

---

Student Handbook  
School of Music  
2011-12



---

School of Music  
421 N Woodland Blvd  
DeLand FL 32723

---

STETSON UNIVERSITY  
SCHOOL OF MUSIC

Celebrating a legacy of excellence and taking pride in the work of successful alumni in the nation's finest graduate programs and nearly every phase of the music profession, the Stetson University School of Music welcomes you to an exciting and challenging program designed to guide and assist you toward your musical goals. There are many paths available to you. Along with your faculty professors and mentors and engaged student peers, this Handbook can serve as an important resource.



The heritage of our School includes our standing as the first School of Music in the state of Florida and accreditation by the National Association of Schools of Music since 1936.

The School of Music is housed in Presser Hall and neighboring McMahan Hall, an 87,000 sq. ft. building completed in 2009. Our excellent facilities include computer lab, Tinsley and Feasel Rehearsal Halls, 6 classrooms (including 3 “smart” teaching rooms), piano laboratory, practice rooms, and faculty and administrative offices. Recitals and concerts are presented immediately to the north in H. Douglas Lee Chapel, Elizabeth Hall.

As you learn of the many opportunities available to you at Stetson, we encourage you to get involved and acquainted within the School of Music and across campus. You will be expected to take responsibility for yourself and your work and to make healthy choices as a professional musician. Know that faculty members and your student peers are here to help and collaborate with you, and you should never hesitate to ask questions when you need assistance. In our experience, a rigorous course of study is most effective in a comfortable, supportive, and balanced environment.

We look forward to the journey that is your Stetson education. Our best to you. Welcome!

Dr. Jean O. West, Dean

## Table of Contents

ADMISSION TO MUSIC DEGREE PROGRAMS .....	5
FINANCIAL ASSISTANCE.....	5
OUTSIDE EMPLOYMENT.....	6
REGISTRATION.....	6
ADVISORS.....	6
CHANGE OF MAJOR.....	6
MUSIC FEES .....	6
GRADING SYSTEM .....	6
INCOMPLETE GRADES .....	6
COURSE EXCLUSION OPTION.....	6
PASS/FAIL COURSE OPTION .....	7
PROGRESS TOWARDS DEGREE COMPLETION .....	7
ACADEMIC REMEDIATION.....	7
ACADEMIC HONOR SYSTEM.....	8
APPLIED MUSIC INSTRUCTION .....	8
Scheduling	
Practice Requirements	
Student Recital Performances	
Juries	
Accompanists	
ATTENDANCE—Recitals, Concerts and Cultural Events .....	10
CREDIT REQUIREMENT FOR MUSIC DEGREES .....	10
ENSEMBLES.....	10
LANGUAGE PLACEMENT EXAMS & CREDITS .....	11
PROFICIENCIES—Sophomore Decision, Oral Competency and Recitals .	11
FUNCTIONAL KEYBOARD POLICIES .....	14
AURAL TRAINING POLICIES .....	14
MUSIC EDUCATION .....	14
FACILITIES.....	18
INSTRUMENT SECURITY POLICY.....	19
ENSEMBLE MUSIC SECURITY POLICY.....	20
CONCERTO COMPETITION.....	20
GIFFIN COMPETITION .....	20
OTHER PROGRAMS .....	21
ORGANIZATIONS .....	23
GRANTS AND SCHOLARSHIPS .....	24
FACULTY LIST 2011 - 12.....	25
STUDENT ADVISORY COUNCIL CONSTITUTION.....	26



## **ADMISSION TO MUSIC DEGREE PROGRAMS**

In order to be admitted to the Stetson University School of Music, students must:

- (I) successfully complete an audition/interview before a faculty committee and
- (II) meet the general admissions standards for the University as outlined in the University Bulletin. Although a live audition is preferred, a recording may be submitted. The purpose of the audition/interview is to determine the applicant's potential for successful completion of a degree program in music.

**Transfer Students:** Transfer students must successfully complete an audition/interview before a faculty committee and meet the general admissions standards for the University as outlined in the University Bulletin. Credits transferred from other colleges and universities will be reviewed and assigned by the Dean of the School of Music. Transfer students' applied music level will be verified by the audition committee, and these students must take diagnostic examinations in music theory, aural skills and keyboard. Transfer credits in these areas will be determined after completion of the tests.

When the report of the audition/interview and other necessary application materials have been submitted to the Office of Admissions, the University Admissions Committee reviews the application and decides upon the applicant's eligibility for admission. The Office of Admissions then notifies the applicant of the committee's decision. If an applicant is denied admission to the University, the Dean of the School of Music meets with the Dean of Admissions to review the case.

**Music Major Only:** If the applicant is denied admission to the University but the audition has revealed truly exceptional musical talent and the student shows a strong likelihood of success in music, the Dean of the School of Music may recommend that the student be given special consideration. Admission to the University may be granted with the stipulation that the student major in a degree in the School of Music. If at a later time, the student wishes to change to a major outside the School of Music, satisfactory academic achievement at the University must be in evidence. A grade of C or better must have been earned in at least one course from each of the following four areas: Writing, Quantitative Reasoning, and Personal, Social, and Environmental Responsibility course.

## **FINANCIAL ASSISTANCE**

Applications for financial aid must be made through the Office of the Director of Student Financial Planning. Financial assistance is available to music students at Stetson University in two basic categories:

### 1. Talent-based awards

Music grants and scholarships are awarded to students based on their talent as exhibited by audition. The number of awards available in any specific area is dependent upon the special needs of the School of Music to maintain a balanced program. Students have specific performance responsibilities, which must be maintained in order to continue to receive the award. The faculty review the work of the students each year and make recommendations for renewal. Students who change their major either to or away from the Music School during their collegiate career may have their scholarship reduced on elimination. Students should check with the dean regarding scholarship status.

### 2. Need-based aid

Students are encouraged to apply for funds, which are available on the basis of demonstrated financial need of the family. Applications for these funds must be made through the Office of the Director of Student Financial Planning. Funds may take the form of grants, loans, or Work-Study within the University. Students receiving Work-Study funds will be assigned a specific number of hours to work in the University each week.

Each student who received Work-Study aid and is assigned a position in the School of Music and is assigned a position in the School of Music should contact Ms. Loftus, the workstudy manager in the School of Music, to assist you with establishing a position in the school. *It is the student's responsibility to assure that necessary documentation, such as I-9 and W-2 forms, have been completed for the Human Resources Office.*

Those students assigned under the College Work-Study Program must have time cards approved, signed, and returned to the Music Office at the end of each month. No payment can be made until time cards have been properly signed and submitted. Please note that time cards are not to be given directly to student payroll; they must be signed by your supervisor and submitted to Ms. Loftus. Appropriate reductions will be made in cases where assigned work appointments are not met.

## **OUTSIDE EMPLOYMENT**

Music students often have opportunities to perform off-campus. While these opportunities are valuable educational experiences, it is also important to assure that students fulfill their primary responsibilities at Stetson University. Applied study, ensemble performances and rehearsals, and classroom responsibilities should be the first concern of music students.

## **REGISTRATION**

Registration for courses takes place at the beginning of each term, with pre-registration periods near the close of the fall and spring terms. When the student reviews registration materials online, the student must contact his/her faculty advisor for an appointment. Registration is completed online through Banner Web with the use of a Registration PIN obtained from the faculty advisor. The Dean or the Associate Dean must approve course loads in excess of 19 hours.

Entering students are pre-registered administratively prior to their entering term. Adjustments in class schedules and instructor assignments may be made during the orientation period at the beginning of the each semester.

## **ADVISORS**

Upon entering the School of Music, each student is assigned a faculty advisor. It is the function of the faculty advisor to aid the student in planning his/her course work in proper sequence and guiding the student toward informed career decisions. Each student is urged to maintain close contact with his/her advisor.

## **CHANGE OF MAJOR**

A student wishing to change their major should talk with their advisor and applied teacher, and make an appointment with the Dean's Administrative Assistant for information concerning the procedure.

## **MUSIC FEES**

There are few fees charged in addition to tuition in the School of Music. Music majors are not charged extra for applied lessons required for their degrees. However, there is a \$25.00 practice room fee per semester for each applied course taken. Non-music majors electing to enroll in private lessons are allowed to enroll for one credit hour on a space-available basis (as determined by the Dean of the School of Music) and are charged \$100.00 per semester. Students enrolled in instrumental methods classes are charged a \$15.00 instrument rental fee.

## **GRADING SYSTEM**

Grades for music courses are ABCD (+ and/or -)/F (4-point system) with the exception of aural training courses. Grades for Aural Training courses (MC173-174, MC273-274, and MC375) are ABC (+ and/or -)/F.

