



Department of Music

# **think in sound**

Undergraduate Student Handbook  
(revised August 2013)

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## **Table of Contents**

<b>Welcome</b>	<b>4</b>
<b>Music Department Faculty and Staff</b>	<b>5</b>
<b>Facilities</b>	<b>7</b>
Haydn Hall	7
Kulas Music Library	7
The Core	7
Denison/Wade Rehearsal Facility	7
Florence Harkness Memorial Chapel	8
Reserving Harkness Chapel	8
<b>Resources</b>	<b>10</b>
Information and Assistance	10
Faculty Advisors	10
Department Website	10
Message Board	10
Student Mailboxes	11
CWRU Email Account	11
Photocopies	11
Personal Contact Information	11
Building Access	11
Instrument Storage Lockers	11
Using School-Owned Instruments	12
Practice Rooms	12
Cleveland Orchestra Tickets	12
Emergency Procedures	13
Forms and Additional Information	13
Course Permission and Registration	14
Piano Accompanists	14
Undergraduate Student Organizations	15
Departmental Honors and Awards	16
<b>Undergraduate Music Requirements</b>	<b>18</b>
Music Major Status	18
Applied Study	18

Recital Class	19
Juries	21
Ensembles	26
Recitals	27
Music Theory Sequence	28
<b>Degree-Specific Requirements</b>	<b>30</b>
University Requirements	30
The Music Major Core Curriculum	30
Bachelor of Arts in Music	30
The Bachelor of Science Degree in Music Education	31



CASE WESTERN RESERVE  
UNIVERSITY  
COLLEGE OF ARTS AND SCIENCES

Department of Music

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August 2013

To our new students and to those of you who are continuing your studies at Case Western Reserve University: welcome! I hope you enjoyed a wonderful summer and have arrived to campus ready for an exciting and challenging year of study.

This Handbook provides detailed information about the Department of Music's policies, procedures, and requirements for our undergraduate degrees and concentrations. Do look it over before the semester starts (and keep it handy!). Additional departmental information, including the calendars of events, faculty profiles, and performance opportunities, may be found on the Music Department website (<http://music.case.edu>). The CWRU General Bulletin (<http://www.case.edu/bulletin/>) contains overall University policies and requirements. And of course, you should always feel free to contact the Music Department Office with questions or concerns. We're here to help.

I look forward to seeing you around campus. And on behalf of the Case Music faculty and staff I wish you a productive and enjoyable year!

Sincerely,

A handwritten signature in black ink, appearing to read "David Ake".

David Ake  
Professor and Chair

## MUSIC DEPARTMENT FACULTY AND STAFF

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Dr. Stephen Hefling (Musicology)	Haydn 312	<a href="mailto:seh7@case.edu">seh7@case.edu</a>	(216) 368-2411
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Dr. Lisa Hanson (Music Education, University Singers)	n/a	<a href="mailto:lbh37@case.edu">lbh37@case.edu</a>	n/a
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Dr. Steven Plank (Early Music Singers)		<a href="mailto:steven.plank@oberlin.edu">steven.plank@oberlin.edu</a>	n/a
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#### **STAFF**

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## **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 on Public Square in downtown Cleveland, 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 (at E. 22<sup>nd</sup> Street and Euclid Avenue), designed Haydn Hall.

Haydn is locked after 5pm and on weekends, but all music majors are given 24-hour keycard access through the rear door of the building.

### **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 audio-visual lab in the basement of Haydn Hall. The Core is a collaborative space for all CWRU students, faculty, and staff, as well as the University Circle community. Visitors can produce and edit digital video and audio projects with current industry standard software, and beginners can learn the basics, all in the same space. It offers not only computers and audio/video editing software, but also microphones and digital video cameras for checkout, pay-for-print services, one-on-one tutorial time, classes, and a group work space. For more information and room 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. 115<sup>th</sup> Street (the easiest access to the space is through the entrance to Denison Hall on E. 115<sup>th</sup>). 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 24-hour keycard access through the exterior entrance from E. 115<sup>th</sup> Street can be arranged by activating your Student ID. For your safety and for the safety of the equipment, 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 Department office (Haydn 201) to acquire permission for keycard access. Keycard access will only allow you to access the E. 115<sup>th</sup> door after hours. The door from Wade

is ONLY open during the day and NOT available for entry after hours, at that time it is only to be used as an exit.

Practice facilities are for all students who are enrolled in Music Department 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 Music Department office ([music@case.edu](mailto: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. Please note that the large ensembles require 30 minutes of setup time both before and after the scheduled rehearsal time.

