

Music Department Faculty Handbook

2015-2016

Purpose:

The Music Department Adjunct Faculty Handbook is designed to supply basic information about policies and procedures for the efficient operation of the Music Department program.

On behalf of the college we sincerely thank you for your work with Doane students, and look forward to working with you.

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The Music Student Handbook

Note: The full music student handbook can be viewed online at:

<http://www.doane.edu/sites/default/files/crawled/FacStaff/docs/40024.pdf>

3. Other policies on lessons, both class and private
 - a. Scheduling of lessons is arranged from the class and work schedules that students submit to the music department. Professors will assign lessons only after a schedule has been submitted.
 - b. Students may make up missed lessons **ONLY** if the instructor has been sufficiently notified **BEFORE** lesson time, and a legitimate excuse has been presented. It is the student's responsibility to contact the instructor later to discuss the possibility of making up the lesson. **INSTRUCTOR-MISSED LESSONS WILL BE MADE UP AND ARRANGED BY THE INSTRUCTOR.**
 - c. Lessons missed because of ensemble tours and field trips will be made up at the discretion of the instructor.
 - d. Academic credit cannot be given for lessons taken outside the college unless transferred from another accredited academic institution. Lessons taken outside the college will not be allowed to satisfy a departmental requirement when the college has faculty to teach the applied area in question.
 - e. Students enrolled in applied lessons are expected to practice 30 minutes each day for each credit.

4. Jury Requirements
 - a. All students enrolled in lessons are required to take a jury during the week of final exams. Students who have performed a Half or Full Recital may be exempt. Students who have performed a concerto/vocal aria as part of a major work on campus may also be exempt. However, students who have performed in another student's recital or in the Honors Recital are **NOT** exempt from performing a jury.
 - b. Students enrolled in lessons for 2 credits must perform a jury at the 300-400 level.
 - c. Jury performance requirements:
 - MUS 111-212A: 5 minutes of memorized music
 - MUS 311-412A: 8-10 minutes of memorized music

 - MUS 111-212B: Two memorized songs
 - MUS 311-412B: Three memorized pieces; two foreign languages may be required

 - MUS 111-212C: Etude or exercise
 - MUS 311-412C: Solo work or etude
 - d. Failure to perform a jury may result in a failing grade for the course.

CONCERT REQUIREMENTS:

- a. Students must attend ON-CAMPUS MUSIC DEPARTMENT CONCERTS, with the following exception: non-music majors and music minors who are studying beyond their scholarship requirement are exempt from recital attendance requirements. However, seminar and jury requirements remain the same. A student's failure to comply with the concert attendance requirements will result in a lower grade in each lesson enrollment according to the following schedule:

<u>Music Majors</u>		<u>All Other Students</u>	
<u>Unexcused Absences</u>	<u>Penalty</u>	<u>Unexcused Absences</u>	<u>Penalty</u>
0-2	None	0-3	None
3	1 letter	4	1 letter
4	2 letters	5	2 letters
5 or more	3 letters	6 or more	3 letters

SEMINAR REQUIREMENTS:

- a. All applied students must attend the scheduled full and applied seminars on Tuesdays.
- b. It is the student's responsibility to request permission to miss or be excused from a seminar. Written excuses must be given to both Lisa Ulmer (Cm 110) and the instructor prior to the seminar.
- c. All students are required to appear at least once in performance at the seminar each term, with these exceptions:
- A performance is not required for the first term of registration in any given area.
 - Any instructor, in consultation with the department chairperson, may excuse a student from performing in the seminar for pedagogical reasons.
- d. Failure to appear in seminar will result in a lowered applied music grade.

ENSEMBLE REQUIREMENTSVocal and Instrumental

- a. All scholarship students and all music majors and minors must fulfill ensemble requirements according to the letter of intent and departmental guidelines through membership in any of the touring and non-touring groups. These are Collegiate Chorale, Doane Choir, Women's Chorale, Concert Band and/or Wind Ensemble. Successful participation and auditions will automatically renew the scholarship each year. Failure to meet the requirements may result in loss of all or a portion of the scholarship.
- b. It is recommended that students participate in a maximum of two ensembles per semester. Anyone going over the recommended participation will be counseled by his/her advisor and directors of the ensembles involved.

