



**SHEPHERD**  
UNIVERSITY

SCHOOL OF MUSIC



# **FULL-TIME AND ADJUNCT MUSIC FACULTY HANDBOOK**

**2025 – 2026**

# *Welcome!*

The Shepherd University School of Music actively recruits faculty of the highest caliber. We are happy that you are with us in our quest for musical excellence and look forward to a mutually rewarding relationship. This handbook is written to provide our quality full-time and adjunct professors with pertinent information relating to the School of Music and its operations. It is intended as an addendum to the university-wide faculty handbook and is NOT intended as a replacement for it. Faculty members are strongly encouraged to keep both handbooks in a readily accessible place and to be familiar with the material explained in each. Further questions should be addressed to the Operational Administrative Assistant or the School Director.

© 2025 Shepherd University School of Music

Phone 304.876.5555 • Fax 304.876.0955

[www.shepherd.edu/music](http://www.shepherd.edu/music)

## TABLE OF CONTENTS

CONTACT INFORMATION .....	6
ADJUNCT SALARY RATES AND PAYMENT SCHEDULES.....	7
ADJUNCT CONTRACTS .....	7
ABSENCE POLICY .....	7
RAMBLER CARDS.....	7
PARKING .....	7
TEACHING SPACES AND BUILDING HOURS .....	8
GRADES AND GRADE SHEETS.....	8
SYLLABI AND COURSE EXPECTATIONS.....	8
BEACON NOTIFICATION SYSTEM.....	8
ADJUNCT INITIATIVE.....	9
PURCHASING POLICY .....	9
ADJUNCT OFFICE .....	9
PHOTOCOPY MACHINE.....	9
INTERSCHOOL COMMUNICATION / FACULTY MAILBOXES.....	9
BULLETIN BOARDS / STUDENT COMMUNICATION .....	9
SCHOOL OF MUSIC WEB SITE .....	9
APPLIED EXPECTATIONS.....	10
FACULTY EVALUATIONS.....	10
RECITAL EXPECTATIONS.....	11
PERFORMANCE FORUM RECITALS (also known as “The 1:10”) .....	11
JUNIOR RECITALS .....	11
SENIOR RECITAL OR MUSIC ACTIVITY .....	12
RECITAL HEARINGS .....	14
RECITAL GRADING GUIDELINES.....	15
ACCOMPANIST POLICY .....	15
Procedure for Students .....	15
Music Deadlines .....	16
Changing/ Adding Repertoire for Junior or Senior Recitals.....	16
JURIES .....	16

<b>Jury Procedures .....</b>	<b>17</b>
<b>Jury Panel and Grading .....</b>	<b>17</b>
<b>Jury Scheduling .....</b>	<b>17</b>
<b>Jury Forms .....</b>	<b>17</b>
<b>Sight Reading .....</b>	<b>17</b>
<b>SMALL ENSEMBLES RECITALS .....</b>	<b>17</b>
<b>SHEPHERD RECORDING PROJECT .....</b>	<b>18</b>
<b>COMMUNITY MUSIC AT SHEPHERD .....</b>	<b>18</b>
<b>Policies and Procedures.....</b>	<b>18</b>
<b>Studio Rules: .....</b>	<b>19</b>
<b>Lesson Termination Policy: .....</b>	<b>19</b>
<b>Teacher/Student/Parent:.....</b>	<b>19</b>
Syllabus Template.....	<b>Error! Bookmark not defined.</b>

## **SCHOOL PHILOSOPHY, GOALS AND OBJECTIVES**

Shepherd University is a state-supported institution within the West Virginia System of higher education. From its beginnings over a century ago, the University has evolved into a comprehensive center of higher learning.

Shepherdstown is situated on the banks of the Potomac, in historic Shepherdstown, West Virginia. The oldest town in the state, Shepherdstown is a quaint college community, with the town and campus combining to offer a unique living-learning environment.

The Music Major was initiated at Shepherd University in 1950. Since that time, the School has moved from Reynolds Hall to the current Frank Center for the Creative Arts and has increased in size to over 80 majors. There are currently 6 full-time and 22 adjunct faculty members as well as a music Operational Administrative Assistant and Community Outreach Coordinator. Alumni occupy leadership positions as teachers and performers throughout the country. Performance plays a vital role within the School and last year alone, the School hosted more than 50 public performances for an estimated audience of over 50,000.

### **OUR MISSION**

In the School of Music, our mission is to empower student growth creatively, artistically, and professionally in order to develop versatile musicians, innovative practitioners, critical thinkers, and leaders who engage communities.

### **Our Goals**

We achieve this through a highly personalized and student-centered approach that provides a diverse range of musical and educational experiences. Our goals are:

- To prepare students for careers in music;
- To foster student inquiry and self-discovery;
- To cultivate music making that generates powerful and transformative artistic experiences;
- To build community and engage communities;
- To develop a holistic understanding of musical experience in a global context;
- To promote the vision and reach of the College of the Arts, Humanities, and Social Sciences and the university through artistic activity.

## CONTACT INFORMATION

Contact information for all full-time faculty and staff is listed on the School's website [www.shepherd.edu/music](http://www.shepherd.edu/music).

The street address of the Frank Arts Center is 260 University Drive, Shepherdstown, WV 25443.

Dr. Scott Hippensteel, Director  
Shepherd University School of Music  
P.O. Box 5000  
Shepherdstown, WV 25443-5000  
800-344-5231 ext 5129  
304-876-5129 office  
260-388-2602 cell  
304-876-0955 fax  
shippens@shepherd.edu  
Frank Arts Center Room 109

Heather Wilson, Community Outreach Coordinator  
Shepherd University School of Music  
P.O. Box 5000  
Shepherdstown, WV 25443-5000  
800-344-5231 ext 5711  
304-876-5711 office  
304-876-0955 fax  
hwilson@shepherd.edu  
Frank Arts Center Room 116

Anthony Stoika, Operational Administrative Assistant  
Shepherd University School of Music  
P.O. Box 5000  
Shepherdstown, WV 25443-5000  
800-344-5231 ext 5555  
304-876-5555 office  
304-876-0955 fax  
astoika@shepherd.edu  
Frank Arts Center Room 114

## ADJUNCT SALARY RATES AND PAYMENT SCHEDULES

Adjunct faculty members are employed to teach classroom courses and ensembles, as well as applied lessons. All applied lessons (courses with the MUAP prefix) are paid at the rate of \$665.00 per credit hour. Classroom and ensemble courses (MUSC or MUEN prefixes) are paid according to the following table.

Bachelor's Degree	\$458 per Credit Hour
Master's Degree	\$681 per Credit Hour
Doctoral Degree	\$837 per Credit hour

Adjunct Faculty at Shepherd University are paid bi-weekly in each semester. The pay dates are noted on contracts.

Fall: beginning September 20\*

Spring: beginning February 7

*\*if signed contract has been received in time and enrollment has been confirmed.*

Information and the direct deposit form can be found online at <https://www.shepherd.edu/finance/payroll>. Direct deposit is highly recommended. If [Direct Deposit](#) is not set up pay will be made with a pay card. Paycards are available to be picked up from the Payroll Office on these dates and will be mailed to individuals ten days later, unless other arrangements have been made. (For how to view your paystub, see **Appendix A**)

## ADJUNCT CONTRACTS

Contracts are issued after the first two weeks of classes. Music is the only School that generally *does not issue contracts* in advance. As applied music lessons (MUAP prefixed courses) are paid on a per student credit hour basis, contracts are issued after the add/drop period when final course enrollment is determined. Consequently, business and payroll staff must work quickly to assure contracts are approved at the State level in Charleston as soon as possible for the first pay distribution. It is imperative that you contact Mr. Stoika to confirm the enrollment numbers in your teaching load in the first week of lessons and submit your signed contracts to the office of the Provost immediately upon receipt. Failure to do so will delay the issue of your first pay installment.