## **INCOMPLETE GRADES**

A grade of "I" (Incomplete) is given when, because of illness or other extenuating conditions beyond the control of the student, he/she is unable to complete all of the requirements of the course. Neglected work is not an acceptable reason for assigning an incomplete. The work of the course must be completed two weeks prior to the last day of classes in the next academic session of enrollment, excluding Summer Term. For applied lessons, the student must complete the course work by the second week of the next semester to be able to continue in the next applied course that semester otherwise, the "I" becomes an "F".

At the midpoint of each semester, students receive evaluations of their achievement to that point. Courses in which they are receiving a C-, D or F are so indicated.

## **COURSE EXCLUSION OPTION**

If you are an undergraduate, you may elect to have the grade and the credit earned, or attempted in the case of failure, for one course excluded from credit toward graduation and from inclusion in your GPA. An excluded course, with the grade earned, will remain on the transcript and be designated as "E" or "excluded from GPA." An excluded course may not fulfill any requirement, nor will it count toward credits/units needed for graduation. This may result in having to take additional courses to meet graduation

requirements. Courses that you take during your final semester in which you are scheduled to graduate are NOT eligible for the Course Exclusion option.

Although an excluded course will not affect your cumulative GPA, the grade received and associated credit(s)/unit(s) will be used in the GPA calculation for academic honors. If you apply to a graduate program or a professional school, the school you are applying to may recalculate your GPA with the inclusion of the excluded grade. To exercise this option, you must apply for Course Exclusion after the grade for the course has been posted, and no later than the last day of classes of the next regular semester of enrollment (excluding summer) after the course was completed. Apply for the option using the Course Exclusion form available in the Office of the Registrar. The option requires the approval of your academic dean, so drop the completed form off at the Dean's office prior to the deadline. The Dean's office will notify you if the request is approved, and will send approved forms to the Registrar's Office for processing.

You may retake a course that the Course Exclusion option has been applied to. If you received a passing grade on the first attempt, retaking it does NOT count toward the limit of one passed course that may be retaken. The Course Exclusion option and the option to retake a passed course replace the F-Forgiveness option starting fall of 2010. If you have already used F-Forgiveness twice, then you may not use the Course Exclusion option. If you used F-Forgiveness only once, then you may use the Course Exclusion option or the option to retake a passed course, but not both.

### **PASS/FAIL COURSE OPTION**

A student has the option of taking on a pass/fail basis a total of two courses not ordinarily pass/fail. To exercise this option, the student must obtain a pass/fail form from the Office of the Registrar, have the form signed by the faculty advisor, and return it to the Registrar prior to the end of the add period. Once initiated, the pass/fail option may not be changed.

The pass/fail option may be used only for courses which are not applied toward a major or minor and not applied toward Writing, First Year Seminar, and Quantitative Reasoning course requirement. For music majors, the pass/fail option may be used for relatively few classes. Courses that are NOT ELIGIBLE to be taken pass/fail are:

- 1) Any MC, MCE, MUSC, or MCA that are degree requirements for your major.
- 2) For BM outside field or BM outside Business, classes that fulfill a requirement in the stated outside area.
- 3) Writing, First Year Seminar, or Quantitative Reasoning general education courses.
- 4) Courses that are required for your minor.

### **PROGRESS TOWARDS DEGREE COMPLETION**

The faculty in the School of Music require that students are making sufficient progress toward completion of their degree. If a student continues to struggle in certain areas, that indicates that sufficient progress is not occurring. In spring 2002, the faculty of the School of Music approved the following policy regarding multiple failures in the same class.

*Music majors are allowed to attempt each music course two times only. If both attempts to complete a course are not successful, whether through failure or withdrawal, it is possible for the student to appeal to the Dean for an exception to this ruling. Appeals will be considered only when based on circumstances beyond the control of the student or other exceptional circumstances.*

### **ACADEMIC REMEDIATION**

At a faculty meeting, faculty will discuss those students that are having trouble in their classes, ensembles, and/or lessons. After brief discussion, those students would be placed into one of **THREE** categories:

- I. Meeting between the Advisor and the student to discuss faculty concerns
- II. Letter from the Dean stating the faculty concerns
- III. Formation of a committee to examine the student's progress (including the Dean, Associate Dean, student advisor, applied teacher, primary ensemble director, and one theory, analysis, or aural skills teacher).

If the student's name goes to the committee, that committee will develop a **contract** into which the School of Music and the student will enter. The contract will outline two things:

- a. The requirements for the student in the current term – those things that the student must do in order to alleviate faculty concerns, for example:
  - Attainment of a certain grade in a course(s) this term
  - Attendance

- Counseling
  - Performance requirement
- b. The action that will be taken if the student does not or is not able to complete the requirements of the contract, possibly
- Suspension from the School of Music for 1-2 terms
  - Removal from the School of Music
  - Removal from current major or emphasis

The Dean or Associate Dean will meet with the student to discuss the contract. The committee decisions will be presented to the entire music faculty at the first faculty meeting after the contract is made.

Toward the end of each semester, the Dean will communicate with faculty about the student success in completing the obligations of the contract. If he/she has not met the contract's obligations, then the Dean will meet with the student to apply the action required under the contract. The action should not be adjusted without another meeting of the committee.

## **ACADEMIC HONOR SYSTEM**

As an institution of higher learning, Stetson University depends upon its members—students, faculty, staff, and administration—to uphold the highest standards of academic integrity. Without a commitment to this ideal, the foundation of our educational mission is undermined, and truth—the ultimate goal of our pursuits at the university—loses its meaning and force. The Honor System seeks to nourish a vital campus culture, one where students, faculty, administration, and staff are mutually committed to pursuing truth in a spirit of cooperation and respect. Laws and rules exist to protect a society and its members, but truly to flourish, a community relies upon the individual to take responsibility for his or her actions and to uphold certain bedrock principles. The Honor System specifies actions that are harmful to the community and establishes ways of dealing with those who violate basic standards. But the primary justification for the Honor System is that it challenges individuals to reflect upon the ethical issues they face as members of a university and encourages them to take positive steps to maintain the integrity of themselves and their community. Moreover, by affirming student self-governance in the form of an Honor Council, this Honor System underscores the central roles that both students and faculty play in upholding academic integrity.

The Honor Pledge is a promise made by undergraduates to uphold high standards of integrity and honesty in their academic work. By enrolling in Stetson University, students commit themselves to abide by the principles and spirit of the Honor System. They will be asked to demonstrate that commitment by signing a written pledge that will be kept on file by the Honor Council.

Faculty are encouraged to underscore the continuing vitality of the Honor Pledge by having students reaffirm their promise when turning in tests, quizzes, papers, or other assignments. For the purposes of assignments, a student who writes the word “Pledged” followed by her or his signature is understood to be reaffirming her or his commitment to the principles of the Honor System.

### **THE HONOR PLEDGE**

*As a member of Stetson University, I agree to uphold the highest standards of integrity in my academic work. I promise that I will neither give nor receive unauthorized aid of any kind on my tests, papers, and assignments. When using the ideas, thoughts, or words of another in my work, I will always provide clear acknowledgment of the individuals and sources on which I am relying. I will avoid using fraudulent, falsified, or fabricated evidence and/or material. I will refrain from resubmitting without authorization work for one class that was obtained from work previously submitted for academic credit in another class. I will not destroy, steal, or make inaccessible any academic resource material.*

*By my actions and my example, I will strive to promote the ideals of honesty, responsibility, trust, fairness, and respect that are at the heart of Stetson's Honor System.*

## **APPLIED MUSIC INSTRUCTION**

1. **Scheduling** – Students may schedule weekly lessons at the beginning of each term after registering for course work. The student submits a printed class schedule to the applied teacher. When the teacher has gathered the schedules of all those students assigned to the studio, the teacher assigns a lesson time to each student based on the available hours indicated by the student's class schedule. The teacher then posts the weekly lesson schedule on the studio door. This

should be done as promptly as possible in order to meet the requisite number of lessons for the term (minimum of 14, including semester jury).

Each music major is entitled to 50 minutes of instruction per week on the major instrument during each semester. All other lessons are 25 minutes per week. Provided that the student receives the minimum amount of instruction allotted, the teacher is free to combine or distribute the student's lesson time according to personal discretion. An applied music teacher is required to make up a lesson absence in only two cases: (1) if the teacher requests the lesson cancellation or (2) if a student notifies the teacher of the intention to be absent due to illness or family emergency at least 24 hours in advance.

