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Accreditation
Since 1975 the Gordon College Department of Music has been an accredited institutional member of the National Association of Schools of Music (NASM). In addition, the Music Education Program is approved by the Commonwealth of Massachusetts and is a member of the National Association of State Directors of Teacher Education and Certification (NASDTEC).

Mission Statement
The mission of the Department of Music is to develop the ability of each student to understand Western art music within a historical, cultural and Christian context and to be able to perform this music with artistry and aesthetic judgment. The course of study combines the central elements of a Christian liberal arts foundation with informed, creative discernment and the artistic discipline.

Goals and Objectives
The music faculty believe Christian musicians have been entrusted with God--given talents; this entails a responsibility to nurture and refine these talents to the highest possible levels. Therefore, they are firmly committed to aiding students to achieve high levels of musical excellence and Christian character.

The music curriculum is intended to allow students to develop an understanding of music, fostering the ability to create, teach and perform music with intelligent discernment, good taste, artistic skill, and musicianship. This is achieved through involving each student in formal classroom instruction, private music lessons, and participation in various solo and ensemble performance experiences both as performer and involved listener. The curriculum for music majors has been developed to help provide experiences that will:

- Acquaint the student with the content and methodology in core areas of Western music (music theory, music history and literature, form and analysis, improvisation and performance).
- Develop significant performance skills on one major instrument.
• Foster basic competency in areas of piano and voice for non-pianists and non-vocalists.
• Increase familiarity with and understanding of recent musical technological developments.
• Encourage theological and philosophical dialogue about the nature of music and its place in God’s creation and in the Church.
• Enable the student to solidify a sense of aesthetic judgment from which a variety of musical styles may be explored, and relationships between music and other fields of knowledge can be established.
• Enable the student to pursue graduate study and gainful employment in music.

Academic Program
Evaluations
Freshmen year
• At the end of the academic year, the music faculty will review the progress and overall academic standing of music majors completing their freshmen year.
• This general evaluation covers the students’ progress in Music Theory, applied music lessons, and other music courses, in addition to ensemble involvement and overall contribution to the Department.
• Students at risk will receive a written letter informing them of the results of this evaluation and the faculty advisor will meet with the student.
• The student may be asked to re-audition for the music major, change music degree programs or withdraw from the music major.
• In most cases, the student at risk will be allowed to continue as a music major, but will be considered on probation during their sophomore year.

Sophomore year
• At the end of the academic year, the music faculty will review the progress and overall academic standing of music majors completing their sophomore year. Particular attention will be paid to students who were considered at risk at the end of their freshmen year.
• Students at risk will receive a written letter informing them of the results of this evaluation and the faculty advisor will meet with the student.
• If it seems unlikely that a student will successfully complete the degree requirements, the student will be asked to change degree programs.

Minimum course grade
• All music majors and minors must attain a minimum grade of C (2.0) in all music courses required for the major or minor.
• Any required music course in which a grade below C has been received must be repeated until the minimum requirements are met.

Applied Music Lessons
Registration
Lessons for credit
• Students wishing to take private lessons for credit should register on my.gordon during pre-registration
• Music majors and minors should review their paradigms for the specifics on the number of applied music credits needed for graduation.
• 1, 3, 4 credits are available to music majors only while 2 credits are available to music majors, music minors and approved non-music majors.
• It is the student’s responsibility to check their my.gordon account to verify that their registration for credit lessons is complete.
• Non music majors wishing to take lessons for credit for the first time must audition at the beginning of the academic year. Non music majors who have taken lessons previously may sign up in my.gordon during pre-registration each semester.

Non-credit lessons
• The electronic contract link for these lessons can be found on the Music Student Blackboard organization site.
• Students are required to read all the rules and parameters in the non-credit applied lesson contract before submitting.
• Once the electronic contract is submitted by the student, an email confirmation of their submission will be sent to their Gordon College email account.

• Non-credit lessons will not appear on the student's my.gordon account or on their transcript.

**Applied Music Lesson Fees**

1, 3, 4 credits are available to music majors only while 2 credits are available to music majors and music minors. Non-music majors may audition at the beginning of the academic year to take 2 credit option.

**Credit**

- 60 minute lesson: $760 per semester (3 or 4 credits)
- 30 minute lesson: $380 per semester (1 or 2 credits)

**Non-Credit**

- 60 minute lesson: $1,080 per semester
- 30 minute lesson: $550 per semester

**Applied grade**

Final applied music semester grade will consists of:

- applied instructor 's grade (70%)
- jury grade (30%).
- Please reference your instructor's syllabus for more details on grading.

**Dropping applied lessons ****BEFORE** the end of add/drop period (first five class days)**

**Credit lessons:**

- stop by the registrar’s office to complete a drop form
- full refund of applied lesson fee

**Non-credit lessons:**

- Student will email music-office@gordon.edu in order to initiate the process to drop the non-credit lessons.
- full refund of applied lesson fee
Dropping applied lessons *AFTER* add/drop period each semester:

**Credit lessons:**
- Students may withdraw from lessons, but cannot drop.
- Students will need to complete and submit a withdrawal form to the registrar’s office.
- Lesson fee will **NOT** be refunded as applied instructors have been contracted to teach lessons.

