



Department of Music
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Music Handbook

Introduction

The purpose of this handbook is to provide music students and faculty with essential information pertinent to their tenure and success at UAH. This handbook and the policies and procedures described herein should not be considered a comprehensive policy document. Rather, the document is intended to be one of many resources available to students and faculty in directing the academic and artistic mission of the Department of Music at UAH.

Although the handbook intends to reflect current policies and rules of the Department of Music, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. Moreover, the Department of Music reserves the right in its sole discretion and at any time, to modify any policy or procedure set forth in this handbook and to make any other changes it deems necessary or appropriate.

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The Department of Music at UAH

Overview

Mission Statement

The Department of Music at the University of Alabama in Huntsville seeks to provide a program of superior quality, where all students are given the opportunity to experience music as an

academic discipline and as an art form. Its academic courses foster in students an understanding of music as an art and the appreciation of the best in music literature in order to enhance and enrich their lives. Its ensembles and performance-related curricula expose students to the artistic and communicative values of music.

The Faculty of the Department of Music strives to provide leadership in artistic endeavors as well as cultural enrichment within the academic community and the participation in regional, national, and international forums.

Music Department Contacts

Ms. Shannon Womack, Music Office Manager: 256-824-6436; shannon.womack@uah.edu

Mr. Ronald Guthrie, Arts Coordinator and Accompanist: 256-824-2717; ron.guthrie@uah.edu

Mr. Matthew Westmeyer, Facility Manager: 256-824-2835; matthew.westmeyer@uah.edu

Dr. Royce Boyer, Professor Emeritus and Piano Technician:

Music Department Telephone: 256-824-6436; music@uah.edu

Music Department Fax: 256-824-6411

Faculty Contacts

Dr. C. David Ragsdale, Professor and Chair: 256-824-2583; dave.ragsdale@uah.edu

Dr. Carolyn Sanders, Professor: 256-824-2580; carolyn.sanders@uah.edu

Dr. Melody Ng, Assistant Professor: 256-825-2579; melody.ng@uah.edu

Dr. Matthew Carey, Assistant Professor: 256-824-2581; matthew.carey@uah.edu

Dr. Joshua Burel, Assistant Professor: 256-824-2104; joshua.burel@uah.edu

Dr. Amalia Osuga, Visiting Assistant Professor: 256-824-3302; aao0009@uah.edu

Ms. Johnna Doty, Lecturer: 256-603-9103; johnna.doty@uah.edu

Website

Additional information may be found on the Music Department's Web Page: www.uah.edu/music

Student Advisory Committee

The student advisory committee serves as a liaison between the student body and the music faculty. The committee is comprised of student representatives from each class and instrument area. The SAC meets monthly with the Chair of the Department of Music to convey and communicate important initiatives and information for students and faculty of the Department of Music.

Resolution of a student's grievance shall begin with the University official whose decision is being appealed. If the problem cannot be resolved at this level, the matter may be pursued through the appropriate administrative chain. For academic appeals (see Section 5.19 of the Student Handbook), this chain is the faculty member, the department chair, the dean of the college (or director of the division), and the Provost, in that order. For non-academic appeals, this chain is the director of the department and then the appropriate vice president. Appeals are always submitted in written form. All students, faculty, and staff are able to submit a General Complaint to the Dean of Students Office via Charger 360. Complaints are received by the staff

of the Dean of Students Office and shared with the appropriate department for their review and response.

Evolution of Music in Huntsville

Music, UAH, and Huntsville, Alabama, the “rocket city,” have shared a common history and parallel evolution since the earliest days of the US space program.

When Wernher von Braun and his team moved to Huntsville, Alabama in 1950, they found lush surroundings and agreeable weather in this cotton mill town with a population of some 16,000. While their professional lives were dedicated to realizing visions of flights into space, many of them were skilled amateur musicians who shared a deep-seated passion for classical music.

That same year, academic programs were initiated at the (soon to be) University of Alabama in Huntsville, evolving to bona fide degree programs by 1963. Astonishingly, Music study – one of the first academic programs at UAH - began in the Fall of 1966, three years before the school became an independent university within the Alabama system in 1969.

Since that time, the Department of Music at UAH has played a seminal role in the development of other notable arts organizations in Huntsville: The Huntsville Symphony Orchestra and the Huntsville Chamber Music Guild, both of which held some of its earliest rehearsals and concerts on the campus of UAH. As UAH, the HSO, and the HCMG emerged as major forces for the arts and sciences in Huntsville, the city of German science immigrants likewise experienced a cultural and intellectual renaissance which has continued to dominate its profile to present day.

In addition to its reputation as the “rocket city,” and its prevalent research identity in aerospace, propulsion, defense, and genetics, it is also a thriving cultural center of Alabama with hundreds of nonprofit arts organizations spanning music, art, and theatre disciplines. Meanwhile, the Department of Music at UAH has earned accreditation with the National Association of Schools of Music, introduced eight degree programs in Music, and granted hundreds of music degrees to alums who have gone on to top graduate schools, or are working in the music profession around the world in churches, schools, and professional orchestras.

In 2017, the nonprofit arts and culture industry in Huntsville/Madison County generated \$89.9 million in annual economic activity, supporting 3,073 full-time equivalent jobs and generating \$6.6 million in local and state government revenues. This is according to the Arts & Economic Prosperity 5 national economic impact study, the most comprehensive economic impact study of the nonprofit arts and culture industry ever conducted in the United States. The study was conducted by Americans for the Arts, the nation’s leading nonprofit organization for advancing the arts and arts education.

Music Building Facilities

Overview and Physical Description of the Facilities

The Department of Music occupies the entire two-story west side of Roberts Hall, as well as the first two floors of the east side, plus a piano lab on the first floor of Morton Hall. The west side houses faculty studios, a teaching classroom, practice rooms, two recording studios, and the Roberts Recital Hall. The east side houses the Music Administration office, faculty studios, as well as choral, instrumental and chamber music rehearsal facilities. The Music Library, which includes scores, is housed in the university's Salmon Library, which also makes listening stations available with online access to the Classical Music Library.

Practice Rooms

The 12 Practice rooms at UAH are each equipped with an regularly-maintained upright piano and acoustic baffling. The practice rooms are available to all students at UAH, with a priority given to students enrolled in studio instruction and departmental ensembles.

Classrooms

Room 212 is the department's sole academic teaching space and, as such, is reserved almost exclusively for academic lectures. Occasionally, it may be reserved and used for special group rehearsals and meetings. 212 is equipped as a "Smart Classroom" with state of the art audio-video capture and playback technology. 212 is also equipped with an upright piano and Clavinova to support ear-training and piano ensemble collaborative practice.

Choral and Instrumental Rehearsal Halls

The Choral and Instrumental Rehearsal halls are large spaces specially designed for such activities and reserved exclusively for ensemble rehearsal. Each hall is equipped with grand pianos, audio-video technology, as well as music stands, chairs, and musical equipment.

Recital Hall

The Roberts Recital Hall accommodates most of our performance activities. For performances, the hall seats approximately 200, and includes remote recording/playback technology with permanently placed microphones, as well as state of the art stage and theatre lighting, replete with motorized electric bars for safely servicing lighting instruments which hang high above the floor. The recital hall was recently retrofitted with a state of the art acoustic shell with specialized ceilings and complementary acoustic tiles which work together to absorb and deflect sounds as they emanate from the stage, giving a uniformity of sound quality throughout the hall. The recital hall is one of the few halls in town suitable for chamber music, consequently we experience heavy demand for its use, not only within the department, but also among community entities.

Roberts Recital Hall is also equipped with its own digital recording system, using a state of the art digital console with high quality Midas preamp circuitry. This system is equipped with a Pro tools workstation, which can easily link and transfer projects and recordings to and from any of our other studio workstations. Though its main purpose is for archival recording, we are able to take that a step further, and produce multichannel digital recording projects, that can be mixed, arranged, and mastered to provide the best quality recordings possible. This incredible acoustic

space, with the addition of the recording gear, microphones from our mic locker, and talented musicians and tech students, actually allows this space to be our third recording studio in the music building.

Music Technology Lab

The music technology lab serves as both a lab space with 12 digital audio workstations and a sterile recording space outfitted with a soundproof Wenger recording studio. This room is equipped with a Digidesign C-24 digital master recording console, as well as multiple computer workstations equipped with professional software and electronic keyboards. All of our computer workstations are studio-grade Apple iMacs, with the addition of a Mac Pro that has been specifically designed for efficient and powerful studio use. The classes taught here offer students hands-on experience with state of the art music production software, such as Pro Tools HD, Sibelius, Musescore, and Ableton Live. This allows students the opportunity to learn to produce and compose music of any genre, and master their compositions and recordings at professional level quality. When not utilized by a class, this room is available for independent student work, such as music technology projects, composition assignments, use of ear-training software, and listening to recordings.

Control Room

The control room located just off the recital hall backstage is the nerve center of sound recording. Equipped with a 48 channel classic Neve 8248 console, Altec Monitors, Pluto reverb plate, Universal Audio LA2A and 1176LN hardware compressors, and an IZ Radar Studio dedicated recording computer, the control room is active as both a teaching and professional use space. This recording studio provides hands-on experience with industry-standard analog sound gear, found in many professional recording studios.

The control room is also home to our microphone locker, which contains many high-quality condenser and dynamic microphones, such as our Nuemann U87Ai, a matched stereo pair of AKG C 414 XL II mics, Electrovoice RE20's, and a plethora of mics from the Shure family, such as the SM57, SM58, SM81(matched pair), and Beta91A(matched pair). This variety of microphones provides the experience our students need, in order to be ready for any acoustic situation.

This studio, along with all of our studios and workstations, is equipped with High-Quality digital recording software, such as IZ Radar and Pro Tools. These are industry-standards, and the experience gained from working with these systems provides a high level of employability in the audio field for our students.

Salmon Library Computer Lab (Rm. 211)

This computer lab is equipped with 30 computer workstations, complete with appropriate music software and keyboards. This room is for class use only. The Information Arcade on the first floor of the library includes five computers with music software, and may be used any time the library is open.

Department Office

The department office is open from 8:30 a.m. until 5:00 p.m. The department telephone is a business telephone and personal calls may not be made from it, unless it is an absolute emergency. Students may leave a message on the department phone (256-824-6436) at any time. Voicemail is also available for individual faculty members, so students are encouraged to call the appropriate faculty member directly. The numbers are given at the beginning of this document.

Lockers

Lockers are available on a first come, first served basis and must be requested annually, each Fall. Locker reservations are made through the department admin who must have the combination to the lock. Failure to comply may result in a lock being removed if the occupant of the locker cannot be identified.

General Guidelines

Drinks and food are not allowed in the practice, rehearsal rooms, or classrooms. Smoking is strictly prohibited throughout the building.

It will be to every music student's advantage to keep all outside doors closed for the control of building temperature and humidity, which greatly affects piano tuning. Any misuse of the facilities must be reported to a faculty or staff member.

The building is open from 8:00 a.m. to 11:00 p.m. daily. The building is usually closed during term breaks and vacations.

