

An ornate, black and white decorative border with intricate scrollwork and floral patterns, framing the central text and image.

**STUDENT HANDBOOK**  
**2019 - 2020**



**Department of Music**

**University of Wisconsin Oshkosh**

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## DEPARTMENT OF MUSIC FACULTY & ACADEMIC STAFF LISTING

NAME	AREA/PROGRAM	ROOM	PHONE
ATWELL, Bruce	Horn/Music Theory	N122	4228
BERENDSEN, Herb	Titan Men's Choir	N118	2276
CHMURA-MOORE, Dylan	Trombone/Orchestra	N222	7011
CHYBOWSKI, Julia	Musicology	N215	7028
CRAMER, Matthew	Interim Director of Choral Activities	N218	7006
DAVIS, Neil	Guitar	N115	7005
DECKER, Katherine	Cello	N112	2273
EDWARDS, Nathan	Director of Audio Production	N230	7034
HERSEY, Anna	Voice	N216	3036
HIXON, Andrea Gross	Oboe	N118	2276
IHDE, Kirstin	Class Piano	N104	1073
IMOBESTEG, John	Piano Technician	N212	7019
KALMAN, Eli	Piano	N105	4220
KAZMIERCZAK, Tammy	Harp	N224	7018
KRUEGER, Nathan	Voice	N229	4229
KUBORN, Christopher	Audio Production	N120	7016
KUBORN, Marisol	Percussion	N063	7030
LETHCO, Leigh-Ann	Music Education/ Handbell Choir	N221	7007
LEWIS, Gordon	Double Bass/Jazz Lab Band	N110	0974
LISKE, Kenneth	Music Education	N228	7029
MARTIN, Ed	Theory/Composition	N214	7027
MAYROSE, John	Theory/Composition	N218	4227
McLAUGHLIN, Laura	Clarinet	N118	2276
OTTO, Devin	Director of Bands	N121	7031
PEREKSTA, Linda	Flute/Theory	N227	4226
ROBINSON, Marty	Trumpet/Jazz Ensemble	N234	7015
ROSING, Carol	Bassoon	N224	7018
*SHAW, Alison	Percussion	N063	7030
SMEAD, Yuliya	Violin	N114	1220
TENHUNDFELD, Sharon	Viola/Music Business	N225	2272
WHITING, Drew	Saxophone	N117	2274

\* Department Chairperson

Nelson, Julie	Admin Assistant	N206	4224
Elmer, Ashley	Admin Assistant	N206	4224
Thelen, Elizabeth	Outreach Coordinator	N235B	4230



## STUDENT LOCATOR CARD

Each music major is required to complete a locator card that is filed in the Department of Music Office. Information on the card includes the following: name; local address and phone; email; home address and phone; applied area; music locker number, and class schedule. The information on the card is used for departmental contact purposes. This card is distributed and collected at the first Convocation meeting of each semester.

## CONVOCATION POLICY & CONCERT AND RECITAL ATTENDANCE

Convocation is a monthly meeting of all music majors (Fridays 12:40-1:40pm). The primary objectives of this course are to develop an appreciation for and an awareness of the breadth of the field of music and to explore topics designed to enhance the core curriculum such as performance health and world music. Activities include lectures, workshops, and performances.

### COURSE REQUIREMENTS AND GRADES

Convocation is a non-credit, pass/fail course. A grade of P (Pass) in eight (8) Convocation courses is required for graduation. Until the requirement is met, registration for Convocation is required each semester for all music majors except for those involved in Student Teaching (Music Education) and Internship (Music Industry).

Convocation dates for the 2019-20 school year are 9/6, 10/4, 11/1, 12/6, 2/7, 3/6, 4/3, 5/1. Attendance at all Convocation programs is **required**. With the first absence an additional DEPARTMENTAL RECITAL/CONCERT attendance (**11 total**) is required to achieve a passing grade. With a second absence an additional recital/concert attendance is required for a total of **12**. Missing three Convocation meetings results in a failing grade. If a student performs on a convocation program, credit for attendance is automatically given. Credit for attendance will be given to students who miss the weekly convocation program due to their involvement in a Music Department field trip (e.g. master class, workshop, visiting a business or recording site, conference, attending a specific concert or program). If you are involved in one of these activities, please send an email to Dr. Shaw ([shawa@uwosh.edu](mailto:shawa@uwosh.edu)). Students may receive an additional two (2) concert/recital attendance credits for performances attended while at a conference or workshop. To receive credit for these performances, a program for the conference, along with any additional concert information (separate programs, etc.) must be turned in to Julie Nelson in the music office within one week of attending the conference.