**Non-credit lessons:**
- Student will email music-office@gordon.edu in order to initiate the process to drop the non-credit lessons.
- Lesson fee will **NOT** be refunded as applied instructors have been contracted to teach lessons.

**Lesson scheduling**
- Instructors are asked to refrain from beginning lessons until the finalized roster have been issued by the music office.
- Finalized rosters will be issued on Friday, September 8, 2017 (fall semester) and on Friday, January 26, 2018 (spring semester).
- The finalized rosters will be emailed to each applied instructor and copied to the students assigned to their studio.
- Each applied instructor will contact their students by email to arrange the teaching schedule for their studio. It is the responsibility of the student to reply to the instructor’s email **promptly** to secure a lesson time on the instructor’s schedule. The mutually agreed upon lesson time would remain consistent for the semester barring unforeseen events.
- All lessons (regular and makeup):
  - Should occur Monday-Friday between the hours of 8 AM and 8 PM.
  - Will not be given on the weekends.
  - Will not be given during Chapel or Convocation (10:20 M/W/F), during a student’s class time or ensemble rehearsals.
- Teaching studios can only be secured through 25Live. Applied instructors, please read instructions in the Department Handbook Addendum found on Music Faculty Blackboard site.
Lesson attendance
- Each student is contracting for and will be offered 12 lessons with the applied instructor over the course of the 15-week semester.
- Attendance is required.
- Missed lessons will be considered excused and made up only if:
  o the applied instructor cancels or misses the lesson.
  o the student was seriously ill or death occurs in the student’s immediate family
- Unexcused absences by the student:
  o will not be made up by the applied instructor.
  o Please see the syllabus for further details on how absences will affect your grade.

Change of Applied Instructor
- Every attempt should be made to resolve any issue directly with your applied instructor. Mid-semester or unjustifiable changes of applied instructors are not allowed.
- If a student feels that a change is necessary, they must approach the issue in a professional manner by communicating clearly with their current instructor.
- If the instructor agrees, the student should approach their faculty advisor who will notify the chair of the department.
- Students are only allowed to take applied lessons for credit with an applied instructor employed by the Gordon College Department of Music. Off-campus lessons with a non-Gordon teacher are not an option if you wish to receive Gordon credit in order to fulfill your degree requirements.

Changing music majors
Any current music student who wishes to change to one of the professional music degree programs (e.g. BM in Music Education or Performance) must re-audition before a faculty panel on one of the designated audition dates for the year. The student must complete an application and will be treated as a transfer student. If the student wishes to transfer to the Music Education program they must also interview with the Director of Music Education.
Class Recitals

- All music majors are expected to perform one solo piece in a class recital every year.
- Performing in your class recital is mandatory if you are taking applied lessons in that semester. Please plan accordingly with your applied instructor and collaborative pianist.
- Ms. Jessica Modaff will be in touch via email with each class at least a month in advance of the concert to collect your repertoire information. Please respond promptly.

Collaborative pianists

- All students are strongly encouraged to register for sessions with a Collaborative pianist-in addition to their applied lessons each semester.
- Vocal students are required to sign up for a weekly package with a collaborative pianist/vocal coach.
- Contracts are available on the Music Student Blackboard organizational site and should be submitted by September 13, 2017 for fall semester and by January 24, 2018 for the spring semester.
- Students will be notified by their assigned collaborative pianist shortly thereafter.
- Students are subject to all policies detailed in the contract.

Collaborative Pianist Fees

Collaborative Pianist
Required for vocal majors. Optional, but highly recommended for instrumental majors. Most non-majors/minors taking applied lessons for credit will need a collaborative pianist for their jury.

Option A: $530 per semester
Ten 60 minute sessions over the course of the semester
Two Musicianship performances
1 class recital (or 1 additional performance/rehearsal as agreed upon with collaborative pianist)
One jury performance
Option B: $275 per semester
Ten 60 minute sessions over the course of the semester
Two Musicianship performances
1 class recital (or 1 additional performance/rehearsal as agreed upon with collaborative pianist)
One jury performance

Supplementary Options (if student does not wish to purchase either of the collaborative pianist options above)

Jury: $60
   One 60 minute rehearsal and a jury performance

Musicianship: $30 (majors perform twice in this class each semester)
   One 30 minute rehearsal and a musicianship class performance

Class Recital: $30 (majors perform in a class recital once in an academic year)
   One 30 minute rehearsal and a class recital performance

Individual Student Recitals
Full recital: $250
   2 hour dress rehearsal and a recital performance

Half recital: $125
   One 60 minute rehearsal and a recital performance

Other performances requiring a collaborative pianist
- Please note that if you are participating in the Concerto competition or a master-class with a guest artist, you will sign-up via a freeform issued by the music office for a collaborative pianist as the need arises.
- Your applied instructor may organize a studio recital. In such a case, the total cost for the collaborative pianist will be shared among the number of students participating in the studio recital who require accompaniment. It is up to the applied instructor to ensure that the division of the collaborative pianist fee amongst participating students is equitable.
- Collaborative pianist fees for studio recitals:
For recitals with under 25 minutes of accompanied music, the collaborative pianist fee will be $75.

For recitals with 25-50 minutes of accompanied music, the collaborative pianist fee will be $150.

For recitals with 50-75 minutes of accompanied music, the collaborative pianist fee will be $225.

