

DEPARTMENT OF MUSIC INFORMATION AND PROCEDURES

A. COLLEGE OF FINE ARTS AND COMMUNICATION

The UWSP **College of Fine Arts and Communication** is composed of the Departments of Music, Art and Design, and Theatre and Dance, and the Division of Communication. The first three are housed in the Noel Fine Arts Center, while the Division of Communication is located in the Communication Arts Building.

Fine Arts Center hours: When the university is in session the Noel Fine Arts Center building hours are:

Monday-Friday	7:00 a.m. - 12:00 midnight
Saturday	8:00 a.m. - 12:00 midnight
Sunday	12:00 noon - 12:00 midnight

On Saturday and Sunday only the Northeast entrance (Art Department) will be open, unless there is a special event scheduled in the building.

During vacations the building hours are reduced. Vacation building hours will be posted.

After hours access: See the Department Chair for passes authorizing admittance to the Fine Arts Center for practice or rehearsal when the building is officially closed.

- **Smoking is not permitted in the Fine Arts Center.**
- **Eating and drinking are not permitted in carpeted areas, including practice rooms.**

B. DEPARTMENT OF MUSIC ADMINISTRATIVE STRUCTURE

Department Chair	Patricia Holland
Administrative Specialist.....	Monica Anderson
Program Assistant.....	Monica Anderson
Coordinator of Advising	Brian Martz
Area Coordinators (in alphabetical order by area):	
Brass	Patrick Miles
Keyboards	Michael Keller
Music Education	Judy Bond
Percussion	Robert Rosen
Strings	Steven Bjella
Theory/Composition/Computer Music Center	Charles Young
Voice	Susan Bender
Woodwinds.....	Andrea Splittberger-Rosen
Supervisors:	
Instruments and Lockers.....	Monica Anderson
Recording Services	Monica Anderson
Piano Technician.....	David Hulbert

C. ADVISING

- Every music major must consult his/her music advisor prior to registration each semester.
- During the advising period each semester **freshmen** must meet with peer advisors before meeting with their faculty advisors.

Music Department advisors keep a complete folder on each advisee. These contain degree progress reports and records of admission to the department as a music major, admission to specific degree programs, the completion of proficiencies, etc.

Listed below are the current members of the Music Department Advising Council and their areas of responsibility. Students are assigned to advisors by the Coordinator of Advising. It is hoped that each student will be able to have the same advisor throughout his/her study at UWSP; however, changes may be necessitated by changes of major or changes in the Advising Council. Questions about advising assignments should be directed to the Coordinator of Advising.

ADVISING COUNCIL

<u>AREA OF RESPONSIBILITY</u>	<u>FACULTY ADVISOR</u>
Coordinator of Advising	Brian Martz
Bachelor of Arts	Paul Doeblen Patricia Holland Brian Martz
Music Education - Choral and General.....	Susan Bender Judy Bond Lucinda Thayer
Music Education - Instrumental	Steven Bjella David Hastings Patricia Holland Brian Martz Robert Rosen
Applied Degrees	Brian Martz Susan Bender David Hastings Molly Roseman Robert Rosen Lucinda Thayer
Music Literature	Patricia Holland
Jazz Studies	Mathew Buchman
Music Minors	Michael Keller
Graduate Students	Patricia Holland

D. DEPARTMENT COMMUNICATIONS

1. **Bulletin Boards:** Students are urged to check bulletin boards regularly for announcements or messages. General communications are posted outside the Music Department Office, and there are a number of other bulletin boards around the department. The ensembles bulletin board is located outside room NFAC 250. The student organizations bulletin boards are on the 3rd floor of the NFAC. Other information is posted near the appropriate studios.
2. **Music Department Office:** The Music Department office is a place of business and is not meant as a social gathering place or depository for personal items.

E. LIBRARY RESOURCES AND LISTENING FACILITIES

1. Most of the extensive collection of recordings, videos, films, books, periodicals and printed music are located in the Albertson Learning Resources Center (LRC).
2. Recordings, videos and listening and viewing facilities are located in the Instructional Materials Center (IMC) on the third floor of the LRC. Printed materials are in the stacks or in the periodical department.
3. The large ensemble library is housed in the Noel Fine Arts Center. It includes music for choir, orchestra, wind band and jazz ensemble.

F. COMPUTER MUSIC CENTER

1. The computer Music Center (CMC), located in room NFAC 300, and houses eighteen state-of-the-art work stations, each with an iMac computer and an synthesizer keyboard. All are connected through a mixing board to a recorder and speakers.
2. CMC software includes *Finale 2005* (music notation), *Performer 6* (sequencer), *MacGarnut* (music theory skills drill), a growing collection of CD-ROM packages on standard works from the classical music repertoire, the capability to load files from Finale into a Yamaha Disklavier, and connection to the Internet and the World Wide Web. There is a growing community resource of midi files of all sorts.

