



# SHEPHERD UNIVERSITY

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SCHOOL OF MUSIC

## STUDENT HANDBOOK 2025-2026



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## INTRODUCTION

This School of Music student handbook is intended to enrich and supplement the Shepherd University Catalog and Shepherd University Student Handbook. It is subject to yearly revision and should be reviewed by students and faculty on a regular basis.

## THE UNIVERSITY

Shepherd University, a state-supported institution within the West Virginia system of higher education, is located in the Eastern Panhandle in historic Shepherdstown, Jefferson County. The oldest town in the state, Shepherdstown is situated on a bluff overlooking the Potomac River in the Northern Shenandoah Valley. The quaint college community offers a rich, unique learning-living environment, as it is located within a few miles of neighboring Maryland, Virginia, and Pennsylvania. The metropolitan areas of Washington, D.C., and Baltimore, MD, are within 70 miles of the University, providing many cultural and career experiences.

Since its founding in 1871, Shepherd University has evolved from an institution of 42 students, providing instruction “in languages, arts and sciences,” to one with a student body of more than 4,449, awarding both undergraduate and graduate degrees. In 1872, the state legislature designated Shepherd College as a branch of the State Normal School. The college remained a normal school until 1930, when the legislature approved the offering of the Bachelor of Arts (B.A.) degree in teacher education. The mission of the college expanded in 1943 when the legislature authorized the offering of the non-teaching B.A. degree. Two significant developments occurred in 1950: the legislature sanctioned the awarding of the Bachelor of Science (B.S.) degree and the North Central Association extended full accreditation to the college.

On April 7, 2004, then-Governor Bob Wise signed legislation approving the name change from Shepherd College to Shepherd University. In 2004, the University initiated the development of graduate programs. Further solidifying Shepherd’s identity as a premier liberal arts institution, in 2009, Shepherd was accepted as a member of the Council of Public Liberal Arts Colleges (COPLAC).

In recognition of proven commitment to maintain the University’s mission at the forefront of department goals, the West Virginia Higher Education Policy Commission (WVHEPC) recently approved the following as Programs of Distinction at Shepherd University:

Contemporary Art and Theater, *Music*, and Social Work. These programs were selected in accordance with standards set by the West Virginia Higher Education Policy Commission (WVHEPC) by Shepherd’s deans and the vice president for academic affairs (VPAA). This designation was awarded based on enhancing institutional outreach, relation to the institutional mission, and service to the community.

Throughout its history, Shepherd has emphasized student learning and effective teaching as its primary focus. The importance of the student-faculty relationship continues to be one of its most attractive and valued features. With small class sizes (average ratio of 19:1), and multiple co-curricular learning and service opportunities, students expand their base knowledge and love of learning while developing important leadership and interpersonal skills.

Shepherd is not only the academic center of the region, but also the cultural and economic center for opportunity. John Villani includes Shepherdstown as one of The 100 Best Art Towns in America (NY: W. W. Norton and Co., 2005). He notes that, “The heart and soul of Shepherdstown’s cultural scene is connected to the music and theater programs offered at Shepherd University.”

## THE SCHOOL OF MUSIC

The Music major was initiated at Shepherd College (University) in 1949. Since that time, the Department (School) moved from McMurran Hall to the current Frank Center for the Creative Arts and increased in size to over 95 majors at the undergraduate level. The music department achieved initial accreditation with the National Association of Schools of Music (NASM) in 1993 and has maintained its accreditation continuously

since that time. NASM accredits all degree programs offered at Shepherd University. NASM, founded in 1924, is an organization of schools, conservatories, colleges, and universities with approximately 662 accredited institutional members. It establishes national standards for undergraduate and graduate degrees and other credentials.

Facilities have continued to expand over the last twenty years. A new rehearsal hall and additional practice rooms were added in 2004, with renovations to instructional spaces in 2008-2009, and the renovation of W. H. Shipley Recital Hall in 2011. Further renovations were completed in 2014-2015, adding two instructional spaces and increasing the size of the computer lab. There are currently 6 full-time, more than 22 adjunct faculty members, an operational administrative assistant and community outreach coordinator. Our alumni occupy leadership positions as teachers, administrators, and performers throughout the country.

The School of Music presents nearly 100 public performances each academic year, many with pre-concert lectures and workshops open to students and the community.

The School of Music collaborates with many local school districts by encouraging school-aged students studying string instruments to join with college students and professional musicians in the Shepherd Community Orchestra. This orchestra is a part of the larger Community Music at Shepherd program, which offers music instruction by music faculty and majors to school-aged and adult learners. Additionally, the Shepherd Youth Chorus offers vocalists in grades 3–8 the opportunity to participate in a choral ensemble with guidance and direction from Shepherd’s Director of Music Education and music education students from the school. Summer music camp offerings in jazz and strings are also an integral part of the Community Music at Shepherd.

Music students have numerous opportunities to perform, including two choirs, a large ensemble chorale, wind symphony, orchestra, chamber ensembles, jazz ensembles, an opera or a musical each year, and marching band. Students perform and conduct in front of live community audiences regularly. These activities highlight the quality and diversity of Shepherd’s programs while providing a strong artistic connection to the community.

## DEGREES IN MUSIC

Shepherd University offers three degrees in Music:

### *BACHELOR OF ARTS (B.A.) IN MUSIC*

The Bachelor of Arts (B.A.) degree in Music is a liberal arts degree, which focuses on music in the context of a broad program of general studies. The courses within the degree include performance, musicianship, music history, and elective studies in music. However, the orientation is toward a broad coverage of music, and has many electives built into the degree for students seeking a solid foundation in music while studying areas of other interest. Within the B.A. in Music, Shepherd University offers concentrations in Composition. Majors within this degree learn the professional responsibilities of the career musician, which include technical competence, a broad knowledge of music and music literature, the ability to integrate musical knowledge and skills, sensitivity to musical styles, and an insight into the role of music in intellectual and cultural life. This four-year program gives majors the freedom to select other courses to complement the music courses that match their career interests.

### *BACHELOR OF MUSIC EDUCATION (B.M.E.)*

The Bachelor of Music Education (B.M.E.) with a teaching field in comprehensive music grades PreK–Adult is a four-year program structured to develop competencies in professional education and in specific areas of musicianship, which include: conducting and musical leadership; arranging; keyboard performance; pedagogy in piano, voice, or instrumental; and the application of analytical and historical knowledge to curriculum development, lesson planning, and daily classroom and performance activities. B.M.E. students learn to relate their understanding of music with respect to styles, literature, multiple cultural sources, and historical development, both in general and as related to their area(s) of specialization.

Upon satisfactory completion of curriculum requirements, the student is awarded a Bachelor of Music Education (B.M.E.) and can apply to the State Department of Education for certification.