The total cost for the collaborative pianist will then be shared among the number of students participating in the recital who require accompaniment.

The fee does not include a dress rehearsal.

If the applied instructor would like to arrange a dress rehearsal. The fee is $50/hour for the collaborative pianist.

Collaborative pianist general rules

• Collaborative pianists are not obligated to accompany beyond the required number of performances for each student per semester.

• Collaborative pianists reserve the right to refuse or charge an additional fee for extra performances.

• All students are responsible for providing a collaborative pianist for performances, and in some cases, applied lessons.

• Students should provide music for their collaborative pianist well in advance of performances.

• No collaborative pianist is under compulsion to accept all requests.

• If a student chooses to use an accompanist who is not a Gordon College collaborative pianist, compensation should be negotiated separately between the two parties in advance.

• The Department of Music collaborative pianists will provide you with a printed document of their own policies at your first session//rehearsal. Read it carefully.

Concerto Competition

• The competition is open to any full-time Gordon College student currently enrolled in applied music lessons on their instrument or voice.
Applicants must signup online by 5:00pm Friday, December 1, 2017.
  o The link to this signup can be found on Music Student Blackboard organizational site.

Contestants must be in good academic standing at the time of the Competition.

The competition will be held on Friday December 8, 2017 and the winner will be a featured soloist in the GSO Spring concert. In certain circumstances, and subject to the Contestant’s availability, it may be decided to delay the winner’s performance until the following year due to programming considerations.

Repertoire can be any composition that is written for soloist(s) with an orchestral accompaniment (concerto, double/triple concerto, fantasy, aria, serenade, etc.) and should have duration of between 10’ and 35’. Exceptions to the duration rule may be made, but must be addressed and approved by the Conductor before the applicant is entered into the competition.

The Competition will accept Contestants applying with fewer than all movements of a multi-movement concerto, subject to approval by the private teacher and the Conductor. It is understood that if this person is the ultimate winner of the Competition, s/he will perform in concert only the movements with which s/he entered the Competition.

Unusual or contemporary repertoire or repertoire with extraordinary orchestrations must be approved by the Conductor in order to be allowed in the Competition.

It is strongly recommended for solo competitors to have their repertoire memorized for the Competition.

All competitors will provide two copies of their music for the jury at the time of the Competition.

The Competition jury will consist of the GSO Conductor and two Gordon College faculty who do not have private students of their own entered in the Competition.

The Winner of the Competition will be announced after the Competition has completed and the jury has deliberated. The Competition jury reserves the right to not name a winner in the event it unanimously agrees that no one
Contestant is ready for the performance opportunity that the Competition provides.

- The competition will be open to the public.

**Degree Programs**

(Please refer to Music Students Blackboard organizational site for the paradigms for each program.)

**The Bachelor of Music in Music Education**

The music education program prepares students for teaching positions in public or private elementary and secondary schools in choral, instrumental, and general music. Upon graduating with this degree, students may apply for a teaching license in Music (All Levels) from the Commonwealth of Massachusetts with reciprocity in 47 other states. Students pursuing this degree is required to earn a total of 139 credits.

**The Bachelor of Music in Performance**

It is suitable for the student who is planning to pursue a performance or private applied teaching career and will provide them with the means to enter into a graduate program in performance. Some students in the BM in Performance degree may also pursue careers in pedagogy, music therapy and music administration. It is possible to double major or add minor alongside this degree. Students pursuing this degree are required to earn a total of 136 credits.

**The Bachelor of Arts in Music**

This program is designed for the student who wishes to major in music as part of a broad liberal arts curriculum. It is a versatile degree which allows for a balance between the music and liberal arts areas. With this degree, students can double major or minor in many other fields available at Gordon College. Students pursuing this degree are required to earn a total of 124 credits.

Additionally, BA students have the option of choosing two concentrations: Music in Worship or Composition, which will allow BA in Music students to focus their elective credits in areas related to worship ministry, song-writing, composition and arranging.
The Music Minor
Students wishing to earn the music minor must audition for the Department of Music faculty on their major instruments. Students pursuing the minor are required to earn a total of 20 credits.

Department communication
• Music documents and links are located on Blackboard Organizational Site called Music Students.
• This new Blackboard site replaces SharePoint and the Department of Music GO site page.
• Music faculty, staff and students will use their GC username and password to one time self-enroll in this organization.
• Announcements will be emailed ONLY from this site to the music department community.
• It is the responsibility of each community member (faculty, staff and student) to monitor their Gordon College email for such announcements.
• This new Blackboard site is monitored and updated frequently.

Departmental Honors
At the recommendation of their advisor, a qualifying music major with a departmental GPA of 3.65 or higher would be eligible to apply for Departmental Honors. Under the direction of a faculty advisor, students will complete a research-based project in their final two or three semesters of study. Applications must be made to the department chair, who will then bring the application before the music faculty. The student must maintain and graduate with a minimum departmental GPA of 3.65 in order to receive honors.

Final projects could include:
1. Research paper (25-30 pages)
2. Lecture recital (40-45 minutes)
3. Composition
Final projects for honors are in addition to any required senior or junior recitals for the BM degree and any capstone requirement for the BA degree and must engage with material not ordinarily covered in the required music curriculum at Gordon. Additionally, the proposal must demonstrate independent analysis and/or and an original thesis/idea to be researched and presented by the student.

