



Department of Music
University of Alabama in Huntsville
301 Sparkman Drive
Huntsville, AL 35899

Phone: (256) 824-6436
Fax: (256) 824-6411

2013–2014 Music Handbook

Introduction

The purpose of this handbook is to provide music students and faculty with essential information pertinent to their tenure and success at UAH. This handbook and the policies and procedures described herein should not be considered a comprehensive policy document. Rather, the document is intended to be one of many resources available to students and faculty in directing the academic and artistic mission of the Department of Music at UAH.

Although the handbook intends to reflect current policies and rules of the Department of Music, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. Moreover, the Department of Music reserves the right in its sole discretion and at any time, to modify any policy or procedure set forth in this handbook and to make any other changes it deems necessary or appropriate.

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The Department of Music at UAH

Overview

Mission Statement

The Department of Music at the University of Alabama in Huntsville seeks to provide a program of superior quality, where all students are given the opportunity to experience music as an academic discipline and as an art form. Its academic courses foster in students an understanding of music as an art and the appreciation of the best in music literature in order to enhance and enrich their lives. Its ensembles and performance-related curricula expose students to the artistic and communicative values of music.

The Faculty of the Department of Music strives to provide leadership in artistic endeavors as well as cultural enrichment within the academic community and the participation in regional, national, and international forums.

Music Department Contacts

Music Department Tel: 256-824-6436; music@uah.edu

Music Department Fax: 256-824-6411

Ms. Cil Spina: 256-824-6436; cil.spina@uah.edu

Faculty Contacts

Dr. Royce Boyer: 256-824-6436; royce@castlemedia.net

Dr. Aaron Cain: 256-824-2534; aaron.cain@uah.edu

Dr. Erin Colwitz: 256-824-2581; erin.colwitz@uah.edu

Dr. Melody Ng: 256-825-2579; melody.ng@uah.edu

Dr. C. David Ragsdale: 256-824-2583; dave.ragsdale@uah.edu

Dr. Carolyn Sanders: 256-824-2580; carolyn.sanders@uah.edu

Dr. Ron Wray: 256-824-3302; ron.wray@uah.edu

Website

Additional information may be found on the Music Department's Web Page: <http://www.uah.edu/music>

Student Advisory Committee

The student advisory committee serves as a liaison between the student body and the music faculty. The committee is comprised of student representatives from each class and instrument area. The SAC meets monthly with the Chair of the Department of Music to convey and communicate important initiatives and information for students and faculty of the Department of Music.

Music Building Facilities

Practice Rooms

The practice rooms are available to students enrolled in studio instruction and departmental ensembles. Special requests for other practice room use must be made to the department chairman. In the past, students have occasionally used practice rooms to teach private students. As long as space is available and no conflict with practice of music students develops, students may request the use of a practice room for teaching in limited amounts.

Classrooms

Room 212 is the department's sole class teaching space and, as such, is reserved almost exclusively for academic lectures. Occasionally, it may be reserved and used for special group rehearsals and meetings. The Choral and Instrumental Rehearsal rooms are reserved exclusively for ensemble rehearsal and percussion practice. Additional use of this space must be reserved through ASTRA (pg. 7).

Recital Hall

This room is reserved for recital preparation and performances. All usage must be scheduled through the university's scheduling platform, ASTRA (pg. 7). No general practicing may be done in this room.

Music Technology Lab

When not utilized by a class, this room is available for independent student work, such as music technology projects, composition assignments, use of ear-training software, and listening to recordings. This room is equipped with computers and electronic keyboards. Students must provide their own earphones, so that other users will not be interrupted.

Salmon Library Computer Lab (Rm. 211)

This computer lab is equipped with 30 computer workstations, complete with appropriate music software and keyboards. This room is for class use only. The Information Arcade on the first floor of the library includes five computers with music software, and may be used any time the library is open.

Department Office

The department office is open from 8:30 a.m. until 5:00 p.m. The department telephone is a business telephone and personal calls may not be made from it, unless it is an absolute emergency. Students may leave a message on the department phone (256-824-6436) at any time. Voice mail is also available for individual faculty members, so students are encouraged to call the appropriate faculty member directly. The numbers are given at the beginning of this document.

Lockers

Lockers are available on a first come, first served basis and must be requested annually, each Fall. Locker reservations are made through the department admin who must have the combination to the lock. Failure to comply may result in a lock being removed if the occupant of the locker cannot be identified.

General Guidelines

Drinks and food are not allowed in the practice, rehearsal rooms or classrooms. Smoking is strictly prohibited throughout the building.

It will be to every music student's advantage to keep all outside doors closed for the control of building temperature and humidity, which greatly affects piano tuning. Any misuse of the facilities must be reported to a faculty or staff member.

The building is open from 8:00 a.m. to 11:00 p.m. daily. The building is usually closed during term breaks and vacations.

The UAH Library – Music Holdings and Services

The UAH Library has a growing collection in the area of music. The Library's music collection includes over 4535 monographs (performance editions, composers' collected works, reprints of musical classics, encyclopedias, dictionaries, histories, biographies, pedagogical and theoretical works, etc.), 40 current subscriptions to music periodicals of various types, and about 965 recorded titles. The strongest areas of the music collection are probably those of biographical works, general and period histories, and collected sets (*Musica Britannica*, *Monuments of Music in Austria*, etc.). Additions are continually being made to the collection in practical editions, composers' collected works, 20th Century scores, and works on vocal and instrumental pedagogy.

The music scores and monographs are located under M and ML and MT on the second floor of the library. These may be checked out for four weeks and renewed once by any student having a UAH identification card. Music Reference works (encyclopedias, dictionaries, collective biographies, thematic catalogues, etc.) are located in the reference section. These may not be taken out of the library except with the express permission of the music reference librarian. The music periodicals are shelved alphabetically by title and may be checked out for three days.

Compact discs, mentioned above, are housed in the department office and may be checked out by students only for use in the music building. Additionally, there are a number of compact discs in the Salmon Library for listening there.

Jazz play-along books and CDs are also available in the Salmon Library for checkout.

Materials assigned as supplementary reading or study for classes may be placed behind the circulation desk on one of three different types of reserve:

- **Overnight Reserve:** one hour before library closing to one hour after library opening the following day.

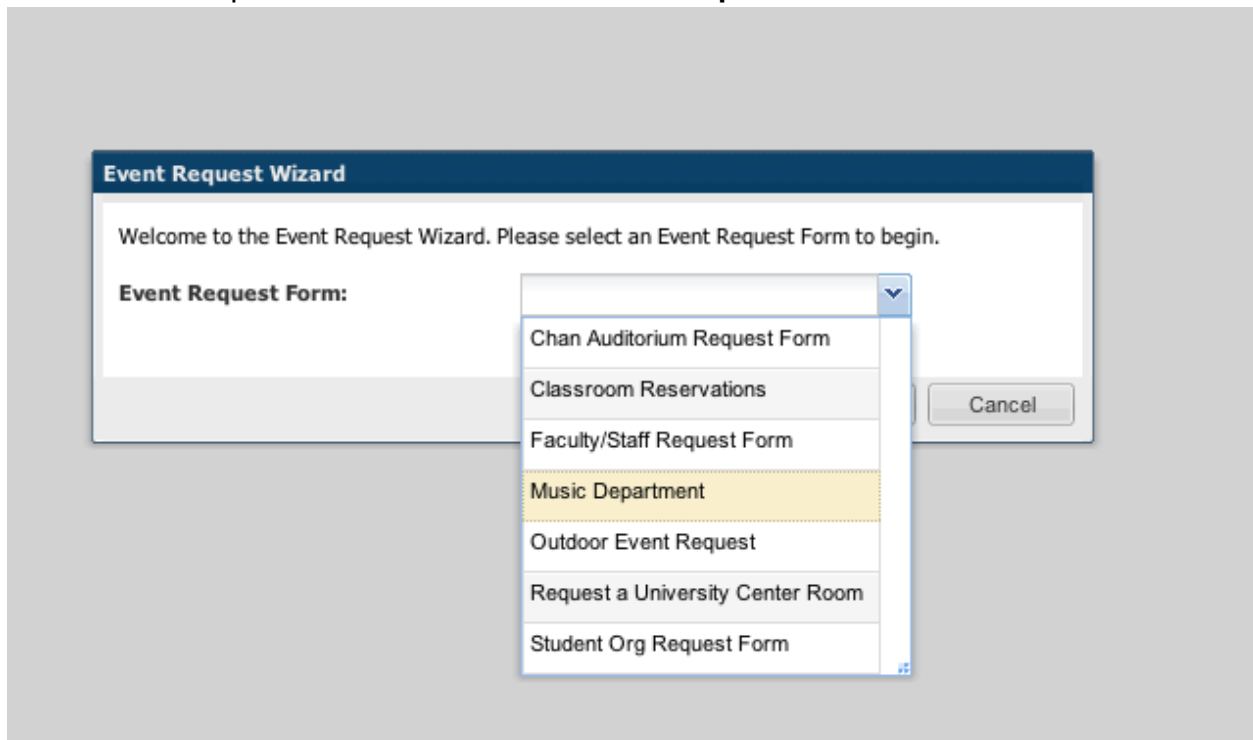
- **Room Reserve:** for use only in the library.
- **Class-Reserve:** before or after a class to before or after the next meeting of the same class.