## ABSENCE POLICY

All faculty members are expected to meet their classes and lessons as scheduled. If a class or lesson must be cancelled, please call the operational administrative assistant in the Music Office at 304-876-5555, or e-mail [music@shepherd.edu](mailto:music@shepherd.edu) to notify the School of the cancellation and to provide makeup information. It is not always possible for the School staff to notify your students about an absence. **You should arrange email communication with your students for this purpose.** Include information on your syllabus on how to contact you directly about cancellations or absences. Please do not list the Music School phone number on your course outlines for your contact information. Upon the return to campus, faculty members must complete an absence form and submit it to the School Director. (See additional information under *Applied Expectations, page.10*)

## RAMBLER CARDS

Rambler cards serve as Shepherd University identification cards. These cards are also used to gain access to the practice rooms and teaching spaces. Rambler cards are obtained in Rambler Card office located in the Rotunda of the Wellness Center. Adjuncts must take their Rambler cards to the Facilities Management Office located in the building behind Ikenberry Hall to become “activated” to work in the practice room locks **at the beginning of every semester.** Report lost or stolen cards immediately by calling the Rambler Office 304-876-5300 during normal business hours or email [rambler@shepherd.edu](mailto:rambler@shepherd.edu). Visit <http://shepherdwellness.com/rambler-card/>

## PARKING

Parking for faculty is free, however a parking permit must be obtained at the beginning of the school year or upon issuance of a contract. Parking permits are issued through the Office of Public Safety located in Moler Hall 102. You will need to present a valid driver's license and vehicle registration. Music faculty may park in faculty or student spaces in the H lot; however, on other campus areas faculty are restricted to faculty lots. Failure to display a current

parking permit will result in a parking ticket issued by campus police. For parking information call 304-876-5374 or go to <https://www.shepherd.edu/parking-on-campus/>. Faculty and staff members who host workshops, conferences, or have visiting guests are responsible for obtaining parking passes for the visitors from the University Police. Temporary parking permit request form can be downloaded from <https://media.suweb.site/2015/01/Temporary-Parking-Permit-Request-Form.pdf>

## TEACHING SPACES AND BUILDING HOURS

The School of Music is housed in the Frank Creative Arts Center (the Frank 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, electronic piano lab, recording facilities, vocal and instrumental rehearsal areas, a music resource center, and a music recital hall. Equipment is continually updated.

The Frank Center is currently serving beyond its intended capacity. Consequently, space is at a premium. We must work together to find appropriate teaching areas for everyone. See the operational administrative assistant at the beginning of each semester to secure your teaching area for classes and lessons. Classes will always meet as scheduled. Lessons may be relocated on an as-needed basis. Contact the operational administrative assistant to reserve space for any special meetings of classes, workshops, rehearsals, etc.

### Frank Arts Center building hours

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
(Hours are subject to change.)	

Upon exiting a practice room, teaching space, or instrument storage space, doors are to be closed to ensure safety of School property.

After 5:00 PM the Frank Center must be accessed through the West entrance lobby. Anyone entering the building will be required to sign-in with the security officer on duty. Campus Police can be reached at 304-876-5374 before 4:00 pm and 304-876-5202 after 4:00 pm and on weekends. Emergency call boxes are also available around campus. Instructions for use are posted on the boxes.

## GRADES AND GRADE SHEETS

All faculty members must submit grades no later than 9 a.m. on the “Grades Due” dates specified for mid-term and finals in the Academic Calendar and in each semester’s Schedule of Classes. (**Appendix E**: 2025-2026 Academic Calendar.) Repeated failures to submit grades on time will result in the termination of one’s teaching contract. Grade Rosters are provided to faculty by the registrar via email approximately two weeks before they are due and are sent to your **Shepherd University e-mail address**. Please be aware that the most accurate grade rosters are made available electronically via RAIL <http://www.shepherd.edu/rail>; grades submitted in this manner do NOT require a printed roster to be submitted to the Registrar’s Office. (See **Appendix C** for instructions.) Any discrepancies between the printed class roster and your records should be reported immediately to Mr. Stoika for resolution.

## SYLLABI AND COURSE EXPECTATIONS

All faculty members are required to provide students with syllabi and/or course expectations in writing at the beginning of each semester. A copy of these forms must also be filed with the School Director via email. Grading policies should be outlined in these syllabi. Include information on your syllabus on how to contact you directly about cancellations or absences. Please do not put the general Music School phone number on your course outlines. See **Appendix A** for a sample syllabus. Please use the SYLLABUS TEMPLATE <https://www.shepherd.edu/center-for-faculty-excellence-resources/> for all course syllabi and make sure to update language each semester.

## BEACON NOTIFICATION SYSTEM



Our campus relies on faculty to ensure that all of our students receive the attention they require to maintain their success. Using the Beacon notification system, you can create an Alert to send a high priority notice to faculty/staff who work with the student or an update to log a note about the student. Reinforce positive learning strategies by giving students encouragement. Notifications will be sent out to your colleagues with the contents of your alert or update. Instructions, guidelines and information about the Beacon notification system can be found online here: <http://www.shepherd.edu/studentssuccess/beacon-resources>.

## **CLASS ROSTERS**

To access Class Rosters faculty should login to RAIL from the Shepherd University homepage. Please double-check all applied lessons and class rosters for accuracy. Any student(s) not on your roster will need to register by the end of the first week of classes each semester. If you need assistance, please contact the School of Music Director.

## **ADJUNCT INITIATIVE**

The School wishes to feature its fine faculty at every opportunity. We also expect adjunct assistance in recruiting quality students to the campus. To this end, the School has created an Adjunct Initiative Grant Fund to remunerate adjunct faculty for recital, solo, lecture and recruiting efforts. All faculty members are eligible to apply for these mini-grants. Grants range from \$100 to \$500 per semester. For example, a guest lecture may result in a \$100 grant, a workshop a \$250 grant and a full recital up to \$500. (These numbers are simply for example purposes and do not denote a pay rate). Faculty members are requested to secure a form from Mr. Stoika and submit requests through their area coordinator to the School Director **at least one semester in advance** for consideration.

## **PURCHASING POLICY**

No expenses shall be incurred and no purchases may be made by faculty on behalf of the Shepherd University without the express prior approval of the School of Music Director.

## **ADJUNCT OFFICE**

Frank Arts Center Room 113 is an office with a computer, printer and filing cabinets for adjunct use. Please do not use the Student Computer Lab or tie up the Music School Administrative Office computer work station. There is also a refrigerator and microwave oven in Room 115. The Conference Suite, Room 140 is also available for conferences and meetings. If you wish to reserve a specific date and time, please contact the operational administrative assistant.

## **PHOTOCOPY MACHINE**

A copy machine for faculty use is located in the Music School Administrative Office. Copy codes are available from the operational administrative assistant. The machine is not to be used for personal copying, as the School must pay additional costs if usage exceeds the allowance during a semester. Photocopying of music for other than very limited educational purposes is illegal. Please encourage your students to purchase music of their own to build their personal libraries. **Do not allow any students access to your personal copy code.**

## **INTERSCHOOL COMMUNICATION / FACULTY MAILBOXES**

All faculty members are required to use their Shepherd University email for essential university and School communications. Every faculty member has a physical mailbox located in the Frank Arts Center Room 115. Although the majority of School communication is done through email, please also check your mailbox on a regular basis for hard copy of your contract, mail, important messages and announcements. There is a bin in the mailroom for intercampus mail (yellow sack) and outgoing mail (black sack) and intercampus mailing envelopes.

## **BULLETIN BOARDS / STUDENT COMMUNICATION**

See the operational administrative assistant if you would like a regular bulletin board space to post things for your studio. Communication with students is often easiest via email (use your Shepherd email).