PIANO ACCOMPANYING

Students needing accompanists will not be expected to find their own accompanists. Lisa Ulmer will assign accompanists. If a student soloist and accompanist have mutually decided they would like to work together, they should make their request known to Professor Ulmer during the first two weeks after lessons begin. **All requests must go through Professor Ulmer.**

1. Applied lesson instructor assigns new music to student.
2. Student immediately makes one copy of all music and submits the music to Professor Ulmer along with the STUDENT'S NAME, LESSON DAY AND TIME AND NAME OF INSTRUCTOR ON THE FIRST PAGE OF EACH COMPOSITION.
3. Professor Ulmer determines the level of difficulty of the music and assigns a student or staff accompanist.
4. Professor Ulmer notifies the student who his/her accompanist is and gives the music to the accompanist.
5. The accompanist will not be expected to attend more than four weekly lessons throughout the semester. The soloist must give the accompanist two weeks notice before the accompanist attends the first lesson and/or accompanies on any seminar or recital.
6. Professor Ulmer coaches the student accompanist together with the soloist on a need basis and the accompanist alone on a more frequent basis.
7. All requests for an accompanist must be made by **October 7** for the fall term and **March 3** for the spring term. If you have not requested an accompanist by then, you must find your own accompanist.

SOLO PERFORMANCES FOR SEMINARS AND HONORS RECITALS

Performances in front of your peers and teachers are important learning experiences. You should be well prepared for these performances. Here are some general guidelines when preparing a work with an accompanist.

1. Soloist
Know your part and be familiar with accompaniment prior to first rehearsal with accompanist. Approve rehearsal times and performance dates with accompanist.
2. Accompanist
Know your part and be familiar with the solo line prior to the first rehearsal with soloist. It is not your job to teach notes, etc.
3. Studio Instructor
Give guidance concerning ensemble rehearsal technique. Discuss stage decorum.
4. **DRESS UP AND LOOK PROFESSIONAL FOR YOUR PERFORMANCE.**
5. Performance at seminars and Honors Recital does not exempt you from the jury requirement.

RECITALS

General Information

- a. All music majors must be enrolled at the 300 level or above in their primary applied lesson in order to give a Half or Full Recital. Transfer students must complete at least two semesters of private study at Doane before they are eligible to give a recital.
- b. In the semester of the recital, students must be enrolled in lessons in each medium they are going to perform in their recital. Exceptions will be made only upon unanimous agreement of the faculty.
- c. All recitals must be approved by the music department at least one full semester before scheduling of the recital. The approval to present a recital will be given following juries at least one semester prior to the recital by the applied faculty in each of the student's areas of performance.
- d. Junior performance and music education majors must give a Half Recital (25 minutes), and senior performance majors must give a Full Recital (50 minutes).

Procedures for Half and Full Recitals

- a. Students should find two dates their applied teacher would be able to attend their recital and email those options to Performing Arts Coordinator Dayna Svoboda indicating their first and second choice. Dayna will check the dates within the campus reservation system and secure Heckman Auditorium with your first choice. If that date is not available your second choice will be reserved. A pdf of the recital permission form will be emailed to you, please obtain the appropriate signatures and return the form to Dayna. (No Friday, Saturday, or Sunday recitals).
- b. Music majors denied permission to give a Half Recital may reapply after the fifth semester or may complete the recital requirement through general seminar appearances.

Arrangements

- a. Student recital dates are assigned in the fall in accordance with the guidelines established by the faculty. Recital date changes are permitted only during the first three weeks of the new academic year, and must be finalized by **Friday, September 16, at 3:00pm**. Exceptions to this may be made under extraordinary circumstances.
- b. A Full Recital performance preview will be given by the recitalist (and accompanist) for the music faculty approximately two weeks prior to the performance date. The recitalist will schedule this preview with the music faculty and his/her instructor.
- c. A Half Recital performance preview may be required, following the same procedures as in item b. above.