Students are referred to the Salmon Library website for further information on library facilities, holdings, procedures and policies.

How to Schedule an Event in Roberts Hall using ASTRA

All departmental events, meetings, rehearsals, lectures, and performances are scheduled using ASTRA, the university's online scheduling platform. Note that all such events which are academic classes in which students register are automatically reserved and populated in the ASTRA system through Banner. Therefore, it is not necessary to schedule a rehearsal or meeting which is also a class. For ALL other events, however, faculty and students should use ASTRA to schedule the Roberts Hall facilities. To do this:

1. Go to <http://uahastra.uah.edu>.
2. On the Left side of the screen, click "REQUEST AN EVENT"
3. From the drop down menu select the **Music Department** Form.



4. Fill out all required fields (marked with *)

ASTRA SCHEDULE

ASTRA HOME CALENDARS ACADEMICS RESOURCES EVENTS

Events **Event Request**

Editing Save Cancel

Event Request (Faculty/Staff Request Form)

UAHuntsville
THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

Thank you for using this form to request space on campus. This form is to request all academic space on campus. This form will not schedule space in the UC, campus housing, BAB 125 (Chan), or SC 301.

If you need help filling out this form please contact Amber Adcock at x6943 or ana0007@uah.edu. Tutorials are also available at <http://www.uah.edu/registrar/scheduling>.

Contact Information

ContactName:*

ContactEmail:*

Contact Phone:*

Department:*

Event Information

Event Name:*

Event Description:

Additional Information:

Audio Visual Request:

Event Meetings

If you would like, you can add additional notes about the event. If you have a flyer for the event, ASTRA now has the capability to add photos to events.

5. Scroll down further on this page to add the Event Meeting information.

Event Meetings

Meeting Name*:

Meeting Type*:

Description:

Max Attendance:

Requires Room

Fill out the appropriate meeting name and choose a meeting type from the drop down box. (Rehearsal, Lecture, Performance, etc.)

6A. For a **single event meeting** choose the date on the calendar and select the correct start and end times. Click “Create” when ready to add that meeting.

The screenshot shows the 'Meeting Recurrence' dialog box. At the top right is a 'Create' button. Below it are three tabs: 'Single Meeting(s)', 'Recurring', and 'Spanning'. The 'Single Meeting(s)' tab is selected. Underneath, there are two time pickers: 'Start Time: 11:30 AM' and 'End Time: 3:00 PM'. Below the time pickers are two calendar views. The left calendar is for December 2012, with the 18th and 20th highlighted. The right calendar is for January 2013. At the bottom left of the calendar area are 'Today' and 'Clear' buttons.

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6B. For a **recurring meeting** click on the “Recurring” tab and select the correct start and end times. You can now choose if you want the meeting to happen daily, weekly, monthly, or yearly. Choose the correct pattern and then enter your date range. Click “Create” when ready to add the meeting patterns. Using the recurring feature will generate all meetings for you at once.

The screenshot shows the 'Meeting Recurrence' dialog box with the 'Recurring' tab selected. The 'Start Time:*' is 11:30 AM and the 'End Time:*' is 12:30 PM. Below the time pickers is a 'Day Pattern' section with tabs for 'Daily', 'Weekly', 'Monthly', and 'Yearly'. The 'Weekly' tab is selected. Underneath, it says 'Recur every 1 week(s) on:' followed by a row of buttons for days of the week: U, M, T, W, R, F, S. The 'M' button is selected. Below that is a 'Date Range' section with two options: 'End date:' (selected) with a date picker set to 05/01/13, and 'End after:' with a dropdown set to 1 occurrence.

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Once your meetings are generated, they will appear to the right of the Meeting Recurrence box.

7. Click the top check box to select all the meetings and then click “Request Rooms” to start the room selection process.

The screenshot shows a web interface titled "Meetings". At the top, there are three buttons: "Request Rooms" (highlighted in red), "Request Resources", and "Delete". Below the buttons is a table with the following columns: Name, Start Date, Start Time, End Time, End Date, Room, and Resources. A single row is visible with the following data:

Name	Start Date	Start Time	End Time	End Date	Room	Resources
Scheduling Tutorial	12/20/2012	11:30 AM	3:00 PM	12/20/2012		

8. The Assign Room function will automatically populate with a list of rooms in Roberts Hall.

The screenshot shows a web interface with a navigation menu at the top containing "RESOURCES", "EVENTS", "PEOPLE", "REPORTING", and "SETUP". Below the menu is a "Room List" section with an "Add a Room" button. The main content is a table listing rooms in Roberts Hall (RH) on the M campus. Each row includes a room name, building, campus, type, and capacity. There are small icons (pencil and X) next to each room name, and a small window icon to the right of the room name.

Room	Building C...	Campus	Type	Capacity
RH 100 - Recital Hall	RH	M	Auditorium	232
RH 102 - Main Office/Conference	RH	M	Main Office	20
RH 111 - Backstage/Keyboard Lab	RH	M	Multi Purpose	50
RH 201 - Choral Rehearsal	RH	M	Music Rehearsal Room	65
RH 202 - Small Ensemble Rehearsal	RH	M	Music Rehearsal Room	20
RH 203 - Instrumental Rehearsal	RH	M	Music Rehearsal Room	90
RH 206 - Music Technology Lab	RH	M	Lab-Computer	12
RH 212 - Music Teaching Classroom	RH	M	Classroom	42

You can hover over the rectangles next to the room name to bring up a window showing the room features and a picture of the room. To schedule the room, click the name of the room or the “Available” box to the right of it. IT WILL TURN GREEN. Click “OK” at the bottom of the screen to select that room for your meeting(s). Optionally, you may also request specific resources by clicking “Room Resources.” From the dropdown box, you may select music stands, pianos, etc.

9. Once you've clicked OK, confirm that the room shows up in your meetings box. If everything looks correct, click SAVE at the top left of the screen.

Event Request (Faculty/Staff Request Form)

Event Meetings

Meeting Name*: Scheduling Tutorial Max Attendance: 0

Meeting Type*: Academic Private Featured Requires Room

Description:

Meeting Recurrence

Single Meeting(s) Recurring Spanning

Start Time: 11:30 AM End Time: 3:00 PM

December 2012 January 2013

Meetings

Name	Start Date	Start Time	End Time	End Date	Room	Resources
Scheduling Tutorial	12/20/2012	11:30 AM	3:00 PM	12/20/2012	BAB 121	

Your event will then be submitted and placed in queue for approval. Once approved, you will receive a confirmation email.