2. Practice Requirements – During the second or third week of classes, once lesson times have been set, music students will begin signing up for practice room time. An email notice will be sent to all students regarding the day and time for sign-up with seniors (based on applied level not hours obtained) having first choice. Every music major will be guaranteed a minimum of two hours per day with additional time available at times which have not been reserved. Those students studying applied music for one hour credit will be able to reserve one hour of practice time per day. Students must sign up during the scheduled sign-up days. Once all students have had the opportunity to reserve practice room time, a schedule will be placed on the door of each practice room. If a student does not show up for her/his reserved practice time within 10 minutes of the scheduled session, the room may be used by another student on a first come, first serve basis. Students may not “hold” a room with books, music, or backpacks except for water or restroom breaks.

3. Student Recital Performances – Student Recitals are scheduled weekly during each academic term. Except for the first semester of the freshman year, each music major must appear at least once each semester in a Student Recital, or on-campus appearance approved by the individual's instructor, as a soloist in the major applied music area. Failure to meet this recital requirement without the approval of the applied faculty will result in a failing grade for the semester. Student Recitals normally will be presented on Thursday at 2:30 P.M. in Elizabeth Hall Auditorium and/or Presser Hall, Room 132. Forms for requesting a recital appearance may be obtained in the Music Office. The music being performed should be listed properly on this form, always including opus numbers, catalog numbers, key designations, tempo markings for movements, designations of arrangements or transcriptions, precisely-timed duration of performance, birth/death years of composers, and composition dates where appropriate. When the form is completed, the student should submit it to the applied music instructor for approval and signature. The form should then be returned to the Music Office no later than 4:00 p.m. on the Monday prior to the Thursday recital. Rehearsal time for these recitals is scheduled in Elizabeth Hall from 12:00 P.M. until 3:00 P.M. on Wednesdays; the sign-up sheet is located in the Music Office.

4. Juries – During each semester, examinations in applied music are given before a jury consisting of three School of Music faculty members, one of whom must be the student's applied teacher. All students enrolled in applied lessons will appear before a jury at least once during each term. During the first semester of study, however, students enrolled in one-hour elective or secondary courses may appear at the discretion of the teacher. At the discretion of the applied teacher, a jury may not be called in the semester in which a senior recital is given. Jury dates are posted well in advance on designated bulletin boards in Presser Hall. Appointment schedules are posted at least 24 hours before juries begin. Jury appointments are normally for a 10- to 20-minute period. The student should present a jury card to the jury when appearing for examination. This card, which may be obtained from your applied teacher, should list the current repertoire studied by the student; it is the responsibility of the student to keep the information current and accurate. Jury cards are kept on file in the Music Office.

The procedure for hearing applied music juries is as follows: the applied teacher is designated as the jury chairperson. When a student appears for the jury, he/she submits the jury card to the chairperson. The jury members are then free to inspect the card and call for the performance of repertory studied, technical exercises, the self-prepared piece and/or sight-reading. Each jury member writes comments on the performance and presents them to the chairperson. The jury chairperson records the material heard on the jury card, excuses the student from the room and requests a written grade from each jury member without discussion. The chairperson then averages the grades and records a jury grade on the Card. The teacher is responsible for returning jury cards to the Music Office for filing. A final grade in the applied course is determined by the teacher, and should not be more than one letter grade higher or lower than the jury grade. If the teacher feels that exceptional circumstances justify a grade more than one grade higher or lower, he/she must clear it with the Dean.

5. Accompanists – It is the responsibility of the student to arrange for the services of an accompanist, also known as a collaborating artist. Dr. Kristie Born, the faculty Coordinator of Accompanying, can sometimes assist in locating an accompanist. There are both student and non-student accompanists. Students who have fulfilled their required number of

hours in Accompanying may charge a fee of up to \$10 per hour (freshman and sophomore accompanists) or up to \$12.00 per hour (junior and senior accompanists) for their services. Student accompanists are paid for one hour of service for non-degree recital performances (including but not limited to student recitals, juries, master classes, and hearings), and studio classes are charged at a half-hour rate. Students should contact non-student accompanists regarding their fees.

Instrumentalists may expect to use the services of an accompanist for approximately 6-10 hours per semester and vocalists may expect to use the services of an accompanist for approximately 20-25 hours per semester (depending on their applied instructor's requirements). Students should budget accordingly. Non-payment can result in withholding of a student's grades. If instrumentalists are needed for performances, arrangements are made through the student's applied instructor in collaboration with the instrumentalists' teachers.

## **ATTENDANCE—Recitals, Concerts and Cultural Events**

**Student Recital:** Each full-time music major is required to attend Thursday afternoon student recitals but is allowed three absences per semester. There will be no excused absences beyond the three allowed. Unavoidable class conflicts with the Thursday afternoon recital time must be approved by the Dean or the Associate Dean **during the first week of the semester**. Attendance will be taken. It is the student's responsibility to check in and out of recitals with the attendance monitor.

**School Requirement for additional cultural events:** All full-time music majors are required to attend fourteen additional cultural events each semester, including twelve evening recitals/concerts and two **non-music** events. Up to three of these recitals/concerts may be events in which the student participates in full, such as ensemble concerts. Students may receive credit for recitals in which they perform a small segment, if they attend the entire recital. Students will receive credit for only one concert in a series of repeated concerts.

All music majors will automatically be enrolled in MC 100, Recital Attendance. This class carries no credit and is Pass/Fail. If you meet the attendance requirements as stated above, you will pass this course.

**Studio Requirement for additional cultural events:** Up to seven of the twelve evening recitals/concerts may be specified by the studio teacher. Each Studio will list the required recitals/concerts in the Studio Syllabus, which will be given to the student by the end of the first week of classes.

Non-music event sheets, available in the Music Office, must be submitted to Ms. Fulton within two weeks of the event, in order to be counted. Acceptable non-music events are those approved by the College of Arts and Sciences. A running list of these events can be found on the board opposite the office of the Dean of the College of Arts and Sciences in Elizabeth Hall and on the Cultural Credit Poster posted outside the music office. You can also find these on the Stetson Webevent Calendar on the Intranet at [www.stetson.edu/calendar](http://www.stetson.edu/calendar), listed in the Culture Credit calendar.

## **CREDIT REQUIREMENT FOR MUSIC DEGREES**

Although each degree within the Music School requires the completion of prescribed courses, which may total from 120 to 154 credit hours, it is possible for students to reduce the number of courses by showing competency in some areas through exemption exams. Students must complete a minimum of 120 credits for graduation.

## **ENSEMBLES**

The School of Music offers opportunities for experience in a wide variety of ensembles. All full-time students are required to enroll in an ensemble each semester (except intern semester). Students with scholarship awards may be assigned participation in ensembles beyond the minimum requirement.

### Ensembles

- Choral Union
- Concert Choir
- Jazz Ensemble
- Orchestra
- Stetson Chorale
- Stetson Men
- Stetson Opera Theater

## University Symphonic Band

### Stetson Opera Theater

Participation is by permission of the director. Credit is earned, but participation is not counted as major ensemble credit toward graduation. Stetson Opera Theater is required for all voice majors for the junior and senior years.

### Chamber Ensembles

Chamber ensembles include conducted groups such as the Chamber Orchestra, Brass Ensemble, Clarinet Choir, Flute Orchestra, Horn Ensemble, and Guitar Ensemble. These experiences may be viewed or structured by faculty ensemble directors as extensions of other studio work. Some ensembles may require an audition or permission of instructor to enroll. Students should contact individual directors for details.

### Chamber Music

A chamber music ensemble is non-conducted, partially student rehearsal, and small. Standard ensembles of three or more are encouraged. Ideally, an ensemble works together through a full academic year. Each group is required to perform once in the Fall semester for the Chamber Music Juries, and in the Spring, all ensembles perform off-campus twice – in a school setting on a designated “Music from Stetson Day” and in an adult/community venue within the following two weeks. Each group must sign up for the Spring concerts on Mr. Bjella’s board outside Room 344. Since performances include talking to audiences about the music being performed, all students signed up for Chamber Music must hand in outlines prior to their performances and do a run-through for Mr. Bjella or their coach. There will be a Chamber Music Jury at the end of the Spring semester.

### Extra-Curricular Ensembles

Students are free to form extra-curricular ensembles if rehearsals and performances do not conflict with curricular activities. Limited and responsible use of Music School facilities is available to such groups where such a conflict does not exist. In no case are the rehearsal halls (132P and 352P) to be used for rehearsals of extra-curricular ensembles without permission from the Music Office.