## **SCHOOL OF MUSIC WEBSITE**

The School of Music maintains a large web presence at [www.shepherd.edu/music](http://www.shepherd.edu/music). Please provide a recent photo and a brief bio for this site to the School Director and/or operational administrative assistant. If you would like to modify the text of ensemble pages that relate to your area email any desired text changes to the operational administrative assistant.

## APPLIED EXPECTATIONS

Each student must receive a minimum of 13 applied lessons each semester. The School of Music fully expects and encourages these lessons to be **regularly scheduled, in person, weekly lessons, 50-55 minutes in length.**

- Contact the operational administrative assistant within the first two weeks of classes to let them know your teaching schedule and to have a room reserved for you.
- Collaborate with your students to assess their progress weekly and set goals for the semester.
- Select etudes, scales, and works to be performed on the performance forum and jury. These selections are to be chosen relatively early in the semester.
- Students should be expected to sight-read in each lesson.
- Students are expected to demonstrate contextual knowledge about all repertoire performed.

Missed lessons can be handled in any of the following ways in order of preference:

1. Students can be rescheduled. This is the most problematic of the options. Consistently missed lessons are very hard to justify to the students and thwart their measured progress. The constant rescheduling often proves difficult and gives the student an excuse for missing. Please limit rescheduling to a bare minimum. When rescheduling is necessary, it is the responsibility of the professor to: 1) notify the student via phone or email 2) notify the operational administrative assistant, and 3) confirm the rescheduled lesson time. Alternatively, a Skype or Zoom lesson could be arranged not to exceed twice in any given semester.
2. Once per semester, a master class on a specific subject can be taught to all students in the studio at the same time.
3. A School approved substitute may be hired. This substitute is paid by the regular professor at a rate of \$35 per lesson. (This is the applied rate less 30%, which is the equivalent of the average deducted in taxes and other withholdings). Payment is expected in the week after midterms for lessons given prior to midterm, and the week after finals for lessons given after midterms.

Please inform the School of Music Director ASAP of any concerns related to attendance, preparation or attitude.

## FACULTY EVALUATIONS

All full-time and part-time faculty will be evaluated on a regular cycle. Evaluations will be conducted by area directors and/or the School Director.

The Office of Institutional Research coordinates and conducts evaluations for courses taught at Shepherd in the Fall and Spring semesters. Evaluations for adjunct instructors are administered in paper format. Early in the semester, each instructor is sent a list of courses from which to select those to be evaluated. If no courses are selected for evaluation the Dean of the faculty member's school will select the courses to be evaluated. Before the course evaluation period begins, the packets of materials for the evaluations are distributed to instructors. Read the directions for administration on the front of each evaluation packet, select a day for evaluation and allow 15-20 minutes of class time. The instructor gives a student, who is selected or volunteers to oversee the process, the envelope, pointing out any particular instructions on the cover, and leaves the room. The instructor has no further involvement in the process and must leave the classroom area so that students feel free from observation. After the evaluations are completed, the student will seal the completed and blank forms in the envelope and take it to the Frank Center mailroom and place it in the yellow sack (intercampus mail) to send to the Office of Institutional Research. Results are tabulated and returned to instructors after the final grades for the courses are due.

## RECITAL EXPECTATIONS

### PERFORMANCE FORUM RECITALS (also known as “The 1:10”)

The Shepherd University School of Music encourages strong solo and ensemble performers. Each Wednesday afternoon, the School of Music presents a School-wide recital. Music students are required to attend each of these ***and are not allowed to schedule other classes that meet during the Wednesday 1:10 hour.*** Failure to attend the 1:10 recitals will result in the lowering of a student’s applied music grade.

**All students are required to perform on the recital on their major instrument once each semester. This requirement is waived for first-semester freshmen and transfer students and students performing a senior recital during the semester.** Small ensembles and first-semester freshman may perform on the 1:10 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. These recitals provide valuable performance experience in preparation for juries and recitals, as well as the opportunity to share students’ progress with the School as a whole.

Applied faculty assign recital repertoire and assist the student in securing a recital time (through the operational administrative assistant) and an accompanist, if necessary (through Dr. Liao, Director of Keyboard Studies). Scheduling a 1:10 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. Sign-up for a recital date—times available for 1:10 recital performances are posted on the Music Major Information Board outside Recital Hall 159 and updated regularly as slots are taken.
  - Discuss possible repertoire with applied instructor.
  - Limit performance time to 5 minutes in length.
2. Complete a Performance Forum Recital Request Form and have the applied instructor sign the form.
3. Complete an Accompanist Request Form if needed
4. Upload the form the Performance Forum Request Form, Accompanist Request Form, **and PDFs of music** to the Performance Forum Brightspace page by the posted deadlines.

All forms are available at <https://www.shepherd.edu/music/current-music-students-2>.

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 should follow the same procedure for signing up. Small ensembles may only perform on the 1:10 with applied faculty permission. Otherwise, they should plan to perform in the Small Ensembles Concert near the end of the semester or in another faculty-approved event.

## JUNIOR RECITALS

All music majors pursuing the BM Performance degree 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.

### 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 School of Music faculty.

### Procedures

- a. Student will consult with applied instructor to discuss which semester the Junior Recital is to be held and prepare a list of repertoire to be performed (vocal majors should consult the Vocal Area Guidelines provided by the head of the vocal area regarding Junior Recital expectations).

- b. Student will check the Academic and Music School Calendar for available recital dates before submitting a recital proposal.
  - c. Student will 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:
    - Five individual date options for the recital.
    - Complete list of repertoire and personnel to be performed with approximate times for each composition.
    - Total performance time (no longer than 25 minutes in length).
    - Student contact information.
  - d. Student will receive formal written notification. After receiving approval and an accompanist assignment, student should submit all accompaniments to the Coordinator of Keyboard Studies.
- After this step, ALL REPERTOIRE is FINAL, and any change in repertoire will result in an automatic fail.***
- e. Student should register for the MUAP 397 Junior Recital course on RAIL.
  - f. Student must submit all materials for the printed program to the Operational administrative assistant **no later than three weeks** prior to the recital.

### **Recital Assessment**

Following the junior recital, the recital panel (consisting of the applied instructor and full-time faculty) will submit their grade to the School Director, who will calculate the grade assignment. The applied instructor will receive two votes for their grade assignment, given their knowledge of the student and their preparation. Students are not required to perform a jury examination in 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. To perform the recital, instrumental students and vocal students must achieve a grade of B or above in the jury occurring immediately the semester before the recital.

- 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 should resubmit the proposal.
- d. The student performer will assume total responsibility for personnel, rehearsals, staging, etc.

Students should consult with their applied instructor during their 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 head of the vocal area regarding Senior Recital expectations. Students should then present a written proposal to all faculty members, who will approve the program or make suggestions. A copy of the proposal should also be given to the Operational administrative assistant. Students must check with the Operational administrative assistant for available dates before submitting the proposal. Applied faculty members are responsible for assigning recital repertoire and assisting the student in securing a recital time through the Operational administrative assistant, and an accompanist, if necessary, through Dr. Liao, Director of Keyboard Studies.

Written proposals must be submitted no later than Friday of mid-term week of the semester prior to the recital. Proposals submitted later will be denied. The proposal must include a listing of the repertoire to be performed with times for each of the compositions and five possible choices for the recital date. Dates are subject to availability of faculty, performance space and accompanist.

After receiving written faculty approval, students should register for the Senior Music Activity during the applied music registration times for the semester in which the activity will be held. The student must assume total responsibility for personnel, rehearsals, staging, etc. Once a date has been determined for presentation or completion of the Senior Music Activity, that date will not be changed.

The full-time music faculty member most identified with the musical area of the student's Senior Music Activity will serve as the advisor in conjunction with the student's regular advisor and/or teacher if the two are not the same.

The student bears responsibility for his or her own progress and must maintain regular contact with his or her advisor.

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 approved finished form.