- d. All student recital programs are printed by the service bureau at no cost to the student. Students will receive a recital program template from Dayna Svoboda via email which should serve as a guide to their own program. Students are to submit their typed program copy to Dayna Svoboda, Professor Lisa Ulmer, Professor Hannah Jo Smith (for vocal recitals) their applied lesson instructor, and their accompanist **14 days before the recital**. Programs must be proofread and signed by the instructor before they will be forwarded the Service Bureau for printing. All program copy should adhere to the standard department format unless other arrangements are made beforehand. Translations of song texts and historical materials are required of all voice recitals.
- e. All Half and Full Recitals will be held in Heckman Auditorium.
- f. Students are responsible for:
 1. The performance piano use and its security before and following rehearsals.
 2. Reserving rehearsal times in the hall by emailing a request to Dayna Svoboda with the date and time you would like to rehearse. Please allow 5 business days for your request.
 3. Staging and lighting needs with Dr. Gilbert.
 4. Reception should be coordinated with the NAFME Student Chapter.
 5. Recording should be coordinated with Dayna Svoboda.

SOPHOMORE EVALUATIONS

The music major at Doane University requires an evaluation of student skills and knowledge during the fourth semester of study. The sophomore evaluation consists of:

- a. An opportunity for the music faculty to hear each student perform on his/her primary instrument. Prepare to perform 5 to 10 minutes, one or more pieces that highlight(s) your achievement thus far in your studies.
- b. An evaluation conference with the music faculty during which the student's progress as a musician, instrumentalist/singer, pianist, student, and scholar will be discussed.
- c. Sight-reading on each student's principle instrument and piano. (NOTE: This is two sight-reading performances- primary instrument (1) and piano (2).)
- d. Performing several short sight singing and tonal memory exercises.
- e. An evaluation of piano proficiency progress, with a minimum of one proficiency requirement completed.
- f. An evaluation of all academic courses in music. An evaluation of education courses will also occur for music education majors.
- g. Music education majors are required to prepare/update their Music Education Portfolio, which should include the following:
 1. A music education philosophy statement that outlines the student's overall music teaching philosophy.
 2. An elementary general music teaching philosophy statement.
 3. One assignment of your choice from MUS 221 representing your finest work. Provide a written statement that discusses the various features of the assignment that represent quality in your work and teaching.

On the basis of this evaluation procedure, the faculty will recommend one of three options:

- a. "Passed" (Student is encouraged to complete the music major/minor requirements.)
- b. "Not Passed" (Student should select another major or area of study.)
- c. "Pass with Provisions" (Student must raise performance and/or academic standing to acceptable levels by the end of the fourth term of study. Upon successful completion, the faculty will "Pass" the student and allow continuation in the music major.)

PIANO PROFICIENCY EXAM

All music majors are required to pass a piano playing proficiency exam. Completion of the piano proficiency examination with a grade of "B" or above on each part of the exam fulfills the music major piano proficiency requirement. Demonstration of basic piano skills such as scales, simple improvised accompaniment, sight reading and selected prepared works comprise the playing exam. The deadline for music education majors to complete the proficiency exam is the last day of final exams in the second semester of the junior year. All other music majors have until the last day of final exams in the second semester of the senior year to complete the piano proficiency exam. **STUDENTS WILL NOT GRADUATE OR STUDENT TEACH UNTIL THIS REQUIREMENT HAS BEEN FULFILLED.**

PIANO PROFICIENCY REQUIREMENTS

- a. Scales: all major and harmonic minor scales, hands together, two octaves with correct fingering.
- b. Five minutes of prepared, memorized music, including a contrapuntal piece.
- c. One or two prepared hymns.
- d. Chords (I, IV, and V7):
 1. provide "boom-chuck" chordal accompaniment (left hand - root, right hand - chord) to familiar songs (patriotic, folk, etc.) in any key; and
 2. sight-read simple children's songs, providing chordal accompaniment with left hand, right hand playing melody. (see the book "Music Round the Town" on reserve in the library)

Music Department Procedures

Faculty Absence Procedure

In the event that you must miss your commitments at Doane or that you are going to be delayed or you need to leave a message, contact Dr. Jay W. Gilbert, at (402)-826-9187. You may also call the Faculty Secretaries office at (402) 826-8623. The office is staffed by Faculty Secretary Kathy Leishman and Faculty Office Manager Missy Persing. They will relay the message to the Music Department so that the students affected are informed. Any lessons missed because of a faculty absence should be made up at a time arranged with the student.