Care of University Instruments

Please remember: the use of a university-owned instrument is a privilege – not a right.

Woodwind, Brass, String, and Percussion

Any student who wishes to use an instrument owned by the university must:

- Be a member of an appropriate performing organization or class at UAH.
- Determine the availability of an instrument with the conductor or instructor directly involved.
- Sign a release document in the music office.
- Inspect the instrument to ensure that it is in good working order.
- Agree to properly maintain the instrument and pay for any repairs needed while the instrument is signed out.
- Return the instrument immediately upon request of the music faculty member from whom the instrument was signed out. Return the instrument to the music office and sign for its return with Ms. Spina, personally.
- Never leave an instrument unattended.

Pianos

Most pianos in our building are provided on a loan basis by A.B. Stephens Music Co. and Yamaha Corporation. In order that this program may not be jeopardized, we must maintain these instruments in good condition. Treat the instruments like fine pieces of furniture; no food or beverages should be placed on any piano at any time. The

Steinway concert grand in the Recital Hall must be kept covered and in its humidity-controlled closet when not in use, and is available for student use only in performances and in preparation for junior and senior recitals. Please report any abuse of pianos to the department office.

Music Technology, Computers, and Recordings

The Music Technology Lab may be also be used to listen to CDs. Listening facilities in each classroom and rehearsal area are also available. A sizable collection of compact discs is located in the MT Lab, and is available for student and faculty in-building use. The CD catalog is available online on the Student Information page. Be prepared to leave your ID card or Driver's License as collateral in the department office when checking out a CD. Students are now expected to provide their own earphones for listening and computer work. Think of this as one of your most inexpensive pieces of musical equipment! Report any defective equipment to the department office.

Policies for Auditions, Juries, and Recitals

General Policies

Students must audition before being accepted as music majors and enrolled in 200-level studio instruction. Any UAH student may enroll in 100-level studio instruction or audition to perform in an ensemble. Please note that 100-level studio instruction does not count toward music major degree requirements.

All students must perform a jury at the end of each semester in which they take 200-level or 400-level studio instruction. If a student misses the jury, the instructor has the option of awarding an Incomplete. In this case, the jury must be made up within two weeks, regardless of whether or not the student is enrolled for the next term.

All students must enroll in Music Forum (MU 199) every semester that they enroll in 200-level or 400-level studio instruction, or Senior Recital, Senior Jazz Recital, or Performance Emphasis Recital.

After four or more semesters of 200-level studio instruction, students must be approved to go on to 400-level studio instruction. This should normally happen at the jury following the fourth semester of 200-level studio instruction, but can be later if the student needs more time.

After one or more semesters of 400-level studio instruction, students may register for the Senior Recital (MUA 498), which also includes weekly studio instruction.

Two or more weeks prior to performing a Senior Recital, students must pass a pre-recital jury.

Senior Recitals should be scheduled three to four months in advance, and should take place during the regular term in the months of August, September, October, January,

February, or March. If a student desires an early Fall Recital (August or September), please note that Summer Session studio instruction is required. All music should be in hand before scheduling a recital.

Jazz Emphasis

Students pursuing the Bachelor of Arts in Music with an Emphasis in Jazz must audition to be accepted into the emphasis.

After three or more semesters of 200-level jazz studio instruction, students pursuing the Bachelor of Arts with an Emphasis in Jazz must be approved to go on to Senior Jazz Recital. This should normally happen at the jury following a semester of 200-level studio instruction. The Senior Jazz Recital also includes weekly studio instruction

Two or more weeks prior to performing a Senior Jazz Recital, students must pass a pre-recital jury.

Performance Emphasis

Students pursuing the Bachelor of Arts in Music with an Emphasis in Performance must audition to be accepted into the emphasis. This audition is usually during the jury after the fourth semester of 200-level studio instruction.

Following the senior recital, students pursuing the Bachelor of Arts with an Emphasis in Performance must enroll in one additional semester of 400-level studio instruction before registering for the Performance Emphasis Recital (MUA 499), which includes weekly studio instruction.

Two or more weeks prior to performing a Performance Emphasis Recital, students must pass a pre-recital jury.

Piano Proficiency

Like most major music schools, UAH believes that every musician should have fundamental piano skills. Therefore, degree-seeking students in Performance and Education must pass a piano proficiency exam prior to their graduation from UAH. Not taking or not passing the exam will prohibit a student from receiving a music degree, regardless of credit hours, status, or GPA. It is highly recommended that students take the exam in their Junior year, prior to recitals and internships. The exam is available online and in the music office and may be taken anytime by appointment.

Faculty Evaluations

Each student has the opportunity each term to evaluate his or her individual instructor and each course in which he is enrolled. The primary tool for instructor evaluation is the SIE (Student Instructor Evaluation) which is a university-wide evaluation. Faculty at UAH are required to provide students in every course with the opportunity to evaluate using this tool. Through the careful, thoughtful completion of these forms by students,

the faculty members are able to improve their teaching and be responsive to student needs.

The Music Curriculum at UAH

The Bachelor of Arts in Music Degree

Overview

The Department of Music at UAH offers a single degree: the **Bachelor of Arts in Music**. The music curriculum is designed to provide students with knowledge of their musical heritage and the great masterworks of music literature. Additionally, a foundation in theoretical studies and musical skills allows students to understand and appreciate music in an intellectual manner. Performance experience develops technical skills and artistic sensitivity. All of the department's programs are based in the liberal arts in the belief that a broad, general education is an appropriate preparation for both the well-rounded musician and the educated individual.

Music Degrees at UAH have three primary components:

1. General Education – Students in any music emphasis other than music education must complete the Liberal Arts [General Education Requirements](#) (53 credit hours). Students in the Music Education Emphasis must complete a different set of [General Education Requirements](#) (38 credit hours).
2. The Music Core – The music core is a classical-based degree in music. This means that all music majors, regardless of emphasis, must have a primary "instrument" from the "classical music" world, i.e., voice, piano, organ, classical guitar, or a traditional band or orchestral instrument. The course of study in the music core focuses on ensemble and solo performance on the primary instrument as well as theoretical and historical intellectualization of music. (40 credit hours)
3. An Emphasis or Minor Area – All students seeking a music degree at UAH will select an Area of Emphasis in which to concentrate OR any minor/second major in another field. (~30 credit hours)

Emphases:

The [Liberal Arts](#) emphasis allows for a traditional liberal arts education, with a minor or second major in another field. This can also be used for a second degree, with an earlier non-music degree serving as the "second major."

The [Music Education](#) emphasis ([vocal](#) or [instrumental](#)) integrates a strong base of liberal arts, music, and professional education courses, and leads to certification to teach at all levels P-12 (Class B Professional Teacher's Certificate) in either vocal or instrumental music.

The emphasis in [Music Performance](#) offers additional in-depth music instruction focused on traditional performance skills.

The [Jazz](#) emphasis offers additional instruction in jazz theory, jazz history, and jazz performance in addition to the traditional music instruction within the Music Core. This means that students in the jazz emphasis must also have a classical-based primary instrument.

The emphasis in [Music Technology](#) incorporates computer technology into the curriculum, giving students the opportunity to combine interests in music, computers, and engineering in addition to the traditional music instruction within the Music Core. This means that students in the music technology emphasis must also have a classical-based primary instrument, and must perform in ensembles and solo recitals.

The [Music Business](#) emphasis is designed for students who want to work in either the for-profit or non-profit sectors of the music industry. In addition to the music core, this emphasis offers courses in marketing, management, and finance.

The emphasis in [Church Music](#) offers courses in church music and administration, as well as support courses in philosophy and psychology. This emphasis is designed to prepare students for careers in church music.

