



DEPARTMENT OF MUSIC

*HANDBOOK
FOR
MUSIC STUDENTS*

Introduction:

Welcome to the Xavier University Department of Music. We hope that your studies here will be productive, challenging, and enjoyable. This handbook is not meant to replace the University catalog or policy book. It will, however, provide you with information that applies especially – and sometimes only - to music majors. If you need more information, please do not hesitate to ask.

Department of Music Goals:

These are found in the University catalog, p. 176. It would be well to read them.

The programs in the Department of Music have as their objective the preparation of qualified students to make effective and meaningful contributions to the discipline of music performance, and/or the teaching of music, and/or music scholarship. This preparation is accomplished through training in the classroom, the studio, through music technology and through actual performance venues. The objective of each program is to provide a foundation for further study and to help develop the musical skills required for a career as a musician – musician teacher, musician-artist, and the liberally educated musician.

Health and Safety Statement:

Maintenance and care for the physical, auditory, and musculoskeletal safety and health of its students, faculty, and guests are high priorities of the Xavier University Department of Music. Care has been given to the course design, activities, and facilities that comprise our programs in an effort to fulfill this goal. You are advised to immediately discontinue any activity that you feel might compromise your health and safety and to report your concerns to the Department Chair or another university administrator.

Courses of Study:

Every Music Major must follow one of the three courses of study (programs) that are outlined in the University Catalog. Each Music Major must obtain a Catalog, read all of the information that is directly related to your matriculation, keep this Catalog during his/her time at Xavier and carefully mark off the courses that you have taken to fulfill the specific program requirements. At Xavier you will be in one of three programs:

Music – Liberal Arts
Music- Education
Music Performance

Note: In accordance with University policy, all students in all Music Department must make the grade of at least a “C” in the courses required for each program.

Advisement and Registration:

To enroll in classes music majors must first report to a music faculty advisor, located in the Music Building. Your advisor will review the courses that you will need to complete the program requirements each semester, document their recommendations to you, and finally give you a PIN that will allow you to register for the recommended courses online and have your schedule entered into the computer. Hours for the advisor are posted on the bulletin board outside the Chair's office. The hours that you will be allowed to register are determined by the University Registrar and it is important that you know the hours that you and/or your advisor are eligible to access registration. Note also that only the Music Chair or his/her designate may register students for Applied Music Courses. As these are listed in the Course Schedules as "Closed," students must see the chair each semester that he/she is to register for an applied lesson. All students must register for at least 1 semester credit of applied study in their major applied instrument and for 1 semester credit in their major ensemble each semester that they are considered a full-time student at Xavier.

Candidates for Graduation:

IMPORTANT: If you plan to graduate, you are required to complete an Application for Graduation Form in the University Registrar's Office before the end of the first week of your last semester. It is expected that each candidate for graduation will complete an Exit Interview with the Music Department Chair during the 1st semester of his/her final year. This will allow the Chair to do a final evaluation of your transcript, make any recommendations as to how you can complete your program requirements and finally make a report to the University Registrar and Dean that you are indeed a candidate for graduation.

Private Lessons:

All music degree programs require concentrated study in a specific instrumental or vocal performance area. These individual classes, called "applied music", consist of a half hour or full hour lesson (depending upon credit hour enrollment) once each week. One semester hour of applied music is 30 minutes in length. Two semester hours are equivalent to 60 minutes of instruction per week. Lessons for each semester must be scheduled with instructors during the first week of classes. It is the student's responsibility to contact the instructor to set up the lesson time. With few exceptions, the time that is scheduled will be the time that you meet with the instructor each week. Each semester has 15 weeks of private lessons.

Recital Class:

Every full-time student must register for and attend the Recital class each semester. Recital Class takes place on every Thursday at 12:15 pm and lasts until 1:05 pm. This class offers students the opportunity to perform before their peers and to gain the confidence, knowledge, and practice they need. All music majors are required to perform at least once a semester; most applied instructors require their students to perform more often. Freshmen are required to repeat their audition performance

during the first Recital Class of the semester. Students must wear professional attire when performing. Men must wear a suit, or a suit jacket with or without tie, or a shirt and tie. Ladies should dress tastefully. Dresses, suits (including pants), and skirts and blouses are preferred, but any stylish, modest outfit is acceptable. When selecting shoes for recital or ensemble performances, ladies must be sure that they are comfortable and that the shoes don't distract the audience from the musical aspect of their presentation.

