

MUSIC DEPARTMENT STUDENT HANDBOOK

June 2004

The Department of Music welcomes you to Rowan University. The Music Handbook has been designed by the Department to acquaint you with its policies and procedures. The Department of Music Chair and all members of the faculty and staff will be pleased to assist you at all times. We wish you much success.

GENERAL INFORMATION

Building Privileges: Access to the building is contingent upon the availability of security. The normal hours are: 7 a.m. - 2 a.m Monday through Thursday, 7 a.m. to midnight Friday through Sunday. Please call Security(256-4922) to determine if the building is open on weekends or holidays.

Parking: There is no parking along the service road adjacent to the building. Parking for loading purposes is permitted for ten minutes at the loading dock by the east entrance. All other parking is by permit and limited to student parking areas. Ticketing and towing will result from repeated infractions of the university parking guidelines.

Bulletin Board Notices: Students are encouraged to scan the Bulletin Boards in the main hall near the Music Office for messages and announcements. Students may leave messages for faculty in the Faculty-Staff Mailroom, which is across the hall from the Music Office. It is highly recommended for student's to use Rowan E-mail for messages to and from faculty concerning grades, assignments, cancelled classes and pertinent information. Students can easily have their campus mail automatically forwarded from the Rowan WebMail system to another address. Go the "Help" section of the Rowan WebMail system for easy instructions on how to do this.

Equipment Usage: Any irregularities in the conditions of the Practice Room pianos should be reported to Dr. Veda Zuponcic by placing a note in her mailbox in the Faculty-Staff Mailroom, across the hall from the

Music Office. The use of concert grand pianos, which are often locked, is permitted for those persons who receive permission from the Department Chair or the piano faculty. Sound and recording equipment may be scheduled for use with the Audio Technician, Frank Todd, Room 152. Stereos are to be used by faculty only. Strobeconn equipment may be signed out through the Music Library. The Electronic Studio is restricted to those authorized in writing by Dr. Oliver.

Instruments: The University maintains a limited inventory of instruments, which may be rented by students for class use. Semester rentals of violin, viola, cello and bass are \$30. All other instruments, rented for quarter instrument classes, are \$15 per quarter. The fee for instruments played in an ensemble will be waived upon presentation of a signed statement from the conductor. Rentals are handled by the Audio Technician, Frank Todd, Room 152. You are financially responsible for returning the instruments in good playing condition and replacing any instrument lost or stolen while rented in your name.

Lockers and Instrument Cages: Lockers lining the halls of Wilson Music Building are available to part time and full-time music majors, minors and coordinate majors only. Locker combinations are changed annually, and the lockers must be cleaned out at the end of each school year. Instrument cages in Room 155 are available for both school and personal instruments. See the Audio Technician, Frank Todd, Room 152, for a locker assignment. Each student should supply a personal padlock for security; **the school does not assume responsibility for loss or damage.** Contents of cages that have not been registered with the Audio Technician **will be removed.**

Music Library: The Music Branch of Savitz Library, located in Room 113 of the Wilson Music Building is open weekdays, evenings, and weekends. The library is provided for your use as a quiet study area only. Talking, socializing and eating and drinking are not permitted in the library at any time. All students, faculty and alumni have borrowing privileges. Most of the score and book collection (approximately 10,000) may be borrowed on a two-week basis with optional renewal. The record and CD collection (exceeding 6000) is available for listening in the laboratory and may circulate only to faculty for class instruction. A collection of approximately 300 cassettes facilitates listening to assignments for ear training. The library's collections have been developed to support the curriculum of the

Department of Music, chiefly classical and jazz studies, with some musical theater and dance music. This audio library is provided for serious listening.

Performance Facilities: All areas used for rehearsal and performance must be reserved in advance with the Theatre Arts Manager. **FOOD AND BEVERAGES ARE PROHIBITED IN ALL REHEARSAL, PRACTICE AND CLASSROOMS AREAS OF THE WILSON MUSIC BUILDING. SMOKING IS PROHIBITED IN THE BUILDING.** These facilities are to be left in excellent condition by everyone who uses them.

Pfleeger Concert Hall: The entire Concert Hall is normally not available for student use. If you desire its use, you must request the permission of the Theatre Arts Manager (Ext..4549). The Concert Hall organ is used for departmental organ instruction and practice only.

Boyd Recital Hall: Use of the Recital Hall (Room 101) must be scheduled in advance with the Theatre Arts Manager. After passing the recital jury, a maximum of six hours rehearsal time in the Recital Hall is allocated to juniors and seniors preparing for recitals. Exceptions are made only with the written approval of the Department of Music Chair. See Junior/Senior Recital Section for more details.