The emphasis in [Piano Pedagogy](#) is designed for pianists who want to prepare themselves to open their own piano teaching studios. In addition to the standard music core of classes, this emphasis offers piano pedagogy classes and related internships as well as courses in marketing and entrepreneurship.

Program of Study

At the end of the sophomore year (or earlier), each student should initiate a Program of Study by requesting it from the College of Liberal Arts Advising Office in Morton Hall. The Program of Study (POS) becomes a contract of sorts between the university and the student, identifying exactly the courses a student has already taken and exactly which courses should be taken going forward in order to receive a degree from UAH. The POS is signed by the student, the advisor (if there is one), the Chair of the Department of Music, and the Dean of the College of Liberal Arts, and is then filed and recorded in Student Records. The POS is a valuable tool in determining the most efficient path to graduation in a particular emphasis.

It is important to understand that, since the first four semesters of music study are virtually identical for every music emphasis, it is NOT necessary to identify a particular emphasis immediately. Students should, however, “declare” an emphasis at the end of the sophomore year when they initiate the POS. Also note that the emphases in Jazz and Music Performance require a formal audition for admittance to the emphasis. Typically, the Spring semester jury at the end of the sophomore year serves as this audition.

A complete list of all required courses for each of the music emphases can be found in **Appendix 1** of this document.

Studio Instruction

Overview

Studio instruction is the same as a private lesson, sometimes also called an applied lesson, or applied instruction. At UAH all Studio Instruction courses begin with MUA (Applied) or MUJ (Jazz). MUA/MUJ course grades are derived from two major components: 1. the instructor's grade and 2. the faculty jury grade.

Studio Instruction Priorities

Due to limited faculty time and funding, a system of priorities has been developed to fulfill equitably student requests for studio instruction. The chairman of the department assigns students to studio instruction each term according to requests, teacher availability and the following priority system:

1. Major or Principal Instrument (full-time music student)
2. Secondary Instrument (full-time music student)
3. Major or Principal Instrument (part-time music student)
4. Secondary Instrument (part-time music student)
5. Full-time UAH students (minoring in Music)
6. Part-time UAH students (minoring in Music)
7. Full-time UAH student (non-music student)
8. Part-time UAH students (non-music student)
9. Dual Enrollment and Early Start students

Registration and Audition Procedures

A student who wishes to register for instruction in any area of applied music should speak with the department chair or obtain written permission from the faculty member under whom he or she wishes to study. Note: All voice students are assigned to faculty by Dr. Aaron Cain, Director of Voice. Singers should see Dr. Cain for studio assignments and permissions. Once permission to study is granted, send an email to Cil Spina at Cil.Spina@uah.edu.

Include in the email:

- Your Name
- Your A-number
- The name of the professor with whom you are permitted to study
- The level of study for which you are approved (i.e. 100, 200, 400)

Students may be required to audition in order to demonstrate their level of proficiency. If accepted as an applied music student, they will then be assigned a course number on the basis of their performance level and plans for music study at UAH. Often,

transfer students are requested to perform a placement jury at the end of their first term of study.

Progression through Studio Instruction

Each Music Major must complete a **minimum** of four semesters of 200-level Studio Instruction in his or her "primary instrument." At the end of each semester, the student must perform a jury. After four (or more) semesters of 200-level Studio Instruction, the student may be considered for advancement to 400-level Studio Instruction. **This is not automatic.** The jury at the end of the semester must recommend promotion to 400-level Studio Instruction before the student may enroll in it.

Each Music Major must complete a **minimum** of one semester of 400-level Studio Instruction before being allowed to register for the Senior Recital. Music Majors with an Emphasis in Performance must complete a **minimum** of one additional semester of 400-level Studio Instruction **after** the Senior Recital before being allowed to register for the Performance Emphasis Recital.

Applied Music Course Numbers and Their Meanings:

- Course numbers in applied music have the "MUA" prefix. Those beginning with "1" (111 for voice, 121 for organ, 131 for piano, etc.) denote instruction for music minors or for non-majors. A student receives 1 semester hour credit for this level of instruction, and will normally have one 30 minute lesson per week.
- Course numbers beginning with "2" or "4" (211 and 411 for voice, 221 and 421 for organ, 231 and 431 for piano, etc.) denote the principal performance area for music majors. A student receives 1.5 semester hours credit for this level of instruction and will normally have one fifty-minute lesson per week.
- Students in 200- and 400-level studio instruction must perform before a faculty jury each term in their principal instrument area. Music minors are required to jury every other term. The jury may retain students at any level until proper achievement is reached for advancement. The jury may also raise or lower the instructor's grade one degree. Students who are neither majoring nor minoring in music are not required to perform before the jury.
- Course numbers in applied music for music majors not yet accepted into the program are listed as 115 (voice), 125 (organ), etc. A student receives 1.5 semester hours credit for this level of instruction, will normally have one fifty-minute lesson per week, and may only take this level one time before being admitted as a music major. Student will use the Jury at the end of the semester as an audition to be admitted to the music program.

Practice Requirements for Students taking Studio Instruction at UAH

Applied music instruction at the 200- and 400-level carries a minimum practice requirement of at least two hours a day. Applied music instruction at the 100-level

carries a minimum practice requirement of at least one hour a day. These requirements may be increased or decreased for various reasons at the discretion of the individual instructor.

Jury Examinations

- Students in 200- and 400-level studio instruction will perform a full-faculty jury examination at the completion of each semester in their principal instrument area. The faculty use a 10 point rubric at the jury to determine the jury grade. (Appendix 4).
- Music minors will perform a jury examination at the completion of each two semesters of instruction.
- Juries are normally held on the Study Day before the first day of final exams. Students can select a time on the Jury Schedule which is posted approximately ten days prior to jury day.
- Each student must complete a Studio Instruction Report (Appendix 2) and submit it to his/her instructor before the end of each term. Students who do not submit this report will receive an "incomplete (I)" grade. These reports become a part of the student's file, which is circulated at the jury.
- A minimum of three faculty members will constitute the jury, but all music faculty are invited to attend. The jury may retain students at any level until proper achievement is reached for advancement. The jury's grade is averaged together with the instructor's grade, according to the formulas set forth in the studio instruction syllabus (Appendix 3). Students who are neither majoring nor minoring in music are not required to perform before the jury.
- The faculty jury provides a broad and impartial evaluation tool (Appendix 4) at regular intervals during a student's progress in his/her applied area. It also familiarizes the faculty with all music students while providing students an opportunity to function under performance conditions.
- The jury will advise students of their potential for continued success as a major or minor in music.
- The jury should be considered a form of public performance. Dress and stage decorum must therefore be handled accordingly. Normally, a student will perform a composition of their choice (with instructor's approval) at the beginning of the jury. Then the jury may ask to hear examples of works and materials listed on the Studio Instruction Report as well as asking questions concerning the repertoire and technical study.

Other expectations and requirements

The department faculty has established the following common requirements for studio instruction:

This section includes a general outline of requirements in music majors, music minors, and non-music majors enrolled for studio instruction. All students will be expected to meet the general requirements as listed; additional studio instruction requirements will be at the discretion of the individual instructor.

Lesson Attendance

The lesson grade will be affected by a student not attending a minimum of 13 lessons. In the case of a lesson that is missed with no advance notification, the instructor will not make up the lesson; instructors will make up lessons with advance notification from students and in cases where the instructor misses a lesson.

Faculty Recital Attendance

All music majors and music minors will be required to attend all faculty recitals, even if doing so exceeds the requirements listed in the Music Forum (MU199) syllabus (Appendix 5).

Student Recital Attendance

All music majors and music minors will be required to attend all student recitals presented by music majors, even if doing so exceeds the requirements listed in the Music Forum (MU199) syllabus (Appendix 5).

These requirements represent part of the coursework for which each student assumes responsibility when enrolling for studio instruction.