Attendance at a minimum of ten (10) Department of Music sponsored concerts/recitals is required each semester. These will **NOT** include those concerts/recitals in which a student is participating. It is the student's responsibility to select concerts and plan attendance. The Music Department sponsors a variety of concerts and recitals each semester by students, faculty, and visiting artists. A listing of these concerts/recitals can be found on the Department website at <https://uwosh.edu/music/community/calendar>. Changes or cancellations of concerts/recitals are made to this listing as soon as the Music Office is given notice. Announcements at Convocations will also keep you informed of changes or cancellations.

Attendance cards must be turned in at the conclusion of each Convocation or recital. Each student is responsible for turning in their own card – one person may not turn in a group of cards to the usher. **No late cards or programs will be accepted by the office.**

A student may attend a maximum of four (4) off-campus performances out of the 10 required for convocation credit each semester. Suggested programs appropriate for off-campus concert attendance credit include, but are not limited to the following:

Oshkosh Symphony Orchestra	Fox Valley Symphony
Paine Art Center Concert Series	Ripon College programs
UW Fond du Lac program	UW Green Bay programs
UW Fox Valley programs	Green Bay Civic Orchestra
Oshkosh Chamber Singers	Milwaukee Symphony
Manitowoc Symphony	Appleton Performing Arts Center programs
Lawrence University programs	

Oshkosh Opera House programs (middle school & high school programs not accepted)  
Off-campus UWO programs such as Preludes at Park View  
\*\*Live Music at Local Commercial Venues, including Reeve Union Concerts\*\*  
Other programs at the discretion of the Music Department Chair \*

Concert attendance credit will not be given for the following programs: 1) Middle School and High School musical events, 2) Performance in off-campus programs.

\* **IMPORTANT:** Whether or not on the list above, the student must obtain PRIOR APPROVAL from the Chair to receive credit for an off-campus concert 48 hours in advance of the performance. There are many options, and you are encouraged to search for as many opportunities to attend arts events in the community and region as possible. **A program from the off-campus concert must be submitted to Julie Nelson in the Music Office, no later than one week following the date of the performance, or credit will not be given for attending the performance. NO EXCEPTIONS.** *\*\*If you receive permission to attend a live music event in a commercial venue where a traditional program is not provided, you must email a digital photo of yourself with the event in the background to Julie Nelson ([nelsonju@uwosh.edu](mailto:nelsonju@uwosh.edu)) no later than 24 hours after the event.*

Note: Occasionally, dates for concerts/recitals will be changed or cancelled. These changes tend to happen more frequently at the end of the semester, so do not wait until the last ten programs to get your attendance credits.

A grade of "F" will be given at the end of the 14-week semester if requirements for concert attendance have not been met.

#### CONVOCATION SERVICE REQUIREMENT

All students enrolled in Convocation will be expected to meet a Music Department service requirement every semester in order to pass the convocation requirement for graduation. Community service allows individuals to gain a greater understanding of their roles in the community, and gain insightful experience for future use. It is important to learn that volunteerism is a necessary and beneficial aspect of most great community structures. The well-being of many communities and groups is highly dependent upon volunteerism and service. Each community is different and has different needs, but one thing is for certain: Arts organizations cannot function successfully without the service of volunteers. Even very well-endowed arts organizations rely on the good work of volunteers who have first-hand knowledge of the inner workings of their mission and goals.

The following list suggests possible ideas for providing service to the music department. Service is not limited to this list.

- Audition Days volunteers
- Clean Up
- Faculty Projects
- Instrument/Inventory logistics and organization
- Music Workshops or Festivals Held on Campus
- WSMA State Solo & Ensemble Festival volunteers
- Other events deemed appropriate by the department chair or the faculty member in charge. Opportunities for service will be posted on D2L, announced in Convocation, distributed by email, or initiated by personal request of faculty members.

Please speak with the Chair if you have questions about your service requirement and how it may be met. If you see a need in the department that you feel you have particular skills for, you are welcome to initiate an idea for service. If extenuating circumstances exist that prevent you from participating in a service activity for the semester, you must send a letter to the chair explaining why you will not be able to fulfill the service requirement. The chair will find a service activity that accommodates your need. The chair will not be able to help you with your service requirement past week 10 of the semester.

