for a grade of Incomplete, and CWRU does not grant transfer credit for applied lessons taken at other institutions.

#### ***Primary Instrument***

A student’s Primary Instrument is decided at the entrance audition for the major and generally does not change. In order to complete the major students must complete all semesters of required primary study on that instrument. Primary instrument lessons are taken for 2 credit hours with a 60-minute lesson per week. In the rare event that a student wishes to change his/her primary instrument, that student must see his/her music faculty advisor to discuss the proper procedures and arrange for an audition on the new instrument.

### ***Primary Instrument (cont.)***

Students who change primary instruments without taking the proper steps will not be able to count lessons taken on the original instrument toward their graduation requirements and may be forced to postpone graduation.

### ***Secondary Instrument(s)***

Music majors are permitted to take lessons on secondary instruments. Secondary instrument lessons are usually taken for 1 credit hour with a 30-minute lesson per week. Please consult with your faculty advisor to decide how these lessons fit into your degree program and what format is appropriate. Students who fail to make satisfactory progress in their primary lessons will not be allowed to take secondary lessons. Students wishing to take secondary lessons on more than one instrument simultaneously need permission from their advisor and from the Coordinator of Undergraduate Studies (BA students) or Coordinator of Undergraduate Studies in Music Education (BS students).

### ***Changing Applied Instructors***

Every effort is made to match you with a teacher appropriate to your level of development. If, however, a situation arises in which a student feels the need to change applied instructors, the student must contact the Coordinator of Undergraduate Studies as soon as possible, within a given semester. Requests made after the add/drop period for a given term may substantially hinder the successful completion of a change in applied instructor. Students must present a compelling reason for a change. Once Music Department administrative review of the request has been completed, the Coordinator will make every effort, on behalf of the student, to accommodate legitimate requests and to work with the CIM Dean's office to assign a new applied instructor.

### **Recital Class**

Recital Class, which meets every Wednesday from 3:20-4:10 pm in Harkness Chapel, is a required component of all primary applied lessons for music majors.

### ***Registration***

All Music Majors enrolled in primary applied lessons have a course component labeled "Recital," which refers to Recital Class. Students do not need to register for this class; it is automatically added to your schedule when you register for primary applied lessons.

### ***Attendance Requirement***

Attendance at all meetings of Recital Class is mandatory. Requests for excused absences should be submitted to the coordinator of the class (Eric Charnofsky) in advance. Poor attendance or tardiness will be recorded and communicated to your applied instructor and taken into account in your applied music grade.

Exceptions to the attendance requirement will be made for students who are student teaching or have another class scheduled at Recital Class time. Students with legitimate class conflicts, although excused, must still *perform* in one Recital Class during the academic year. If necessary, the Recital Class instructor will assist the student with requesting an excuse from one class to facilitate a Recital Class performance. Student teachers will not be required to perform the semester they student teach and should arrange to perform the semester they are on campus full-time. In order to be excused from the Recital Class attendance requirement, a student with a conflict must complete a Recital Class Exemption form (available on the Department website) and turn it in to Professor Eric Charnofsky by the 2nd Tuesday of the semester. **Note:** Students enrolled in a course that conflicts with only part of Recital Class must come directly to Recital Class after the conflicting course ends, or an absence will be recorded.

## **Recital Class**

### ***Performance Requirement***

1. All music majors taking applied lessons are required to perform in at least one Recital Class each academic year in which they are enrolled in private study.
2. A maximum of ten (10) minutes of performance time is allotted for each individual or group in one recital class. Longer performances will be allowed only if scheduling permits.

### ***Assignment of Performance Dates***

1. Performance dates are assigned in order of academic standing (i.e. Seniors will perform first, and so on). The number of performances at each class meeting are spread as evenly as possible over the full academic year. If you have a circumstance that requires a specific performance date, please contact the coordinator of Recital Class (Eric Charnofsky) (Note: requires departmental approval).
2. If you hope to perform more than once during the year (i.e. group performance, and solo work), please contact the Department of Music office.
3. The performance schedule is posted on the Dept. website throughout the semester.

### ***Performance Procedure***

One week before your scheduled performance the following program information should be submitted online using the Recital Class Program Information form on the Dept. website (note: spelling and grammar should be correct):

1. Your name, instrument or voice.
2. Other performers' names (e.g., accompanist), instrument
3. Title of piece
4. Composer
5. Composer's birth/death dates
6. Duration of performance
7. Special considerations (need to be last because of math class, etc.)
8. Stage set-up requirements (stand, chair, etc.)

