



Department of Music

think in sound

Undergraduate Student Handbook
2012-2013

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August 1, 2012

Welcome to our new students, as well as those of you who are continuing your studies at Case Western Reserve University. I hope you had a wonderful summer and have arrived to campus ready for another exciting and challenging year of study.

This Handbook provides detailed information about the Music Department's policies and procedures, and outlines requirements for our undergraduate degrees and concentrations. Please note, however, that this Handbook does not supply all of the information you may require: additional University policies, procedures, and requirements may be found on the Music Department website (<http://music.case.edu>), and in the CWRU General Bulletin (<http://www.case.edu/bulletin/>). Please print, sign and date the contract that is attached to this Handbook to verify that you have read, understand, and agree to these policies.

Please do not hesitate to contact the Music Department Office if you have questions. On behalf of the Case Music faculty and staff I wish you a productive and enjoyable year.

Sincerely,



Ross W. Duffin
Fynette H. Kulas Professor
Interim Chair of Music

MUSIC DEPARTMENT FACULTY AND STAFF

<u>Name</u>	<u>Office</u>	<u>Email</u>	<u>Phone</u>
Full-Time Faculty			
Dr. Ross W. Duffin (Musicology, Historical Performance Practice), Interim Department Chair	Haydn 201A	rwd@case.edu	368-2400
Dr. David J. Rothenberg (Musicology), Director of Undergraduate Studies, BA Program	Haydn 315	david.rothenberg@case.edu	368-6046
Dr. Kathleen Horvath (Music Education, Orchestras), Director of Undergraduate Studies, BS Program	Haydn 305	kathleen.horvath@case.edu	368-1613
Dr. Nita Karpf (Musicology), Coordinator of Undergraduate Admissions and Enrollment	Haydn 309	nita.karpf@case.edu	368-1602
Dr. Julie Andrijeski (Historical Performance Practice)	Haydn 204	jxa4@case.edu	368-2360
Dr. William Bauer (Music Education)	Haydn 306	wib2@case.edu	368-2431
Dr. Peter Bennett (Musicology, Historical Performance Practice)	Haydn 301	lpb4@case.edu	368-0156
Dr. Francesca Brittan (Musicology)	Haydn 215	francesca.brittan@case.edu	368-2032
Mr. Eric Charnofsky (Musicology, Piano)	Denison	exc15@case.edu	
Dr. Gary Ciepluch (Music Education, Bands)	Haydn 302	gxc6@case.edu	368-2361
Mr. Paul Ferguson (Musicology, Jazz Studies)	Denison	pxf2@case.edu	368-2989
Dr. Matthew Garrett (Music Education, Choirs)	Haydn 304	chorus@case.edu	368-2496
Dr. Daniel Goldmark (Musicology)	Haydn 213	dig5@case.edu	368-2526
Dr. Stephen Hefling (Musicology)	Haydn 312	seh7@case.edu	368-2411
Dr. Lisa Koops (Music Education)	Haydn 303	llk12@case.edu	368-2430
Dr. Susan McClary (Musicology)	Haydn 307	skm72@case.edu	368-1126
Ms. Crystal Anne Sieger (Music Education)	Haydn 208	cas235@case.edu	
Dr. Robert Walser (Musicology, Popular Music)	Haydn 308	raw125@case.edu	368-4410
Part-Time Faculty			
Dr. Paul Cox (Musicology, Percussion)		pgc2@case.edu	
Mr. Bruce Egre (Audio Recording)	CIM	egre@azica.com	

Dr. Lisa Hanson (University Singers)	n/a	lbh37@case.edu	n/a
Mr. Matthew Larson (Music Education)	CIM	mattlarperc58@sbcglobal.net	n/a
Dr. Debra Nagy (Historical Performance Practice)	Haydn 204	debra.nagy@case.edu	368-2360
Ms. Mary Kay Robinson-Ferguson (Chamber Music)		mf34@case.edu	
Dr. Beverly Simmons (Historical Performance Practice)		beverly.simmons@case.edu	
Staff			
Jennifer Harmon (Department Assistant, Coordinator of Department Operations)	Haydn 201	jmh207@case.edu	368-2400
Sarah Baily (Department IT Coordinator, Director of the Core)	Haydn 011	musictech@case.edu	368-5456
Laura Stauffer (Department Administrator)	Haydn 214	laura.stauffer@case.edu	368-0117
Keli Schimelpfenig (Performing Arts Marketing and Events Manager)		keli@case.edu	368-1160

MUSIC DEPARTMENT FACILITIES

Haydn Hall

Haydn Hall, which houses the Music Department offices, classrooms, and the Kulas Music Library, is located in the heart of the Mather Quad on the CWRU campus. Originally a combination of a dormitory and classrooms, this building served as the only student center on campus. It was given to the college by Flora Stone Mather, and named in honor of Hiram Collins Haydn, fifth president of Western Reserve University, pastor of the Old Stone Church, and the individual most active in convincing Western Reserve College to move to Cleveland. Charles F. Schweinfurth, the premier residential architect of Euclid Avenue ("Millionaires' Row") mansions, who also rebuilt the interior of the Old Stone Church in 1884 and designed Trinity Cathedral, designed Haydn Hall.

Kulas Music Library

The Kulas Music Library is a satellite library of Kelvin Smith Library. It houses CWRU's library collections in the area of music and contains 45,000 items, including music scores, books on music, sound recordings, video recordings, microforms and music periodicals. The library also contains a listening room for using the sound recording and video collections. Any CWRU faculty member, student or staff member with a valid university ID or CIM conservatory level faculty member, student or staff member with a valid CIM ID may borrow from the library. Books and scores circulate. Sound and video recordings must be used in the library. The library also provides access to an increasing number of electronic resources in support of music scholarship, including the Naxos Music Library and RISM A/II.

The Core

The Core is a Macintosh computer classroom and lab dedicated to mind, sound, and vision. The Core is a collaborative space for all CWRU students, faculty, and staff, as well as the University Circle community, to gather and collaborate, design in the visual and aural mediums, and create visual and sonic works of art. We not only offer computers and software, but also microphones and digital video cameras and for checkout, one-on-one tutorial time, classes, and a meeting space. For more information and scheduling visit: <http://music.case.edu/core/>.

Denison/Wade Rehearsal Facility

The Denison/Wade Rehearsal Facility, used primarily for ensemble rehearsals, is located at Juniper Drive and E. 115th Street (the easiest access to the space is through the entrance to Denison Hall on E.115th). In addition to Wade Rehearsal Hall, Denison Rehearsal Hall, and Denison Chamber Room, this facility houses several Wenger practice rooms, one of which is a "virtual reality" acoustic room, a percussion studio, and a music library. Denison also has storage lockers available on a first-come, first-served basis.

In general, Denison/Wade facilities are to be utilized by students who are music majors or are enrolled in Music Department Ensembles. Denison is locked during non-class hours (from 10pm on weekdays and 3pm on weekends), but keycard access can be arranged by activating your Student ID. The building is locked during these hours for your safety and for the safety of the equipment. Therefore, it is extremely important that you not prop doors open or let anyone you do not know into the building when it is locked. See the Director of your ensemble or visit the music office (Haydn 201) to acquire permission for keycard access.

Practice facilities are for all students who are enrolled in Department of Music ensembles, but music majors will be given first priority. The "virtual reality" practice room is for the exclusive use of music majors. Student groups must register with the Department Office (info@music.case.edu) and apply for permission to practice in Denison when the facility is not otherwise being used. Permission must be obtained in advance; please sign up at least 2 weeks in advance of the activity to avoid problems. Failure to obtain the proper permission could jeopardize your future practice privileges. The larger ensembles need the entire space for

operation. Please refer to the ensemble rehearsal schedule below or the Music Department web-site calendars to assist you with planning your rehearsal times.

The ensembles that regularly rehearse in the Denison/Wade Rehearsal Facility are:

Symphonic Winds:	Tuesday	6:30 - 8:00 PM
	Thursday	4:30 - 6:00 PM
Case/University Circle Orchestra:	Monday	7:00 - 8:30 PM
	Wednesday	7:00 - 8:30 PM
Camerata Chamber Orchestra	Tuesday	4:30 - 6:00 PM
	Thursday	4:30 - 6:00 PM
Jazz Ensembles: Ensemble 1	Tuesday	8:15 - 9:45 PM
Ensemble II	Wednesday	4:30 - 6:00 PM
Percussion Ensemble:	Tuesday	9:00 - 11:00PM
Marching Band:	Wednesday	4:30 - 6:30 PM
	Friday	4:30 - 6:30 PM
Keyboard Ensemble:	Thursday	11:30 – 1:00 PM

Florence Harkness Memorial Chapel

Harkness Chapel was built to honor Florence Harkness Severance, the only daughter of Stephen Harkness and his second wife, Anna M. Richardson Harkness. Harkness made his fortune in whisky and banking, and increased it by joining his friend John D. Rockefeller to form the Standard Oil Company. In 1870, when the company became a corporation, Harkness was the second-largest shareholder. His friend Louis Severance (father by his first marriage to John Long Severance, builder of Cleveland's Severance Hall) was also an important stockholder. The building, featuring antique oak, Georgia pine woodwork, and Tiffany windows, serves as the main performance space for the Department. All music students are welcome to use the chapel for rehearsals and recording sessions as time and space allow.