Subsequent to the realization of the Senior Music Activity, the music faculty will convene to determine whether or not the requirement has been successfully fulfilled, and so notify the student and the Office of the Registrar.

Senior Music Activity repertoire is considered complete when submitted to the faculty for approval. The recital repertoire is considered final when music is submitted to the accompanist at the deadline. However, any changes in repertoire between the period of the initial faculty approval and the accompanist submission must be re-submitted for approval by the full faculty. Generally, this is a period of five weeks. *Any deviation from what is submitted to the accompanist at the original deadline for submitting music will result in an automatic grade of Fail.*

For **Music Education** and **BA General** Majors the senior music activity will be completed in one of the following three formats:

**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.

**Lecture-Recital** (total time: one hour)

The lecture-recital will involve a minimum of 25 minutes of actual music, plus a multi-media presentation (i.e., PowerPoint) appropriate to the works presented. The recital may not exceed a total of one hour in length *including* intermission.

**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 at the recital hearing. These copies are to be in approved finished form.

**Conducting on Senior Recitals:** is 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 an accompanist) and no more than sixteen instrumentalists involved in an instrumental ensemble.

**Jazz on Senior Recitals**—In order to perform Jazz on a senior recital: (1) Approval must be granted by the Director of Jazz Studies prior to submitting a recital proposal that would include Jazz. (2) The student must have enrolled in a minimum of three semesters of private jazz improvisation instruction, including during the semester of the proposed recital. (3) The student must have had a minimum of three semesters of Jazz Ensemble or Jazz Combo.

**Performance Majors** are required to present a recital in the traditional recital format (see above). Successful completion of the junior recital is a prerequisite.

**Composition Majors** are required to present a performance of their own music containing no less than 45 minutes of actual music.

**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 School of Music faculty.

### **Procedures**

- a. Students will 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 head of the vocal area regarding Senior Recital expectations.
- b. Students should check the Academic and Music School Calendar for available recital dates before submitting a recital proposal.
- c. Students must 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:
  - Five possible date proposals
  - Complete list of repertoire to be performed with approximate times for each composition.
  - Total performance time (see **Requirements** above)
  - Student contact information
- d. After receiving approval (students will receive formal written notification) and an accompanist assignment from the faculty, student will submit all accompaniments to the Coordinator of Keyboard Studies.
- e. Student must register for the MUAP 497 Senior Music Activity course on RAIL.
- f. Student must pay the Senior Recital fee.
- g. All materials for the printed program must be submitted by the student to the Operational administrative assistant **no later than three weeks prior to the recital.**

### **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 senior recital or music activity assessment follow 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**

### **Policy**

1. Recital hearings are required for Senior Music Activities.
2. Hearings will be scheduled two to three weeks before a recital.
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.
  - Lecture recitalists will provide three (3) copies of their lecture to be reviewed by the jury panel.
  - 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.
  - 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. All music must be made available to the hearing panel for examination.
5. The jury panel will discuss their assessment of the hearing performance and determine the result, which will be one of the following:
  - Pass
  - Pass provisionally
  - Fail
6. The applied instructor determines the final grade for the recital.

### **Procedure**

1. Once the recital proposal has been accepted the operational administrative assistant will schedule the hearing date and time.
2. The student will coordinate all communications concerning availability of the collaborative pianist
3. Upon completion of the recital hearing, the panel will:
  - a. Discuss their assessment of the performance and conclude one of these three options:
    - Pass
    - Pass provisionally. The jury will attend the recital, and the recitalist may pass/fail after completion of the recital.
    - 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.
4. Following the final recital performance, the applied teacher will submit their grade to the Professor of Record for the Senior Music Activity by email no later than twenty-four hours after the recital is complete.

### **RECITAL GRADING GUIDELINES**

#### **Summary of Performance Expectations**

The grade demonstrates all or most of the following throughout the program as a *whole*.

#### **A — SUPERIOR (compares with 90-100%):**

An outstanding performance, which is consistently musical, as well as stylistically appropriate and accurate. Accuracy in dynamics, phrasing and other markings in the score that lead to a musically expressive and polished performance indicative of mastery of the literature.

#### **B — EXCELLENT (compares with 80-89%):**

A strong performance that is also musically and stylistically appropriate and accurate. The performance shows accomplishment and potential, with a few discrepancies in rhythm, dynamics, phrasing and/or interpretation. Memory slips or hesitations may distract slightly from the performance. A performance with promise and potential, but somewhat lacking in mastery of the complete program.

#### **C — VERY GOOD (compares with 70-79%):**

The performance contains memory slips, and may contain inaccuracies in rhythm, expressions in a number of the works on the program. The cohesive flow of the piece (s) is interrupted. Additional work is needed to achieve a secure and polished performance.

#### **D — FAIR (compares with 60-69%):**

Some commendable aspects in the performance and preparation are present. The performance has severe deficiencies in most of the technical, musical and expressive elements required by the works on the program. Not fully ready for performance.

### **ACCOMPANIST POLICY**

The School of Music will provide an accompanist for students performing in School Recital performances, applicable Jury Examinations, Junior and Senior Recitals. Students must use an accompanist from the “Approved Accompanist List.” Please see the Coordinator of Keyboard Studies for the list of approved accompanists.

#### **Procedure for Students**

1. Working with the applied instructor, the student will select the repertoire for performance.
2. The student must fill out an accompanist request form, giving it, along with original scores to the Keyboard Studies Coordinator.
3. The student will receive an email on his/her Shepherd student email account indicating the accompanist and their contact information.

4. It is the student's responsibility to contact the accompanist to schedule rehearsal time.

### **Music Deadlines**

#### **I. School Recitals:**

The Coordinator of Keyboard Studies will post the deadlines in the beginning of each semester.

#### **II. Juries**

The Coordinator of Keyboard Studies will post the deadlines after the midterm.

#### **III. Junior Recitals**

If the accompaniments are especially difficult, please allow more time for the accompanist to adequately prepare.

The Coordinator of Keyboard Studies will post the deadlines after the recital proposals are approved.

#### **IV. Senior Recitals**

If the accompaniments are especially difficult, please allow more time for the accompanist to adequately prepare.

The Coordinator of Keyboard Studies will post the deadlines for turning in music after the recital proposals are approved each semester.

### **Special notes:**

1. Wind and Brass music often have very difficult accompaniments. The students must plan accordingly with their instructor, allowing adequate time for the student and accompanist to prepare.

2. *Anyone* who knows his or her performance piece(s) has an especially difficult accompaniment should plan accordingly to allow more rehearsal time with the accompanist.

3. It is not the accompanist's job to teach the music. The student must be prepared for rehearsals (knowing the notes, rhythms, words, etc.). The accompanist reserves the right to cancel any rehearsal or performance if the student performer is unprepared.

### **Required hours of rehearsals for Junior and Senior Recitals**

1. For junior recitals—each student would receive accompanist service for max 2.5 hrs rehearsals and recital performance (no hearing).

**\*\*The student is responsible for paying any additional hours of rehearsal directly to the accompanist.**

2. For senior recitals-- each student would receive accompanist service

Recital music 30 min or less: max 2.5 hrs rehearsals, 0.5 hr hearing, and recital performance.

Recital music 45 min music: max 3.5 hrs rehearsals, 0.5 hr hearing, and recital performance.

Recital music exceeds 45mins: max 4.5 hrs rehearsals, 0.5 hr hearing, and recital performance.

**\*\*The student is responsible for paying any additional hours of rehearsal directly to the accompanist.**

### **Changing/ Adding Repertoire for Junior or Senior Recitals**

1. The student must re-submit an accompanist request form with the instructor's signature on it, giving it, along with scores to the Coordinator of Keyboard Studies.

2. No changes to the program may be made after the music is submitted to the accompanist.

3. If the accompanist form and music are not received in a timely manner, the Coordinator of Keyboard Studies reserves the right to reject the accompanist request form and the accompanist has the right to cancel the performance. Should this situation occur, it is the student's responsibility to hire his or her own accompanist.

