

# Music Student Handbook

The St. Norbert College music department offers courses, programs and degrees designed to train and educate students who are planning careers in music professions or who hope to continue their studies at the graduate level. In addition, courses are available to music minors and non-majors who wish to gain an understanding of music as an avocation and as a humanistic study.

**PLEASE NOTE: INFORMATION INCLUDED IN THIS HANDBOOK DOES NOT CONSTITUTE A GUARANTEE OR CONTRACT BETWEEN STUDENTS AND ST. NORBERT, OR ANY PART OF THE COLLEGE.** It is intended only as a handy student reference for music department courses, policies and procedures. We reserve the right to make changes to this information in order to conform with evolving WI Department of Public Instruction guidelines, dynamic COVID-19 recommendations or other external developments.

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# CLASSES and DEGREE REQUIREMENTS

## CLASSES

Music faculty members do their best to make course expectations as clear as possible for students. One important way this is done is through the *course syllabus*. The syllabus acts as a course outline, and should be read carefully. It will give an overview of the work required and how your grade is earned. If you have any concerns or questions after you've read the syllabus, don't hesitate to talk with the instructor at your earliest possible convenience. Survival tip: don't hesitate to ask questions of your instructor throughout the semester - in the interest of clarifying assignments, explaining concepts in a different way, anything you think you need to know in order to do your best in any given class - including private lessons!

Most incoming students will have pre-registered for classes with a summer advisor. Then, at the beginning of the first semester, you will be assigned a permanent advisor who can help with class schedules and student records. If you have not pre-registered for classes, you will be assigned to an advisor who will also help you register. If you find that the courses on your schedule are not what you want, or are not what you expected them to be, *don't panic!* During the registration process, courses sometimes fill up or are canceled unexpectedly. But, changes can be made later with the Registrar. Contact your permanent advisor or the advising office for the best way to proceed.

### **Theory/History Sequence**

The foundation of the music major curriculum is four semesters of music theory and two semesters of music history, coupled with piano and sight-singing labs that each meet once per week. All of our major degree programs require this six-semester sequence, along with **applied music lessons** and participation in **principal ensembles**.

In the sight-singing lab, students learn sight reading skills, pattern recognition and practice rhythmic and melodic dictation. In the piano lab, students gain basic keyboard proficiency (see below). Grades earned in the theory/history sequence will reflect student work in both the lecture and the two lab components of the courses.

### **Piano proficiency**

All music majors, including transfer students, will be required to pass a piano proficiency exam before starting the senior year. There are six semesters of piano class included in the theory/history sequence (see above), with a comprehensive review and the piano proficiency exam included in the sixth semester.

Competence on the piano is a necessary skill for the music professional and is required by the state for a music teaching license. If you have had little or no prior experience playing the piano, you can still gain competency in our piano labs and piano practicum classes. It is important that you take this component of your education seriously and that you consistently practice piano throughout your four-year degree program. You can get more details about what is needed to pass the proficiency exam from your piano lab instructor.

## PROGRAMS OF STUDY - DEGREE REQUIREMENTS

Upon completion of all graduation requirements, music majors are awarded a bachelor of arts degree. The discipline offers a variety of degrees and concentrations (see links below and paradigms at the end of this handbook):

### **Music Education Major**

All music education graduates will be certified by the state of Wisconsin in general music education, plus one or more specializations (choral or instrumental music education).

Because the program has many required classes, consultation with an academic advisor is important when registering for classes as a music education major.

### **Music Performance Major**

Requirements for the performance degree are determined within each area (brass, composition, guitar, keyboard, percussion, strings, voice and woodwind). Students interested in a performance concentration should talk to studio teachers about the specific audition materials and requirements.

### **Liturgical Music Major (coming soon!)**

The liturgical music major is designed for students intending to work as music professionals in a liturgical setting or planning to pursue research or performance in the area of liturgical music at the graduate level. The degree includes the foundation coursework of the music major, while incorporating courses in religious studies and a field experience or internship with a local congregation.

### **Music Major with a Liberal Arts concentration**

The liberal arts concentration is designed to allow students to complete a 44-credit music degree while pursuing a secondary major or minor. This option helps students maintain music as a central educational focus while developing their interest and expertise in other areas such as business, psychology, integrative studies or the humanities.

### **Music Minor**

The 24-credit music minor is designed as a degree for students interested in a broad introduction to the study of music. It enables students to prioritize their own musical skill development, while pursuing majors or minors in other fields. Applied music study, ensemble participation and introductory courses in theory, history and conducting make up the bulk of this degree program.

### **Liturgical Music Minor**

The liturgical music minor introduces students to practical music making to be used in a worship setting. Applied music study, ensemble participation and beginning theory allow students to augment their major degree programs with foundational music training and performance experience.