Reserving Harkness Chapel

You may request to reserve the chapel by submitting a completed online request form (<http://music.case.edu/scheduling/>), but please check the online calendar for availability before submitting a request (<http://music.case.edu/calendars/>).

A Monitor is available for departmental events after 5:00 p.m. and on weekends, and required for all non-departmental events after 5:00 p.m. and on weekends (except audio major recording sessions).

Campus Security is notified when there is an event. Accessing the chapel without authorization or allowing someone else access in your name may be grounds for disciplinary action. Food and beverage are prohibited in the chapel. Detailed guidelines are available online.

The Harkness classroom currently serves as a green room for recitals and concerts. It is not available for recording sessions or rehearsals, and should never be left unlocked or unattended. Make arrangements with the Music office for access to the classroom.

Audio Recording majors are required to sign up for time to do projects and are not permitted to use the facility without prior arrangement. Check the online calendar and submit a completed online reservation request form.

Harkness Chapel Classroom

Harkness Chapel Classroom is the Department's largest technology enhanced classroom. This room has a capacity of approximately 45 and is used mostly for academic lectures. This space also serves as a backstage area during performances in the chapel.

RESOURCES

Information and Assistance

The School of Undergraduate Studies is located Sears building, and office hours are posted at <http://www.case.edu/provost/ugstudies/undstud.htm>.

The Office of International Student Services (<http://studentaffairs.case.edu/international/>), located in 143 Tomlinson Hall, provides special assistance and services for international students. The office provides advice regarding academic concerns as well as immigration issues and other practical matters, and sponsors a range of special events.

University Counseling Services (<http://studentaffairs.case.edu/counseling/counseling/>), a division of Student Affairs, is located in Sears 201, and is open from 8:30 a.m. through 4:30 p.m. Monday through Friday. All enrolled undergraduate students are eligible to receive services. For after-hours emergencies call 216-368-5872 and follow the prompts to access the university counselor on call.

University Health Services (<http://studentaffairs.case.edu/health/services/>) provides healthcare for students and is located at 2145 Adelbert Road.

Faculty Advisors

Dr. Nita Karpf serves as advisor to all incoming music majors through the fall semester of their freshman year. From the spring semester of the freshman year through graduation, music majors are advised by a permanent advisor drawn from the Music Department faculty. It is necessary to maintain regular contact with your advisor. Each semester, before or during the registration period, you must meet with your advisor to discuss degree requirements and your progress towards your degree. After that meeting your advisor will release your advising hold so that you can register for courses. You should feel free to contact your advisor at any time to discuss matters of concern. In the event that your advisor is on leave, you will be advised temporarily by the Director of Undergraduate Studies in your area.

Note: Legally, our faculty and staff are unable to discuss students' academic or personal issues with anyone outside CWRU. While certain exceptions can be made in emergency situations, we prefer not to do so under any circumstances. The Family Educational Rights and Privacy Act ("FERPA"), a federal law, governs the release of personally identifiable information about a student contained in his/her education records. In general, university personnel may not disclose to third parties information about a student, unless that student has given prior written consent. Third parties include: parents, spouses, law enforcement or other government agencies, prospective employers and any other individual who is not a University employee with a legitimate educational interest in the record.

Department Website and Message Boards

The Department website (<http://music.case.edu>) includes information regarding programs of study, ensembles, faculty/staff, facilities, and the calendar of events. The website also includes links to most required forms. Many important announcements are communicated through the Student Message Board. To subscribe to this thread please visit <http://music.case.edu/messageboard/> (use your CWRU email address).

Student Mailboxes

Each Undergraduate music student is assigned a mailbox in the stairway of Haydn Hall on the second floor of the building. Students will receive periodic email regarding the pickup of more

sensitive communications and grades. Please check your mailboxes regularly for departmental announcements and other messages.

CWRU Email Account

Email is widely used by the Department and the University for important communications, so your CWRU email account should be checked regularly. The Department will communicate via your CWRU email address only. If you use another account for email, set up your CWRU account to forward all messages. You are responsible for all information sent from the Department; failure to set up your CWRU account does not excuse you from this responsibility.

Photocopies

While you may arrange to use any of these services, they are NOT free. You are expected to reimburse the department for personal photocopying at \$.10 per sheet. Legal and ledger size sheets are \$.15 each. Two-sided copies are \$.15 or \$.30 as appropriate. Ask permission in the Music Office before copying. Copy counts are monitored regularly and privileges revoked for excessive use.

Personal Contact Information

Should your contact information change, please notify the Department Office as soon as possible by using the "Please update your contact info!" link at <http://music.case.edu/current/>. It is important that the Department have the correct contact information on file for each student in case of an emergency.

Building Access

Haydn Hall and Denison/Wade are open on weekdays during the day. All music majors are given after-hours card access to both facilities. If your Student ID does not work, please complete the After-Hours Access Request Form at <http://music.case.edu/current/24hraccess.php>. Students whose responsibilities require it may be issued keys to certain Department facilities.

Note: According to Department policy, **you may not lend your ID or keys to department facilities to another student, or borrow another student's ID/keys for any reason.** If the Department receives a report of any student misusing his/her access privileges, the student will be given one written warning via email. If the reports continue, key/access privileges will be revoked. Also, final transcripts may be withheld if keys are not returned before a student graduates. Lost keys must be reported to Access Services immediately.

Instrument Storage Lockers

The Denison/Wade Rehearsal Facility has storage lockers available on a first-come, first-served basis. You may sign up for a locker during an ensemble rehearsal, or by contacting Dr. Ciepluch (gxc6@case.edu) or Dr. Horvath (kah24@case.edu) directly. It is advisable to get a locker at the beginning of the semester since we have limited availability.

Using School-Owned Instruments

Any CWRU student enrolled in a class or ensemble that requires the use of a secondary instrument (i.e., methods class), has no personal instrument, or is assigned to a specialized instrument (contra bassoon, double bass, English horn, bass clarinet, etc.) is eligible to sign out a school instrument.

Students receiving a school-owned instrument will be issued a Case Department of Music **Bond for Musical Instrument** form by the person dispensing the instrument. Dr. Ciepluch issues wind instruments; Dr. Horvath issues string instruments; Dr. Debra Nagy and Dr. Julie Andrijeski issue Baroque or period instruments. This contract will detail the value of the instrument and the student's responsibilities and return procedures. The student will sign the contract, which will be kept on file with the faculty member who signed out the instrument.

It is expected that each student who signs the **Bond for Musical Instrument** form will be the only user of the instrument. All parts of the instrument outfit (instrument, case, accessories, etc.) should be returned in the best possible condition (normal wear and tear is to be expected) by the date specified in the contract. If the instrument is lost or stolen the student will bear total financial responsibility of replacing the instrument and accessories. Such loss may be covered by your parent or guardian's homeowner's insurance. If such insurance is available to you be sure to notify the company when you are loaned an instrument so adequate coverage is assured. Failure to return the instrument by the due date can result in the withholding of grades, blocking of registration, and the cost of a replacement instrument being billed to your student account.

Practice Rooms

Practice rooms are located on the second floor of Haydn Hall and in Denison/Wade. Please be sure to review the Practice Rooms Guidelines posted on each door. If you discover a problem with one of the pianos, please inform the Music Office so a technician can be contacted.

With priority given to CWRU music majors, students currently in MUAP courses are also eligible to use practice rooms. Reservation (Haydn Hall practice rooms only) for special situations can be made by contacting the Music Office.

Practice rooms may not be used as teaching studios, except as approved by the Music Department. During the business day, when the rooms are less busy than usual, non-majors and CIM students are given permission to use the rooms with the understanding that they may be asked to vacate if a music major needs the space. If you need a room occupied by a guest, please ask the Department Assistant to ask the student to leave. Please contact Campus Security at 368-3333 in case an emergency after-hours.

PLEASE NOTE: students' personal belongings, including instruments and laptops, are not covered by Case Western Reserve University insurance in case of damage.

Cleveland Orchestra Tickets

Through the generosity of the Kulas Foundation, the department receives 5-10 tickets for each Cleveland Orchestra concert during the year and makes these tickets available to students. A schedule is posted at <http://www.clevelandorchestra.com/>. The tickets are \$5 each, and music majors have priority. The tickets go on sale the Monday before each concert. There is a limit of two tickets per music major until noon on Friday, at which time, if there are tickets left, they are sold to anyone for \$10/ticket. If you purchase your ticket early enough in the week, you may be able to exchange it at the Severance Hall box office for a different night or trade it in towards a closer seat.

Emergency Procedures

Emergency procedures are posted throughout Haydn Hall. This is a reminder that we are a community, and at any time suspicious activity is cited, it is your responsibility to report it immediately to security to Campus Security at 368-3333. Please be sure to email the Music Office regarding the incident as well.