## ENTRANCE REQUIREMENTS

### *UNDERGRADUATE:*

Acceptance into the Shepherd University School of Music is a dual application process. Students must apply and be accepted into the university, and must audition for acceptance into the music program.

Prospective students should consult the School of Music website for audition information and information regarding the SUSOM: <http://www.shepherd.edu/music/audition-information/>

## DEGREE REQUIREMENTS

### *UNDERGRADUATE:*

Current students should consult the music school website for the student handbook, links to forms, and calendar information: <https://www.shepherd.edu/music/current-music-students-2>

Degree requirement information is found in the online catalog by typing the word “music” under programs in the search engine: <http://catalog.shepherd.edu/>

Students may check their progress towards completing their degree by using the degree evaluation tool found on RAIL: <http://www.shepherd.edu/rail/>

## FACILITIES

### *MUSIC BUILDING*

The School of Music is housed in the Frank Creative Arts Center (CAC) and provides the physical resources to meet ever-changing vocational and educational demands. The facility contains 14 traditional and acoustic environment practice rooms, classrooms, and studio-offices, in addition to unique areas such as a computer lab, piano lab, recording studio, vocal and instrumental rehearsal areas, and a recital hall. Other performance spaces include the main theater of the Frank Center and Reynolds Hall on East Campus.

#### **The Frank Center building hours are as follows:**

Monday-Thursday	7:30 AM - 11:00 PM
Friday	7:30 AM - 8:00 PM
Saturday	2:00 PM - 8:00 PM
Sunday	1:00 PM – 11:00 PM

Note: Due to the availability of personnel, building hours may be subject to change. The Frank Center will NOT be open on holidays observed by the University.

### *SECURITY*

All students are required to carry their Rambler and Onity Cards with them while in the Frank Center.

After 5:00 PM, anyone entering the Frank Center must do so through the West entrance lobby. Anyone entering the building will be required to show an ID and sign-in with the security officer on duty.

**Students are not to leave any personal belongings, including instruments, unsecured.** Any unsecured instruments will be collected by faculty and/or security and stored in the School Director's office.

Campus Police:

304-876-5374 Monday–Friday 8:00 AM–4:00 PM

304-876-5202 Monday–Friday 4:00 PM–8:00 AM and weekends

Escort service is available for students who do not wish to return to the dorms or their car alone after dark. Phone extension 5202 from a campus phone or dial 304-876-5202 on the pay phone for escort service. Emergency call boxes are also available around campus. Instructions for use are posted on the box.

## STUDENT FACILITIES AND METHODS OF COMMUNICATION

### *COMPUTER LAB—ROOM 126*

Room 126 serves as the study center, providing students access to computers and a printer. Students are provided an email account from the university, and it is expected that students check their email **daily**. Please inform the Operational Administrative Assistant of any issues with equipment in this room.

### *STUDENT DOCUMENTS & COMMUNICATIONS*

While most documents and official communications occur electronically, the School may need to send official hard copies of documents or communications. In these cases, documents will either be mailed directly to the student's mailing address on file **or** be delivered in-person to the student.

### *BULLETIN BOARDS*

Students should check all bulletin boards regularly for important information.

**159 Board:** Music Information Board (Performance Forum Scheduling, Jury Scheduling)

**140 Board:** Ram Band

**Large Boards by 116 and 117:** Applied Lesson Scheduling, Employment Opportunities  
Summer study opportunities, Local performances, Press clippings

**107 Board:** Piano Studio

**Board across from 108:** Choral News

## PRACTICE ROOMS AND ROOM SCHEDULING

### *RAMBLER/ONITY ACCESS*

Access to practice rooms is only available during the published open hours of the Frank Center. The building is open for Shepherd music students with a valid Rambler ID and Onity card. The Rambler ID cards must be programmed to work the security "swipe" locks to gain access into the practice rooms. Students must have their Onity cards updated each semester at the Facilities Management office located on East Campus.

### *PRACTICE ROOM SCHEDULING*

Room sign-up is strongly suggested, as practice space is limited. If a student has signed up on the door of their preferred practice room, they have first priority in that space at that time. Rooms are reserved until 10 minutes past assigned time. After that time, the room is available to all students. In addition, students may use any unassigned classrooms for practice and rehearsal purposes; however, adjunct faculty have priority use of these rooms for make-up lessons and students may be reassigned to another space.

### *W. H. SHIPLEY RECITAL HALL*

The W. H. Shipley Recital Hall is not available as a practice space except for those students preparing for a Junior or Senior Recital/Activity. Students who wish to use the Shipley Recital Hall for meetings or programs must reserve the room through the School Director and the Operational Administrative Assistant.

### *ROOM RESERVATIONS*

Use of any other Frank Center rooms or rehearsal spaces (other than practice rooms) must be reserved in advance through the School Director and/or the Operational Administrative Assistant.



## CLASSROOMS AND LABS

Please refer to the map at the back of this handbook.

### *FACULTY & STAFF OFFICE DIRECTORY*

106	Dr. Robert Tudor	<i>Director of Vocal Activities</i>
107	Dr. Kurtis Adams	<i>Dean of CAHSS; Director of Jazz Studies</i>
108	Dr. Yu-Hsuan Liao	<i>Coordinator of Keyboard Studies</i>
109	Dr. Scott Hippensteel	<i>Director of the School &amp; Instrumental Studies</i>
110	Dr. Jason Strunk	<i>Director of Choral Activities</i>
111	Dr. Austin Showen	<i>Director of Music Education</i>
112	Dr. Stefan Swanson	<i>Director of Music Theory, Composition, &amp; Technology</i>
114	Ms. Anthony Stoika	<i>Operational Administrative Assistant</i>
116	Ms. Heather Mae Wilson	<i>Community Outreach Coordinator</i>

## FINANCIAL AID, SCHOLARSHIPS & TUITION WAIVERS

### *FINANCIAL AID*

Detailed information about need-based financial aid and scholarships is available from the Financial Aid office at 304-876-5470, or through its web pages: <http://www.shepherd.edu/faoweb/>

### *MUSIC SCHOLARSHIPS/TUITION WAIVERS*

Music Scholarships are offered to a student based on demonstrated skill as a performer, Shepherd's need for just such a performer, and the availability of the scholarship budget at that particular time.

Scholarship auditions are held each academic year for incoming students and awards are made by approximately March 1. Renewal of awards is contingent upon:

- a qualifying GPA
- continued development as a performer
- performance/participation in the major ensembles as suited to the primary instrument,
- contribution to the School of Music.

See the award letter for specific information.

The main purpose of the Music Scholarship is to enhance the quality of our ensembles and the performance level of the school in general. ***Music scholarship students are expected to participate fully in the appropriate ensembles.*** Questions about Music Scholarships may be directed to the School Director. The "Application for Renewal of Music Scholarship/Tuition Waiver" form is included in the back of this handbook and must be submitted to the Operations Manager by March 1 for students to retain their awards.