Theatre-Wing Rooms: Rooms 153, 156, and 164 may be reserved with the Theatre Arts Manager for ensemble rehearsals. A lead time of two weeks is requested to schedule rehearsals on weekends or weekdays after 8 p.m. Availability of facilities cannot be guaranteed without advance reservation. These rooms are not to be used for individual practice. Admittance is gained by showing proper identification and authorization.

Grand Pianos: Grand pianos in rooms 123, 127, 128, 229, 230 and 234 are reserved for the practice use of piano majors and rooms are to be locked when not in use. These rooms are not available for amplified band rehearsals.

Classrooms: All classrooms are for the use of classes and are not available for ensemble rehearsals and individual practicing or teaching of lessons. We respect the rights of others who use this facility and are disturbed by the sounds.

Photocopying: Reproducing music that is copyrighted (outside of public domain) is illegal and punishable by fine and imprisonment. Students have access to the photocopying machine in the Mail Room using their university I.D./cash card. Photocopy machines are also available in Robinson Building, the building next to Wilson, and in the Library. Photocopying work for BOMO and ensembles may be done at the SGA Suite in the Student Center.

Security: Any incident, suspicious behavior, or damage occurring within the building should be reported to Security (256-4922), the Dean's Office (256-4550), and the Music Office (256-4651 or 4557). Please notify Security of any problems encountered in closing doors when leaving the building if there is no one in the Dean's Office or the Music Office.

Smoking, Food and Beverages: Smoking is prohibited in Wilson. Food and beverages are permitted only in the first and second floor student lounges. Please dispose of your trash with care and recycle, using the appropriate containers. Room 107 may be reserved for recital receptions through the Theatre Arts Manager, Room 160.

Recording Studio: The Department of Music has a recording facility from which cassette, CD and reel-to-reel copies of departmental events may be ordered and purchased by the student for study purposes. Concert playback of organizational events is by prior arrangement with the Audio Technician. Students and faculty may make use of rental studio time for recordings of their materials or demos by contacting the studio (256-4500, ext.3564). Students who qualify for work-study are encouraged to apply for audio training in the studio.

ENSEMBLES

The Department of Music offers a multitude of ensemble options for music majors and the university community at large. Some require auditions for participation; others require audition only for placement. Some require no audition at all. Additional details are available from the conductors of the specific ensembles. Ensembles are offered for 1 credit of general education or for zero credit.

INSTRUMENTAL ENSEMBLES:

ORCHESTRA: This full-sized symphony orchestra performs quality orchestral literature in major concerts, plus children's concerts and a pops concert. The group also sponsors the New Jersey High School Orchestra Festival each Spring. Membership is open to the University and the Community.

PEP BAND: The Pep Band performs from September through November at home football and basketball games, homecoming and for some spring term activities as announced by the director. Students receive work-study credit from the Executive Vice President/Provost. Membership is by audition only.

WIND ENSEMBLE: Wind ensemble performs both traditional and newly commissioned repertoire. All instrumentalists are encouraged to enroll in this ensemble.

JAZZ ENSEMBLE: Small groups specializing in combo improvisation, the Jazz Ensembles perform on and off campus and are supporting groups to the Lab Band.

LAB BAND: This jazz "Big Band" is a performing and touring organization which has appeared in Denmark, England, France, Rumania, Yugoslavia, Holland, Germany' Austria and Czechoslovakia. It also sponsors the Rowan Jazz Festival each winter. Membership is by audition.

PERCUSSION ENSEMBLE: Consisting of percussion majors, this is one of the most active organizations on campus. Recent tours have included the Eastman School of Music, University of Delaware, West Chester State University and Penn State University, with frequent visits to local public schools. The group has recorded two CDs and regularly commissions new music.

STRING ENSEMBLE: The String Ensemble offers a specialized performing opportunity for those playing the violin, viola, cello and double bass. No audition is necessary, and all Rowan students and members of the community who have had any string experience are encouraged to participate.

CONTEMPORARY MUSIC ENSEMBLE: This ensemble performs selections ranging from experimental concepts on the "cutting edge" of new

music to more traditional contemporary repertoire, as well as improvisation. Premieres of works by Rowan student composers are featured.

PIANO FORUM: The Piano Forum sponsors guest artists for occasional recitals throughout the year.

SAXOPHONE ENSEMBLE AND FLUTE CHOIR: These ensembles are required of all students studying applied music in these instruments.

VOCAL ENSEMBLES:

CONCERT CHOIR: The Concert Choir tours annually and has performed throughout the United States, at national conventions of the American Choral Directors Association and for MENC conventions. The ensemble performs a varied repertoire, ranging from classics to pop, and has performed with Paul Anka at Resorts International Casino and with the New Jersey Symphony and the New Jersey Ballet. Audition is required.

