



Department of Music
Undergraduate Student Handbook

August 19, 2020

Department of Music | Haydn Hall 201
Case Western Reserve University
10900 Euclid Avenue Cleveland, Ohio 44106-7105
Office: 216-368-2400 | Email: music@case.edu | Web: music.case.edu

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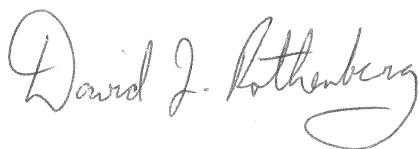
To our new students and to those of you who are continuing your studies at Case Western Reserve University: welcome! I hope you had a nice summer and have arrived on campus—or wherever you will be spending this unusual fall—ready for an exciting and challenging year of study.

This Handbook provides detailed information about internal policies, procedures, and requirements for undergraduate study in the Department of Music. Please read it carefully and consult it as a first resource whenever you need guidance. Additional departmental information, including news, calendars of events, faculty profiles, and performance opportunities, can be found on the Department of Music website (<https://music.case.edu/>). The 2020-21 General Bulletin (<https://music.case.edu/current-undergraduate-student-information/>) contains official University policies, curricula, and academic requirements, including those of the Department of Music. And of course, you should always feel free to contact the Department Office with questions or concerns. We're here to help.

The challenges posed by the COVID-19 pandemic will cause numerous changes in university and departmental scheduling and policy this year. Be sure to read university and departmental communications regularly so that you can stay up-to-date on the current state of planning and operations. In order to help in this process, the department has set up our own COVID-19 Information hub (<https://music.case.edu/academics/department-of-music-covid-19-information/>). Above all, be sure to follow all relevant safety protocols at all times for sake of your own health and the health of others.

On behalf of the CWRU Music faculty and staff, I wish you a productive, enjoyable, and safe year!

Sincerely,



David J. Rothenberg

Department Chair

PEOPLE/CONTACT

For a complete listing of department faculty and staff, please visit the online directory (<https://music.case.edu/about/directory/>).

For general information and upcoming events:

Dept. of Music Administrative Office

Case Western Reserve University

Phone: 216.368.2400

Email: music@case.edu

For general office, undergraduate admission, lesson/jury registration, general bulletin, schedule of classes, SIS, academic spaces, and classroom scheduling:

Ms. Jennifer (Harmon) Wright

Coordinator, Department Operations & Undergraduate Recruitment

Phone: 216.368.2400

Email: jenwright@case.edu

For facilities operations (performance, rehearsal, practice, musical storage), building access, and event logistics:

Ms. Summer Canter

Coordinator, Performance Facilities & Operations

Phone: 216.368.2297

Email: summer.canter@case.edu

For personnel, graduate student admission, records/databases, travel, procurement, purchasing, and financial reporting:

Ms. Laura Stauffer

Department Administrator

Phone: 216.368.0117

Email: laura.stauffer@case.edu

For *The Core Mac* Computer Lab or to reserve AV equipment and web updates:

Dr. Ken Wendt

Coordinator, Information Technology

Adjunct Instructor

Phone: 216.368.5456

Email: musictech@case.edu

For Undergraduate Studies in Music (BA and minor), first-year advising, and piano accompanists:

Mr. Eric Charnofsky

Coordinator of Undergraduate Studies, Music (BA)

Coordinator of Undergraduate Enrollment

Coordinator of Staff Accompanists

Phone: 216.368.1602

Email: eric.charnofsky@case.edu

For Undergraduate Studies in Music Education (BS):

Dr. Matthew Garrett

Coordinator of Undergraduate Studies, Music Education (BS)

Phone: 216.368.2496

Email: matthew.l.garrett@case.edu

For Graduate Studies in Musicology:

Dr. Francesca Brittan

Coordinator of Graduate Studies, Musicology

Phone: 216.368.2032

Email: francesca.brittan@case.edu

For the Historical Performance Practice program:

Dr. Peter Bennett

Head of Historical Performance Practice

Phone: 216.368.0156

Email: peter.bennett@case.edu

For Popular Music Studies:

Dr. Daniel Goldmark

Director of the Center for Popular Music Studies

Phone: 216.368.2526

Email: daniel.goldmark@case.edu

FACILITIES, CENTERS, AND PARTNERSHIPS

Detailed information available online (music.case.edu/about/facilities/).

Haydn Hall (HYDN)

[11118 Bellflower Road | Cleveland, Ohio 44106-7105](#)

Contact: Jennifer Wright | Ph: 216.368.2400 | Email: music@case.edu

- Classrooms (Rm. 207, 311, 312)
- Practice Rooms (Rm. 209, 210, 211, 212)
- HPP Studios (Rm. 18 + Rm. 19)*
- Kulas Collection of Historical Instruments*
- Graduate Offices (Rm. 05 + Rm. 08)*
- Music Education Resource Room (Rm. 10)*
- *The Core* Mac Computer Lab (Rm. 16) <http://music.case.edu/the-core/>
- Lounge (Rm. 103)

**controlled access*

Denison Music Hall (DEN)

[1650 E. 115th Street | Cleveland, Ohio 44106](#)

Contact: Summer Canter | Ph: 216.368.2297 | Email: music@case.edu

- Spartan Rehearsal Hall (Rm. 197)*
- Spartan Percussion Storage (Rm. 197A + 197C)*
- Wenger Practice Modules (Rm. 158, 159, 180, 182, 184, 186)
- Music Library (Rm. 120)*
- Tuba Storage (Rm. 171)*
- Auxiliary Storage (Rm. 173)*
- Harp Storage (Rm. 176)*
- Marching Band Storage (Rm. 183)*
- Percussion Studio (Rm. 185)*
- Wade Rehearsal Hall (Rm. 119)*
- Denison Rehearsal Hall (Rm. 160)*
- Denison Classroom (Rm. 152)

Florence Harkness Memorial Chapel (HRK CHP)*

[11200 Bellflower Road | Cleveland, Ohio 44106](#)

- Performance venue
- Choral rehearsals
- Historical Performance Practice rehearsals
- Harkness Classroom (HRK CLS) <http://case.edu/utech/harkness>

**controlled access*

[Kulas Music Library](#)

(<https://case.edu/library/spaces/kulas-music-library>)

Kulas Music Library is located on the first floor of Kelvin Smith Library, the university's main library. It contains more than 45,000 items, including music scores, books on music, sound recordings, video recordings, microforms, and music periodicals. Music majors at the university also have access to the Robinson Music Library of the Cleveland Institute of Music. The Case Western Reserve Kulas Music Library and the CIM Robinson Music Library coordinate acquisitions and services, and their collections reflect institutional strengths while also supporting the CWRU/CIM Joint Music Program.