Fall Service Requirement – 1 hour minimum; 3 hours maximum

Spring Service Requirement – 4 hours minimum



## CONCERT ETIQUETTE

It is highly inappropriate to be using portable electronic devices for any reason when sitting in an audience at a performance. True listening to musical performances requires your undivided attention with complete focus on what you are seeing and hearing. Students may not be allowed to receive recital credit for performances where they are found engaged in such activity. Similarly, any other actions that reduce your focus on the performance are also inappropriate (i.e. talking, crinkling wrappers, knitting, etc.). Treat the performers as you would like them to treat you when you are performing.

If you are late in arriving, please wait for an usher to let you in during the applause to eliminate distraction from the performance. Similarly, please wait for applause between pieces before entering or leaving the audience area.

## TUXEDO RENTAL

Tuxedos are no longer available for rental from the department. If you are in need of a jacket or dress pants, please first check with the Career Closet at Career Services in the Student Success Center. Students are allowed to choose up to four items from the closet per semester to keep for free. [Sandarella's Bridal](#) in Oshkosh also offers tuxedo rental, but you need to contact them directly for details (920.233.4600). The surrounding Fox Valley area also has other options.

## STAR REPORTS AND ADVISEMENT

All music majors are assigned an advisor within the Department of Music, as adherence to the Department's recommended course-enrollment sequence is critical for students seeking to graduate in a timely manner. It is the responsibility of each student to schedule an appointment to meet with this advisor prior to scheduling for classes in fall and spring. Advisors will post sign up sheets on their office doors, or request that students set up a meeting time via email. The STAR [Student Academic Report] contains your registration date and time as well as the advisor name, and this information can also be found on TitanWeb. The STAR is an important document and should be retained for your records.

When appointments are made to see your advisor, they must be kept! The STAR and a schedule grid must be brought to your scheduled appointment along with "proposed courses" to faculty advisors. Timetables of courses available are found on TitanWeb. After checking the STAR, the advisor will assist in completing the Music Major Scheduling Form. The **faculty advisor** must sign this form and return it to the Department of Music Office so the registration hold can be removed. Registration holds are placed on all music majors' records until they have met with their music department advisor and will not be removed until the advising process is completed.

All music majors are highly encouraged to meet with their respective advisor at the UARC (Undergraduate Advising Resource Center), located in the Student Success Center, for assistance with general education and University Studies Program requirements. Letters and Science majors should schedule an appointment to meet with Ann Kunkle-Jones by calling the UARC Appointment Desk (920.424.1268). Music Education majors should schedule an appointment with Cindy Fruhwirth.

## REGISTRATION FOR ENSEMBLES

Eight (8) semesters of large ensemble in the student's major area (vocal: choir; instrumental: band or orchestra; keyboard or guitar: choir, band, or orchestra) chosen from the following courses: Music 112, 121, 123, 131, 133, 141, 151, 312, 321, 323, 331, 333, 341, 351. Music majors may apply a maximum of 8 credits of large ensemble toward the 120 credits required for graduation. Non-music majors (including Music minors) may apply a maximum of 4 credits toward the 120 credits required for graduation.

## APPLIED STUDY POLICIES (PRIVATE LESSONS)

### SCHEDULING LESSONS

Applied lesson teaching assignments are made by the coordinator of each applied area, in cooperation with each student's advisor. Lesson days and times will be determined by each applied instructor. Each applied instructor will communicate with students for lesson scheduling. Finalized lesson schedules will be posted by each applied instructor by the second full week of classes each semester. The Department Office will register students (on the date of their registration) for applied lessons if the Music Major Scheduling Form signed by the faculty advisor is on file.

#### LENGTH OF LESSONS

1 credit – 30 minute individual lesson or 60-minute group lesson

2 credits – 60 minute lesson

4 credits – 60 minute lesson, minimum

(only for students admitted to BM in Performance degree program)

### APPLIED MUSIC LESSON FEE

In addition to regular academic fees, an applied music instruction fee of \$180 per unit (credit hour) will be charged to all students enrolled for applied instruction in vocal or instrumental music. This fee is capped at 2 credits per primary applied course. Performance majors will only be assessed two credits of lesson fees; Double Performance majors with two primary instruments will be charged for 2 credits of each applied course. This fee will be assessed by the fourth week of the term and billed on the second statement.