## **LANGUAGE PLACEMENT EXAMS & CREDITS**

When a student passes a language placement examination administered by the Language Department, the student is given advanced placement in that language and has satisfied that portion of the language requirement for our music degrees. However, the student does not receive credits for the exempted language courses and must still take electives outside of the music school to earn their required 30 non-music course units.

## **PROFICIENCIES—Sophomore Decision, Oral Competency and Recitals**

At Stetson, there are three requirements of music degrees that fall outside of the course work. These proficiencies are designed to measure overall knowledge and thoroughness of understanding in certain significant areas of music.

- 1. Sophomore Decision.** Upon completion of the second semester of sophomore-level applied major study, the student is examined by a faculty jury to determine eligibility for junior standing (“Sophomore Decision”). This jury is longer and more comprehensive than the normal jury and includes performance of learned repertoire, sight-reading, and other items of general musical knowledge. A positive simple majority vote by the committee will constitute a pass. A music major is not enrolled in “upper division” applied courses until a favorable Sophomore Decision has been recorded. The student will continue to enroll in MCA112 or MCA113 until the Sophomore Decision is passed. A student may not take a Sophomore Decision more than twice.
- 2. Oral Communication Competency.** The oral competency of each music major will be examined by a faculty committee during the third or fourth semester jury. At this time, each student will make a prepared oral presentation of approximately three minutes pertaining to the music performed (or another topic related to the performing area approved by the applied teacher). A positive simple majority vote by the committee will constitute a pass. Students may take the oral communication competency only once.  
Principal matters that are to be considered by the faculty are the following:
  - proper grammar
  - logical organization of materials

- clear and distinct speech
- effective stage presence

Those students who, in the judgment of the faculty, do not possess adequate skills in oral communication will be required to complete COMM 201 Public Speaking, prior to graduation.

### 3. **Recitals**

Bachelor of Music, Performance

A senior recital of 50 minutes of repertoire is required.

A junior recital of 25 minutes is required.

Bachelor of Music, Theory Major

A recital of 25 minutes in the student's performing area is required in the junior year. See NOTE.

Bachelor of Music, Composition Major

A 25-minute recital in the student's performing area in the junior year and a 25-minute composition recital in the senior year are required. See NOTE.

Bachelor of Music Education and Bachelor of Music with Elective Studies in an Outside Field

A senior recital of 25 minutes in the student's performing area is required. See NOTE.

Bachelor of Music with Elective Studies in an Outside Field – Digital Arts

A junior recital of 25 minutes in the student's performing area is required. A senior recital of Music Technology project and recital are required. See NOTE.

Bachelor of Arts, Music Major

A senior recital of 25 minutes in the student's performing area is required. This recital is in addition to the required Arts and Sciences senior project. See NOTE.

NOTE: Any student whose prescribed curriculum does not require a 50-minute senior recital is free to request permission to present such a program. The request should be in the form of a brief letter to the student's applied teacher prior to the applied jury the semester before the recital. If the teacher supports the request, he/she will make arrangements for a double-length jury and submit the request to the jury members. The jury renders the decision. The recital is also contingent upon the availability of an appropriate time in the University schedule.

**a. Junior Recital.** A student preparing for the junior recital must receive approval from the applied teacher as to recital readiness and the date of the performance. The 25-minute recital is held during performance class whenever possible; however, faculty with performance class in other than Douglas Lee Chapel can reserve time for junior recitals on Wednesdays between 5:30 and 7:00 p.m. Students are encouraged to find appropriate alternate venues for performance whenever possible.

The student is responsible for printing the program. The program should be presented to the teacher for proofing and approval. The student, with the teacher's approval, may choose to announce the program, with brief comments, in lieu of printing a program.

The student may publicize the recital in the student newspaper and with posters. The University Office of Public Relations will not handle publicity for junior recitals. The student may make arrangements to have the recital recorded; however, because of the large number of recitals held in Douglas Lee Chapel, the Recording crew will not be able to schedule recordings of junior recitals as part of their assigned duties.

#### **b. Senior Recital: Major Recital Regulations**

#### Recital Hearing

Before performing the recital, the candidate must present the entire program as it will be performed for a faculty screening committee or jury composed of three faculty members. The applied teacher, in the role of chair, will set the time and place of the hearing, based on the schedule of performers and the faculty committee. The hearing must be passed at least two weeks prior to the scheduled recital date; therefore, it is advisable to schedule the hearing at least three weeks ahead so that, in the event the student fails to pass the hearing, a second hearing is possible before the two-week deadline. A second hearing will consist of the same faculty committee as

the first. A third hearing will not be permitted during the same semester. Unanimous approval must be given, and publicity is not to be released until the hearing has been passed.

The student must read the Senior Recital Booklet, available in the front office, prior to the hearing and have discussed the information with his/her applied teacher. At the recital hearing, the student must present three hard copies of the entire program, including program notes approved by the applied teacher. Illegal copies of copyrighted music are not allowed at any time in the School of Music. Recital hearings and public recitals may not take place with the use of such copies.

Recital  
Scheduling

Senior Recitals are scheduled in the Office of the Dean in consultation with the applied teacher. This is accomplished by submitting the Teacher Approval Form. Evening recitals to be given in the Fall Semester may be scheduled beginning on the last Monday in April of the previous Spring. Recitals to be given during the Spring semester may be scheduled beginning on the first Monday in October.

Rescheduling

Specific recital dates will be posted on the bulletin board two weeks prior to these dates. The time of the recitals will be assigned in the Music Office when all Hearings for that day are completed. In all cases, there will be 15 minutes between senior recitals. Once recital dates have been put on the calendar, **THEY SHOULD NOT BE CHANGED** except for emergency or health reasons. Rescheduling can be accomplished only by obtaining a Change in Recital Date Form from Mrs. Brunning, room 125. This then must be approved and signed by the Applied Instructor, Associate Dean, Dr. Painter and Dean, Jean West. Therefore, it is extremely important that a date be chosen in careful consultation with the applied music teacher and collaborating musicians. Music Education students may not schedule their senior recital during their internship semester. **NO SENIOR RECITALS ARE TO BE PRESENTED DURING THE LAST TWO WEEKS OF THE FALL OR SPRING SEMESTERS.**

Add wording about not rescheduling for just not being prepared

Recording

Arrangement for recording of senior recitals is made by submitting a Recording Request Form to Dr. Stephen Robinson, Supervisor of the Sound Lab, at least one week in advance of the recital. There is a "Sound Lab" mailbox in the Music Office for this purpose.

Programs  
& Program  
notes

Take three copies of the approved program and notes to your hearing for committee approval. See the Senior Recital Booklet for specific program information. You must turn in a hard copy of the program to the Music Office and also e-mail it as a Microsoft Word attachment to Ms. Fulton at [jfulton@stetson.edu](mailto:jfulton@stetson.edu) within 24 hours after a successful hearing. All programs for recitals must be printed by the Music Office. One hundred copies will be provided free of charge. Senior recital program notes are to be prepared in collaboration with your studio teacher and you are responsible for printing your notes and translations which are not to be copied on the School of Music copy machine. It is also your responsibility to arrange for ushers to distribute the programs.

Publicity

Publicity for senior recitals is handled through the University Office of Public Relations and Communications (145 E Michigan Avenue). Students presenting recitals should present to that office the Senior Recital Publicity Release form by 4:00 p.m. on the day following successful completion of the hearing. **SENIOR RECITALS WILL RECEIVE NO PUBLICITY UNTIL STUDENTS HAVE PASSED THE HEARING.**

Rehearsals  
in the Chapel

Students must follow procedures for scheduling Senior Recital rehearsal times in Douglas Lee Chapel. A schedule sheet is posted on Monday morning of each week on the Presser Hall bulletin board (East end). Students may reserve evening rehearsal times with the following limitations:

<u>Full-recitals</u>	8-14 days preceding the recital, 1-1/2 hours; 1-7 days preceding the recital, 2-1/2 hours.
<u>Half-recitals</u>	8-14 days preceding the recital, one hour; 1-7 days preceding the recital, 1-1/2 hours.

A reasonable number of additional hours may be available on weekends. If there are special reasons for not being able to rehearse on evenings or weekends, see the Dean's Administrative Assistant.

Stage Crew

If special instructions are necessary for the stage crew, the student should complete the appropriate form and submit it to the stage manager one week prior to the recital. There is a Stage Manager/Stage Crew mailbox in the Music Office for this purpose.