## **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 part of a musical 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.

Juries occur in the week before final exams and are scheduled approximately two weeks in advance. All music classes are cancelled this day to accommodate School-wide juries. It is imperative that applied instructors make themselves



available on this day for juries. The operational administrative assistant contacts all applied faculty to schedule jury times. Students then sign up for a performance time with the operational administrative assistant.

### **Repertoire Selection and Preparation**

Together with the applied instructor, students can assess their position and chart goals for the semester. With these goals in mind, etudes, scales, and works to be performed on the jury are chosen relatively early in the semester. Sight-reading skills should also be discussed and practiced.

### **Jury Procedures**

Juries will take place during the last week of classes each semester. Music classes are cancelled for jury performances. During the jury, the instrumental student performs selected pieces and perhaps a few scales or arpeggios to demonstrate competence at a certain level. Students will be asked to sight-read a short (30-second) excerpt. The applied instructor will provide the reading excerpts. Vocal students will provide a list of prepared pieces from which the faculty will make selections.

### **Jury Panel and Grading**

During each semester, the jury panel will consist of at least two (possibly up to four) 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. Every attempt will be made to accommodate applied instructors' schedules if possible. If the applied faculty member is unable to attend juries during the scheduled day and time, their students will be video-recorded or arrangements must be made with the School Director to arrange for an alternative time. Within one week following juries, arrangements will need to be made with the School Director and/or the Music Operational administrative assistant to view the tape and to assign the student jury grade.

(See **Appendix B** for sample jury forms with grading rubric.)

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.

For voice students, the faculty present will determine jury grades (A = Pass, C = Fair, and F = Failing) that will be factored into the applied lesson grade at 40%. Grades and progress for each student will be tracked by the voice faculty.

### **Jury Scheduling**

One week before juries, a sign-up sheet will be posted on the Music Major Information Board outside W.H. Shipley Recital Hall 159. Times will be assigned for each applied faculty member and students sign up accordingly. Any student with scheduling problems should see the Music Operational administrative assistant.

### **Jury Forms**

Jury forms are available online at <http://www.shepherd.edu/music/current-music-students> under the heading 'Forms for Music Majors'. Well in advance of the scheduled jury time, each student must complete the form and make enough copies for each member of the jury. The forms should be taken into the jury room at the scheduled jury time. **THE STUDENT SHOULD NOT WAIT UNTIL THE LAST MINUTE TO COMPLETE THIS FORM.**

### **Sight Reading**

Sight-reading is an expected part of the jury. The sight-reading expectations may include diction examples for vocalists. **Applied faculty should bring 4 copies of the sight-reading exercise for jurors.**

## **SMALL ENSEMBLES RECITALS**

At the end of each semester, students will have the opportunity to perform on the Small Ensembles Recital. The recital will feature those students who have worked on small ensemble and chamber literature throughout the semester under the guidance of the applied music instructor. Separate recitals can be presented for:

1. Winds, Guitar, Percussion, and Strings
2. Piano and Voice
3. Composition

Piano/Voice instructors and Percussion/Brass instructors should secure a date and time for their performances with the Operational administrative assistant at the beginning of the semester. Program materials should be submitted to the operational administrative assistant no later than three (3) weeks prior to the performance. The small ensembles' total performance time should be limited to no more than one hour in length.

## **SHEPHERD RECORDING PROJECT**

The Recording Project records most recitals and concerts for the School. Students pay a fee to cover the cost of the recording. Complimentary recordings are available to faculty for personal performances, Junior and Senior Recitals and 1:10 performances. If a professor or adjunct is requesting a complimentary recording, a request form should be completed with the word "complimentary" written in the space designated for payment and the faculty member's signature. Forms are available in the Music School administrative offices and the Music School website.

<https://media.suweb.site/2018/05/SRP-FORM.pdf?v=1631750706>

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 Music School events or activities, must be expressly approved by the Music School Director.

## **COMMUNITY MUSIC AT SHEPHERD**

Adjunct faculty members are encouraged to teach in the School of Music Community Music Program and should also encourage qualified music majors to participate in the Community Music Program. Instructors are responsible for managing and maintaining their own studios and may set their own lesson fees. **Instructors are advised that they may not recruit students from the Community Music Program for any other colleges or universities other than Shepherd University. To do so will result in the termination of your contract at Shepherd.** University teaching spaces are only available to those teaching Shepherd University or Community Music students. Other private lessons on campus are prohibited. All participating faculty members must complete an instructor information form and return it to the Community Music Program Coordinator. Instructors are responsible for paying their own studio administrative fees to the university. The administrative fee will be one lesson fee per student per semester. Include a list of your students on the studio fee form and return it to the Community Music Program Coordinator along with your payment. **Please make all checks payable to Shepherd University or pay by credit card.** All payments must be made by midterm. You will be charged an additional \$5.00 per student per week if the studio fees are late. Forms may be obtained from the Community Music Program Office, Frank Center Room 118 or from the Community Music Bulletin Board in the corridor across from Room 110.

Hours of Operation:

- Monday – Friday: 4:30-9:00 PM
- Saturday – 9:00 AM – 5:00 PM
- Other lesson times may be arranged depending on the availability of the instructor.

## **POLICIES AND PROCEDURES**

**Lessons and Fees:** Students will register for lessons each semester of the school year and pay a non-refundable registration fee to the Community Music Program. The registration fee each fall and each spring is \$27, and the fee for the summer session is \$16. Checks should be made payable to Shepherd University. All other lesson fees will be paid directly to the student's instructor. All student registration forms and tuition fees are due before the student's first lesson. The teacher reserves the right to stop lessons at any time during the semester if lesson payments are not received in a timely manner. All outstanding balances must be fulfilled before a new semester of lessons may begin.

**Attendance and Cancellations:** Regular attendance at all lessons is vitally important. However, if the student is sick, for the health of others, the student should stay home. ***Instructors and students should communicate with each other as soon as possible for lesson cancellations.*** Make-up lessons may be arranged at the discretion of the instructor.

**Performance:** Studio recitals will be presented at the end of each semester at the discretion of the instructor. These recitals will give students the opportunity to perform for others the music they have worked on during the semester,

and enable them to work on performance skills and concert manners. Any student who performs on a recital and is not a member of the Community Music program will be charged a \$10.00 fee for use of the music School facilities.

**Studio Rules:**

- Students will attend all lessons regularly.
- Students will conduct themselves with decorum and respect for their teachers, studio equipment, and instruments.
- Students will arrive on time for their scheduled lesson.
- Students will bring all music and materials needed for their lesson.
- Students will practice on a regular and consistent basis. The amount of time needed for warm-ups and practice depends on each student's level, number and length of pieces. As a general guideline, the youngest student needs at least two 10-minute sessions a day, while more advanced students need a full hour daily. Students should discuss practice policies and expectations with their instructor. Remember, quality of time is more important than quantity.
- NO food, drink, or gum will be permitted in the studio.

**Lesson Termination Policy:**

- Each student is enrolled in the Community Music program for the entire semester. Please inform the instructor as soon as possible if you must terminate instruction. The registration fee is non-refundable.
- Lessons may be terminated by the instructor in the event of ongoing irregular attendance, repeated failure to prepare assigned material, disruptive behavior or failure to pay lesson fees.
- Please inform your students of any vacation plans in advance.

**Teacher/Student/Parent:**

- The teacher accepts the responsibility to provide an atmosphere for learning and making music. However, the teacher cannot learn for the student. The student understands that he or she must prepare for lessons by practicing consistently, listening to and cooperating with the instructor, and by bringing all music and materials to the lesson.
- Parental responsibility only begins with paying for lessons. Parents should take part in and help to oversee the student's practice routine. This includes demonstrating ongoing interest, encouragement and assistance in the scheduling of their child's day. Parents are responsible for providing a daily quiet time to practice. To assist in arranging this, a practice area should be established where students will not be distracted by other activities.