The UAH Library - Music Holdings and Services

The UAH Library has a growing collection in the area of music. The Library's music collection includes over 4535 monographs (performance editions, composers' collected works, reprints of musical classics, encyclopedias, dictionaries, histories, biographies, pedagogical and theoretical works, etc.), 40 current subscriptions to music periodicals of various types, and about 965 recorded titles. The strongest areas of the music collection are probably those of biographical works, general and period histories, and collected sets (*Musica Britannica*, *Monuments of Music in Austria*, etc.). Additions are continually being made to the collection in practical editions, composers' collected works, twentieth-century scores, and works on vocal and instrumental pedagogy.

The music scores and monographs are located under M and ML and MT on the second floor of the library. These may be checked out for four weeks and renewed once by any student having a UAH identification card. Music Reference works (encyclopedias, dictionaries, collective biographies, thematic catalogues, etc.) are located in the reference section. These may not be taken out of the library except with the express permission of the music reference librarian. The music periodicals are shelved alphabetically by title and may be checked out for three days.

Compact discs, mentioned above, are housed in the department and may be checked out by students only for use in the music building through the music office. Additionally, there are a number of compact discs in the Salmon Library for listening there.

Jazz play-along books and CDs are also available in the Salmon Library for checkout.

Materials assigned as supplementary reading or study for classes may be placed behind the circulation desk on one of three different types of reserve:

- **Overnight Reserve:** one hour before library closing to one hour after library opening the following day.
- **Room Reserve:** for use only in the library.
- **Class-Reserve:** before or after a class to before or after the next meeting of the same class.

Students are referred to the Salmon Library website for further information on library facilities, holdings, procedures and policies.

How to Schedule an Event in Roberts Hall

All departmental events, meetings, rehearsals, lectures, and performances are scheduled through Matthew Westmeyer, the Department of Music's Studio/Facility manager. Note that all academic classes in which students register are automatically reserved and populated in the reservation system. Therefore, it is not necessary to schedule a rehearsal or meeting which is also a class. For all other events, however, faculty and students must schedule through the Facility Manager.

Care of University Instruments

Please remember: the use of a university-owned instrument is a privilege - not a right.

Woodwind, Brass, String, and Percussion

Any student who wishes to use an instrument owned by the university must:

- Be a member of an appropriate performing organization or class at UAH.
- Determine the availability of an instrument with the conductor or instructor directly involved.
- Sign a release document in the music office.
- Inspect the instrument to ensure that it is in good working order.
- Agree to properly maintain the instrument and pay for any repairs needed while the instrument is signed out.
- Return the instrument immediately upon request of the music faculty member from whom the instrument was signed out. Return the instrument to the music office and sign for its return with Ms. Shannon Womack, personally.
- Never leave an instrument unattended.

Pianos

Most pianos in our building are provided on a loan basis by A.B. Stephens Music Co. and Yamaha Corporation. In order that this program may not be jeopardized, we must maintain these instruments in good condition. Treat the instruments like fine pieces of furniture; no food

or beverages should be placed on any piano at any time. The Yamaha DCFXE3PRO and Steinway concert grand pianos in the Recital Hall must be kept covered and in its humidity-controlled closet when not in use. Both pianos are available for student use only in performances and in preparation for junior and senior recitals. Please report any abuse of pianos to the department office.

Music Technology, Computers, and Recordings

The Music Technology Lab may be also be used to listen to CDs. Listening facilities in each classroom and rehearsal area are also available. A sizable collection of compact discs is located on the second floor of Robert's Hall in room B213, and is available for student and faculty in-building use. Be prepared to leave your ID card or Driver's License as collateral in the department office when checking out a CD. Students are now expected to provide their own earphones for listening and computer work. Think of this as one of your most inexpensive pieces of musical equipment. Report any defective equipment to the department office.

Policies for Auditions, Juries, Recitals, Accompaniment, and Piano Proficiency

Auditions

Students must audition for the Music Faculty before being accepted as music majors and enrolling in 200-level studio instruction or higher. Non-music majors may enroll for 200-level studio instruction pending Departmental approval. Any UAH student may enroll in 100-level studio instruction or audition to perform in an ensemble. Please note that 100-level studio instruction does not count toward the degree requirements for a BA in Music but can count toward the degree requirements for a Minor in Music.

Juries

After two or more semesters of 200-level studio instruction, students must be approved by their jury committee to move on to 300-level studio instruction. This should normally occur at the jury following the second semester of 200-level studio instruction but can occur later if the student requires more time to develop. Similarly, after two or more semesters of 300-level studio instruction, students must be approved by their jury committee to move on to 400-level studio instruction.

After one or more semesters of 400-level studio instruction, students may register for the Senior Recital (MUA 498), which also includes weekly studio instruction.

All students registered for 200, 300, or 400-level studio instruction must perform a jury at the end of each semester. If a student misses the jury, the instructor has the option of awarding an Incomplete. In this case, the jury must be made up within two weeks of the Departmental jury date, regardless of whether or not the student is enrolled for the next term.

All students must enroll in Music Forum (MU 199) every semester that they are enrolled in 200, 300, or 400-level studio instruction, Senior Recital, Senior Jazz Recital, or Performance Emphasis Recital.

Recitals

Pre-recital Jury and Scheduling

Two or more weeks prior to performing a Senior Recital, students must pass a pre-recital jury.

Senior Recitals should be scheduled three to four months in advance of the proposed recital date and should take place during the regular term during the months of August, September, October, November, January, February, March, or April. Senior Recitals may not occur during the last two weeks of the semester. *If a student desires an early Fall Recital (August or September), please note that Summer Session studio instruction is required.* All music should be in hand before scheduling a recital.

Scheduling Process

1. Read the student recital guidelines below.
2. Check ASTRA on the Music Department Website for available dates for BOTH the recital and the dress rehearsal.
3. Choose several dates that work for you, then check with your instructor and all participating musicians to confirm their availability.
4. Fill out the ONLINE Application to Recital at least two months in advance of your proposed recital/dress rehearsal dates.
5. Await approval...

General Guidelines for All Recitals

1. All music for your program must be in possession before scheduling a recital.
2. All accompanying musicians must be confirmed before scheduling a recital.
3. All Students must pass a pre-recital jury two or more weeks before the recital. *Note: All performing musicians must be available for the jury.
4. The Recital Jury, to be selected by the applied instructor, will include the private instructor and at least two other members of the music faculty, one of which must be a full-time faculty member.
5. Student Recitals must be advertised within the music building and on social media at least one month in advance. A one-paragraph synopsis of the recital content and performers must be provided to the Music Office.
6. The final program must be submitted to the Music Office at least one week before the pre-recital jury.
7. The program must include all performers, titles, movements, and the composers' names and dates.
8. UAH no longer provides reception space in Roberts Hall.

Student Recital Requirements

- Students must be enrolled in appropriate course during the semester of the recital: Senior Recital (MUA 498) or Senior Jazz Recital (MUJ 498).
- Students must have completed at least one semester of 400-level studio instruction prior to enrolling in Senior Recital (MUA 498) or Senior Jazz Recital (MUJ 498).
- Senior Recitals and Senior Jazz Recitals should be shared with another student recital, and should include 30 minutes of music.

- Senior Recitals and Senior Jazz Recitals should be scheduled two (2) to three (3) months in advance and shall be held during the regular fall or spring term, and not during the last **three** weeks of classes.
- Senior Recitals and Senior Jazz Recitals should be scheduled on weeknights, Monday through Thursday. Weekend recitals are not permitted.
- Recitals must not conflict with other UAH Music Department events.

Performance Emphasis Recitals

- Students must be enrolled in appropriate course during the semester of the recital: Performance Emphasis Recital (MUA 499).
- Students must have completed a Senior Recital (MUA 498) and at least one additional semester of 400-level studio instruction prior to enrolling in Performance Emphasis Recital (MUA 499).
- Performance Emphasis Recitals should not be shared, and should include a minimum of 45 minutes and maximum of 60 minutes of musical material, for a total performance time of 60-75 minutes. Longer programs are subject to approval by applied instructor
- Performance Emphasis Recitals should be scheduled two (2) to three (3) months in advance and shall be held during the regular fall or spring term, and not during the last **three** weeks of classes.
- Performance Emphasis Recitals should be scheduled on weeknights, Monday through Thursday. Weekend recitals are not permitted.
- Recitals must not conflict with other UAH Music Department events.

Capstone Project (in Lieu of Traditional Recital)

- Students must be enrolled in appropriate course during the semester of the recital: Capstone Project (MUA XXX)
- Students must have completed at least two semesters of 200 -level studio instruction and three semesters of 300 – level instruction, prior to enrolling in the Capstone Project in the sixth semester.
- The Capstone Project Performance shall be at least thirty minutes in duration, consisting of 1/3 classical performance on primary instrument and 2/3 lecture-demonstration in an area of expertise or concentration.
- The Capstone Project is designed with Music Technology and Music Business majors in mind, but is open to all students in consultation with the applied instructor. The Capstone Project may not be utilized in the Music Education and Church Music emphases.
- Capstone Projects should be scheduled two (2) to three (3) months in advance and shall be held during the regular fall or spring term, and not during the last **three** weeks of classes.
- Capstone Projects should be scheduled on weeknights, Monday through Thursday. Weekend **performances** are not permitted.
- Capstone Projects must not conflict with other UAH Music Department events.

Facilities Usage Policies

- Non-UAH Music events during a school year beginning in the fall will not be scheduled before the preceding May 1.

- Due to a lack of student workers, events will not be scheduled during the last three weeks of fall or spring semesters, or any time during the summer.
- The hall is for University-related events, as available.
- Qualifying music organizations (see below) will be able to use the hall under the following guidelines:
 - A department technical assistant must be paid to open and close the room, and for any access to the lighting booth. There is a minimum fee of \$25 for each time the technical assistant needs to be in attendance. Any time the technical assistant is needed for more than two-and-one-half hours, the fee will be \$10 per hour.
 - Sound equipment, percussion equipment, and the Steinway grand piano are for Music Department events only.
 - If admission is charged for a non-UAH event, the UAH Music Scholarship Fund shall receive a donation.
 - Any necessary piano tuning must be paid for by the guest organization. The fee for this must be paid to the Department of Music at least one month before the event. The current fee is \$85.
 - Clean up after an event (including receptions) is the responsibility of the guest organization, and must be completed immediately following the event.
 - Please do not place items on the pianos or the percussion instruments.
 - All of the above fees are independent of any charges made by the University for utilities or other costs.
 - The UAH Music Department does not sell tickets for outside organizations, nor should the Music Department phone number be used in advertising.
- Qualifying music organizations include:
 - Known community music groups.
 - School music groups.
 - Visiting musicians from other universities.
 - Music groups sponsored by a UAH Music Department faculty member. The sponsoring faculty member must be in attendance at the event.