### APPLIED LESSON REQUIREMENTS

- Each student will receive a minimum of 12 lessons per semester.
- Students forfeit their right to a make-up lesson unless 24 hours notice is given to the instructor.
- With the exception of illness or emergency immediately prior to a lesson, a forfeited lesson will result in an **F**. Three grades of **F** will result in failure of that particular applied music course.
- Lessons missed by the instructor will be made up at a time that is convenient to the instructor.

### SEMINARS

All students registered for applied lessons are required to attend regularly scheduled seminars as specified by each instructor. The content of each seminar will be determined by the applied instructor.

### GRADE REQUIREMENTS

All students must earn a grade of **C** or higher in all applied music courses. Students receiving a **C-**, **D** or **F** will not receive credits toward degree program requirements.

### JURIES

- All music majors and minors taking applied music lessons are required to perform for a faculty jury each semester. (*EXCEPTIONS: Each individual instructor may determine if a student studying a secondary applied instrument will be required to perform a jury. A student who has presented a degree recital [MUS 009 or 493] during a given semester may be excused from the semester jury at the discretion of the applied instructor and area head.*)
- The purpose of the jury is to afford a performance opportunity for the student and serve to evaluate each individual's progress in the applied music program.
  1. All jury content and length will be determined by the applied instructor.
  2. Any grade assigned by a jury member is *advisory* to the applied instructor.
  3. A course grade of **I** (Incomplete) will be assigned if a student misses a jury for a valid reason, in previous agreement with the applied instructor. An alternate date will be arranged for a make-up jury. A grade of **F** for the course will be given if the student does not complete a scheduled jury.
- All juries are scheduled within the last two weeks of the 14-week semester. Jury days, times and locations will be posted by each division coordinator and/or applied teacher.
- Students using accompanists for their jury are expected to engage an accompanist at least one month prior to juries, or as indicated in the instructor's applied syllabus. Music must be supplied to the accompanist no later than one month in advance of juries.

## PROGRESSION IN APPLIED MUSIC STUDIES

Students progress through the applied music curriculum in a tiered process, as follows:

- Lower Level  
Students who have completed a successful entrance examination for the music major or minor are admitted to their chosen music degree program on Lower Level status. Juries and lesson grades will determine if a student is recommended to continue in the music program.
- Upper Level  
All music students must pass the Upper Level jury prior to being admitted to Upper Level (300-level) courses. This jury cannot occur earlier than at the end of the fourth semester of applied studies. A student not promoted to Upper Level may repeat the same jury procedure at the end of the following semester. Students have only two attempts to apply to Upper Level. Upper level applied status must be achieved in order to present any degree-required recital.
  - Minimum upper level applied credits in each program are as follows:  
BM Performance: **12** credits  
BA, BS, BM Music Industry/BM Composition/BME Choral/BME Instrumental: **4** credits  
BME General: **2** credits
- Transfer Students  
Regardless of applied credits completed at a previous institution, all transfer students will be placed into Lower Level applied instruction until the time of their first jury. The transfer student may apply for Upper Level status at the time of their first jury provided they have completed the required number of 4 lower level credits.
- Provisional Status  
Students may be accepted to the music program provisionally. Provision(s) must be made clear by the applied faculty admitting the student and the student must satisfy any provision by the end of the first semester, as determined by the first jury. Pending a successful jury and removal of Provisional Status, the student will then be assigned Lower Level status.

## BACHELOR OF MUSIC IN PERFORMANCE

- Students who wish to pursue the BM in Music Performance must present a special audition (20-30 minutes) for admission to this degree program. This audition takes place no earlier than at the end of the second semester during juries.
- The committee hearing this audition will consist of the applied instructor and all other faculty in the applied area, plus two other Music Department faculty chosen by the student.
- A favorable consensus is required by the committee for entrance into the program.
- If the committee does not recommend admission to the program, the student may re-audition for the committee at the end of the following semester. The audition must consist of newly prepared literature not performed on the first audition.
- Students have only two attempts to audition for the BM in Performance.

## PEDAGOGY REQUIREMENT FOR THE B.M. IN PERFORMANCE

All instrumental performance majors must complete a comprehensive unit in pedagogy under the supervision of the primary applied instructor. This study is adjunct to the primary applied lesson material at the upper level, but is considered to be part of the applied study, and is to be arranged with the individual applied teacher.

The Pedagogy Unit Includes the Following:

- Observation of lessons in all of the area studios, including the studio the student is enrolled in.
- Observation of a techniques class.
- Perusal of major pedagogical materials in the student's primary applied area.
- Presentation of findings to student's area in a seminar.