Joint Music Program (JMP)

(<http://music.case.edu/about/jmp/>)

Since 1968, Case Western Reserve University and [The Cleveland Institute of Music](#) have participated in an integrated music program at the undergraduate and graduate levels. The Joint Music Program (JMP) allows students at both institutions to take advantage of the resources of a major research university in the context of a liberal arts education as well as those of a leading conservatory.

Maltz Performing Arts Center (MPAC)
[1855 Ansel Road | Cleveland, Ohio 44106](#)

The Milton and Tamar Maltz Performing Arts Center (<http://case.edu/maltzcenter/>) hosts lectures, music concerts, and other forms of cultural enrichment. Silver Hall seating up to 1,200 guests, showcases ensembles from the CWRU Department of Music in the Silver Hall Concert Series (free admission).

Center for Popular Music Studies (CPMS)
<https://music.case.edu/centers-and-areas-of-study/cpms/>

The Center for Popular Music Studies exists to promote scholarship and teaching about the history and significance of popular music, which includes collaborations and partnerships with institutions in Cleveland and around the world.

Schedules and booking information available online (music.case.edu/about/facilities/).

Academic Classrooms

- Music Facilities Policies and Procedures (<https://music.case.edu/about/facilities/room-reservation-information/>)
- Classroom Schedules (<http://music.case.edu/about/facilities/room-schedules/>)
- Classroom Request Form (<http://music.case.edu/about/facilities/classroom-request-form/>)
- Questions: Please email music@case.edu

Building Access and Lockers

- After Hours Request Form (<http://music.case.edu/after-hours-access-request-form/>)
- Instrumental Locker Request Form (<https://music.case.edu/about/facilities/instrumental-locker-policies-and-requests/>)

Harkness Chapel

- Music Facilities: Policies & Procedures (<https://music.case.edu/about/facilities/room-reservation-information/>)
- Harkness Chapel Room Schedule (<https://music.case.edu/about/facilities/room-schedules/harkness-chapel-schedule/>)
- Harkness Chapel Rates and Fees (<https://music.case.edu/about/facilities/room-reservation-information/harkness-chapel-rates-and-fees/>)
- Harkness Chapel Reservation Request (<https://music.case.edu/about/facilities/harkness-chapel-reservation-request/>)
- Harkness Audio Service: Recording Request (<https://music.case.edu/about/facilities/room-reservation-information/harkness-audio-service-recording-request/>)
- Harkness Chapel Weddings (<https://music.case.edu/about/facilities/weddings/harkness-chapel-wedding-reservations/>)
- Questions: Please email music@case.edu

Events in Denison Music Hall (including Spartan Rehearsal Hall)

- Contact [Summer Canter](#) for more information.

Safety on Campus/Security

Learn more about the public safety services provided by our Campus Police and Security at (case.edu/publicsafety).

Because CWRU is an urban campus, it is very important for students to be careful while moving about campus and using music facilities. By adopting a few simple guidelines students can greatly reduce or totally avoid security issues:

- Always be aware of surroundings
- When possible, walk in groups, especially at night
- Plan practice sessions to coordinate with friends
- Pay attention to individuals and report suspicious activity to Campus Security
- Don't leave belongings in view; stow valuables in a bookbag/pack and keep them with you
- If you have a locker, keep it locked at all times
- When practicing, bring only what you need for that activity and leave other items, such as laptops and iPads, securely stored
- Register your bike
- Carry your cell phone with you at all times
- Stay safe and connected: use the [Rave Guardian App](#)
- Report emergencies to Campus Security 216.368.3333 (do NOT call 911)
- Report non-emergency matters to Campus Security at 216.368.3300
- Use [Safe Ride](#) for transportation or a [Walking Escort](#) to reach your destination

RESOURCES (ALPHABETICAL ORDER BY TOPIC)

After-Hours Access ([After-Hours Access Request Form](#))

CWRU music majors and non-majors/minors enrolled in music ensembles (MUEN) or applied music lessons (MUAP) are automatically given after-hours building access each academic year to Haydn Hall and Denison Music Hall.

After-hours access **begins** the Monday following drop/add in the Fall and expires after final exams in the Spring. Summer access is granted by request. During orientation through drop/add, Denison Music Hall operates on extended hours (8:00am-10:00pm every day).

Building Access, Rehearsal Rooms, Practice Spaces

Operating hours and policies are posted online (music.case.edu/about/facilities).

Cleveland Orchestra Tickets

Music majors receive free season passes to regular season performances of [The Cleveland Orchestra](#). See the music office for details. Subject to change.

Departmental Honors

Review the **Department Honors** section provided in your program of study within the **General Bulletin** (<https://bulletin.case.edu/collegeofartsandsciences/music/>).

Department of Music Information Access Online

(<https://music.case.edu/current-undergraduate-student-information/>)

The **Current Undergraduate Music Major Information** includes advising forms (to track academic progress), faculty advisors, Recital Class schedule, additional resources, and required forms.

The **General Bulletin** is the central repository for information about programs of study, academic requirements, policies, and courses.

The **Department of Music Handbook** outlines departmental policies pertaining to current music majors, non-majors/minors, ensembles, faculty/staff, facilities, and the calendar of events.

Competitions and Awards

The Joan Terr Ronis Annual Memorial Recital Prize

Leonard Ronis established the Joan Terr Ronis Recital Prize in 1996 as a memorial to his wife, the well-known Cleveland piano soloist, chamber music artist and teacher. The prize and recital are presented after a competition held each spring among undergraduate music majors. Mr. Ronis, a lifelong supporter of CWRU and the arts, was nationally known for his role in public transit. With his passing on July 4, 2012, the family requested that the prize be renamed the Leonard and Joan Terr Ronis Memorial Recital Prize. The prize returned to its original name during the summer of 2020.

Students compete on any instrument in a closed audition during spring juries, with a faculty panel selecting the winner(s). The prize is awarded to a rising sophomore, junior or senior 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(s) will be featured on a free public solo recital the following fall and will receive a monetary award and be honored at the undergraduate awards ceremony in the spring.