Student Recital Request Form

Students may submit a formal request for a recital by completing the online form: <https://www.uah.edu/ahs/departments/music/resources/150-main/liberal-arts/music/1857-student-recital-information>

Please note that the following information is needed to complete this process:

- Senior Recital - Non-performance Emphasis
- Senior Recital - Performance Emphasis
- Junior Recital - Performance Emphasis
- Other Recital Student's name
- Student's email
- Student's Phone
- Today's Date (mm/dd/yy)
- Recital Date (mm/dd/yy)
- Jury Date (mm/dd/yy)
- Recital Time (##:## AM/PM)
- Location
- Equipment Needed
- Accompanist
- Pieces to be Performed (Title, Composer, Duration)

Accompanying Policy

All Students Enrolled in an Applied Lesson at Any Level

All applied students are entitled to two departmentally-funded rehearsals or lessons and one departmentally funded mini-performance with one of the five Departmental accompanists each enrolled semester. A mini-performance generally lasts less than fifteen minutes; end-of-term juries, studio classes, and Music Forum performances are considered mini-performances. All services beyond these three departmentally-funded services will be at the student's expense at the fixed rate of \$20 per half hour for similar services and/or at the published rate for Recitals and Recital Juries.

In an effort to ensure an educational and collaborative experience for both students and accompanists, the following policies have been enacted, effective March 5, 2018:

1. All jury repertoire is due to accompanists no later than March 15/October 15.
2. In future semesters, Voice students must provide at least 2 selections to their accompanists within the first six weeks of the term. The remaining repertoire selections must be submitted by the aforementioned March 15/October 15 deadline.
3. The first of the two departmentally-funded rehearsals or lessons with the accompanist must occur no later than April 7/November 7. The second rehearsal may occur any time prior to the jury.
4. Students selected to perform on Honors Recitals will receive added Honors Recital accompanying at the expense of the department.

Voice Students Enrolled in an Applied Lesson at Any Level

Students in the Voice Area are subject to the Departmental Accompanying Policy that governs all music students. However, singers must rely much more heavily upon pianistic collaborators

than those in other disciplines. Therefore, all singers registered for Applied Lessons in Voice will be required to have an accompanist in the last half-hour of a MINIMUM of six (6) lessons throughout the semester at the Departmental Rate of \$20 per half hour. These services will be contracted by the student in addition to the two rehearsal/lesson services and mini-performance provided by the Department.

Accompanist Invoicing:

Accompanists shall provide this invoice to Ms. Shannon Womack in the Music Office with every transaction where services are provided and monies exchanged. The Accompanist Invoice form is found in Appendix 6 and is available in the music office.

Cancellation policy:

Students are required to give 24 hours notice to the accompanist and instructor of any scheduled rehearsal or performance absences. In the event that sufficient advanced notice is not given, the student will be charged at the student rate of \$20 per half hour. Departmental rehearsals are not to be used to cover the expenses of missed rehearsal or performance.

Piano Proficiency

UAH believes that every musician should have fundamental piano skills. Therefore, degree-seeking students in Performance and Education must pass a piano proficiency exam prior to their graduation from UAH. Failure to pass the Piano Proficiency exam will prohibit students with an emphasis in Performance or Education from receiving a music degree, regardless of credit hours, status, or GPA. It is highly recommended that students take the exam in their Junior year, prior to recitals and internships. The examination requirements are available both online and in the music office, and the exam may only be taken during juries.

Piano Proficiency Requirements: https://www.uah.edu/images/colleges/arts-humanities-social-sciences/music/2014_UAH_PIANO_PROFICIENCY_EXAM_REQUIREMENTS_10282014.pdf

Faculty Evaluations

Each student has the opportunity each term to evaluate his or her individual instructor and each course in which he is enrolled. The primary tool for instructor evaluation is the SIE (Student Instructor Evaluation) which is a university-wide evaluation and made available through Canvas. Faculty at UAH are required to provide students in every course with the opportunity to evaluate using this tool. Through the careful, thoughtful completion of these forms by students, the faculty members are able to improve their teaching and be responsive to student needs.

The Music Curriculum at UAH

The Bachelor of Arts in Music Degree

Overview

The Department of Music at UAH offers a single degree: the **Bachelor of Arts in Music**. The music curriculum is designed to provide students with knowledge of their musical heritage and the great masterworks of music literature. Additionally, a foundation in theoretical studies and musical skills allows students to understand and appreciate music in an intellectual manner. Performance experience develops technical skills and artistic sensitivity. All of the department's programs are based in the liberal arts in the belief that a broad, general education is an appropriate preparation for both the well-rounded musician and the educated individual.

Music Degrees at UAH have three primary components:

9. Charger Foundations - Students in any music emphasis other than music education must complete the CAHS [Charger Foundations](#) (41 credit hours).
10. The Music Core - The music core is a classical-based degree in music. This means that all music majors, regardless of emphasis, must have a primary "instrument" from the "classical music" discipline, i.e., voice, piano, organ, classical guitar, or a traditional band or orchestral instrument. The course of study in the music core focuses on ensemble and solo performance on the primary instrument as well as theoretical and historical intellectualization of music. (40 credit hours)
11. An Emphasis or Minor Area - All students seeking a music degree at UAH will select an Area of Emphasis in which to concentrate OR any minor/second major in another field. (~21-25 credit hours)

Emphases:

The [Liberal Arts](#) emphasis allows for a traditional liberal arts education, with a minor or second major in another field. This can also be used for a second degree, with an earlier non-music degree serving as the "second major."

The [Music Education](#) emphasis ([choral](#) or [instrumental](#)) integrates a strong base of liberal arts, music, and professional education courses, and leads to certification to teach at all levels P-12 (Class B Professional Teacher's Certificate) in either choral or instrumental music.

The emphasis in [Music Performance](#) offers additional in-depth music instruction focused on traditional performance skills.

The [Jazz](#) emphasis offers additional instruction in jazz theory, jazz history, and jazz performance in addition to the traditional music instruction within the Music Core. This means that students in the jazz emphasis must also have a classical training on a primary instrument.

The emphasis in [Music Technology](#) incorporates computer technology into the curriculum, giving students the opportunity to combine interests in music, computers, and engineering in addition to the traditional music instruction within the Music Core. This means that students in the music technology emphasis must also have a classical training on a primary instrument, and must perform in ensembles and solo recitals.

The [Music Business](#) emphasis is designed for students who want to work in either the for-profit or non-profit sectors of the music industry. In addition to the music core, this emphasis offers courses in marketing, management, and finance.

The emphasis in [Church Music](#) offers courses in church music and administration, as well as support courses in philosophy and psychology. This emphasis is designed to prepare students for careers in church music.

The emphasis in [Piano Pedagogy](#) is designed for pianists who want to prepare themselves to open their own piano teaching studios. In addition to the standard music core of classes, this emphasis offers piano pedagogy classes and related internships as well as courses in marketing and entrepreneurship.

Program of Study

No later than the end of the fourth semester of study (or earlier), each student should initiate a Program of Study by requesting it from the CAHS Advising Office in Morton Hall. The Program of Study (POS) becomes a contract between the university and the student, identifying exactly the courses a student has already taken and exactly which courses should be taken going forward in order to receive a degree from UAH. The POS is signed by the student, the advisor, the Chair of the Department of Music, and is then filed and recorded in the Student Record. The POS is a valuable tool in determining the most efficient path to graduation in a particular emphasis.

It is important to understand that, since the first four semesters of music study are virtually identical for every music emphasis, it is NOT necessary to identify a particular emphasis immediately. Students should, however, “declare” an emphasis at the end of the sophomore year when they initiate the POS. Also note that the emphases in Jazz and Music Performance require a formal audition for admittance to the emphasis. Typically, the Spring semester jury at the end of the sophomore year serves as this audition.

A complete list of all required courses for each of the music emphases can be found in **Appendix 1** of this document.

Studio Instruction

Overview

Studio instruction is the same as a private lesson, sometimes also called an applied lesson, or applied instruction. At UAH all Studio Instruction courses begin with MUA (Applied) or MUJ

(Jazz). MUA/MUJ course grades are derived from two major components: 1. the instructor's grade and 2. the faculty jury grade.

Studio Instruction Priorities

Due to limited faculty time and funding, a system of priorities has been developed to fulfill equitably student requests for studio instruction. The chairman of the department assigns students to studio instruction each term according to requests, teacher availability and the following priority system:

1. Major or Principal Instrument (full-time music student)
2. Secondary Instrument (full-time music student)
3. Major or Principal Instrument (part-time music student)
4. Secondary Instrument (part-time music student)
5. Full-time UAH students (minoring in Music)
6. Part-time UAH students (minoring in Music)
7. Full-time UAH student (non-music student)
8. Part-time UAH students (non-music student)
9. Dual Enrollment and Early Start students

Registration and Audition Procedures

A student who wishes to register for instruction in any area of applied music should first seek an advising appointment with the appropriate advisor. Only advisors may dispense written permissions for studio enrollments and certain other courses which require departmental permission.

All students must first successfully audition for admittance into the Department of Music before studio assignments and course registrations are allowed. If accepted as an applied music student, they will then be assigned a course number on the basis of their performance level and plans for music study at UAH. Often, transfer students are requested to perform a placement jury at the end of their first term of study.

Progression through Studio Instruction

Each Music Major must complete a **minimum** of two semesters EACH of 200-level Studio Instruction, 300-level, and 400 level (including the 498/499 recital course) on his or her "primary instrument." At the end of each semester, the student's jury will recommend whether or not the student shall advance to next level. ***This is not automatic.***

Each Music Major must complete a **minimum** of one semester of 400-level Studio Instruction before being allowed to register for the Senior Recital. Music Majors with an Emphasis in Performance must complete a **minimum** of one additional semester of 400-level Studio Instruction **after** the Senior Recital before being allowed to register for the Performance Emphasis Recital.

Students are required to take applied studio instruction every semester they are enrolled as a music major at UAH even if it exceeds the total credits required for the degree since applied instruction is the foundation for success in the music profession. While applied studio instruction at the 300 or 400 level does not fulfill the upper-level music elective course requirements, it

does help students satisfy the elective courses required by the university. Exceptions to this policy may occur with approval and consultation with music advisors with particular sensitivity to dual-degree seeking students.

Applied Music Course Numbers and Their Meanings:

- Course numbers in applied music have the "MUA" prefix. Those beginning with "1" (111 for voice, 121 for organ, 131 for piano, etc.) denote instruction for music minors or for non-majors. A student receives 1 semester hour credit for this level of instruction, and will normally have one 30 minute lesson per week.
- Course numbers beginning with "2," "3," or "4" (211, 311, 411 for voice, 221, 321, 421 for organ, 231, 331, 431 for piano, etc.) denote the principal performance area for music majors. A student receives 1.5 semester hours credit for this level of instruction and will normally have one fifty-minute lesson per week.
- Students in 200, 300, and 400-level studio instruction must perform before a faculty jury at the end of each term in their principal instrument area. Music minors are required to jury every other term. The jury may retain students at any level until proper achievement is reached for advancement. The jury may also raise or lower the instructor's grade one degree. Students who are neither majoring nor minoring in music are not required to perform before the jury.
- Course numbers in applied music for music majors not yet accepted into the program are listed as 115 (voice), 125 (organ), etc. A student receives 1.5 semester hours credit for this level of instruction, will normally have one fifty-minute lesson per week, and may only take this level one time before being admitted as a music major. The student's end of semester jury will determine admittance to the music department.