### *MUSIC SCHOLARSHIP POLICY*

Recipients of Music Scholarships (including Foundation Scholarships and Tuition Waivers), must abide by the following conditions to continue for scholarship renewal:

1. Enroll at Shepherd University as a FULL-TIME STUDENT with a MAJOR IN MUSIC or MINOR [either a B.M.E., or a B.A. in Music].
2. Attain and maintain a GRADE POINT AVERAGE of no less than 3.0 in both midterm and final grade reports, *and* maintain a 3.0 in MUSC-prefixed courses.

3. Participate in the Marching Band or the APPROPRIATE MUSIC ENSEMBLE(S) as needed by the school.
4. Enroll for PRIVATE APPLIED LESSONS on their major instrument.
5. Demonstrate a strong practice ethic and be a member in good standing of the Shepherd University School of Music.
6. Contribute two (2) hours of work per week to the School of Music.
7. Apply for renewal by March 1st each spring. Failure to apply for scholarship renewal will result in forfeiture of scholarship award.

## WORK-STUDY

A number of work-study jobs are available in the School of Music to students who have been awarded work-study in their financial aid packages. See the operations manager if you are interested in working. Students will need to apply for work-study positions through the HR website: <https://www.shepherd.edu/hr>. Work-study jobs include Music Administrative Office assistants, faculty assistants, music librarians, building monitors, and computer lab assistants.

## FIRST-YEAR/TRANSFER ADVISEMENT AND ORIENTATION

During the summer prior to matriculation, all new students are *required* to attend university-wide orientation programs. These programs include an overnight stay and an opportunity to become more familiar with the campus and register for fall classes. Information may be found on the Student Affairs website for orientation: <https://www.shepherd.edu/orientation>.

## ACADEMIC POLICIES

### *ACADEMIC ADVISING*

The purpose of academic advising is to help each student plan an academic program consistent with both the aims of the curriculum and the student's particular background, abilities, and interests. New students are assigned a faculty advisor at the time of orientation and registration.

Academic advising takes place shortly after mid-term exam week each semester for the following semester. Faculty advisors post advisement schedules on their office or studio doors. It is the student's responsibility to sign up for an advisement time. The calendar for each semester and summer session may be found here: <https://www.shepherd.edu/academic-calendar>.

Forms regarding academic changes, requests and policies may be obtained from the advisor, the registrar's office located in Ikenberry Hall, or through the forms link on the registrar's web pages: <https://www.shepherd.edu/registrar/registrar-forms>.

### *REGISTRATION AND SCHEDULING INFORMATION*

Each semester, the University distributes a schedule of classes for the following semester. Students are assigned a time for registration and may not sign up for classes before that time. Students who do not register for classes by the end of the registration period will be charged a late fee and will register at late registration. The schedule of classes may be found here: <https://www.shepherd.edu/class-schedule>.

Schedules for MUAP applied lessons and small ensembles are assigned by the Operational Administrative Assistant and applied instructors on or before the *first day of classes* in the CAC, Room 114. Applied lesson

schedules and/or the contact information for the instructor are posted on the bulletin board outside the administrative office for students to sign-up for a lesson time.

Each Wednesday afternoon, the School of Music presents a performance forum. Music students are required to attend and are not allowed, except under special circumstances, to schedule classes that meet during the Wednesday 1:10 hour. Students may register for MUSC 280 to receive credit for performance forum.

### *INDEPENDENT STUDY*

Independent Study classes are offered only in exceptional situations:

- When a class required for graduation is not offered due to low enrollment; or when a professor encourages a student to study a particular topic not offered in a regular class.
- The appropriate instructor and the School Director must approve all Independent Study courses in writing.

### *CLASS ATTENDANCE*

Regular and punctual class attendance at music classes is strongly recommended. While students are generally graded on intellectual and musical achievement and performance, there are courses that, out of necessity, are graded on attendance and participation. In those music classes where grades are based in some measure on class participation, the instructor shall inform students at the beginning of the semester by written notice, usually through the course syllabus.

School-approved absences include off-campus performances, tours, and the like. It is the student's responsibility to notify professors of school-approved absences in advance. Please contact the School Director for approvals.

### *ENSEMBLE ATTENDANCE POLICY*

Full participation in ensemble dress rehearsals and performances, including tour performances, is required. The only exceptions to this policy would be documented medical emergencies or a death in the immediate family. Ensemble members are expected to attend all rehearsals. Any absence from class must have written documentation.

Absences due to professional engagements outside of Shepherd University are not excused. While we do not want to discourage students from pursuing professional opportunities, they cannot conflict with established ensemble rehearsals and performances.

Rehearsals will begin on time, so please be early and be prepared. Members should arrive early (no later than 5 minutes prior to rehearsal) and should be set up and ready to rehearse at the designated rehearsal time.

As a Shepherd University student, you **MUST** attend class regularly and engage in the requirements for each rehearsal; otherwise, your financial aid may be revoked either partially or in full. This would result in an amount due by you to the University immediately. Please refer to <http://shepherd.edu/faoweb> for more details.

### *GRADING POLICIES*

General grading policies can be found in the Shepherd University Catalog <http://catalog.shepherd.edu/>. Specific grading procedures are listed in course syllabi. Students should review the academic policies in the University Catalog, including those on academic dishonesty. Students may also consult the academic freedom policy of the campus student conduct system: <https://www.shepherd.edu/student-handbook/student-conduct-2>.

### *GRADUATION*

The University confers degrees in August, December, and in May. A formal application for graduation must be filed according to the dates listed on the academic calendar published in the Course Schedule.

<https://www.shepherd.edu/academic-calendar>.

## STUDENT SERVICES

### *COUNSELING*

College is a time of new challenges and sometimes stress, confusion, and uncertainty. Confidential and free individual and group counseling is available on campus to all Shepherd students. Referrals to outside agencies for more extensive or comprehensive services are also available; however, Shepherd University will not assume the cost for these outside services. <https://www.shepherd.edu/counseling>.

### *OFFICE OF CAREER SERVICES*

Career planning is a developmental process that should be fostered during the entire period of a student's involvement with the institution and beyond. The primary purpose of the Office of Career Services is to aid students in developing, evaluating, and effectively initiating and implementing career plans. The Office of Career Services carries out this mission through three separate components: Career Services, Cooperative Education, and the Washington Gateway Program.

Career services works with students who want to refine their career plans by offering professional, individualized career counseling, assessment, and education through the following means: up-to-date career resource library with information on graduate school, employment, and job opportunities; workshops on graduate school, resumes, interviewing, credential files, and other career-related issues; and individual appointments for individuals seeking more detailed career assistance.