OPERA WORKSHOP: The Opera Workshop presents complete productions plus evenings of opera scenes. Recent full productions include Mozart's "The Magic Flute" and Menotti's "The Medium". Although principal roles are by audition, any student may participate, either in the chorus or in secondary roles.

All the above performing ensembles may be taken for either zero or one credit. All participants, both students and community members, must register.

DEPARTMENT OF MUSIC POLICIES

1. ABSENCES

1.1 Students are expected to be present at each scheduled class for which they are officially registered. Students who are absent for reasons of illness, death in the family, inclement weather, religious observances, official university activities or for matters of personal conscience should inform each of their instructors, ideally with a written excuse, before the fact or as soon as possible thereafter. Except in cases where classroom experiences cannot be repeated, faculty may provide these students the

opportunity to make up written work, tests or other assignments at the earliest possible convenient time.

1.2 Faculty members are under no obligation to provide make-up instruction to students who have chosen not to attend a class or classes.

1.3 Faculty may establish additional attendance criteria that are consistent with the above paragraphs. In learning communities, where attendance is critical to the functioning of the group, the rationale and justification for additional attendance requirements must be part of the syllabus provided for students prior to the end of the drop/add period.

1.4 If faculty find it necessary to cancel one or more classes, they should do so after full consultation with the Department Chair and with the students affected. Provision must be made for making up the instruction that would normally have been given.

2. ACADEMIC ADVISING

2.1 University policy stipulates that all faculty may give career and personal advising, as appropriate, and in the Department of Music, applied teachers most frequently fulfill this need.

2.2 Academic advising in the Department of Music is mandatory for all music students, according to University policy, and is provided by selected music advisors. Department of Music advisors are: Dr. Lili Levinowitz, Vocal Music Education; Kristyn Kuhlman, Instrumental Music Education; Mr. Denis DiBlasio, Jazz Studies; Mr. Thomas Wade, Bachelor of Music Performance, Comp BA Music Minor.

2.3 Department of Music Academic Advisement for all music students may occur at any time during the semester but often most occurs each semester conveniently following publication of the Master Schedule of Classes for the next semester. Notice is posted on the bulletin board across the hall from the Music Office. Students are required to attend to select courses for the following semester, complete the advising record for their permanent file and to receive the signature of their academic advisor.

2.4 The Department Chair or the chair's designee (one of the advisors) reviews and signs senior's applications for graduation, attesting to the fact that seniors have met the curricular requirements for graduation.

3. ACADEMIC POLICIES

3.1 Certification

The policies regarding the program leading to New Jersey state teachers certification are rigorous. Please refer to the section on page 10 "Requirements for Admission to Certification Program." Within the Music Department, the policies are as follows:

- a. Before taking General Music Methods, students
 - (1) must have completed Theory IV and Piano IV
 - (2) must have a 3.0 average in their major instrument or voice
- b. Before taking Vocal or Instrumental methods, students should have successfully completed General Music Methods. Exceptions may be obtained by conference with your advisor.
- c. Before taking Student Teaching, all methods courses must be successfully completed.

3.2 Exceptions to Approved Academic Programs

All exceptions to approved academic programs (other than waivers or credit by examination) must be recommended by the Departmental Academic Policies and Procedures Committee to the Department Chair in writing, with copies sent by the Department Chair to the student and any affected faculty. The committee should receive input in any decision from affected faculty. For example, an exception in the requirements for conducting should be discussed with the appropriate teachers of the conducting courses.

3.3 Double Major

Students wishing to follow a double major must successfully audition on both instruments. The professors in each of the two applied areas must write letters of recommendation to the Department Chair indicating their belief that the student is adequately prepared and exceptionally motivated and that the student, in the judgment of the professor, is capable of assuming the rigors of a double curriculum.

3.4 The Department Chair will allow the student to register for two applied instruments each semester.

3.5 The student must maintain a 3.0 academic average to be accepted in the double major program. Entering freshmen must have maintained a B average in their high school work.

4. APPLIED POLICIES

4.1 Proficiency levels for students in applied music will be determined by the appropriate applied faculty. This decision determines whether students will be enrolled in Applied Music I, II, III, IV, V, VI, VII or VIII.

4.2 In all cases, applied students must take a final jury exam in applied music before a jury made up of their applied teacher and related applied faculty at the end of each semester. The faculty has adopted a written evaluation form, which may be adapted to meet the needs of a particular Division. A simple written evaluation of the student's performance in the jury will be indicated on the form provided, with one copy for the student and one for the student's file. The applied teacher may use the written evaluation by the related applied faculty for whatever purposes deemed necessary according to the procedures determined by the Division. Each student should be informed, in advance, of the procedure the applied teacher plans to implement for the assignment of grades. See syllabi for specifics.

4.3 At the applied jury exam, the applied instructor must collect from the students a repertoire sheet showing his/her entire repertoire for the semester. The instructor must turn in one copy of each repertoire sheet to the office for the student's file.