On the day of your performance, please:

1. Arrive early to warm-up and tune
2. Dress appropriately for a public recital

The week after your performance you are required to perform stage manager duties. Please:

1. Arrive early to assist with set-up
2. Sit in the front pews to help with stage changes as required

### ***Grading***

Attendance, performance, paperwork, and stage manager duties at Recital Class will be considered as part of your grade for applied lessons. Failure to adequately perform any of the required duties will adversely affect your grade.

### ***Listening***

All students in attendance are encouraged to participate in anonymously evaluating their fellow students' performances. Upon entering the hall prior to the performance each week, please pick up a printed program and a set of index cards, fill them out during and after the performance, and submit them to the coordinator of the class (Eric Charnofsky) upon exiting the hall. He will distribute them to each performer the following week. A guideline on how to evaluate the performers will be provided at the beginning of each semester, and additional copies are available upon request.

## Juries

### *Types of Jury*

All students are required to perform three juries as part of their degree requirements:

1. Progress Jury (MUAP 10): Taken at the end of the first year of applied study on the Primary Instrument. The Progress Jury must be taken when a student is enrolled in MUAP 122. Students will not be allowed to continue with MUAP 221 until this requirement is fulfilled.
2. Level Jury (MUAP 20): Taken at the end of the second year of applied study on the Primary Instrument. The Progress Jury must be taken when a student is enrolled in MUAP 222. Students will not be allowed to continue with MUAP 321 until this requirement is fulfilled.
3. Exit Jury (MUAP 30 for BA, MUAP 35 for BS): Required for all students at the completion of their applied study. For BA students this will take place in the sixth semester of applied study when a student is enrolled in MUAP 322. For BS students it will take place in the seventh semester of study when a student is enrolled in MUAP 323.

**Note:** *Students may petition the Department of Music faculty to substitute a Concerto Competition performance for a level or exit jury by filling out the Undergraduate Petition for Jury Substitution form by week 8 of the semester in which the jury will take place.*

**Note:** *Students must enroll in applied lessons the semester in which they plan to take their exit jury.*

**Note:** *Students must enroll in applied lessons the semester in which they plan to perform a recital. BA Music majors wishing to perform a recital must pass the appropriate jury (progress, level, or exit) one semester prior to performing a recital. BS Music majors wishing to perform a recital their final semester of on campus study must pass an exit jury prior to performing the recital.*

In addition to required juries, an applied faculty member may require additional juries when he/she feels it is warranted. Also, the student may perform additional optional juries, but each student must approach the applied teacher or advisor to make the necessary arrangements. These kinds of juries are called:

4. Discretionary Jury: A jury that is called by either the applied teacher or the student any semester when there is no required jury. To call a Discretionary Jury, the applied teacher must contact the Department Assistant, who will consult with the student's advisor.
5. Make-up Jury: In circumstances where a student is unable to complete a required Jury for legitimate reason such as illness, injury, or family emergency, the student may request an Incomplete by communicating directly with the Coordinator of Undergraduate Studies of their degree program, who will then follow University Procedure and file the official Incomplete paperwork. Once the Incomplete permission has been granted the grade submitted to SIS will be an "I" and the student will be placed on the Make-up Jury schedule for the following semester.

Make-up Juries are held either early in the fall Semester or early in the spring semester so that a grade may be submitted to SIS before the deadline to remove an Incomplete from the previous semester. If the student fails to take the Make-up Jury the following semester the Jury grade will revert to an "F". Students who fail a Jury will be placed on probationary standing in the Department of Music, which could result in the loss of music major status. Remedial Juries are subject to the same procedure but Discretionary Juries are not.

### ***Jury Performance Guidelines***

1. Juries are to be no more than 15 minutes in duration. Students should be prepared to perform about 10-15 minutes of their most polished repertoire demonstrating both technical and musical progress. Any piece chosen for a jury that has a piano accompaniment must be performed with accompaniment.
2. Jury Repertoire will be chosen by the applied teacher. In general, the repertoire should represent diverse musical styles and technical proficiency. A more detailed guideline of suggested repertoire and related material follows, with the caveat that the final decision on all jury questions lies with the applied teacher.

Instrumentalists may opt to choose from the following kinds of repertoire:

- Technical material such as scales or etudes
- Solo works (sonatas, concertos, etc . . . )
- Excerpts from standard ensemble repertoire
- Other materials selected by the applied teacher

Instrumentalists may consider the following suggestions of repertoire for Jury Type. *Please note: these suggestions will vary according to instrument category; final decisions therefore lie with the applied teacher.*

Progress Jury Candidates should perform some technical repertoire (étude, scale study with arpeggio, etc . . . ) and some solo repertoire preferably with accompaniment (sonata, concerto, etc . . . ) with the proportion of approximately 35% technical and 65% solo.