Visit the CDC's detailed Web site at <https://www.shepherd.edu/career-center> for information related to career issues, free online job service, and links to other helpful Web sites for career exploration and employment opportunities

## SPECIAL REQUIREMENTS OF THE MUSIC MAJOR

### *CONCERT ATTENDANCE*

To qualify for graduation, music students must attend at least 100 concerts during their tenure as music majors. Transfer students entering with 60 or more credits are required to attend 50 concerts. Students must have their programs signed by Shepherd Music Faculty or Staff at the end of the performance, and *only* on the actual date of the performance.

To receive credit for these events, a student must:

1. Complete the Concert Attendance Form,
2. Present the signed programs and the Concert Attendance Form to be endorsed by their advisor,
3. Submit the endorsed Concert Attendance Form to the MUSC 280 instructor at the end of the semester by the posted deadline.

**Students will not graduate until they have met the 100-concert requirement (50 concerts for students entering with 60 or more credits).** Forms can be found at: <https://www.shepherd.edu/music/current-music-students>.

### *APPROVED CONCERTS*

A calendar of scheduled School of Music events is posted on the music school's website under concert calendar: <https://www.shepherd.edu/music/calendar-of-concerts>.

For off-campus concerts, a student should check with the Academic Advisor and School Director before the event for approval.

### *APPLIED MUSIC INSTRUCTION*

Music Majors are required to enroll in private applied lessons on their major instrument with an appropriate Shepherd University faculty member every semester prior to their graduation. Only those music education

majors who have completed the Senior Recital may waive the requirement during the semester of directed teaching.

### *APPLIED MUSIC LESSON SCHEDULING*

Scheduling for applied music lessons takes place before or during the first day of classes each semester. Instructors may use a variety of methods to schedule private lessons including online scheduling, emails, or physical sign-up sheets. Students should consult with the individual instructors at the beginning of each semester for specific procedures.

### *APPLIED MUSIC FEE*

Shepherd University actively recruits and retains the best professional musicians to serve as applied faculty. A fee is assessed to each student for a semester of private lessons. While this is typically only a portion of the cost to study with these professionals outside of the university, this fee helps make it possible to maintain our high-quality studio instruction. A fee per half-credit hour or credit hour is billed to the student after registration.

### *PERFORMANCE FORUM*

The Shepherd University School of Music encourages strong solo and ensemble performers. Each Wednesday afternoon, the School of Music presents a performance forum. These recitals provide valuable performance opportunity in preparation for juries and recitals. They also provide the opportunity to share your progress with the school as a whole.

Music students are required to attend each recital **and are not allowed to schedule other classes that meet during the performance forum hour**. Failure to attend performance forum will result in the lowering of a student's applied music grade. Students have the option to register for the recital hour by signing up for MUSC 280 Performance Forum.

All students are required to perform on the recital on their major instrument once each semester. **This requirement is waived for first-semester freshmen, first-semester transfer students, and students performing a junior or senior recital during the semester.** Small ensembles and first-semester freshman may perform on the recital, but only with applied faculty permission. Failure to meet these requirements will result in a two-letter grade drop in the applied music course for that semester.

Scheduling a forum performance is the **responsibility of the student**. To sign-up for a recital, students must follow these steps within the first 2-3 weeks of each semester:

1. Be sure you have access to the Performance Forum Brightspace page.
2. Sign-up on the 159 bulletin board. Notice of times available for forum performances is posted on the Music Major Information Board outside Room 159. This schedule is updated regularly.
3. Check the bulletin board for deadlines.
4. Discuss possible repertoire with applied instructor.
5. If possible, limit performance time to 5 minutes in length.
6. Complete a Performance Forum Request Form and have your applied instructor **sign the form**.
7. Complete an Accompanist Request Form if needed.
8. Upload the form the Performance Forum Request Form, Accompanist Request Form, **and PDFs of your music** to the Performance Forum Brightspace page by the posted deadlines.

Visit <https://www.shepherd.edu/music/current-music-students-2> for all forms.

Students who do not sign-up for a recital performance by the end of week three of each semester will be assigned a performance time by the Director of the School of Music. Failure to complete Recital Request Forms and/or Accompanist Request Forms may result in the recital being rescheduled or cancelled by the Director.

Small ensembles that wish to perform on performance forum should follow the same sign-up procedure. Small ensembles may only perform on performance forum with the permission of the coach (applied faculty). Otherwise, these groups should plan to perform on the Small Ensembles Concert near the end of the semester or on another faculty-approved event.

### *ENSEMBLES*

1. Requirements: Music majors are required to participate in the appropriate ensemble *every* semester of their University careers, with or without credit, except for the semester during which they are completing their student teaching.
2. The ensembles are as follows:  
 Wind/ Percussion Emphasis: Band (MUEN 160/360)  
 Vocal Emphasis: Masterworks (MUEN 175/375 or other choral ensemble as approved by the Director of Choral Activities).  
 Piano Emphasis: Band *or* Masterworks  
 Guitar Emphasis: Band or Masterworks  
 String Emphasis: Orchestra (MUEN 178/378)  
 Jazz Emphasis: Jazz Combo (MUEN 163/363) and/or Jazz Ensemble (MUEN 162/362)  
 Composition Emphasis: The appropriate ensemble is determined by primary instrument. Exceptions may be granted by permission of the School Director. A petition for such an exception must be submitted in writing to the School Director prior to registration for the semester in question.  
 Students are encouraged to participate in other instrumental and vocal ensembles in addition to band or choir. Under certain rare circumstances, such an ensemble may count singly as satisfying the ensemble participation requirement for a given semester. This is contingent upon the approval of the appropriate ensemble director, the student's advisor, and the School Director.
3. Attendance:  
 Full participation in ensemble dress rehearsals and performances, including tour performances, is required. The only exceptions to this policy would be documented medical emergencies or a death in the immediate family.  
 Ensemble members are expected to attend all rehearsals. Any absence from class must have written documentation.  
 Absences due to professional engagements outside of Shepherd University are not excused. While we do not want to discourage students from pursuing professional opportunities, they cannot conflict with established ensemble rehearsals and performances.  
 Rehearsals will begin on time, so please be early and be prepared. Members should arrive early (no later than 5 minutes prior to rehearsal) and should be set up and ready to rehearse at the designated rehearsal time.  
 As a Shepherd University student, you **MUST** attend class regularly and engage in the requirements for each rehearsal; otherwise, your financial aid may be revoked either partially or in full. This would result in an amount due by you to the University immediately. Please refer to <http://shepherd.edu/faoweb> for more details.
4. Registration: Registration for ensembles takes place during the add/drop period or via their regular registration process with permission of the instructors. Students may petition the department to be excused from that semester's portion of the ensemble participation requirement. Bachelor of Arts in music students should refer to the specific requirements relative to ensemble participation as listed under the concentration area in the catalog.
5. Exceptions for Ensemble Participation: Any requests for exception or exemption from ensemble participation must be submitted to the School Director in writing prior to registration for the semester in question. Any requests for exceptions due to medical or mental health issues must be documented through Accessibility Services.

