

# STUDENT HANDBOOK

2011-2012

# Music

at WAKE FOREST



## INTRODUCTION

Information contained here supplements the contents of the *Bulletin of Wake Forest College*, and does not supersede any *Bulletin* contents. Please read this material thoroughly and address any questions to the Music Office, M309 Scales Fine Arts Center.

The Department of Music encourages you to participate in music while at Wake Forest in many different ways:

- major in music performance
- major in music in liberal arts
- minor in music
- enroll in ensembles, private or class instruction, or classroom courses as a non-music major or minor

## ADVISING

### All first- and second-year students

- are assigned a lower division adviser on campus
- in consultation with lower-division adviser, students considering a major or minor in music should contact the chair of the Department of Music and consult with him during each advisement period

### Junior and senior majors and minors

- are advised by the chair of the Department of Music

## DECLARING A MAJOR OR MINOR

Students wishing to major or minor in music must contact the departmental chair during or before the spring term of their sophomore year in accordance with the Registrar's calendar of dates. Students declaring a major in music performance must take an audition in order to be admitted.

Students wishing to minor in music declare their minor by completing a Declaration or Change of Minor form, which is obtained in the Registrar's Office. Students must make any desired major or minor changes no later than two weeks prior to the designated advising period in order to guarantee registration during the major/minor sessions.

Students should discuss with the Chair any plans to major or minor **as soon as they become Wake Forest students** (see "Advising" above).

## ENSEMBLES

Numerous ensembles are open to all Wake Forest students; most are subject to audition:

- **University Orchestra**, a symphonic ensemble (Hagy)

- **Wind Ensemble**, a select wind ensemble (Bowen and Morgan)
- **Concert Choir**, a touring choir numbering approximately 45 (Gorelick)
- **Collegium Musicum**, an early music vocal and instrumental ensemble (Carter and Gorelick)
- **Jazz Ensemble**, a “big band” format (Bowen and Morgan)
- **Chamber Ensembles**, (K. Levy, Hagy, Bowen, Carrasco, Young, and others)
- **Demon Deacons Marching Band**, a large marching ensemble (Bowen and Morgan)

All ensembles are offered for one hour. Interested students should contact the conductor of the ensemble about participating. Information is also listed in the headnotes of the “Music” section of each term’s course schedule.

Music majors, while required to participate in ensembles for only four semesters (music performance majors) or three semesters (music in liberal arts majors), are strongly advised to participate every semester. Music minors, required to participate for only two semesters, are urged to participate in ensembles every semester that they study music. Specific ensemble requirements for majors and minors are stated in the *Bulletin of Wake Forest College*.

## FACILITIES

All music instruction, with the exception of organ lessons, takes place in the Music Wing of the Scales Fine Arts Center. Organ lessons take place in Wait Chapel.

### 3<sup>rd</sup> Floor

- Piano/Computer Lab M302
- Chamber Ens. Rehearsal Room M305
- Lecture Rooms M306 and M308
- Conference Room M307
- Music Office M309
- Listening Library M311

### 2<sup>nd</sup> Floor

- Instrumental Rehearsal Hall M201
- Brendle Recital Hall M202
- Organ Practice Room M205
- Pugh Choral Rehearsal Hall M208
- Adjunct Instruction Studio M210

### 1<sup>st</sup> Floor

- Practice Rooms A-W
- Band Office M105
- Secret Artists Series M107

## Listening Library Hours

- M W F 9:00 am – 5:00 pm
- T TH 9:00 am – 7:00 pm

The Listening Library is available for study and listening to all Wake Forest students, faculty and staff, with preference given (when overcrowding occurs) to students taking music courses.

If you need assistance in the Listening Library, or desire information about reserving a room in the Music Wing, please consult the Media Coordinator in M309 or a student on duty in M311.

## Practice Rooms (A-W)

Most practice rooms are open to all Wake Forest students; others are available only to authorized students. Piano students currently enrolled in Individual Instruction may obtain a key to locked practice rooms with a refundable \$20 deposit in the Music Office, M309. Unauthorized use of practice rooms is a serious offense that will be prosecuted via the Honor System.