4.4 The jury examination at the end of the semester will determine if the student is capable of undertaking the Professional Applied level, if the student should desire to follow that curriculum.

4.5 Faculty must keep the office properly informed as to whether student is a Music Education Applied Major or Professional Applied Major and on what level the student is working.

4.6 A Sophomore Proficiency Examination in applied music is given at the end of the sophomore year. Students cannot move into Level V until proficiency has been accomplished. Evaluation of the Sophomore Proficiency Examination is made by the entire Department of Music Faculty and automatically includes the major teacher and others in that field of emphasis. All negative recommendations go to the Department Chairman,

the Advisor, and to the committee on entrance into the profession, or a comparable committee within the framework of the Liberal Arts program.

4.7 Changing Applied Teachers: A student who prefers to change applied teachers, will talk to the current teacher before instituting any other action. If this not possible, to do so, the student should then schedule a meeting with the head of the division and Chair of the department.

4.8 All changes of teachers will be contingent upon the availability of space on an alternative faculty member's workload. Under no circumstances should the second faculty member be approached about lessons until the current teacher has been granted the courtesies mentioned in the preceding paragraph.

4.9 A teacher preference letter will be sent to freshman students at their home address. Students will have the opportunity to formally request placement in a particular studio at that time; this procedure should minimize the need for studio transfers.

4.10 Faculty indicates on the audition sheets of transfer students at what applied level the student is accepted. At the end of the student's first semester, there will be a general committee consensus on the student's applied level.

4.11 Studio Recitals: It is recommended that faculty members schedule each applied student to perform on at least one student recital during each semester in either Divisional or Departmental Recital.

4.12 Junior and Senior Recital: Students enrolled in the Professional Applied and Jazz Studies curricula present a Junior and Senior Recital, students enrolled in the Music Education curriculum present a Senior Recital, and students enrolled in the Composition curriculum present a recital of original works or produce an appropriate portfolio of works. The quality of the program is approved at the Recital Jury Hearing. The principal teacher is responsible for attending the recital, insuring the quality and assigning a grade. The recital is audio taped for the records of the department and the students. Students required to present a junior recital must successfully complete the recital before taking Professional Applied VII.

4.14 Options for Senior Recital: Occasionally, a Music Education student may, with the consent and recommendation of his/her teacher, elect not to give a public recital, or may be prohibited from doing so. Therefore, two other forms of recitals are possible. The student may present a closed recital with faculty, parents, spouses, and selected friends in attendance, or the student may perform a closed recital with only the applied faculty present.

5. STUDENT RECITALS (RECITAL ATTENDANCE):

It is expected that all music students will attend at least eight recitals each semester to receive a passing grade for the course Student Recitals. Additionally, students must usher one of these events by signing up for a time with Stu McGee or Kathy O'Leary. Students are to sign for their Recital Cards with the secretary in the Music Office. Students are to obtain the signature of a faculty member in attendance at each concert at the time of the concert verifying the student's attendance at the recital. **NO LATER THAN THE DATE POSTED ON THE ATTENDANCE CARD, students are to personally turn in their completed cards to a music secretary and sign a receipt. LATE CARDS WILL NOT BE ACCEPTED, AND CARDS SUBMITTED WITHOUT SIGNING A RECEIPT WILL NOT BE RECORDED. FORGED SIGNATURES ARE NOT ACCEPTABLE AND WILL RESULT IN A FAILURE FOR THE COURSE. Do not leave the card in a faculty or staff mailbox.** It is recommended that you keep a xerox copy for your records. Your cooperation is necessary and appreciated.

Studio Recitals: Studio Recitals, usually scheduled weekly by the applied teachers, provide opportunities for students to perform frequently for a limited audience within their instructional domain. All students are required to attend their Studio Recitals as the laboratory portion of their applied music courses. Most of these recitals are in the teachers' studios on Wednesdays at 3:30. Divisional and Departmental Recitals are usually held on the third and fourth Wednesdays of the month. All students are urged to perform as frequently as possible on the Departmental Recitals. The dates of recitals are scheduled in advance and will be posted on the bulletin board opposite the music office.

Junior, Senior and Graduate Recitals: Education Majors must perform a half senior recital (30 minutes playing time), but may perform a full recital upon the recommendation of their division. Applied Music Majors must

perform full junior) and senior recitals (minimum 50 minutes performance time each). Full recitals may not exceed 60 minutes playing time. Before the end of the semester VI lessons, the student must have given the junior recital or an incomplete grade must be given until the recital is played. **No other grade** can be given until the recital is performed. **Only then** can the student register for semester VII. At the end of semester VIII, the senior recital must be played or the incomplete grade is assigned.