## RECITAL PREPARATION and PERFORMANCE

All music majors in all degree programs are required to participate in a recital; the nature of the program to be determined by the applied instructor. It is the student's responsibility to set a recital date with their applied instructor. A student must have obtained upper division status in the applied area in order to present a degree-required recital. A freshman or sophomore may, with the recommendation of the applied instructor and the approval of a departmental audition committee, present a recital during any available schedule times. Students are encouraged to present their senior recitals during the academic semester and not while they are student teaching or interning.

### RECITAL HEARING

A recital hearing must be presented for a minimum of two division faculty members at least four weeks prior to the scheduled recital date. Divisions with fewer than two faculty members will request a second faculty member from another division. The student should be prepared to perform the entire recital at this time. Upon successful completion of the hearing, the recital will be advertised. If the hearing is unsuccessful, the recital must be rescheduled no earlier than the following interim or semester, and an additional recital hearing will be required one month before that date.

### RECITAL SCHEDULING

Recitals necessary to complete degree requirements will be held in the evenings or on Sunday afternoons. Evening recitals are to be scheduled at 7 PM or 8:30 PM. Recitals are typically performed in the Music Hall. At the applied instructor's recommendation, the recital may be presented in a less formal setting such as N28 or N14. *Note: Starting on the Monday of the 13<sup>th</sup> week of each semester, only large ensemble concerts are to be held. This includes bands, orchestra, choirs, and jazz ensemble. The following are not to be held: faculty recitals, student recitals, chamber music recitals, guest artist recitals, and others not listed.*

### RECITAL ARRANGEMENTS

- Soloists must engage their accompanists a full semester before their recital. It is the responsibility of the recitalist to arrange rehearsal times sufficiently in advance of the recital date.
- It is the student's responsibility to arrange and notify their applied instructor about special rehearsals in the room where the recital will be performed. This includes reserving the room with proper authorities.
- It is the student's responsibility to arrange for an usher for their recital. It will be the usher's responsibility to distribute recital programs and make sure recital attendance cards are made available. The student's applied instructor will have the responsibility of collecting recital attendance cards at the end of the recital. Stage crew (whom the department hires) will be available to unlock doors and for stage set up.
- One banquet table is available for student use during recitals. This table must be returned to its place in the Music Hall after the event.

Students **MUST** submit their recital program information, stage work order requests, recording requests and piano tuning requests online via the Department of Music website **no later than 2 weeks** prior to the recital date (<https://uwosh.edu/music/current/recital-application>). Payment for the requested CD(s) must be made to the Music Office within two (2) business days of the submission of your Recording Request. **If payment is not received within this time, the Recording Requests will not be processed, and recording will not take place.** Students will receive an email (using campus email address) when the recording is ready for pick-up. This recording will be held in the Music Office for a period of no longer than two (2) weeks and will then be recycled if not picked up.

## USE OF MUSIC HALL

Reservation for the use of the Music Hall must be made by first checking the Music Hall binder in the Department of Music Office for availability and then completing the Rehearsal/Room Request Form. **Only students who have scheduled recital or convocation performances may request rehearsal time in the Music Hall without written authorization from a faculty member.** The key for the Hall is obtained from the Music Office and must be returned immediately after each rehearsal. **There is a \$20 deposit for use of the Hall key.** In the event the key is not returned immediately following the scheduled rehearsal time, the deposit will be forfeited AND a key fine of \$50.00 will be charged to the student's account. In the event of a late afternoon or evening rehearsal finishing after the Music Office is closed, the key must be returned by 8:30 AM the following business day. Please review the Key Policy on page 13 for all terms.

Priority for use of the Music Hall will be given to the person whose recital appears first on the Calendar of Events within two weeks. Students are allowed a maximum of six hours (three two-hour rehearsals preferred) of scheduled rehearsals prior to a performance. Students who perform for Convocation are allowed two (2) hours of rehearsal time in the Hall for each Convocation performance. This is in addition to the six (6) hours previously mentioned.

The concert grand pianos on stage in the Music Hall are for use only for concerts and rehearsals for concerts. They are not for general practice purposes. Before the key to the Chapman grand is released, permission for use of this instrument must be approved by Dr. Kalman or Dr. Shaw.

It is the responsibility of each person using a piano on stage to cover the instrument after rehearsal. Covers should be placed on a chair and not on the floor. Stage lights should be turned off at the end of the rehearsal time, and the Hall doors should be locked when you leave.