Practice Requirements for Students taking Studio Instruction at UAH

Applied music instruction at the 200, 300, and 400-level carries a certain practice expectation, proportional to the level of the course, performance goals, and achievement milestones established by the instructor in consultation with the student. While no specific practice hours are articulated, it is reasonable for the instructor to expect individual practice outside the weekly lesson time in order to achieve the outcomes of the course.

Jury Examinations

- Students in 200, 300, and 400-level studio instruction will perform a full-faculty jury examination at the completion of each semester on their principal instrument. The faculty use a 10-point rubric at the jury to determine the jury grade. (Appendix 4).
- Music minors will perform a jury examination at the completion of every other semester of instruction.
- Juries are normally held on the Study Day prior to the first day of final exams. The Jury schedule is posted approximately ten days prior to jury day.

- Each student must complete a Studio Instruction Report (Appendix 2) and submit it to his/her instructor before the end of each term. Students who do not submit this report will receive an "incomplete (I)" grade. These reports become a part of the student's file, which is circulated at the jury.
- A minimum of three faculty members will constitute the jury, but all music faculty are invited to attend. The jury may retain students at any level until proper achievement is reached for advancement. The jury's grade is averaged together with the instructor's grade, according to the formulas set forth in the studio instruction syllabus (Appendix 3). Students who are neither majoring nor minoring in music are not required to perform before the jury.
- The faculty jury provides a broad and impartial evaluation tool (Appendix 4) at regular intervals during a student's progress in his/her applied area. It also familiarizes the faculty with all music students while providing students an opportunity to function under performance conditions.
- The jury will advise students of their potential for continued success as a major or minor in music.
- The jury should be considered a form of public performance. Dress and stage decorum must therefore be handled accordingly. Normally, a student will perform a composition of their choice (with instructor's approval) at the beginning of the jury. Then the jury may ask to hear examples of works and materials listed on the Studio Instruction Report as well as asking questions concerning repertoire and technical study.

Other expectations and requirements

This section includes a general outline of requirements for music majors, music minors, and non-music majors enrolled in studio instruction. All students will be expected to meet the general requirements as listed; additional studio instruction requirements will be at the discretion of the individual instructor.

Studio Instruction Attendance

It is expected that students will attend all lessons. Any planned absence must be cleared 24 hours in advance of a lesson time. If possible, a makeup lesson will be scheduled. If less than 24 hours notice is given, or if a student misses a lesson without prior notification, the lesson will not be made up.

Any student arriving more than five minutes late to a lesson will be considered absent, and the lesson will not be made up. The final grade studio instruction grade will be reduced ½ letter for each missed lesson in which the instructor has not been notified in advance of the lesson time.

Faculty Recital Attendance

All music majors and music minors will be required to attend all faculty recitals, even if doing so exceeds the requirements listed in the Music Forum (MU199) syllabus (Appendix 5).

Student Recital Attendance

All music majors and music minors should attend all student recitals presented by music majors, even if doing so exceeds the requirements listed in the Music Forum (MU199) syllabus (Appendix 5).

These requirements represent part of the coursework for which each student assumes responsibility when enrolling for studio instruction.

MU 1xx- and 2xx- level Class Attendance Policy

Students are expected to attend all classes. Attendance will be monitored for every class session. In case of any absence, a student will be responsible for obtaining material from another classmate. In the case of excessive absences or tardies (defined as arriving to class more than 5 minutes after the start time), final grades will be impacted in the following manner:

- 4 absences/tardies: lowered one letter grade
- 5 absences/tardies: lowered two letter grades
- 6 or more absences/tardies: lowered three letter grades

Requests for makeup exams will be accommodated only in the case of exceptional circumstances.

Music Forum

Overview

Music Forum should be considered a co-requisite for all applied instruction. In other words, all music majors should enroll in Music Forum (MU199) each semester of college, regardless of full-time or part-time status. Although Music Forum has no academic credit associated with it, all music majors are required to enroll in it and pass it at least seven times during their time at UAH. Music Forum consists of two components: 1. Music Forum, a corporate music experience once per week for an hour, usually on Thursday mornings and 2. Regular attendance at concerts and recitals at UAH and in the community.

Music Forum Attendance

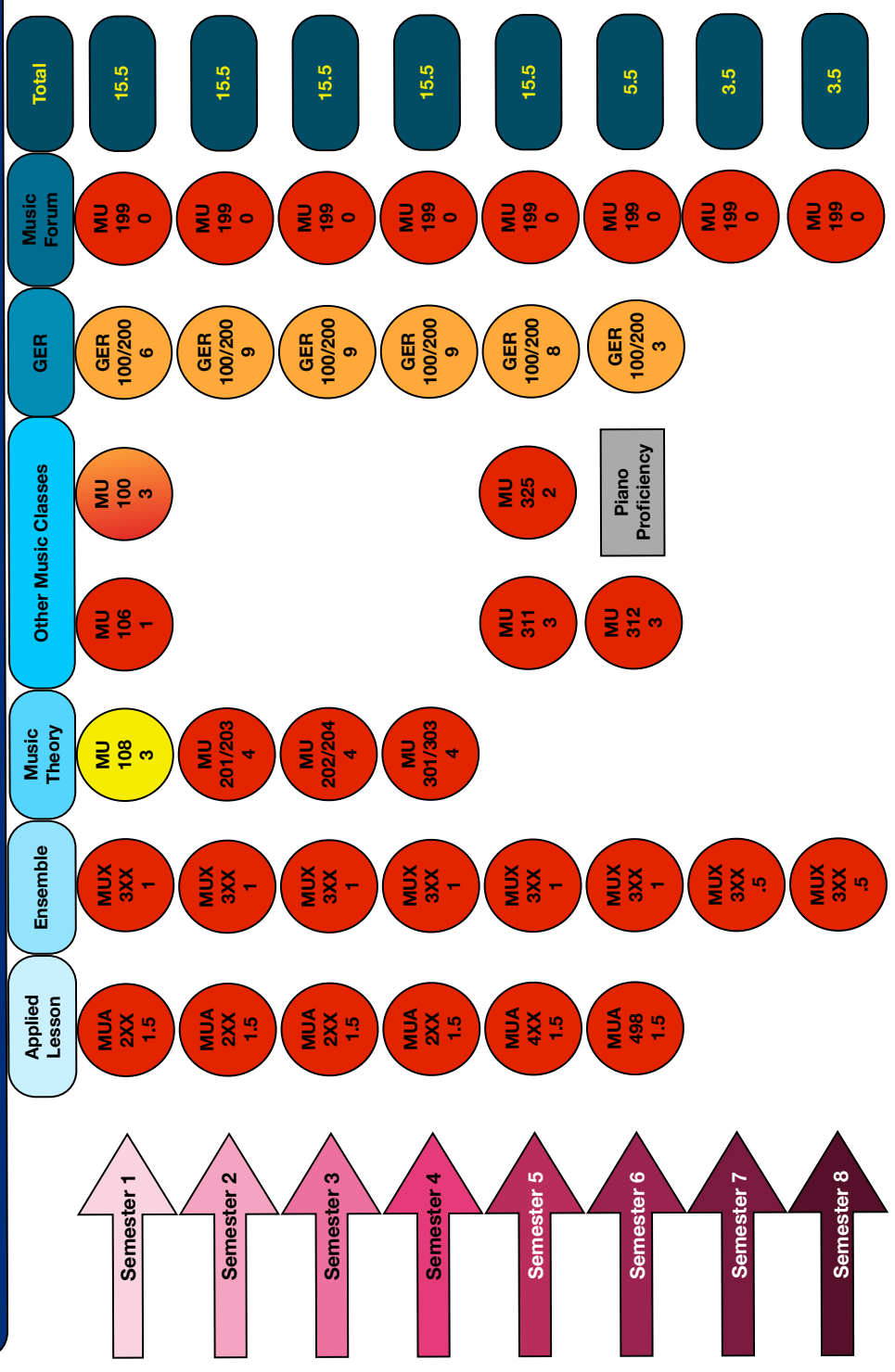
All music majors and minors will be expected to attend all Music Forum meetings, typically held on Thursday mornings from 9:40 AM until 10:35 AM. This weekly session is the only mutually common “corporate” time for the students and faculty in the Department of Music. The Music Forum experience will change weekly, with some weeks featuring a department-wide concert or lecture and other times a masterclass setting in the various areas of specialization: Voice, wind and percussion, strings, guitar, and piano. The Department publishes a Music Forum Schedule at the beginning of every semester.

General Concert and Recital Attendance

Attendance at concerts on campus or in Huntsville is extremely important for the musical development of students. It is the unusual student who has attended, or even had the opportunity to attend concerts of various kinds in his junior and senior high school days. Going to concerts is one major tool for developing a broad concept of musicianship, sensitivity and

Music Advising Flowsheet

MUSIC CORE and GER



standards of performance. One becomes aware of the high level of performance attainable when hearing experienced or professional musicians who are considered outstanding in their special area of performance.

Music majors should attend at least eight concerts per term; music minors enrolled in studio instruction are required to attend four concerts per term. Concerts in which the student performs may count towards no more than half of these requirements. A listing of the concerts attended must also be included on the Studio Instruction Report (Appendix 2) which is circulated to the faculty jury at semester's end. Please consult the Music Department Calendar for events taking place at Roberts Hall. Other community events are also acceptable; please clear these events in advance with the applied instructor.

Grading

Music majors must take, and pass, Music Forum (MU 199) seven times. The final grade for music forum is based upon a combination of 1. attendance at Music Forum and 2. attendance at the required 8 concert events.

Exceptions

In exceptional cases, when a student has a conflict that prevents him or her from registering for or attending Music Forum, the student may request an additional section (for a total of two sections with 16 concerts attended) the next semester. Alternatively, a student may also request to write concert reviews for each of their eight concerts in lieu of attending the Thursday Music Forum meetings. Requests of this nature must be made to and is at the sole discretion of the Department Chair.

Attendance Scanning

Each semester a bar code will be given to every student enrolled in Music Forum. This bar code should be placed on the Charger ID Card to be scanned at Music Forum, as well as Concert and Recital events in Roberts Hall. Should the student attend an event at which no scanner is present, a Green Concert Attendance Slip may be acquired in the music office and attached to the concert program (if no program, a ticket is acceptable). Turn in the Green Slip/Concert Program to the music office within two weeks of the event in order to receive credit. All Green slips **MUST** be signed by your primary studio instructor - no exceptions. All recital attendance records, both scanned and Green-slipped, must be submitted for final tabulation 1 week prior to Juries.