Music Forum

Overview

Music Forum should be considered a co-requisite for all applied instruction. In other words, all music majors should enroll in Music Forum (MU199) each semester of college, regardless of full-time or part-time status. Music Forum (MU199) is 0 credit hours and is therefore free of charge. And yet, even though Music Forum has no academic credit associated with it, all music majors are required to enroll in it and pass it at least seven times during their time at UAH. Music Forum consists of two components: 1. Music Forum, a corporate music experience once per week for an hour, usually on Thursday mornings and 2. Regular attendance at concerts and recitals at UAH and in the community.

Music Forum Attendance

All music majors and minors will be expected to attend all Music Forum meetings, typically held on Thursday mornings from 9:35 AM until 10:35 AM. This weekly session is the only mutually common “corporate” time for the students and faculty in

the Department of Music. The Music Forum experience will change weekly, where some weeks will be a department-wide concert of lecture and other times will be a masterclass setting in the various areas of specialization: Voice, wind and percussion, strings, guitar, and piano. The Department publishes a Music Forum Schedule at the beginning of every semester.

General Concert and Recital Attendance

Attendance at concerts on campus or in Huntsville is extremely important for the musical development of students. It is the unusual student who has attended, or even had the opportunity to attend concerts of various kinds in his junior and senior high school days. Going to concerts is one major tool for developing a broad concept of musicianship, sensitivity and standards of performance. One becomes aware of the high level of performance attainable when hearing experienced or professional musicians who are considered outstanding in their special area of performance.

Music majors should attend at least eight concerts per term; music minors enrolled in studio instruction are required to attend four concerts per term. Concerts in which the student performs may count towards no more than half of these requirements. All music majors are required to stage manage, assist, or usher one performance each semester. A listing of the concerts attended must also be included on the Studio Instruction Report (Appendix 2) which is circulated to the faculty jury at semester's end. Please consult the Music Department Calendar for events taking place at Roberts Hall. Other community events are also acceptable; please clear these events in advance with the applied instructor.

Grading

Music majors must take, and pass, Music Forum (MU 199) seven times. The final grade for music forum is based upon a combination of 1. attendance at Music Forum and 2. attendance at the required 8 concert events.

Exceptions

In exceptional cases, when a student has a conflict that prevents him or her from registering for or attending Music Forum, the student may request an additional section (for a total of two sections with 16 concerts attended) the next semester. Alternatively, a student may also request to write concert reviews for each of their eight concerts in lieu of attending the Thursday Music Forum meetings. Requests of this nature must be made to and is at the sole discretion of the Department Chair.

Attendance Scanning

Each semester a bar code will be given to every student enrolled in Music Forum. This bar code should be placed on the Charger ID Card to be scanned at Music Forum, as well as Concert and Recital events in Roberts Hall. Should the student attend an event at which no scanner is present, a Green Concert Attendance Slip may be acquired in the music office and attached to the concert program (if no program, a ticket is acceptable). Turn in the Green Slip/Concert Program to the music office within two

weeks of the event in order to receive credit. All Green slips MUST be signed by your primary studio instructor – no exceptions. All recital attendance records, both scanned and Green-slipped, must be submitted for final tabulation 1 week prior to Juries.

Performing

Junior and Senior Recitals:

There are many aspects of performing a Junior or Senior recital. Consulting with their studio instructor, students are expected to prepare their own program copy, clearly typed and ready for the department admin. Any program notes, translations or special comments should be accurately prepared; composer's dates should be included. The form for recitals is on the department website and at the end of this Document, Appendix 6.

Publicity articles should be written by the student for submission to local newspapers and the Music Department's Concerts Email List by the department admin. Students should submit their own copy to the UAH Exponent well in advance of the recital date. Students should also schedule a recorded PSA (Public Service Announcement) of their recital information at WLRH (the public radio station on the UAH Campus). This should be arranged at least 4 weeks prior to the recital. Physical arrangements for stage decoration, lighting, ushers, etc. must not be forgotten for this learning experience.

Time in the Recital Hall is limited due to a very crowded schedule for that facility. Dates for recitals should be set early in the school year to insure availability of the hall.

Please be sure to leave the hall doors closed and the piano properly covered.

Ensemble Requirements:

The music faculty considers ensemble participation one of the most important experiences in the curriculum. One music ensemble is required each term in which a student is enrolled as a full-time music major. Only seven to twelve hours of ensemble credit (depending upon the degree program) may be applied toward a degree. However, the ensemble grade continues to apply toward a student's GPA.

An audition is required before enrollment in many of the music ensembles, and a student is required to attend all rehearsals and concerts unless excused. Students should consult the conductor of the ensemble for more specific information and requirements.

Descriptions of the various ensembles offered can be found in the music section of the UAH catalog.

UAH Music Student Advising

Overview

The UAH Catalog supplies a wealth of information concerning the many steps students must take regarding advising, from gaining admission to the University on through graduation. It should be remembered that the music faculty and the department administrative professional are genuinely interested in each student's progress. They want to help in every possible way. Students, however, should first check the catalog for advice on clear-cut University policies before requesting help from a faculty advisor. Freshmen must always register for classes for the first time during Freshmen Orientation (See Below).

Application for admission to UAH

See catalog "Admission Information"

Freshman Orientation

Freshman Orientation occurs during the summer prior to the fall term enrollment. At the orientation, students and parents will:

- Learn about General University policies and procedures
- Register for Fall classes

If, by Freshman Orientation, you have not already done the items listed below, you should schedule these activities during the 2-day orientation

- Audition in Music Department
- Music Theory Placement Test

Admission to Teacher Education Program

For those students pursuing the Emphasis in Music Education, this should be done during spring term of sophomore year in Department of Education, Morton Hall. Please note: no students are admitted to the education program until ALL GER requirements have been completed. See catalog under "Education" for more information.

Declaring a Major

Upon successful audition to the music department and as soon as possible, students should declare music as their major in Charger Central. Whenever a student desires two majors, the Music major should be listed first.

Application for Student Teaching

Before April 15 of the Junior year, students admitted to the Teacher Education Program should make application for a student teaching assignment for one term of the senior year. (See catalog under "Education" for additional information.)

Application for Graduation

Must be completed at least three months prior to expected graduation date. Application forms may be obtained in the Office of Admissions and Records in the University Center.

Application for Teacher Certification

Forms available in Office of Admission and Records, to be filled out near end of the teacher education program.

How to Register for a Class

All students need two things to register: a BANNER User ID and a PIN. Some students will also need a Registration Access Code (sometimes known as an "alternate PIN").

User ID

The User ID is your A-number. It is an A followed by an 8-digit number.

PIN

The PIN is a six-digit number. If you never changed it, it should be either the last six digits of your SSN or your birth date in mmddyy format. No one in the Department of Music has any way of looking up or changing your PIN; the system does not allow us to do so. If you do not know your PIN, try one of the suggestions above. If that does not work, contact your academic advisor or Charger Central.

Registration

Once you have these two things, log in to Banner at <http://register.uah.edu/>. Click on "Enter Banner Self Service," then "Enter Secure Area." Fill in the blanks and click "Login." If you logged in with your SSN, please note that Banner will tell you your A-number. Please write this down. You will need it!

Registration Access Code

When you try to register for classes, the system may ask for your "Registration Access Code." Your Registration Access Code will change every semester.

Liberal Arts students with a Program of Study should not need a Registration Access Code. If you have tried to register and the system requested your Registration Access Code, contact the Music Department for assistance.

If you are not a music major, contact the chair of your department. The Music Department can only supply Registration Access Codes for music majors.

If Charger Central has told you that you need a Registration Access Code, do not believe them without checking. Try to register for your classes. If Banner says you need a Registration Access Code, you can believe that.