Level Jury Candidates should perform technical repertoire (étude, scale study with arpeggio etc.) and some solo repertoire preferably with accompaniment (sonata, concerto, etc . . . ) with the proportion of approximately 20% technical and 80% solo. (This may include excerpts)

Exit Jury Candidates should perform technical repertoire (étude, scale study with arpeggio etc.) and some solo repertoire, preferably with accompaniment (sonata, concerto, etc . . . ), with the proportion of approximately 5% technical and 95% solo. (This may include excerpts)

Vocalists should consider the following:

Repertoire that demonstrates a breadth of technical and musicianship skills, chosen in consultation with the student's applied instructor.

### ***Jury Protocol***

1. Once it has been established that a student is to jury, each student must:
  - a. Secure an accompanist if necessary (see above)
  - b. Sign up for a time in the Department of Music office
  - c. Prepare for the jury
2. On the day of the jury each student is to:
  - a. Arrive approximately 15 minutes early to warm up and be ready to perform at the assigned time.
  - b. Wear appropriate attire (consider this a "public recital").
  - c. Fill out four copies of the Jury Form (available on the Dept. website) and bring the completed forms with you to your Jury.

### ***Jury Outcomes and Grading***

1. Once the jury is completed, the student will receive the original Jury Sheets, the advisor and applied teacher will receive a copy, and a copy will be placed in your folder in the Department Office folder within 48 hours of the jury.
2. The jury grade is a final component of the overall grade for your applied study. If you receive an Overall Performance Rating of 5 or better (out of 10) you will have passed your jury. If you receive an Overall Performance Rating below 5 you will be required to take a Remedial Jury the next semester and your final letter grade for the semester of applied study will reflect a failed jury.
3. A failing grade in a jury will result in probationary standing until you pass a Remedial Jury. Probationary standing affords the student one semester of additional study, following the prescribed sequence of lessons (MUAP 121-122, MUAP 221-222, MUAP 321-322, etc.), to demonstrate appropriate progress during a Remedial Jury.

### ***Jury Policies***

1. Juries are graded as Pass/No Pass; there is no letter grade associated with this assessment.
2. Students are expected to Jury in the required semesters unless prior permission to be excused is granted in advance. A student wishing to postpone a jury for legitimate reasons or to substitute a recital performance for a Jury can petition the faculty for consideration of such requests. In cases where a student is ill or there is a family emergency the student is to communicate with the Coordinator of Undergraduate Studies immediately and an excused absence can be granted. In other cases the following procedures will be followed:
  - a. Any student who fails a required jury will receive a grade of "NP". The student may petition the faculty for permission to make up the jury by writing a letter to the faculty submitted through the Coordinator of Undergraduate Studies (BA students) or Coordinator of Undergraduate Studies in Music Education (BS students) explaining the circumstances and providing reasons why they should be granted the opportunity to make up a failed jury. If such a petition is denied, the NP grade will stand and the student will be put on probation and required to take a Remedial Jury the following semester to retain music major status. If the student successfully passes the Remedial Jury the new grade will replace the grade of "NP" and the student will continue in the regular applied lesson/jury sequence. If the student fails the Remedial Jury the student will lose music major status. If the student is granted the opportunity to take a Make-up Jury this would then essentially be classified as excused and procedure B will be followed.
  - b. A student who is excused from a required Jury for a legitimate reason (i.e., illness, family emergency, petition to the department etc . . . ) will be allowed to take a Make-up Jury. Until the Make-up Jury is completed the recorded grade will be an "I".

**Note:** All procedures governing course grades of Incomplete will be observed: each student will have until the 10<sup>th</sup> week of the following semester to take a Make-up Jury. If the Jury is not made up the grade will revert to an "NP." The student will be placed on probationary status and will follow procedure A, which requires a Remedial Jury the semester following the absence.