The policy for scheduling a recital is for the studio teacher to send the student to Mr. McGee to inquire about the availability of dates. After available dates are discussed with the studio teacher, the student will ask Mr. McGee to hold a specific date/time for his/her recital. The student will then schedule with the studio teacher for the recital jury to take place three full weeks prior to the recital date. **A date being held by Mr. McGee is a good faith gesture on his part and does not mean that the date is confirmed in the calendar until the completion of a successful recital jury.**

The recital juries are to be scheduled by the student 3 weeks prior to the recital date. The student must ask 3 faculty members (assuming that one will be the studio teacher) to listen to the jury. At the time of the jury, the student must present the adjudicators a typed copy of their program. The student must be prepared to demonstrate every piece listed. (Recital forms are obtained from Mr. McGee, Theater Arts Manager.) It is up to the faculty to determine how much of any given piece they want to hear. No pieces may be added or deleted without approval by the jury panel. **Jazz students must demonstrate both their classical and jazz pieces on the same jury**, unless otherwise advised by the Director of Jazz Studies. **The faculty members must sign the recital program form upon completion of the jury.**

Upon successfully completing the recital jury, the student gives the signed forms back to Mr. McGee and then the date scheduled for the recital is confirmed.

The music education room may be used for receptions after recitals. Please see Mr. Depasquale. The second floor lounge may be used with the Theater Arts Manager's approval, but there are no kitchen facilities. In the event of successive recitals, be prepared to vacate the lounge prior to the next recital. Please advise your relatives and friends that the use of photographic and recording equipment during formal concerts violates the federal laws of the American Society of Composers and Publishers.

STUDENT ACADEMIC SUCCESS

You were selected to become a student at Rowan University because you exhibit the potential for achieving the academic goals we envision for you. The Rowan faculty and staff want you to succeed in your college experience. However, you must accept the responsibility for meeting the academic requirements and seeking the assistance you need. We are pleased to have you with us, and we offer these tips for achieving success in college.

1. Attend your classes!
2. Follow instructions carefully.
3. Complete your assignments on time.
4. Keep up with your reading and begin projects as early as possible.
5. Adhere strictly to your study schedule. Don't fall behind!
6. Get to know your professors and ask for their assistance to clarify your questions.
7. Schedule appointments with your academic advisor for help with academic problems and attend course selection meetings.
8. Take advantage of your academic support systems, including the following:
 - Tutoring Center: Free peer assistance with any course in which you need help.
 - Counseling Center: Free assistance with personal problems and career decision making.
 - Workshops: Free rotating sessions on study skills, test taking, career preparation, substance abuse, etc. offered by the counseling center.
9. If you must withdraw from a class, do so officially to avoid receiving An "F".
10. Classes may be repeated only once (or taken a maximum of two Times): withdrawals count! Exceptions may be made in conference With the student, the applied teacher, the advisor and the department chair.
11. Participate in activities, but maintain sensible limits.

Meet with your advisor every semester for academic and career advising. Remember, the faculty are here to assist you, and we wish you the very best in meeting the challenges of your academic career.

GUIDE FOR MUSIC UNDERGRADUATE ADVISING

Introduction: This guide is designed to answer almost every advising question that will arise. To select your courses you will need:

- (1) a current Curriculum Guide for your program, available in the Music Office,
- (2) a General Education Guide, published with each schedule of courses by the Registrar, and
- (3) a Catalog to check prerequisites and course descriptions.

1. Requirements for Certification in Music

Grades:

1. 3.0 GPA required in the major courses (Music and Education) for certification.
2. 3.0 GPA required in the principal instrument and completion of Theory IV, Methods courses, and Applied Instrument I-VI before Student Teaching (a Department of Music policy).
3. 2.75 GPA overall required for graduation with a grade of C or better in every course (no D's are permitted on the transcript). If there are several C's in Theory, the average will be difficult to raise.
4. D's in the major must be retaken - and are not permitted in any course.
5. D's do not transfer from another institution.

2. Education Core Courses

Teaching: An introduction to the Profession	3 s.h.
Teaching to Literacy	3 s.h.
Teaching in a Learning Community I	3 s.h.
**Teaching in the Music Learning Community II	3 s.h.
**General Music Methods	3 s.h.
**Instrumental Methods and Materials or	

Vocal Methods and Materials	3 s.h.
**Student Teaching Seminar	2 s.h.
**Student Teaching-Music	10 s.h.

Specified General Education Requirements for Music Education Majors:

Introduction to Literacy	3 s.h.
Foundations of Learning	3 s.h.
History and Philosophy of American Education	3 s.h.
Exceptionalities	3 s.h.
Law and Public Policy	3 s.h.

** Music Education Specific

3. Procedures for Admission, Retention and Eligibility for Teacher Certification:

Admission to Rowan University does not guarantee admission as a teacher certification candidate.