Class Attendance

Students are expected and privileged to regularly attend all classes for which they are registered. The only officially valid absences are absences due to illness and absences due to college-sponsored trips or activities. Absences due to college-sponsored trips or activities should be reported by the student to each individual instructor prior to the absence in order to determine how to make up work missed. A list of students participating in all college-sponsored trips or activities is to be taken to the Faculty Secretaries office so that an e-mail may be sent to all faculty members notifying them of the absences. Information concerning absences due to illness is on file in the office of the Director of Health Services. Official drops and withdrawals will be reported by the Registrar to the instructor involved.

Absence from class is a student's responsibility; therefore, he/she should assume full responsibility for the loss. It is the prerogative of the individual instructor to include class participation as one of the criteria for evaluation of the final grade. It is recommended that each instructor announce his/her individual policy early in the term, preferably by including it in the syllabus. Faculty are expected to keep accurate attendance records in all classes. Consecutive absences noted should be reported to the Academic Affairs office. Unexcused student absences of two weeks in duration should be reported immediately to the Chair of the Music Department.

Reserve a Room

Please email Dayna Svoboda at dayna.svoboda@doane.edu to reserve a room on campus. Please include the following in your email:

- event name
- day
- date
- set-up time
- start time
- end time
- tear-down time

Reserve a Vehicle

Vans can be reserved through the facilities office by filling out their online form:

<http://www.doane.edu/vehicle-request>

Additional Questions can be directed to sheryl.skala@doane.edu or dayna.svoboda@doane.edu

Check Requests

Simply email Dayna Svoboda at dayna.svoboda@doane.edu with the following information:

- Name & address check should be issued to
- Amount
- Date needed
- Explanation of payment

Or fill out a check request form which can be found on the choir/band bulletin board, and return it to Dayna Svoboda.

*Please note:

- Requests must be in by **Monday at Noon**
- **Attach receipts** required for all reimbursements
- Checks can be picked up at the Business Office on **Wednesday**

Lesson Teacher Recital Stipend Vouchers

To receive the extra stipend paid by Doane for recital preparation, lesson teachers should complete a Recital Stipend Form (available on the choir/band bulletin board) for each student recital you prepared and turn it in to Performing Arts Coordinator Dayna Svoboda, following the event. In order to receive the stipend, all teachers must help assemble (or at minimum proofread) the program content and get it to Becky in a near-final format. It is also required that teachers attend both the recital and the dress rehearsal. No stipends will be paid without those three criteria being met.

Work Study Office

A copy machine, paper cutter, 3-hole punch and numerous other office supplies are available to you. Most can be found on or in the first desk when you walk into the WS office. Drawers are labeled for your convenience. Paper cutter and 3-hole punch are located near the copy machine in the back of the work study office.

Making Photocopies

When using the photocopier in CM121, you must scan your school ID before any copies can be made. Specific Directions can be found above the Photocopier. There are also two copy machines available in the Perkins Library. Larger copy jobs can be emailed to the Service Bureau (sbprint@doane.edu) and picked up in their office located in the Perry Campus Center. Also, please note that Doane University supports the U.S. copyright law adopted in 1976 which allows in certain educational situations for photocopying of music, books and periodicals. Please

follow all posted copyright laws and guidelines.

Payroll

Should you have any questions about your paycheck, deductions, etc., please contact Carol Bietz at carol.bietz@doane.edu or call 826-8584.