## Ensembles

### ***Primary Ensembles***

1. All music majors are required to register for a specific number of semesters of Primary Ensembles as per your degree requirements. BA students may elect to take their ensembles for 0.0, 0.5, or 1 credit hours, but BS students in Music Education must register for their primary and secondary ensembles for 1 credit hour. Any additional ensembles can be taken for 0 hours after BS in Music Education students have satisfied their 9 credit-hour requirement. Exceptions to this policy will only be considered by petition to the Department of Music faculty.
2. Primary Ensemble assignments are determined by the student's performance medium and all require a yearly audition. Auditions are usually held on the first day of classes or during the first rehearsal each fall. At the conclusion of this yearly audition, students will be assigned to a specific ensemble(s) that works in conjunction with their curricular focus, schedule, and performance level. Because Symphonic Winds and the Case University Circle Symphony Orchestra are offered simultaneously, wind and percussion instrumentalists can be assigned to perform with both groups in rotation. The rotation can be by concert cycle or by semester and will be posted so there is no confusion. In either case, the student must officially register for all groups assigned. Given this system, it is also possible that students could have different ensemble assignments each semester.
3. Students are limited to no more than two Primary Ensembles per semester. A Symphonic Winds and Orchestra rotation only counts as ONE ensemble since they rehearse simultaneously. Exceptions to this policy may be considered by petition to the Department of Music faculty. Most students will perform in the ensemble that is most directly connected to their performance medium:

**Strings:** Kathleen Horvath ([kah24@case.edu](mailto:kah24@case.edu))

- Case/University Circle Orchestra (MUEN 385)

**Winds and Percussion:** Ryan Scherber ([ryan.scherber@case.edu](mailto:ryan.scherber@case.edu))

- Symphonic Winds (MUEN 383)

**Voice:** Michael Peters ([mpeters@case.edu](mailto:mpeters@case.edu))

- Case Concert Choir (MUEN 382)

**Pianists:** Eric Charnofsky ([exc15@case.edu](mailto:exc15@case.edu))

- Keyboard Ensemble (MUEN 389)

**Guitarists:** Donald Better ([dx50@case.edu](mailto:dx50@case.edu))

- Guitar Ensemble through CIM (a section of MUEN 355)

**Historical Performance Practice:** Julie Andrijeski ([jxa4@case.edu](mailto:jxa4@case.edu))

- Collegium (MUEN 395), Baroque Orchestra (MUEN 397), or Early Music Singers (MUEN 396)

**Popular Music:** Robert Walser ([robert.walser@case.edu](mailto:robert.walser@case.edu))

- Popular Music Ensemble (MUEN 370)

### **Additional Ensembles**

All music majors must participate in ensembles beyond the required semesters of Primary Ensemble. BA students are required to complete at least two additional semesters of ensemble participation, which may be additional semesters of the Primary Ensemble or one or more different ensembles. BS students in Music Education must participate in at least one additional ensemble for a minimum of one full academic year (two consecutive semesters, August to May). The possibilities for additional ensemble participation are all primary ensembles and:

**Strings:** Kathleen Horvath ([kah24@case.edu](mailto:kah24@case.edu))

- Case Camerata Chamber Orchestra (MUEN 386)

**Winds and Percussion:** Ryan Scherber ([ryan.scherber@case.edu](mailto:ryan.scherber@case.edu))

- Percussion Ensemble (MUEN 324)

**Spartan Marching Band** (MUEN 384): Benjamin Helton ([benjamin.helton@case.edu](mailto:benjamin.helton@case.edu))

- Fall semester only

**Voice:** Michael Peters ([mpeters@case.edu](mailto:mpeters@case.edu))

- University Chorale (MUEN 388)

Matthew Garrett ([mgarrett@case.edu](mailto:mgarrett@case.edu))

- Case Men's Glee Club (MUEN 380)

**Historical Performance Practice:** Julie Andrijeski ([jxa4@case.edu](mailto:jxa4@case.edu))

- Baroque Dance Ensemble (MUEN 394)
- Baroque Chamber Ensembles (MUEN 393)

**Instrumental Jazz:** Paul Ferguson ([pxf2@case.edu](mailto:pxf2@case.edu))

- Jazz Ensemble I (MUEN 373), or Jazz Ensemble II (MUEN 374)

### **Chamber Ensembles**

- String Chamber Music (MUEN 358): Carolyn Warner ([carolyn.warner@cim.edu](mailto:carolyn.warner@cim.edu))

- Case Chamber Music (MUEN 365): Mary Kay Robinson ([mlf34@case.edu](mailto:mlf34@case.edu))

- Misc. Chamber Ensembles including Flute, Classical Guitar, etc. (MUEN 355):

Various Directors (Note that although your applied instructor may encourage you to participate in a chamber ensemble, you are not required to do so.)

- Baroque Chamber Ensembles (MUEN 393): Julie Andrijeski ([jxa4@case.edu](mailto:jxa4@case.edu))

### **Recitals**

Although the Department of Music does not require a recital for the BA or BS degree, students may perform recitals with the consent of their applied teacher and advisor. A senior recital may become part of the SAGES Capstone experience (MUHI 395A-B). Students must enroll in applied lessons the semester in which they plan to perform a recital.