3. Portable Practice Units: The CMC also houses several portable multi-track recording/playback units, called Portable Practice Units (PPUs), for use in practice rooms, rehearsal rooms and faculty teaching studios. PPU's can be checked out from the student lab assistant on duty in the CMC.
4. Music students are encouraged to volunteer as CMC lab assistants.

G. LOCKER RENTAL

1. Administrative Specialist supervises the rental and maintenance of music department student lockers.
2. Music Department lockers are available only to students involved in music courses at UWSP. The Music Department is not responsible for lost or stolen items.
3. Locker assignments and lock checkout are handled through room NFAC 249. **No outside personal locks are permitted on music department lockers.**
4. Rental fees for locker and room keys are:
 - a. For the academic year.....\$50.00 per year (Rental of a third locker or more is \$10.00 per locker.)
 - b. For the summer.....\$30.00 per locker
 - c. There is a charge for lost keys that is outlined fully in the Key Rental Agreement.
- No lockers will be issued to students with outstanding instrument room fines or repair/replacement costs.
5. In order to facilitate the fair distribution of limited locker space, the following policies have been developed:
 - a. Instrumental locker sign-up will begin In August.
 - b. Students may be assigned to share lockers.
6. **Locker Check:** All lockers must be vacated at the end of the second semester or the summer session. Notices regarding the vacating of the locker will be posted.
7. **Locker master key:** There is no master key. All locker combinations are on file in the Department Store (NFAC 249).

H. INSTRUMENT RENTAL

1. Monica Anderson supervises the rental, inventory and maintenance of instruments owned by the Department of Music.
2. **Instrument rental policy:** Although it is expected that most students will provide their own instruments, the Music Department owns a number of instruments, which are available for rental. These instruments may be used only by UWSP students for officially approved purposes, normally for applied study and/or use in university ensembles. Rental fees are non-refundable and are used for repair and maintenance costs. They are as follows, per semester:
 - a. Regular instrument, academic year \$50.00
 - b. Regular instrument, summer \$30.00 (If the instrument is one that resides in a specific locker, no additional fee is charged for that locker key.)
 - b. Class applied instruments..... \$20.00 per class (including accessories and locker key if needed.)
 - c. Lost lock or key replacement charge \$20.00 per lock
- **No** instrument will be checked out without the appropriate faculty signature on the checkout form.

- **No instrument will be checked out without payment of fees in advance, or to students with outstanding instrument room fines or repair/replacement costs.**
 - The fees listed above are subject to change without notice. In exceptional circumstances the supervisor of instrument rental may waive the rental fee for an instrument, after consultation with the appropriate faculty, due to ensemble needs.
3. Instrument and locker rental is handled through room NFAC 249.
 4. **Between Semesters Rental:** Students renting instruments for the academic year may take them home during the winter break at no additional charge, provided they are registered for the second semester.
 5. **Summer Instrument Rental:** The summer rental fee is thirty dollars.
 6. **Loss or damage:** The student renting an instrument is responsible for the loss of, or any damage to, the instrument during the rental period, other than normal wear. Repair or replacement costs will be charged to the student. Students are urged never to leave instruments unattended in practice rooms or rehearsal rooms, and to keep lockers and storage rooms locked at all times.
 7. **Instrument return:** All instruments must be returned at the end of the semester or school year or when otherwise requested by the instrument room staff. Notices regarding instrument return will be posted. Fines will be assessed to students who return instruments after the posted deadline.

I. UNIVERSITY OWNED EQUIPMENT

1. It is Music Department policy to allow students the use of Music Department equipment when they are engaged in credit producing courses offered by the department. However, in order to facilitate extensive use of limited equipment, the following policies have been developed.
 - a. All Music Department equipment used by more than one student and/or more than one Music Department ensemble is restricted to use in the Fine Arts Center or Nelson Hall except when use outside the building is occasioned by official rehearsals and/or concerts. This policy applies to tubas, all percussion equipment, baritone saxophones, the contrabassoon, music stands, amplifiers, etc.
 - b. An instrument checked out to one student only may be used as needed outside the Fine Arts Center by that student only.
 - c. Equipment such as that in the Computer Music Center, practice room pianos, etc., is restricted to use by students engaged in credit-producing activity necessitating the use of this equipment. Exceptions may be made by the instructor in charge.
2. **Any exceptions to the above policies must be approved by the Department Chair.**
3. **The following will be permitted only with the permission of the Department Chair:**
 - a. Use of practice facilities by individuals or groups not engaged in credit-producing activities.
 - b. The organization by faculty of non-credit-producing student performing ensembles.
 - c. The removal of instruments and/or equipment from the College of Fine Arts for any reason by faculty or students.
 - d. The scheduling of, or contracting for, any off-campus performances by student or faculty organizations, and the acceptance of any payments, fees, or donations for such performances. (All payments for such performances must be in the form of checks made out to the UWSP Music Department and must be delivered to the Music Department Office.)