Applications must be made according to the following time table:
1. BM in performance: Apply 1st semester of junior year;
2. BM in education: Apply 2nd semester of sophomore year;
3. BA in music: Apply 1st semester of junior year.

To apply for Departmental honors, a qualifying student must first meet with their academic advisor to gain their support, and then submit the following in writing to the Department chair:
- One-page proposal (single-spaced) specifying the nature and scope of the project
- List of resources and bibliography
- Name/contact of proposed music faculty advisor

**Ensemble requirements**
- All music majors and minors must fulfill their major ensemble requirements by registering for and participating in one of the following ensembles: College Choir, Women's Choir, Men’s Choir, Orchestra, Wind Ensemble or Symphonic Band
- The student must participate in their ensemble on their major instrument for eight semesters. Vocal majors must be registered in a Choir. String majors in GSO. Wind/Brass/Percussion majors in GSO or Wind Ensemble. Guitar/Keyboard majors may pick any one of the above-listed ensembles.
- Music majors are placed in an ensemble for a full year, with the exception of student teachers or students who have a curricular conflict.
- A student can participate in 2 ensembles per semester with the permission of their advisor
• With support from their advisor, a student wishing to register for more than 2 ensembles per semester must petition the Department chair for permission.

• Placements in and seating assignments for ensembles are determined by the ensemble directors and music faculty through auditions at the beginning of the fall semester.

• Over the course of an undergraduate career at Gordon, students have the opportunity to sing in both an equal voice and mixed voice ensemble. Men's Choir and Women's Choir are open to freshmen through seniors. College Choir is open to sophomores through seniors.

• Please read the requirements and policies for each ensemble in the syllabi provided by the ensemble director.

• Participation in chamber music and jazz ensemble do not count towards the ensemble participation requirement for music majors.

Faculty advisors
The faculty advisors are as follows:
Music Education: Dr. Sandra Doneski, Dr. Jamie Hillman
Music Performance: Dr. Sarita Kwok
BA: Dr. David Rox
Minors: Ms. Jessica Modaff

Facilities
A. J. Gordon Memorial Chapel
• The Chapel serves as a concert hall for major performances as well as a rehearsal space for the department ensembles.
• Some areas in the Chapel may be used for practice when not in use.
• Check with Auxiliary Services located in the lower level of Lane, in the corridor behind the mailroom.
• The Percussion practice space is located on the second floor, rear of the chapel.

Phillips Music Center
Access
• Students requiring special access to various rooms for practicing purposes may submit their request to 25Live.
with a minimum of 48 hours advanced notice. Access requests are reviewed on a case by case basis.

- Faculty studios are accessible to students when the faculty member emails the specifics of the access (date, timeframe, frequency) to music-office@gordon.edu with a minimum of 48 hours advanced notice.
- Practice rooms 200-203 are for the exclusive use of Music majors and minors. Access will be granted via the student’s Gordon College ID card which is arranged by the Music office. The students will need to reserve the use of the rooms via 25Live.
- A designated area for music students is available in the lower level of Phillips for students wishing to visit or study together.
- The foyer of Phillips Music Center is a public space frequented by guests, visiting artists, concert-goers, prospective students and parents. Do not leave your food and belongings in the foyer. Please treat this space respectfully.

**Bulletin boards**

- The Department bulletin boards are located on the lower level of PMC.
- Updates such as church job openings, graduate programs at other institutions, summer workshops at other institutions) are posted on the bulletin board around the corner from the MIDI Lab.

**Department photocopier**

- A photocopier is available for student use in the Jenks Learning Resource Center; students are not to use the photocopier in the Faculty Lounge.
- Department of Music employees will not photocopy music for students.
- The use of photocopied music is illegal in many circumstances.
  - Students are encouraged to purchase music for themselves rather than using photocopied materials. Building a library for one’s profession is
essential, and students should begin this during their college years

**Faculty lounge**
- The faculty lounge is reserved for faculty and staff use only.

**Hours**
- The building has the following hours during the academic year:
  - Monday through Saturday from 6:30 A.M. to midnight
  - Sunday from 12:30 P.M. to midnight.
- Building hours may change during school breaks. Please watch for announcements sent from the Music Student Blackboard organizational site.

**Lockers**
- Lockers located in the storage area on the lower level of Phillips Music Center.
- Students may sign out a locker in the Music office at the beginning of the academic year by submitting the **Music Instrument Locker request** found on the Music Student Blackboard organizational site.
- Student provides their own lock.
- Students must remove their lock and their belongings by the end of the spring semester or a $50 fine will be assessed to their student account.

**Lost and found**
- Phillips Music Center is routinely cleared of unclaimed belongings.
- The Department of Music lost and found boxes are located outside the music office on the main floor of Phillips Music Center.
- Items of value (cell phones, laptops, keys, etc) that are turned in to the Music office will be immediately delivered to Gordon Police in the Roger’s Reception Center.

**Music Innovation Lab-Phillips L114.**
- This lab provides learners with the opportunity to explore pedagogical practices, which incorporate music and provide creative outlets for all with music instruction.
• The Music Innovation Lab is fully networked with 18 digital audio workstations and a state-of-the-art full audio reinforcement teaching station specially designed for undergraduate and graduate level music proficiency, music composition, orchestration, scoring for visual and music technology courses.