Performing

Junior and Senior Recitals:

Consulting with their studio instructor, students are expected to prepare their own program copy, clearly typed and submitted to the music office no later than one week prior to the recital. Any program notes, translations or special comments should be accurately prepared; composer's dates should be included. The procedure for scheduling a recital is described on pages 11-14 in this handbook and is also found on the department website: <https://www.uah.edu/ahs/departments/music/resources/150-main/liberal-arts/music/1857-student-recital-information>

Ensemble Requirements:

Ensemble participation is one of the most important experiences in the curriculum. One music ensemble is required each term in which a student is enrolled as a music major even if it causes a student to exceed credits needed for degree requirements. Only seven to twelve hours of ensemble credit (depending upon the degree program) may be applied toward a degree. Exceptions to this policy may occur with approval and consultation with music advisors, ensemble directors, and applied studio instructors.

An audition is required before enrollment in many of the music ensembles, and a student is required to attend all rehearsals and concerts. Students should consult the conductor of the ensemble for more specific information and requirements.

Descriptions of the various ensembles offered can be found in the music section of the UAH catalog.

UAH Music Student Advising

Overview

The UAH Catalog supplies a wealth of information concerning the many steps students must take regarding advising, from gaining admission to the University on through graduation. It should be remembered that the music faculty and the department administrative professional are genuinely interested in each student's progress. They want to help in every possible way. Students, however, should first check the catalog for advice on clear-cut University policies before requesting help from a faculty advisor. Freshmen must always register for classes for the first time during Freshmen Orientation (See Below).

Advisors by Emphases

Liberal Arts and Undecided	Dr. Carolyn Sanders
Music Performance	Dr. Amalia Osuga
Music Technology	Ms. Johnna Doty
Music Business	Dr. Melody Ng
Piano Pedagogy	Dr. Melody Ng
Church Music	Dr. Matthew Carey
Music Education (Choral)	Dr. Matthew Carey
Music Education (Instrumental)	Dr. David Ragsdale
Jazz	Dr. Joshua Burel
Music Minor	Dr. Joshua Burel

Application for admission to UAH

See catalog "Admission Information"

Freshman Orientation

Freshman Orientation occurs during the summer prior to the fall term enrollment. At the orientation, students and parents will:

- Learn about General University policies and procedures
- Register for Fall classes

If, by Freshman Orientation, you have not already done the items listed below, you should schedule these activities during the 2-day orientation

- Audition in Music Department
- Music Theory Placement Test

Admission to Teacher Education Program

For those students pursuing the Emphasis in Music Education, this should be done during spring term of sophomore year in Department of Education, Morton Hall. Please note: no students are admitted to the education program until ALL GER requirements have been completed. See catalog under "Education" for more information.

Declaring a Major

Upon successful audition to the music department and as soon as possible, students should declare music. Whenever a student desires two majors, the Music major should be listed first.

Application for Student Teaching

Before April 15 of the Junior year, students admitted to the Teacher Education Program should make application for a student teaching assignment for one term of the senior year. (See catalog under "Education" for additional information.)

Application for Graduation

Must be completed at least three months prior to expected graduation date. Application forms may be obtained in the Office of Admissions and Records.

Application for Teacher Certification

Forms available in Office of Admission and Records, to be filled out near end of the teacher education program.

Permission for a Music Class

Gaining permission to add restricted music courses is done so through the advising process. Once the advisor has met the student and signed the advising form, all necessary classes may be added in the Music Office.

What Music Classes Should Music Majors Take?

All music majors take the same Music Core, regardless of emphasis. Generally speaking, all music majors should take Music Forum (MU199), Studio Instruction (MUA 2x1, 3x1, or 4x1), and an Ensemble (MUX 3xx) every semester. Most students are also enrolled in Music Theory each semester. Beyond that, the courses a student takes each semester depends upon a balance of GER courses and courses specific to their Emphasis area.

Studio Instruction

Take the appropriate studio instruction every semester:

- MUA 2x1 — (Private Lessons) minimum of two semesters (Prerequisite: music majors only)
- MUA 3x1 — (Private Lessons) minimum of two semesters (Prerequisite: MUA 2x1)
- MUA 4x1 — (Private Lessons) minimum of one semester (Prerequisite: MUA 3x1)
- MUA 498 — (Senior Recital; includes lessons) (Prerequisite: at least one semester of 400-level studio instruction)

Ensembles

Take the appropriate ensemble every semester:

- MUX 386-399 — must audition for placement; (Prerequisite: audition)

Music Theory

Take the appropriate music theory class:

- MU 108 (or placement exam) — offered every fall and some summers (Prerequisite: none)
- MU 201 & 203 (Music Theory I) — offered every spring (Prerequisite = MU 108 or placement exam)
- MU 202 & 204 (Music Theory II) — offered every fall (Prerequisite = MU 201 & 203)
- MU 301 & 303 (Music Theory III) — offered every spring (Prerequisite = MU 202 & 204)

Music History and Literature

Take the appropriate music literature or music history class:

- MU 100 (Intro to Music Literature) — offered every semester (Prerequisite: none)
- MU 311 (Music History I) — offered every fall (Prerequisites: MU 301 and MU 100)
- MU 312 (Music History II) — offered every spring (Prerequisites: MU 301 and MU 100)

Miscellaneous

Take the appropriate miscellaneous music class:

- MU 106 (Intro to Music Technology) — offered every fall (Prerequisite: none)
- MU 325 (Conducting) — offered every fall (Prerequisite: MU 301)

Required for Some Emphases

These courses are required for some emphases, but not all:

Education Emphasis

- MU 302 (Music Theory IV) — offered every other fall (Prerequisite = MU 301 & 303)

- MU 322 (Diction for Singers) — offered every other fall (Prerequisite = MUA 111 or MUA 211)
- MU 401 (Form & Analysis) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 416 (Orchestration) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 425 (Advanced Conducting) — offered every other spring (Prerequisite: MU 325)
- MUE 321 (Choral/Instrumental Directed Observation) — offered every fall and spring (Prerequisite: MU 325)
- MUE 328 (Teaching General Music) — offered every other fall (Prerequisite = MU 301)
- MUE 428 (Vocal/Choral Methods for Secondary Schools) — offered every other spring (Prerequisite = MU 425)
- MUE 429 (Organizing and Directing Instrumental Groups in Secondary School) — offered every other spring (Prerequisite = MU 425)

Performance Emphasis

- MU 302 (Music Theory IV) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 401 (Form & Analysis) — offered every other fall (Prerequisite = MU 301 & 303)
- MU 425 (Advanced Conducting) — offered every other spring (Prerequisite: MU 325)
- MUA 499 — (Performance Emphasis Recital; includes lessons) (Prerequisite: MUA 498 and at least one additional semester of 400-level studio instruction after MUA 498)

Jazz Emphasis

- MUJ 131 — (Jazz Piano Lessons) minimum of two semesters (Prerequisite: none)
- MUJ 2x1 — minimum of three semesters (Prerequisite: music majors only)
- MUJ 498 — Senior Jazz Recital (includes lessons) (Prerequisite: at least three semesters of MUJ 2x1)
- MU 205 (Jazz Theory) — offered every other fall (Prerequisite = MU 201)
- MU 317 (Jazz Arranging) — offered every other spring (Prerequisite = MU 205)
- MU 316 (History & Appreciation of Jazz) — offered every other spring (Prerequisite: MU 100)
- MU 308 (Jazz Improvisation I) — offered every other fall
- MU 309 (Jazz Improvisation II) — offered every other spring

Music Technology Emphasis

- MU 207 (Music Technology 1) - offered every fall (Prerequisite = MU 106)
- MU 208 (Music Technology 2) - offered every spring (Prerequisite = MU 207)

- MU 305 (Music Technology 3) - offered every fall (Prerequisite = MU 208)
- MU 306 (Music Technology 4) — offered every other spring (Prerequisites = MU 305)
- MU 404 (Music Technology Individual Projects) — offered every semester (Prerequisite = MU 306)
- MU 406 (Internship in Music Technology) — offered every semester (Prerequisite = MU 306)

Suggested Sequence of Music Classes for Music Majors

All music majors, regardless of emphasis, take the same 40-credit music core. Other required music courses vary by emphasis, and are mostly taken after the first two years.

Below is a suggested sequence of music courses for the first two years for all music majors. Check the specific emphases for more details, if you have decided on an emphasis.

Year 1 — Fall

Course Number	Course Title	Credits
MU 100	Intro to Music Literature	3
MU 108	Intro to Music Theory	3
MU 106	Intro to Music Technology	1
MUX 3xx	Ensemble	1
MUA 2×1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	9.5

Year 1 — Spring

Course Number	Course Title	Credits
MU 201	Music Theory I	3
MU 203	Musicianship Skills I	1
MUX 3xx	Ensemble	1
MUA 2×1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	6.5

Year 2 — Fall

Course Number	Course Title	Credits
MU 202	Music Theory II	3
MU 204	Musicianship Skills II	3
MUX 3xx	Ensemble	1
MUA 2x1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	8.5

Year 2 — Spring

Course Number	Course Title	Credits
MU 301	Music Theory III	3
MU 303	Musicianship Skills III	3
MUX 3xx	Ensemble	1
MUA 2x1	Studio Instruction	1.5
MU 199	Music Forum	0
	TOTAL CREDITS	8.5

Music Scheduling Forecast

In order to plan for student advising, resource scheduling, and faculty support, the chart below depicts a forecast of which music courses are offered when. Since this is subject to change with student enrollment, curriculum development, and faculty resources, it is not appropriate for public consumption. It may, however, be helpful to faculty in advising and scheduling and is included here as a faculty tool.

Department of Music Scheduling Forecast						
	AY 18-19	AY 19-20	AY 20-21	AY 21-22	AY 22-23	Comments
Music Theory						
MU 108 Intro to Theory	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22	Every Fall
MU 201 Theory I	Spring 19	Spring 20	Spring 21	Spring 22	Spring 23	Every Spring
MU 202 Theory II	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22	Every Fall
MU 301 Theory III	Spring 19	Spring 20	Spring 21	Spring 22	Spring 23	Every Spring
MU 302 Theory IV (Mod. Mat.)		Fall 19		Fall 19		Every Other Fall
MU 401 Form and Analysis	Fall 18		Fall 20		Fall 22	Every Other Fall
MU 416 Orchestration	Fall 18		Fall 20		Fall 22	Every Other Fall
Music History						
MU 311 Music History I	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22	Every Fall
MU 312 Music History II	Spring 19	Spring 20	Spring 21	Spring 22	Spring 23	Every Spring
Conducting						
MU 325 Conducting I	Fall 18 (Choral)	Fall 19 (Instr.)	Fall 20 (Choral)	Fall 21 (Instr.)	Fall 22 (Choral)	Every Fall, Alternating Choral/Instr.
MU 425 Conducting II	Spring 19 (Choral)	Spring 20 (Instr.)	Spring 21 (Choral)	Spring 22 (Instr.)	Spring 23 (Choral)	Every Spring, Alternating Choral/Instr.
Music Technology						
MU 207 Music Tech I	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22	Every Fall
MU 208 Music Tech I	Spring 19	Spring 20	Spring 21	Spring 22	Spring 23	Every Spring
MU 305 Music Tech III	Fall 18	Fall 19	Fall 20	Fall 21	Fall 22	Every Fall
MU 306 Music Tech IV	Spring 19	Spring 20	Spring 21	Spring 22	Spring 23	Every Spring
Music Education						
MUE 328	Fall 18		Fall 20		Fall 22	Every Other Fall
MUE 428 Choral/Instr. Methods	Spring 19 (Instr.)	Spring 20 (Choral)	Spring 21 (Instr.)	Spring 22 (Choral)	Spring 23 (Instr.)	Every Spring, Alternating Choral/Instr.
Jazz						
MUJ 316 History of Jazz		Spring 20		Spring 22		Every Other Spring
MUJ 205 Jazz Theory		Fall 19		Fall 21		Every Other Fall
MUJ 317 Jazz Arranging		Spring 20		Spring 22		Every Other Spring
MUJ 308 Jazz Improv I	Fall 18		Fall 20		Fall 22	Every Other Fall
MUJ 309 Jazz Improv II	Spring 19		Spring 21		Spring 23	Every Other Spring
Piano Pedagogy						
MU 320 Piano Ped I	Fall 18		Fall 20		Fall 22	Every Other Fall
MU 321 Piano Ped II	Spring 19		Spring 21		Spring 23	Every Other Spring
Church Music						
MU 313 Survey of Church Mus	Spring 19		Spring 21		Spring 23	Every Other Spring
MU 402 Church Music Methods		Fall 19		Fall 21		Every Other Fall
Miscellaneous						
MU 322 Diction	Spring 19		Spring 21		Spring 23	Every Other Spring
MU 420 Piano Literature		Fall 19		Fall 21		Every Other Fall
MU 110 Intro to Arts Manage		Fall 19		Fall 21		Every Other Fall

