

Ohio
Wesleyan
University

DEPARTMENT OF
PERFORMING ARTS

MUSIC HANDBOOK



2021–2022

MUSIC FACULTY

Ian Bell, Bassoon

Frank Chiou, Piano/Music Theory (Performing Arts Chair)

Antoine Clark, Chamber Orchestra/Woodwinds

Mary Davis, Cello

Joshua Decker, Trumpet

Richard Edwards, Music Education/Wind Ens/Marching Band

Chris Lizak, Percussion

Jason Hiester, Voice/Choirs

Jim Hildreth, Organ

Youmee Kim, Piano

Kimberly McCann, Horn

Taylor McClaskie, Music History

Meghan McDonnell, Music Education

EunSeok Park, Composition/Music Theory

Karl Pedersen, Violin/Viola

Karen Pfeifer, Oboe

Jeremy Smith, Trombone/Tuba

Kevin Turner, Guitar/Jazz Ensemble

Garry Wasserman, Double Bass

Jennifer Whitehead, Voice/Musical Theater

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I. BUILDING AND FACILITIES POLICIES

Building Hours & Security

Sanborn/Presser Hall is open from 8 AM–5 PM on weekdays. After 5:00 PM on weekdays and all day on weekends, ID card access to the building is available through the south door (Presser entrance) only. Card access is granted by Public Safety and must be approved by the Music Department.

The north door is open during public performances.

Please assist in the security process by closing windows and turning out lights as you leave practice areas. Windows in ground-floor rooms should be locked.

SANBORN HALL IS A SMOKE FREE FACILITY.

Sanborn Office Hours

Lisa Hill, Office manager and administrative assistant
Monday, Wednesday 8 AM–5 PM
Friday 1–5 PM

Lockers

Lockers are located in the student lounge area on the ground floor of Sanborn Hall. All students needing a lock should fill out the [Locker Request Form](#), even if they had one the previous year.

Room Keys

Keys are required for the use of several rooms in Sanborn, including Steinway piano practice rooms, organ rooms, the woodwind reed room, and bass/tuba storage room. These may be obtained through the department office and with consent of the Chair.

Student Lounge

The student lounge is located on the ground floor. Food and beverages are allowed, but students are asked to clean up after themselves and to report any issues immediately.

Practice Facilities

Sanborn Hall contains 29 practice rooms, providing ample space for music majors and others studying applied music to have sufficient time for practice. Please follow the following guidelines:

- Practice rooms should be kept neat and not used as storage space. Personal items left in rooms may be collected and discarded.
- Food and beverages **are not permitted** in practice rooms.
- Close windows and turn off lights when leaving a room.

Piano Care

Please observe the following to help us maintain the pianos:

- Do not place food and beverages anywhere on the pianos.
- Do not play the piano with dirty or greasy hands.
- Before leaving the room, make sure the window is closed, and, if in a room receiving direct sunlight, the blinds are down.

Also see Covid-19 Policies, p. 17.

Jemison Auditorium

Contact the department office to reserve Jemison Auditorium for rehearsals. Allotted time depends on the performance being prepared:

For departmental performance or jury	30 minutes
For a half recital	60 minutes
For a full recital	90 minutes

Please speak with Lisa Hill to arrange access to the auditorium.

Policies:

- Food and beverages are not permitted in Jemison Auditorium.
- Return the auditorium to its default setup and turn off all lights when leaving.
- Pianos: In addition to the general guidelines regarding pianos,
 - Place piano covers backstage on the shelves. **DO NOT** put them on the floor.
 - Do not place instrument cases, backpacks, briefcases, etc. on the piano.

Instrument Rentals

Students in large ensembles may rent a department-owned instrument for \$50 per semester. Students must complete a loan/rental card in the band office. The fee will be billed to the student's account. Students using a second instrument for the benefit of a Dept. of Music ensemble may be refunded the second instrument deposit, if the instrument is returned in the same condition as checked out. Students must return instruments as directed and on time to the band staff in Presser Hall or be charged a \$75 late fee. Instruments cannot be accepted at the Music Department office to avoid a late fee.