To secure a spot in the Ronis Memorial Recital competition you must follow these guidelines:

- Obtain a copy of the Ronis Memorial Recital Application (<https://music.case.edu/current-undergraduate-student-information/>).
- The audition will consist of standard solo repertoire chosen by the student in consultations with the applied music instructor.
- Submit the application to the Music Office 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 jury time and you will submit your final program information.
- If you would like the Ronis Recital to substitute for your Level or Exit Jury you must also submit the **Jury Petition Form** (<https://music.case.edu/current-undergraduate-student-information/>).

The Concerto Competition

Some CWRU/University Circle Orchestra concerts feature an undergraduate student soloist chosen through this competition, which is open to all CWRU undergraduate music majors who are

full time students at the sophomore or junior (or seniors planning a 5th year) level, and are taking applied lessons and enrolled in a department primary ensemble during the semester of the Competition and the semester of the performance. The Concerto 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 (Kathleen Horvath) by November 13th to ensure 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 procedures:

- Obtain a copy of the **Concerto Competition Request Form and Request for Accompanist** (<https://music.case.edu/current-undergraduate-student-information/>).
- 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. This can be accomplished by sending Dr. Kathleen Horvath an e-mail (kah24@case.edu) detailing the title of the piece, the composer, the edition, publisher, and an indication of where the parts are available for purchase or hire. Failure to get your piece approved before you submit the form will result in disqualification from the competition.
- Submit the **Concerto Competition Request Form** (approved by Dr. Horvath and your applied teacher) to the *Coordinator of Staff Accompanists* (Mr. Eric Charnofsky) along with your **Request for Accompanist** and piano part that details the sections you intend to perform by noon on December 4th. Failure to meet the deadline or an incomplete form with 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 (typically the Friday following spring break).
- If you would like the Concerto Competition to substitute for your Level or Exit Jury you must also submit the **Jury Petition Form** (<https://music.case.edu/current-undergraduate-student-information/>).

Keep in mind that a maximum of 10 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 concert performance. Please make cuts or play only selected sections/movements to stay within this time frame. Coordinate 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 Department of 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 Department of Music faculty in the spring semester. The winner is recognized at the Honors Assemblies in May.

The Arthur H. Benade Prize

This award recognizes senior double majors or non-majors for excellence in music. A graduating student may be selected for this award by the Department of 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 overall. 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.

The Lyman Piano Prize

This award may be given in the spring to a student or students whose primary instrument is piano for excellence in performance. The trust was given in honor of Jane and Cecile Lyman and stipulates that the student(s) 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.

CWRU Email Account

It is important that you check your CWRU email account regularly. Email is used by the department and the university for official communications via your @case.edu email address only. Therefore, if you use another account for email, set up your CWRU account to forward all messages.

Emergency Procedures

Emergency procedures are posted throughout Haydn Hall and Denison Hall. 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 Department of Music office (music@case.edu) regarding the incident as well. Learn more about the public safety services provided by our **Campus Police and Security** at (<https://case.edu/publicsafety/>).

Faculty Advisors

The *Coordinator of Undergraduate Enrollment* serves as faculty advisor to all incoming music majors through the end of drop-add period of their first semester in the major. From that point on, music majors are advised by a permanent advisor drawn from the Department of Music faculty. Each semester, before or during the registration period, you must meet with your 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 assigned a temporary advisor.

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.

Forms and Additional Information

All music majors are required to file specific forms at various times during the year or during the degree program.

Online and Printable Forms (<http://music.case.edu/current-undergraduate-student-information/>).

Below is the list of forms that you should become familiar with:

Form	Location	Due
Recital Class Program Information	Dept. Website	By 2:00 p.m. the Thursday before your Performance
Request for Accompanist	Dept. Website or pick up on door of Haydn 309	As soon as you have your repertoire selected, or one month prior to performance (or with Concerto Competition form)
Recital Class Conflict Form	Dept. Website	Third Recital Class of Semester
Harkness Chapel Reservation Request	Dept. Website	See website for details
Audio Service Recording Request	Dept. Website	See website for details
Student Evaluation of Applied Music Teacher	Dept. Website	At the end of each semester
Jury Evaluation Form	Digital	Day of jury exam
Jury Petition Form	Dept. Website	No later than week 8 of semester before required jury
Concerto Competition Request Form	Dept. Website	December 7
Ronis Recital Application	Dept. Website	Friday before Spring Break
Major Declaration Form	https://case.edu/ugstudies/forms	During freshman orientation or when admitted to the music major
Add/Drop Form	https://case.edu/ugstudies/forms	End of week 2 of semester
Academic Advisement Report	https://case.edu/ugstudies/forms	To request a correction or course substitution

Information and Assistance

1. The **Office of Undergraduate Studies** is located in Sears 447. Office hours posted online (<http://www.case.edu/ugstudies/>).
2. The **Office of Student Success** is located on the third floor of the Sears building (<https://case.edu/studentsuccess/>).
3. The **Office of International Student Services** is, located in 143 Tomlinson Hall (<http://students.case.edu/international/>). This office offers special assistance and services for international students and provides advice regarding academic concerns, immigration issues and other practical matters. They also sponsor a range of special events.
4. The **Division of Student Affairs** (<http://case.edu/studentlife>) is the central source of information about University policies and procedures for students, services, and programs.
5. **University Health and Counseling Services** provides healthcare, counseling services, and disability resources for students (<http://students.case.edu/health/services/>).

Instrument Storage Lockers

The Denison Music Hall has storage lockers available on a first-come, first-served basis. Students may sign up for a locker during an ensemble rehearsal, or by contacting Summer Canter, *Coordinator of Performances Facilities and Operations* (<http://music.case.edu/staff/summer-canter>). Lockers policies and the Locker Request Form can be found online in the Facilities section (<https://music.case.edu/about/facilities/>).

It is advisable to get a locker at the beginning of the semester since there is limited availability. The lock and locker are the responsibility of the student. The lock and locker will be returned to the department inventory at the end of the academic year. If a lock is broken/lost or a locker is damaged, the student will be billed for repair or replacement. Please be mindful that Denison Music Hall is a very active space. Do not leave your locker unattended and keep belongings locked at all times.

Instrument Use: School-owned equipment

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 (contrabassoon, double bass, English horn, bass clarinet, etc.) is eligible to sign out a school instrument.

Our instruments are equipment and not available for public use. A policy has been put in place by the Ensembles Committee to have students complete and sign a waiver when borrowing instruments/equipment for very special circumstances.