• The Macintosh-based student and teaching workstations include computer-based music notation, sequencing, digital synthesis, digital audio editing, digital signal processing and is capable to host an electronic acoustic ensemble for performances with the 192khz recording standard from stereo to 5.1 surround environment.

• The Lab is available for use under the supervision of a faculty member or a lab monitor.

• The schedule for the lab is maintained on 25Live and can be viewed there. A schedule for open lab hours is also posted on the door of the Innovation lab.

• Students are expected to obey all rules and regulations concerning the use of the Music Innovation Lab.

• Food and drink are not allowed in the lab.

Music stands

• **Department music stands must not be removed from practice rooms or studios.**

• Though practice rooms and teaching studios are equipped with music stands which are labeled with the room number to which they belong.

• All music majors must own their own wire stand and keep it in their locker during the school year.

• Please be prepared to bring your own wire stand to chamber music rehearsals and coaching, and rehearsals with your collaborative pianists.

• If you do not own a wire stand, you may order one through the Music Office. Here is a link to the stand which is sold to the department for a special price of $24. This fee would be billed to the student’s account.
Practice rooms

- Practice rooms can be reserved on 25Live, the campus central scheduling site. Be sure to use PMC (for Phillips Music Center) as the prefix when searching for one the practice rooms.
- Music majors have prioritized access to practice rooms and may sign up for 2 hours a day.
- Music minors and non-music majors taking applied lessons may sign up for 1 hour each day.
- These are recurring reservations that will be applicable for the entire semester.
- Practice room sign-ups on 25Live will occur at the beginning of each semester. The music office will send out an announcement via Blackboard a few weeks into each semester as a last call for practice room reservation requests. After this, no requests for recurring reservation will be approved.
- To reserve the ideal practice room and time of your choice, you will need to make your reservation request in timely manner.
- Schedules will be posted on each practice room door and will remain valid for the rest of the semester.
- Instructions for 25Live have been posted to the Music Student Blackboard site.
- The practice rooms are located throughout Phillips Music Center: L102, L117, L118, L120, 101, 200, 201, 202, 203, 204, 205, 206, 207, 219. Phillips 213 is for piano majors only.
- Phillips 200-203 require access with a Gordon College ID card. Music majors and minors are automatically granted access on their cards, but are still required to reserve a timeslot on 25Live.
- Once practice rooms have been allocated for music students, GCSA approved groups may then sign up for use of Department of Music facilities. These groups should utilize 25Live to view the availability.
- If an assigned room is unattended for more than 10 minutes, it will be considered ‘free’ and available for another person to use.
• In order to protect the pianos and our facilities, there will be no food allowed in any practice room. Drinks in sealable bottles are allowed. Any student found with food in a practice room will be fined $50.
• Equipment has been assigned to each practice room. This includes chairs, music stands and piano benches as applicable. **Do not remove this equipment from the room.** If additional stands are needed, students should use their own wire stands.

**Teaching private music lessons**
• Current Gordon College students, alumna, music faculty and staff **are not** permitted to use Department of Music facilities to give private lessons.
• Students interested in giving private lessons off campus should consult faculty for suggestions and parameters.

**Jenks library**
• The record, CD and score collections are located in Jenks Learning Resource Center.
• General library rules pertain to the acquisition and use of these materials.
• Records and scores are located on the fourth floor in the Music Library.
• CDs may be checked out at the circulation desk.
• Books on music are located in the main library and can be found through the online card catalog.

**Parking**
• At times during the year (both the school year and summer), the Gordon Police will be required to clear all campus vehicles (faculty, staff and student) from certain parking lots or areas for special events, campus maintenance or for other reasons.
• When a lot clearing is necessary, the campus community will be notified both by signs posted at the entrances to the lot(s) and/or via email at least 24 hours in advance of the clearing time. Unless otherwise indicated on the signs, lots may not be used by campus vehicles until after the event is finished and the guests have left campus.
• In some cases, small portions of a lot may be marked with cones and/or signs to indicate that certain spaces are reserved. Moving cones or signs may result in disciplinary action or citation.

• All commuters, faculty and staff are strongly encouraged to check their email before coming to campus in the event of parking limitations.

Instrument Methods Class
All Music Education students must successfully complete the Brass, Guitar, Percussion, Strings, and Woodwinds methods classes. Instrument Methods Class Fee: $150 per semester

Juries
• Any student taking applied music for credit or piano proficiency is required to take a jury.
• Juries are final exams and may not be rescheduled.
• Jury dates can be found on 25Live.
• Juries are adjudicated by a committee of the music faculty selected by the Chair.
• The following students are exempt from applied juries unless their applied instructor decides otherwise:
  - Students performing a degree recital; this exemption applies only to the student’s major instrument and only in the semester of the degree recital
  - Students taking applied lessons for non-credit.

Jury Process
• Prior to jury the student is required to complete a Jury Repertoire Form found on the Music Student Blackboard organizational site
  o Form must be typed.
  o Before the last applied lesson, the student should:
    ▪ download a copy of the form to their computer - be sure to use the most current version of the form on Blackboard.
    ▪ complete the form electronically
    ▪ print out the form
    ▪ have their applied instructor sign the form
    ▪ bring five copies to their jury
Jury Repertoire requirements

- Jury repertoire should consist of:
  - 30 minutes of music or technical studies for 3-4 credits
  - 15 minutes of music or technical studies for 1-2 credits.
  - Amount of music to be memorized will be determined by the applied instructor.