Evening two-hour sessions must be scheduled from 6 to 8 PM or 8 to 10 PM to allow for better utilization of the available hours. One hour evening sessions should be scheduled on the hour.

## **USE OF PRACTICE ROOMS**

### **GENERAL ACCESS AND ORGAN PRACTICE ROOMS**

Practice rooms are to be shared between all music majors and minors. It is important that practice rooms are vacant and available when not being actively used for practice, rehearsal, or piano study. To this end, practice rooms should only be temporarily and briefly vacated for the purposes of getting a drink, bathroom break, etc. There should be no eating or drinking in practice rooms and it is the responsibility of those using these rooms to keep them tidy.

If personal items or instruments are left in practice rooms longer than needed for these purposes, the items will be confiscated. The first time this occurs, the items can be reclaimed by signing for them in the Music Office. Any subsequent infraction of this policy will result in a \$50 fine which must be paid to have the items returned. If university-owned instruments are left in practice rooms for longer than the purposes listed above, a deposit may be imposed to check these instruments out again. Further infractions with university instruments after this point will result in the deposit not being refunded.

The University of Wisconsin Oshkosh, in accordance with state statute, limits student utilization of university facilities related to University authorized instruction. Students may not use these facilities to teach private music lessons. Music stores in the community have facilities available. Students wishing to teach privately are encouraged to contact one of the local music stores.

### **GRAND PIANO PRACTICE ROOMS (N32, N34, N36, N38, N40)**

The Steinway equipped practice rooms are for piano majors only for individual practice or rehearsal purposes. Given the extraordinary equipment offered to the piano students, special care and appreciation of the instruments is expected in regard to the use of pianos and maintenance of an appropriate and exemplary learning environment. These locked practice rooms cannot be used for storage of personal materials or other instruments.

The same policy applies regarding the use of these rooms for teaching privately as for all practice rooms (see above) i.e. they may not be used for private teaching.

## **INSTRUMENT STORAGE ROOMS**

Students with larger instruments (Cello, String Bass, Harp, Low Brass), or those who are enrolled in techniques classes may be checked out a key to a basement storage room. Instrument storage rooms should be used only for storage of approved instruments (university-owned or privately owned). They are not to be used for the storage of other personal items such as backpacks, or any instruments other than what has been previously approved.

## CORE COURSES

### GRADE REQUIREMENTS FOR CORE COURSES

Core courses are those required of all music majors (Music 19, 107, 108, 116, 147, 148, 173, 174, 204, 205, 206, 207, 273, 274). Music majors must earn a grade of C or better in all core courses. If the class is a prerequisite for another class, a C or better must be earned in order to have satisfied the prerequisite.

### CORE COURSE REPEAT POLICY and APPEAL PROCESS

If a student earns less than a C in any Music Theory course (107/108/204/206) or any Aural Skills course (173/174/273/274) that course must be repeated in the next academic year or progress as a music major stops and the student can no longer declare music as a major.

If, in any semester after that in which a student first earns a grade less than C, the student earns another grade less than C in any of the Music Theory or Aural Skills courses listed above, then progress as a music major stops and the student can no longer declare music as a major.

Upon earning a second grade of less than C, the student shall be granted one opportunity to appeal their dismissal from the music major by following this procedure:

The student must notify the Department of Music chair of the intent to appeal in writing during the interim period following the semester in which the student earned the second grade of less than C.

The Department of Music chair will acknowledge the student's request and ask for a letter clearly stating their reasons for wishing to continue as a music major. This letter must also address the specific issues that contributed to the student earning two grades of less than C and must outline the steps that will be taken to remedy these issues if permission to remain a music major is granted.

Upon receipt of the letter, the Department of Music chair will assemble and serve on a committee consisting of the head of the music theory and aural skills area, the instructor of one or both courses in which the student earned grades of less than C, and the student's applied instructor.

The committee will meet to review the student's letter, academic record, and other supporting materials. The committee may request a meeting with the student.

Following a review of the materials, the committee will render a formal decision. The Department of Music chair will notify the student of the committee's decision in writing and place a copy of this letter in the student's file.

## TYPICAL SCHEDULE FOR CURRENT MUSIC CLASSES

The *Undergraduate Bulletin* lists all Music Department classes, but not all classes are offered every semester. This chart shows the typical rotation for current Music Department classes for music majors and minors. While the chart does not show applied instrumental and voice lessons, composition lessons, and ensembles, students can expect these to be offered every semester. This chart should be used only as a guide for student planning and may be subject to change. Therefore, students must consult *Titan Web* to see the final course schedule for the upcoming semester.