Department faculty suggest that a junior recital should generally consist of 25-30 minutes of music and a senior recital should consist of approximately 40-45 minutes of music. Students who do not feel comfortable performing a complete solo recital may wish to partner with another student or students and perform a joint recital. All recitals should be prepared in consultation with the applied teacher(s) and advisor(s). If a pianist is required, please see the Accompanist Information section of this Handbook to secure an Accompanist.



## **Recitals (cont.)**

Student recital dates will be available from the third to the thirteenth week of each semester. In general, there will be no recitals during the final week of classes, reading days or final exams. Students are not permitted to perform a recital in place of the Level or Exit Jury. Students must pass the appropriate jury (progress, level, exit) prior to performing a recital.

Students interested in performing a recital in Harkness Chapel should complete the online Harkness Chapel Reservation Request Form (<http://music.case.edu/facilities/florence-harkness-memorial-chapel/harkness-chapel-reservation-request/>) at least four weeks in advance of the proposed recital date. Please note that the Department will contact your applied teacher and faculty advisor for approval before confirming your recital date. (**Note:** Students holding an event at an off-site venue should complete the Off-Site Events Listing Request Form at <http://music.case.edu/off-site-event-listing/>. This will allow the department to list your event on the music webpage.)

## **Music Theory Sequence**

All CWRU music majors will take their Music Theory courses through the Joint Music Program at CIM. Upon matriculation each student will take a Music Theory Placement Exam that tests skills in theory fundamentals, analysis, part writing, dictation and sight-singing. This exam will determine the course into which a student is placed. If a student has only rudimentary skills in this area the student will be placed in MUTH 101i, or Intensive Theory and Aural Skills I. However, if a student has advanced skills in this area it is possible for the student to be placed in a course further along in the sequence. If this happens the student will receive “placement credit” for courses that he/she is not required to take, meaning that academic credit will not be granted but the course(s) will be counted towards the major.

Music Theory courses are sequenced so that they assist with each student’s overall musical development. As such, registration in many other required music courses, including Music History courses and applied lessons, is tied to successful performance in the Music Theory sequence. If a student falls behind in the Music Theory sequence by more than 2 semesters, the student will be ineligible to register for principal applied lessons. As per University Policy, students are allowed to repeat a course. However, if a student fails a course twice, the Department will have to determine if that student should be allowed to continue in the major.

The CIM conservatory theory sequence required of CWRU music majors consists of four courses: MUTH 101 (or MUTH 101i), MUTH 102, MUTH 201, and MUTH 202. This course of study also includes harmony, analysis, ear training, sight singing and keyboard harmony.

## **DEGREE-SPECIFIC REQUIREMENTS**

All music majors pursue either the Bachelor of Arts in Music or the Bachelor of Science in Music Education. The requirements for each degree program are listed in the music portion of the General Bulletin at <http://bulletin.case.edu/collegeofartsandsciences/music/#undergraduatetext>. They are also listed on the detailed advising forms for each degree on the Department of Music website at <http://music.case.edu/advising-forms-for-music-degree-programs/>. Students should use these advising forms to track their progress through the music major and plan their schedules each semester in consultation with their advisor.

Music Majors are also responsible for adhering to all University policies regarding undergraduates. Specific information and guides such as the General Bulletin, First Year Registration Guide, and the Academic Calendar can be found on website of the Office of Undergraduate Studies at <http://www.case.edu/ugstudies>.

### **Bachelor of Arts in Music**

This degree is for students who wish to achieve a high level of musical skill and knowledge by majoring in music within the context of a liberal arts education. After completing the degree, students are able to do the following:

- Demonstrate technical and artistic proficiency on a primary performance medium (instrument or voice)
- Contribute positively to musical ensembles of various sizes and types, and collaborate effectively with fellow ensemble members and ensemble directors
- Demonstrate facility with the major concepts and techniques of tonal and post-tonal music theory and analysis
- Demonstrate familiarity with the major musicians, musical thinkers, musical styles, techniques, procedures, and cultural trends of all periods in the history of Western music
- Draw on knowledge and skills in performance, music theory, music history, and/or music education to write a substantial critical assessment of musical works, concepts, and/or practices in the Western classical and/or popular traditions.

Music requirements of the Bachelor of Arts degree include applied lessons and juries on a primary performance medium; participation in ensembles; courses in music theory, eurhythmics, and music history; and upper-level electives in music history/analysis/education or audio recording (43-51 credit hours). SAGES requirements, College of Arts and Sciences General Education requirements and additional electives are combined for the 120 minimum credit hour requirement for a Bachelor of Arts degree.