Forms and Additional Information

All music majors are required to file specific FORMS at various times during the year or during the degree program. Below is the list of forms that you should become familiar with:

FORM	LOCATION	DUE
Undergraduate Student Handbook Contract	Given at orientation & first Recital Class	First week of classes
Recital Class Program	Online on the Dept of	By 2:00 p.m. the Friday

Information	Music Website	before your Performance
Request for Accompanist	Download from Dept of Music Website	As soon as you have your repertoire selected, or one month prior to performance
Recital Class Conflict Form	Download from Dept of Music Website	Third Recital Class
Harkness Chapel Reservation Request	Online on the Dept of Music Website	See the Website for details
Off-Site Event Listing Request	On-Line on the Dept of Music Website	See the Website for details
Audio Service Recording Request	Online on the Dept of Music Website	See the Website for details
Student Evaluation of Applied Music Teacher	Download from Dept of Music Website	At the end of each semester
Jury Form	Download from Dept of Music Website	Day of Jury
Petition for Jury Substitution	Download from Dept of Music Website	No later than week 8 of semester for required Jury
SAGES Capstone Project Proposal	Download from Dept of Music Website	Week 10 (or earlier) of semester prior to the project
Case Concerto Competition Request Form	Download from Dept of Music Website	First Friday in February
Terr Ronis Competition Request Form	Download from Dept of Music Website	Friday before Spring Break
Major Declaration Form	Office of UG Studies	
Change of Information	Online on the Dept of Music Website	Whenever you have new contact info. or changed majors, etc.

Course Permissions and Registration

Registration Procedures/CIM

All CWRU students are to obtain all permit releases in two stages: 1.) Meet with your CWRU music faculty advisor; 2.) Meet with the CWRU Department Assistant (Haydn 201), who will then release permits for Applied Lessons. Permits for all CIM classes, including Music Theory, Eurhythmics Classes, Audio Recording classes taught at CIM, Vocal Rep., etc., are released by the CIM Registrar; permits for these CIM courses can be requested through SIS or by visiting the CIM Registrar.

Note: Students must notify the CIM Registrar if they drop/withdraw from a CIM class, and/or the CWRU music office if they drop an applied lesson.

Applied Lessons

You should hear from the Applied Lesson instructor before the end of the first week of class to schedule your lesson time. If you have tried to contact the instructor, but have not heard back by the 2nd week of classes, please contact the CWRU Music Office right away.

Independent Study Courses

Students who are advised to take an Independent Study Course must complete the *Independent Study Agreement* for the permit to be released. This form is available through the Music Office.

Piano Accompanists

During the course of any music program, students will have need of an accompanist to meet performance requirements. Accompanists are available to you at no charge for the following services:

- Recital Class performances (once per year)
- Juries
- Studio Classes
- Instrumentalists: up to one piece per month
- Vocalists: weekly
- Studio Class Recitals
- Instrumentalists: up to one piece per semester
- Vocalists: monthly
- Senior Capstone Recitals
- Terr Ronis Recitals
- Rehearsals and lessons for all of the above services

See information below for deadlines and procedures on requesting an accompanist:

1.) Filling Out Accompanist Request Forms:

Start by filling out a request form - these forms must be filled out completely and **legibly** (please print). Incomplete forms will be returned to you without a pianist assigned. Request forms can be found online at http://music.case.edu/pdfs/Accompanist_Request_Form.pdf, or in the hanging file outside of Room 6 in Denison.

2.) Dropping off Request Forms and Music:

What: You must include music with your form. If your music is not included with your request form, you will not be assigned a pianist. Submitting your music in a professional manner will help ensure proper coverage for your piece. Please be sure to put your name on the music. When submitting your music, please submit the actual score. Please see Laura Stauffer for more information on Copyright policies.

Where: Denison, Room 6 is the office of Eric Charnofsky, Coordinator of Staff Accompanists. You may submit completed forms and music in the hanging file there.

When: Please submit your request forms and music a minimum of four (4) weeks in advance of the date you will need piano coverage (recital class, jury, lesson, etc...) FAILURE TO ADHERE TO THIS DEADLINE WILL RESULT IN NO ACCOMPANIST BEING ASSIGNED.

3.) Accompanist's Assignments:

Once a pianist is assigned, you will be contacted via e-mail with your pianist's name, phone number and e-mail address. Be sure to check your Case e-mail account on a regular basis.

Important: You must contact your assigned pianist to schedule rehearsals, lesson times, etc. Please communicate with your pianist within a few days, even if you're not yet ready to rehearse. Pianists' schedules tend to be very busy and they need to know when you're expecting to meet with them so they can balance their schedules. If you have any questions about these procedures, please contact Eric Charnofsky at exc15@case.edu.

Undergraduate Student Organizations

Music Undergraduate Student Involvement Committee (M.U.S.I.C.)

This is your service and support organization. Founded in 1999 by Lisa Musca (Class of 2000), MUSIC organizes several social events during the year, sponsors an All-Campus Recital and the Joan Terr Ronis Recital reception, coordinates some theory tutoring for music majors, and assists with audition days. The president and officers are elected yearly by vote of music majors. Meetings are held about once a month after Recital Class. Music majors are automatically members and you are encouraged to participate. It is a highly effective way of networking with other music majors.

Ohio Collegiate Music Education Association (OCMEA)

This organization is the student arm of the Ohio Music Education Association. This group sponsors various activities for Music Education majors and supports members to attend the OMEA conference. Dr. Matthew Garrett serves as the group's Advisor.

Professional Performing Groups/Soloists

If you perform as a soloist on in a band, please register with the Music Office (Haydn 201) to be added to a "gig list."

Please send the following information in an email to jmh207@case.edu:

- 1.) Name or Group Name
- 2.) Instrumentation (ie: string quartet, brass quintet, pianist, etc.)
- 3.) Contact information

Departmental Honors and Awards

Many prizes include a cash award, which may vary in size from year to year.

Departmental Honors

Students of exceptional merit within both the BA and BS programs may apply for departmental honors. For all students, admission to honors status requires an overall GPA of at least 3.2, a music GPA of at least 3.5, and evidence of exceptional musicianship and scholarly achievement. In order to apply for departmental honors, students must: 1.) get approval for a proposed honors project from a faculty project advisor, with the specific project timeline to be determined in consultation with the advisor; 2.) petition the department faculty or be nominated by a faculty member for admission to honors status; 3.) submit a project proposal to the faculty before the project start date, typically by the midpoint of the spring semester preceding the senior year; 4.) be admitted to honors status by vote of the faculty.

For BA students, junior standing is required for admission to honors status. The honors project must then be completed as part of the SAGES Capstone Seminar. For BS students, admission to honors status requires advanced standing in music education; the student must register for independent study or an approved seminar during the project period, and the honors project may not be pursued or completed during student teaching.

The Lyman Piano Prize

This award is given in the spring to piano majors for excellence in performance. The trust was given in honor of Jane and Cecile Lyman and stipulates that the students should select music of the past twenty-five years by Cleveland area composers, preferably a member of the faculty, staff or student body of Case Western Reserve University or the Cleveland Institute of Music, for performance. A public recital is the forum for this competition, and music faculty award the prize on the basis of technique and originality to the most outstanding student performance at this recital.

The Joan Terr Ronis Music Recital Prize

Leonard Ronis, in honor of his late wife, an alumna of Western Reserve University, established this performance prize in 1996. Students compete on any instrument in a closed audition during spring juries, with the faculty selecting the winner. The prize is awarded to a junior or outstanding sophomore majoring in music who has made an exceptional contribution to the musical life of the university. Up to two winners may be chosen. The winner or winners will be featured on a free public solo recital in the fall and will receive a cash award. In order to secure a spot in the Terr Ronis Competition you must follow these guidelines:

- Obtain a copy of the Terr Ronis Competition Request Form (on the Music Department website).
- Consult with your applied teacher about appropriate standard repertoire heeding the established performance time guidelines.
- Submit the form by the established deadline and then sign up for a Terr Ronis Jury.
- Approximately one month before the competition you will be given a performance time and you will submit your final program information

Note: If the Joan Terr Ronis Recital will be a substitute for your Level or Exit Jury you must also submit the Undergraduate Petition for Jury Substitution form (on the Music Department website).

The Concerto Competition

Many CWRU/University Circle Orchestra concerts feature an undergraduate student soloist chosen through this competition, which is open to all CWRU undergraduates who are taking applied lessons and enrolled as full time students during the semester of the competition and the semester of the performance. The Competition takes the form of a recital that is open to the public. Repertoire can be selected from concerto or double concerto repertoire, smaller solo work with orchestral/chamber accompaniment, or representative vocal work with orchestral/chamber accompaniment. Repertoire will be selected in advance and APPROVED by Dr. Horvath to insure that the orchestra parts are available. The Competition is held in late March or April each spring semester and the winner(s) perform the following academic year.