Recital  
Etiquette

In order to focus attention on the musical performance and keep costs minimal for all students, the following guidelines have been established:

1. UNDER NO CIRCUMSTANCES will floral arrangements or other decorations be permitted on stage before, during, or after a recital.
2. The recital should not be preceded, interrupted, or followed by extraneous presentations of any kind.
3. Photographs are not permitted during the performance.
4. Encores are not allowed.
5. Dress for recitals should be tasteful. Costumes, excessive jewelry, low-cut gowns, colored tuxedos, etc. are inappropriate.
6. Receptions are not allowed in Music School facilities.

Students are asked to convey this information to family and friends to avoid potential embarrassment.

## **FUNCTIONAL KEYBOARD POLICIES**

Students in all music degrees take functional keyboard, a class designed to help students develop keyboard skills necessary to perform tasks required of musicians in any of the careers they may propose. Students will be placed into one of three sections, determined by their incoming keyboard facility. The first section is a two-semester course, the second is a three-semester course, and the third is a four-semester course. Students must enroll in Functional Keyboard every semester that the required course in a student's keyboard sequence is offered at Stetson until they have completed the required sequence.

## **AURAL TRAINING POLICIES**

Students must be enrolled in an aural training until they have completed MC 274. On the recommendation of the instructor, a student failing Aural Training may be allowed to:

- Drop the aural training course *prior to* the date referred to as the “last day to drop course without academic penalty,” **and**
- Enroll in MC 170: *Aural Training Review* – and attend the aural training class most recently passed. MC 170 is a 1.0-hour course that is graded pass/fail and is repeatable for credit. Upon completion of MC 170, the student will re-enroll in the aural training class most recently dropped.

## **MUSIC EDUCATION**

Graduates of the BME degree program, upon recommendation of the coordinator of music education and the director of student teaching, are certified by the State of Florida Department of Education to teach instrumental, vocal, and general music to grades K-12 in the public schools of Florida. Most teach either instrumental or choral-general music at the elementary, middle school/junior high, or high school level.

The music education curriculum at Stetson includes courses in the arts and sciences, professional education, music, and music education. Music education majors are required to present a senior recital. Entering freshmen and transfer students are required to take EDUC 265, Principles and Methods for Diverse Learning. All music education students are required to join the College Music Educators National Conference or the collegiate chapter of American Choral Directors Association and become immediate and active participants in the profession.

Elementary and secondary music education methods courses at Stetson provide for pre-student teaching field experiences. The Community School of the Arts also provides opportunities for teaching in applied areas and for assistance in Orff programs, Children's Choir, and String Project. All proficiencies and the senior recital must be completed before internship. Except for students interning in a fall semester, all classwork should be completed prior to internship.

During the first semester of the sophomore year, music education majors should apply in the Department of Education at Stetson for admission to teacher education. All students who apply for admission to the Approved Program must meet the requirements listed below.

### **Teacher Education Course Sequence**

#### **I. IN THE FIRST SEMESTER AT STETSON:**

- a. Join CMENC or ACDA, and maintain active membership through Stetson career.

Meet with the Director of Teacher Education during an EDUC 265 class session. You will:

1. discuss the online Undergraduate Teacher Education handbook. Read and return signed statement (at end of book) that you have read the handbook.
  2. complete application for admission to the Teacher Education Program.
  3. submit a copy of your Music School Check Sheet (found in your Music Student Handbook) AND the Planned Program Sheet, which indicates when Education courses are planned in your curriculum, to the Undergraduate Office in Davis Hall. This planned program of study will be confirmed/updated/modified each year in your regular communication with the Director of Teacher Education.
- b. Become familiar with the requirements for admission to the Approved Teacher Education program (requirements listed in the Undergraduate Handbook).

## II. IN THE SECOND SEMESTER AT STETSON:

- a. Check your SAT or ACT scores. If you have not earned an acceptable score, you MUST make an appointment to see the Director of Teacher Education this semester.
- b. When you receive your Planned Program from TE, check it for changes. If there are no changes you are required to return it to the Undergraduate Education office via campus mail or hand deliver. If there are changes in your planning OR if your Planned Program sheet has a note indicating a required visit, you will see the Director of TE during advising week. This procedure will be repeated every semester until graduation.
- c. Note: Beginning this semester, you will join all music education majors in a once-a-semester meeting with Teacher Education faculty. This meeting will be called on a Friday noon, early in the semester.

## III. IN THE SOPHOMORE (OR SECOND) YEAR AT STETSON:

- a. Take the General Knowledge (GK) portion of the Florida Teacher Certification Exam. This test is offered only four times a year, and you need to sign up significantly in advance. \* Applications are available in the Music Office and the Undergraduate Office in Davis Hall.
- b. You must be approved for the Teacher Education program before you enroll in either MC354 or MC351, called "Transition Point Courses." Since these courses will be taken in the Junior year, you must meet all necessary requirements before then. Please take responsibility for becoming familiar with these requirements, which are listed in the Undergraduate Handbook.

## IV. IN THE JUNIOR (OR THIRD) YEAR AT STETSON:

- a. You must now have been approved for the TE program at Stetson in order to proceed in 300-level music education courses.
- b. During the Fall semester, apply to take the Professional Education and Subject Area (SAE) portions of the Florida Teacher Certification Exams in the Spring semester (on the same day). Like the GK test, these are offered four times a year and require significant advance registration. \*
- c. Become familiar with the requirements needed for admission to student teaching (requirements listed in Undergraduate Handbook).

## V. PREPARING FOR YOUR INTERNSHIP:

- a. You must attend two meetings in the Department of Teacher Education prior to your internship. At the first required meeting, your placement packet will be discussed. At the second required meeting, you will receive your internship placement.
- b. If you plan to intern in the Fall semester, the first meeting will be in November of the previous Fall semester, and the second meeting will be in April of the previous Spring semester.
- c. If you plan to intern in the Spring semester, the first meeting will be in April of the previous Spring semester, and the second meeting will be in November of the previous Fall semester. Notices are posted in Presser and Davis Halls.
- d. Placement packets are always due the semester prior to student teaching. For example, if you plan to intern in the Fall semester, your placement packet is due in mid-January of the previous Spring semester. If you plan to intern in the Spring semester, your packet is due in mid-September of the previous Fall semester.
- e. All requirements for internship listed in the Undergraduate Handbook, must be met before you will be permitted to student teach; exceptions and extensions are not appropriate or acceptable.





## **FACILITIES**

### **PRESSER HALL**

The University has provided excellent facilities for the School of Music in Presser Hall and McMahan Hall and it is important that each of us treat the building and its equipment with respect. There is no excuse for thoughtless abuse. The cooperation of everyone is urgently sought.

**SMOKING IS NOT ALLOWED IN PRESSER HALL, IN THE PATIO OF PRESSER HALL, OR WITHIN 10 FEET OF THE ENTRANCES.**

Guard Your Valuables. Students and faculty members are urged to leave nothing valuable “lying around”—especially in the hallways and practice rooms. Instruments should remain in lockers when not in use; bicycles should be locked.

Building Hours – When school is in progress, Presser Hall is open from 7:00 a.m. until 1:00 a.m. each day. During holidays and between sessions, the building is open from 8:00 a.m. to 8:00 p.m.

Music Office – The Music Office houses the Offices of the Dean, the Administrative Assistant, and the Music Secretaries. The office is located on the East Side of the first floor. Students needing information of any kind or wishing to see the Dean or her Assistant should inquire at the information window. The office is open 8:00 a.m. to 4:30 p.m. weekdays.

Bulletin Board – Important announcements will be posted on the bulletin board in the north corridor of the first floor. Students should check this board daily.

Lockers – Lockers are available throughout the building and may be rented at a cost of \$2. Miss Fulton in the Music Office will assign lockers. Students must provide their own locks. At the end of each academic year, lockers must be emptied, and locks must be removed.

Practice Rooms – Students should not leave personal belongings (including instruments, organ shoes, music, etc.) in practice rooms.

Pianos – The grand pianos on the third floor are provided for the use of piano majors and principals. Other students requiring the use of a piano should use other practice rooms. All pianos that have Damp-chasers (indicated by a power cord going into the piano) should be plugged in at all times.

The practice organs are for the use of those students registered for organ lessons. Other students are not permitted to use these instruments.

Use of the Harpsichords – The School of Music owns three harpsichords of high quality, and their use is strongly encouraged for the performance of baroque music. The University Organist has been assigned the responsibility for oversight of these instruments and should be contacted if there is the need to move them. Those individuals permitted to perform on the harpsichord are faculty members and those students who have studied harpsichord. The performer will tune the instruments before rehearsals and performance, if possible, or by a piano technician.

Student Lounge – This lounge has been furnished for student use and is located in Room 345. Students are asked to take care that the furnishings remain usable. Individual practice is not allowed in the lounge.