## *JURIES*

The jury process assesses student progress in the applied area once each semester. The jury is an assessment of a single performance. This will better prepare the student for the audition experiences to come as a part of a music career. With proper preparation, this is not seen as a hurdle to be overcome but as an opportunity to display musical growth. All students

must jury in their major applied instrument and their secondary applied instrument if required by their degree program. Students taking elective applied music lessons are not required to jury.

**Jury Panel and Grading:** The jury panel will consist of at least two full-time professors and the applied instructor, as well as adjuncts in the applied area. Applied instructors are expected to be in attendance during their student's specified times on jury day. If the applied faculty member is unable to attend juries during the scheduled day and time, the students may be recorded.

- Vocal music majors will receive a grade (A = Pass, C = Fair, and F = Failing) that will be factored into the applied lesson grade at 40%. Vocal students must receive a jury grade of B or above prior to the semester of recital performance.
- Instrumental and Jazz students will receive a pass or fail for the jury performance and a grade will be assigned and will factor into the applied lesson grade at 25%. Instrumental students must pass their jury the semester prior to the semester of a recital performance.

**Repertoire Selection and Preparation:** Students may check the appropriate area guide indicative of the semester and type of literature required for each semester. With the applied instructor, the student can assess their position and chart goals for the semester and year. In addition to repertoire and sight-reading examples, etudes and scales may be performed.

**Scheduling Procedures:** Juries will take place during the last week of classes each semester. Music classes are not held during the designated jury day.

- Once the sign-up sheet is posted on the Music Major Information Board by room 159, students must sign up for a jury time for their applied instructor.
- Vocalists must complete an Accompanist Request Form and upload it **with your music** to the appropriate Brightspace folder.

Complete a Jury Form and make enough copies for each member of the jury. Forms should be taken into the jury room at the scheduled time.

**Jury Procedures:** During the jury, the student performs selected pieces and technical elements to demonstrate musical progress and competence. Students will be asked to sight-read a short excerpt, one grade level lower than the student's current jury grade. The applied instructor will provide the reading excerpts.

### ***MUSIC COMPETENCY ASSESSMENT (MCA)***

The Music Competency Assessment (MCA) is a comprehensive framework that assesses a student's acquisition of a threshold of knowledge in all critical areas of musical development: Musicianship and Analysis, History and Repertory, and Performance Practice. The competencies may be developed and acquired across all courses in a program of study reflecting the interconnected nature of the study of music. These competencies are in alignment with those of the National Association of Schools of Music (NASM) and are supported by current industry standards.

The MCA consists of an electronic portfolio that includes a minimum of two (2) artifacts or documents demonstrating achievement in each competency. Each completed music course should be represented in the portfolio. (ex. Theory projects, jury sheets, PPE completion, written papers and assignments, lesson plans, conducting videos, solo and/or ensemble performance video or audio recordings, exams, concert log, etc.). The portfolios will be maintained through a Brightspace site administrated by the School Director.

Transfer students entering with credits toward music theory, aural skills, and/or music history will complete a written assessment of competencies in those areas. These assessments will be scheduled in October of the fall semester.

## *ASSESSMENT AREAS*

### MUSICIANSHIP & ANALYSIS

- Music Theory
- Aural Skills
- Composition & Improvisation

### HISTORY & REPERTORY

- Music History
- Literature & Repertory

### PERFORMANCE PRACTICE

- Keyboard Proficiency
- Ensemble Experiences
- Applied Study

## *PROCESS*

The MCA is an ongoing process as a student progresses through the program. All students will complete a portfolio review at the end of the fourth (4<sup>th</sup>) semester of study for traditional entry or second (2<sup>nd</sup>) semester for transfer students. For transfer students, artifacts from the previous may be utilized where appropriate **or** a written assessment will be used to demonstrate competency based on courses transferred and experiences at the previous institution.

### PROCEDURE

1. Student access and document storage structure will be established during MUSC 100. Transfer students will be established in consultation with the School Director and/or Academic Advisor.
2. Students will upload artifacts to the electronic portfolio each semester. Where appropriate and applicable, faculty members may assist in this process (i.e. final tests, recording ensemble participation, PPE completion). ***Each artifact must be accompanied by a rubric, instructions, or guidelines.*** Consult with individual course instructors for these items.
3. Portfolio Review Process
  - a. The student portfolios should be prepared for review by March 1<sup>st</sup> of the fourth semester (second semester for transfer students). The review will be initiated after the midterm grades have been released.
  - b. Faculty will review the portfolios during the first two weeks in March, discuss any concerns, and vote on a decision and formulate remediation plans if deemed necessary.
  - c. Outcomes will be communicated to students via email from the School Director.
  - d. Students will meet with their Academic Advisors during the advising period following Spring Break for consultation. Advisors will communicate the results of the portfolio review at this time.
    - i. Development of remediation plans will take place with a panel of faculty from the student's area (i.e. instrumental, vocal, piano, etc) and/or the area of concern and the School Director.
    - ii. Remediation plans will be documented in writing and kept in the office of the School Director.
  - e. Final approval of the portfolio review will occur following the release of final grades for the spring semester **OR** upon successful completion of a remediation plan.
4. Final Review



- a. During the Senior Seminar (MUSC 498), students will revisit their portfolio adding new artifacts from upper division courses. These artifacts will be assembled into a portfolio of professional work that may be used for a variety of purposes including graduate school applications, employment applications, etc.
- b. The final portfolio may include:
  - i. Recital and ensemble recordings
  - ii. Repertoire lists
  - iii. Major papers
  - iv. Projects (compositions, arrangements, lesson plans, conducting projects, etc.)
  - v. Concert and recital programs

### *REMEDIATION PROCESS*

Should significant concern be expressed in any of the competency areas for a student, a plan for remediation will be developed to address the concerns and help the student achieve the desired levels of competency. The plan will be developed by a panel of faculty (three minimum) including: the academic advisor, School Director, and at least one other faculty from **each area of concern**.

The plan will be documented and include:

- Clear and concise expectations regarding each competency in question
- Specific goals and clear directions on how these deficiencies will be overcome
- A clear and measurable assessment plan
- A clear timeline

Reassessment of the competencies will happen in accordance with the timeline set forth in the plan for remediation.

### *FURTHER ACTION*

In the event that deficiencies are not remedied in accordance with the timeline set forth in the plan for remediation, options will be discussed for the student's next steps forward. These may include but are not limited to a change of major or a change in program.

This policy is in accordance with Section VIII – Academic Integrity Procedures for Selected Programs of the Shepherd University Student Handbook.