Each semester the student is required to attend 10 live performances. This is in addition to all of the Thursday Recital classes, of which there are usually 15. Additional attendance credits are subject to the approval of the applied instructor. A record of attendance is kept in the music office. It is the student's responsibility to make sure that credits are accurate.

For complete details, consult the Recital Class Syllabus.

Accompanist:

With some exceptions, music studied in private lessons and performed on recital class will require an accompanist. (Concert Literature is the goal of applied study.) If the student requires an accompanist, arrangements must be made with the accompanist for rehearsal at least one week ahead of the performance. Out of consideration for the accompanist, the student should be at the agreed meeting place on time and with two copies of the music to be performed. The accompanist's copy should be in a standard 3-ring binder, clean, with complete pages, and with holes punched for the binder. If the student does not meet with the accompanist or comes unprepared, the accompanist need not play for the performance.

Major Ensemble Policy:

All music majors are required to be enrolled in their major ensemble every term that they are full time students. Music scholarship recipients must participate in **two** ensembles. Major ensembles are: Concert Choir, University Chorus, Symphonic Band, and Jazz Band. The primary ensembles are the University Chorus for vocalists and the Symphonic Band for instrumentalists.

Attire:

Any time a group or individual represents the University or the Department of Music, appropriate attire is mandated. As a music major you are expected to have the following pieces in your personal wardrobe:

- For performance:
 - Women: Long black skirt or slacks, white blouse, black shoes
 - Men: Black suit, white shirt, black bow tie, black shoes

- Robes and/or Blazers are always appropriate if you are one of the group. The Music Department will distribute robes and/or blazers for certain performances. Students are responsible for the care and return of these items and will be charged for loss and misuse of departmental attire.
- Traveling or attending a conference: Students in the Music Department have developed a tradition of looking good in public places, meetings, conferences, and church related events. Gym shorts are never allowed for gentlemen while traveling, and women may not wear shorts of any kind. Head rags are not allowed on the bus, and women must wear clothes that cover their mid-sections.
 - Women and men – Attire you would wear to church
 - Traveling long distances on a bus admits of leisure attire. Rest stops, however, require a normally presentable appearance.

Juries:

Juries allow the music faculty to assess the progress and literature studied in private lessons. For the applied student, juries are equivalent to the university Final Exam. Any student who fails to present a required jury will fail (F) his/her applied study for that semester. The dates for end-of-the-semester juries are scheduled by the music faculty, and a sign-up sheet is posted on the bulletin board outside of the Music Office.

End of the semester Juries:

- Arrange day, time and program with applied instructor as soon as jury times are posted;
- Fill out jury forms – 6 sets – write legibly, have applied instructor sign original, bring all copies to jury with you;
- Attire: what you would wear to church or to have your picture taken;
- Attendance: be at jury site at least 30 minutes before your jury time and allow 30 minutes after the jury in case the time runs late. Be sure not to have any other class or commitments during the jury time.
- If any unforeseen emergency arises that would prevent your appearance before the jury at the designated time, notify applied instructor or Department Chair immediately.
- Only first semester Freshmen may be excused from the Jury at the applied instructor's discretion.

Use of School Instruments:

For supplementary instrument classes and in special cases for students who do not have their own instruments, school instruments are available for loan at the discretion of the Director of Bands. The loan of instruments is at the discretion of individual faculty members and subject to rules and fees of the department.