## Piano Computer Lab (M302)

The computer lab provides tools to students and faculty who wish to explore composition and sound manipulation using new technology, resources for ear training and keyboard proficiency, use of interactive CD-ROMs, and electronic keyboards. Access is by key card entry only, and may be obtained by submitting a completed application form via email to Jolie Tingen, Instructional Technology Analyst ([tingenj@wfu.edu](mailto:tingenj@wfu.edu)). Forms are available on the departmental website ([www.wfu.edu/music](http://www.wfu.edu/music)).

## SECURITY

Large numbers of people are in and out of the Music Wing during the week and on weekends. Please consider carefully the following security measures:

- Keep valuable possessions with you
- Avoid isolated places in the building when you are alone
- Emergency phone locations in the Music Wing:
  - Listening Library – M311
  - Music Lab – M302
  - Music Student Lounge – M103
  - First floor hallway – adjacent to Practice Room J

## INDIVIDUAL INSTRUCTION (FEES)

MUSIC 161	(.5 hr)	\$300 per semester
MUSIC 162	(1 hr)	\$600 per semester
MUSIC 262	(1.5 hr)	\$600 per semester
MUSIC 362/363	(3hr)	\$600 per semester

- Students will be billed by the Financial and Accounting Service's Office shortly after the beginning of the semester.
- Fees are paid to the Financial and Accounting Services Office.
- Students who drop an Individual Instruction course must follow Registrar's Office drop procedures.
- Students must inform the Department of Music Administrative Coordinator of his/her intention to drop an Individual Instruction course in order to receive any refund.
- Students who drop an Individual Instruction course will receive refunds per the Refund of Charges Policy on page 23 of the 2011-2012 Bulletin of Wake Forest College.
- Additional information is also listed in the headnotes of the "Music" section of each term's course schedule.

### **MAKE-UP LESSONS**

Lessons cancelled by a faculty member will be made up at a time mutually agreed upon between the instructor and the student. Lessons missed by the student may or may not be made up at the discretion of the instructor.

### **INSTRUMENTS**

The Department of Music will attempt to furnish instruments for those participating in ensembles, or other enrolled students needing them. When the department is not able to provide them, the Music Office will provide information to students about renting instruments from a local music store.

### **JURIES**

Music performance majors are required to take a departmental jury in his/her area of private study each semester, normally held during the last week of classes or during the examination period. Music minors and other students taking Individual Instruction may be asked by his/her instructor to take a departmental jury.

By mid-semester, each instructor and student should have a clear understanding of jury requirements for that term. It is the student's responsibility to complete and email a typed Jury Form to his/her instructor for approval at least two full weeks before the earliest jury date. The form is available on the departmental website ([www.wfu.edu/music](http://www.wfu.edu/music)). A schedule will be posted outside the Music Office (M309) the week before juries are held.

Individual Instruction faculty may require a studio jury for their own students.

### **MUSIC MAJOR AUDITIONS**

Students planning to declare a **major in music performance** must first pass an audition, typically at the end of the fourth semester. During the student's first, or early in the second year at Wake Forest, they should review the requirements for the audition, as specified in the *Bulletin of Wake Forest College*.

- Students who audition are required to (1) demonstrate technical skill when appropriate to the instrument, (2) perform standard repertoire, and (3) sight-read. All three of these areas must be deemed strong enough by a majority vote of the faculty for the student to be accepted as a major in music performance

#### **Procedure:**

- Prior to mid-term of the semester the audition is to take place, the student and instructor will reach agreement on the specific requirements for the audition, and the instructor will immediately inform the Administrative Coordinator that the student will be performing an audition that semester. If an audition time other than at the end of the semester is desired, it will be a special arrangement, requested through the Chair of the Department.
- At least three weeks prior to the audition, the student should request an **official transcript** from the Registrar's Office and have it sent directly to the Administrative Coordinator.
- It is the student's responsibility to complete and email a typed Music Major Application Form to his/her instructor for approval at least two full weeks before the earliest audition date. The form is available on the departmental website ([www.wfu.edu/music](http://www.wfu.edu/music)).
- A schedule will be posted outside the Music Office (M309) the week before juries are held.

**CAUTION – Failure to comply with the procedure and *Bulletin* will jeopardize the student's eligibility to audition, and possibly also the success of the audition:**

### **RECITAL ATTENDANCE**

The Department of Music sponsors numerous musical events each year. A calendar of events is available in the Music Office, as well as on the departmental website ([www.wfu.edu/music](http://www.wfu.edu/music)).