# FACULTY MEMBERS

Our department is big enough to serve the music needs of the entire campus, yet small enough to get to know you very well.

We would like you to think of the music faculty as a resource. We encourage you to go to individual instructors in the department if you feel you need help in a particular area. You are encouraged to schedule an appointment with individual instructors for answers to questions regarding coursework, career goals or graduate schools. Office hours will be posted outside faculty offices.

**Music faculty** may be contacted by students via voice mail or email or during scheduled office hours. Check with each music professor to learn their preferred contact method.

# ENSEMBLES

## DESCRIPTION AND REQUIREMENTS

Students at St. Norbert have a large variety of **music ensembles and performing organizations** to choose from. Music majors, music minors and students receiving music scholarships are required to participate in the department's principal ensembles.

Our principal instrumental ensembles:

**Wind Ensemble**  
**Concert Band**  
**String Ensemble**

Our principle choral ensembles:

**Chamber Singers**  
**Concert Choir**

Music majors and minors are required to register (for credit) and perform on their primary instrument in one of these ensembles for each semester that they take applied lessons. See the **music degrees page** for specific requirements. Music scholarship recipients are required to participate in a principal ensemble for at least seven semesters while attending St. Norbert College, or risk losing the scholarship.

Other performance opportunities (all require either an entrance audition or director's consent for participation):

### **Instrumental**

Jazz Ensemble  
Brass Ensemble  
Flute Choir  
Clarinet Choir  
Saxophone Quartet  
Woodwind Ensemble  
Piano Ensemble  
Handbell Choir

### **Vocal**

Opera Workshop

### **Other Non-Credit Performance Opportunities**

Knights on Broadway  
Abbey Singers  
Dudley Birder Chorale  
Knight Theatre

## AUDITIONS

Auditions for **Wind Ensemble, Chamber Singers, Opera Workshop, String Ensemble** and **Jazz Ensemble** are held immediately before or during the first week of the semester. Concert Choir and Concert Band do *not* require an audition to participate. More information is available from ensemble directors and in the Fine Arts Office.

Auditions for some *non-credit performing ensembles* also typically take place at the beginning of each semester. See the **ensemble web site** to learn more about these groups.

## CONCERT APPAREL

Participants in principal ensembles are asked to procure formalwear for performance. This will consist of black dresses and black tuxedos. The department will assist students in selecting and obtaining appropriate apparel. More information is available from ensemble directors and the Fine Arts Office.

# INSTRUMENTS AND LOCKERS

## INSTRUMENTS

There are SNC-owned instruments that are available to qualified students for a rental fee of \$1.00 per year. The assignment of these instruments will be coordinated through instrumental ensemble directors. Instruments must be returned in the same condition as when they were loaned. Students must obtain their own supplies such as reeds, valve oil, cork, rosin and slide grease (available at local music stores), and are responsible for repair, loss or theft of instruments or cases.

School-owned electronic instruments such as electronic pianos, synthesizers, amplifiers and speakers may not be used by students for non-school purposes.

## LOCKERS

A limited number of instrument storage lockers are available each semester. Check with the Fine Arts Office for details. Lockers are assigned during the first week of class, with priority being given to instrumentalists. Students with large instruments can rent a large locker with a \$5.00 key deposit.

# LESSONS & PRACTICE

Applied music lessons are at the core of your training as a music student and help you prepare for continuing graduate level study or a career in the music professions. A serious approach toward lessons is the fundamental responsibility of the music student. Students are expected to be organized and prepared for each lesson, and **daily practice time is required**. Lessons canceled by the instructor will be rescheduled. Lessons canceled by the student will be rescheduled at the discretion of the instructor.

Students register for applied lessons along with their other classes, and may not be audited. Lessons are credit-bearing courses (2 cr for majors, 1 for non-majors and minors), consisting of an individual session per week with a studio instructor and large-group studio classes with other applied music students that

meet several times during the semester. The number of required semesters of applied lessons is different for each of the music degrees.

Students are assigned to an applied instructor's studio upon arrival at SNC. The instructor will ask for a copy of the student's schedule during the first week of classes, and will provide the student an individual lesson time (by email or a list on the office door). Schedules must also be coordinated if an accompanist is needed for lessons.

## REQUIREMENTS

- Applied music course fees: \$175
- Applied music students are required to perform on their primary instruments in a principal ensemble each semester they take applied lessons. Instrumental students register for **Wind Ensemble, String Ensemble** or **Concert Band**; vocalists register for **Chamber Singers** or **Concert Choir**. Keyboard players may register for any of these principal ensembles. For additional information, speak to the ensemble directors.
- **REQUIRED CONCERT ATTENDANCE:** In order that students hear and learn new works and to experience the interpretive skills of other musicians, applied music courses require attendance at a minimum of six concerts or recitals in which the student is not performing. (See **section above** for information about receiving credit for concert/recital attendance) **The final grade for applied music lessons is affected by concert/recital attendance.**

Students may also obtain faculty consent to take applied lessons on an instrument outside of their primary focus, based on the following:

1. Judgment by the faculty that the student has adequate aptitude in the secondary applied area.
2. There is availability in the requested applied studio to accommodate the additional lessons.