If You Need Permission for a Music Class

Not all music classes require permission. Please do not request permission for a music class unless Banner tells you that you need permission, as the process is very time-consuming. If you are told that you need departmental permission or instructor permission, send an email to Cil Spina at Cil.Spina@uah.edu

Include in the email:

- Your Name
- Your A-number
- The Course Title of the course for which you need permission
- The Subject & Course Number (i.e. MU 201) of the course for which you need permission
- The CRN of the course for which you need permission

What Music Classes Should Music Majors Take?

All music majors take the same Music Core, regardless of emphasis. Generally speaking, all music majors should take Music Forum (MU199), Studio Instruction (MUA 2x1 or 4x1), and an Ensemble (MUX 3xx) every semester. Most students are also enrolled in Music Theory each semester. Beyond that, the courses a student takes each semester depends upon a balance of GER courses and courses specific to their Emphasis area.

Studio Instruction

Take the appropriate studio instruction every semester:

- MUA 2x1 — (Private Lessons) minimum of four semesters (Prerequisite: music majors only)
- MUA 4x1 — (Private Lessons) minimum of one semester; must be promoted to this in previous jury (Prerequisite: at least four semesters of 200-level studio instruction plus approval of jury)
- MUA 498 — (Senior Recital; includes lessons) (Prerequisite: at least one semester of 400-level studio instruction)

Ensembles

Take the appropriate ensemble every semester:

- MUX 386-399 — must audition for placement; (Prerequisite: audition)

Music Theory

Take the appropriate music theory class:

- MU 108 (or placement exam) — offered every fall and some summers (Prerequisite: none)
- MU 201 & 203 (Music Theory I) — offered every spring (Prerequisite = MU 108 or placement exam)
- MU 202 & 204 (Music Theory II) — offered every fall (Prerequisite = MU 201 & 203)
- MU 301 & 303 (Music Theory III) — offered every spring (Prerequisite = MU 202 & 204)

Music History and Literature

Take the appropriate music literature or music history class:

- MU 100 (Intro to Music Literature) — offered every semester (Prerequisite: none)
- MU 311 (Music History I) — offered every fall (Prerequisites: MU 301 and MU 100)
- MU 312 (Music History II) — offered every spring (Prerequisites: MU 301 and MU 100)

Miscellaneous

Take the appropriate miscellaneous music class:

- MU 106 (Intro to Music Technology) — offered every fall (Prerequisite: none)
- MU 325 (Conducting) — offered every fall (Prerequisite: MU 301)

Required for Some Emphases

These courses are required for some emphases, but not all:

Education Emphasis

- MU 302 (Music Theory IV) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 322 (Diction for Singers) — offered every other fall (Prerequisite = MUA 111 or MUA 211)
- MU 401 (Form & Analysis) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 416 (Orchestration) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 425 (Advanced Conducting) — offered every other spring (Prerequisite: MU 325)
- MUE 321 (Choral/Instrumental Directed Observation) — offered every fall and spring (Prerequisite: MU 325)
- MUE 328 (Teaching General Music) — offered every other fall (Prerequisite = MU 301)
- MUE 428 (Vocal/Choral Methods for Secondary Schools) — offered every other spring (Prerequisite = MU 425)
- MUE 429 (Organizing and Directing Instrumental Groups in Secondary School) — offered every other spring (Prerequisite = MU 425)

Performance Emphasis

- MU 302 (Music Theory IV) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 401 (Form & Analysis) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 425 (Advanced Conducting) — offered every other spring (Prerequisite: MU 325)
- MUA 499 — (Graduate Emphasis Recital; includes lessons) (Prerequisite: MUA 498 and at least one additional semester of 400-level studio instruction after MUA 498)

Jazz Emphasis

- MUJ 131 — (Jazz Piano Lessons) minimum of two semesters (Prerequisite: none)
- MUJ 2×1 — minimum of three semesters (Prerequisite: music majors only)
- MUJ 498 — Senior Jazz Recital (includes lessons) (Prerequisite: at least three semesters of MUJ 2×1)
- MU 205 (Jazz Theory) — offered every other fall (Prerequisite = MU 201)
- MU 317 (Jazz Arranging) — offered every other spring (Prerequisite = MU 205)
- MU 316 (History & Appreciation of Jazz) — offered every other spring (Prerequisite: MU 100)
- MU 308 (Jazz Improvisation I) — offered every other fall
- MU 309 (Jazz Improvisation II) — offered every other spring

Music Technology Emphasis

- MU 306 (Music Technology) — offered every other spring (Prerequisites = MU 106 & EE 100)
- MU 404 (Music Technology Individual Projects) — offered every semester (Prerequisite = MU 306)
- MU 406 (Internship in Music Technology) — offered every semester (Prerequisite = MU 306)

Suggested Sequence of Music Classes for Music Majors

All music majors, regardless of emphasis, take the same 40-credit music core. Other required music courses vary by emphasis, and are mostly taken after the first two years.

Below is a suggested sequence of music courses for the first two years for all music majors. Check the specific emphases for more details, if you have decided on an emphasis.

Year 1 — Fall

Course Number	Course Title	Credits
MU 100	Intro to Music Literature	3
MU 108	Intro to Music Theory	3
MU 106	Intro to Music Technology	1
MUX 3xx	Ensemble	1
MUA 2x1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	9.5

Year 1 — Spring

Course Number	Course Title	Credits
MU 201	Music Theory I	3
MU 203	Musicianship Skills I	1
MUX 3xx	Ensemble	1
MUA 2x1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	6.5

Year 2 — Fall

Course Number	Course Title	Credits
MU 202	Music Theory II	3
MU 204	Musicianship Skills II	3
MUX 3xx	Ensemble	1
MUA 2x1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	8.5

Year 2 — Spring

Course Number	Course Title	Credits
MU 301	Music Theory III	3
MU 303	Musicianship Skills III	3
MUX 3xx	Ensemble	1
MUA 2x1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	8.5

Appendix 1 - Programs of Study in Music

MUSIC CORE (Also Liberal Arts Emphasis)

Music Core		Hours	Comments
Studio Instruction in ____	MUA 2x1	6	At least four semesters (x 1.5 cr) at the 200 Level. Jury to be admitted to 400 Level.
Studio Instruction in ____	MUA 4x1	1.5	
Senior Recital	MUA 498	1.5	
Ensembles	MUX 3xx	7	Must be on student's primary instrument. At least half of these must be conducted ensembles. At least one credit must be chamber ensembles. For Jazz Emphasis, these must be non-jazz ensembles.
Intro to Music Literature	MU 100	3	Included in GER
Intro to Music Technology	MU 106	1	
Music Theory I	MU 201	3	Pre-req: Placement Exam or MU 108
Musician Skills I	MU 203	1	
Music Theory II	MU 202	3	Pre-req: MU 201
Musician Skills II	MU 204	1	Pre-req: MU 203
Music Theory III	MU 301	3	Pre-req: MU 202
Musician Skills III	MU 303	1	Pre-req: MU 204
Music History I	MU 311	3	Pre-req: MU 301
Music History II	MU 312	3	Pre-req: MU 301
Conducting	MU 325	2	Pre-req: MU 301
Music Forum	MU 199	0	P/F - Must PASS this course at least seven times before graduation. Transfer students must pass each semester they are in residence at UAH, up to maximum of seven times.
Total Hours in Music Core:		40	

Performance Emphasis		Hours	Comments
Principal Instrument	MUA 4x1	1.5	
Perf. Emphasis Recital	MUA 499	1.5	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Music Theory IV (Modern)	MU 302	3	
Form & Analysis	MU 401	2	
Advanced Conducting	MU 425	2	
Upper Level Elective		2	
Electives		4	
Piano Proficiency Exam		0	
Full Recital			
Total Hours in Emphasis:		21	