### *THE PIANO PROFICIENCY EXAM*

All music majors must begin the Piano Proficiency Exam by the end of the second semester of study. All music majors must pass the Piano Proficiency Exam by the end of their fourth semester. Completion requirements for transfer students will be determined on an individual basis taking into account number of semesters transferred, prior piano study, and impact on degree requirements such as Juncture or recital presentations. Music education majors must pass the Piano Proficiency Exam prior to applying for Juncture 2.

- Exam Content: A PDF file of the exam content, requirements, and sample repertoire may be found at: <https://www.shepherd.edu/music/current-music-students>.
- Course Options: Students should register for the class piano sequence early in the program to prepare for successful completion of the Piano Proficiency Exam. Depending on prior experience, students wishing to take a class piano course will be placed in one of the following course levels:
  - a. MUSC 138                      Basic Keyboarding Skills
  - b. MUSC 140                      Intermediate Keyboarding Skills
  - c. MUSC 141                      Advanced Keyboarding Skills

Notes:

  - MUSC 141 is required of all music degree programs and is a pre-requisite for MUSC 303 Form & Analytical Techniques.

- For all sections of class piano, students must receive a grade of C or above in order to be qualified to take the exam.
- **First Year Evaluation:** At the end of their second semester of study, all music majors are required to take the Piano Proficiency Exam.
- **Transfer Students:** Transfer students will receive their PPE plan from the Coordinator of Keyboard Studies and the Director of the School of Music based on courses transferring, an initial piano evaluation, and projected timeline for graduation.
- **Exam Scheduling:** Exams will be scheduled during the final exam week of each semester with the Coordinator of Keyboard Studies. Students must pass ALL components of the exam. If a student does not pass one of the components, he/she may retake that portion of the exam at a later time.
  - a. Students who fail to sign up for the exam will be put on probation within the School of Music.
  - b. Students who do not show up to assigned times will be put on probation within the School of Music.
- **Failure to Complete:** Students who fail to complete the PPE in the proscribed timeframe may request one additional opportunity. Any/All of the following may be required:
  - a. Additional parts of the PPE may be required.
  - b. The student will be required to perform the remaining sections of the PPE in front of the full-time faculty.

## *JUNIOR RECITALS*

All music majors in a performance degree or concentration must present an approved recital during their junior year. These recitals are to be 25 minutes in length and may be paired with another junior recitalist or other music majors as necessary. Junior Recitals are scheduled from the third week of the semester through the end of midterms.

### 1. Requirements

- a. The student has achieved a grade of B or above in the jury occurring immediately before the semester of the Junior Recital.
- b. The student has successfully completed the Music Competency Portfolio Assessment.
- c. The student has passed all required parts of the Piano Proficiency Exam.
- d. The student has permission from their applied instructor.
- e. The Junior Recital proposal is approved by the music faculty.

### 2. Procedures

- a. Consult with applied instructor to discuss which semester the Junior Recital is to be held and prepare a list of repertoire to be performed.
  - i. Vocal majors should consult the Vocal Area Guidelines provided by the Director of Vocal Activities regarding Junior Recital expectations.
  - ii. Jazz majors are required to complete a junior recital with concert repertoire on their primary instrument. Consult the Jazz Area Guide for further details.
- b. Check the Academic and School of Music calendars for available recital dates before submitting a recital proposal.
- c. Submit a typewritten proposal to the Operational Administrative Assistant for approval by the Music Faculty by the **Friday of midterm week** of the semester preceding the recital. The proposal should include:
  - i. Five possible date proposals (Jr. Recitals will begin the 3<sup>rd</sup> week of the semester and must be finished by the end of midterms.)
  - ii. Complete list of repertoire to be performed with approximate times for each composition.
  - iii. Total performance time (No longer than 25 minutes in length)
  - iv. Student contact information
- d. After receiving approval (students will receive formal written notification) and an accompanist assignment, submit all accompaniments to the Coordinator of Keyboard Studies. **Following this step, ALL REPERTOIRE is FINAL, and any change in repertoire will result in an automatic fail.**
- e. Register for the Junior Recital (MUAP 397) on RAIL.

- f. Submit all materials for the printed program to the Operational Administrative Assistant **no later than three weeks** prior to the recital.
3. **Recital Assessment:** Following the junior recital, the recital panel (consisting of the applied instructor and all full-time faculty) will submit their grade to the School Director, who will calculate the grade. The applied instructor will receive two votes for their grade, given their knowledge of the student and their preparation. Students are not required to perform a jury examination the semester of their junior recital; however, with the permission of the applied instructor, they may do so.

## *SENIOR RECITAL OR MUSIC ACTIVITY*

As part of their degree requirements, all music majors must complete a senior music activity appropriate to their major and area of concentration.

### 1. **Requirements**

- a. The student has achieved a grade of B or above in the jury occurring immediately before the semester of the Senior Recital.
- b. The student has successfully completed the Music Competency Portfolio Assessment.
- c. The student has passed all required parts of the Piano Proficiency Exam.
- d. The student has permission from their applied instructor.
- e. The Senior Recital proposal is approved by the music faculty.
2. For **Music Education** Majors the senior music activity will be completed in one of the following three formats:
  - a. **Recital (total time: one hour)** The recital will involve a minimum of 45 minutes of actual music on one *or more* instruments and may not exceed a total of one hour in length including intermission.
  - b. **Lecture-Recital (total time: one hour)** The lecture-recital will involve a minimum of 25 minutes of actual music, plus a multi-media presentation (PowerPoint) appropriate to the works presented. The recital may not exceed a total of one hour in length including intermission.
  - c. **Project-Presentation (total time: one hour)** The project-presentation will involve a creative endeavor that may take the form of original composition, arranging, conducting, innovative pedagogy, or focused research. The results of the project will be publicly presented in an appropriate format, most likely a lecture presentation and may not exceed a total of one hour in length including intermission. Thesis-like papers alone will not fulfill the requirement. Students completing a project-presentation will submit a copy of the completed project-presentation to each member of the music faculty on or prior to the projected lecture/performance. These copies are to be in the approved finished form.
3. **Performance Majors** (piano, orchestral instruments, and voice) are required to present a recital in the traditional recital format (see above). Successful completion of the junior recital is a prerequisite.
4. **Composition Majors** are required to present a performance of original music containing no less than 45 minutes of actual music.
5. **Jazz Majors** are required to present a recital of jazz music with a live ensemble. Consult the Jazz Area Guide for further details.
6. **Scheduling and Logistics**
  - a. Recitals are scheduled on Fridays at 5:00 PM or Sundays at 3:00 PM and if needed at 5:00 PM.
  - b. **All recitals are held in the W. H. Shipley Recital Hall, or in the McCoy Rehearsal Hall.**
  - c. Dates are subject to availability of faculty, performance space and accompanist. Once a date has been determined for presentation or completion of the Senior Music Activity, that date will not be changed without consultation of the School Director and the full-time faculty. **With any changes, the student must resubmit their proposal.**
  - d. The student performer will assume total responsibility for personnel, rehearsals, staging, etc.