- Students must bring one copy of the score (original or photocopied) for each piece of music listed on their jury sheet to the jury.

- Music on the jury sheet is designated as:
  - M – memorized and performance ready
  - N – not memorized, but performance ready
  - P – in preparation. Only applicable for instrumentalists. Means that only a portion of the piece/movement is performance ready. Please specify on your jury form the exact portion of the piece that is ready for performance.
  - R – repeat repertoire from a previous semester. Only with permission from the applied instructor.

- Student will perform a piece of his or her choice from the Repertoire/Jury Sheet, the committee will choose selections from pieces remaining.

- All or part of a selection may be heard.

Kawai Piano Sale

- The department’s 12 loaner pianos are sold each year.
- Beginning in 2018, the sale will be held in mid-August before the start of the school year.

Loaner instruments

- The Department of Music owns several instruments which are available to students enrolled in the music education instrument classes and instrumental ensembles.
- When a student needs to use a school-owned instrument, he or she must sign an agreement with the Department of Music under the supervision of their methods instructor/ensemble director.
• Students using school-owned instruments assume full responsibility for the safekeeping and maintenance of the instrument.
• Students must return it in the same condition in which it was received to avoid incurring financial penalties.
• Students who lose an instrument and/or case that has been issued to them for their use in class or an ensemble will be billed for the full replacement value of the instrument/case in the event that it is lost or stolen.
• Students who damage an instrument and/or case that has been issued to them for their use in class or an ensemble, will be billed for the full cost of repairing the instrument/case.

Music student council
• The Music Student Council is made up of six representatives, 1 from each class and 2 representatives-at-large, appointed by the chair in consultation with the faculty.
• Representatives assist the Department Chair and faculty in facilitating special events.

Musicianship class
• Musicianship is a weekly master class designed to provide students with an opportunity to develop and hone their performance skills in the presence of their peers.
• Students will receive feedback on their performances from the department chair and other performance faculty.
• All music majors are required to register for Musicianship (MUS 010) each semester they are taking applied music lessons for credit;
• Musicianship is held every Monday and Wednesday from 3:20-4:20 in PRH. Students should register for one section.
• Each student is required to perform at least twice a semester. The student must sign up for their performance slots online during the first week of classes. (Link will be provided by Dr. Kwok via email)
Performance requirements

Attendance

- There are no specific attendance requirements, however all students are strongly encouraged to attend at least 15 performances each semester, whether they be ensemble concerts, special events or recitals by your peers.
- Some classes may require concert attendance and this will be specified in the syllabus for that class.

Attire for performances

- Professional attire is expected of students and faculty performing or attending recitals and other evening performances.
- Each Department of Music ensemble has a dress code. Please see the ensemble director with questions.

Piano proficiency

Piano proficiency is a four-level curriculum, which is required of all Music Education majors. Music Performance and BA majors (on the new paradigm) are required to complete two-levels of piano proficiency, starting at the level in which they are placed based on their freshman placement exam. Piano majors must complete Level D as well as the requirements of their applied syllabus.

The piano proficiency sequence spans four semesters (one credit per semester) and is offered in a group class setting. Some class periods are used for brief individual lessons throughout the semester. Music education students must complete all required Levels in consecutive semesters until Level D has been passed. Failure to pass the level or failure to pass the jury means a student must reregister for and retake that level. Music education students typically complete Level D by the end of their sophomore year.

Piano Proficiency counts as 1 credit on a music student’s schedule. During semesters when students are taking Piano Proficiency lessons, their applied lesson registrations will be reduced from 4 to 3 credits or from 2 to 1 credit.

- This reduction in credits was designed to accommodate the piano proficiency credit on a student’s schedule.
- It does not reduce expectations for the applied lesson requirements or juries.

All incoming students are required to take the Proficiency Placement Test at Gordon College in order to ensure that they are enrolled in the correct level. Testing occurs before or during the first week of the semester. The Proficiency Placement Test allows students to record any prior piano experience, and testing is conducted individually. Students with no piano experience fill out the form and are automatically placed into Level A; there is no further testing involved.

Six fundamental skills (see below) are taught throughout the semester. Proficiency in these six skills is demonstrated through the piano proficiency juries at the end of each semester. Students must pass a proficiency jury each semester in which they are enrolled in a proficiency class. These same six fundamental skills are tested at every jury. An average grade of C- (70%) or better is required in order to pass each fundamental skill. A failing grade in more than one skill results in a final grade of F for the class, and the student must retake that level. As per the College policies, a final class grade of C (75%) is required to pass the class.

The six skills are: scales/arpeggios, chord progressions, harmonization, transposition/improvisation, repertoire pieces, and sight-reading. Level A introduces piano technique and the beginning of each skill set. Each subsequent level expands on the complexity and detail within each area. Although not listed, required tempo markings also increase in speed for each level.