### ***SAGES Capstone for BA Students in Music***

All CWRU students must take a SAGES Capstone course, generally during the senior year. BA students are not required to complete a Capstone in music if they complete one in another major, but those who wish to do so enroll in MUHI 395A-B (Capstone for Music Majors), a two-semester course generally taken during the senior year. In the course, which counts towards the BA in Music as an upper-level elective, each student, under the supervision of appropriate Department of Music faculty, focuses on an individual project consisting of a major written component as well as a public presentation or performance. Students are encouraged to create their own formats in consultation with the instructor of MUHI 395A-B, but typical projects include:

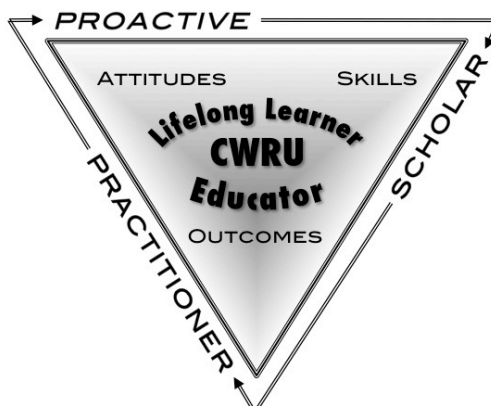
- Senior recital with accompanying written document
- Senior research thesis with accompanying oral presentation
- Lecture-recital with accompanying written document.

***SAGES Capstone for BA Students in Music (cont.)***

During reading week of the spring semester, a public Capstone presentation session is scheduled for MUAR 390 students and MUHI 395A-B students whose projects involve an oral presentation.

Students in the music major (BA or secondary major) who complete an ambitious and outstanding Music Capstone project (MUHI 395A-B) may be eligible for Departmental Honors. See the BA Music advising sheets for additional details.

## Bachelor of Science in Music Education



The Bachelor of Science degree in Music Education is designed to help prepare students for a career as a music educator and lifelong learner. The mission of the Music Education Program is to prepare Proactive Scholar-Practitioners who can incorporate productive attitudes (positivity, passion and resilience) with professional skills (critical thinking, creative inquiry and reflection) to demonstrate outcomes of a lifelong learner/educator (effective teaching to empower students). Proactive individuals will look for opportunities to lead and distinguish themselves in a positive manner, using scholarship (academic skills and resources) to effectively practice their craft (teach).

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## **Teacher Education Staff and Faculty**

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## **Teacher Education Mission**

The mission of the Case Western Reserve University educator preparation unit is to prepare *Proactive Scholar Practitioners* who demonstrate skill in instructional planning, delivery, and assessment, and who demonstrate dispositions consistent with the principles of commitment, collaboration, and creativity. We define Proactive Scholar Practitioners as educators who, upon entering the teaching profession, demonstrate through their performance in instructional contexts:

- The values, commitments, and personal ethics necessary to be an effective educator in twenty-first century schools (*Proactive*);
- Thorough understanding of content in their field, of child and adolescent development and diversity, of principles of learning and teaching, and of evidence-based teaching practices specific to their field (*Scholar*);
- Superior skill in creating optimal learning environments, in assessing and monitoring individual student performance and instructional effectiveness, in adapting instruction to accommodate changing student performance including effective application of technology, and in communicating effectively and working collaboratively with students, families, and co-workers (*Practitioner*).

The philosophical orientation unifying our efforts in preparing educators to be *Proactive Scholar Practitioners* is based on our PSP Model, which consists of a shared set of beliefs about teachers, learners, and the learning process.

## **Teacher Education Program Outcomes**

The purposes and goals of educator preparation at Case Western Reserve University are summarized in the statement of our mission to prepare educators as Proactive Scholar-Practitioners and are expressed as 10 Program Outcomes, which reflect Ohio's Standards for the Teaching Profession and the national teaching standards of the Interstate Teacher Assessment and Support Consortium (InTASC). These program outcomes are also aimed at meeting the Teacher Education Accreditation Council's (TEAC) goal of preparing competent, caring and qualified educators:

1. Learner Development
2. Learning Differences
3. Learning Environments
4. Content Knowledge
5. Application of Content
6. Assessment
7. Planning for Instruction
8. Instructional Strategies
9. Professional Learning and Ethical Practice
10. Leadership and Collaboration

## ***Teacher Education Dispositions***

Dispositions are the “values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator’s own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice” (National Council for Accreditation of Teacher Education, 2002, p. 53).