J. SCHEDULING OF MICHELSEN HALL, REHEARSAL ROOMS AND CLASSROOMS

1. Scheduling of Michelsen Hall, (NFAC 270A), NFAC 201, 290, 240 250, 300, 337, 340. is done by faculty. **Times in these rooms may be reserved by faculty only.** Scheduling for rooms NFAC 221 and the courtyard is handled through the Office of the Dean of the College of Fine Arts and Communication in the CAC.
2. Peter J. Michelsen Concert Hall (FA 270 & 270A)
 - a. The scheduling priority for concerts and recitals is determined by the Dean of the College of Fine Arts and Communication. Each organization or event type will be assigned a deadline by which time all such events should be scheduled.
 - b. After each deadline is past, arrangements for changes should be mutually agreed upon as is customary. Events not scheduled by the assigned deadline must take whatever times are available.
 - c. Dates for student recitals or concerts are to be reserved by the applied instructor.
 - d. Due to the number of people needing rehearsal time in Michelsen Hall, the following policy will be enforced for student rehearsals:
 1. A total of six hours of rehearsal time may be reserved for a full recital.
 2. A total of three hours of rehearsal time may be reserved for a half-recital.
 3. A total of one hour of rehearsal time may be reserved for an appearance in a Wednesday afternoon student recital.
 4. Rehearsal time must be reserved by the applied instructor.
 - d. Students and faculty not presenting recitals or concerts will receive last priority for reserving rehearsal time.

NOTE: Students giving junior and senior recitals must arrange for their own ushers, stagehands, and publicity.

3. **Steinway Grand Piano:** The Music Department Steinway grand piano in Michelsen Hall may be used for rehearsal under faculty supervision. The piano must be covered and returned to its storage room and the storage room locked after each use. This instrument must be treated with great care. Because of the danger of injury due to the great weight of this instrument, at least two people are needed to move it. Do not attempt to move it alone.

K. STUDIO CLASSES, COLLOQUIUM AND STUDENT RECITALS

1. Attendance at studio classes is required for those enrolled in applied study. Students should check their area's bulletin board or their instructor's door or speak with their instructor for to get their studio class schedule. Attendance at their instructor's recitals and those of other students in the studio is required.
2. The Music Department Colloquium is scheduled on a number of Wednesday afternoons each semester at 4:00 p.m. in Michelsen Hall. Most of them are intended to provide opportunities for students to perform one or two movements or songs in public. Attendance is expected of all music majors.
 - a. Time is reserved on these programs by the applied instructor through the department program assistant.
 - b. Accompaniment is usually done by student pianists. They should be paid for their time.
 - c. Student pianists should receive permission from their piano teachers before agreeing to play accompaniments.
 - d. Wednesday afternoon Colloquia are recorded, and the CD's are kept for one year. Copies of these CDs are available through the Supervisor of Recording Services.
3. Junior and Senior Recitals: The requirements for the Applied Music and Jazz Studies – Performance Emphasis degrees include the performance of a half recital in the junior year and a full recital in the senior year. The applied instructor is responsible for reserving rehearsal and performance times for these events in Michelsen Hall.

- a. Half and full recitals **MUST BE APPROVED** in a recital preview hearing by the faculty of the appropriate area at least **30 days in advance** of the recital date. Failure to follow this procedure may result in postponement or cancellation of the recital.
- b. Complete program information must be approved by the applied instructor and turned in to the Department Program Assistant **3-4 WEEKS BEFORE THE RECITAL DATE**. Students are responsible for typing their own program notes; however, typed program notes may be turned in to the Music Department for duplication. Personal statements, acknowledgments, Thanks, etc., are not appropriate on recital programs.
- c. Students must arrange for the recording of their junior and senior recitals through the Supervisor of Recording Services.
- d. Students presenting junior and senior recitals must arrange for their own ushers through Delta Omicron and stagehands through Phi Mu Alpha Sinfonia, and they must produce and distribute their own publicity.

L. RECORDING SERVICES

The Supervisor of Recording Services is Monica Anderson. Good quality recording equipment is maintained in the department recording studio – NFAC 353A. All official music department events are recorded automatically, except for student degree and non-degree recitals. Events are recorded by students under the supervision of the Supervisor of Recording Services. Arrangements can be made through the Supervisor of Recording Services for the recording of recitals, rehearsals, audition tapes, etc., for \$50 per recital.

M. SCHOLARSHIPS

Entering freshmen and continuing music majors are eligible for a variety of Music Department scholarships, and continuing music education majors are eligible for some School of Education scholarships as well. The Music Office sends scholarship audition information to prospective freshmen. Information regarding applications and auditions for scholarships for continuing music majors is distributed to all music faculty through campus mail and posted around the department well in advance of the application deadlines each semester. There are also a limited number of scholarships available for non-music majors to participate in ensembles. These are normally awarded on the basis of an audition.