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

Symphonic Winds (Wade)	Tuesday	6:30 – 8:30 PM
	Thursday	4:30 – 6:00 PM
CWRU/University Circle Orchestra (Wade & Denison)	Monday	7:00 - 8:30 PM
	Wednesday	7:00 - 8:30 PM
Camerata Chamber Orchestra (Denison)	Tuesday	4:30 - 6:30 PM
	Thursday	4:30 - 6:30 PM
Jazz Ensembles (Denison) Ensemble I	Tuesday	8:15 - 9:45 PM
Ensemble II	Wednesday	4:30 - 6:00PM
Percussion Ensemble (Wade)	Tuesday	9:00 -11:00PM
Marching Band (Wade)	Wednesday	4:30 - 6:30 PM
	Friday	4:30 - 6:30 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 Music Department. All music students are welcome to use the chapel for rehearsals and recording sessions as time and space allow.

The Harkness Chapel classroom is the Department’s largest technology enhanced classroom. This room has a capacity of approximately 45 and is used primarily for academic lectures but also as a backstage area during performances in the chapel.

### **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 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 Department office for access to the classroom.

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

## **RESOURCES**

### **Information and Assistance**

The Office of Undergraduate Studies is located in Sears 357. Office hours are posted at <http://www.case.edu/provost/ugstudies/undstud.htm>.

The Office of International Student Services is, located in 143 Tomlinson Hall (<http://studentaffairs.case.edu/international/>). It 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 is located at 2145 Adelbert Road and provides healthcare for students (<http://studentaffairs.case.edu/health/services/>).

### **Faculty Advisors**

The Coordinator of Undergraduate Recruitment serves as faculty 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 Music Department faculty advisor to discuss degree requirements and your progress towards your degree (you must meet with your music advisor each semester even if you also meet with an advisor in another major). After the 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 Coordinator 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 educational 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**

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.

### **Message Board**

All music majors are required to subscribe to the Student Message Board. To subscribe, visit <http://music.case.edu/messageboard/> (use your CWRU email address). The Message Board is used to share important announcements and communications with students.

### **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 emails regarding the pickup of more sensitive communications. Please check your mailbox regularly for departmental announcements and other messages.

### **CWRU Email Account**

It is important that you check your CWRU email account regularly. Email is widely used by the Department and the University for official communications. The Department and University will communicate via your CWRU email address only. Therefore, 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**

You may use the Music Department copy machine for personal copies at a cost of \$.10 per sheet for letter-size sheets and \$.15 per sheet for 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**

It is important that the Music Department have correct contact information on file for each student in case of an emergency. Upon enrolling at CWRU, all music majors must submit current contact info at <http://music.case.edu/current/contactchange.php>. Should your contact information change, please notify the Department Office as soon as possible by using the same link.

### **Building Access**

Haydn Hall and Denison/Wade are open on weekdays during the day. All music majors are given 24-hour 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 the Director of Orchestras (Dr. Kathleen Horvath) or Director of Bands (Dr. Gary Ciepluch) directly. It is advisable to get a locker at the beginning of the semester since we have limited availability. Students are assigned a departmental issue lock for security reasons. The lock and locker you are assigned are your responsibility. The lock and locker will be returned to the Department inventory at the end of the academic year. Losing a lock or damaging a locker will result in being billed for repair or lock replacement. PLEASE ALSO BE MINDFUL THAT THE DENISON WADE REHEARSAL FACILITY IS A VERY ACTIVE SPACE, SO PLEASE DO NOT LEAVE YOUR LOCKER UNATTENDED AND KEEP YOUR BELONGINGS LOCKED AT ALL TIMES.

Theft is a serious problem that can be managed by you if you keep your locker combination to yourself and keep your belongings locked at all times.

### **Using School-Owned Instruments**

Any CWRU student enrolled in a class or ensemble that requires the use of a secondary instrument (e.g., 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 CWRU Music Department **Bond for Musical Instrument** form by the person dispensing the instrument. The Director of Bands (Dr. Gary Ciepluch) issues wind instruments; The Director of Orchestras (Dr. Kathleen Horvath) issues string instruments; The Baroque Orchestra director (Dr. Julie Andrijeski) and Collegium Musicum director (Dr. Debra Nagy) 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 Department office so a technician can be contacted. Theft of unattended belongings is an all-too-common occurrence on our campus; please do not leave your belongings unattended in practice rooms!!!

With priority given to CWRU music majors, students currently in MUAP courses are also eligible to use practice rooms. Reservations (Haydn Hall practice rooms only) for special situations can be made by contacting the Music Department 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 to use a room occupied by a guest, please ask the Department Assistant to ask the student to leave. Please contact Campus Security at 216-368-3333 in case an after-hours emergency.