## ACCOMPANISTS

Most non-keyboard music students will require an accompanist for lessons, rehearsals and/or performances (for example, voice students typically have an accompanist at each studio lesson). The applied music student is responsible for scheduling and making those arrangements. A list of available accompanists is generally available through the applied studio instructor. **Arrangements for paying student and non-student accompanists should be made *prior to the first lesson*.**

Accompanist fees should include any arranged lessons, rehearsals and performances. These fees will be negotiated by the student and the accompanist.

It is assumed that if a scheduled rehearsal or lesson is canceled, the accompanist will be notified at least 24 hours in advance. If 24-hour notice is not given, the accompanist will be paid for the session. If an accompanist misses more than two lessons, another accompanist may be found.

For more information about accompanists or fees, please contact the applied studio instructor.

## SEMESTER JURY & QUALIFYING JURY

Each semester of applied lessons culminates in a jury performance for members of the music faculty, who provide grades and written comments. The jury may be waived at the discretion of the studio instructor; for instance, in a semester when the student presents a required recital or performs on the honors recital.

A qualifying jury takes place at the conclusion of the fourth semester of lower division applied lessons. A successful qualifying jury (earning a grade of 3.0/B or better) permits a student to register for applied lessons at the upper division level in subsequent semesters. An unsuccessful qualifying jury requires the student to repeat the lower division level until appropriate progress has been made to advance to the upper division. The required number of semesters for upper division lessons is different in each of the music degree programs.

## PRACTICE ROOMS

Practice rooms are available for your use in the Hall of Fine Arts. However, practice space is at a premium and students need to sign up to reserve practice time. Sign-up sheets are posted outside each practice room at the beginning of the week. Reserving a room guarantees the space until 10 minutes after the time that has been reserved. After 10 minutes, someone else can claim the unused room.

# LOCAL MUSIC BUSINESSES

Heid Music	<a href="#">website</a>	<a href="#">location</a>	<a href="#">contact</a>
Instrumental Music Company	<a href="#">website</a>	<a href="#">location</a>	<a href="#">contact</a>
Jim's Music	<a href="#">website</a>	<a href="#">location</a>	<a href="#">contact</a>
Jeff's Piano Sales and Service	<a href="#">website</a>	<a href="#">location</a>	<a href="#">contact</a>
Lloyd's Guitars	<a href="#">website</a>	<a href="#">location</a>	<a href="#">contact</a>
String Instrument Workshop	<a href="#">website</a>	<a href="#">location</a>	<a href="#">contact</a>

# CONCERT & RECITAL CREDITS

## REQUIREMENTS

**Every student enrolled in an applied music course** is required during the semester to attend a minimum of six concerts or recitals - in which the student is not performing. Many free or low-cost performances are available on campus each semester. Up to two off-campus events may be used to fulfill this requirement, at the discretion of the applied studio instructor. Each student's recital attendance will be reflected in the applied music grade.

In order to receive credit for ON-campus concerts or recitals, students pick up an attendance ticket from a music faculty member when arriving at the hall. At the conclusion of the concert, students sign and return the ticket to the faculty member; the performance will be recorded at the Fine Arts Office.

In order to receive credit for OFF-campus concerts or recitals (up to two off-campus events are allowed each semester), students must obtain instructor approval prior to attending the event. Following the event, bring a signed program or ticket stub to the Fine Arts Office where it will be recorded.

Mid-semester, we will post your recorded credits in the Fine Arts hallway outside of the Music Office so you can see if you are within the expectation. Your applied studio instructor will also be notified.

### EXPECTATIONS

- Events used to fulfill this requirement may not be an event in which the student receiving credit is performing. Rare exceptions at the discretion of the applied studio instructor.
- Any performance that meets the guidelines may be used to fulfill this requirement. In addition, students are strongly encouraged to attend all student recitals (especially those featuring the student's primary instrument) and are expected to attend music faculty performances .
- Students must remain for the entire performance in order to earn credit. Attendance tickets may not be signed or handed in by anyone other than the student receiving credit.
- The six-performance requirement is a minimum expectation. Students are encouraged to attend more than the minimum over the course of the semester.

## RECITALS

All music majors perform in a public recital in the junior year as part of their degree requirements. Performance majors also present a recital in the senior year. Music education majors may present a senior recital with the consent of the music faculty.

As a general rule, recitals are not scheduled in December or May.