Students receiving a school-owned instrument will be issued a CWRU Department of Music **Bond for Musical Instrument** form by Summer Canter, *Coordinator of Performance Facilities and Operations* (<http://music.case.edu/staff/summer-canter>). Note: The appropriate ensembles director is responsible for granting permission: strings (Dr. Kathleen Horvath), winds/brass (Dr. Ryan Scherber), percussion (Mr. Matthew Larson and/or Dr. Ryan Scherber), marching band equipment (Dr. Benjamin Helton), popular music (Dr. Ken Wendt).

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 that 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.

Photocopies and Programs/Posters

You may use the Department of Music copy machine for personal copies at a cost. Please contact the Music Office for details. Policies regarding programs and posters are available in the Music Facilities Policies and Procedures (<https://music.case.edu/about/facilities/>).

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)
- Concerto Competition
- Senior Capstone Recitals
- The Joan Terr Ronis Annual Memorial Recital
- Rehearsals and lessons for all of the above services

In order to request an accompanist, follow these procedures:

1. Accompanist Request Form(s)

This form must be filled out completely and legibly (please print or type). Incomplete forms will be returned to you without a pianist assigned. Request forms can be found in the hanging file on the door to Haydn 309 or online (<https://music.case.edu/current-undergraduate-student-information/>).

2. Drop off Request Form(s) and Music

- **What:** You must include music with your form. If music is not included with your request form, you will not be assigned a pianist. Submitting your music in a professional manner (legible, all notes visible, not stapled) 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 (Haydn 214) for more information on Copyright policies.
- **Where:** You may submit completed forms and music in the hanging file on the door of Haydn Hall, 309 (Mr. Eric Charnofsky, *Coordinator of Staff Accompanists*), in his mailbox in Haydn 216 (right side as you enter the room), or hand them to him directly.
- **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 above.)

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 CWRU 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 that they can balance their schedules.

If you have any questions about these procedures, please contact Mr. Eric Charnofsky, *Coordinator of Staff Accompanists* (eric.charnofsky@case.edu).

Practice Rooms

Practice rooms are located in the Denison Music Hall and on the second floor of Haydn Hall. Please be sure to review the Music Facilities Policies & Procedures for hours, access, and usage guidelines (<https://music.case.edu/about/facilities/room-reservation-information/>).

If you discover a problem with one of the pianos, please inform Summer Canter, *Coordinator of Performance Facilities and Operations* (<https://music.case.edu/staff/summer-canter/>).

All students currently enrolled in applied lessons or ensembles are eligible to use practice rooms when they are available, but priority is given to CWRU music majors. Reservations for special situations can be made by submitting the Classroom Request Form (<https://music.case.edu/about/facilities/>).

The Department of Music is not responsible for any personal belongings left in practice rooms.

Registration and Course Permissions

CIM Classes. Permits for all CIM classes, including Music Theory, Eurhythmics, Audio Recording classes taught at CIM, Vocal Rep., etc., are released by the CIM Registrar. Permits for these classes must be requested through SIS; please note that once the permit is granted you have to log on to SIS again to enroll in the class.

Applied Lessons. After meeting with your music faculty advisor each semester to discuss your schedule, you must then meet with the CWRU Department Assistant (Haydn 201), who will release permits for 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 second week of classes, please contact the Department of Music office right away. Students registering for their penultimate semester of lessons must complete a Department of Music Graduation Check with the *Coordinator of Undergraduate Studies* before a registration permit for applied instruction will be issued.

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 class.

Independent Study Courses. Students who wish to take an Independent Study must develop a course proposal with a department faculty member. Once the faculty and the student agree on a topic, learning outcomes and assessment tools, the student should complete both an

Independent Study Outline for the course and an Independent Study Agreement. Both documents should be submitted to the Music Office (Haydn 201) for the permit to be released prior to drop/add ending.

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.

Transfer Credit and Study Abroad Credit for Music Courses

Students may receive transfer credit for work completed at another accredited college, university, or technological institute in the United States or from institutions of higher education outside the United States (<https://case.edu/ugstudies/academic-policies/transfer-credit-other-colleges/>).

Requests for music course transfer credit should be submitted to the *Coordinator of Undergraduate Studies in Music*. Students are welcome to email a request for transfer course evaluation that includes: course title for which transfer credit is being requested, course description, course syllabus and course credit hours.

Music Theory Transfer Credit

Music Theory classes are taught through the Cleveland Institute of Music (CIM). Non-majors may be able to receive general elective credit for music theory transfer coursework. Music majors and minors may only receive credit through proficiency examination. Contact the CWRU *Coordinator of Undergraduate Studies in Music* for more information.

Transfer Credit for Music Major Degree Requirements

Music majors (BA degree) and Music Education majors (BS degree) wishing to receive transfer credit toward music degree requirements (i.e. music history, ensemble, etc.) should email the *Coordinator of Undergraduate Studies* with a request, as detailed above, and prepare a written petition to the music department faculty for approval. Requests for transfer credit toward music degree requirements will only be considered during the academic year; please plan accordingly. Contact the *Coordinator of Undergraduate Studies* for additional information and for help preparing a petition to the faculty.

Additional general information about transfer credit policies and procedures can be found through the Office of Undergraduate Studies website (see link above).

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), M.U.S.I.C. is open to all undergraduate students interested in music opportunities on campus and in the Cleveland area. M.U.S.I.C. hosts several events throughout the year, including the all-night Arts After Dark, Music Department Faculty Recitals, a Career Day event, and multiple community service performance opportunities. It also helps to facilitate communication between Department of Music faculty and students. The president and officers are elected yearly by vote of members. General body meetings are held every Tuesday following Recital Class. Music majors are automatically members of M.U.S.I.C.; you are encouraged to participate. It is a highly effective way of networking with other music majors and non-majors

interested in music. Eric Charnofsky serves as faculty advisor for the organization.

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. Benjamin Helton serves as the group's faculty advisor.

Professional Performing Groups/Soloists

If you perform as a soloist or in a band, please register with the Department of Music office to be added to a "gig list."

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

- Name or group name
- Instrumentation (i.e., string quartet, brass quintet, pianist, etc.)
- Contact information
- Rate per performance or hour

Student Employment

Student employment programs are administered by the CWRU Office of Student Employment. The Department of Music offers job opportunities to students who have Federal Work Study eligibility.

Job descriptions are available online (<http://music.case.edu/student-office-staff/>). The secure job application requires a Network ID (abc123@case.edu).