Jazz Emphasis		Hours	Comments
Jazz Indiv. Instr. (4 x 1.5)	MUJ 2xx	4.5	<ul style="list-style-type: none"> •At least three semesters (x 1.5 cr). •Jury to be admitted to recital.
Senior Jazz Recital	MUJ 498	1.5	
Jazz Piano	MUJ 131	2	At least two semesters (x 1 cr).
Jazz Ensemble	MUX 389	4	At least 4 semesters (x 1 cr).
Jazz Combo	MUX 386	2	At least 4 semesters (x 0.5 cr).
Jazz Theory	MU 205	2	
Jazz Arranging	MU 317	2	
Jazz Improvisation I	MU 308	2	
Jazz Improvisation II	MU 309	2	
History & Apprec. of Jazz	MU 316	3	
Total Hours in Emphasis:		25	

Piano Pedagogy Emphasis		Hours	Comments
Piano Pedagogy	MU 320	2	
Piano Pedagogy II	MU 321	2	New Course
Piano Literature	MU 420	2	
Group Piano Ped. Internship	MU 409	3	New Course (internship)
Indiv. Piano Ped. Internship	MU 410	3	New Course (internship)
Teaching General Music	MUE 328	3	
Principles of Marketing	MKT 301	3	
Fin. Issues in Entrepreneurship	FIN 410	3	
Total Hours in Emphasis:		21	

Technology Emphasis		Hours	Comments
Music Technology	MU 306	3	
Studio Music Tech	MU 401	1	
Studio Music Tech	MU 402	1	
Studio Music Tech	MU 403	1	
Internship Music Tech	MU 406	3	
Digital Signals & Systems	EE 100	3	
Digital Logic Lab	EE 201	1	
Intro to Digital Logic Design	EE 202	3	
Intro to Computer Prog	CPE 112	3	.
Fundamentals of Software	CPE 212	3	
Total Hours in Emphasis:		22	

Music Business Emphasis		Hours	Comments
Arts Administration	MU 206	3	New Course
Music Business Internship	MU 407	3	New Course
Principles of Marketing	MKT 301	3	
Managing Organizations	MGT 301	3	
Fin. Issues in Entrepreneurship	FIN 410	3	
Electives – Choose two of these:		6	
Intro to Entrepreneurship	MGT 101	(3)	
New Venture Strategies	MGT 405	(3)	
Sales Mgmt & Prof. Selling	MKT 315	(3)	
Services Marketing	MKT 420	(3)	
Total Hours in Emphasis:		21	

Church Music Emphasis		Hours	Comments
Survey of Church Music	MU 313	3	New Course
Church Music Methods, Materials, and Administration	MU 402	3	New Course
Church Music Internship	MU 408	3	New Course
Studio Instruction in Organ and Voice	MUA 121	3	<ul style="list-style-type: none"> •If organ is the student's primary instrument, this would be Voice, and vice versa. •If neither is the primary instrument, this would be two credits of voice and one of organ.
Teaching General Music	MUE 328	3	
Philosophy of Eastern and Western Religions	PHL 314	3	
Social Psychology	SOC 375	3	Also PY 375
Total Hours in Emphasis:		21	

Instrumental Education Emphasis		Hours	Comments
Sec. Instrument – br/ww	MUA 1x1	1	
Sec. Instrument – br/ww	MUA 1x1	1	
Sec. Instrument – br/ww	MUA 1x1	1	
Sec. Instrument – String	MUA 151	1	
Sec. Instrument – Perc	MUA 181	1	
Sec. Instrument – Choral	MUE 321	1	
Music Theory IV (Modern)	MU 302	3	
Form & Analysis	MU 401	2	
Orchestration	MU 416	2	
Advanced Conducting	MU 425	2	
General Music	MUE 328	3	
Inst Meth/Secondary	MUE 429	3	
Piano Proficiency Exam			
Total Hours in Emphasis:		21	

Choral Education Emphasis		Hours	Comments
Sec. Instrument – Piano	MUA 131	1	
Sec. Instrument – Piano	MUA 131	1	
Sec. Instrument – Piano	MUA 131	1	
Sec. Instrument – String	MUA 151	1	
Sec. Instrument – Diction	MU 322	1	
Sec. Instrument – Band	MUE 321	1	
Music Theory IV (Modern)	MU 302	3	
Form & Analysis	MU 401	2	
Orchestration	MU 416	2	
Advanced Conducting	MU 425	2	
General Music	MUE 328	3	
Choral Meth/Secondary	MUE 428	3	
Piano Proficiency Exam			
Total Hours in Emphasis:		21	

Additional Education Courses		Hours	Comments
Intro to Education	ED 301	1	Block 1
Foundations of Education	ED 305	3	Block 1
Educational Psychology	ED 308	3	Block 1
Classroom & Behavior Mgmt	ED 309	3	Block 2
Tching the Exceptional Child	EDC 301	3	Block 2
Instructional Strategies	EDC 311	3	Block 2
Applied Multiculturalism	ED 430	3	Block 2
Teaching Reading in Content	ED 408	3	Block 3 or 4 (Fall)
Foundations of Ed Evaluation	ED 410	3	Block 3 or 4 (Spring)
P-12 Internship (Music)	ED 499	12	(Student Teaching)
Total Hours in Education:		37	

Appendix 2 - Studio Instruction Report



STUDIO INSTRUCTION REPORT

Student Name: _____ Email: _____

Street: _____ City: _____ State: _____ Zip: _____

Degree: _____ Major or Emphasis: _____ A#: _____

Year/Sem.: _____ Instrument: _____ MUA/MUJ: _____

*During the term I have studied the following exercises and repertoire: (Place an asterisk * before compositions that are memorized and a number sign # before compositions that were performed).*

A. Technical Study and Sight-Reading:

B. Completed compositions begun in previous term:

C. Completed compositions new this term:

D. Compositions in progress:

E. Ensembles and Other:

Instructor Grade: _____ Signed: _____ (Instructor)

Appendix 2 (cont.) - Studio Instruction Report Page 2

Studio Instruction Record

Name: _____ Lesson Time: _____

1. Date:	2. Date:	3. Date:
4. Date:	5. Date:	6. Date:
7. Date:	8. Date:	9. Date:
10. Date:	11. Date:	12. Date:
13. Date:	14. Date:	15. Date:

Concert/Recital Attendance Record

1	2
3	4
5	6
7	8

Appendix 3 - Studio Instruction Syllabus



MUA and MUJ STUDIO INSTRUCTION SYLLABUS

A. Definitions

• 100-level MUA and MUJ Studio Instruction

- These courses will not count toward a music major's primary instrument requirements.
- Courses numbered MUA 111, 121, 131, 141, 151, 161, 171, 181, 191; MUJ 131, 141, 151, 161, 171, 181, and 191 earn one credit hour and include 30-minute private lessons each week. These courses are open to any student in the university.
- Courses numbered MUA 115, 125, 135, 145, 155, 165, 175, 185, and 195 earn 1.5 credit hour and include 50-minute private lessons each week. These courses are reserved for students who intend to be music majors but have not yet been accepted by audition.

• The 200-level and 400-level MUA and MUJ Studio Instruction

- These courses earn 1.5 credit hour and include 50-minute private lessons each week. These courses are limited to music majors. All students must audition and be accepted as a music major before being admitted to these courses.
- Courses included: MUA 211, 221, 231, 241, 251, 261, 271, 281, 291, 411, 421, 431, 441, 451, 461, 471, 481, 491, 498, 499; MUJ 231, 241, 251, 261, 271, 281, 291, and 498.

B. Individual Instructor Requirements

Many studio instructors add an additional syllabus page that is specific to their studios. If in doubt, please ask your instructor about this.

C. Departmental Requirements

This section includes a general outline of requirements for all students enrolled in studio instruction. All students will be expected to meet the general requirements as listed; additional studio instruction requirements will be at the discretion of the individual instructor.