Food – Generally, the only room in Presser Hall or McMahan Hall in which food can be served is Presser 132. No food or drink (other than water) is permitted in any classrooms or rehearsal rooms other than P132.

Presser Hall Parking lot – the Presser Hall Parking Lot is reserved for faculty/staff only. If you are caught parking in this lot, you will get a ticket.

### **H. DOUGLAS LEE CHAPEL**

Care must be taken in the scheduling of H. Douglas Lee Chapel since it is also used by other organizations on campus. All questions are to be referred to the Administrative Assistant to the Dean.

1. Most music events are scheduled prior to the beginning of each semester and appear on the master calendar.
  - a. Concerts and recitals
  - b. Special ensemble rehearsals
  - c. Performance classes
  - d. Recital hour
2. Organ lessons and regular practice hours are scheduled through the organ professor at the beginning of each semester. This faculty member informs the Music Office of the times selected.
3. Practice times for students performing on the Thursday Student Recital are established as 12:00 to 3:00 p.m. on Wednesdays. Students sign for times at the Music Office window.
4. Evening and weekend practice hours are available for additional organ practice and for faculty and student preparation for recital appearances. A list of available times is posted each week on the East End of the bulletin board. Students may reserve day or evening rehearsal times with the following limitations: 8-14 days preceding the recital, one hour per week; 1-7 days preceding the recital, two hours per week. A reasonable number of additional hours are available on weekends. Priority is given to those who have reserved times in advance according to these established procedures. Faculty will not preempt these scheduled times without prior consultation with those who have reserved the hall in advance.

### **MUSIC/THEATER REHEARSAL HALL**

The Stetson Opera Theater Rehearsal Hall is located in Cummings Gym. Opera rehearsals may be held in this facility as well as McMahan and Presser room 132.

### **HOLLIS CENTER**

Movement classes are held in this facility.

### **MULTIMEDIA LABORATORY AND MUSIC STUDIO**

Music Technology and Digital Arts classes are held in the Davis Multimedia Lab and the Music Studio, Flagler Hall. The Multimedia Lab is available for lab work when it is not in use by classes. Available hours are posted by the door.

### **MUSIC LIBRARY**

Beginning in Fall 2011, all music instructional library materials—cds, dvds, lps, reference materials, books, and scores—will be housed in the DuPont Ball library. With the exception of reference material and collected edition scores, all materials are available for check out by students. Access to information on the library holdings is available online at <http://cat.stetson.edu/>

Additional online resources, including Oxford Music Online (a reference toll including the Grove Dictionary), listening services (Naxos and Classical Music Library) and other, may be found at the address below.  
[http://www2.stetson.edu/library/databases\\_music.php](http://www2.stetson.edu/library/databases_music.php)

### **INSTRUMENT SECURITY POLICY**

Applied instructors will be responsible for checking in and out University-owned instruments to students in their studios. Each instrument will be checked in to the applied instructor at the end of each semester. Should the student wish to keep the instrument between Fall and Spring terms or over the Summer break a security deposit (determined by the value of the instrument, with \$100.00 minimum) will be paid by the student to the School of Music.

At the end of each semester, the applied instructor will notify the Music Office of those students who have not checked in their instruments. Those who have not will receive an “I” or “F” in the course for which the instrument has been checked out (applied lesson, ensemble, or Instrumental Techniques) which will be changed to the appropriate grade when the instrument is returned. If the instrument is not returned by the first Monday after final exams, the student will be assessed the cost of the instrument plus a \$25 processing/handling charge. If the instrument is returned in good repair after the deadline, the instrument charge will be dropped but the processing/ handling charge will still be due.

## **ENSEMBLE MUSIC SECURITY POLICY**

Each ensemble conductor will be responsible for checking in and out University-owned music to students in their ensembles. At the end of each semester, students who have not turned in their music will receive an “I” or “F” in the ensemble, which will be changed to the appropriate grade when the music is returned. If the music is not returned by the first Monday after final exams, the student will be assessed the cost of the scores plus a \$15 processing/handling charge. If the music is returned in good shape, the music charge will be dropped but the processing/handling charge will still be due.

## **CONCERTO COMPETITION**

1. The Concerto Competition will be open to all Juniors and Seniors enrolled in Stetson University during the semester of the competition.
2. The date of the competition will be set at the spring calendar meeting.
3. There will be at least three judges from outside the school of music. The Conductor will not vote and will only participate as an advisor in case of a tie.
4. Students must clear their concerto with the Conductor before they begin working on it in order to determine whether the University Orchestra will be able to perform it. All students will provide the Conductor with an orchestra score (personal copies, library copies, or perusal scores are all acceptable) in order to determine factors that will allow for proper performance (such as instrumentation, degree of difficulty, etc.) after approval, students must submit completed Concerto Competition Entry forms by the posted deadline prior to the competition. Students will be assigned a time for the day of the competition by lottery.
5. Voting shall be in the following manner:

Each member of the jury shall mark a ballot for each student according to the following scoring system:

16-20 points	comparable to the best undergraduate student performances anywhere in the United States.
11-15 points	comparable to the average undergraduate student concerto performance.
6-10 points	comparable to below average student concerto performance.
1-5 points	below acceptable for concerto performance.

Tabulation procedure:

- The votes will be averaged.
  - The two students with the highest scores will be declared winners. (The Jury reserves the right to declare fewer than two winners.)
  - Balloting will be based on performance at the audition, not on expectation of possible performance at a later date.
  - The orchestra conductor shall place the winners on the remaining concerts of the season according to programming needs.
  - A student’s performance in the competition should not exceed 15 minutes’ duration without permission of the conductor.
6. Past winners of the competition are ineligible to compete again.

## **GIFFIN COMPETITION**

Students and friends of Harold M. “Prof” Giffin, former Choral Director at Stetson, have established an endowed scholarship fund, which makes an award available each year to a voice student in the School of Music at Stetson University. The recipient is chosen by means of a competition.

The rules for this event are as follows:

1. Eligibility
  - a. A student must be enrolled as a voice major in the School of Music.
  - b. A student must be enrolled in Applied Voice Course and have passed the Sophomore Decision.
  - c. A student must have the permission of his/her voice instructor.
  - d. A student must submit a Request to Perform at least two weeks prior to the event. This form will include the names of the pieces to be performed, performance times, the name of the accompanist, and the signature of the voice instructor.
2. Competition

- a. The student must perform two compositions in different languages.
  - b. The judges for the event will be three musicians from off campus chosen by the voice faculty.
3. Winner
- a. The winner will be announced at the end of the competition.
  - b. The award will be available to the winner in the fall of the following year to be applied to the costs involved in attending Stetson as a music major.
  - c. It is a Stetson tradition that the winner will perform at Baccalaureate at the conclusion of the year in which he/she has held the Giffin Scholarship.

## **OTHER PROGRAMS**

Artists and Lecturers Series: The University sponsors a series of programs featuring renowned individuals in a wide variety of fields from across the country. Music students are encouraged to attend these events and are given credit toward the Concert/Recital/Cultural Event attendance requirement. A committee of faculty members and students coordinates these programs.

Friends of the School of Music: The School of Music is fortunate to have a large number of “Friends” who support our programs by their attendance at concerts and recitals and by their gifts. Those who make such gifts become members of the Friends of the School of Music organization. The School is deeply indebted to these “Friends.” They make it possible for us to offer a high quality program.

The Community School of the Arts: This outreach program of the School of Music began in 1985 with the aim of providing musical and artistic opportunities to community members of all ages and levels of ability, while offering teaching experience to University Music Students.

Programs offered include:

- Orff-Schulwerk Classes
- Class Guitar and Recorder
- Dance
- Individual Lessons
- Children’s Choir
- Youth String Chamber Orchestra
- Children’s Summer Choral Camp

Teachers in the School include Stetson students and faculty, as well as community professionals.



## ORGANIZATIONS

Pi Kappa Lambda: Pi Kappa Lambda is a national music honorary fraternity whose membership is open to juniors, seniors, and faculty by invitation only. Its members host the end-of-the-year Music Dinner, at which time new members are announced and outstanding freshmen and sophomores are named.

Collegiate Music Educators National Conference (CMENC): CMENC is an organization of students who are preparing for the music education field. Its regular meetings include guest speakers and other programs of interest to those interested in teaching. Those students in Music Education are required to join this organization and take part in its activities.

Society of Composers, Inc. Student Chapter: The Stetson Society of Composers, Inc. (SCI) Student Chapter was formed in 1995 and is affiliated with the International SCI. The Stetson Student SCI's goal is to provide a forum in which to perform, discuss, and promote the composition of new music. Students are eligible to participate in regional, national, and international conferences and competitions, and to submit original scores for possible publication, recording, and performance. Membership is open to all Stetson students.