**Note:** students' personal belongings, including instruments and laptops, are not covered by Case Western Reserve University insurance in case of theft or 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 and Denison/Wade. If at any time you see suspicious activity, please report it immediately to security to Campus Security at 216-368-3333. Please be sure to email the Music Department office (music@case.edu) 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:

<u>FORM</u>	<u>LOCATION</u>	<u>DUE</u>
Recital Class Program Information	Online on Dept. Website	By 2:00 p.m. the Friday before your Performance
Request for Accompanist	Download from Dept. Website	As soon as you have your repertoire selected, or one month prior to performance (or with your Concerto Competition form)
Recital Class Conflict Form	Download from Dept. Website	Third Recital Class of Semester
Harkness Chapel Reservation Request	Online on Dept. Website	See the Website for details
Off-Site Event Listing Request	Online on Dept. Website	See the Website for details
Audio Service Recording Request	Online on Dept. Website	See the Website for details
Student Evaluation of Applied Music Teacher	Download from Dept. Website	At the end of each semester
Jury Form	Download from Dept. Website	Day of Jury
Petition for Jury Substitution	Download from Dept. Website	No later than week 8 of semester before required jury
Case Concerto Competition Request Form	Download from Dept. Website	First Friday in February
Leonard and Joan Ronis Annual Memorial Recital Application	Download from Dept. Website	Friday before Spring Break

Major Declaration Form	Office of UG Studies	During freshman orientation or as soon as you are admitted to the music major
Change of Information	Online on the Dept. Website	Whenever you have new contact info. or change 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 2<sup>nd</sup> 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* and submit it to the Music Department office (Haydn 201) for the permit to be released. This form is available on the Dept. website.

## Piano Accompanists

Students are required to have an accompanist for certain performance responsibilities. 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
- Leonard and Joan Ronis Annual Memorial Recitals
- Rehearsals and lessons for all of the above services

In order to request an accompanist, follow these procedures:

### 1. Fill Out Accompanist Request Form(s)

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/Companist\\_Request\\_Form.pdf](http://music.case.edu/pdfs/Companist_Request_Form.pdf), or in the hanging file outside of Room 6 in Denison.

### 2. Drop off Request Form(s) 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 the Coordinator of Staff Accompanists (Mr. Eric Charnofsky). 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.** (There is an exception to this rule for the Concerto Competition—see below.)

### **3. Accompanist Assignment**

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.

### **4. Contact Your Accompanist (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 the Coordinator of Staff Accompanists (Eric Charnofsky, [exc15@case.edu](mailto: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 Leonard and Joan Ronis Annual Memorial 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 as scheduled by the officers in consultation with the membership. Music majors are automatically members; 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 and the National Association for Music Education. 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 or in a band, please register with the Music Department office (Haydn 201) to be added to a "gig list."

Please send the following information in an email to [music@case.edu](mailto:music@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 (MUHI 395A-B). 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 Leonard and Joan Ronis Annual Memorial Recital Prize***

The late Leonard Ronis established this performance prize in 1996 in memory of his wife, Joan Terr Ronis, an alumna of Western Reserve University. 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 Ronis Memorial Recital competition you must follow these guidelines:

- Obtain a copy of the Leonard and Joan Ronis Annual Memorial Recital Application (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 Friday before Spring Break and then sign up for a Ronis Memorial Recital 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 Ronis Memorial 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. Students should apply only when they have high-level repertoire in progress and only perform when that repertoire is recital-ready. Repertoire can be selected from the concerto or double concerto repertoire, smaller solo works with orchestral/chamber accompaniment, or representative vocal works with orchestral/chamber accompaniment. Repertoire must be selected in advance and APPROVED by the Director of Orchestras (Dr. Kathleen 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 the Director of Orchestras and get your piece(s) approved. Failure to get your piece approved will result in disqualification from the competition.
- Submit the Concerto Request Form (signed by Dr. Horvath and your applied teacher) to the Director of Orchestras along with your Accompaniment Request Form and piano part that details the sections you intend to perform by noon on the first Friday in February. Failure to meet the deadline, an incomplete form, or missing components will result in disqualification from the competition.
- Submit your final program information two weeks before the scheduled performance, which takes place in late March or early April, depending on the year.

**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).

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 make cuts or play only selected sections/movements to stay within this time frame. Work this out with your applied teacher and accompanist.

### ***The Charles E. Clemens Prize***

This award is presented to a music major for talent and accomplishment in musical performance. An upper-class 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 into the Department of Music were admitted either to the BA or the BS program and 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.