7. **Conducting on Senior Recitals:** limited to NO MORE than one piece, of no longer than five minutes in length. There may be no more than eight vocalists involved in a choral ensemble (plus the accompanist), and no more than sixteen instrumentalists involved in an instrumental ensemble.
8. **Jazz on Senior Recitals:** in order to perform Jazz on a senior recital:
  - a. Approval must be granted by the Director of Jazz Studies prior to submitting a recital proposal that includes Jazz.
  - b. The student must have enrolled in a minimum of three semesters of private jazz improvisation instruction, including during the semester of the proposed recital.
  - c. The student must have had a minimum of three semesters of Jazz Ensemble and/or Jazz Combo.

#### **Procedures**

1. Consult with the applied instructor during the junior year to discuss which semester the Senior Recital or Senior Music Activity is to be held and prepare a list of repertoire to be performed. Vocal majors should consult the Vocal Area Guidelines provided by the Director of Vocal Activities regarding Senior Recital expectations.
2. Check the Academic and School of Music calendars for available recital dates before submitting a recital proposal.
3. Submit a typewritten proposal to the Operational Administrative Assistant for approval by the Music Faculty by the **Friday of midterm week** of the semester preceding the recital. Proposals submitted after this date may be denied. The proposal should include:
  - a. Five possible date proposals
  - b. Complete list of repertoire to be performed with approximate times for each composition.
  - c. Total performance time (The program should contain 45 minutes of music)
  - d. Student contact information
  - e. After receiving approval (students will receive formal written notification) and an accompanist assignment from the faculty, submit all accompaniments to the Coordinator of Keyboard Studies.
4. Register for the Senior Recital (MUAP 497) on RAIL.
5. Submit all materials for the printed program to the Operational Administrative Assistant no **later than three weeks prior to the recital**.
6. Pay the senior recital recording fee of \$30 to the SoM Operations Manager. This fee contributes to the labor costs of recording the recital. Students will receive digital audio files of the recital. Video of the recital will be live streamed and/or uploaded.

**Changes of Repertoire:** If any updates or changes of repertoire or program are necessary, the student must submit a revised recital proposal signed by the applied instructor to the School Director and Operational Administrative Assistant .

**Recital Assessment:** The full-time faculty member most appropriate to the area of expertise and the applied instructor will supervise the preparation of the student's senior musical activity. The policies and procedures for recital assessment appear below under "Recital Hearings". Students are not required to perform a jury examination the semester of their senior recital; however, with the permission of the applied instructor, they may do so.

### *RECITAL HEARINGS*

Recital hearings are an opportunity for students and their collaborating musicians to demonstrate the level of preparation prior to the recital date. Faculty assess this level and offer constructive feedback.

## POLICY

1. Recital hearings are **required** for Senior Music Activities.
2. Hearings will be scheduled two to three weeks before the recital date. Hearings are typically scheduled Fridays afternoons or Wednesdays late afternoon.
3. The recitalist, collaborative pianist, all performers on the recital, applied teacher, and other jury members will attend.
4. All recitalists (regardless of major) will prepare their full recital for the hearing.
  - a. Lecture recitalists will provide three (3) copies of their lecture to be reviewed by the jury panel.
  - b. All recitalists will perform up to 30 minutes of music from their recitals. Repertoire will be chosen at random by the jury panel and will be started and stopped at the discretion of the jury panel.
  - c. Composition recitalists should have all performers present for the hearing. However, if this is not possible, they *must* bring a video to the hearing of all selections that cannot be presented live at the hearing. This video must have been created within two weeks of the hearing.
  - d. All recitalists may submit videos of ensemble pieces should the other performers be unavailable for the hearing.
5. The jury panel will discuss their assessment of the hearing performance and determine the result, which will be one of the following:
  - a. Pass
  - b. Pass Provisionally
  - c. Fail
6. The applied instructor determines the final grade for the recital.

## PROCEDURE

1. The hearing date will be assigned by the Operational Administrative Assistant. Faculty will be assigned to each hearing panel in the first two weeks of each semester.
2. The applied teacher will coordinate all communications concerning availability of the collaborative pianist and the student.
3. Upon completion of the recital hearing, the jury panel will:
  - a. Discuss first their assessment of the performance and conclude one of these three options:
    - i. Pass
    - ii. Pass provisionally. The jury will attend the recital, and the recitalist may pass/fail after completion of the recital.
    - iii. Fail. Failure of a recital hearing will result in the removal of the recital from the calendar. Recitalists may apply to present the following semester.
  - b. A representative from the jury panel records the decision of the jury and returns the Recital Affidavit to the Operational Administrative Assistant in the Music Office.
  - c. A representative of the jury panel will communicate the outcome of the hearing to the recitalist.
4. Following the final recital performance, the applied teacher will submit their grade to the Professor of Note for the Senior Music Activity by email no later than twenty-four hours after the recital is complete.

## GPA REQUIREMENT

Music majors must achieve a minimum grade of C in all MUSC courses. Students receiving grades lower than C in any MUSC course must retake the course.

## E-MAIL ADDRESSES

Shepherd University e-mail addresses are **required** for all students. Follow the instructions on the IT services web pages for setting up your student email account: <https://www.shepherd.edu/studentemail/>.

## *PRACTICE REQUIREMENTS*

All music majors, including commuter students are required to practice a minimum two hours a day. Practice tips and expectations are addressed in First-Year Seminar (MUSC 100) and by the applied instructor.

## *STUDENT ADVISORY COUNCIL*

A Student Advisory Council with two representatives from each class is elected each year to serve as an instrument of discussion between students and faculty. The SAC meets periodically throughout the year with the School Director. The SAC membership is posted on the Music Major Information Board outside of Room 159. Students should become familiar with their class representatives and should take any concerns or ideas related to the School of Music to the Student Advisory Council.

## *SUPERVISED TEACHING IN MUSIC*

Students applying for directed teaching in the music field are subject to the approval of the music faculty and the Educator Preparation Program Council (EPPC). The criteria for approval by the music faculty involves the following:

1. Subjective evaluation of the student's suitability for teaching;
2. Passing all parts of the Music Competency Assessment;
3. Academic record, specifically a 2.75 average in courses carrying a MUSC catalog designation;
4. Completion of all music courses except Senior Music Activity and Senior Seminar;
5. Passing the Piano Proficiency Examination;

Students not recommended for directed teaching may request a re-evaluation after not less than one semester or two summer sessions, during which time it is expected that specified deficiencies will have been eliminated. See *Music Education Handbook for more information*. <http://www.shepherd.edu/music/current-music-students>

## PUBLICATIONS

The Student Handbook is updated once each year and distributed to students via student email and is posted on the SoM website under "current students."