<u>CURRENT CLASSES</u>	<u>WHEN OFFERED</u>
Music 107 Music Theory I	every fall
Music 108 Music Theory II	every spring
Music 113 Recording Studio Techniques I	every fall
Music 114 Recording Studio Techniques II	every spring
Music 116 Intro to Music Literature	every spring
Music 119 Career Skills for the Music and Arts Industries	every fall

Music 120 Intro to Music Business in Arts Administration	every spring
Music 145 Intro to Music Ed	every fall
Music 147 Class Piano I	every fall
Music 148 Class Piano II	every spring
Music 149 Functional Keyboard Skills for Pianists I	every other fall
Music 150 Functional Keyboard Skills for Pianists II	every other spring
Music 173 Aural Skills I	every fall
Music 174 Aural Skills II	every spring
Music 180 Guitar Class	every other fall
Music 182 Voice Class I	every other fall
Music 184 Voice Class II	every other spring
Music 185 Applied Voice Diction	every spring
Music 204 Music Theory III	every fall
Music 205 Survey of Music History I	every fall
Music 206 Music Theory IV	every spring
Music 207 Survey of Music History II	every spring
Music 214 Recording Studio Procedures	every fall
Music 215 History of Rock and Roll	every spring
Music 216 Evolution of Jazz	every fall & sometimes summer
Music 218 Survey of American Music	every fall, spring, & sometimes summer
Music 273 Aural Skills III	every fall
Music 274 Aural Skills IV	every spring
Music 275 Piano Skills for Music Educators I	every fall
Music 276 Piano Skills for Music Educators II	every spring
Music 277 String Instrument Techniques	every fall
Music 285 Woodwind Techniques	every spring
Music 286 Brass Techniques	every fall
Music 288 Percussion Techniques	every spring
Music 300 MIDI Studio Techniques	every other spring
Music 301 Instrumental Music Methods	every other fall
Music 305 Group Studio Recording Sessions	every spring
Music 306 Form and Analysis	every fall
Music 307 Instrumentation	every spring
Music 314 Music Industry Operations	every spring
Music 355 Practicum I (Music Industry)	every fall and spring
Music 356 Practicum II (Music Industry)	every fall and spring
Music 357 Practicum in Recording Technology I	every fall and spring
Music 358 Practicum in Recording Technology II	every fall and spring
Music 359 Audio for Video Techniques	every fall
Music 384 Teaching Elementary General Music	every other fall
Music 385 Choral Music Methods	every other spring
Music 386 Music for Junior/Senior HS General Student	every other spring
Music 387 Instrumental Conducting	every fall
Music 388 Choral Conducting	every fall
Music 389 Choral Techniques	every spring
Music 399 Instrumental Ensemble Lab	every spring
Music 405 Topics in Music History	every fall
Music 414 Electronic Care and Repair	every spring
Music 415 Instrument Care and Repair	every other spring
Music 444 Music Merchandising Internship I	every fall and spring
Music 445 Internship in Recording Technology	every fall and spring
Music 485 Vocal Pedagogy	every other fall

## MUSIC LIBRARY

Music library materials are housed in two locations:

### 1) POLK LIBRARY

Polk Library houses a large collection of books on music, bound and unbound periodicals, complete works and reference books on music and more than 1200 compact discs. All books and compact disc may be checked out to students. In addition to the collection housed on the premises, Polk Library also provides Universal Borrowing between all UW System school libraries and Interlibrary Loan services with the nation and the world at large. As a UW Oshkosh student, Polk library provides you with access to any books, printed music or compact discs found in any of the UW libraries. Additionally, computer stations are available in the Reference room with online music database resources and internet access.

### 2) THE MUSIC RESOURCE CENTER

The Music Resource Center for the Department of Music is located on the second floor of the Arts and Communication Building in N235. The primary aim of the Resource Center is to be an additional resource and compliment the library materials on music that are housed in Polk Library.

Resources Available:

We house a small collection of books, basic reference materials, periodicals, study scores, solo and ensemble music and videotapes. We also house a large collection of sound recordings in 33-1/3 RPM vinyl record format, many which are out of print at this time. Materials, which support students in the music education field, are also housed in the Music Resource Center.

The Robert "Doc" Snyder Collection within the Music Resource Center is a substantial resource in the field of Jazz. It includes a large number of CD's, LP's, books, periodicals, and historical photographs.