Full degree requirements for the BA and BS programs in Music are listed on the Advising Sheets for each degree program available on the Dept. website. All BA students must choose one (and only one) of the following concentrations: Audio Recording, General Musicianship, Historical Performance Practice, Music History, Music Theory, Performance, or Popular Music. **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. Students in the BA program must indicate their concentration on this form. ALL MUSIC MAJORS MUST OFFICIALLY DECLARE THE MAJOR IN THE FIRST SEMETSER 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 one or more 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. CWRU does not grant transfer credit for applied lessons taken at other institutions.

#### ***Primary (Major) Instrument***

Primary instrument lessons are taken for 2 credit hours with a 60-minute lesson per week. Students must complete to the required number of semesters of study on the primary instrument of record. The applied lesson assignment is based on the Entrance Audition on that initial instrument.

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 credit hour with a 30-minute lesson per week. Please consult with your faculty 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 Coordinator 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 faculty advisor, the Coordinator of Undergraduate Studies for your degree program, and the Music Department Chair—IN THAT ORDER—is required. Once these approvals have been granted, the Department will work with the CIM Registrar to assign a new teacher.

### **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***

Attendance at all meetings of Recital Class is mandatory. Requests for excused absences should be submitted to the Music Department office in advance. Poor attendance or tardiness will be recorded and communicated to your applied instructor and taken into account in your applied music grade.

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, a student with a conflict must complete a Recital Class Exemption form and turn it in to the Music Office (Haydn 201) by the 2nd Tuesday of the semester. 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.

### ***Assignment of Performance Dates***

1. Performance dates 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 as evenly as possible over the full academic year. If you have a circumstance that requires a specific performance date, please contact the Music Department office ([music@case.edu](mailto: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 Department office.

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

### ***Performance Procedure***

One week before your scheduled performance the following program information should be submitted online using the Recital Class Program Information form on the Dept. website (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 Recording, General Musicianship, Historical Performance Practice, Music History, Music Theory, Performance, and Popular Music) or a Bachelor of Science in Music Education. Each of these programs has specific lessons 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 5<sup>th</sup> or 6<sup>th</sup> semester of study. For students with a Performance concentration, this will take place in semester 8, and for Music Education, semester 7.

**Note:** Students may opt to petition the Music Department faculty to substitute a Concerto Competition performance or a solo recital for a Level or Exit Jury by filling out the Undergraduate *Petition for Jury Substitution* form by week 8 of the semester before 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 Dept. website for the required *Petition for Jury Substitution*. Please review the section of the Handbook that articulates Recital Requirements.

In addition to required juries, an 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 Coordinator of Undergraduate Studies of their degree program, 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 early in the fall Semester or early in the 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***

<u>Bachelor of Arts in</u>	<u>Required Juries</u>	<u>Taken During</u>
Audio Recording (5 semesters of lessons required)	Progress (MUAP 10) Exit (MUAP 25) <i>Remedial<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	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<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	MUAP 122 MUAP 223 <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<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	MUAP 122 MUAP 224 <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<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	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<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	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<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	MUAP 122 MUAP 222 MUAP 324 <i>Only if admitted conditionally</i> <i>As decided by applied teacher</i>
Popular Music (5 semesters of lessons required)	Progress (MUAP 10) Exit (MUAP 25) <i>Remedial<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	MUAP 122 MUAP 223 <i>Only if admitted conditionally</i> <i>As decided by applied teacher</i>
<u>Bachelor of Science in</u>	<u>Required Juries</u>	<u>Taken During</u>
Music Education (7 semesters of lessons required)	Progress (MUAP 10) Level (MUAP 20) Exit (MUAP 35) <i>Remedial<sup>1</sup></i> <i>Discretionary<sup>2</sup></i>	MUAP 122 MUAP 222 MUAP 324 <i>Only if admitted conditionally</i> <i>As decided by applied teacher</i>

<sup>1</sup> 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.

<sup>2</sup> 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 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 demonstrates a breadth of technical and musicianship skills, chosen in consultation with the student's applied instructor.

**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 4 copies of the Jury Form (available on the Dept. website) and bring 4 copies to your Jury. This form must be COMPLETED for the adjudicators to use for evaluation.

### ***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 5 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

### ***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 Coordinator of Undergraduate Studies in their

degree program 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".

**Note:** All procedures governing course grades of Incomplete will be observed: each student will have until the 10<sup>th</sup> 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..