**APPENDIX A**

**INFORMATION ON NEUROMUSCULOSKELETAL AND VOCAL HEALTH**

Information and Recommendations for Faculty and Staff in Schools of Music can be found on the School of Music website at <https://www.shepherd.edu/musicweb/documents/NeuromusculoskeletalandVocalHealthHandbook.pdf>.

**SHEPHERD UNIVERSITY COURSE SYLLABI AND OTHER TEACHING TOOLS**

The Shepherd University Course Syllabus template, guidelines, and other helpful teaching tools can be found online at the Center for Faculty Excellence webpage: <https://www.shepherd.edu/center-for-faculty-excellence-resources/>

**HOW TO VIEW YOUR PAY STUBS**

Go to [www.wvsao.gov](http://www.wvsao.gov) and log in to your MyApps account.  
Click the green ESS (Employee Self Service) Box  
Select the My Info Tab on the left  
Click My Compensation at the top  
Click Issued Checks/Advices at the top  
Double click the paperclip on the line for the check date you wish to view

Select Download  
Click open  
Your paystub will appear on the screen.

Be sure to log out when you are done.

## Shepherd University School of Music – Instrumental Jury Rubric

### To Be Completed By Student

<b>Current Semester &amp; Year:</b> Fall 20_____ or Spring 20_____	
<b>Name:</b> _____	<b>Instrument:</b> _____
<b>Degree Concentration</b> (check all that apply):	
<input type="checkbox"/> Music Education (BME)	<input type="checkbox"/> Performance (BM)
<input type="checkbox"/> Composition (BA)	<input type="checkbox"/> General (BA)
<b>Applied Instructor:</b> _____	<b>Advisor:</b> _____
<b>Academic Standing:</b> FR1 FR2 SO1 SO2 JR1 JR2 SR1 SR2	
Repertoire studied but not performed in public this semester. List by title and composer.	
Repertoire studied and performed in public this semester. List by title and composer.	
List etude books and developmental materials studied this semester.	

### To Be Completed By Faculty Member

FAIL		PASS	HIGH PASS	COMMENTS
STAGE PRESENCE (Posture/Poise/Professionalism)				
1 <input type="checkbox"/> Performer demonstrates insecurity. Posture and overall appearance lack professionalism.	2 <input type="checkbox"/> Performer is mostly confident and poised. Posture is correct and appearance is generally professional.	3 <input type="checkbox"/> Performer is confident and poised. Posture and appearance exhibit professionalism.		
SCALES (At least three scales as assigned by applied instructor)				
1 <input type="checkbox"/> Scales lack consistency of pitch, style, and steady pulse. Multiple hesitations or restarts.	2 <input type="checkbox"/> Scales generally good with minor flaws in pitch, style, and steady pulse. Slight hesitations.	3 <input type="checkbox"/> Scales consistent with accurate pitches, style, and steady pulse. Rare hesitations.		
SIGHT READING (All students will sight read a short excerpt)				
1 <input type="checkbox"/> Performance lacks consistency of pitch, key, musicality, and steady pulse. Inadequate preparation and/or multiple hesitations.	2 <input type="checkbox"/> Generally good with minor flaws in pitch, key, musicality, and steady pulse. Adequate preparation and/or some hesitations.	3 <input type="checkbox"/> Performance consistent with accurate pitches, key, musicality, and steady pulse. Thoughtful preparation and minimal hesitations.		
PROGRESS (Improvement this semester)				
1 <input type="checkbox"/> Minimal progress demonstrated throughout semester. Weak effort and inconsistent/stagnant level of improvement.	2 <input type="checkbox"/> Overall good progress demonstrated throughout semester. Solid effort and steady improvement.	3 <input type="checkbox"/> Outstanding progress demonstrated throughout entire semester. Strong effort and vast improvement.		

## Shepherd University School of Music – Instrumental Jury Rubric

Student Name \_\_\_\_\_ Instrument \_\_\_\_\_

FAIL	PASS	HIGH PASS	COMMENTS
<b>TONE QUALITY</b> (Consistency of Tone / Air Support)			
1 <input type="checkbox"/> Basic understanding of good tone, but lacks consistency and control. Many flaws.	2 <input type="checkbox"/> Overall good tone with occasional lapses in control at extreme ranges. Few problems.	3 <input type="checkbox"/> Superior tone quality. Tone is uniform, consistent and controlled. Rare flaws.	
<b>INTONATION &amp; PITCH ACCURACY</b> (All Registers)			
1 <input type="checkbox"/> Performance is somewhat in tune with frequent pitch problems.	2 <input type="checkbox"/> Overall good intonation with occasional pitch problems.	3 <input type="checkbox"/> Performance is in tune in all ranges and dynamics with few pitch problems.	
<b>TECHNIQUE</b> (Articulation/Precision/Facility)			
1 <input type="checkbox"/> Facility and articulations lack consistent clarity and accuracy. Many problems.	2 <input type="checkbox"/> Overall correct and consistent articulation and facility. Occasional flaws.	3 <input type="checkbox"/> High level of technical skill and consistent articulations throughout.	
<b>ACCURACY OF RHYTHM &amp; TEMPO</b> (Musical Time)			
1 <input type="checkbox"/> Rhythms accurate in simple passages but weak in rapid or complicated passages. Lacks steady pulse and/or correct tempi.	2 <input type="checkbox"/> Rhythms generally accurate with minor flaws. Generally steady pulse and correct tempi.	3 <input type="checkbox"/> Rhythms accurate and consistent throughout performance. Consistent steady pulse and accurate tempi.	
<b>MUSICIANSHIP</b> (Dynamics/Phrasing)			
1 <input type="checkbox"/> Minimal attempt to shape phrases. Some dynamics attempted. Limited musicality.	2 <input type="checkbox"/> Most phrases have musical shape and dynamic markings are executed appropriately.	3 <input type="checkbox"/> Considerable attention paid to phrase shaping and appropriate dynamic contrast.	
<b>INTERPRETATION</b> (Style/Expression/Ornaments)			
1 <input type="checkbox"/> Little stylistic interpretation and not consistently expressive. Just plays notes.	2 <input type="checkbox"/> Stylistically accurate most of the time. Typically performs with nuance.	3 <input type="checkbox"/> Style is consistently accurate. Performance shows creative nuance and musicality.	
<b>CONTEXTUAL KNOWLEDGE</b> (Composer, Terms, Style, etc...)			
1 <input type="checkbox"/> Little knowledge about the repertoire, composer(s), stylistic concerns, music terms, or performance practice.	2 <input type="checkbox"/> Basic understanding of details about the repertoire, composer(s), stylistic practice, music terms, and performance practice.	3 <input type="checkbox"/> Strong understanding of details concerning the repertoire, composer(s), stylistic demands, music terms, and performance practice.	

Additional Comments:

Jury Determination: **FAIL** ☐ **PASS** ☐ Faculty Member Signature: \_\_\_\_\_

## Shepherd University School of Music – Vocal Jury Rubric

### To Be Completed By Student

<b>Current Semester &amp; Year:</b>	Fall 20_____ or	Spring 20_____	
<b>Name:</b> _____	<b>Voice type:</b> _____		
<b>Degree Concentration</b> (check all that apply):			
<input type="checkbox"/> Music Education (BME)	<input type="checkbox"/> Performance (BM)	<input type="checkbox"/> Composition (BA)	<input type="checkbox"/> General (BA)
<b>Applied Instructor:</b> _____	<b>Advisor:</b> _____		
<b>Academic Standing:</b>	FR1	FR2	SO1
	SO2	JR1	JR2
	SR1	SR2	
<b>I have completed Aural Skills</b> ( <i>check one</i> ): ___ I ___ II ___ III ___ IV			
Repertoire studied but not performed in public this semester. List by title and composer.			
Repertoire studied and performed in public this semester. List by title and composer.			