The dispositions of CWRU Educators include:

- The belief that all children can learn
- A value of diversity
- A caring, respectful demeanor
- Fairness and personal ethics
- Reflection and efficacy
- Professional commitment

*Please see the Teacher Education Handbook for more detailed information*

## ***Teacher Education Decision Points and Retention Policy***

### **Admission**

Admission to a teacher licensure program at Case Western Reserve University requires admission to the University and admission to the specific licensure program. In general, admission criteria include previous accomplishment in the content area, successful overall academic performance and evidence of one’s potential ability to master the complex intellectual, interpersonal and performance requirements of teaching.

### **Retention**

Once admitted to a licensure program, students move through a series of Decision Points as they progress to each level of their program. At each of these decision points, students may be (a) granted unconditional admission to the next level, (b) granted conditional admission to the next level with a prescribed remedial plan, which when successfully completed will result in unconditional admission, or (c) denied admission to the next level and removed from the program. The decision points and score criteria for each licensure program are outlined in the tables on pages 20-21 of the Teacher Education Handbook and additional information has been provided in a Handout about the Decision Point System that is distributed each fall as part of the yearly orientation schedule.

To remain in the licensure program, students must:

- Meet the requirements for each decision point
- Maintain the required GPA in each area
- Maintain the required average score on the ePortfolio where specified, the DAI, and the Student Teaching Assessment Forms at points in the program where specified

To be recommended for licensure, the student must pass all of the established Decision Point criteria, meet health and background check criteria, complete degree requirements, and pass Ohio’s designated tests for teacher licensure.

<b>Admission and Retention in MUSIC EDUCATION- Bachelor of Science Degree</b>			
<b>Decision Point 1: Entry to the Program</b>			
<b>What?</b>	<b>Program Outcomes Assessed</b>	<b>When?</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>• Successful interview and satisfactory score on the <i>Teacher Licensure Admission Assessment</i></li> <li>• Cumulative GPA at CWRU of 2.7 or better for undergraduate applicants</li> <li>• Demonstration of entry-level competency in the discipline through successful presentation of a music performance audition</li> <li>• Minimum average score of 2.0 on the ePortfolio</li> <li>• Signed statement of <i>Good Moral Character</i></li> </ul>	4, 9	Undergraduate: End of the 3 <sup>rd</sup> semester of study OR At the completion of MUED 240	<ul style="list-style-type: none"> <li>• Unconditional admission to the program, <i>or</i></li> <li>• Conditional admission to the program with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i></li> <li>• Denial of admission to the program.</li> </ul>
<b>Decision Point 2: Admission to Advanced Standing</b>			
<b>What?</b>	<b>Program Outcomes Assessed</b>	<b>When?</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>• Cumulative GPA of 2.7 or better</li> <li>• Discipline GPA of 2.7 or better</li> <li>• Education GPA of 3.0 or better</li> <li>• Minimum average score of 2.0 on Candidate <i>Disposition Assessment Inventory</i>*</li> <li>• Minimum average score of 2.0 on the ePortfolio</li> </ul>	1, 2, 3, 4, 5, 6, 7, 8, 9	End of the 5 <sup>th</sup> semester of study OR End of the 2 <sup>nd</sup> semester after admission as a music education major.	<ul style="list-style-type: none"> <li>• Unconditional admission to Advanced Standing, <i>or</i></li> <li>• Conditional admission to Advanced Standing with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i></li> <li>• Denial of admission to Advanced Standing.</li> </ul>
<b>Decision Point 3: Admission to Student Teaching</b>			
<b>What?</b>	<b>Program Outcomes Assessed</b>	<b>When?</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>• Cumulative GPA of 2.7 or better</li> <li>• Discipline GPA of 2.7 or better</li> <li>• Education GPA of 3.0 or better</li> <li>• Minimum average score of 3.0 on the ePortfolio that</li> <li>• Pass TB test; present documentation of hepatitis B vaccination</li> <li>• Pass criminal background checks (BCI &amp; FBI)</li> <li>• Minimum average score of 2.5 on Candidate <i>Disposition Assessment Inventory</i>*</li> <li>• Successful completion: <i>Student Teaching Interview</i></li> </ul>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	End of the 7 <sup>th</sup> semester of study OR One semester prior to student teaching.	<ul style="list-style-type: none"> <li>• Unconditional admission to Student Teaching, <i>or</i></li> <li>• Conditional admission to Student Teaching with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i></li> <li>• Denial of admission to Student Teaching.</li> </ul>
<b>Decision Point 4: Retention During the Student Teaching Semester</b>			
<b>What?</b>	<b>Program Outcomes Assessed</b>	<b>When?</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>• Minimum average score of 2.5 at mid-semester for each <i>CWRU Student Teaching Assessment</i> by Cooperating Teacher and University Supervisor</li> <li>• Minimum average mid-semester score of 2.75 on <i>DAI</i></li> <li>• Self-reflection Essay</li> </ul>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Mid-term student teaching semester	<ul style="list-style-type: none"> <li>• Continued unconditional admission in the program, <i>or</i></li> <li>• Conditional continuation with intervention steps and a prescribed remedial plan which, when successfully completed, will result in successful completion of the student teaching, <i>or</i></li> <li>• Dismissal from the licensure program</li> </ul>