Student Operations & Events Staff

Assists with facilities operations, Denison Music Hall activities, and ensembles rehearsal/concert preparation. Provides services during performances/special events in Harkness Chapel.

Supervisor: Summer Canter, *Coordinator of Performance Facilities & Operations*

Student Computer Lab Monitors

Monitors and maintains computer lab for functionality and order.

Supervisor: Ken Wendt, *IT Coordinator*

Student Audio Recording Technicians

Record music events in Harkness Chapel as scheduled. Requires basic knowledge of recording equipment and technique. Training provided.

Supervisor: TBD

Music Office Assistant & Ambassador

Assists with the daily operations within the Department of Music, recruiting, and publicity.

Supervisor: Jennifer Wright, *Coordinator of Department Operations & Undergraduate Recruitment*

UNDERGRADUATE MUSIC REQUIREMENTS

Music Major Status

All music majors are accepted either to the BA program in Music or the BS program in Music Education with a designated primary instrument. At the beginning of the first semester or once admitted as a music major, students must complete a Major Declaration Form (<https://case.edu/ugstudies/forms>).

General Bulletin

Full degree requirements (<https://bulletin.case.edu/collegeofartsandsciences/music/>).

Advising Sheets (BA and BS)

Track academic progress (<https://music.case.edu/current-undergraduate-student-information/>).

Academic Standing within the Department of Music

Students are considered to be in “good academic standing” within the Department of Music as long as successful academic progress toward degree completion can be demonstrated. In order to maintain music major status, students must progress through the music theory sequence and primary applied music sequence, and pass required juries on their primary instrument. Students may be placed on “probationary status” within the Department for failing to pass the appropriate performance jury assessment or for not completing a music theory requisite. Probationary status lasts for one semester, at which time the student must perform a remedial jury assessment. Failure to pass a remedial jury will result in dismissal from the major. Successful completion of a remedial jury will return the student to good academic standing within the Department.

Music Department Graduation Check

Students nearing the completion of their music major requirements should complete a Music Department graduation check with the *Coordinator of Undergraduate Studies*, prior to registering for their penultimate semester study.

- Step 1: Identify your penultimate semester of applied lessons with your faculty advisor, so you can appropriately plan for a graduation check before the end of add/drop.
- Step 2: Complete an appointment with the *Coordinator of Undergraduate Studies* for your graduation check, prior to the end of add/drop.

Applied Study (MUAP)

All music majors must take applied lessons on a primary instrument—the BA program requires 6 semesters (12 credits), the BS program 7 semesters (14 credits)—and may also take applied lessons on one or more secondary instruments. All majors may continue to take applied lessons free of charge even after they have completed the credits required for their degree program. Students may not take secondary lessons on their primary instrument, with the exception of remediation due to a failed jury examination or an incomplete music theory requisite. Applied lessons cannot be taken for a grade of Incomplete (“I”), and CWRU does not grant transfer credit for applied lessons taken at other institutions.

Primary Instrument

A student’s primary instrument is decided at the entrance jury (audition) for the major and generally does not change. In order to complete the major, students must complete all

semesters of required primary study on that instrument. Primary instrument lessons are taken for 2 credit hours with a 60-minute lesson per week. 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 Instrument(s)

Music majors are permitted to take lessons on secondary instruments. Secondary instrument lessons can be taken for 1 credit hour with a 30-minute lesson per week or 2 credit hours with a 60-minute lesson per week. There are no additional performance requirements for secondary lessons. 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 in Music* (BA students) or *Coordinator of Undergraduate Studies in Music Education* (BS students).

Changing Applied Instructors

Every effort is made to match you with a teacher appropriate to your level of development. If, however, a situation arises in which a student feels the need to change applied instructors, the student must contact the *Coordinator of Undergraduate Studies* as soon as possible, within a given semester. Requests made after the add/drop period for a given term may substantially hinder the successful completion of a change in applied instructor. Students must present a compelling reason for a change. Once administrative review of the request has been completed, the *Coordinator* will make every effort, on behalf of the student, to accommodate legitimate requests and to work with the CIM Dean's office to assign a new applied instructor.

Recital Class

Recital Class, which meets every Wednesday from 3:20-4:10 pm in Harkness Chapel, is a required component of all primary applied lessons for music majors.

Registration in Recital Class

All music majors enrolled in primary applied lessons have a course component labeled "Recital," which refers to Recital Class. Students do not need to register for this class; it is automatically added to their schedule when registered for primary applied lessons.

Attendance Requirement

Attendance at all meetings of Recital Class is mandatory. Requests for excused absences should be submitted to the instructor (Mr. Eric Charnofsky) in advance. Poor attendance or tardiness will be recorded and communicated to applied instructors and considered in final applied music grades.

Exceptions to the attendance requirement will be made for students who are student teaching or have another class scheduled at Recital Class time. Students with legitimate class conflicts, although excused, must still perform in one Recital Class during the academic year.

If necessary, the Recital Class 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 and 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 by the 2nd Tuesday of the semester.

Note: Students enrolled in a course that conflicts with only part of Recital Class must come directly to Recital Class after the conflicting course ends, or an absence will be recorded. Students cannot miss Recital Class due to work study obligations or for applied lesson meetings.

Performance Requirement

1. All music majors taking applied lessons 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 in order of 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 instructor of Recital Class (Mr. Eric Charnofsky).
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 Mr. Eric Charnofsky.
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 Department website (note: spelling and grammar should be correct):

1. Your name, instrument or voice.
2. Name(s) of other performances (e.g., accompanist) and instrument(s)
3. Title of piece
4. Composer
5. Composer's birth/death years
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.

Listening

All students in attendance are encouraged to participate in anonymously evaluating their fellow students' performances. Upon entering the hall prior to the performance each week, please pick up a printed program and a set of index cards, fill them out during and after the performance, and submit them to the instructor of the class (Mr. Eric Charnofsky) upon exiting the hall. He will distribute them to each performer the following week. A guideline on how to evaluate the performers will be provided at the beginning of each semester, and additional copies are available upon request.