UAH Travel Guidelines for Department of Music

Travel Preparation Procedures

Approval of Travel

All out-of-state and in-state travel must be approved in advance on a Travel Authorization form. Travel Authorization forms should be submitted **NO LATER** than 2 weeks prior to the start date of travel. Amended travel authorizations require initial and date of approver. Electronic signature is allowed and encouraged for quick processing. Each travel authorization should specify clearly the purpose of the trip and explain all activities associated with the trip. All documentation should be submitted electronically in PDF format to the Office Manager to process for approvals.

**THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
AUTHORIZATION FOR OFFICIAL TRAVEL
FOR PERSONNEL IN ACADEMIC AFFAIRS UNITS**

Traveler's Name: Date of Request:
 Destination: Dates of Trip:
 Primary Mode of Travel: Reason for Making Trip:

Arrangements for Classes:

Estimate of Cost:	Special Notes:
Air Transportation: <input type="text"/>	
Ground Transportation: <input type="text"/>	
Lodging: <input type="text"/>	
Meals: <input type="text"/>	
Registration: <input type="text"/>	
Miscellaneous: <input type="text"/>	
Total: <input type="text" value="0"/>	

Traveler's statement: "If university-controlled funds are accepted for this travel, I am aware of and fully responsible for following university travel policy. I certify that the travel is a part of my official and/or professional responsibilities. I acknowledge that I must gain approval of my supervisor for arrangements for official duties that will be missed."

Traveler _____ Date _____

Approval of Expenditure and Guarantee of Funds: Max. \$ Amt. for Reimbursement: 1st Acct: <input type="text"/> Other Accts. <input type="text"/> 1st Acct. Name/No. <input type="text"/> Auth. Signature/Date _____ 2nd Acct. Name/No. <input type="text"/> Auth. Signature/Date _____ Other Acct(s). Charged <input type="text"/> Auth. Signature(s)/Date(s) _____ _____ <small>*Contracts & Grants Administrator Date</small> <small>*Office of Sponsored Program signature required when travel is charged to contracts and grants</small>	
---	--

Approval of Travel and Alternate Arrangements for Classes and/or other duties

Travel Approved: _____ Date _____
 Travel Approved: _____ Date _____
 Travel Approved: _____ Date _____

Department Chair or Unit Supervisor _____ Date _____
 Dean or Director _____ Date _____
 Vice President _____ Date _____

This form must be submitted for all official travel. This proposed travel is unauthorized until signed by the Dean (for periods up to 7 calendar days) or the Provost (for periods greater than 7 calendar days) or other appropriate senior university official for out-of-state travel. This form should be prepared as an original only. Units in the approval loop for travel should keep a log of the process. A photocopy, signed by the budget unit head, should be retained at the unit level. The approved form should be returned to the budget unit head who then furnishes a copy to the traveler.

Travel Authorization Form

Traveler's Name: Your name

Date of Request: Today's date

Destination: City, State

Dates of Trip: First day of travel – last day of travel

Primary Mode of Travel: example: Rental car, airplane, train

Reason for Making Trip: example: Present research at (XXX) conference, perform at (XXX).

Arrangement for Classes: example: Rescheduled lessons, no classes scheduled.

Estimate of Cost:

These expenses are an estimate based on how much you anticipate spending on a trip. In-state and out of state per diem is explained below.

Traveler: Electronic or handwritten signatures accepted.

Approval of Expenditures:

Please leave this box blank. Any requested funding should be made via email or letter as backup.

Approval of Travel and Alternate Arrangements for Classes and/or other duties: Specify which classes (if any) that will be missed due to travel and the arrangements made to cover any missed class time.

In-state meal per diem For a trip from six to twelve hours, a meal allowance of \$11.25 will be paid. For a trip in excess of twelve hours, a meal allowance of \$30.00 will be paid. *For an overnight trip, \$75.00 per day will be paid to cover lodging, meals and tips.

Out-of-state meal per diem For travel within the United States, meal expenditures reimbursement will be for actual expenses but may not exceed an average of \$60 per day for the total duration of the trip.

****Any missing documents or incomplete information will be returned to the traveler to address before forwarding for approval.****

Backup documentation

Documentation of all expected expenditures should be provided with the Travel Authorization form. The following are some examples of acceptable documentation:

- **Air Transportation** An estimate (screenshot of current ticket prices) of the airfare should be included. Due to the fluctuation of pricing, round up when anticipating this cost. When flying from Huntsville International Airport (HSV), employees are allowed to claim 10 miles each way for reimbursement (20 miles round trip).
- **Travel Route** Mileage is calculated from the employee's official work station, 301 Sparkman Dr., Huntsville, AL 35899 to the destination address. A google map with the lowest mile route should be used. The rate of reimbursement is \$0.545 per mile. Reimbursement for mileage cannot exceed the coach/economy airfare to the destination plus airport transportation costs. When traveling by private vehicle, the traveler must provide a comparison between the cost to drive and the cost to fly. Travelers should use the most economical and efficient means of transportation.
- **Lodging** An estimate of the hotel cost should be printed from hotel website.
- **Registration** When attending a conference, a quote of the registration cost and a schedule of events should be provided as backup documentation.
- **Invitation to perform/present** An email screenshot or official program with the title of your presentation stating the date and location of the event should be included when requesting funds.

Funding request

When submitting a travel authorization form, please indicate from which academic body you are requesting funds. There are several resources available to tenured/tenure-track faculty. The funding stipulations are as follows:

Department Funding

The Department has funding available to faculty to help supplement research and development efforts including: performances, presentations of research, professional development, etc. Allocation is discretionary and should be submitted as a budget request to the Department Chair for prior approval.

CAHS Funding

The Dean's office has funding available to faculty that fall under two categories: Faculty Development Funding and Academic Research/Creative Production Conference Participation Funding. The amount of funding changes year to year and a memo detailing each policy's requirements can be obtained from your department's Office Manager.

Below is a summary of funding and changes from FY17 to FY18. FY17 funding levels are presented in parentheses. "Max for FY18" is for multiple trips. All other figures refer to single trip.

Who? / Where?	< 300 miles	>300 miles within USA	Int'l or Alaska or Hawaii	Max for FY18
Tenure-Track and Tenured Faculty -- eligible for HC funding	\$650 (\$500)	\$1,000 (\$800)	\$1,250 (\$1,000)	\$1,500 (\$1,000)
Tenure-Track and Tenured Faculty -- not eligible for HC funding	\$650 (\$500)	\$1,000 (\$800)	\$1,250 (\$1,000)	\$1,750 (\$1,250)



SCHOLARSHIP ENHANCEMENT TRAVEL AWARD PROGRAM

Instructions:

1. Application should be completed and submitted through the Department Chair and College Dean.
2. The application must be submitted with a completed travel authorization form.
3. The application must include details related to conference, symposia, festival etc with documentation showing formal acceptance of the submitted paper for presentation or work of art/creative expression for presentation/exhibition.
4. The application, with all attachments, should be submitted electronically (in pdf format) to academicofficial@uah.edu or by campus mail to the Provosts Office, SSB 303.

Date: _____
 Name: _____ Title: _____
 Department: _____ Phone No.: _____ E-mail: _____
 Department Financial Contact: _____ Email: _____

ESTIMATE OF FUNDING REQUIRED:

Airfare \$ _____ From: _____ To: _____
 Rental Car \$ _____ Registration \$ _____
 Total Requested: \$ _____

EVENT DETAILS

Details of Conference/Meeting: _____
 Date of Event _____ Place of Event _____
 Rationale for award (Please describe briefly how this award would benefit your professional growth)

(Signature of Applicant)
 I support the application and guarantee that an amount of \$ _____ will be provided by the Department / College from appropriate funds for the purposes outlined in this application

 Name and Signature of Department Chair Name and Signature of College Dean

NOTICE OF AWARD

Amount of Award: \$ _____ Date: _____
 Signature of Provost: _____

Scholarship Enhancement Travel Award Program

Awards are made specifically for the presentation of papers at conferences or presenting works of art or creative expression at well established, and recognized, conferences, symposia or festivals such as those sponsored by professional societies/associations.

Estimate of Funding Required: Total requested line (same number from the Travel Authorization form).

Event Details: Detailed explanation of the event. **Bottom portion to be filled out by Department Chair/College Dean.**

In order to receive funding, the college and/or department must fund a portion of the cost of the trip. Funding from the Provost will match college/department funding up to \$500.

This document should be submitted in conjunction with your Travel Authorization Form.

Student Travel

Limited funding is available to help students offset the cost of presenting or performing in events relevant to their field of study. Undergraduate students presenting a paper at a conference at any location are eligible for up to \$300 per year from the Dean's office, regardless of department or distance. Departmental funding is handled on a case to case basis.

Reimbursement for Student Travel Students who travel at the request of the University can be reimbursed using the same guidelines detailed in the UAH Travel Policy for employees.

Approval for Payment In cases when the student is unable to pay the travel expenses upfront, the student advisor or faculty member can pay for the travel expenses for the student and be reimbursed. Any student that requests in-state or out-of-state travel expenses to be reimbursed or paid on their behalf is required to submit a travel authorization, signed by the traveler and appropriate approver(s). If student expenses are being paid by someone other than the student traveling, it should be noted on the travel authorization.

Travel Advances Student groups traveling on behalf of the University follow the guidelines detailed in the UAH Travel Guidelines for employees in addition to the group travel Cash Advance Guidelines. Please refer to the UAH Travel Policy for more information.