**Students are required to schedule next year's recitals by May 15 of the current academic year.**

### REQUIREMENTS for JUNIOR, SENIOR and MERIT RECITALS

- In order to present a **JUNIOR RECITAL**, a music student must have successfully completed a minimum of four semesters of applied music on the primary instrument, passed a qualifying jury, completed all requirements as determined by the applied instructor and be enrolled in an applied music course; exceptions only by consent of the music faculty. Junior recitals are shared with at least one other student recitalist and are presented on Friday afternoons; exceptions only by consent of the music faculty and the director of Theatre Facilities.
- In order to present a **SENIOR RECITAL** a music student must have successfully completed a minimum of five semesters of applied music on the primary instrument, passed a qualifying jury, completed all requirements as determined by the applied instructor and be enrolled in an applied music course; exceptions only by consent of the music faculty. Senior recitals are presented on Friday or Sunday afternoons; exceptions only by consent of the music faculty and the director of Theatre Facilities.



The recitalist will select a Senior Recital Committee (SRC), consisting of the student's applied instructor and two other faculty members (*at least two of the committee members must be full-time music faculty members*). The recital program will be heard and approved by the SRC at least four weeks prior to the scheduled date of the recital. Committee members will also provide written evaluation to the recitalist and applied instructor following the recital.

- In order to present a **MERIT RECITAL**, a music student must have had a written recital proposal (including repertoire to be performed) approved by the music faculty before registering for the Merit Recital course, have successfully presented junior and senior recitals, and be enrolled in MUSI 420. Students who present a merit recital typically present the junior recital during the spring of the junior year and the senior recital in the fall of the senior year. The Merit Recital would then be presented in the spring semester of the senior year. Merit recitals are presented on Friday or Sunday afternoons; exceptions only by consent of the music faculty and the director of Theatre Facilities
- In conjunction with the applied instructor and accompanist, all student recitalists will arrange for recital dates and rehearsal hours in the recital hall. Available dates should be discussed with the Office Manager of Theatre Facilities. Once a date has been selected, written confirmation of this date must be obtained from all studio teachers and accompanists involved in the recital. Scheduling will then be completed by the Office Manager of Theatre Facilities and notification must be given to the Divisional Executive Assistant in the Fine Arts Office.
- Program materials must be submitted in a WORD or Google document to the Divisional Executive Assistant in the Fine Arts Office no less than two weeks prior to the scheduled performance.
- A recital fee of \$25, covering the cost of recital programs and recording, must be submitted to the Fine Arts Office two weeks prior to the performance. (checks payable to "St. Norbert College")
- Any additional recital costs (posters, reception, attire, etc.) are the responsibility of the student.

#### HONORS RECITAL and SCHOLARSHIP CEREMONY

The Honors Recital and Scholarship Ceremony is held during the last week of spring semester classes. Performers are chosen through an audition occurring approximately one month prior to the recital. A highly selective process, the honors recital audition is available to students only by permission of the applied music instructor. **The Honors Recital is required attendance for all music majors and is open to the public.** Scholarship awards are made at a ceremony following the recital, and the evening concludes with a reception honoring the performers and scholarship recipients.

## SCHOLARSHIPS

All incoming students who were awarded a music scholarship at the winter scholarship auditions are expected to perform in a principal ensemble for at least seven out of their eight semesters at the College. Music majors and minors must enroll in required ensembles for credit. Non-majors may audit required ensembles.

Minors and non-majors are expected to perform in principal ensembles on the instrument or voice part for which the scholarship was earned unless the director of one of the department's performing ensembles specifically requests that the student play another instrument.

Internal scholarships are also available for music majors and are awarded annually at a ceremony following the spring Honors Recital. Over a dozen scholarships are awarded by the music faculty to students who demonstrate a variety of eligible criteria. Music majors become eligible through a performance audition held during the spring semester.

Additional information about music scholarships is available through the Fine Arts Office.

## PORTFOLIOS

All St. Norbert music students are strongly encouraged to start and build a digital portfolio. The digital portfolio is a collection of digitized copies of student work completed during the music degree at the College. Class assignments and papers, compositions, lesson plans, student teaching evaluations, recordings of jury and recital performances and lots of other kinds of materials are brought together in a single location - serving as an online repository for evidence of the knowledge and skills that music students have gained during their time on campus.

A completed portfolio is an ideal way to demonstrate the wide variety of coursework, performances and activities that a music student is involved in each year. Potential employers and graduate school admissions officers find them extremely informative and tend to give candidates with strong digital portfolios that “second look.” Building a polished portfolio is also an excellent foundational skill for young musicians and educators to develop at the start of their professional careers.

While no specific format is required for the music student portfolio, a variety of templates are accessible and examples of successful portfolios are available for review. Students can obtain additional guidance in starting and building the portfolio from their applied studio instructors or music advisors.