Jury Exams

All students are required to perform three juries as part of their degree requirements:

1. **Progress Jury (MUAP 10):** Taken at the end of the first year of applied study on the primary instrument. 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.
 2. **Level Jury (MUAP 20):** Taken at the end of the second year of applied study on the primary instrument. The progress jury must be taken when a student is enrolled in MUAP 222. Students will not be allowed to continue with MUAP 321 until this requirement is fulfilled.
 3. **Exit Jury (MUAP 30 for BA, MUAP 35 for BS):** Required for all students at the completion of their applied study. For BA students this will take place in the sixth semester of applied study when a student is enrolled in MUAP 322. For BS students it will take place in the seventh semester of study when a student is enrolled in MUAP 323.
- Students may petition to substitute a Concerto Competition, Ronis Recital or Student Recital performance for a level or exit Jury by filling out the Jury Petition Form by week 8 of the semester in which the jury will take place.
 - Students must enroll in applied lessons the semester in which they take their exit jury.
 - Students must enroll in applied lessons the semester in which they plan to perform a recital. BA Music majors wishing to perform a recital must pass the appropriate jury (progress, level, or exit) one semester prior to performing a recital. BS Music majors wishing to perform a recital their final semester of on campus study must pass an exit jury prior to performing the recital.

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:

1. **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 Jennifer Wright (jmh207@case.edu), who will consult with the student's advisor.
2. **Make-up Jury:** In circumstances where a student is unable to complete a required Jury for a 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". Students who fail a Jury will be placed on probationary standing in the Department of Music, which could result in the loss of music major status. Remedial Juries are subject to the same procedure but Discretionary Juries are not.

Jury Performance Guidelines

1. Juries are to be no more than 15 minutes in duration. Students should be prepared to perform about 10-15 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.

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.

Jury Protocol

1. Once it has been established that a student is to jury, each student must:
 - a. Secure an accompanist if necessary (see above)
 - b. Receive an assigned jury exam time from the Department of Music office

- 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.
 - b. Wear appropriate attire (consider this a “public recital”).
 - c. Digital Jury Evaluation forms will be completed by the faculty panel present during exam.
 - d. The jury exam may or may not be recorded for the purpose of evaluating the performance.

For the Fall 2020 Semester

Jury exams will be conducted remotely. Please check the Undergraduate Music Major Information section of the website for details (<https://music.case.edu/current-undergraduate-student-information/>).

Jury Outcomes and Grading

1. Once the jury is completed and the evaluation forms are processed, the student will receive the jury sheets, the advisor and applied teacher will receive a copy, and a copy will be placed in student records in the Music Office.
2. The jury grade is a final component of the overall grade for your applied study. Students who receive an overall performance rating of 5 or better (out of 10) will have passed the jury. An overall performance rating below 5 will require a remedial jury the following semester and the final letter grade for the semester of principal applied study will reflect a failed jury.
3. A failing grade in a jury will result in probationary standing until the student passes a remedial jury. Probationary standing affords the student one semester of additional study, following the prescribed sequence of lessons (MUAP 121-122, MUAP 221-222, MUAP 321-322, etc.), to demonstrate appropriate progress during a remedial jury.

Jury Policies

1. Juries are graded as Pass/No Pass (“P/NP”); there is no letter grade associated with this assessment.
2. 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 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 *Coordinator of Undergraduate Studies* 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 Music* (BA students) or *Coordinator of Undergraduate Studies in Music Education* (BS students) 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 applied lesson/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 b. will be followed.

- b. A student who is excused from a required jury for a legitimate reason (i.e., 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 Incomplete ("I").

Note: All procedures governing course grades of Incomplete will be observed: each student will have until the 10th week of the following semester to take a make-up jury. If the jury is not made up the grade will revert to an "NP." The student will be placed on probationary status and will follow procedure a., which requires a remedial jury the semester following the absence.

Ensembles

Primary Ensembles

1. All music majors are required to register for a specific number of semesters of primary ensembles as per your degree requirements. BA students may elect to take their ensembles for 0.0, 0.5, or 1 credit hours, but BS students in Music Education must register for their primary and 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 Department of Music faculty.
2. Primary ensemble assignments are determined by each student's performance medium and most require a yearly audition. Auditions are usually held on the first day of classes or during the first rehearsal each fall. At the conclusion of this yearly audition, students will be assigned to a specific ensemble(s) that works in conjunction with their curricular focus, schedule, and performance level. Because Symphonic Winds and the Case University Circle Symphony Orchestra are offered simultaneously, wind and percussion instrumentalists can be assigned to perform with both groups in rotation. The rotation can be by concert cycle or by semester and will be posted so there is no confusion. In either case, the student must officially register for all groups assigned. Given this system, it is also possible that students could have different ensemble assignments each semester.
3. Students are limited to no more than two primary ensembles per semester. A Symphonic Winds and Orchestra rotation only counts as ONE ensemble since they rehearse simultaneously. Exceptions to this policy may be considered by petition to the Department of Music 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, Brass and Percussion: Symphonic Winds (MUEN 383)
 - Voice: Case Concert Choir (MUEN 382)
 - Pianists: Keyboard Ensemble (MUEN 389)
 - Guitarists: Guitar Ensemble through CIM (a section of MUEN 355)
 - Historical Performance Practice: Collegium Musicum (MUEN 395), Baroque Orchestra (MUEN 397), or Early Music Singers (MUEN 396)
 - Popular Music: Popular Music Ensemble (MUEN 370)

Additional Ensembles

All music majors must participate in ensembles beyond the required semesters of Primary Ensemble. BA students are required to complete at least two additional semesters of ensemble participation, which may be additional semesters of the Primary Ensemble or one

or more different ensembles. BS students in Music Education must participate in at least one additional ensemble for a minimum of one full academic year (two consecutive semesters, August to May). The possibilities for additional ensemble participation are all primary ensembles and:

- Strings: Case Camerata Chamber Orchestra (MUEN 386)
- Winds, Brass and Percussion: Percussion Ensemble (MUEN 324), Spartan Marching Band (MUEN 384, Fall semester only)
- Voice: University Chorale (MUEN 388), Case Men's Glee Club (MUEN 380)
- Historical Performance Practice: Baroque Dance Ensemble (MUEN 394), Baroque Chamber Ensembles (MUEN 393), Baroque Orchestra (MUEN 397)
- Klezmer Music Ensemble (MUEN 371)
- Instrumental Jazz: Jazz Ensemble I (MUEN 373), or Jazz Ensemble II (MUEN 374)
- Chamber Ensembles: String & Piano Chamber Music (MUEN 358), Brass & Woodwind Chamber Music (MUEN 355)
- Studio Classes (MUEN 355): flute, saxophone, horn, guitar (Note: although your applied instructor may encourage you to participate in studio class, you are not required to do so.)