II. APPLIED MUSIC INFORMATION

Applied Lesson Registration and Fees

All applied lessons are .25-unit courses. The 100- and 200- levels denote the following:

Course	Lesson length	Intended for	Fee per semester
100-level	30 min.	Music majors in secondary applied lessons; non-majors (including minors)	\$350
200-level	1 hour	Music majors in principal area of study	\$700

Special notes:

- At the instructor's discretion, performance minors and majors on a secondary instrument may register for 200-level lessons.
- Students in the now-discontinued B.M. Performance major will have their applied lessons (at the 300 level) added by the department chair each semester.

Policies on fees:

–Fees are waived for music majors for their principal area of study and one secondary area of study. Further lessons will be charged the regular fee.

–For performance minors, fees are waived for 100-level lessons. Fees for 200-level lessons are 50% waived.

–Academic minors are subject to the same fee policy as performance minors, but only for the lessons being counted towards the elective unit for the minor, which maxes out at one unit. Lessons beyond that one unit will be charged the full fee.

MUSP course numbers:

Piano	111	251
Organ	112	252
Voice	113	253
Violin	114	254
Viola	115	255
Cello	116	256
Double Bass	117	257
Guitar	118	258
French Horn	119	259
Trumpet	120	260
Trombone	121	261
Baritone	122	262
Tuba	123	263
Flute	124	264
Oboe	125	265
Clarinet	126	266
Bassoon	127	267
Saxophone	128	268
Percussion	129	269
Composition	130	270

Accompanying Fees

All music majors will be provided with an accompanist for all juries and required recital performances. Charges will be billed directly to students' accounts following the performance.

Fees and allotted rehearsal times are as follows:

Performance	Fee	Rehearsal time allotted
Jury	\$25	1 hour
Departmental recital	\$25	1 hour
Half Recital	\$50	2.5 hours + dress rehearsal (1 hr)
Full Recital	\$75	3.5 hours + dress rehearsal (1.5 hrs)

Additional university subsidized rehearsals may be allowed for degree recitals and juries at a student fee of \$15.00 for a one-hour rehearsal. Requests should be made to the applied teacher and will be decided on a case-by-case basis.

Large Ensemble Requirements

Music majors are required to participate in at least one large ensemble each semester in residence in the area of major applied study: Choral Art Society for vocal majors; Symphonic Wind Ensemble for woodwind, brass and percussion majors; and Chamber Orchestra for string majors. Keyboard and guitar majors may elect any of these ensembles based on their background and experience. Jazz Ensemble does not qualify for this requirement.

Juries

Juries are performance examinations for applied private study and apply only to music majors and performance minors.

A **principal jury** is the performance exam in one's principal area of applied study. These are 15 minutes for those enrolled in a 300-level course and 10 minutes for those in a 100- or 200-level course. (Music majors should not be registered for the 100-level course in their principal area.)

Music majors and performance minors are required to perform a jury at the end of each semester. However, if a student gives a graded recital after the sixth week of a semester, the jury requirement for that semester is waived. (See also [General Policies](#) and [Performance Requirements](#) under section III.)

Regardless of whether a Senior Recital has been given in the final semester of study, senior B.M. Performance majors complete the **Senior Project**, in which the student selects a work and prepares it without the aid of the applied instructor. The performance takes place as a principal jury at the end of the semester.

A **secondary jury** is the examination for applied study by a music major in a secondary area and is approximately 10 minutes in length. Secondary juries begin with the second semester of study in a given applied area.

Failure to perform a jury will result in a final grade of "F" for the course. In case of illness or other extenuating circumstances, the student should request an incomplete from the applied instructor and must complete the jury by the second week of the following semester.

Jury/Recital Grading

The jury/recital grade is calculated as the average of the individual grades given by all faculty members who heard the performance. This average then becomes a component of the student's final semester grade for applied lessons. For B.M. Performance majors, it is 33% of the semester grade; for all other majors, and for performance minors, it is 25% of the semester grade.

Recital Attendance Policy

All music majors must meet the Recital Attendance each semester of residency, with the exception of B.M./B.A. Music Education majors in their semester of student teaching. Music majors are expected to attend a set number of concerts and recitals each semester as an important component of their educational experience.

Grading

- The attendance requirement will be announced near the beginning of the semester.

- Students failing to meet the requirement will have their **final applied lesson grade** docked according to how many recitals short of the requirement they were.