In order to secure a spot in the Concerto Competition recital you must follow these guidelines:

- Obtain a copy of the Concerto Competition Request Form (on the Music Department website)
- Consult with your applied teacher about appropriate repertoire
- Once you have several pieces in mind see Dr. Horvath and get your piece(s) approved
- Submit the Concerto Request Form to Dr. Horvath by noon on the first Friday in February
- Secure your accompanist following the Music Department Guidelines and prepare for the competition recital

- Submit your final program information two weeks before the scheduled performance, which takes place in late March or early April, depending on the year.

Keep in mind that a MAXIMUM of 15 minutes of performance time is allotted to each student in the competition recital and the piece should not be more than 25 minutes in length for the competition performance. Please use music cuts or play only selected sections/movements to stay within this time frame. Work this out with your applied teacher and accompanist.

Note: If the Concerto Competition will be a substitute for your Level or Exit Jury you must also submit the Undergraduate Petition for Jury Substitution form (on the Music Department website) by the deadline established which is no later than week 8 of the SEMESTER PRIOR to the required Jury. Since Juries are co-requisites for various applied lessons we must have this petition completed so that the appropriate grade may be recorded.

The Charles E. Clemens Prize

This award is presented to a music major for talent and accomplishment in musical performance. An upperclass music student may be selected for this award by the music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

The Doris Young Hartsock Prize

This award is presented to a music major who is preparing for a career in music education. A graduating music education student may be selected for this award by the music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

The Arthur H. Benade Prize

This award recognizes seniors (double majors or non-majors) for excellence in music. A graduating student may be selected for this award by the music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

The Kennedy Prize

Given university-wide to undergraduates for creative achievement in a variety of fields, there are six awards altogether. Faculty members may nominate several upper-class music students (majors or non-majors) in the spring and a university selection committee screens the nominations and determines the recipients. Winners are recognized at the Honors Assemblies in May.

UNDERGRADUATE MUSIC REQUIREMENTS

Music Major Status

All students accepted in the Department of Music were initially given a status of **Full or Conditional Standing** based on the performance audition. Students who have **Conditional Standing** will be required to take a remedial jury each semester until their performance level is deemed acceptable to move into the regular sequence. If at the end of the second remedial jury the student has not made satisfactory progress, this will result in the loss of music major status. In order to maintain music major status all students must pass either MUTH 003 or place into a higher-level music theory course for majors by the end of the first year.

Transfer students who have not studied with applied instructors at CWRU are not eligible for the performance concentration, except through special permission of the department.

During your first semester as a music major you must complete a **Major Declaration Form** and file it with the Department of Music and the Undergraduate Studies office. This form is available in the Undergraduate Studies Office as well as in the Music Department Office. ALL

MUSIC MAJORS MUST OFFICIALLY DECLARE THE MAJOR IN THE FIRST SEMESTER OF STUDY OR THERE WILL BE A CHARGE FOR APPLIED LESSONS.

Applied Study

All music majors must take applied lessons on a primary (major instrument) and may take them on secondary (minor) instruments. The number of credits of applied lessons that students are required to take varies by degree program and concentration. Applied lessons cannot be taken for a grade of Incomplete, and CWRU does not grant transfer credit for applied lessons taken at other institutions.

Primary (Major) Instrument

All students enrolled in a degree program in the Music Department have an applied lesson requirement (see Degree Requirements). It is required that each student conform to the number of required semesters on the principal instrument of record. The applied lesson assignment is based on the Entrance Audition on that initial instrument.

The Department of Music at CWRU offers several Bachelor of Arts degrees in Music with different concentrations or emphases and a Bachelor of Science degree in Music Education. As such, each degree has different priorities, repertoire emphasis, practice demands, and Jury requirements.

A student's Primary Instrument is decided upon at the Entrance Audition and generally does not change. In the rare event that a student wishes to change his/her primary instrument, that student must see his/her music faculty advisor to discuss the proper procedures and arrange for an audition on the new instrument. Students who change primary instruments without taking the proper steps will not be able to count lessons taken on the original instrument toward their graduation requirements and may be forced to postpone graduation.

Secondary (Minor) Instrument(s)

Music majors are permitted to take lessons secondary instruments. Secondary instrument lessons are usually taken for 1.0 credit hours with a 30-minute lesson per week. Please consult with your advisor to decide how these lessons fit into your degree program and what format is appropriate. Students who fail to make satisfactory progress in their primary lessons will not be allowed to take secondary lessons. Students wishing to take secondary lessons on more than one instrument simultaneously need permission from their advisor and from the Director of Undergraduate Studies for their degree program.

Changing Teachers

Every effort is made to match you with a teacher appropriate to your level of development. However, mismatches can sometimes occur. It is possible to change music teachers if you have a compelling reason. Approval from your adviser, the department chair, and the CIM Registrar—IN THAT ORDER—is required.

Recital Class

Recital Class, which meets every Tuesday from 12:15-1:00pm in Harkness Chapel, is a required component of all primary applied lessons for music majors.

Registration

All Music Majors enrolled in primary applied lessons will have a course component labeled "Recital," which refers to Recital Class.

Attendance Requirement

1. Only two unexcused absences are permitted each semester. Requests for excused absences should be submitted to the instructor in advance if at all possible. *Three incidences of tardy attendance will be considered one absence.*

2. Exceptions to the attendance requirement will be made for students who are student teaching or have another class scheduled at Recital Class time. When a student has a class conflict it is necessary to give the Department Assistant this information during the first week of class to insure proper credit. These students with legitimate class conflicts, although excused, must still *perform* in one Recital Class during the academic year. If necessary, the instructor will assist the student with requesting an excuse from one class to facilitate a Recital Class performance. Student teachers will not be required to perform the semester they student teach so they should arrange to perform the semester they are on campus full-time. In order to be excused from the recital class attendance requirement each student must complete a Recital Class Exemption form and turn it in to the Music Office (Haydn 201). Failure to file this form by the established date will result in a grade of NP. The form is available on the Music Department web site.

Note: Students must come directly to Recital Class after the conflicting course ends, or an absence will be recorded.

Performance Requirement

1. All music majors taking are required to perform in at least one Recital Class each academic year in which they are enrolled in private study.

2. A maximum of ten (10) minutes of performance time is allotted for each individual or group in one recital class. Longer performances will be allowed only if scheduling permits.

Paperwork Requirements

Each student is expected to turn in a variety of forms specifically related to Recital Class during the course of the academic year. These forms enable the department to schedule performances, juries, and assign accompanists. These are the forms that are required in this course and their due dates:

<u>Form or Communication</u>	<u>Due Date</u>
Recital Class Exemption Form	2nd Tuesday of semester
Recital Class Program Information	No later than 2:00 pm the Friday prior to your performance

Assignment of Performance Dates

1. Performances are assigned by the department by academic standing (i.e. Seniors will perform first, and so on). The number of performances at each class meeting are spread fairly evenly over the full academic year. If you have a circumstance that requires a specific performance date, please contact the Music Office (info@music.case.edu). Note: requires departmental approval.

2. If you hope to perform more than once during the year (i.e. group performance, and solo work), please contact the Music Office.

3. The performance schedule is posted on the music website throughout the semester.

Class Procedure

One week before your scheduled performance the following program information should be submitted online (note: spelling and grammar should be correct):

1. Your name, instrument or voice.
2. Other performers' names (e.g., accompanist), instrument
3. Title of piece
4. Composer
5. Composer's birth/death dates

6. Duration of performance
7. Special considerations (need to be last because of math class, etc.)
8. Stage set-up requirements (stand, chair, etc.)

On the day of your performance please:

1. Arrive early to warm-up and tune
2. Dress appropriately for a public recital

The week after your performance you are required to perform stage manager duties. Please:

1. Arrive early to assist with set-up
2. Sit in the front pews to help with stage changes as required

Grading

Attendance, performance, paperwork, and stage manager duties at Recital Class will be considered as part of your grade for applied lessons. Failure to adequately perform any of the required duties will adversely affect your grade.

Juries

Jury System

Upon entrance into the Music department as a major each student completed the ENTRANCE JURY (audition) requirement. This jury established your performance admittance level as Full or Conditional standing, and determined your applied teacher assignment. Once in the program, each student enrolled chooses a degree program. Students can choose from the Bachelor of Arts with various concentrations (Audio, Early Music Performance Practice, General Musicianship, Music History, Music Theory, and Performance) or a Bachelor of Science in Music Education. Each of these programs has specific lesson, practice, and jury requirements. Jury requirements correspond with the number of semesters of required lessons within each degree and/or concentration and it is possible to continue lessons after Jury Requirements are met. For the most part each student will jury approximately once per year. The following are the types of jury that are required, though not all types are required for all degrees. See the chart below for Jury Requirements by degree.