### To Be Completed By Faculty Member

FAIL	PASS	HIGH PASS	COMMENTS
STAGE PRESENCE (Posture/Poise/Professionalism)			
1 <input type="checkbox"/> Performer demonstrates insecurity. Posture and overall appearance lack professionalism.	2 <input type="checkbox"/> Performer is mostly confident and poised. Posture is correct and appearance is generally professional.	3 <input type="checkbox"/> Performer is confident and poised. Posture and appearance exhibit professionalism.	
DICTION			
1 <input type="checkbox"/> Lack of clarity of consonants. No evidence of understanding stressed and unstressed syllables. No evidence of language usage.	2 <input type="checkbox"/> Acceptable use of consonants. Acceptable understanding stressed and unstressed syllables. Acceptable evidence of language usage.	3 <input type="checkbox"/> Excellent clarity of consonants. Excellent understanding stressed and unstressed syllables. Excellent evidence of language usage.	
SIGHT READING (All students will sight read a short excerpt)			
1 <input type="checkbox"/> Performance lacks consistency of pitch, key, musicality, and steady pulse. Inadequate preparation and/or multiple hesitations.	2 <input type="checkbox"/> Generally good with minor flaws in pitch, key, musicality, and steady pulse. Adequate preparation and/or some hesitations.	3 <input type="checkbox"/> Performance consistent with accurate pitches, key, musicality, and steady pulse. Thoughtful preparation and minimal hesitations.	

## Shepherd University School of Music – Vocal Jury Rubric

FAIL	PASS	HIGH PASS	COMMENTS
<b>PHYSICAL FREEDOM</b>			
1 <input type="checkbox"/> Visible, over-energized upper body tension.	2 <input type="checkbox"/> Some visible tension in upper body tension (including jaw and tongue).	3 <input type="checkbox"/> Relaxed body, purposeful movement, balance of physicality and relaxation.	
<b>INTONATION &amp; PITCH ACCURACY (All Registers)</b>			
1 <input type="checkbox"/> Performance is somewhat in tune with frequent pitch problems.	2 <input type="checkbox"/> Overall good intonation with occasional pitch problems.	3 <input type="checkbox"/> Performance is in tune in all ranges and dynamics with few pitch problems.	
<b>RESPIRATION</b>			
1 <input type="checkbox"/> Audible, tense breathing demonstrating pharyngeal tension. High breath/evidence of clavicular breathing. No evidence of rhythmic and planned breathing evident.	2 <input type="checkbox"/> Some evidence of quiet inhalation, and low, centered breathing. Often exhibits a noble chest posture. Some evidence of rhythmic, planned, calm inhalation. Noble chest posture attempted but not maintained. No evidence of appoggio.	3 <input type="checkbox"/> Consistent quiet inhalation, and low, centered breathing. Consistent rhythmic, planned inhalation. Noble chest posture maintained. Consistent evidence of appoggio.	
<b>PLACEMENT (balance, resonance, space)</b>			
1 <input type="checkbox"/> Creates resonance inconsistently, or rigidly (too far front or back). No evidence of establishing open pharyngeal space and adjusting for vowels and range.	2 <input type="checkbox"/> Creates resonance more consistently, less rigidly (too far front or back). Some evidence of establishing open pharyngeal space and adjusting for vowels and range.	3 <input type="checkbox"/> Creates resonance consistently, with flexibility. Evidence of clearly establishing open pharyngeal space and adjusting for vowels and range.	
<b>MUSICIANSHIP (accuracy of rhythm and tempo)</b>			
1 <input type="checkbox"/> Inaccurate rhythms and tempo. Limited musicality.	2 <input type="checkbox"/> Most phrases are executed with appropriate rhythm and tempo.	3 <input type="checkbox"/> Considerable attention paid to accuracy of rhythm and tempo.	
<b>ARTISTRY (Style/Expression/Ornaments)</b>			
1 <input type="checkbox"/> Little stylistic interpretation, shaping of phrases, dynamic contrast, and not consistently expressive. Just plays notes.	2 <input type="checkbox"/> Stylistically accurate most of the time. Typically performs with nuance. Demonstrates some shaping of phrases, dynamic contrast, and expression.	3 <input type="checkbox"/> Style is consistently accurate. Performance shows creative nuance and musicality. Demonstrates consistent shaping of phrases, dynamic contrast, and expression.	
<b>CONTEXTUAL KNOWLEDGE (Composer, Terms, Style, etc...)</b>			
1 <input type="checkbox"/> Little knowledge about the repertoire, composer(s), stylistic concerns, music terms, or performance practice.	2 <input type="checkbox"/> Basic understanding of details about the repertoire, composer(s), stylistic practice, music terms, and performance practice.	3 <input type="checkbox"/> Strong understanding of details concerning the repertoire, composer(s), stylistic demands, music terms, and performance practice.	

Jury Determination: **FAIL** ☐ **PASS** ☐ Jury Grade: \_\_\_\_\_

Faculty Member Signature: \_\_\_\_\_



## ONLINE GRADING: A GUIDE FOR FACULTY

### How Important Is Grading?

In a word: Essential! Semester by semester, the grades you submit are reflected on the official transcript, which students must use for advisement, employment applications or up-grades, transfer or graduate school applications, tuition reimbursement, loan deferment, etc. Grades that are delayed or submitted inaccurately may create serious repercussions for students, and (in these litigious times) for the institution.

Remember that mid-term and final grades submitted on paper are always due no later than 9 a.m. on the “Grades Due” date specified in the Academic Calendar as well as in each semester’s Schedule of Classes. RAIL is usually available for some period after that time, while we process.

Thank you for taking this important responsibility to heart. We hope that this information will help you submit grades easily and accurately via **RAIL (Remote Access Information Line)**.

### How Do I Begin?

- Access the Internet from any computer. Microsoft’s Internet Explorer browser will give you the best results.
- Go to <http://www.shepherd.edu/rail>
- Click on Next Stop—All Aboard!
- At the Login Screen, you will be asked for two numbers to identify yourself. Your User ID is the last nine digits of your Rambler Card ID number. Your PIN is initially set to your six-digit date of birth (March 27, 1958 = 032758). However, the first time you access RAIL, you will be required to change it to a more secure six-digit PIN.
- (First time only) Follow the prompts to establish a new six-digit PIN.
- (First time only) Establish your Security Question and Answer. In the event you forget your new PIN, you can answer your Security Question and RAIL will reset your PIN to its original date of birth setting. Be careful with this question and answer, please. Use a question whose answer you will easily remember (but someone can’t easily guess). You will have to answer the question in exactly the same manner that you used when creating the answer.
- (First time only) Read and accept the Terms of Usage.
- Select Faculty and Advisor.

### Faculty and Advisor Menu

- Select Mid-Term Grades or Final Grades. Note: If you are teaching a course that runs for the first 8 weeks of the semester and concludes at mid-term, you should select Final Grades.
- Select Term, and Submit.
- Select CRN and Submit. This will bring up the Mid-Term or Final Grade Worksheet.
- Across from each student, select the appropriate grade in the “Grade” column pull-down.
- At the bottom of the grade worksheet, clicking on Submit will save your grades to the database. You can Submit grades as you go and then continue grading (we recommend this). During the grading period, you can even return to a worksheet and make changes if necessary. Just remember to Submit any changes you make.
- When you are finished, you may wish to print the graded worksheet for your own records. Click on CRN Selection at the bottom of the screen to access other sections.

### Special Grading Situations

- Pass-Fail Select this only if the student has submitted the approval paperwork by the Academic Calendar Deadline to do so.
- IF grades Failure due to irregular withdrawal, given when students stop attending (or never attended) your course with- out formally withdrawing. Enter the last date of attendance (format: 01/01/2009) in the column to the right of the grade. If the student never attended, leave this information blank.
- Incomplete (I) grades Enter a grade of I, but remember that our office needs the In- complete Grade Form (at final grade time) to track the completion process for the student record.