Note: Ensemble listings subject to change based on course offerings.

Recitals

Although the Department of Music does not require a recital for the BA or BS degree, students may perform recitals with the consent of their applied teacher and advisor. A senior recital may become part of the SAGES Capstone experience (MUHI 395A-B). Students must enroll in applied lessons the semester in which they plan to perform a recital.

Department faculty suggest that a junior recital should generally consist of 25-30 minutes of music and a senior recital should consist of approximately 40-45 minutes of music. Students who do not feel comfortable performing a complete solo recital may wish to partner with another student or students and perform a joint recital. All recitals should be prepared in consultation with the applied teacher(s) and advisor(s).

Student recital dates will be available from the third to the thirteenth week of each semester. In general, there will be no recitals during the final week of classes, reading days or final exams. Students are not permitted to perform a recital in place of the Level or Exit Jury. Students must pass the appropriate jury (progress, level, exit) prior to performing a recital.

If a pianist is required, please see the Accompanist Information section of this Handbook to secure an Accompanist. It's important to note that the Department will not cover the cost of an accompanist for student recitals.

To book a recital, please review the **Music Facilities Policies and Procedures** (<https://music.case.edu/about/facilities/>). Music majors can use **Harkness Chapel** at no cost. Review the availability/schedule, rates, and usage guidelines under **Harkness Chapel Rates and Fees** (<https://music.case.edu/about/facilities/room-reservation-information/harkness-chapel-rates-and-fees/>).

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 101i (Intensive Theory and Aural Skills I). 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 will receive "placement credit" for courses that he/she is not required to take, meaning that academic credit will not be granted but the course(s) will be counted towards the major. 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 and applied lessons, is tied to successful performance in the music theory sequence. 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. 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.

The CIM conservatory theory sequence required of CWRU music majors consists of four courses: MUTH 101 (or MUTH 101i), MUTH 102, MUTH 201, and MUTH 202. This course of study also includes harmony, analysis, ear training, sight singing and keyboard harmony.

DEGREE-SPECIFIC REQUIREMENTS

All music majors pursue either the Bachelor of Arts in Music (BA) or the Bachelor of Science (BS) in Music Education. The requirements for each degree program are listed in the music portion of the **General Bulletin** (<https://bulletin.case.edu/collegeofartsandsciences/music/>).

Students should use the **Advising Forms** (<https://music.case.edu/advising-forms-for-music-degree-programs/>) to track their progress through the music major and plan their schedules each semester in consultation with their advisor.

Music Majors are also responsible for adhering to all University policies regarding undergraduates. Specific information and guides such as the general degree requirements, academic standing regulations, registration/enrollment, and the academic calendar can be found on the website of the **Office of Undergraduate Studies** (<http://www.case.edu/ugstudies>).

Bachelor of Arts in Music

(<https://music.case.edu/ugrad-academic-programs/b-a-in-music-program-information/>)

This degree is for students who wish to achieve a high level of musical skill and knowledge by majoring in music within the context of a liberal arts education. After completing the degree, students are able to do the following:

- Demonstrate technical and artistic proficiency on a primary performance medium (instrument or voice)
- Contribute positively to musical ensembles of various sizes and types, and collaborate effectively with fellow ensemble members and ensemble directors
- Demonstrate facility with the major concepts and techniques of tonal and post-tonal music theory and analysis

- Demonstrate familiarity with the major musicians, musical thinkers, musical styles, techniques, procedures, and cultural trends of all periods in the history of Western music
- Draw on knowledge and skills in performance, music theory, music history, and/or music education to write a substantial critical assessment of musical works, concepts, and/or practices in the Western classical and/or popular traditions.

Music requirements of the BA degree include applied lessons and juries on a primary performance medium; participation in ensembles; courses in music theory, eurhythmics, and music history; and upper-level electives in music history/analysis/education (43-51 credit hours). SAGES requirements, College of Arts and Sciences general education requirements, and additional electives are combined for the 120 minimum credit hour requirement for a BA degree.

SAGES Capstone for BA Students in Music

(<https://music.case.edu/current-undergraduate-student-information/>)

All CWRU students must take a SAGES Capstone course, generally during the senior year. BA students are not required to complete a Capstone in music if they complete one in another major, but 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 the course, which counts towards the BA in Music as an upper-level elective, each student, under the supervision of appropriate Department of Music faculty, focuses on an individual project consisting of a major written component as well as a public presentation or performance. 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 written document
- Senior research thesis with accompanying oral presentation
- Lecture-recital with accompanying written document

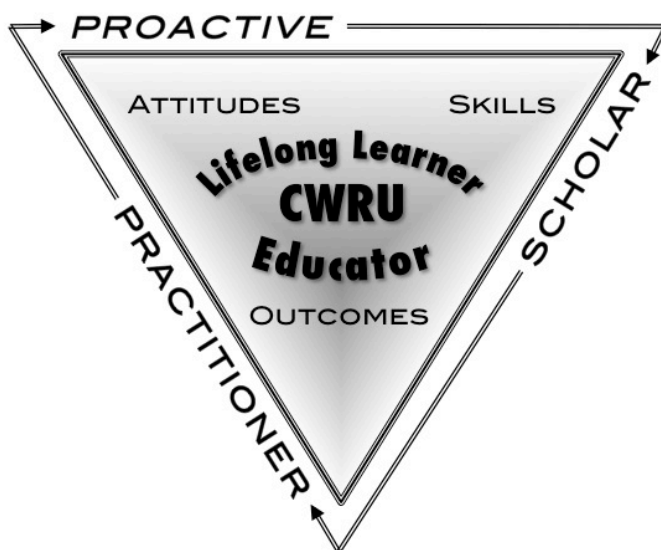
During reading week of the spring semester, a public Capstone presentation session is scheduled for MUAR 390 students and MUHI 395A-B students whose projects involve an oral presentation.

Students in the music major (BA or secondary major) who complete an ambitious and outstanding Music Capstone project (MUHI 395A-B) may be eligible for Departmental Honors.

Bachelor of Science in Music Education

(<https://music.case.edu/ugrad-academic-programs/b-s-in-music-education-program-information/>)

The BS in Music Education is a pre-professional degree program (typically taken as an independent degree program) designed to help prepare students for a career as a music educator and lifelong learner. The mission of the Music Education Program is to prepare Proactive Scholar-Practitioners who can incorporate productive attitudes (positivity, passion and resilience) with professional skills (critical thinking, creative inquiry and reflection) to demonstrate outcomes of a lifelong learner/educator (effective teaching to empower students). Proactive individuals will look for opportunities to lead and distinguish themselves in a positive manner, using scholarship (academic skills and resources) to effectively practice their craft (teach).