### ***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 the Department 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 Department faculty. BA Students may elect to take their ensembles for 0 or 1 credit hours, but BS students in Music Education 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. Exceptions to this policy will only be considered by petition to the Music Department Faculty.
2. A Primary Ensemble assignment is determined by the student's performance medium (see below). Each academic year every student will audition for the appropriate ensemble director for entry and placement. At the conclusion of this yearly audition process, 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 Department faculty. Most students will perform in the ensemble that is most directly connected to their performance medium:

- *Strings*: Case/University Circle Orchestra (MUEN 385)
- *Winds and Percussion*: Symphonic Winds (MUEN 383) and/or Wind Ensemble (MUEN 356)
- *Voice*: Case Concert Choir (MUEN 382)
- *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)
- *Historical Performance Practice Concentrators*: Collegium (MUEN 395), Baroque Orchestra (MUEN 397), or Early Music Singers (MUEN 396)
- *Popular Music Concentrators*: Popular Music Ensemble (MUEN 370), Jazz Ensemble I (MUEN 373), or Jazz Ensemble II (MUEN 374)

### **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 Music Department does not require a recital for the BA or BS degree, it is strongly recommended 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.

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. Students who do not feel comfortable 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(s) and advisor(s). 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. 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 semester of the required jury

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 advisor 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 the course into which a student is placed. 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 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, so SIS will not get this information automatically.) It is the student's responsibility to get this documentation to 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, including Music History courses, are essentially tied to successful performance in the Music Theory sequence. 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. 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. As per University Policy, students are allowed to repeat a course. However, if a student fails a course twice, the Department will have to determine if that student should be allowed to continue in the major.

There are two different sets of Music Theory classes that are open to CWRU students. The CWRU sequence (MUTH 107, MUTH 108, MUTH 207, and MUTH 208) is designed especially for CWRU music majors and 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, 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 CWRU 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). However, 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. 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 CWRU course, please contact Case's Educational Support Services (368-5230).

## **DEGREE-SPECIFIC REQUIREMENTS**

For a complete list of requirements for each undergraduate degree program offered by the Music Department, please consult the relevant portion of the General Bulletin at <http://bulletin.case.edu/collegeofartsandsciences/music/#undergraduatetext>.

### **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/ugstudies>.

### **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 are 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. Students must choose a single concentration from the following: Audio Recording, General Musicianship, Historical Performance Practice, Music History, Music Theory, Performance, and Popular Music. Your advisor can assist you with planning your program so that you satisfy your requirements. Please see the department Advising Form for the BA in Music for specific information on each BA concentration (at <http://music.case.edu/current/ugforms.php>).

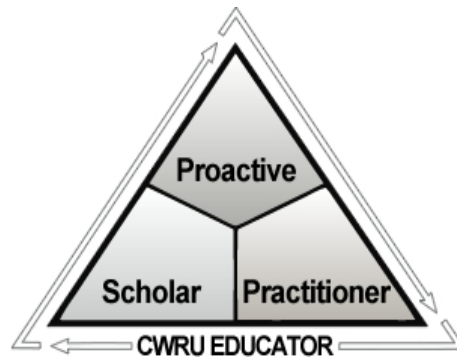
#### ***SAGES Capstone for BA Students in Music***

All CWRU students must take a SAGES Capstone course, generally during the senior year. Music BA students in the Audio Recording concentration are required to take MUAR 390 (Senior Recording Tech Thesis/Senior Capstone), which fulfills this requirement. Music BA students in other concentrations are not required to complete a music Capstone. However, those who wish to do so enroll in MUHI 395A-B (Capstone for Music Majors), a two-semester course generally taken during the senior year in which the student focuses on a major project under the direction of Music Department faculty. The project consists of a major written component as well as a public presentation or performance and in most cases is based in the student’s concentration within the BA program. Students are encouraged to create their own formats in consultation with the instructor of MUHI 395A-B, but typical projects include:

- Senior recital with accompanying document (for Performance concentrators)
- Senior research thesis with accompanying oral presentation (for Music History, Music Theory, or Popular Music concentrators)
- Lecture-recital (for Historical Performance Practice concentrators).

During reading week of the spring semester, a public Capstone presentation session is scheduled for MUAR 390 students and MUHI 395A-B students whose projects involve an oral presentation.

## 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**

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## **Teacher Education Staff and Faculty**

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## **Teacher Education Mission**

The mission of the Case Western Reserve University educator preparation unit is to prepare *Proactive Scholar Practitioners* who demonstrate skill in instructional planning, delivery, and assessment, and who demonstrate dispositions consistent with the principles of commitment, collaboration, and creativity. We define Proactive Scholar Practitioners as educators who, upon entering the teaching profession, demonstrate through their performance in instructional contexts:

- The values, commitments, and personal ethics necessary to be an effective educator in twenty-first century schools (*Proactive*);
- Thorough understanding of content in their field, of child and adolescent development and diversity, of principles of learning and teaching, and of evidence-based teaching practices specific to their field (*Scholar*);
- Superior skill in creating optimal learning environments, in assessing and monitoring individual student performance and instructional effectiveness, in adapting instruction to accommodate changing student performance including effective application of technology, and in communicating effectively and working collaboratively with students, families, and co-workers (*Practitioner*).