<b>Decision Point 5: Recommendation for Initial Licensure</b>			
<b>What?</b>	<b>Program Outcomes Assessed</b>	<b>When?</b>	<b>Result</b>
<ul style="list-style-type: none"> <li>• Cumulative GPA of 2.7 or better</li> <li>• Discipline GPA of 2.7 or better</li> <li>• Education GPA of 3.0 or better</li> <li>• Minimum grade of "B" in MUED 396 A and B</li> <li>• Completion of degree requirements</li> <li>• Minimum average score of 3.0 on the ePortfolio</li> <li>• Minimum average score of 3.0 on Candidate <i>Disposition Assessment Inventory</i>*</li> <li>• Completion of <i>CWRU Student Teaching Assessments</i> by Cooperating Teacher and University Supervisor scoring an average of 3.0 or better on each</li> <li>• Achieve passing scores on Ohio licensure exams</li> <li>• Completion of <i>CWRU Teacher Licensure Exit Interview and Survey</i></li> </ul>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	At the completion of all degree and program requirements including achievement of passing scores on State licensure exams	<ul style="list-style-type: none"> <li>• Recommendation for Ohio teaching license, <i>or</i></li> <li>• Remedial plan which when successfully completed will result in recommendation for Ohio teaching license, <i>or</i></li> <li>• Non-recommendation for Ohio teaching license.</li> </ul>

\* NOTE: The Disposition Assessment Inventory is a process completed by both students and faculty to promote greater understanding of student perception and progress throughout the degree retention process. Additional information is available in the *Teacher Education Handbook*.

### **Additional Information, Policies and Procedures**

In addition to the requirements specified in this document, Music Education students are responsible for all Teacher Licensure requirements as articulated in the *Teacher Education Handbook*, available from the Office of Teacher Education website:

<http://www.case.edu/artsci/teachlic>

### **Piano Proficiency Sequence**

CWRU music education majors must demonstrate piano keyboard proficiency as part of their Basic Skills and Pedagogy requirement. Upon matriculation students will take a Piano Proficiency Exam that tests skills in keyboard fundamentals. This exam will determine the course into which a student is placed. If a student has only rudimentary skills in this area the student will be placed into the MUSP Class Piano course sequence. MUSP courses do not count toward degree credit hour requirements for the major. MUSP courses are designed to improve keyboard proficiency to the level needed for MUED 200J. If a student has advanced keyboard skills, they will be eligible to enroll in MUED 200J, Basic Skills and Pedagogy: Piano, as soon as the course is offered. MUED 200J focuses on keyboard skills needed by music educators, including open score reading and basic accompanying skills. Students whose primary instrument is piano may be eligible to exempt the piano proficiency sequence, pending faculty approval.



## **REQUIREMENTS FOR THE MUSIC MINOR**

The music minor requires 15 credit hours: 6 in music theory (MUTH); 6 in music history (MUHI) or music appreciation (MUGN); and 3 credit hours of electives, which may include applied lessons (MUAP) or ensembles (MUEN).

<http://music.case.edu/ugrad-academic-programs/minor-in-music-program-information/>

### **Music Theory (6 credit hours)**

MUTH 103 - Theory I (3 credits); Theory I for majors (MUTH 107 or MUTH 101/105) may be substituted

MUTH 104 - Theory II (3 credits); Theory II for majors (MUTH 108 or MUTH 102/106) may be substituted

\* Note that credit earned through AP Music Theory or CIM Music Theory proficiency examination do not reduce the overall 15 credit hour requirement for the minor. The additional 3 credits may be taken in MUTH, MUHI, or MUGN.

### **Music History or Appreciation (6 credit hours)**

Any two 3-credit hour courses drawn from MUHI or MUGN

### **Electives (3 credit hours)**

Any 3 credit hours in MUGN, MUHI, MUAP (applied lessons) or MUEN (ensembles). Note: MUAP courses may be taken for 1-2 credits each and MUEN courses may be taken for 0, 0.5, or 1 credit each. Credit hours earned from MUAP and MUEN courses may be used in any combination to fulfill this requirement. MUAP courses require an applied lessons fee.

Professor Eric Chamofsky serves as the Academic Coordinator for Music Minors.

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