Student American Choral Directors Association (ACDA): The Stetson University Chapter of the American Choral Directors (ACDA) was formed in 1996 with twenty-six charter members. The chapter is an integral part of the National ACDA and takes part in all state, divisional and national functions and conferences. Members receive all Divisional and National publications. Among the purposes of the chapter is to help foster and promote choral singing, which will provide artistic experiences for all participants. Membership is open to all students with an interest in the choral arts.

Student Advisory Council: This organization of students of the School of Music exists to keep lines of communication open between the student body and the administration. At its regularly scheduled meetings, members discuss items of interest among the students and relay significant information to the Dean of the School of Music. Elections are held each Fall and results will be posted on the bulletin board.

Sigma Alpha Iota: In 1990, women involved in music at Stetson established a chapter of this international fraternity for women in music, to build a sense of sisterhood and philanthropy through which they could better support the advancement of music and the goals of the School of Music.

Phi Mu Alpha Sinfonia: This professional music fraternity for men has established a chapter on campus. Its purposes are to enhance and promote the highest level of creativity, performance, education, and research in music.

## GRANTS AND SCHOLARSHIPS

Through the generosity of a number of friends and alumni of the School of Music, we are able to offer scholarships to talented and needy students, both Music majors and others.

Martha L. Bennett Music Scholarship  
Vivian and Harry Boureau Family Endowed Scholarship  
Reverend Dr. G. Roy & Olive S. Bragg Scholarship  
Clark Endowed Scholarship Fund  
Earnest & Katie Cochran Murphy Endowed Scholarship  
Tippen Davidson Endowed Scholarships  
Harry C. Garwood Endowed Scholarship  
Gee Endowed String Music Scholarship  
Barron String Orchestral Endowed Scholarship  
Professor Harold M. Giffin Scholarship Fund  
Gilliland Scholarship  
Marion J. Givens Scholarship  
Chris Harkins Memorial Scholarship  
David H. Harshaw Endowed Scholarship  
Helen J. Kaiser Endowed Scholarship  
Mattie M. Kelly Musical Education Scholarship  
Erwin A. & Nathalie A. Krause Endowed Scholarship  
Elizabeth E. Larsen Scholarship  
Elizabeth B. McGraw Foundation Scholarship  
Presser Foundation Scholarship  
Roepke Endowed Scholarship  
Anna and Charles Salisbury Endowed Scholarship  
Frances and Dr. David Schafran Memorial Scholarship  
Richard Simms Memorial Fund  
Tinsley Endowed Scholarship  
Harold and Mabel VanNatta Scholarship  
Merridy Williams Memorial Flute Scholarship  
Edmund R. & Victoria Wirths Scholarship  
Yaxley Memorial Scholarship  
Techla M. Miller Endowed Memorial Scholarship  
Ruth H. Meinecke Endowed Scholarship  
Schmidt-Fix Scholarship  
Olive Tawney Rosa Endowed Scholarship  
Ralph B. Sorensen Endowed Scholarship  
Brenda Carole Jones Brown Endowed Organ Scholarship  
Frances Buxton Violin Scholarship  
ConMur Scholarship  
Chauncey and Lois Hon Johnson Scholarship  
Lenvil Dicks Endowed Music Scholarship  
Marion and George Fronk Endowed Music Scholarship  
Dr. Milton O. Jones Endowed Scholarship in memory of "Prof" Giffin  
Weekley-Arganbright Scholarship

Students who have not received scholarships may apply for future years. Students who have received scholarships since freshman entry need not apply again and generally retain their full scholarship award for four years. Students with transfer credit from other institutions and students seeking to extend their schedule beyond four years should contact Financial Aid regarding the number of years that their scholarship will be available. Students whose work (class, ensemble or performance) is particularly exceptional may qualify for additional scholarship, and students whose work (class, ensemble or performance) is not up to the standards expected by the School of Music faculty may have their scholarship reduced or eliminated. All increases or reductions in scholarship amounts occur between the spring and fall semesters, and requests are to be made to the dean's office from the principal studio professor.

## FACULTY LIST 2011 - 12

Name	e-mail	Ext.	Room	
Ann Adams	<a href="mailto:aadams@stetson.edu">aadams@stetson.edu</a>	7504	108	Oboe, Woodwind Techniques, Chamber Music
Bobby Adams	<a href="mailto:badams@stetson.edu">badams@stetson.edu</a>	8951	104M	University Symphonic Band, Music Education, Conducting
Jesus Alfonzo	<a href="mailto:jalfonzo@stetson.edu">jalfonzo@stetson.edu</a>	8944	211	Viola, Chamber Music, Music History
Jim Bishop	<a href="mailto:Bishopj@brevard.cc.fl.us">Bishopj@brevard.cc.fl.us</a>	8950	349	Saxophone, Chamber Music
David Bjella	<a href="mailto:dbjella@stetson.edu">dbjella@stetson.edu</a>	8967	344	Cello, Chamber Music Coordinator, String Techniques
Kristie Born	<a href="mailto:kborn@stetson.edu">kborn@stetson.edu</a>	8989	305	Accompanying Coordinator, Opera, Functional Keyboard
Rob Brame	<a href="mailto:rbrame@stetson.edu">rbrame@stetson.edu</a>	IT	IT	Music Technology
Jane Christeson	<a href="mailto:mchrste@stetson.edu">mchrste@stetson.edu</a>	8954	212	Voice, German Diction, Song and Opera Lit
Amy Crane	<a href="mailto:alcrane@mindspring.com">alcrane@mindspring.com</a>	8982	333	Piano, Accompanying, Aural Training
Manuel de Murga	<a href="mailto:mdemurga@stetson.edu">mdemurga@stetson.edu</a>	8983	205	Composition, Orchestration & Arranging
Russell Franks	<a href="mailto:rfranks@stetson.edu">rfranks@stetson.edu</a>	8952	355	Voice, Opera
Shannon Groskreutz	<a href="mailto:sgroskre@stetson.edu">sgroskre@stetson.edu</a>	8884	209	Music Theory
Matt Haakenson	<a href="mailto:mhaakens@stetson.edu">mhaakens@stetson.edu</a>	8883	119	Music Theory
Ashley Heintzen	<a href="mailto:ahainte@stetson.edu">ahainte@stetson.edu</a>	8981	307	Bassoon
Sydney Hodkinson	<a href="mailto:shodkinson@cfl.rr.com">shodkinson@cfl.rr.com</a>	8988	329	Composition
Anthony Hose	<a href="mailto:ahose@stetson.edu">ahose@stetson.edu</a>	8963	130	Orchestra, Conducting, Chamber Orchestra
Boyd Jones	<a href="mailto:bjones@stetson.edu">bjones@stetson.edu</a>	8955	128	University Organist, Organ, Harpsichord, Music Theory
Grace Kang	<a href="mailto:gkang@stetson.edu">gkang@stetson.edu</a>	8872	332	Horn, Horn Ensemble,
Marja Kerney	<a href="mailto:mkerney@stetson.edu">mkerney@stetson.edu</a>	8686	108 M	Percussion, Percussion Ensemble
Janis Kindred	<a href="mailto:jkindred@stetson.edu">jkindred@stetson.edu</a>	8964	201	Music Theory
Routa Kromovitch	<a href="mailto:rkroumov@stetson.edu">rkroumov@stetson.edu</a>	8977	208	Violin, Chamber Music, Symphony and Chamber Lit
Andrew Larson	<a href="mailto:alarson@stetson.edu">alarson@stetson.edu</a>	8971	110	Choral Activities, Conducting
Lloyd Linney	<a href="mailto:llinney@stetson.edu">llinney@stetson.edu</a>	8985	350	Voice, French Diction, Aural Training
Thomas Macklin	<a href="mailto:tmacklin@stetson.edu">tmacklin@stetson.edu</a>	8988	329	Trumpet, Brass Ensemble, 20 <sup>th</sup> C Jazz
Craig Maddox	<a href="mailto:cmaddox@stetson.edu">cmaddox@stetson.edu</a>	8966	214	Voice, Diction, Hollis Voice Lab, Opera
Susan McQuinn	<a href="mailto:smorr@netzero.net">smorr@netzero.net</a>	7507	332	Flute, Flute Choir
Tammy Miller	<a href="mailto:tmiller2@stetson.edu">tmiller2@stetson.edu</a>	8887	309	Functional Keyboard, Piano, Accompanying
Rebecca Mitchell	<a href="mailto:rmitchel@stetson.edu">rmitchel@stetson.edu</a>	Hollis	Hollis	Movement
Nandkishor Muley	<a href="mailto:nandu.santur@gmx.net">nandu.santur@gmx.net</a>	N/A	N/A	Indian Music
Lynn Musco	<a href="mailto:lmusco@stetson.edu">lmusco@stetson.edu</a>	8953	206	Clarinet, Clarinet Choir, Chamber Music
Noel Painter	<a href="mailto:npainter@stetson.edu">npainter@stetson.edu</a>	8899	120	Associate Dean, Coordinator of Theory Program
Edit Palmer	<a href="mailto:epalmer@stetson.edu">epalmer@stetson.edu</a>	8974	311	Piano, Aural Training
Milburn Price	<a href="mailto:smprice@samford.edu">smprice@samford.edu</a>	8965	107	Interim Director of Choral Activities
Mollie Rich	<a href="mailto:mrich1@stetson.edu">mrich1@stetson.edu</a>	8968	340	Voice
Michael Rickman	<a href="mailto:mrickman@stetson.edu">mrickman@stetson.edu</a>	8972	207	Piano, Piano Literature
Patrice Robinson	<a href="mailto:probinso@stetson.edu">probinso@stetson.edu</a>	7383	100 F	Career Skills
Stephen Robinson	<a href="mailto:srobinso@stetson.edu">srobinso@stetson.edu</a>	8973	213	Guitar, Guitar Ensemble
David Schmidt	<a href="mailto:dschmidt@stetson.edu">dschmidt@stetson.edu</a>	8949	101M	Trombone, Euphonium, Brass Ensemble, Brass Techniques
Ann Small	<a href="mailto:asmall@stetson.edu">asmall@stetson.edu</a>	8976	215	Music Education
Tom Waid	<a href="mailto:twaid@cfl.rr.com">twaid@cfl.rr.com</a>	7506	102M	Tuba
Jean Wald	<a href="mailto:jwald@stetson.edu">jwald@stetson.edu</a>	8958		Music Librarian
George West	<a href="mailto:gwest@stetson.edu">gwest@stetson.edu</a>	8996	348	Jazz Ensemble, Improvisation
Jean Ohlsson West	<a href="mailto:jwest@stetson.edu">jwest@stetson.edu</a>	8960	125A	Dean
John Wieland	<a href="mailto:jaxbass@bellsouth.net">jaxbass@bellsouth.net</a>	8980	103	Double Bass
Nathan Wolek	<a href="mailto:nwolek@stetson.edu">nwolek@stetson.edu</a>	8987	116F	Music Technology, Digital Arts