Post-Travel Procedures

Reimbursement

All travel reimbursements are to be filled out on the appropriate reimbursement voucher. There are specific forms for in-state travel and out-of-state travel (international travel uses the out-of-state voucher). All forms should be filled out electronically, as there are built in formulas to populate cost fields. The form should be printed and signed by hand; electronic signatures are NOT allowable for reimbursement forms. **Receipts should be taped to fit a single sheet of blank paper. Multiple receipts can be attached to a single page. The tape should not cover any important information such as the total amount or date of purchase.**

The following forms of backup are required:

- Registration receipt(s)
- Airfare/baggage/parking receipt(s)
- Hotel receipt(s)
- Rental vehicle/taxi receipt(s)
- Miscellaneous expense receipt(s) (as specified in the Travel Authorization Form)
- International travel** receipts should include the exchange rate used to calculate reimbursements
- All travel reimbursement must include brochures, agenda, and schedule of meetings

Prohibited Items

Non-reimbursable expenses include but are not limited to the following:

- Alcoholic beverages and taxes
- Clothing or toiletry items
- Commuting between home and campus
- Airline club membership
- Expenses related to vacation or personal days taken before, during, or after a business trip
- Collision (CDW) or loss damage (LDW) on rental cars except for foreign travel
- Loss or theft of airline tickets
- Loss or theft of personal funds or property
- Lost baggage
- Purchase of luggage and briefcases
- Magazines, newspapers, personal reading materials
- Medical expenses while traveling
- Personal entertainment charges such as movies, spa/health clubs, sightseeing tours, golf outings, etc.
- Personal grooming services
- Pet care
- Saunas, massages
- Shoe shines
- Souvenirs or personal gifts
- Travel accident insurance premiums
- Parking tickets or other traffic fines
- Tobacco products
- Personal travel insurance
- Spouse/family travel expenses except as stated in the spouse/family section
- Safe charges
- Keys locked in personal vehicle or towing of automobile used for University business

Submission

The following documentation should be submitted together in hard copy containing the following forms:

- Reimbursement voucher (in-state or out-of-state)
- Signed travel authorization form
- All receipts (in the order of the date the purchase was made)
- Any other pertinent documentation pertaining to the travel

Prompt Submission

If the travel voucher is submitted more than sixty (60) days after the completion of travel, the reimbursement is considered taxable income to the traveler unless a reasonable justification for an exception is presented. The reimbursement will be added to the employee's W-2 form.

Examples of reasonable exceptions include, but are not limited to:

- Extended personal illness
- Death in the family
- Travel outside of country for an unexpected period of time
- Unforeseen circumstances, which must be explained

Trip Cancellation

The University will reimburse an employee for non-refundable expenses when cancellation of a trip is necessary due to conflicting University business, or an illness or death in the employee's family.

Additional Links

Travel Authorization Form

https://www.uah.edu/images/administrative/business-services/Forms/Travel_Authorization_for_Academic_Units.pdf

In-state and Out-of-state Travel Vouchers

<https://www.uah.edu/business-services/travel-information>

UAH Travel Guidelines

https://www.uah.edu/images/administrative/business-services/Forms/UAH_Travel_Guidelines.pdf

Scholarship Enhancement Travel Fund

https://www.uah.edu/images/administrative/academic-affairs/scholarship_enhancement_travel_fund_information_2016_f.pdf

Appendix 1 - Programs of Study in Music

MUSIC CORE (Also Liberal Arts Emphasis)

Music Core	Hours	Comments
Studio Instruction in ____ MUA 2x1	6	At least four semesters (x 1.5 cr) at the 200 Level. Jury to be admitted to 400 Level.
Studio Instruction in ____ MUA 4x1	1.5	
Senior Recital MUA 498	1.5	
Ensembles MUX 3xx	7	Must be on student's primary instrument. At least half of these must be conducted ensembles. At least one credit must be chamber ensembles. For Jazz Emphasis, these must be non-jazz ensembles.
Intro to Music Literature MU 100	3	Included in GER
Intro to Music Technology MU 106	1	
Music Theory I MU 201	3	Pre-req: Placement Exam or MU 108
Musician Skills I MU 203	1	
Music Theory II MU 202	3	Pre-req: MU 201
Musician Skills II MU 204	1	Pre-req: MU 203
Music Theory III MU 301	3	Pre-req: MU 202
Musician Skills III MU 303	1	Pre-req: MU 204
Music History I MU 311	3	Pre-req: MU 301
Music History II MU 312	3	Pre-req: MU 301
Conducting MU 325	2	Pre-req: MU 301
Music Forum MU 199	0	P/F - Must PASS this course at least seven times before graduation. Transfer students must pass each semester they are in residence at UAH, up to maximum of seven times.
Total Hours in Music Core:	40	

Performance Emphasis		Hours	Comments
Principal Instrument	MUA 4x1	1.5	
Perf. Emphasis Recital	MUA 499	1.5	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Ensemble	MUA 39x	1	
Music Theory IV (Modern)	MU 302	3	
Form & Analysis	MU 401	2	
Advanced Conducting	MU 425	2	
Upper Level Elective		2	
Electives		4	
Piano Proficiency Exam		0	
Full Recital			
Total Hours in Emphasis:		21	

Jazz Emphasis		Hours	Comments
Jazz Indiv. Instr. (4 x 1.5)	MUJ 2xx	4.5	•At least three semesters (x 1.5 cr). •Jury to be admitted to recital.
Senior Jazz Recital	MUJ 498	1.5	
Jazz Piano	MUJ 131	2	At least two semesters (x 1 cr).
Jazz Ensemble	MUX 389	4	At least 4 semesters (x 1 cr).
Jazz Combo	MUX 386	2	At least 4 semesters (x 0.5 cr).
Jazz Theory	MU 205	2	
Jazz Arranging	MU 317	2	
Jazz Improvisation I	MU 308	2	
Jazz Improvisation II	MU 309	2	
History & Apprec. of Jazz	MU 316	3	
Total Hours in Emphasis:		25	

Piano Pedagogy Emphasis		Hours	Comments
Piano Pedagogy	MU 320	2	
Piano Pedagogy II	MU 321	2	New Course
Piano Literature	MU 420	2	
Group Piano Ped. Internship	MU 409	3	New Course (internship)
Indiv. Piano Ped. Internship	MU 410	3	New Course (internship)
Teaching General Music	MUE 328	3	
Principles of Marketing	MKT 301	3	
Fin. Issues in Entrepreneurship	FIN 410	3	
Total Hours in Emphasis:		21	

Technology Emphasis		Hours	Comments
Music Technology 1	MU 207	3	
Music Technology 2	MU 208	3	
Music Technology 3	MU 305	3	
Music Technology 4	MU 306	3	
Internship in Music Tech	MU 406	3	
Applied Instruction	MU 404	1	.
Video Production	CM 260	3	
Total Hours in Emphasis:		22	Including 3 credits of Electives

Music Business Emphasis		Hours	Comments
Arts Administration	MU 206	3	New Course
Music Business Internship	MU 407	3	New Course
Principles of Marketing	MKT 301	3	
Managing Organizations	MGT 301	3	
Fin. Issues in Entrepreneurship	FIN 410	3	
Electives – Choose two of these:		6	
Intro to Entrepreneurship	MGT 101	(3)	
New Venture Strategies	MGT 405	(3)	
Sales Mgmt & Prof. Selling	MKT 315	(3)	
Services Marketing	MKT 420	(3)	
Total Hours in Emphasis:		21	

Church Music Emphasis		Hours	Comments
Survey of Church Music	MU 313	3	New Course
Church Music Methods, Materials, and Administration	MU 402	3	New Course
Church Music Internship	MU 408	3	New Course
Studio Instruction in Organ and Voice	MUA 121	3	<ul style="list-style-type: none"> •If organ is the student's primary instrument, this would be Voice, and vice versa. •If neither is the primary instrument, this would be two credits of voice and one of organ.
Teaching General Music	MUE 328	3	
Philosophy of Eastern and Western Religions	PHL 314	3	
Social Psychology	SOC 375	3	Also PY 375
Total Hours in Emphasis:		21	

Instrumental Education Emphasis		Hours	Comments
Sec. Instrument – br/ww	MUA 1x1	1	
Sec. Instrument – br/ww	MUA 1x1	1	
Sec. Instrument – br/ww	MUA 1x1	1	
Sec. Instrument – String	MUA 151	1	
Sec. Instrument – Perc	MUA 181	1	
Sec. Instrument – Choral	MUE 321	1	
Music Theory IV (Modern)	MU 302	3	
Form & Analysis	MU 401	2	
Orchestration	MU 416	2	
Advanced Conducting	MU 425	2	
General Music	MUE 328	3	
Inst Meth/Secondary	MUE 429	3	
Piano Proficiency Exam			
Total Hours in Emphasis:		21	

Choral Education Emphasis		Hours	Comments
Sec. Instrument – Piano	MUA 131	1	
Sec. Instrument – Piano	MUA 131	1	
Sec. Instrument – Piano	MUA 131	1	
Sec. Instrument – String	MUA 151	1	
Sec. Instrument – Diction	MU 322	1	
Sec. Instrument – Band	MUE 321	1	
Music Theory IV (Modern)	MU 302	3	
Form & Analysis	MU 401	2	
Orchestration	MU 416	2	
Advanced Conducting	MU 425	2	
General Music	MUE 328	3	
Choral Meth/Secondary	MUE 428	3	
Piano Proficiency Exam			
Total Hours in Emphasis:		21	

Additional Education Courses		Hours	Comments
Intro to Education	ED 301	1	Block 1
Foundations of Education	ED 305	3	Block 1
Educational Psychology	ED 308	3	Block 1
Classroom & Behavior Mgmt	ED 309	3	Block 2
Tehing the Exceptional Child	EDC 301	3	Block 2
Instructional Strategies	EDC 311	3	Block 2
Applied Multiculturalism	ED 430	3	Block 2
Teaching Reading in Content	ED 408	3	Block 3 or 4 (Fall)
Foundations of Ed Evaluation	ED 410	3	Block 3 or 4 (Spring)
P-12 Internship (Music)	ED 499	12	(Student Teaching)
Total Hours in Education:		37	

Appendix 2 - Studio Instruction Report



STUDIO INSTRUCTION REPORT

Student Name: _____ Email: _____

Street: _____ City: _____ State: _____ Zip: _____

Degree: _____ Major or Emphasis: _____ A#: _____

Year/Sem.: _____ Instrument: _____ MUA/MUJ: _____

*During the term I have studied the following exercises and repertoire: (Place an asterisk * before compositions that are memorized and a number sign # before compositions that were performed).*

A. Technical Study and Sight-Reading:

B. Completed compositions begun in previous term:

C. Completed compositions new this term:

D. Compositions in progress:

E. Ensembles and Other:

Instructor Grade: _____ Signed: _____ (Instructor)

Studio Instruction Record

Name: _____ Lesson Time: _____

1. Date:	2. Date:	3. Date:
4. Date:	5. Date:	6. Date:
7. Date:	8. Date:	9. Date:
10. Date:	11. Date:	12. Date:
13. Date:	14. Date:	15. Date:

Concert/Recital Attendance Record

1	2
3	4
5	6
7	8

Appendix 3 - Studio Instruction Syllabus



MUA and MUJ STUDIO INSTRUCTION SYLLABUS

A. Definitions

• 100-level MUA and MUJ Studio Instruction

- These courses will not count toward a music major's primary instrument requirements.
- Courses numbered MUA 111, 121, 131, 141, 151, 161, 171, 181, 191; MUJ 131, 141, 151, 161, 171, 181, and 191 earn one credit hour and include 30-minute private lessons each week. These courses are open to any student in the university.
- Courses numbered MUA 115, 125, 135, 145, 155, 165, 175, 185, and 195 earn 1.5 credit hour and include 50-minute private lessons each week. These courses are reserved for students who intend to be music majors but have not yet been accepted by audition.