- 1.) Entrance Jury (Initial Audition): Required of all entering students to determine performance admittance status.
- 2.) Remedial Jury (each semester while on Conditional Standing): Required of all students who have Conditional Standing in performance. A student with Conditional Standing has two opportunities to take a Remedial Jury. If, at the end of the second attempt, the student has not passed into the regular sequence, it will result in the loss of music major status.
- 3.) Progress Jury (MUAP 10): Required of all music majors in the first year. The Progress Jury must be taken when a student is enrolled in MUAP 122. Students will not be allowed to continue with MUAP 221 until this requirement is fulfilled.
- 4.) Level Jury (MUAP 20): Required for students to advance into the 300 level of MUAP. This jury is required of students enrolled in the BA with a Performance concentration, and the BS in Music Education only, and will take place when the student is enrolled in MUAP 222.
- 5.) Exit Jury (MUAP 25, 26, 30, or 35): Required for all students at the completion of their applied study. For BA concentrations other than Performance, this jury will take place in the 5th or 6th semester of study. For students with a Performance concentration, this will take place in semester 8, and for Music Education, semester 7. A recital may be substituted for the Exit Jury at the discretion of the

applied teacher. For the student to establish this option, they must complete the Petition for Jury Substitution form.

Students may opt to petition the Music Department Faculty to substitute a competition or other solo performance for a Level or Exit Jury by filling out the Undergraduate *Petition for Jury Substitution* form by week 8 of the semester in which they will take their Level or Exit Jury. The form will give the student's standing (1st-year, 2nd-year, etc., including the semester of study at Case), the specific performance or competition to be substituted, and a brief but cogent explanation of why this substitution is appropriate. Bear in mind that

Recitals are to be completed by week 13 of the semester. Petitions not submitted on or by the deadline will not be considered. The solo performance or competition should be a suitable event. Please see the Departmental website for the required *Petition for Jury Substitution*. Please review the section of the Handbook that articulates Recital Requirements.

In addition to the required juries, the applied faculty member may require additional juries when he/she feels it is warranted. Also, the student may perform additional optional juries, but each student must approach the applied teacher or advisor to make the necessary arrangements. These kinds of juries are called:

- 6.) Discretionary Jury: A jury that is called by either the applied teacher or the student any semester when there is no required jury. To call a Discretionary Jury, the applied teacher must contact the Department Assistant, who will consult with the student's advisor.
- 7.) Make-up Jury: In circumstances where a student is unable to complete a required Jury for legitimate reason such as illness, injury, or family emergency, the student may request an Incomplete by communicating directly with the Chair of the Department of Music who will then follow University Procedure and file the official Incomplete paperwork. Once the Incomplete permission has been granted the grade submitted to SIS will be an "I" and the student will be placed on the Make-up Jury schedule for the following semester. Make-up Juries are held either in early Fall Semester or early spring semester so that a grade may be submitted to SIS before the deadline to remove an Incomplete from the previous semester. If the student fails to take the Make-up Jury the following semester the Jury grade will revert to an "F". Failing a Jury will place the student on academic probation in the Department of Music and could result in the loss of Music Major status. Remedial Juries are subject to the same procedure but Discretionary Juries are not.

Jury Requirements by Degree

Bachelor of Arts in	Required Juries	Taken During
Audio (5 semesters of lessons required)	Progress (MUAP 10) Exit (MUAP 25) <i>Remedial</i> ¹ <i>Discretionary</i> ²	MUAP 122 MUAP 223 <i>ONLY if admitted conditionally</i> <i>As decided by applied teacher</i>
General Musicianship (5 semesters of lessons required)	Progress (MUAP 10) Exit (MUAP 25) <i>Remedial</i> ¹ <i>Discretionary</i> ²	MUAP 122 MUAP 224 <i>ONLY if admitted conditionally</i> <i>As decided by applied teacher</i>
Historical Performance Practice (6 semesters of lessons required)	Progress (MUAP 10) Exit (MUAP 26) <i>Remedial</i> ¹ <i>Discretionary</i> ²	MUAP 122 MUAP 223 <i>ONLY if admitted conditionally</i> <i>As decided by applied teacher</i>

Music History (6 semesters of lessons required)	Progress (MUAP 10) Exit (MUAP 26) <i>Remedial</i> ¹ <i>Discretionary</i> ²	MUAP 122 MUAP 224 <i>ONLY if admitted conditionally</i> <i>As decided by applied teacher</i>
Music Theory (6 semesters of lessons required)	Progress (MUAP 10) Exit (MUAP 26) <i>Remedial</i> ¹ <i>Discretionary</i> ²	MUAP 122 MUAP 224 <i>ONLY if admitted conditionally</i> <i>As decided by applied teacher</i>
Performance (8 semesters of lessons required)	Progress (MUAP 10) Level (MUAP 20) Exit (MUAP 30) <i>Remedial</i> ¹ <i>Discretionary</i> ²	MUAP 122 MUAP 222 MUAP 324 <i>ONLY if admitted conditionally</i> <i>As decided by applied teacher</i>
Bachelor of Science in	Required Juries	Taken During MUAP
Music Education (7 semesters of lessons required)	Progress (MUAP 10) Level (MUAP 20) Exit (MUAP 35) <i>Remedial</i> ¹ <i>Discretionary</i> ²	MUAP 122 MUAP 222 MUAP 323 <i>ONLY if admitted conditionally</i> <i>As decided by applied teacher</i>

¹ A **Remedial Jury** is REQUIRED for students admitted with Conditional Standing in performance and will be taken each semester for up to two semesters and will not be listed on SIS.

² A **Discretionary Jury** may be taken any semester where there is no required jury and will not be listed on SIS.

Jury Performance Guidelines

1. Juries at Case are to be no more than 15 minutes in duration. Students should choose about 12 minutes of their most polished repertoire demonstrating both technical and musical progress. Any piece chosen for a jury that has a piano accompaniment must be performed with accompaniment.
2. **Jury Repertoire will be chosen by the applied teacher.** In general, the repertoire should represent diverse musical styles and technical proficiency. A more detailed guideline of suggested repertoire and related material follows, with the caveat that the final decision on all jury questions lies with the applied teacher.

Instrumentalists may opt to choose from the following kinds of repertoire:

- Technical material such as scales or etudes
- Solo works (sonatas, concertos, etc . . .)
- Excerpts from standard ensemble repertoire
- Other materials selected by the applied teacher

Instrumentalists may consider the following suggestions of repertoire for Jury Type. Please note: these suggestions will vary according to instrument category; final decisions therefore lie with the applied teacher.

Progress Jury Candidates should perform some technical repertoire (étude, scale study with arpeggio, etc . . .) and some solo repertoire preferably with accompaniment (sonata, concerto, etc . . .) with the proportion of approximately 35% technical and 65% solo.

Remedial Jury Candidates should perform technical repertoire (étude, scale study with arpeggio etc . . .) and some solo repertoire, preferably with accompaniment (sonata, concerto, etc.), with the proportion of approximately 50% technical and 50% solo.

Level Jury Candidates should perform technical repertoire (étude, scale study with arpeggio etc.) and some solo repertoire preferably with accompaniment (sonata, concerto, etc . . .) with the proportion of approximately 20% technical and 80% solo. (This may include excerpts)

Exit Jury Candidates should perform technical repertoire (étude, scale study with arpeggio etc.) and some solo repertoire, preferably with accompaniment (sonata, concerto, etc . . .), with the proportion of approximately 5% technical and 95% solo. (This may include excerpts)

Vocalists should consider the following:
Repertoire that shows a breadth of vocal skills

Memorization of solo works is required for the Bachelor of Music with a Performance Concentration, but any applied teacher may waive that requirement depending on the student's needs.

Jury Protocol

1. Once it has been established that a student is to jury, each student must:
 - a. Secure an accompanist if necessary (see Accompanist Information)
 - b. Sign up for a time when the Jury Sign-up Sheet is posted
 - c. Prepare for the jury
2. On the day of the jury each student is to:
 - a. Arrive approximately 15 minutes early to warm-up and be ready to perform at the assigned time.
 - b. Wear appropriate attire (consider this a "public recital").
 - c. Fill out the JURY FORM and bring 4 copies to your Jury. This form must be COMPLETED for the adjudicators to use for evaluation (the Jury Form is located on the Music Department web-site).