C.1. Lesson Attendance:

The lesson grade will be affected by a student not attending a minimum of 13 lessons (spring and fall; 10 lessons in the summer). In the case of a lesson that is missed with no advance notification, the instructor will not make up the lesson; instructors will make up lessons with advance notification from students and in cases where the instructor must miss a lesson.

Appendix 3 (Cont.) Studio Instruction Syllabus Page 2

C.2. MU199 (Music Forum) - Corequisite

All students enrolled in 200- or 400-level Studio Instruction must also concurrently enroll in MU199 (Music Forum). MU199 (Music Forum) has a unique grading and attendance policy which may found in the syllabus for the course. Music minors and other students enrolled in 100-level Studio Instruction are encouraged but not required to enroll in MU199 (Music Forum) as well.

C.3. Faculty Recital Attendance:

All music majors and music minors are expected to attend all faculty recitals, even if doing so exceeds the requirements for MU199 (Music Forum).

C.4. Student Recital Attendance:

All music majors and music minors are expected to attend all student recitals presented by music majors, even if doing so exceeds the requirements for MU199 (Music Forum).

C.5. Expected Outcomes:

The student will be expected to make satisfactory performance progress in the areas of general technical skills and musicianship. These will be evaluated based on the individual instructor's assessment, departmental juries, lesson attendance, and attendance at recitals of students and faculty in the Department of Music.

C.6. Performance Juries:

All students enrolled in 200-level or 400-level MUA or MUJ Studio Instruction must perform a jury at the end of each semester for the music faculty. This performance jury makes up 1/3 of the semester grade, with the remaining 2/3 based on the performance in individual lessons.

Music minors enrolled in 100-level MUA or MUJ Studio Instruction must perform a jury at the end of every other semester.

C.7. Audit/Incompletes:

MUA and MUJ studio instruction at the 200- or 400-level may not be audited. It is possible to audit MUA or MUJ studio instruction at the 100-level.

Incompletes are not given for MUA or MUJ studio instruction at the 100-level.

With one exception, incompletes are not given for MUA or MUJ studio instruction at the 200- or 400-level. In the event that a student is unable to perform the jury on the designated day, an incomplete may be awarded at the instructor's discretion. In this event, the student has no more than two weeks to make up the jury. If the jury is not made up within two weeks, the grade will be an F.

Disability Statement: The University of Alabama in Huntsville will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Disability Support Services Office (256.824.1997 or Madison Hall, Room 131) and their instructor as soon as possible to coordinate accommodations.

Appendix 4 - Jury Rubrics



INSTRUMENTAL JURY EVALUATION

Performer's Name: _____ Performance Time: _____

Selection(s): _____

PERFORMANCE FUNDAMENTALS	TECHNICAL ACCURACY	MUSICAL EFFECT
<input type="checkbox"/> Tone Quality <input type="checkbox"/> Intonation <input type="checkbox"/> Timbral Consistency <input type="checkbox"/> Range <input type="checkbox"/> Articulation <p style="text-align: center;">(circle one)</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10</p>	<input type="checkbox"/> Note Accuracy <input type="checkbox"/> Rhythmic Accuracy <input type="checkbox"/> Precision <input type="checkbox"/> Entrances <input type="checkbox"/> Releases <input type="checkbox"/> Clarity of Articulation <input type="checkbox"/> Technique <input type="checkbox"/> Stability of Pulse <input type="checkbox"/> Dynamics Observed <input type="checkbox"/> Transitions <p style="text-align: center;">(circle one)</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10</p>	<input type="checkbox"/> Expression <input type="checkbox"/> Shaping of Line <input type="checkbox"/> Style <input type="checkbox"/> Interpretation <input type="checkbox"/> Phrasing <input type="checkbox"/> Tempo <input type="checkbox"/> Dynamic Expression <p style="text-align: center;">(circle one)</p> <p style="text-align: center;">0 1 2 3 4 5 6 7 8 9 10</p>

Professors may include a + or - by the subdivisions above, which is an indicator of specific deficiencies (-) or strengths (+) for that particular caption. The absence of any marks indicates a performance consistent with the points assigned.

COMMENTS:

TOTAL Points from above: _____

LETTER GRADE: _____

- A = 25-30 points
- B = 20-24 points
- C = 15-19 points
- D = 10-14 points
- F = 0-10 points

Faculty signature: _____

Appendix 4 - Jury Rubrics



VOCAL JURY EVALUATION

Performer's Name _____ Performance Time: _____

Selection 1: _____ Composer _____

Selection 2: _____ Composer _____

Selection 3: _____ Composer _____

PERFORMANCE FUNDAMENTALS

- __ Tone Quality
- __ Intonation
- __ Diction
- __ Consistency of Range
- __ Control

(circle one)

0 1 2 3 4 5 6 7 8 9 10

TECHNICAL ACCURACY

- __ Precision
- __ Breathing
- __ Posture
- __ Rhythmic Accuracy
- __ Technique
- __ Memorization

(circle one)

0 1 2 3 4 5 6 7 8 9 10

MUSICAL EFFECT

- __ Expression
- __ Style
- __ Interpretation
- __ Phrasing
- __ Tempo
- __ Dynamic Expression
- __ Stage Presence
- __ Appearance

(circle one)

0 1 2 3 4 5 6 7 8 9 10

Professors may include a + or - by the subdivision above, which is an indicator of specific deficiencies (-) or strengths (+) for that particular caption. The absence of any marks indicates a performance consistent with the points assigned.

COMMENTS:

TOTAL Points from above: _____

- A = 25-30 points**
- B = 20-24 points**
- C = 15-19 points**
- D = 10-14 points**
- F = 0-10 points**

LETTER GRADE: _____

Faculty signature: _____

Appendix 5 - MU199 (Music Forum) Syllabus



Music Forum

MU 199 -- SYLLABUS

Credit: 0 hr.
Prereq.: None
Text: None

Objectives

The goal of this course is for students to experience live concert attendance in a directed context.

Description

Concert attendance is an indispensable aspect of a student's music education. Music Forum consists of two components: 1. Music Forum, a corporate music experience once per week for an hour, usually held on Thursday mornings and 2. Attendance at 8 concerts or recitals at UAH or within the community. These eight performances must include at least four in which the student is not performing. Additionally, all music majors must stage manage, assist, or usher at least one concert per semester.

Music majors must pass this course a minimum of seven times before graduating. Transfer music majors who attend UAH for less than seven semesters must pass this course each semester they are enrolled in music classes at UAH.

Music minors must pass this course a minimum of four times before graduating. Transfer music minors who attend UAH for less than four semesters must pass this course each semester they are enrolled in music classes at UAH.

Evaluation

Course evaluation is pass/fail. In order to pass the course, the student must attend a minimum of eight concerts and must not miss more than two Music Forum meetings. The deadline for submitting concert attendance records is one full week prior to juries.

For more information regarding Music Forum and concert attendance, please see the Music Department's Student Handbook.

Disability Statement: The University of Alabama in Huntsville will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students should identify themselves to the Disability Support Services Office (256.824.1997 or Madison Hall, Room 131) and their instructor as soon as possible to coordinate accommodations.

Appendix 6 - Student Recital Request Form

Student Recital Request Form

Senior Recital – Non-performance Emphasis
Senior Recital – Performance Emphasis

Junior Recital – Performance Emphasis
Other Recital

Student’s Name: _____

Student’s Phone: _____ Student’s Email: _____

Today’s Date: _____

Recital Date: _____

Jury Date: _____

Recital Time: 7:30pm

Location: Roberts Hall Other: _____

Equipment Needed: Piano Other: _____

Accompanist: _____

Other Accompanying Musicians: _____

Pieces to be Performed:

Title	Composer	Duration
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

I have read the Student Recital Information: _____
(Student signature) (Date)

Approved:

Instructor: _____
(Print) (Sign) (Date)



THE UNIVERSITY OF
ALABAMA IN HUNTSVILLE

DEPARTMENT OF MUSIC