### Frequently Asked Questions

- **Why isn't student #26 on my Web grading worksheet?** Your Web grading worksheet may contain multiple pages of 25 students each. Work page by page. Save/submit your grades for students 1-25, then click on the 26-50 link at the bottom of your worksheet to bring up additional students.
- **Why are some of my students already graded?**  
Students who formally withdrew from the course or the semester will already be listed with a final grade of W. Students who formally requested Audit status will be listed with a final grade of AU. Do not replace these grades!
- **What grade do I give to a student who stopped attending, but never withdrew?** The IF grade indicates an irregular withdrawal from the course, and should be assigned in these cases. Even if the student never attended the course, you should assign the IF grade. Never leave a grade blank. Leaving students ungraded will create a whole host of problems with sending accurate transcripts, calculating GPA and academic standing accurately, etc.
- **I've just submitted my grades online. Do I need to come by your office with the paper roster?**  
NO—this is the beauty of using RAIL. The grades you submit are processed immediately into the database, and become the official grade record. You save a trip to campus! (However, you may want to print your graded worksheet for your own records.)

See more FAQs on our Web site: <http://www.shepherd.edu/registrar>

### If You Have Problems

During business hours, our staff is a quick phone call away to help talk you through any difficult spots. Typically, your very first log-in is the trickiest (changing PINs, setting up the Security Question and Answer, etc.). Once you've gotten beyond that, it's very straightforward. One-on-one and in-department training is available by special arrangement.

Office of the Registrar Shepherd University  
Ikenberry Hall Room 110  
P.O. Box 5000  
Shepherdstown, WV 25443-5000  
Phone 304-876-5463 Fax 304-876-5136  
[register@shepherd.edu](mailto:register@shepherd.edu)  
<http://www.shepherd.edu/registrar>

Class schedules, final exam schedules can also be found online at <http://www.shepherd.edu/academic-calendar>.

**ACADEMIC CALENDAR - FALL 2025**

**AUGUST**

Thu, Aug 21 – Faculty Report; Faculty Meetings; Add/Drop & Late Reg (w/ fee) via RAIL starts 4 PM

Fri, Aug 22 – New Student Convocation

Mon, Aug 25 – Classes Begin (Session A & Full Semester); Add/Drop & Late Reg (w/ fee) via RAIL or Ikenberry, 9 AM–4 PM (See Advisor)

Fri, Aug 29 – Last Day to Add/Drop or Late Register via RAIL or Ikenberry, 9 AM–4 PM (See Advisor)

**SEPTEMBER**

Mon, Sep 1 – Labor Day – University Closed

Mon, Sep 8 – Last Day for Instructor-Approved Late Add via RAIL; Last Day to Change Credit to Pass/Fail

Mon, Sep 15 – Last Day to Change Credit to Audit

Fri, Sep 19 – Last Day to Withdraw from Session A (See Advisor by Noon)

**OCTOBER**

Mon, Oct 6 – Mid-Term Exams Begin

Fri, Oct 10 – Mid-Term Exams End; Session A Ends; Last Day to Apply for May/Aug 2026 Graduation

Mon, Oct 13 – Mid-Term & Session A Final Grades Due 9 AM; Session B Begins

Tue, Oct 14 – Mid-Term Grades Available on RAIL (Tentative)

Thu–Fri, Oct 16–17 – Fall Break (or makeup days as needed)

Wed, Oct 29 – Advising Begins for Spring 2026

**NOVEMBER**

Mon, Nov 10 – Spring 2026 Registration Begins via RAIL (9 AM–4 PM)

Wed, Nov 12 – Last Day for Spring 2026 Advising

Fri, Nov 14 – Last Day to Withdraw from Session B, Full Semester, or University (See Advisor by Noon)

Sun, Nov 23 – Sun, Nov 30 – Thanksgiving Recess

**DECEMBER**

Fri, Dec 5 – Last Day of Classes (Session B & Full Semester)

Mon, Dec 8 – Final Exams Begin

Fri, Dec 12 – Final Exams End

Mon, Dec 15 – Final Grades Due by 9 AM – End of Semester

Tue, Dec 16 – Grades Available on RAIL (Tentative)

## **ACADEMIC CALENDAR SPRING 2026**

### **JANUARY**

Fri, Jan 9 – New Student Convocation; Faculty Report for Spring; Add/Drop & Late Reg (w/ fee) via RAIL begins at 4 PM  
Mon, Jan 12 – Classes Begin (Full Semester & Session A); Add/Drop & Late Reg via RAIL or Ikenberry, 9 AM–4 PM (See Advisor)  
Fri, Jan 16 – Last Day to Add/Drop or Late Register via RAIL or Ikenberry, 9 AM–4 PM (See Advisor)  
Mon, Jan 19 – Martin Luther King, Jr. Day – University Closed  
Fri, Jan 23 – Last Day for Instructor-Approved Late Add via RAIL  
Mon, Jan 26 – Last Day to Change Credit to Pass/Fail

### **FEBRUARY**

Mon, Feb 2 – Last Day to Change Credit to Audit  
Fri, Feb 13 – Last Day to Withdraw from Session A Class (See Advisor by Noon)  
Mon, Feb 23 – Mid-Term Exams Begin  
Fri, Feb 27 – Mid-Term Exams End; Session A Ends; Last Day to Apply for Dec 2026 Graduation

### **MARCH**

Mon, Mar 2 – Mid-Term & Session A Final Grades Due by 9 AM; Session B Begins  
Tue, Mar 3 – Mid-Term Grades Available on RAIL (Tentative)  
Sun, Mar 15 – Sun, Mar 22 – Spring Break  
Mon, Mar 23 – Summer 2026 Registration Opens via RAIL (9 AM–4 PM)  
Wed, Mar 25 – Advising Begins for Summer/Fall 2026

### **APRIL**

Mon, Apr 6 – Fall 2026 Registration Opens via RAIL (9 AM–4 PM)  
Wed, Apr 8 – Last Day of Advising for Summer/Fall 2026  
Fri, Apr 10 – Last Day to Withdraw from Session B, Full Semester, or University (See Advisor by Noon)  
Fri, Apr 24 – McMurren Scholars Convocation; Last Day of Classes (Session B & Full Semester)  
Mon, Apr 27 – Final Exams Begin

### **MAY**

Fri, May 1 – Final Exams End  
Mon, May 4 – Final Grades Due by 9 AM; End of Semester  
Tue, May 5 – Grades Available on RAIL (Tentative)  
Sat, May 9 – Commencement  
Mon, May 25 – Memorial Day – University Closed

260 University Drive, Shepherdstown, WV 25443

115—Music Department Mail Room  
115A—Faculty Restroom  
116—Wilson  
117—Applied Teaching Space  
118—Applied Teaching Space  
119—Applied Teaching Space  
120—Applied Teaching Space  
121—Applied Teaching Space  
122—Applied Teaching Space  
123—Double Reed Studio  
125—Pantle Music Education Room  
126—Student Computer Lab  
128—Keyboard Lab

157—Small Rehearsal Hall  
159—W. H. Shipley Recital Hall  
160—Applied Teaching Space  
161—Jazz Combo Studio  
162—Percussion Studio  
163—Music Classroom  
164—Bass Room  
165—Brass Room  
166—McCoy Rehearsal Hall  
169/170—Dressing Rooms  
171—Shearer  
172—Adjunct Lounge/Green Room

101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132  
133  
134  
136  
137  
138  
140  
140A  
140B  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155  
156  
157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175  
176  
177  
178

THEATER  
STAGE  
LOADING DOCK  
ELECTRIC ROOM  
LOADING DOCK  
LOBBY 1  
LOBBY 2

Campus Hill Drive

# Shepherd UNIVERSITY