Jury Policies

1. ALL Music Majors are required to participate in the Jury System. Jury Requirements are determined by the student's degree program and concentration. In general, Juries are linked to particular applied lesson numbers. Juries are graded as Pass/No Pass so there is no letter grade associated with this assessment.
2. At the end of the second semester of applied study all students will take a Progress Jury. At that time the faculty will recommend a concentration based on the performance level demonstrated in the Jury. If a student demonstrates exceptional promise, that individual will be encouraged to pursue a performance concentration. Based on the results of the Progress Jury at the end of the second semester ALL STUDENTS MUST declare their concentration because the remaining jury requirements are linked to their degree program (BS or BA) and declared concentration. Students may change to another concentration but they will be held to the requirements of the newly declared concentration.
3. Students are expected to Jury in the required semesters unless prior permission to be excused is granted in advance. A student wishing to postpone a jury for legitimate reasons or to substitute a recital performance for a Jury can petition the faculty for consideration of such requests. In cases where a student is ill or there is a family

emergency the student is to communicate with the chair immediately and an excused absence can be granted. In other cases the following procedures will be followed:

- a. Any student who fails a required jury will receive a grade of “NP”. The student may petition the faculty for permission to make up the jury by writing a letter to the faculty submitted through the chair explaining the circumstances and providing reasons why they should be granted the opportunity to make up a failed jury. If such a petition is denied, the NP grade will stand and the student will be put on probation and required to take a Remedial Jury the following semester to retain Music Major Status. If the student successfully passes the Remedial Jury the new grade will replace the grade of “NP” and the student will continue in the regular jury sequence. If the student fails the Remedial Jury the student will lose music major status. If the student is granted the opportunity to take a Make-up Jury this would then essentially be classified as EXCUSED and procedure C will be followed.
- b. A BA student with a declared Performance Concentration who fails the Level Jury (MUAP 020) will have the opportunity to switch to another concentration within the music major or declare another major.
- c. A student who is EXCUSED from a required Jury for a legitimate reason (ie: illness, family emergency, petition to the department etc . . .) will be allowed to take a Make-up Jury. Until the Make-up Jury is completed the recorded grade will be an “I”.

All procedures governing course grades of Incomplete will be observed: each student will have until the 10th week of the following semester to take a Make-up Jury. If the Jury is not made up the grade will revert to an “NP.” The student will be required to follow procedure A, which requires a Remedial Jury the semester following the absence..

Jury Outcomes and Grading

1. Once the jury is completed, the student will receive the original Jury Sheet, the advisor and applied teacher will receive a copy, and a copy will be placed in your cumulative folder within 48 hours of the jury.
2. The jury grade is a final component of the overall grade for your applied study. If you receive an Overall Performance Rating of 6 or better (out of 10) you will have passed your jury. If you receive a 4 or lower you will be required to take a Remedial Jury the next semester and your final letter grade for the semester of applied study will reflect a failed jury.
3. If a student fails a Jury that will result in Conditional Standing until you pass your next Jury.
4. (See Jury Policies Section below) for additional information

Dates for Make-Up Juries

The next audition day will be the default Make-up Jury date. So, if a student fails a December Jury the first audition day in January would be the make-up date. If a student fails an April Jury, the first audition day in November would be the make-up date. This will allow us to submit a grade change by week 10 of the semester.

Ensembles

Primary Ensemble

- 1.) All music majors are required to register for one Primary Ensemble every semester they are on campus unless explicitly excused from this obligation because of student teaching or by petition to the music faculty. BA Students may elect to take their ensembles for 0 or 1 credit hours, but BS in Music Education students must register for their Primary Ensemble and 2 Secondary Ensembles for 1 credit hour. Any additional ensembles can be taken for 0 hours after BS in Music Education students have satisfied

their 9 credit-hour requirement. To obtain an excuse from this requirement, a student must submit a letter to the department chair that details the reason(s) why this action is being requested. For full consideration this letter of petition must be submitted the end of the 10th week of the semester prior to the semester of the requested change. If there are circumstances that necessitate a primary ensemble change early in the semester or after the petition deadline has passed then a letter of petition must go to the chair by the first week of a semester.

- 2.) A Primary Ensemble assignment is determined at the student's yearly ensemble audition, which takes place at the beginning of fall semester. At this time students will perform for a committee that consists of ensemble director(s) and applied faculty. At the conclusion of this audition students will be assigned to a specific ensemble(s) that work in conjunction with their curricular focus, schedule, and performance level. It is possible that students will have different ensemble assignments each semester.
- 3.) Students are limited to no more than two Primary Ensembles per semester. Exceptions to this policy may be considered by petition to the music faculty. (See above for the Petition Procedure) Most students will perform in the ensemble that most obviously is connected to their performance medium. In general, first and second year wind and percussion students will be assigned to Symphonic Winds (MUEN 383), string players to Case/University Circle Orchestra (MUEN 385), vocalists to Case Concert Choir (MUEN 382), pianists to Piano Repertory Ensemble (MUEN 389), and guitarists to the CIM Guitar Ensemble (a section of MUEN 355).

Primary Ensembles by Performance Medium

- *Strings:* Case/University Circle Orchestra (MUEN 385)
- *Winds and Percussion:* Symphonic Winds (MUEN 383) and Wind Ensemble (MUEN 356)
- *Voice:* Case Concert Choir (MUEN 382), and/or Early Music Singers (MUEN 396)
- *Historic Music Students:* Baroque Orchestra (MUEN 397) and Early Music Singers (MUEN 396)
- *Pianists:* Keyboard Ensemble (MUEN 389)
- *Guitarists:* Guitar Ensemble through CIM (a section of MUEN 355).

Secondary Ensembles

Each student enrolled in a program that requires a secondary ensemble (The BS in Music Education and all BA programs except Audio) must participate in at least one additional ensemble for a minimum of one full academic year (two consecutive semesters, August to May).

The possibilities are ALL PRIMARY ENSEMBLES not already enrolled in and:

- *Case Camerata Chamber Orchestra* (MUEN 386)
- *University Singers* (MUEN 387)
- *Jazz Ensembles - (MUEN 373) and (MUEN 374)*
- *Spartan Marching Band – (MUEN 384) Fall semester only.*
- *String Chamber Music - (MUEN 358)*
- *Case Chamber Music – (MUEN 366)*
- *Misc. Chamber Ensembles – Flute, Classical Guitar etc . . . (MUEN 355)*
- *Baroque Orchestra – (MUEN 395)*
- *Collegium Musicum – (MUEN 395)*

- *Baroque Dance Ensemble – (MUEN 394)*
- *Percussion Ensemble - (MUEN 324)*

Recitals

Although the Case Music Department does not require a recital for the BA or BS degree, it is strongly suggested that students who are interested in a performance career play a Senior Recital. A junior or senior recital may become part of the SAGES Capstone experience. (**Note:** The Capstone Requirements and Proposal Form is on the Music Department Web-site.)

Any student who wishes to perform a Recital in place of the Level or Exit Jury must submit the *Jury Recital Petition Form* to the Music Department Office by week 8 of the semester prior to the proposed performance and then, once permission has been granted to substitute the Recital for a Jury, follow the protocol below to secure Harkness Chapel for the performance. If a pianist is required, please see the Accompanist Information section of this Handbook to secure an Accompanist. Students who do not feel comfortable with performing a complete solo recital may wish to pair with another student or students and perform a joint recital. All recitals should be done in consultation with the applied teacher and adviser.

General guidelines for recitals suggest that a junior recital should consist of 40-45 minutes of music. A senior recital should consist of approximately 50-60 minutes in length. If a pianist is required please see the Accompanist Information section of this Handbook to secure an Accompanist.

Student recital dates will be available from the third week to the thirteenth week of each semester. In general, there will be no recitals during the final week of classes, reading days or final exams.

Students interested in performing a recital in Harkness Chapel should complete the online Harkness Chapel Reservation Request Form (<http://music.case.edu/scheduling/>) at least four weeks in advance of the proposed recital date. Please note that the department will contact your applied teacher and faculty adviser for approval before confirming your recital date. (**Note:** Students holding an event at an off-site venue should complete the Off-Site Events Listing Request Form at <http://music.case.edu/scheduling/harknessrequest/offsiteevent.php>. This will allow the department to list your event on the music webpage.)

Music Theory Sequence

All CWRU music majors will take their Music Theory courses through the Joint Music Program at CIM. Upon matriculation each student will take a Music Theory Placement Exam that tests skills in theory fundamentals, analysis, part writing, dictation and sight singing. This exam will determine which course student is placed in. If a student has only rudimentary skills in this area the student will be placed in MUTH 003, or Pre-Conservatory Theory. However, if a student has advanced skills in this area it is possible for the student to be placed in a course further along in the sequence. If this happens the student needs to get a letter from CIM addressed to the Music Department chair that details the theory placement so that we can be sure that the student gets “Exam” credit for that course or courses. CIM has a different registration system. Therefore, SIS will not get this information. It is the student’s responsibility to get this documentation into the Music Department when it occurs. Failure to do could affect a student’s graduation status.

Music Theory courses are sequenced so that they assist with each student’s overall musical development. As such, registration in many other required music courses are essentially tied to successful performance in the Music Theory sequence. A student may not register for any MUHI courses until MUTH 107 or MUTH 101/105 has been completed. Similarly, the applied music sequence is dependent on concurrent registration in Music Theory. If a student falls behind in the Music Theory sequence by more than 2 semesters, the student will be ineligible to register for Principal applied lessons. Staying current in the Music Theory sequences is necessary to make appropriate progress toward your music degree. If a student falls behind in

Music Theory a student may be forced to register for secondary applied lessons because enrollment in a Principal Applied area is not allowed. This may then result in added semesters to meet degree requirements. And, as per University Policy, you are allowed to repeat a course a second time. But, if you fail a course twice, the Department will have to determine if you should be allowed to continue in the major.