Guidelines and Procedures

- At a music event, a faculty or other department member will be taking attendance near the entrance of the hall. Students must check in no later than 5 minutes after the beginning the performance and no later than 5 minutes after its conclusion.
- Students must attend the entire performance.
- Being enrolled in a course or participating in an activity that conflicts with the times of scheduled performances will not excuse students from meeting the attendance requirement. It is advised to avoid such courses and activities.
- Students may attend up to two off-campus performances and have them counted toward the recital attendance requirement.
 - The performances should be college level or professional.
 - The applied instructor should approve the performance in advance.
 - Following the performance, the student must sign a ticket stub or concert program and submit it to the chair.

Attendance at Wednesday Common-Hour Music Events

- The Wednesday common hour is 1:10–2:00 PM.
- Students that have an 12:10 PM class meeting on main campus will be given a small allowance to allow you to arrive at Sanborn. Under no circumstances will students be credited if they arrive after 1:15.
- Students that have a 2:10 class on main campus may leave the noon event no earlier than 1:50 (if the event hasn't yet ended).
- If performing on a recital during the common hour, students with a noon or 2 PM class can note this when filling out the [Departmental Recital Scheduling Form](#) and will be accommodated as much as possible. At their own discretion, students may also request from their noon class professor to be dismissed 10–15 minutes early. They absolutely should not be excused from the full class period.

III. RECITAL POLICIES

General Policies

- Half recitals
 - 25–30 minutes of music
 - Students performing a half recital must have been enrolled in a 200- or 300-level applied course for three consecutive semesters of residence (inclusive of the recital semester).
- Full recitals should include about 50–60 minutes of music
- For a recital to be designated a “Senior Recital,” it must meet the standards for a half or full recital. The 15-minute-minimum performance required of BA majors in their senior year does not carry this designation but will be noted as fulfilling the requirement.
- Grading of recitals. All Senior Recitals—half or full, required or petitioned for (see below)—will be graded. Junior recitals may be graded at the discretion of the applied instructor. A student giving a graded recital after the sixth week of a semester is not required to do a jury in that semester.

Petition Policy:

Students may petition the full faculty to perform half or full recitals that exceed the performance requirements in their program, as shown below. This must be done by submitting the [Recital Petition Form](#). In considering petitions, faculty will consider factors such as previous studio and jury grades, and previous performance experience. The form is due before Open Registration begins in the semester preceding that of the recital (see the online form for the specific date).

Performance Requirements for Majors

B.M. Performance Major

- One solo performance on a departmental recital in the freshman year; a departmental recital performance in each semester of the sophomore year; a performance in each semester of the junior and senior years.
 - For instrumental and keyboard majors, one chamber ensemble per year may fulfill the performance requirement at the discretion of the full faculty. Performances on

composition recitals cannot be counted toward this requirement.

- A Junior Recital is not required but may be given at the discretion of the applied instructor. May petition to give a full Junior Recital. Grading of the recital is at the discretion of the instructor.
- Full Senior Recital
- Senior Project performance in the final semester of study in lieu of a jury.

B.M. Composition Major

- One new work should be presented on the composition recital every semester while in residence. This performance, along with the submission of scores and parts, serves as the jury.
- Full Senior Recital of original compositions.

B.M. Music Education Major

- One solo performance on a recital in each of the sophomore, junior and senior years. Performances on composition recitals cannot be counted toward this requirement.
- A half Senior recital, given during the year prior to the semester of the student teaching experience (i.e., Senior fall term or Junior spring term). May petition to give a full recital.

B.A. Music Major

- Solo performance on a departmental recital in each of the sophomore and junior years. Performances on composition recitals cannot be counted toward this requirement.
- Solo performance of at least fifteen minutes of music on a departmental recital during the senior year. May petition to give a half or full Senior Recital.

Music Performance Minor

Performance minors do not have a recital requirement. However, the department strongly encourages them to perform on departmental recitals and, with the permission of the instructor, petition to do half recitals. (See Petition Policy, p. 11.)

Recital Scheduling

There are two different forms available on the [department website](#)—the Degree Recital Scheduling Form and the Departmental Recital Scheduling form. In the case of degree recitals, dates will only be entered onto the calendar following approval by the department chair.

Degree recitals may be scheduled on Tuesdays or Thursdays at 8 PM, Saturdays at 7 PM, and Sundays at 3 or 7 PM.

Wednesdays at 1:10 PM is also possible, provided there's one available on which a departmental recital, workshop, master class, etc., is not scheduled.