**Summary of End of Semester Requirements for piano proficiency**

<table>
<thead>
<tr>
<th>IA) Scales</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level A</strong></td>
</tr>
<tr>
<td>• Major and minor (harmonic) white keys: 2 8vas, HS and 1 8va, HT</td>
</tr>
<tr>
<td><strong>Level B</strong></td>
</tr>
<tr>
<td>• Major and minor white keys: 2 8vas, HT</td>
</tr>
<tr>
<td>• Major black keys: 2 8vas, HS and 1 8va, HT</td>
</tr>
<tr>
<td><strong>Level C</strong></td>
</tr>
</tbody>
</table>
Major and minor white keys: 2 8vas, HT
Major black keys: 2 8vas, HT
Minor black keys: 2 8vas, HS

Level D
• All majors and minors, 2 8vas, HT

1B) Arpeggios
Level A: all major and minor white keys: 2 8vas, HS
Level B: all majors and minors: 2 8vas, HS
Level C: all majors and minors: 2 8vas, HS
Level D: all majors and minors: 2 8vas, HS

2) Chord Progressions
Level A
• I-IV-I-V7-I: in all major and minor white keys; beginning in root position, HT
Level B
• I-IV-I-V7-I: in all major keys and white key minors; beginning in root position and first inversion, HT
• I-vi-IV-ii-V7-I: in all major white keys, HT
• I-iii-IV-I: in all major keys, HT
Level C
• I-IV-I-V7-I: in all major and minor keys; beginning in all inversions, HT
• I-vi-IV-ii-V7-I: in all major white keys, HT
• I-iii-IV-I: in all major keys, HT
• I-IV-V7/V-V7-I: all major keys, HT
Level D
• As above, plus V7/V and viio7 modulating progressions in all major keys, HT

3 & 4) Harmonization & Transposition/Improvisation
Melodies will be appropriate to the level and use the chord progressions studied in class. Level C will begin using accompaniment patterns in the LH and improvising a melody over the given chord progression. Transposition will move from closely related keys to more distantly related ones.

5) Sight-reading
This will be a short excerpt appropriate to the level. Examples will build in difficulty to four-part hymns and chorales. Level D students will be introduced to open score SATB, accompanying, and playing the melody with the accompaniment.
6) Repertoire
Students will choose two repertoire pieces per semester and may play with score.

Piano Proficiency Class Fee
$150 per semester

Recitals
Degree recitals

Who needs to complete a degree recital?
- Music Education majors in the Fall semester of their senior year (must be successfully completed before student teaching)
- Performance majors in the Spring semesters of their junior and senior years
- A student who wishes to perform their degree recital must be enrolled as a part-time or full-time student at Gordon and must be enrolled in applied lessons (1 hour/week) through the Department of Music (credit or non-credit)

Repertoire Requirements for degree recitals

Seniors
- No less than 50 minutes of solo music.
- An intermission lasting no longer than 10 minutes

Juniors
- No less than 40 minutes of solo music
- An intermission lasting no longer than 10 minutes

Vocalists
- Vocalists must be the only vocalist on stage
- Vocalists must present repertoire in at least 3 different languages on the recital

Instrumentalists
- Instrumentalists must present standard recital repertoire.
• This may include solo works, concerti, show pieces, and duo sonatas.

Chamber works
• With the support of their applied instructor, a student may petition the department chair to perform a chamber work, or other repertoire not covered by the above-listed categories, on their recital.
• The chair will:
  o Determine whether the adjudicators can reasonably assess the performer as an individual in the performance of that piece
  o Assess the feasibility of the proposed student collaboration
  o Determine if the length of the proposed piece is appropriate in proportion to the amount of solo work performed on the recital.

Memorization
• Memorization of repertoire is encouraged, but not required

Signing up for a Degree Recital
• Pick a degree recital date and time found on 25Live.
• Complete the Degree Recital Form found on the Music Student Blackboard organizational site. Please note:
  1. Forms must be submitted to the Music office no later than:
     • Fall semester recitals: Friday September 29, 2017
     • Spring semester recitals: Friday, February 16, 2018
  2. Students who fail to abide by these deadlines will be fined $50 per late week.
  3. Dress rehearsal slots should be arranged with the music office on a case by case basis.
  4. Two music faculty members should be secured to serve as a degree recital adjudicators to judge the student’s performance as acceptable in partial fulfillment of the degree being sought.
    o The following faculty members may serve as adjudicators: Chao, Doneski, Hillman, Kwok, Lee, Modaff, Montgomery-Koppel, Rox.
The adjudicator’s judgment is based upon the student's preparation, technical control, level of repertoire, interpretation, memorization (where applicable), and general musicianship demonstrated in the recital.

- If a recital is not accepted, it must be reworked and repeated.
- The collaborative pianist playing for the recital cannot serve as a degree recital adjudicator.

### Degree recital programs

The following basic requirements must be included:

- All the pieces performed, including composer's full name, dates, movement titles, opus numbers etc.
- Program notes for each of the listed pieces.
- This statement: "This performance is given in partial fulfillment of the requirements of the XXX degree"
- The student is responsible for designing and printing their programs. The Department of Music printer/copier may not be used by students for this purpose.
- Proof reading by more than one person is required; spelling, grammar, diacritical markings, text alignment, translations and content accuracy.
- The final, proof-read, and corrected program must be approved by the student’s applied instructor before duplication for distribution.
- The applied instructor will email the music office with the approved electronic file no later than two weeks before the recital date.
- Failure to submit a proofed program following these guidelines will result in postponement of your degree recital.
- Acknowledgements of family, friends and faculty/instructor are permitted.
- All student recitals are presented to the public free of charge.
- Fundraising is not permitted under any circumstances at a student recital.