There are two different sets of classes that are open to Case students. The Case sequence (MUTH 107, MUTH 108, MUTH 207, and MUTH 208) is designed especially for Case music majors and it includes the study of harmony, analysis, ear training, sight singing and keyboard. The weighting of the grade is:

Harmony = 40%;
Keyboard = 20%;
Ear Training = 20%;
Sight singing = 20%.

The textbooks used in this sequence are *Harmony and Voice Leading*, by Aldwell and Schachter, Volume I and the *Workbook for Harmony and Voice Leading*, and *A New Approach to Sight Singing* by Berkowitz, Frontrier and Kraft. All are available in the CIM bookstore, which opens weekdays at noon.

The CIM conservatory theory sequence (MUTH 101/105, MUTH 102/106, MUTH 201/205, and MUTH 202/206) is also open to Case music majors. This course of study also includes harmony, analysis, ear training, sight singing and keyboard, but the weighting of the grade gives more emphasis to Ear Training and Sight Singing. Many students freely move between both sequences and do so for scheduling reasons, as both sequences will prepare the student for MUTH 320 Form and Analysis. But, please plan carefully as the sequence is set and you cannot take MUTH 202/206 or MUTH 208 concurrently with MUTH 320. If you are considering a semester abroad or an off-campus internship please consult with your advisor so that you are able to get your Music Theory Sequence taken care of.

CIM will not allow registration into MUTH 320 until all of your other Theory Courses have been successfully passed. This is particularly difficult for students who start in MUTH 003. Also, bear in mind that you must stay current in the Music Theory Sequence to continue in your applied lesson sequence as Music Theory is a co-requisite for MUAP classes. Falling behind in theory will hamper your ability to continue in the Music Program.

You are encouraged to take advantage of the **Music Theory Tutoring** provided by CIM. For more information, please contact your theory professor, or Dr. Lisa Rainsong (lmr3@case.edu). Please seek tutoring as soon as a problem manifests rather than delaying until late in the semester, successful work in Music Theory is critical to your success in the Music program. Falling behind in the sequence could have a very negative effect on your forward progress. If you would like tutoring for any other Case course, please contact Case's Educational Support Services (368-5230).

DEGREE SPECIFIC REQUIREMENTS

Note: For a complete list of requirements for each undergraduate degree program offered by the Music Department, please consult the relevant Advising Form at <http://music.case.edu/current/ugforms.php>.

University Requirements

All Music Majors are to be aware and responsible for All University policies regarding Undergraduates. Specific information and guides such as the General Bulletin, Undergraduate Student Handbook, and the Academic Calendar are available for reference in the Current

Students section of the Undergraduate Studies web-site at:

<http://www.case.edu/provost/ugstudies/undstud.htm>.

The Music Major Core Curriculum

All students enrolled in the BA or BS degree program in Music have a “core” of classes that must be completed for graduation. These courses in the areas of Applied Music, Ensembles, Music Theory/Eurythmics, and Music History. Once these have been satisfied each degree or concentration has additional requirements.

Bachelor of Arts in Music

The Bachelor of Arts in Music is designed to give students a broad based liberal arts degree in music with a concentration in one of several sub-disciplines. The available concentrations are Audio Recording, General Musicianship, Historical Performance Practice, Music History, Music Theory, Performance, and Popular Music (official university approval of the Popular Music concentration is still pending but is expected in 2012-13). Your advisor can assist you with planning your program so that you satisfy your requirements. Please see the department Advising Form for your degree program (at <http://music.case.edu/current/ugforms.php>) for specific information on each BA concentration.

SAGES Capstone for BA Students in Music

All students must take a SAGES Capstone course, generally in the spring of the senior year. Double majors and dual degree candidates may opt to take a SAGES Capstone course in a department other than music. All other BA students in music, with the exception of Audio Recording students, must take MUHI 395 in the spring of the senior year (in some cases, juniors who plan to graduate early may take MUHI 395 in the spring of the junior year, but only if all other requirements and prerequisites are met). Audio students take MUAR 390 for their Capstone but consult with the instructor of MUHI 395 as outlined below. The Capstone is focused on a major project, in most cases based in the student’s concentration within the B. A. degree in music. Typical projects might consist of:

- Senior recital (for Performance concentrations)
- Senior research thesis (for Music History or Music Theory concentrations)
- Audio recording project (for Audio Recording concentrations)
- Lecture-recital (for Historical Performance Practice concentrations)

Students are encouraged to create their own formats, with the proviso that all projects require department approval before admission to MUHI 395 can be granted.

Note: Students planning to use a recital as a Capstone component must be enrolled in applied music in the semester of the Capstone project, as well as in the semester preceding the project. Whatever the project, it must result in a substantial written document, ranging from approximately 15 pages for a supporting document accompanying a recital, to 25 pages for a research thesis. The project must also have a public forum, appropriately arranged according to the nature of the project. The Music Department will offer a Capstone Forum at the end of the spring semester (during Reading Days) as a venue for research presentations.

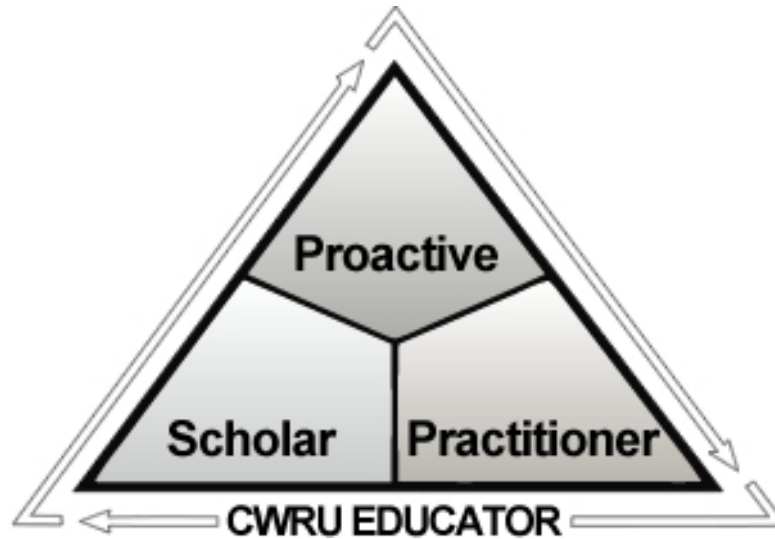
There are 4 prerequisites to MUHI 395:

1. Timely submission and approval of the Capstone proposal
2. Permission of the instructor
3. Completion of the Music History sequence (MUHI 301-303 and the music history elective)
4. Successful completion of the SAGES Writing Portfolio

The form for the Capstone proposal may be found on the department website (<http://music.case.edu/current/capstone2010.pdf>). It should be sent electronically to the Capstone Coordinator by the 10th week of the semester preceding the Capstone. Even though they don't enroll in MUHI 395, audio students need to submit this form as well, and then to consult with the instructor of MUHI 395 on the preparation of the written and public presentation components of their projects.

Note: The proposal is based on preliminary research, including the construction of a strong preliminary outline and bibliography, sufficiently extensive to demonstrate that the project is workable and sound in terms of content, scope, and source availability. Therefore, it is incumbent upon all rising seniors to seek out a **Capstone Advisor** preferably in the spring prior to the senior year, and at the latest by the beginning of the fall semester, so that the advisor can guide preliminary research and serve as a resource for the preparation of the Capstone proposal. When the Capstone proposal is approved, the choice of the Capstone advisor will become official.

Bachelor of Science in Music Education



The Bachelor of Science degree in Music Education is designed to prepare students for licensure as music teachers for PK - 12 settings. The mission of the Music Education Program is to prepare Proactive Scholar-Practitioners who will develop into leaders, teachers and talented musicians in the field of music education.