The philosophical orientation unifying our efforts in preparing educators to be *Proactive Scholar Practitioners* is based on our PSP Model which consists of a shared set of beliefs about teachers, learners, and the learning process. The core beliefs unifying our educator preparation programs are aligned with the goals of the Teacher Education Accreditation Council (TEAC) which is to prepare competent, caring and qualified educators. These TEAC goals are integrated into the core beliefs that unify our educator preparation programs at CWRU and can be summarized as follows:

*Effective teaching is evidenced by the ability to:*

- Create engaging, responsive, and collaborative learning environments
- Appropriately and creatively use technology in identifying and responding to individual and collective learning needs of students, and in communicating effectively with students
- Elicit the intrinsic motivation and ability to understand and to create in every child and adolescent learner
- Communicate, along with knowledge and skill, a sense of wonder and excitement in discovery and creativity

*Effective learning is:*

- Characterized by understanding and is evidenced by the learner's ability to apply knowledge and skills in novel situations
- Not merely adding to previous knowledge, but is transformative to the learner



*Effective educators:*

- Manifest care and respect for students, families, and co-workers
- Demonstrate fairness and personal ethics
- Are reflective in monitoring their own teaching
- Are lifetime learners who are actively engaged with their discipline, their students, and thus continuously developing as professionals
- Value and respond positively to diversity among students
- Believe that all students can learn and realize their creative potential
- Are positive professional models for their students

*Please see the Teacher Education Handbook for more detailed information*

**Teacher Education Program Outcomes**

The purposes and goals of educator preparation at Case Western Reserve University are summarized in the statement of our mission to prepare educators as Proactive Scholar-Practitioners and are expressed as 10 Program Outcomes which reflect Ohio's Standards for the Teaching Profession and the national teaching standards of the Interstate Teacher Assessment and Support Consortium (InTASC). These program outcomes are also aimed at meeting the Teacher Education Accreditation Council's (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 to be consciously rooted in a 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.

### ***Teacher Education 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

### ***Teacher Education Decision Points and Retention Policy***

#### **Admission**

Admission to a teacher licensure program at Case Western Reserve University requires admission to the University and admission to the specific licensure program. Students should contact the Art Department, the Music Department or the Director of Teacher Education for specific information regarding those programs. In general, admission criteria include previous accomplishment in the content area, successful overall academic performance and evidence of one's potential ability to master the complex intellectual, interpersonal and performance requirements of teaching.

#### **Retention**

Once admitted to a licensure program, students move through a series of Decision Points as they progress to each level of their program. At each of these decision points, students may be (a) granted unconditional admission to the next level, (b) granted conditional admission to the next level with a prescribed remedial plan, which when successfully completed will result in unconditional admission, or (c) denied admission to the next level and removed from the program. The decision points and score criteria for each licensure program are outlined in the tables on pages 18-22 of the Teacher Education Handbook and additional information has been provided in a Handout about the Decision Point System that is distributed each fall as part of the yearly orientation schedule.

To remain in the licensure program, students must:

- Meet the requirements for each decision point
- Maintain the required GPA in each area
- Maintain the required average score on the ePortfolio where specified, the DAI, and the Student Teaching Assessment Forms at points in the program where specified

To be recommended for licensure, the student must pass all of the established Decision Point criteria, meet health and background check criteria, complete degree requirements, and pass Ohio's designated tests for teacher licensure.

#### **Intervention Points**

- Admission to advanced standing
- Admission to student teaching
- During the student teaching semester
- During any academic class where concern has been documented and an intervention is warranted

#### **Intervention Steps**

Concern for a student's success in completing a licensure program can occur during any academic class, during decision point review, or during the student teaching semester. Our goal is to act quickly to share concerns with the student and to provide a plan, with necessary

resources to support the student in successfully completing the program. To achieve this goal, the following steps will be taken:

- The CWRU faculty member, University Supervisor, Cooperating Teacher or other concerned individual will immediately inform the person overseeing the program; e.g. Program Director.
- The Program Coordinator will respond in a timely manner by gathering information about the concern.
- Inform the Director of Teacher Education
- Call on appropriate others to attend meetings and to lend support to the student
- Meet with student, providing explicit concerns in writing and sharing appropriate documentation
- Confirm meeting details via email, copying Director of Teacher Education
- If necessary, create an Action Plan with details about required academic performance and/or behavior; a time line; deadlines; and how assessment will occur. If warranted, the plan will include a statement that if requirements are not met, the student will be dismissed from the program. Both the CWRU faculty member and the student must sign the plan which states that the terms, conditions and consequences are understood.
- The Program Director will remain involved with the student, providing necessary assistance to help the student successfully meet requirements.
- At the end of the specified time, the Program Director will review the plan and the documentation of student performance. If criteria were met, the student will remain in the program. If criteria were not met, the student will be dismissed from the program.
- The Director of Teacher Education will be notified and duplicates of the case will be sent to the Teacher Education office to be placed in the student's confidential file.

### **Cause for Immediate Dismissal from a Licensure Program**

Any violation of the Professional Statement of Assurance of Good Moral Character will be grounds for immediate dismissal from the licensure program.

### **Appeals**

A student may appeal a decision made regarding their retention in a teacher licensure program through a two-step process. First, the student should file a written petition with the Director of Art Education, the Director of the AYA Programs or the Coordinator of Undergraduate Studies in Music Education. The petition should outline the student's concerns and provide a rationale of why the decision made was in error, requesting a hearing with the faculty of that program. The Director or Coordinator will schedule the hearing in an expedient time frame. Following the hearing the program faculty will issue a written statement to the student with their decision regarding the petition.

If the student is dissatisfied with the decision reached during the program-level hearing, s/he may file a second written petition with the Director of Teacher Education. The petition should outline the student's concerns and provide a rationale of why the decision made was in error, requesting a hearing with the Teacher Education Executive Committee (TEEC). The Director of Teacher Education will schedule the hearing in an expedient time frame. Following the hearing TEEC will issue a written statement to the student with their decision regarding the petition. This decision will be final.

## Complaints

Students who have other complaints about course instruction or evaluation should follow the procedures outlined in Case Western Reserve University's Undergraduate Handbook (and similarly in the Graduate Student Handbook) which describes the Academic Grievance Policy as follows:

A student who wants to register a complaint about course instruction or evaluation should first bring the matter to the direct attention of the professor or instructor involved. If the matter is not satisfactorily resolved, the student should go to the chairman of the academic department in question to seek departmental review. If neither step resolves the complaint, the student may take the matter to the faculty member's dean for final review and decision.

<b>Admission and Retention in MUSIC EDUCATION- Bachelor of Science Degree</b>			
<b>Decision Point 1: Entry to a the Program</b>			
<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> <li>• Successful interview and satisfactory score on the <i>Teacher Licensure Admission Assessment</i></li> <li>• Cumulative GPA at CWRU of 2.7 or better for undergraduate applicants</li> <li>• Demonstration of entry-level competency in the discipline through successful presentation of a music performance audition</li> <li>• Minimum average score of 2.0 on the ePortfolio</li> <li>• Signed statement of <i>Good Moral Character</i></li> </ul>	4, 9	Undergraduate: At the completion of MUED 240	<ul style="list-style-type: none"> <li>• Unconditional admission to the program, <i>or</i></li> <li>• Conditional admission to the program with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i></li> <li>• Denial of admission to the program.</li> </ul>
<b>Decision Point 2: Admission to Advanced Standing</b>			
<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> <li>• Cumulative GPA of 2.7 or better</li> <li>• Discipline GPA of 2.7 or better</li> <li>• Education GPA of 3.0 or better</li> <li>• Minimum average score of 2.0 on Candidate <i>Disposition Assessment Inventory</i></li> <li>• Minimum average score of 2.0 on the ePortfolio</li> </ul>	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"> <li>• Unconditional admission to Advanced Standing, <i>or</i></li> <li>• Conditional admission to Advanced Standing with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i></li> <li>• Denial of admission to Advanced Standing.</li> </ul>
<b>Decision Point 3: Admission to Student Teaching</b>			
<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> <li>• Cumulative GPA of 2.7 or better</li> <li>• Discipline GPA of 2.7 or better</li> <li>• Education GPA of 3.0 or better</li> <li>• Minimum average score of 3.0 on the ePortfolio that</li> <li>• Pass TB test; present documentation of hepatitis B vaccination</li> <li>• Pass criminal background checks (BCI &amp; FBI)</li> <li>• Minimum average score of 2.5 on Candidate <i>Disposition Assessment Inventory</i></li> <li>• Successful completion: <i>Student Teaching Interview</i></li> </ul>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	One semester prior to student teaching.	<ul style="list-style-type: none"> <li>• Unconditional admission to Student Teaching, <i>or</i></li> <li>• Conditional admission to Student Teaching with a prescribed remedial plan which when successfully completed will result in unconditional admission, <i>or</i></li> <li>• Denial of admission to Student Teaching.</li> </ul>