Requirements for Admission to Certification Program (Subject to change)

Application procedures initiated in the required sophomore field experience course. Application filed during sophomore year for four year Rowan students; approval granted beginning of junior year. Application filed during first semester of junior year for transfer students; approval granted end-of the semester.

- a. Attainment of minimum score on the NJ Basic Skills Placement Test, as determined by the College of Education.
- b. Demonstration of proficiency in oral and written communication through completion of appropriate general education coursework.
- c. Successful completion of the course, "Teaching, An Introduction To"
- d. A minimum of 30 semester hours in General Education
- e. A minimum overall GPA of 2.75.
- f. Completion of minimum number of credit hours in/for the major; number determined by certifying department and sophomore proficiency.

- g. Satisfactory performance and evidence of interest in teaching as demonstrated in the sophomore field experience.
- h. Departmental interview/narrative statement prepared by instructor of sophomore field experience course.

Requirements for admission to Student-Teaching

Application for student teaching filed during junior year; approval granted after completion of junior year.

Completion for New Jersey Teacher Certification Testing Program - PRAXIS II Examination

- a. A minimum overall GPA of 2.75 with a "C" or better in all course work.
- b. A minimum GPA of 3.0 in subject matter specialization for secondary education students.
- c. A minimum GPA of 3.0 in professional coursework.
- d. Completion of minimum number of courses in major; number determined by certifying department.
- e. Completion of 90 semester hours applicable to student's program.
- f. Recommendation of junior field experience supervisor.
- g. Recommendation from Liberal Arts/Fine Arts/Business Administration chair or adviser for secondary education students.
- h. Approval by College of Education certifying department.

Requirements for Institutional Recommendation for Certification (Certificate of Eligibility with Advanced Standing)

Application filed at beginning of final semester in the Office of the Registrar; preliminary approval occurs during final semester; departmental/institutional recommendation occurs after completion of senior year.

- a. A minimum overall GPA of 2.75 with a grade of "C" or better in all coursework.
- b. A minimum GPA of 2.5 in coordinate or technical major.
- c. A minimum GPA of 3.0 in the major for secondary subject matter certification candidates.
- d. A minimum GPA of 3.0 in professional coursework (for certification candidates).
- e. Successful completion of student teaching.

- f. Recommendation of public school personnel.
- g. Attainment of baccalaureate degree.
- h. Approval of department recommending certification.

Requirements for filing for N. J. Instructional Certificate

Application is filed with the Office of the Registrar at the beginning of the final semester of the program.

- a. Institutional recommendation.
- b. Attainment of appropriate score on New Jersey Teacher Certification Test -PRAXIS II.
- c. State Department of Education verification of transcripts and related documentation.
- d. Enters teaching with a "Certificate of Eligibility with Advanced Standing" (signifying completion of collegiate preparation program with an academic major; recommendation by dean/director; and a passing score on appropriate PRAXIS II).
- e. Receives offer of employment to teach in field of qualification with Provisional Instructional Certificate.
- f. Successful completion of provisional year of teaching under mentorship program.
- g. Recommendation by public/private school for the permanent instructional certificate.

Other Music Advisement Information

Please read the back of the appropriate curriculum guide for specific details including ensemble and language requirements.

Theory:

Students must pass both the Written and Sight Singing/Ear Training Theory Placement tests as a prerequisite for entering Theory I. Until these tests are passed, students will be required to take the Music Fundamentals and/or Sight Singing course.

Theory I-IV are offered in the summer, but the courses are more effective if taken in the Fall or Spring terms because there are sixteen weeks to master the material (Fall: Theory I and III; Spring: Theory II and IV).

Students are to take the same theory and piano class levels concurrently.(i.e., Piano Class I concurrently with Music Theory I.) The rationale is that the content of the piano and theory courses is coordinated.

Rotating Courses: The following courses should be taken when first offered. They will not be offered every semester and may be taken in any order.

Language Through Vocal Repertoire/Italian

Language Through Vocal Repertoire/French

Language Through Vocal Repertoire/German

Styles I, II and III (It is recommended that the Styles courses be taken in order if possible, because the basic vocabulary and concepts are presented in Styles I.)

Biennial Courses: Because these courses are offered only once every two years, it is your responsibility to take them the first time they are offered in your sophomore, junior or senior year. Ask your advisor, if you have any questions about this.

Business of Music

Choral Literature

Computer Technology and Music II

Computer Technology and Music I

Counterpoint

Form/Score Analysis

Jazz Improvisation

Keyboard Literature

New Jazz Structures

Piano Pedagogy

Selected Topics

Stage Band Rehearsal Techniques

Vocal Literature

Vocal Pedagogy

Writing Traditional & Contemporary Jazz Forms

Student Recitals: Students must take Student Recitals for six semesters if in the B.A. program, 7 semesters if music education, eight semesters if in the B.M. program, or if a transfer, all semesters while enrolled at Rowan.