## STUDENT ADVISORY COUNCIL CONSTITUTION

### ARTICLE I: Name

The name of this organization shall be the Student Advisory Council of the School of Music of Stetson University.

### ARTICLE II: Purpose

The purpose of the Student Advisory Council of the School of Music of Stetson University (henceforth called the Advisory Council) shall be to: 1) foster discussion about, 2) suggest improvements in, 3) present student opinion on, and 4) propose changes in any aspect of student life in the School of Music of Stetson University.

### ARTICLE III: Membership

- Section 1: Membership on the Student Advisory Council shall be composed of the President, Vice President, Secretary, and representatives elected from and by the following areas: Vocal Performance, Orchestral Instrument Performance, Keyboard/Organ Performance, Guitar Performance, Theory and Composition, Music Education – Vocal, Music Education – Instrumental, Music Major with Emphasis in an Outside Field, Music Technology, and a Freshman/Transfer Student Representative. The membership shall not exceed 13 members representing each major offered at the Stetson School of Music, unless university officials add or remove a major.
- Section 2: In order for an area to be represented on the Advisory Council, that area shall have at least five students enrolled at the time of election.
- Section 3: Each representative shall represent and be elected by only one area.
- Section 4: Each representative shall have and maintain a cumulative GPA of not less than 2.0 during his/her term of office and be enrolled as a full-time student.
- Section 5: Each representative shall have officially declared the area he/she is representing as his/her major or principal.
- Section 6: The term of office shall be one year.

### ARTICLE IV: Officers

- Section 1: The President shall; 1) chair the meetings of the Advisory Council, 2) vote only in case of a tie, 3) appoint a representative-at-large to the Advisory Council for any area which has failed to elect one, 4) meet with the Dean of the School of Music, or appoint a committee to do so, in order to discuss any matter deemed necessary by the Advisory Council, 5) represent the Student Body of the School of Music on the Board of Advisors for the School of Music as may be appropriate and so requested, and 6) act as a spokes-person for the Student Body of the School of Music with the advice and consent of the Advisory Council.
- Section 2: The President shall during his/her term of office: 1) be a candidate for either the Bachelor of Music, Bachelor of Music Education, or Bachelor of Arts (Music) degree; 2) have and maintain a cumulative GPA of no less than 2.5; 3) be enrolled as a full-time student; 4) be a junior or senior.
- Section 3: The Vice President shall during his/her term of office: 1) perform the duties of Treasurer for the Advisory Council, 2) assume the duties of the President in his/her absence, 3) succeed to the Office of President in the event that the President resigns or is otherwise removed from office, 4) have and maintain a cumulative GPA of no less than 2.5. and 3) be enrolled as a full-time student.

### ARTICLE V: Meetings

- Section 1: The Advisory Council shall conduct its meetings according to Robert's Rules of Order and hold no less than one meeting per month. A quorum of a majority of the membership shall be required for a vote. There shall be a 24 hour notice given before all meetings.
- Section 2: The Advisory Council may appoint committees from outside the Council if the said committees are chaired by a Council member.

### ARTICLE VI: Committees

- Section 1: The Advisory Council may appoint committees from outside the Council if the said committees are chaired by a Council member.
- Section 2: A standing committee shall exist to produce a School of Music Newsletter. This committee will be chaired by an Advisory Council member or an ex-officio member that shall be appointed by the President.

ARTICLE VII: Elections

- Section 1: Elections for the President, Vice President, Secretary, and the representatives, except for the First Year representative, shall be held in the last full calendar month of the spring semester at a time determined by the Advisory Council and according to the manner established by the Constitution of the Commonwealth of Students of Stetson University.
- Section 2: The election of the First Year representative shall be conducted according to the manner stated in Section 1 above, except that the election shall be held at the beginning of the fall semester.
- Section 3: The President-elect shall hold at least one organizational meeting before the end of the spring semester.

ARTICLE VIII: Impeachment and Removal of Members

- Section 1: In the event of a need for the impeachment and removal of the President, it shall be handled in the following manner: to initiate the process, a petition calling for the removal of the President, signed by one third of the Advisory Council, shall be submitted to the Vice President. The Vice President shall immediately take over the chair from the President, ask for deliberations from the floor and, after giving the President time to state his/her defense, the Vice President shall then call for a vote after asking the President to leave the room. Only one recorded vote shall be taken. Removal shall require a two-thirds majority vote of the membership of the Advisory Council.
- Section 2: If for any reason the President is removed from office, the Vice President shall succeed to the office of President then shall schedule an election for a new Vice President according to the manner stated in Article VIII, Section 1 above except that the election shall occur immediately upon the vacancy of the position.
- Section 3: Impeachment and removal of the Vice President shall be handled in the same manner as described in Section 1 above except that the petition shall be submitted to the President.
- Section 4: The President shall call for the expulsion of any officer or representative who has missed three regular meetings in a semester without an excuse approved by the Advisory Council, or when an officer or representative is guilty of any impeachable offense. Expulsion shall require the approval of two-thirds of the membership of the Advisory Council. Each event officially sponsored by the Advisory Council shall be considered as a meeting.
- Section 5: In the event of the expulsion of any officer or representative, the President shall appoint his/her replacement to the vacant position, until the next scheduled election, with the approval of two-thirds of the membership of the Advisory Council.

ARTICLE IX: Amendments

Any member of the Advisory Council may propose an amendment to the Constitution. A proposed amendment shall be read at each of two consecutive meetings. Voting on said amendment shall take place after the second reading. In order to be ratified, a proposed amendment shall be approved by two-thirds of the membership of the Advisory Council. This Constitution may also be amended by a petition of fifty students in the School of Music and 60% of the students voting in a general School of Music election.

ARTICLE X: Ratification

This constitution shall be ratified upon the approval of the present Advisory Council, the Dean of the School of Music, a majority of the students voting in a general School of Music election, and the Student Affairs Committee of Stetson University.

ARTICLE XI: Bylaws

The Advisory Council shall, by two-thirds vote, enact suitable bylaws as it may deem necessary and wise.