• The 200-level and 400-level MUA and MUJ Studio Instruction

- These courses earn 1.5 credit hour and include 50-minute private lessons each week. These courses are limited to music majors. All students must audition and be accepted as a music major before being admitted to these courses.
- Courses included: MUA 211, 221, 231, 241, 251, 261, 271, 281, 291, 411, 421, 431, 441, 451, 461, 471, 481, 491, 498, 499; MUJ 231, 241, 251, 261, 271, 281, 291, and 498.

B. Individual Instructor Requirements

Many studio instructors add an additional syllabus page that is specific to their studios. If in doubt, please ask your instructor about this.

C. Departmental Requirements

This section includes a general outline of requirements for all students enrolled in studio instruction. All students will be expected to meet the general requirements as listed; additional studio instruction requirements will be at the discretion of the individual instructor.

C.1. Lesson Attendance:

The lesson grade will be affected by a student not attending a minimum of 13 lessons (spring and fall; 10 lessons in the summer). In the case of a lesson that is missed with no advance notification, the instructor will not make up the lesson; instructors will make up lessons with advance notification from students and in cases where the instructor must miss a lesson.

C.2. MU199 (Music Forum) - Corequisite

All students enrolled in 200- or 400-level Studio Instruction must also concurrently enroll in MU199 (Music Forum). MU199 (Music Forum) has a unique grading and attendance policy which may found in the syllabus for the course. Music minors and other students enrolled in 100-level Studio Instruction are encouraged but not required to enroll in MU199 (Music Forum) as well.

C.3. Faculty Recital Attendance:

All music majors and music minors are expected to attend all faculty recitals, even if doing so exceeds the requirements for MU199 (Music Forum).

C.4. Student Recital Attendance:

All music majors and music minors are expected to attend all student recitals presented by music majors, even if doing so exceeds the requirements for MU199 (Music Forum).

C.5. Expected Outcomes:

The student will be expected to make satisfactory performance progress in the areas of general technical skills and musicianship. These will be evaluated based on the individual instructor's assessment, departmental juries, lesson attendance, and attendance at recitals of students and faculty in the Department of Music.

C.6. Performance Juries:

All students enrolled in 200-level or 400-level MUA or MUJ Studio Instruction must perform a jury at the end of each semester for the music faculty. This performance jury makes up 1/3 of the semester grade, with the remaining 2/3 based on the performance in individual lessons.

Music minors enrolled in 100-level MUA or MUJ Studio Instruction must perform a jury at the end of every other semester.

C.7. Audit/Incompletes:

MUA and MUJ studio instruction at the 200- or 400-level may not be audited. It is possible to audit MUA or MUJ studio instruction at the 100-level.

Incompletes are not given for MUA or MUJ studio instruction at the 100-level.

With one exception, incompletes are not given for MUA or MUJ studio instruction at the 200- or 400-level. In the event that a student is unable to perform the jury on the designated day, an incomplete may be awarded at the instructor's discretion. In this event, the student has no more than two weeks to make up the jury. If the jury is not made up within two weeks, the grade will be an F.

Appendix 4 - Jury Rubrics



INSTRUMENTAL JURY EVALUATION

Performer's Name: _____ Performance Time: _____

Selection(s): _____

PERFORMANCE FUNDAMENTALS	TECHNICAL ACCURACY	MUSICAL EFFECT
<input type="checkbox"/> Tone Quality <input type="checkbox"/> Intonation <input type="checkbox"/> Timbral Consistency <input type="checkbox"/> Range <input type="checkbox"/> Articulation	<input type="checkbox"/> Note Accuracy <input type="checkbox"/> Rhythmic Accuracy <input type="checkbox"/> Precision <input type="checkbox"/> Entrances <input type="checkbox"/> Releases <input type="checkbox"/> Clarity of Articulation <input type="checkbox"/> Technique <input type="checkbox"/> Stability of Pulse <input type="checkbox"/> Dynamics Observed <input type="checkbox"/> Transitions	<input type="checkbox"/> Expression <input type="checkbox"/> Shaping of Line <input type="checkbox"/> Style <input type="checkbox"/> Interpretation <input type="checkbox"/> Phrasing <input type="checkbox"/> Tempo <input type="checkbox"/> Dynamic Expression
(circle one) 0 1 2 3 4 5 6 7 8 9 10	(circle one) 0 1 2 3 4 5 6 7 8 9 10	(circle one) 0 1 2 3 4 5 6 7 8 9 10

Professors may include a + or - by the subdivisions above, which is an indicator of specific deficiencies (-) or strengths (+) for that particular caption. The absence of any marks indicates a performance consistent with the points assigned.

COMMENTS:

TOTAL Points from above: _____

LETTER GRADE: _____

- A = 25-30 points
- B = 20-24 points
- C = 15-19 points
- D = 10-14 points
- F = 0-10 points

Faculty signature: _____



VOCAL JURY EVALUATION

Performer's Name _____ Performance Time: _____

Selection 1: _____ Composer _____

Selection 2: _____ Composer _____

Selection 3: _____ Composer _____

PERFORMANCE FUNDAMENTALS

- __ Tone Quality
- __ Intonation
- __ Diction
- __ Consistency of Range
- __ Control

(circle one)

0 1 2 3 4 5 6 7 8 9 10

TECHNICAL ACCURACY

- __ Precision
- __ Breathing
- __ Posture
- __ Rhythmic Accuracy
- __ Technique
- __ Memorization

(circle one)

0 1 2 3 4 5 6 7 8 9 10

MUSICAL EFFECT

- __ Expression
- __ Style
- __ Interpretation
- __ Phrasing
- __ Tempo
- __ Dynamic Expression
- __ Stage Presence
- __ Appearance

(circle one)

0 1 2 3 4 5 6 7 8 9 10

Professors may include a + or - by the subdivision above, which is an indicator of specific deficiencies (-) or strengths (+) for that particular caption. The absence of any marks indicates a performance consistent with the points assigned.

COMMENTS:

TOTAL Points from above: _____

- A = 25-30 points**
- B = 20-24 points**
- C = 15-19 points**
- D = 10-14 points**
- F = 0-10 points**

LETTER GRADE: _____

Faculty signature: _____

Appendix 5 - MU199 (Music Forum) Syllabus**Music Forum**
MU 199 -- SYLLABUS

Credit: 0 hr.
Prereq.: None
Text: None

Objectives

The goal of this course is for students to experience live concert attendance in a directed context.

Description

Concert attendance is an indispensable aspect of a student's music education. Music Forum consists of two components: 1. Music Forum, a corporate music experience once per week for an hour, usually held on Thursday mornings and 2. Attendance at 8 concerts or recitals at UAH or within the community. These eight performances must include at least four in which the student is not performing.

Music majors must pass this course a minimum of seven times before graduating. Transfer music majors who attend UAH for less than seven semesters must pass this course each semester they are enrolled in music classes at UAH.

Music minors must pass this course a minimum of four times before graduating. Transfer music minors who attend UAH for less than four semesters must pass this course each semester they are enrolled in music classes at UAH.

Evaluation

Course evaluation is pass/fail. In order to pass the course, the student must attend a minimum of eight concerts and must not miss more than two Music Forum meetings. The deadline for submitting concert attendance records is one full week prior to juries.

For more information regarding Music Forum and concert attendance, please see the Music Department's Student Handbook.

Appendix 6 - Accompanist Invoice



ACCOMPANIST INVOICE

Student: _____

Accompanist: _____

Billing Date: _____

Student Payment Due: _____

DEPARTMENTAL RATES:

30-minute Lesson/Rehearsal (Limit 2): \$33
Mini-Performance (Limit 1): \$34

STUDENT RATES:

30-minute Lesson/Rehearsal: \$20
Mini-Performance: \$20
Pre-Recital Jury: \$40
Recital Performance: \$75

DATE	TYPE OF SERVICE	DEPARTMENTAL SERVICE	STUDENT-PAYED SERVICE	FEE
DEPARTMENTAL TOTAL:				
STUDENT TOTAL:				

UAH ACCOMPANYING POLICY

All Students Enrolled in an Applied Lesson at Any Level:

All applied students are entitled to two departmentally-funded rehearsals or lessons and one departmentally funded mini-performance with one of the five Departmental accompanists each enrolled semester. A mini-performance generally lasts less than fifteen minutes; end-of-term juries, studio classes, and Music Forum performances are considered mini-performances. All services beyond these three departmentally-funded services will be at the student's expense at the fixed rate of \$20 per half hour for similar services and/or at the published rate for Recitals and Recital Juries.

In an effort to ensure an educational and collaborative experience for both students and accompanists, the following policies have been enacted, effective March 5, 2018:

1. All jury repertoire is due to accompanists no later than March 15/October 15.
2. In future semesters, Voice students must provide at least 2 selections to their accompanists within the first six weeks of the term. The remaining repertoire selections must be submitted by the aforementioned March 15/October 15 deadline.
3. The first of the two departmentally-funded rehearsals or lessons with the accompanist must occur no later than April 7/November 7. The second rehearsal may occur any time prior to the jury.
4. Students selected to perform on Honors Recitals will receive added Honors Recital accompanying at the expense of the department.

Voice Students Enrolled in an Applied Lesson at Any Level:

Students in the Voice Area are subject to the Departmental Accompanying Policy that governs all music students. However, singers must rely much more heavily upon pianistic collaborators than those in other disciplines. Therefore, all singers registered for Applied Lessons in Voice will be required to have an accompanist in the last half-hour of a MINIMUM of six (6) lessons throughout the semester at the Departmental Rate of \$20 per half hour. These services will be contracted by the student in addition to the two rehearsal/lesson services and mini-performance provided by the Department.

Accompanists:

Contact information for all approved accompanists is available in the Music Office. Please note that each accompanist has a maximum load of 10 students per semester.

Accompanist Invoicing:

Accompanists shall provide this invoice to Ms. Shannon Womack in the Music Office with every transaction where services are provided and monies exchanged.

Cancellation policy:

Students are required to give 24 hours notice to the accompanist and instructor of any scheduled rehearsal or performance absences. In the event that sufficient advanced notice is not given, the student will be charged at the student rate of \$20 per half hour. Departmental rehearsals are not to be used to cover the expenses of missed rehearsal or performance.