Basic reference materials that you should become familiar with include: *The New Grove Dictionary of Music Musicians*, *The Harvard Dictionary of Music*, *Bakers Biographical Dictionary of Music and Musicians*, *Literature of Chamber Music*.

Facilities Available:

6 listening stations with headphones  
Study spaces for individuals or small groups

## LIBRARY POLICIES

**\* Please Note:** Most of the library materials are subject to copyright. Library users are reminded that photocopying materials outside of the "fair use" stipulations, and downloading, duplicating, etc. of copyrighted audio/video material is in contravention of the copyright law. Please be aware that the authors, composers, and performers rely on legal use of their work for part or all of their livelihoods!

- All students MUST have a valid Titan ID to checkout materials
- Students may not have more than 10 items out at one time without special permission
- Books (ML & MT), Sheet Music, Scores may be checked out for 4 weeks
- Audio (CD's, Records, Tapes, Videos) may be checked out for 2 weeks
- Course Reserves and Music Education resources may only be used in the library during open hours (24 hour checkout ONLY with librarian permission and instructor signature)

## FEES FOR LOST OR DAMAGED ITEMS

Damaged Materials

- Users are responsible for all materials checked out from the Music Library and should point out noticeable damage BEFORE checking out any material. Library materials that are returned damaged are subject to charges based on the cost of repairing or replacing the item.

- Mutilation of library materials is punishable under Wisconsin State Statute 943.61. The University may prosecute in cases of purposeful theft or damage.

#### Replacement Charges

- For lost items or materials too damaged to repair, the standard replacement fee is \$50 per item; more expensive items will be billed at full replacement cost plus a \$10 service fee.

#### Charges for Materials Not Returned

- As a general rule, the Music Library does not charge library users unless absolutely necessary. In the event that materials are not returned, we take these steps to ensure that our materials remain available to other users:
  - At 30 days overdue a lost item replacement bill will be sent. See Replacement Charges above. Your music library record will be blocked, and you cannot check out any further items until the item is returned or the bill paid.\*
  - At 6 weeks overdue your university registration is now blocked. This means you cannot add/drop classes or receive transcripts until the item is returned or the bill paid.\*

\* The lost item replacement bill must be paid in full (check made out to UW Oshkosh) to the Music Librarian in order to clear your university and library hold. A receipt will be issued as proof of payment.

## MUSIC COMPUTER LAB

The Music Computer Lab is located on the second floor of the Arts & Communication Building in S201C. It is accessible to music majors and general minors by TitanCard swipe access. Absolutely **no food or drink** is allowed in the lab. If we are alerted to students abusing this rule, lab access will be restricted to times when a lab attendant is present. Any issues with the lab printer or general computer issues should be directed to Nate Edwards (edwardsn@uwosh.edu). If you are unable to access the lab with your TitanCard, please contact Ashley Elmer in the music office.

## KEYS

Assignment of practice and storage room keys is often made by music faculty with completion of a Key Card signed by the music faculty and student. Due dates for these keys are determined at the time of distribution. The Key Fine Policy is as such:

IF KEYS ARE NOT RETURNED BY THE DUE DATE, a **MINIMUM** fine of **\$50.00/key** will be charged to your Student Account.

If, after **2 weeks** from the original due date, the key has still not been returned and fine not paid, an additional **Lock Change Fee of \$100/key** will be charged to your Student Account.

**If submaster is lost, fees may be assessed over and above minimum charges to cover replacement of all locks involved and cost of replacement keys.**

## WITHHOLDING OF RECORDS

In the event that a student does not fulfill all obligations concerning the return of equipment, uniforms, sheet music and library materials, or departmental keys, records for graduation or transfer purposes will be withheld. They will be released upon completion of obligations, and in some cases, payment of a fine.



## **HEALTH AND SAFETY INFORMATION and RECOMMENDATIONS FOR STUDENT MUSICIANS**

Being a practicing musician involves a lot of gross and fine motor activity in the body, much of it using repetitive movement. It is important that you monitor this activity, be sure to warm up and take adequate breaks, and pay attention to any soreness, pain, restricted motion, etc. Your hearing is also a crucial part of music study and development - it is vital that you pay attention to protecting this for the long-term. Please read fully the comprehensive information at the following link from the Music Department's web page and raise any questions or concerns you may have with a member of faculty: <https://uwosh.edu/music/current>