Other policies:

- Standard performances on departmental recitals are limited to around 15 minutes. Performances longer than this must be approved by the department chair.
- A half recital may stand alone if scheduled within the first nine weeks of a semester. Beyond the ninth week, it must be paired with another student's half recital.
- No performances will be scheduled during the final week of classes.

Program Info Preparation

Program information must be emailed to the department office manager at least two weeks prior to the performance date after first having been approved by the applied instructor. Vocal students are responsible for the accuracy of any texts and translations they submit. Students and instructors will be given the opportunity to proof their program before it goes to print. Students who fail to submit a rough draft of their recital program at least two weeks in advance will be expected to announce their works from the stage and will be listed by name only in the program.

Recording

Students (or their family members) are permitted to use their own equipment to record performances. To minimize distractions, any equipment should be mounted, including mobile devices. Students are responsible for communicating these stipulations to family members.

For professional services, Christopher Breck, recording engineer for the Music Department at Denison University, offers a special rate for OWU music students. He may be reached at ckb990@gmail.com or (740) 405-5448 (voice only).

IV. MISCELLANEOUS

Student Board

The purpose of the Student Board is to allow for a meaningful and responsible student-faculty relationship beyond that which exists in the classroom. It serves as a channel to convey student sentiment to the faculty and to inform the student body of departmental issues. The Board helps promote high standards of artistry, scholarship, and morale.

The Board consists of three students in Music, two in Theatre, and one in Dance. The Music representatives consist of two upper-class students and one first-year student and should meet at least once a month. They also must coordinate with the Theatre and Dance representatives for joint meetings as needed.

Upper-class representatives are elected during the latter half of the spring semester. First-year representatives are elected by the third week of the fall semester.

Junior Standing

All music majors are evaluated for Junior Standing by the music faculty after four semesters of study as a music major. Criteria for achieving junior standing are:

- 3.0 GPA in music courses
- adequate progress toward completion of the major
- demonstration of progress in the applied area
- for Music Education students, meeting the prerequisites for the Teacher Licensure Program

Teacher Licensure Program

B.M. Education majors need to apply for the teacher licensure program in their junior year. Prerequisites: successful completion of MUS 108, EDUC 110, and EDUC 251. Other application requirements: a recommendation from an OWU faculty member, recommendation of the Music Department faculty, and a GPA of 2.8 (overall and in music courses). For more details, see the [Education Department website](#).

Student Awards

The **Robert A. Griffith Music Achievement Award** is given annually to the senior student who displays a great deal of competence in his/her music specialty, as well as initiative and leadership in musical activities.

The **Senior Performance Award** is given annually to a senior student for demonstrated excellence in music as a performer.

The **Slocum Prize in Music** is awarded annually to that member of the Senior Class who has attained the highest cumulative grade point average in the courses prescribed for graduation.

Pi Kappa Lambda is a national honorary society. An invitation to membership is based on outstanding scholarship, musical ability, and accomplishment.

The **Sam and Marion Gannis Academic Achievement Award** is presented annually to a junior or senior with a declared music major who demonstrates outstanding scholarship and achievement.

The winners are each given a Certificate of Recognition.

The Music Faculty has the option of withholding any award in any given year.

APPENDIX. COVID-19 POLICIES

Please refer to the [Covid-19 Policies page](#) on the department website. Any policy changes will be reflected on this page.

Practice Room Policies

These are posted at each practice room:

1. Practice rooms are open to all students. However, after-hours access is limited to students registered for applied lessons or ensembles or who have evening class meetings in Sanborn. Exceptions may be requested by contacting department chair Frank Chiou (fnchiou@owu.edu).
2. Please write on the Sign-In/Sign-Out sheet the date and exact time you start and finish using the room. You should always check the most recent “Time Out” time to ensure that there has been adequate time (at least 30 minutes) for room rest.
3. Avoid entering and leaving the room repeatedly to take breaks, and do not be absent from the room for more than 10 minutes, as this reduces the useable time for the room for others.
4. Wash or sanitize your hands before and after using the piano.
5. WW/Brass players: practice water key etiquette as indicated in the OWU Music Safety Protocols. Under no circumstances should any fluid from instruments be emptied onto the floor of the practice room.
6. Aside from water bottles, all food and beverages are strictly prohibited.
7. You may have the window open while practicing—it is, in fact, encouraged for WW/brass players and singers except in cold weather—but remember to shut them before leaving. Close the blinds if sunlight is shining directly on the piano.

Please contact Dr. Chiou with any questions.