<b>Decision Point 4: Retention During the Student Teaching Semester</b>			
<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> <li>Minimum average score of 2.75 at mid-semester for each <i>CWRU Student Teaching Assessment</i> by Cooperating Teacher and University Supervisor</li> <li>Minimum average mid-semester score of 2.75 on <i>DAI</i></li> <li>Self-reflection Essay</li> </ul>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	Mid-term student teaching semester	<ul style="list-style-type: none"> <li>Continued unconditional admission in the program, <i>or</i></li> <li>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></li> <li>Dismissal from the licensure program</li> </ul>
<b>Decision Point 5: Recommendation for Initial Licensure</b>			
<i>What?</i>	<i>Program Outcome Assessed</i>	<i>When?</i>	<i>Result</i>
<ul style="list-style-type: none"> <li>Cumulative GPA of 2.7 or better</li> <li>Discipline GPA of 2.7 or better</li> <li>Education GPA of 3.0 or better</li> <li>Completion of degree requirements</li> <li>Minimum average score of 3.0 on the ePortfolio</li> <li>Minimum average score of 3.0 on Candidate <i>Disposition Assessment Inventory</i></li> <li>Completion of <i>CWRU Student Teaching Assessments</i> by Cooperating Teacher and University Supervisor scoring an average of 3.0 or better on each</li> <li>Achieve passing scores on Ohio licensure exams</li> <li>Completion of <i>CWRU Teacher Licensure Exit Interview and Survey</i></li> </ul>	1, 2, 3, 4, 5, 6, 7, 8, 9, 10	At the completion of all degree and program requirements including achievement of passing scores on State licensure exams	<ul style="list-style-type: none"> <li>Recommendation for Ohio teaching license, <i>or</i></li> <li>Remedial plan which when successfully completed will result in recommendation for Ohio teaching license, <i>or</i></li> <li>Non-recommendation for Ohio teaching license.</li> </ul>

### **Decision Point Timeline**

*Please consult the Teacher Licensure Handbook for more detailed information related to the Timeline below. It is incumbent on you to be aware of the information contained therein. Failure to comply with those guidelines in addition to those below could result in difficulty completing your degree, extra fees, or dismissal from the program.*

- 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 4<sup>th</sup> semester of a typical undergraduate student. Information will be distributed to you at the beginning of the semester that your Advanced Standing Decision point is to be completed detailing the process, the deadlines, and the possible outcomes of the review.
- Decision Point 3: Admission to Student Teaching:** The student must notify by email the coordinator 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 Coordinator of Undergraduate Studies in Music Education by week 4 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 Coordinator of Undergraduate Studies in Music Education and Director of Teacher Education by the first day of finals week of the semester prior to student teaching. Student Teaching is a full time endeavor requiring the student to be available both during the school day and in the evening for related activities. Each student is given access to a quality school program and the responsibility to shadow a practicing professional for all school related responsibilities. These kinds of things could include, but are not limited to, evening school assemblies/performances, solo and ensemble festivals, parent teacher meetings, after school rehearsals, and school trips. Student's are required to attend everything. Therefore, students will NOT be permitted to participate in ANY other CWRU activities such as service organizations, clubs, classes, and ensembles since they conflict with student teaching obligations. If, however, a student has a compelling reason to want embark on such experiences (classes, ensembles, clubs, or service organizations) during the student teaching semester, that student must submit a **Petition** to get permission from the faculty. This Petition shall take the form of a letter that is addressed to his/her advisor and the Coordinator of Undergraduate Studies in Music Education that details the reason(s) why additional responsibilities are being requested along with a written statement from the cooperating teacher that he/she is aware of the situation and understands how these extra responsibilities will impact the student teacher's schedule. This paperwork must be submitted not later than the 8<sup>th</sup> week of the semester prior to student teaching. The entire Music Education Faculty will vote on the Petition and disposition of that vote will be communicated to the student in writing by the Coordinator of Undergraduate Studies directly following the faculty meeting where the petition was considered.

- **Decision Point 4: Retention During the Student Teaching Semester:** Approximately half way into the Student Teaching experience students will be evaluated on their performance in the areas of professional conduct, communication, planning, instruction, assessing, and reflecting on their work with students in the P-12 setting as well as their progress with the TWS/edTPA project.
- **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 edTPA etc . . . , are required for licensure.