Faculty signatures are accepted only at the event, per departmental policy. Please read previous Student Recital section for complete information.

Sections for Majors Only: Music Fundamentals, General Music History and Piano Class have sections reserved for music majors only and are required for majors.

General Education Requirements in the Arts

Students are to elect courses from the General Education bank in the other FPA departments-not music.

Registration:

1. Applied Lessons: Returning students are expected to PRE-register for applied music lessons by the last day of in-person registration. **LESSONS CANNOT BE GUARANTEED FOR THOSE WHO DO NOT PRE-REGISTER** because the faculty and budget may not be available at that late date. Those not registered by the appointed date will have to secure special approval from the Department of Music Chair and the Dean of Fine and Performing Arts. We appreciate your cooperation in this matter.

2. **Course Cancellations: It is important for returning students to pre-register for music courses and ensembles because under-enrolled sections will be canceled.**

3. **Registration for More Than 18 Credits:** Students must obtain a letter from their advisor and take it to the Dean of Fine and Performing Arts for signed approval. The signed letter must be shown at registration to gain permission to register for the additional credits.

4. **Non-Matriculated Students:** Limited to 11.5 s.h. each semester, and must have a waiver form and a letter from the Chair to gain permission to enroll at Rowan for more than 15 s.h.

Second Certification Students: Please see the Department of Music Chair for advising.

Graduating Students who need a course that is not offered: Please see the Chair immediately, but **only if you have consistently met with your advisor and monitored your curricular progression.**

Application Deadlines:

- (1) Application for Graduation: October 1 for Fall, February 15 for Spring, and June 1 for Summer.

Receipt of Application Materials by the Department of Music:
October 15 for spring and February 15 for fall.

- (2) Notification of Student of Admission Decision by Department:
November 1 for spring, March 15 for summer, and July 1 for fall.
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HONORS, SCHOLARSHIPS AND AWARDS

PI KAPPA LAMBDA: This honor society was founded in 1918 at Northwestern University's Music School. Since then, it has grown to more than 125 chapters in colleges and universities throughout the country. The primary objective of PKL is the recognition and encouragement of the highest level of musical achievement and academic scholarship by recognizing those individuals who have advanced their talents by serious, diligent and intelligent study, thereby setting an example for others to do the same. Consideration for membership in the Delta Rho Chapter at Rowan is based on the following criteria: (1) juniors must be in the upper 10% of their class, seniors must be in the upper 20% of their class, (2) all theory course work must have been completed and (3) scholarly conduct is expected. (4) Graduate students must carry a minimum average of 90 in two-thirds of their course work. The society is governed by the Biennial Convention.

DEPARTMENT OF MUSIC AWARDS

Music scholarships from the Department of Music are awarded according to departmental need, individual talent and academic competence, as determined by the Music Scholarship Committee. Amounts and number of awards depend on the monies available in the scholarship fund.

ANN B. WARD MEDALLION AWARD

This award recognizes significant accomplishment in a Fine and Performing Arts medium. The Dean will ask chairs to supply names of deserving candidates. Student should have a performance level of the highest standard

equal to that of any young performer/artist in the United States. Students do not apply.

DELAWARE VALLEY SCHOLARSHIPS

The Delaware Valley Musicians Club Scholarships are awarded to instrumental full-time undergraduate music majors at Rowan University who have demonstrated outstanding ability in music and who have a definite need for financial assistance. So that an objective assessment may be made of a student's financial situation, a student must also complete a financial need statement form supplied by the Financial Aid and Scholarships Office located in Memorial Hall and return it to the Financial Aid office. Students may apply when a request for applications is posted on the bulletin board across the hall from the music office.

JOHN WUERTZ COLLEGE COMMUNITY ORCHESTRA MEMORIAL SCHOLARSHIPS

This scholarship is awarded to a string player who is a music major at Rowan College in either the first, second, or third year of instruction and a member of the College Community Orchestra. If no string player is eligible, any member of the orchestra will be eligible. Recipients must have at least a 2.75 cumulative average, have exhibited service to the department, and be honorable persons with high standards and a strong love for music. Students must be enrolled in an appropriate level of applied music, based upon their term of attendance at Rowan. The regular Department of Music Scholarship Committee, with the addition of the full-time string teacher and the orchestra conductor, will make the selection. Winners are announced at the first orchestra concert in the fall.

JULIUS CIRIC SCHOLARSHIP

Joseph Mayes awards the scholarship based on the results of a competition held in September.

JOSEPH AND BERNESE WEISS SCHOLARSHIP

Presented annually to a senior percussionist who has a cumulative G.P.A. of a least 3.0 and who has been very active in the percussion life of Rowan University. \$1,000 award.