### Guidelines for recital audio recording

- All required Junior and Senior Recitals must be audio recorded.
• Phillips Recital Hall is equipped with a CD recording system which is free for student use.
  o Students should bring their own blank CDs.
  o Directions for use are posted and students are responsible for any damages to the equipment.
• An audio recording is required even when a recital is video recorded.
• Organ majors who must perform in a facility other than Phillips Recital Hall should consult the CTS (Center for Technology Services) for information about alternate site recording options.

Exceptional circumstances
• Students completing a degree recital after time away due to deferment, suspension, or any other circumstances must comply with the above policies.
• If it is necessary to postpone a degree recital due to illness, it must be performed by the 15th class day of the following semester.

Degree recital materials for Music office
• In order to complete their recital requirement, the student must submit
  o one clear and unedited CD of the performance to the music office within a week of their recital.
    ▪ Student should label the CD with their name, Junior/Senior degree recital, and recital date
  o a PDF of their program emailed to music-office@gordon.edu.
• Failure to do so leaves the student's graduation requirements pending.

Non-degree recitals
• Any music major can give a non-degree recital.
• Dates and venue are assigned on a case by case basis by the music office via 25Live.
  o Students should stop by the music office to review the department calendar for available dates.
• Because of the limited availability of Phillips Recital Hall, students should be prepared that non-degree recitals may occur in Phillips classroom or another venue on campus, depending on their choice of date.
• Students wishing to perform a non-degree recital should complete the sign-up form found on the Music Student Blackboard site.
• Other pertinent information:
  o No faculty adjudication is necessary.
  o The non-degree recital does not require a recording or a program.

Advertising degree and non-degree recitals
• All recitals are considered campus events and should be registered with CSD.
  o It is the responsibility of the student to:
    ▪ notify CSD of their chosen recital date and time
    ▪ post the event to the master calendar on the GO site
  o Additionally, CSD must approve any fliers or posters the student may wish to post around campus.

Scholarships
Freshmen
• Freshman music scholarships are awarded by the faculty to outstanding incoming music majors based on the entrance auditions and requirements.
• No additional application, audition, or supplementary materials are required.
• All freshman scholarship recipients are expected to maintain a high level of leadership and academic performance in all classes, rehearsals, and lessons. Should the recipient fail to fulfill these responsibilities, the Department of Music reserves the right to deny renewal of the award.

Returning/current music student
• All returning majors are eligible annually for additional music scholarships which are awarded by the chair in consultation
with the music faculty for exemplary musical and academic leadership.

- Visit the Music SharePoint site to learn more about the scholarships that are awarded to upper classman music majors.

**Senior Seminar**
The Senior Seminar I is required of all Music Performance majors and B.A. Music majors in the Fall semester of their senior year. Senior Seminar II is required of all B.A. Music majors as a means for them to finish their senior project.

Possible B.A. Music senior projects might include:

1. Composition: A composition thesis must include one major work completed during the senior year supported by 8-10 page discussion of the student’s work, and compositional process.
2. Performance: A performance thesis must include a senior recital given during the spring of the senior year supported by 8-10 page discussion of one or more of the works performed.
3. History or Theory and Analysis: A written historical or theoretical/analytical thesis between 20-25 pages in length. A written thesis should offer new insights based on original research.

**Theory placement exam**

- The optional Theory Placement Exam and the Theory Lab (Aural Skills) Placement Exam are available for those incoming students who have had extensive previous Theory and/or Aural Skills instruction and wish to attempt to validate Theory I and/or Theory Lab I.
- Testing occurs before the first week of the semester, usually during orientation.
- Regardless of performance on the AP Theory exam or in previous Theory courses, all students wishing to attempt
validation must take this exam. Interested students may take one or both exams.

- Because Theory and Aural Skills are essential to a musician’s success, validation will only be considered if student demonstrates overall mastery of the subject material.
  - For Theory: scales, intervals, keys, modes, figured bass realization, four-part writing, basic (first species preferred) counterpoint procedures, chords, non-harmonic tones, Roman numeral analysis, and phrase organization.
  - For Theory Lab: melodic dictation in major and minor keys, sight singing using solfeggio in moveable-Do and La-based minor (students using another method, such as Fixed Do, will be considered).

Transfer credit
- The Registrar's Office will examine transcripts from transfer students to determine which courses will be accorded transfer credit.
- The Department Chair and the music faculty will determine how much transfer credit the student may receive for applied lessons and ensemble participation.

Voice Proficiency (for instrumentalists)
- Proficiency in sight singing will be demonstrated through the final exam for Theory Lab III.
- Students who fail the sight singing portion will be required to retake it at the end of the next semester.
- Students will demonstrate performance competency by preparing and singing a song or aria with piano accompaniment either in a voice proficiency jury or as part of the requirements for MUS 091A Voice Class.
- Students who do not take voice class should take care to fulfill the voice proficiency jury before graduation. Failure to do so may delay graduation or the conferring of the degree.