The Music faculty considers the attendance of live performances to be essential to a musical education. Therefore, music majors and minors are required to register for Music 100, a zero-hour, pass-fail course. This course is completed by attending a specified number of designated events (12) which are announced at the beginning of each

semester. A Music 100 information sheet and schedule of approved events is available in the Music Office, as well as on the departmental website.

#### **Music 100 requirements:**

- Music Performance and Music in Liberal Arts Majors: four semesters
- Music Minors: three semesters

#### **REPERTORY HOUR**

Repertory hour is a forum for students and faculty to hear student music performances. The performances are open to the public.

- Repertory Hours are held on specified Fridays at 3:30 pm in Brendle Recital Hall
- Declared and prospective performance majors are required to perform at least one time each semester
- Repertory Hour Request forms are completed by the instructor and submitted to the Repertory Hour Coordinator (Mrs. Levy) by the Thursday preceding the event. The forms must be typed, and are available on the departmental website ([www.wfu.edu/music](http://www.wfu.edu/music)).

#### **SCHEDULING AN EVENT ON THE DEPARTMENTAL CALENDAR**

- Secure the approval of your instructor and/or the Department Chair for your event
- See Media Coordinator regarding available dates on the departmental calendar and in Brendle Recital Hall. Please note that the instructor will officially book the date and time with Jay Lawson.
- As concerns senior recitals, both of the above should be done at least six months prior to the event.

#### **REHEARSAL TIME IN BRENDLE RECITAL HALL FOR DEPARTMENTAL EVENTS**

Reservations for student rehearsal time in Brendle Recital Hall must be made by a Department of Music faculty member.

#### **Guidelines:**

- Senior recital: up to four hours of rehearsal time
- Jury: up to two hours of rehearsal time
- Repertory hour: up to one hour of rehearsal time

Faculty members wishing to reserve time should first check the on-line Brendle calendar for availability and then email Jay Lawson at [lawsonj@wfu.edu](mailto:lawsonj@wfu.edu) with the request. Jay will

verify and make the reservation, then confirm it with the faculty member by email.

#### **SENIOR RECITALS AND PROJECTS**

Majors in music performance are required to perform a recital in their senior year. Majors in music in liberal arts must submit a senior project. Early in their third year, music performance and music in liberal arts majors should obtain a copy of the Senior Recital and Senior Project handout, available in the departmental office and on the music website ([www.wfu.edu/music](http://www.wfu.edu/music)). It is the responsibility of the student to meet all the requirements and deadlines outlined in the handout in order to complete a senior recital or senior project.

#### **HONORS IN MUSIC**

Highly qualified majors may be invited by the music faculty to apply for admission to the honors program in music. See further details in the *Bulletin of Wake Forest College*. Those students nominated for Honors in Music will be given a copy of the Senior Honors Recital and Senior Honors Project handout. It is also available in the departmental office and on the music website ([www.wfu.edu/music](http://www.wfu.edu/music)). It is the responsibility of the student to meet all the requirements and deadlines outlined in the handout in order to complete a senior honors recital or senior honors project.

#### **INTERNSHIP (MUS 279)**

Any student with a Wake Forest GPA of 2.75 or higher wishing to initiate an internship must propose one, pre-approved by the faculty internship director and the on-site supervisor, to the chair by December 1 for a spring proposal or April 30 for a summer or fall proposal. The internship consists of both academic and on-the-job learning components. Thirty on-site contact-hours are required per credit hour.

#### **INDEPENDENT STUDY (MUS 298)**

Any student with a Wake Forest GPA of 2.75 or higher wishing to take MUS 298 for 1-3 hours must propose a course of study, in collaboration with the proposed instructor, to the chair for departmental approval. The proposal, equivalent to a detailed syllabus in content, should reach the chair's desk by December 1 for a spring proposal or April 30 for a summer or fall proposal. These deadlines are firm.

## **PRIZES AND SCHOLARSHIPS**

The Department of Music offers the following scholarships and prizes for both new and continuing students (preference is given to music majors and minors). In order to be eligible for scholarships, all required financial aid paperwork must be on file in the Financial Aid Office.