W. CLARKE PFLEEGER MEDALLION AWARD - sponsored by BOMO

Awarded annually to a senior music major for his/her outstanding musical achievement and outstanding academic performance. Must have at least a 3.00 GPA. Students apply when a request for applications is posted on the bulletin board across the hall from the Music Office. Each candidate must submit in writing the following information:

- a. College cumulative grade point average
- b. Major instrument or voice
- c. Major curriculum (music education, applied, etc.)
- d. A list of all college extracurricular activities during his/her tenure as an undergraduate student

W. CLARKE PFLEEGER SCHOLARSHIP

Honoring Dr. Pfleeger, former chair of the department, funds are generated from an endowment and are dispersed based on a combination of student academic integrity, applied performance, and departmental need.

DEPARTMENT OF MUSIC SCHOLARSHIP

This general scholarship fund releases awards based on a combination of student academic integrity, applied performance, and departmental need.

FRIENDS OF THE ARTS SCHOLARSHIPS

1. WENDELL WILLIAM COLLICOTT MEMORIAL SCHOLARSHIP AWARD

This tuition scholarship is awarded to a student in their junior year enrolled in the College of Fine and Performing Arts at Rowan University. The award is presented to that student who exemplifies the qualities of outstanding scholarship, service, and visual/performing ability within their area of specialization, having an academic standing of at least a 3.2 GPA. Nominations are made by faculty.

2. WILLIAM MORRIS AWARD

This tuition scholarship is awarded to a student in their junior year enrolled in the School of Fine and Performing Arts at Rowan University. The award is presented to that student who exemplifies the qualities of outstanding scholarship, service, and performing ability within their area of specialization, having an academic standing of at least a 3.2 GPA. Nominations are made by faculty.

ROWAN UNIVERSITY SCHOLARSHIPS

1. PRESIDENTIAL SCHOLARS

A full tuition waiver is awarded to students with a minimum 1300 SAT score and who are in the top 10% of their graduating class.

2. TRUSTEE'S TUITION WAIVER

A 1/2 tuition waiver is offered to students with a minimum 1150 SAT score and who are in the top 20% of their graduating class.

Both of the above awards are renewable based on continuing academic excellence.

Misc. Information

Music Education Majors (1006) MUST enroll in Music in World Cultures in their general education bank. Growth and Development of Jazz is a general ed option for all music majors, but it cannot be substituted for Music in World Cultures. See the curriculum guide, which is clear regarding this issue. To be approved for Student Teaching, music education students must present to Dr. Levinowitz a satisfactory final grade for Music Theory IV, Written and Aural.

Ensemble Attendance. It is expected that all students will attend all the meetings of every class into which they are enrolled. Musical ensembles are classes. The university attendance policy (page 28, undergraduate catalog) is clear on this matter. Conflicts arising from work schedules outside of school do not constitute an excusable absence from an ensemble rehearsal. All employment commitments must be tailored around school commitments,

with priority given to the latter. Extreme mitigating circumstances will be considered on a case by case basis by the chair of the department and the ensemble directors committee.

Instrumental Ensemble Policy. Each semester, participation in major ensembles and attendance at master classes and departmental recitals is required of every music student.

1. Participation in major ensembles, as assigned, is required of all students enrolled in applied music during every semester of applied lessons.
2. The ensemble director, in conjunction with the applied music teacher, will determine student placement and assignment during the course of the coming semester. Once the ensembles rehearsals have begun, it will be the director's responsibility and area of authority to determine whether the student remains in the ensemble or whether he or she sits in the same chair.
3. If assignment to major ensemble is not possible, at the discretion of the ensemble directors committee, other ensembles may be substituted to meet the ensemble requirements for graduation.
4. If a student registers for more than one ensemble in a semester, credit for successful completion of the ensemble requirement for that semester will only be granted if all ensembles that semester are passed.

To clarify, if a student registers for Orchestra and Wind Ensemble, meets the requirements for Orchestra but fails Wind Ensemble, no credit will be granted toward the fulfillment of the 8 semester requirement. Students must be committed to any tasks they undertake; it is preferable to undertake less, rather than more, to avoid jeopardizing the integrity of any ensemble.

Repeating a course. In the event that a student must or voluntarily chooses to repeat a course, the grade received for the repeated course will constitute the final grade for that subject for the cumulative GPA (whether that grade is higher or lower than the grade received in the original course). The original grade, although not calculated in the GPA, remains on the student's transcript. Herein, the university stipulates that the same *course may not be taken more than twice, including withdrawals*. Except for general education courses, further restrictions may be determined by individual departments and colleges, to meet standards recommended by their accrediting bodies, statutory regulations, and/or professional societies. Appeals are made through the department chair.