ID Cards & Parking Permits

Adjunct faculty may choose to have a Doane ID card produced. This card will allow you to use the photocopier in the WS office, Doane's library, and enable you to attend public events free of charge. To obtain an ID card, please visit the Safety Office in the upper level of Padour Walker. Parking permits are also available at the Safety Office. Please bring your car's registration with you to obtain a parking permit. You can contact the Safety Office at doanesafetyoffice@doane.edu or call (402)-826-8669

Use of the Library

The library offers a variety of services for the faculty including self-service copiers, reserve areas, and faculty check out. The library hours vary. The following is a schedule for a typical school week. More information about library hours and services can be found at:

<http://www.doane.edu/Library/about-the-library/hours/>

Monday-Thursday	8:00am - 11:00pm
Friday	8:00am - 5:00pm
Saturday	10:00am - 5:00pm
Sunday	2:00pm - 11:00pm

Helpdesk

If you need technical assistance with your computer or printer or the ability to connect to the Doane wireless network from a personal device, please visit the Helpdesk which is now located in the library. The Helpdesk can also assist you with the use of projectors and DVD/CD players.

Coffee

If you are looking for coffee, a fresh pot can usually be found in the Library. You can also visit Common Grounds coffee shop in the Perry Campus Center.

Purchasing of Class Materials

The music department has a small budget from which classroom materials can be purchased. Should you have a request for such items, please see Jay Gilbert to acquire these materials.

Evaluations

Students at Doane have the opportunity to evaluate all courses and faculty. This includes the lesson program. The evaluations are administered at the end of a given semester and are available for review in the following semester. The evaluations are used to determine teaching effectiveness. In cases where evaluations are particularly and consistently negative they may impact future employment at the college.

Syllabi

In order to provide students with consistent information in all music courses, the following information needs to be captured in the course syllabus. An electronic copy of each syllabus needs to be sent to the Academic Affairs office (jenei.skillett@doane.edu) and the Music Department office (dayna.svoboda@doane.edu). An electronic copy of each syllabus for any course attached to the music education program needs to be sent to the Education Division office (lisa.vargason@doane.edu).

Please make certain that the syllabus captures the following information:

1. Faculty information:
 - Course information/description
 - Catalog number, course name, section number
 - Instructor name, office address
 - Doane Phone or contact number, e-mail address
 - Office hours
2. Course goals and objectives
3. Required texts, music, anthologies, recordings, and supplies
4. Attendance policy
5. Special needs statement
6. Grading policy
7. Weighting for various requirements of course
8. Schedule of topics and events
9. Students presentations, responsibilities, or instructional activities
10. Quizzes and exams
11. Essays and papers
12. Special rehearsals or events
13. Performances, including call times
14. Tour/field trip dates
15. Student costs

If you have any syllabus writing questions or concerns, please contact the full time faculty member for your specific music area (ex. vocal, instrumental, piano, music education). Feel free to use the following template, if you wish. It is not required that you use this template.

**Course Title
Semester & Year**

Course Number:
Instructor:
Email:
Phone:

Credit Hours:
Room:
Office Hours:

Course Goals & Objectives:

Materials:

Attendance:

Grading:

Disabilities

Students with disabilities substantially limiting a major life activity are eligible for reasonable accommodations in college programs, including this course. Accommodations provide equal opportunity to obtain the same level of achievement while maintaining the standards of excellence of the college. If you have a disability that may interfere with your participation or performance in this course, please meet with me to discuss disability-related accommodations and other special learning needs.

Important Phone Numbers

Main College Number	1-800-333-6263
Jay Gilbert	
School	(402) 826-8671
Cell	(402) 826-9187
Lisa Ulmer	
School	(402) 826-8282
Kurt Runestad	
School	(402) 826-8279
Dayna Svoboda	
School	(402) 826-8256
Cell	(402)-641-1586
Faculty Office	
Kathy Leishman	(402) 826-8660
Missy Persing	(402) 826-8623
Payroll	
Carol Bietz	(402) 826-8584

Additional information:

More information can be found about Doane University and the music department online:



www.doane.edu/FacStaff - faculty and staff resources

www.facebook.com/doanemusic - pictures, videos, upcoming events – no Facebook account necessary.

www.twitter.com/doanemusic - for quick, 140 character updates that can be sent to your phone

www.youtube.com/doanechoir (or doaneband or doanedoublewide)

The Doane University mission is to provide an exceptional liberal arts education in a creative, inclusive, and collaborative community where faculty and staff work closely with undergraduate and graduate students preparing them for lives rooted in intellectual inquiry, ethical values, and a commitment to engage as leaders and responsible citizens in the world.