In addition to the requirements specified in this document, Music Education students are responsible for all Teacher Licensure requirements as articulated in the *Educational Licensure Handbook*, available from the Office of Teacher Education located at 11635 Euclid Avenue, Cleveland Ohio, 44106 or their website: <http://www.case.edu/artsci/teachlic>

MUSIC EDUCATION FACULTY

Dr. William Bauer, Associate Professor
Director of Music Education
Director of Graduate Studies in Music Education
216-368-2431
william.bauer@case.edu

Dr. Kathleen Horvath, Associate Professor
Director of Undergraduate Studies in Music Education
216-368-1613
kathleen.horvath@case.edu

Dr. Gary Ciepluch, Associate Professor
216-368-2361
gary.ciepluch@case.edu

Dr. Matthew Garrett, Assistant Professor
216-368-2496
chorus@case.edu

Dr. Lisa Koops, Assistant Professor
216-368-2430
lisa.koops@case.edu

Ms. Crystal Sieger, Lecturer
Phone: TBD
crystal.sieger@case.edu

TEACHER EDUCATION STAFF AND FACULTY

Dr. Denise K. Davis, Director of Teacher Education
(216) 368-1505
denise.davis@case.edu

Ms Kathryn Shafer, Department Administrator of Teacher Education
(216) 368-0792
kathryn.shafer@case.edu

TEACHER EDUCATION PROGRAM OUTCOMES:

The purposes and goals of educator preparation at Case Western Reserve University, summarized in the statement of our mission to prepare educators as Proactive Scholar-Practitioners, are expressed as 10 Program Outcomes which are aimed at meeting the TEAC goal of preparing competent, caring and qualified educators:

1. Learner Development
2. Learning Differences
3. Learning Environments
4. Content Knowledge
5. Application of Content
6. Assessment
7. Planning for Instruction
8. Instructional Strategies
9. Professional Learning and Ethical Practice
10. Leadership and Collaboration

CWRU's Program Outcomes were developed through a lengthy process that involved CWRU professors, in-service teachers, current CWRU students, school administrators, representatives from professional education organizations, and others. They are designed to meet the requirements mandated by the Ohio Department of Education (ODE), the Teacher Education Accreditation Council (TEAC), the Interstate Teacher Assessment and Support Consortium (InTASC), and the professional organizations that specify content and pedagogy for beginning teachers and teacher preparation programs. The InTASC standards are national standards that guide teacher preparation programs, as well as the professional development of practicing teachers. The InTASC standards align with Ohio's Standards for the Teaching Profession and with the Common Core State Standards for P-12 teaching, and represent the CWRU Program Outcomes. Additionally, standards of academic performance and professional behavior are threaded throughout courses and experiences. For example, the Case Western Reserve University teacher education program believes that each teacher needs a well-developed philosophy that embodies the ideals of a Proactive Scholar-Practitioner, and that all teachers need to be comfortable with and competent in utilizing technology in ways that are appropriate to facilitate student learning. These components are essential and are addressed, along with Program Outcomes in each student's portfolio.

CASE WESTERN RESERVE UNIVERSITY EDUCATOR DISPOSITIONS

Dispositions are the "values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation, and development as well as the educator's own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty,

responsibility, and social justice” (National Council for Accreditation of Teacher Education, 2002, p. 53). The dispositions of CWRU Educators include:

- The belief that all children can learn
 - Accepts responsibility for student learning
 - Speaks positively about students
 - Gives students responsibilities
 - Sets and maintains appropriately high standards of student performance
 - Creates situations for all students to succeed
 - Acknowledges students' successes
- A value of diversity
 - Demonstrates awareness of and respect for students' cultures, backgrounds, and attributes
 - Demonstrates respect for diversity in presenting content
 - Demonstrates respect for diversity in interactions with co-workers
- A caring, respectful demeanor
 - Exhibits active listening in interacting with others
 - Shows respect for all students, their families, professors, and co-workers
 - Shows sensitivity to feelings of students, families, and co-workers
 - Values what students say
 - Demonstrates interest in students' lives outside school
 - Treats all students with respect
- Fairness and personal ethics
 - Is truthful in all professional interactions
 - Endeavors to present facts without distortion or personal prejudice
 - Demonstrates respect for the work of others
 - Demonstrates respect for the privacy of students and families
 - Does not reveal confidential information unless required by law
 - Responds to student misbehavior on an individual level
 - Does not intentionally expose students, families, or other professionals to disparagement
 - Treats students equally while recognizing individual needs
 - Creates situations for all students to succeed
- Reflection and efficacy
 - Is able to assess areas of personal strengths and weaknesses
 - Uses reflection to improve teaching
 - Sets high standards for personal performance
- Professional commitment
 - Demonstrates a positive attitude about teaching
 - Participates in collegial activities
 - Spends time outside school preparing and seeking to enhance learning opportunities for students
 - Finds, implements and shares instructional ideas and strategies
 - Maintains professional involvement through reading, conferences, or organization membership

Admission and Retention in MUSIC EDUCATION- Bachelor of Science Degree

Entry to a the Program

<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> • Successful interview and satisfactory score on the <i>Teacher Licensure Admission Assessment</i> • Cumulative GPA at CWRU of 2.5 or better for undergraduate applicants • Demonstration of entry-level competency in the discipline through successful presentation of a music performance audition • Signed statement of <i>Good Moral Character</i> 	4, 9	Undergraduate: At the completion of MUSC 240	<ul style="list-style-type: none"> • Unconditional admission to the program, <i>or</i> • Conditional admission to the program with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i> • Denial of admission to the program.

Admission to Advanced Standing

<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> • Cumulative GPA of 2.5 or better • Discipline GPA of 2.5 or better • Education GPA of 3.0 or better • Minimum average score of 2.0 on Candidate <i>Disposition Assessment Inventory</i> • Minimum average score of 2.0 on the ePortfolio that includes documentation of clinical/field experiences 	1, 2, 3, 4, 5, 6, 7, 8, 9	End of the 2nd semester after admission as a music education major.	<ul style="list-style-type: none"> • Unconditional admission to Advanced Standing, <i>or</i> • Conditional admission to Advanced Standing with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i> • Denial of admission to Advanced Standing.

Admission to Student Teaching

<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> • Cumulative GPA of 2.5 or better • Discipline GPA of 2.5 or better • Education GPA of 3.0 or better • Minimum average score of 3.0 on the ePortfolio that includes documentation of clinical/field experiences • Pass TB test; present documentation of hepatitis B vaccination • Pass criminal background checks (BCI & FBI) • Minimum average score of 2.5 on Candidate <i>Disposition Assessment Inventory</i> • Successful completion: <i>Student Teaching Interview</i> 	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	One semester prior to student teaching.	<ul style="list-style-type: none"> • Unconditional admission to Student Teaching, <i>or</i> • Conditional admission to Student Teaching with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i> • Denial of admission to Student Teaching.

Retention During the Student Teaching Semester

<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> • Minimum average score of 2.75 on mid-semester <i>Case Student Teaching Final Assessment</i> by Cooperating Teacher and University Supervisor • Minimum average mid-semester score of 2.75 on <i>DAI</i> 	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Mid-term student teaching semester	<ul style="list-style-type: none"> • Continued unconditional admission in the program, <i>or</i> • Conditional continuation with intervention steps and a prescribed remedial plan which, when successfully completed, will result in successful completion of the student teaching, <i>or</i> • Dismissal from the licensure program

Recommendation for Initial Licensure

<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> • Cumulative GPA of 2.5 or better • Discipline GPA of 2.5 or better • Education GPA of 3.0 or better • Completion of degree requirements • Minimum average score of 3.0 on the ePortfolio that includes documentation of clinical/field experiences • Minimum average score of 3.0 on Candidate <i>Disposition Assessment Inventory</i> • State mandated passing scores on PRAXIS II exams • Completion of <i>CWRU Student Teaching Final Assessment</i> by Cooperating Teacher and University Supervisor scoring an average of 3.0 or better • Completion of <i>CWRU Teacher Licensure Exit Interview and Survey</i> 	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	At the completion of all degree and program requirements including achievement of passing Praxis II scores	<ul style="list-style-type: none"> • Recommendation for Ohio teaching license, <i>or</i> • Remedial plan which when successfully completed will result in recommendation for Ohio teaching license, <i>or</i> • Non-recommendation for Ohio teaching license.

Decision Point Timeline

- **Yearly Renewal of ePortfolio account:** Each Fall semester every student who has passed Decision point 1 must see Ms Shafer in the Teacher Licensure office to renew your ePortfolio account in Taskstream. This must be completed by September 1st or the Teacher Licensure office will not authorize payment of your account. Failure to renew this account by the established deadline will result in the student being billed to renew the account.
- **Decision Point 2: Advanced Standing:** Materials for Advanced Standing must be submitted by the end of week 10 of the second semester after admission to the Music Education program. Usually that is the 4th semester of a typical student.
- **Decision Point 3: Admission to Student Teaching:** The student must notify by email the Director of Undergraduate Studies in Music Education of her/his intent to student teach no later than the end of the second week of the semester prior to student teaching. An electronic copy of the transcript and notification via email that the ePortfolio is ready for assessment must be submitted to the Director of Graduate and Undergraduate Studies in Music Education by week 5 of that same semester. Successful evaluation of the ePortfolio with the score of 3 must be acquired to student teach. Documentation of a successful TB test, hepatitis vaccination, and criminal background check must be on file with the Director of Graduate and Undergraduate Studies in Music Education and Director of Teacher Education by the first day of finals week of the semester prior to student teaching.
- **Decision Point 4: Retention During the Student Teaching Semester:** Approximately half way into the Student Teaching experience students are evaluated on their performance with planning, instruction, assessing, and reflecting on their work with students in the P-12 setting.
- **Decision Point 5 Recommendation for Initial Licensure** takes place after successful completion of Student Teaching, successful presentation of the Teacher Work Sample and submission of the TPAC, and the completion of all degree requirements.

Upon successful completion of the five decision points, the student is recommended by the University Director of Teacher Education for the Ohio Provisional Music License. Completion of the B. S. degree in music education requirements does not guarantee teacher licensure by the state of Ohio. Additional requirements, such as passing a criminal background check, passing the national Praxis exam and the TPAC, are required for licensure.