Music Education Full-Time Faculty (<https://music.case.edu/about/directory/>)

Dr. Matthew Garrett (mgarrett@case.edu) (216) 368-2496
Associate Professor, Director of UCITE, Coordinator of Undergraduate Studies in Music Education

Dr. Benjamin Helton (benjamin.helton@case.edu) (216) 368-2361
Assistant Professor, Director of Spartan Marching Band

Dr. Kathleen Horvath (kathleen.horvath@case.edu) (216) 368-1613
Professor, Director of Orchestras

Dr. Lisa Huisman Koops (lisa.koops@case.edu) (216) 368-2430
Professor, Head of Music Education, Coordinator of Graduate Studies in Music Education

Dr. Nathan Kruse (nathan.kruse@case.edu) (216) 368-0675
Associate Professor

Dr. Ryan Scherber (ryan.scherber@case.edu) (216) 368-0624
Assistant Professor, Director of Bands

Teacher Education
(<https://artsci.case.edu/teacher-education/>)

The mission of the CWRU educator preparation unit is to prepare Proactive Scholar-Practitioners who demonstrate skill in instructional planning, delivery, and assessment – and dispositions consistent with the principles of commitment, collaboration, and creativity.

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. The curriculum in Music Education prepares students for careers as band, orchestra, choir, and general music teachers. Graduates are eligible for the Multi-Age License in Music in Ohio and over 40 reciprocating states. The Department of Music's nationally-prominent faculty are active as clinicians, conductors, researchers, authors, adjudicators, and guest speakers.

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

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

Teacher Education at Case Western Reserve University is offered through the College of Arts and Sciences, which is the academic home of the departments and programs that prepare CWRU students to become teachers.

Implementing a curriculum that reflects current knowledge, research and evidence-based recommendations for teacher preparation is at the core of CWRU's Teacher Education programs. Central to this knowledge base are the national standards for teacher education developed by the Interstate Teacher Assessment and Support Consortium (InTASC). These national standards, which integrate Ohio's Standards for the Teaching Profession, form the foundation of the Teacher Education programs and are threaded throughout courses and field experiences.

The outcomes of Teacher Education are based on these national InTASC standards:

1. Learner Development
2. Learning Differences
3. Learning Environments
4. Content Knowledge
5. Innovative Applications of Content
6. Assessment
7. Planning for Instruction
8. Instructional Strategies
9. Reflection and Continuous Growth
10. Collaboration

CWRU draws upon the strengths of its academic departments, its community partnerships and its commitment to forward thinking to offer exceptional teacher preparation programs. These programs are kept intentionally small to permit extensive one-on-one work with faculty and supervisors, and to provide the personal coaching required to adequately prepare teachers for today's classrooms. CWRU offers the following programs that lead to an Ohio teaching license:

High School License – grades 7-12: Integrated Language Arts (English major), Integrated Mathematics (mathematics major), Integrated Social Studies (history major), Life Science (biology major), Physical Sciences (chemistry or physics major).

Multi-Age License – grades preK-12: Art, Music, French, Latin, Spanish

The undergraduate high school and world language programs are conducted in cooperation with area high schools. The programs in art and music education (graduate and undergraduate degrees) are offered in cooperation with the [Cleveland Institute of Art](#) and the [Cleveland Institute of Music](#). Teacher Education programs at CWRU lead to teaching licenses and are approved by the Ohio Department of Education and the Ohio Department of Higher Education. The Teacher Education Unit at CWRU is nationally accredited by the Teacher Education Accreditation Council (TEAC), which is part of the national Council for the Accreditation of Educator Preparation (CAEP). In addition, National Association of Schools of Music (NASM) accredits the music education program. Completion of a CWRU program in education does not ensure that an Ohio teaching license will be awarded. The Ohio Department of Education also requires that licensure candidates achieve passing scores on the State required tests. In addition, applicants must pass criminal background checks by the Ohio Bureau of Criminal Identification and the FBI.

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
- A value of diversity
- A caring, respectful demeanor
- Fairness and personal ethics
- Reflection and efficacy
- Professional commitment

Please review the **Teacher Education Handbook** (<https://artsci.case.edu/teacher-education/>).

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. 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 **Teacher Education Handbook** (<https://artsci.case.edu/teacher-education/>) and the **General Bulletin** (<https://bulletin.case.edu/collegeofartsandsciences/music/>).

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.

NOTE: The Disposition Assessment Inventory is a process completed by both students and faculty to promote greater understanding of student perception and progress throughout the degree retention process. Additional information is available in the Teacher Education Handbook.

Additional Information, Policies and Procedures

In addition to the requirements specified in this document, Music Education students are responsible for all Teacher Licensure requirements as articulated in the **Teacher Education Handbook** (<https://artsci.case.edu/teacher-education/>).

Piano Proficiency Sequence

CWRU music education majors must demonstrate piano keyboard proficiency as part of their Basic Skills and Pedagogy requirement. Upon matriculation students will take a Piano Proficiency Exam that tests skills in keyboard fundamentals. 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 into the MUSP Class Piano course sequence. MUSP courses do not count toward degree credit hour requirements for the major. MUSP courses are designed to improve keyboard proficiency to the level needed for MUED 200J. If a student has advanced keyboard skills, they will be eligible to enroll in MUED 200J, Basic Skills and Pedagogy: Piano, as soon as the course is offered. MUED 200J focuses on keyboard skills needed by music educators, including open score reading and basic accompanying skills. Students whose primary instrument is piano may be eligible to exempt the piano proficiency sequence, pending faculty approval.

REQUIREMENTS FOR THE MUSIC MINOR

The music minor requires 15 credit hours: 6 in music theory (MUTH); 6 in music history (MUHI) or music appreciation (MUGN); and 3 credit hours of electives, which may include applied lessons (MUAP) or ensembles (MUEN).

Please see the **General Bulletin** for additional information and program requirements (<https://bulletin.case.edu/collegeofartsandsciences/music/>).

For questions regarding eligible course substitutions, please contact Mr. Eric Charnofsky (eric.charnofsky@case.edu) or visit him during office hours in Haydn Hall, 309.