<http://www.shepherd.edu/music/current-music-students>

The School of Music publishes an alumni newsletter, *On The Move!* This publication is distributed to all current music students via the student mailbox and to alumni after graduation.

## EQUIPMENT

### *LOCKERS*

Lockers are available and reassigned each year. Any belongings remaining in lockers at the end of the school year will be removed. You will be provided with a locker and combination lock. You must use the lock assigned with your locker and should keep it locked at all time. Announcements of the contact person and procedures will be announced during performance forum.

### *INSTRUMENTS*

University-owned instruments can be used at no charge for ensemble rehearsals and concerts. All instruments must be properly signed out through the Director of Instrumental Studies (Room 110). Instruments are provided for music education techniques classes by the University or may be rented from the Music and Arts Center. See the class instructor and/or the Operational Administrative Assistant for more information.

## PHOTOCOPYING

The Music Office COPY MACHINE is for School of Music use only. **No unauthorized or personal copying is permitted.** DO NOT PHOTOCOPY MUSIC. It is illegal. Students should use the student copy machine in the Scarborough Library, online resources, or purchase hard copies of solo & ensemble music.

## SHEPHERD RECORDING PROJECT

All large ensemble performances are recorded. CDs are available for student purchase and must be paid for in advance. Order forms are in the rack outside Room 159.

Solo and small ensemble performances may be recorded with four weeks advance notice. Order forms are in the rack outside Room 159. See the SRP coordinator for additional information.

### *PROCEDURE FOR OBTAINING A RECORDING:*

1. A completed SRP form and pre-payment must be submitted to the Music Operations Manager.
2. All SRP request forms need to be approved and check number and/or payment method are verified and noted in the lower left of the forms.
3. SRP request forms are placed in the blue folder in the mailroom for the SRP student employees to complete the task.
4. Completed SRP forms are to be returned to the Music Office after the recordings are made, with the initials of the recording engineer and the date the task is completed, in the lower right of the forms.
5. Completed SRP request forms are placed in the SRP file in Music office.

### *REQUEST FORMS*

- A form must be submitted for every recording request. If a professor or adjunct is requesting a complimentary recording, a request form should be filled out with the word “complimentary” written in the space designated for payment.

### *EXTERNAL REQUESTS*

- Recording requests from external parties (individuals who are not Shepherd University music students or faculty), including community music students, non-music students or faculty, community members in general, may be made by completing and submitting an SRP External Request form with appropriate pre-payment. The request form must be approved by the Music Operations Manager before any recording is made, following the procedure as outlined above.

### *PERSONAL USE*

- The use of SRP materials, equipment and recording engineer services for private or personal gain or purposes is strictly prohibited. Any use of SRP materials, equipment and recording engineer services for other than Shepherd University School of Music events or activities, other than paid external requests as cited, must be expressly approved by the School of Music Director.

## STUDENT ORGANIZATIONS

### *NATIONAL ASSOCIATION FOR MUSIC EDUCATION (NAFME)*

The Shepherd University Chapter of the National Association for Music Education (NAFME) is a student organization open to any student interested in music teaching and learning. Shepherd's NAFME chapter is affiliated with the West Virginia Student Music Educators Association (WVSMEA) as well as the national NAFME organization.

The NAFME chapter has the following objectives:

- advance knowledge of the teaching profession
- perform services for the School of Music and the community
- foster collegiality and friendship among music education majors

The group meets once each month for meetings and discussions on various topics of interest, e.g. conducting techniques, student teaching experiences, job-hunting tips. Each year interested students can attend workshops, seminars, and performances at music conferences such as the Statewide and regional NAFME Conferences. Dr. Austin Showen is the Advisor for NAFME.

### *PHI MU ALPHA SINFONIA (PMA)*

The International Professional Music Fraternity for men, Phi Mu Alpha Sinfonia has established a chapter at Shepherd University. Students from all academic disciplines may be selected for membership in this prestigious organization, which is dedicated to the art of music and its cross-cultural dissemination. Advisor: Dr. Keith Alexander

### *SIGMA ALPHA IOTA (SAI)*

The Eta Tau chapter of the Sigma Alpha Iota International Fraternity for Women has been in existence at Shepherd College since 1991. The organization is dedicated to promoting music performance, public service, and developing leadership qualities. Membership is open to all women students who have an interest in music. Advisor: TBD

### *KAPPA KAPPA PSI (KKP)*

Kappa Kappa Psi is a service and leadership organization that serves the university band program through service projects, fundraisers, social events, and other projects designed to promote the welfare those programs. Membership is open to all students involved in the band program. Advisor: Dr. Scott Hippensteel

### *SOCIETY OF COMPOSERS (SCI)*

SCI is an independent organization concerned with the fellowship, collaboration, career goals, and objectives of new and contemporary music composers and those interested in topics related to composition. For Membership Information, including the member application, visit our membership information page. Advisor: Dr. Stefan Swanson

## ADVICE FROM ALUMNI

In the capstone course for the music program, students are presented with resources related to career development (resume, cover letter, interview skills). Information regarding employment skills, workshops and opportunities is available from the Office of Career Services: <http://www.shepherd.edu/jobweb/aboutus.html>

In a survey of alumni from the Shepherd University School of Music, former music students had these words of advice to share with current students:

- Take advantage of your time at Shepherd, it will pass very quickly. Keep everything (notes, resources, etc.).
- Take full advantage of every performance opportunity. Dedicate your time to studies and don't get sidetracked. Shepherd is comparable to any other music school, so take advantage of its location and affordable price!
- Be flexible and open minded.
- Don't be afraid to ask your professors for assistance and advice. They are here to help you.
- Develop networking skills.
- Volunteer for performance opportunities; you never know who you will meet.
- Consider music education as a career choice. Performance is not the only goal of the musician. Sharing knowledge and technique is fulfilling and challenging.
- Be sure to develop your piano skills to the highest level possible.
- Instrumental majors should learn all of the instruments well in techniques classes.
- Get as much "real life" practical experience as possible while in college--teach lessons, volunteer to help at local schools.



- Learn to organize your resources and use your time wisely. If you teach, create a climate in which students can perform without fear of ridicule. Maintain a positive attitude as much as possible.
- Learn to work collaboratively as a musician and on academic projects.
- Develop a variety of professional musical and working skills and be prepared to develop a flexible and diverse musical career if necessary. It is important to keep music in perspective and to maintain a balanced lifestyle.
- Aim for consistent professionalism and networking.

# SHEPHERD UNIVERSITY FRANK ARTS CENTER 260 University Drive, Shepherdstown, WV 25443