- The Thane Edward McDonald and Marie Dayton McDonald Scholarship
- The Joseph Pleasant and Marguerite Nutt Sloan Scholarship
- The Maria Thornton and Miriam Carlyle Willis Scholarship
- The M. Elizabeth Harris Scholarship
- Need-based arts scholarships
- The Boteler Prize – The Louise Cochrane Boteler Prize for the Pursuit of Excellence in Music is awarded each spring to an outstanding student in the Department of Music. A rising junior or senior majoring or minoring in music is awarded this cash prize to be used to further his or her study of music.
- The Christian Cappelluti Prize – The Christian Cappelluti Prize is awarded to one or two students demonstrating outstanding musical merit and promise. A faculty member may nominate students at any level, including incoming freshmen, with awards made after a vote of the full music faculty. The award is named in memory of Wake Forest graduate Christian Cappelluti ('97) who died unexpectedly at the age of 22.

**For additional information about departmental scholarships, please contact Dr. Hagy, chair of the Scholarship Committee.**

## **COMPETITIONS**

**The Christopher Giles and Lucille S. Harris Competitions in Musical Performance** have been held annually each spring since 1978.

- Seven cash prizes are awarded
- All entrants must compete on the instrument on which they are currently receiving Individual Instruction at Wake Forest
- Information sheets are posted throughout the building and on the bulletin board outside the Music Office
- Additional information may be obtained by contacting the directors:  
Mr. Richard Heard M318 ext. 5372  
Ms. Joanna Porter M309 ext. 5026

### **Concerto Competition**

Members of the Music Department and/or Orchestra are invited to audition for the opportunity to play as a soloist

with the Wake Forest Orchestra. Auditions are held in late October or early November and repertoire must be approved in advance by the conductor of the Orchestra. Winners perform in concert in the spring semester.

## **STUDENT ASSISTANTS**

The Department of Music hires several Federal Work Study students each semester. Responsibilities include:

- Working in the Music Office
- Staffing the Music Listening Library on selected weekday evenings
- Ushering at departmental events in Brendle Recital Hall
- Providing technical assistance in Brendle Recital Hall

Interested students may contact the Administrative Coordinator in the Music Office during the semester before they wish to work. Those interested in a technical position in Brendle should contact Jay Lawson, Technical Manager of Brendle Recital Hall.

## **COPYRIGHTS**

The Listening Library, M311, holds one archival copy of every recital or concert presented by the department. Musical works contained on these recordings may be subject to copyright. Use of recordings is subject to copyright law and WFU policies and procedures.

## **LOCKERS**

All students who are taking a music course, Individual Instruction, or participating in an ensemble are eligible for a locker. Please see Dr. Bowen (M105A) for a locker assignment. Storage space for personal equipment and instruments used in for-credit music instruction is available.

## **FACULTY OFFICE HOURS**

All regular music faculty can be contacted directly to arrange a student conference. The Administrative Coordinator (M315) has copies of faculty schedules. Adjunct instructors may be contacted through the Music Office.

## **MESSAGES AND MAIL**

Important information is conveyed to students via the Music bulletin board adjacent to the Music Office and the music student listserv. Instructions for subscribing to the listserv are kept in the document holder outside the Music Office.

The department assumes that all students enrolled in music courses read information posted on the bulletin board on a regular basis. Mail to faculty may be placed in the mailboxes behind the door in the Music Office.

### **CARILLON**

Students interested in becoming carillon interns should contact the departmental Administrative Coordinator, who will then contact the University Carillonneur.

### **DEPARTMENT OF MUSIC CONTACTS:**

Dr. Stewart Carter                    [carter@wfu.edu](mailto:carter@wfu.edu)  
Chair

Carol Brehm                            [brehmcj@wfu.edu](mailto:brehmcj@wfu.edu)  
Administrative Coordinator

Jay Lawson                            [lawsonj@wfu.edu](mailto:lawsonj@wfu.edu)  
Technical Manager,  
Brendle Recital Hall

Joanna Porter                        [porterjb@wfu.edu](mailto:porterjb@wfu.edu)  
Media Coordinator

Jolie Tingen                         [tingenjg@wfu.edu](mailto:tingenjg@wfu.edu)  
Instructional Technology  
Analyst