Care of Instruments:

- Upon checking out a band instrument at the beginning of a semester, a form is signed guaranteeing good care of the instrument and that the instrument will be returned in good condition before the end of the semester.
- Practice room pianos are tuned every semester. If a piano is not functioning properly, inform the Chairman of the difficulty so that a technician can be called. When in the practice rooms or any room in the Music Building students must take care in the use of instruments and furniture. Misuse of the practice rooms could result in disciplinary and/or financial penalties.
- Pianos need ordinary care to remain serviceable to our needs. Banging the keys, unnecessary moving, and rough handling can damage these sensitive instruments.
- There is to be no eating or drinking anywhere near music instruments, especially not in the practice rooms nor in the computer lab.

Performance Majors:

- Students who demonstrate the musicianship and technical proficiency necessary for a concentration in vocal or instrumental performance will be officially admitted into this degree program only after they have successfully passed an audition for the music faculty, normally at the end of the sophomore year.
- Normally, this audition takes place during the regular jury session at the end of the semester. An additional 15 minutes is added to this regular jury.
- The Performance degree requires both a Junior and Senior Recital. However, a year to prepare for the Senior Recital is mandatory. The year between the Junior and Senior Recitals is required for growth and development towards the degree of mastery required for the Senior Recital.
- **Junior and/or Senior Recital Hearings for All Majors:**
Before any Solo Recital may be performed the following must take place:
 - The Hearing must be scheduled between 4-6 weeks before the Recital.
 - The applied instructor must approve the program, the time of the Hearing, and the date of the Recital. The applied instructor must be present for both Hearing and Recital.
 - Students must clear the dates for both the performances and hearings with the accompanist.

- The student must contact ALL faculty members about their ability to be present for the Hearing. A date and time must be set when this is possible.
- The Hearing program must be signed by the instructor and 6 copies made available to the attending faculty.
- Regular Jury procedures apply as far as attire is concerned.
- The student must pass the Hearing in order to present the solo Recital.

Sophomore Proficiency Examination:

All Music Majors must pass a sophomore level music reading/theory proficiency examination before enrolling in 3000 and 4000 level music theory courses. This exam is administered at the end of each spring semester.

Functional Piano Proficiency:

All Music Majors who are not majoring in piano are required to take **3 consecutive semesters of applied piano study**. Following this series of studies, non-piano Music majors will be required to pass a departmental Functional Piano Exam to determine functional proficiency in the use of the piano within their musical study and chosen careers.

Senior Comprehensive Examination:

All Music Liberal Arts majors must take the Department of Music Senior Comprehensive Exam. This is an extensive examination which consists of three sections.

- Section I is a written comprehensive on Music History and Theory. (All Liberal Arts majors are required to take this portion of the Exam. It will be administered at the beginning of each spring semester.
- Section II is an oral examination. For students giving a recital in fulfillment of Section II, this exam is given during the Recital Jury on the music and historical aspects of the proposed program. Other Liberal Arts majors will be assigned a topic for oral examination. The questions in the section will be pre-assigned by 5 members of the full-time faculty.
- Section III of the Music Comprehensive Exam involves an option where the seminar/document presentation on a topic has been supervised by a music faculty member. The study for the seminar/document presentation must be

pre-approved by the department chair, and approval for the final presentation will be given by the chair after consultation with the supervising faculty member.

Music Education Majors:

All Music Education Majors must pass all parts of Praxis I and be accepted in the Teacher Education Program before taking junior-level education courses.

*Music Education Majors should note that certification requirements are established by the Louisiana Department of Education and are subject to change. Students should consult their advisors each semester and consult with the Division of Education section in this catalog for requirements to be formally admitted into the university's Teacher Education Program.

Student Work Jobs:

The Music Department participates in the University Work-Study program. Student eligibility for work-study is determined by the Xavier Financial Aid Office. Through the Work Study Program the Department of Music hires students to help in the music office, choral and band libraries, ensembles, and performance set-up. Check with the music secretary for available positions. Student instructors are also used in the Summer Music Camp and in the Junior School of Music. Instructor applications are available during the spring semester.

N.B.

General information and policies for the Music Department are listed on pp. 176 – 189 of the Xavier Catalog 2010-2012. Policies listed in this Addendum are either not found in the Catalog or are not specific enough for music majors. Make sure that you are familiar with all aspects of your degree program and the stated department policies and procedures.
