

Clayton State University
Department of Visual and Performing Arts
Division of Music



Allegro (from Sonata VI, 1908)
Mikalojus Čiurlionis (Lithuanian composer and painter, 1875-1911)

Music Student Handbook

2023-2024

This Handbook is designed to provide information about Division of Music policies, degree programs, faculty and facilities. Policies are subject to change. Statements set forth are for informational purposes only and should not be construed as the basis of a contract between a student and the institution.

Individuals with disabilities who need to request accommodations should contact the Disability Resource Center, Edgewater Hall #255 (678-466-5445), DisabilityResourceCenter@clayton.edu

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INTRODUCTION

“Those who wish to sing always find a song”
Swedish Proverb

MISSION STATEMENTS

College of Arts and Sciences

As the University's largest and most comprehensive academic unit, the College of Arts and Sciences serves the community through its excellence in teaching, research, and creative endeavors. In addition to providing the highest quality undergraduate education within a supportive environment, our graduate programs produce professionals with advanced technical and research skills, the tools to advance their disciplines, and a desire to improve society. Through its varied programs and dedicated faculty, the College of Arts and Sciences prepares students to:

- Think critically and communicate effectively
- Increase the breadth of their knowledge within a global context
- Participate actively in their education through collaboration with faculty in research and professional activities
- Become involved as leaders in their communities
- Pursue postgraduate and professional degrees in a variety of fields

Department of Film, Communication, and Performing Arts

Consistent with the mission statements of Clayton State University and its College of Arts and Sciences, the Department of Film, Communication, and Performing Arts serves the community through its excellence in teaching, research, and creative endeavors. The department's diverse programs are linked by their commitment to nurturing creativity and professional expertise. Working with a professionally active faculty, students learn, create, and develop skills in a supportive environment. Graduates of our programs are equipped to excel in advanced studies or professional careers.

Division of Music

Consistent with the mission of the Department of Film, Communication, and Performing Arts, the Division of Music provides:

- professional preparation for performers, educators, scholars, and creators
- broad-based liberal arts education in music
- service to the university and the public through performance and community engagement

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NATIONAL ASSOCIATION OF SCHOOLS OF MUSIC (NASM)

Clayton State University is accredited by the National Association of Schools of Music (NASM) and is subject to the standards set by NASM. NASM periodically reviews our course offerings, degree plans, and faculty.

The following statement is contained in the *NASM Handbook*, and it can serve as a general introduction to undergraduate study of music. It is also a reminder that the music program at Clayton State University has met nationally recognized standards of quality.

Undergraduate Musicianship Studies

1. ***Purpose.*** *Musicianship is the body of knowledge, skills, practices, and insights that enables music-making at any level. To some extent, every musician functions regularly as performer, listener, historian, composer, theorist, and teacher. Completion of an undergraduate program in music indicates acquisition of sufficient musicianship to perform these functions appropriate to the areas of concentration and to communicate effectively across the specializations of musical practice...*
2. ***Content.*** *Musicianship begins with acquisition of fundamental competencies such as aural and rhythmic skills, the reading of notation, and the use of musical terminologies. Development then proceeds through constant use and expansion of previously acquired skills.*

The content of traditional coursework in musicianship such as sight-singing, ear-training, harmony, keyboard harmony, counterpoint, orchestration, conducting, and music literature is important...

Consequently, as the standards for degree programs show, undergraduate musicianship studies develop or provide: (1) conceptual understanding of musical components and processes; (2) continued practice in creating, interpreting, presenting, analyzing, and evaluating music; (3) increased understanding of musical achievements from various analytical, historical, and cultural perspectives; (4) enhanced capacities to integrate musical knowledge and skills; and (5) a set of capabilities for independent work in the music professions.

“Music is my mistress, and she plays second fiddle to no one.”
Duke Ellington

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MUSIC FACULTY AND STAFF
FULL-TIME and EMERITUS FACULTY

		Office	Email	Phone (678-466-xxxx)
Dr. Richard Bell	Orchestra, String Bass Music Education, Theory	M-148	richardbell@clayton.edu	4745
Dr. Annalisa Chang	Music Education, Violin, Preparatory School Director	M-225	annalisachang@clayton.edu	4753
Dr. Francisca Maxwell	Vocal Studies, World Music Music Appreciation	M-226	franciscamaxwell@clayton.edu	4755
Dr. Michiko Otaki	Keyboard Studies, Music Theory, Aural Skills	M-216	michikootaki@clayton.edu	4756
Dr. Sean Vogt	Choral Activities, Conducting, Organ	M-156	seanvogt@clayton.edu	4757
Dr. Kurt-Alexander Zeller	Opera, Vocal Studies Division of Music Coordinator Music History, Wellness	M-207	kurtzeller@clayton.edu	4759

PART-TIME FACULTY

Part-Time Faculty Office – M-209 (678-466-4760, or call FCPA Office – 678-466-4750)

Mr. Ismail Akbar	Violoncello, Chamber Music	ismailakbar@clayton.edu
Ms. Amy Black	Music Appreciation, French Horn, Music History, Brass Methods	amyblack@clayton.edu
Mr. Kevin Chaney	Violin, Chamber Music	kevinchaney@clayton.edu
Mr. Matthieu Clavé	Flute	matthieuclave@clayton.edu
Dr. William Hearn	Guitar, World Music	williamhearn@clayton.edu
Mr. Stacey Houghton	Jazz Studies, Saxophone/Clarinet	staceyhoughton@clayton.edu
Mr. Rusty Wilson	Oboe	russellwilson@clayton.edu
Ms. Meghan Yost	Viola	meghanyost@clayton.edu

STAFF

Mr. Grant Jones	Staff Accompanist	M-218	grantjones@clayton.edu	4754
Ms. Elizabeth Highsmith	Administrative Assistant	M-202	nancyhighsmith@clayton.edu	4750

Music Website: <https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music>

FCPA Office – Phone: 678-466-4750

Courtesy Phone (Atrium): 678-466-4752

FCPA Office – Fax: service discontinued

ACADEMIC PROGRAMS IN MUSIC

“A man who works with his hands is a laborer; a man who works with his hands and his brain is a craftsman; but a man who works with his hands and his brain and his heart is an artist.”

Louis Nizer

PROGRAM OUTCOMES

Bachelor of Arts in Music Outcomes

Successful students will be able to:

1. Hear, identify and manipulate in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture.
2. Demonstrate proficiency in solo and collaborative performance, including technical competency, sight reading, interpretive skill and artistic self-expression.
3. Think, speak, and write clearly and effectively about music.
4. Develop teaching and coaching skills appropriate to the performance medium.

Bachelor of Music in Music Education Outcomes

Successful students will be able to:

1. Hear, identify and manipulate in sound and notation the elements of music such as rhythm, melody, harmony, structure, timbre, and texture.
2. Demonstrate proficiency in solo and collaborative performance, including technical competency, sight reading, interpretive skill and artistic self-expression.
3. Think, speak, and write clearly and effectively about music.
4. Develop teaching and coaching skills appropriate to the performance medium and in the context of the elementary and secondary classroom.

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PROGRAM REQUIREMENTS

University Core Curriculum^ – Areas A-E

Guidelines for the Core Curriculum are established by the University System of Georgia in order to insure a solid general education foundation for all graduates. Courses taken within the Core are guaranteed to transfer within the University System in accordance with guidelines. To a great extent, Areas A-E of the Core are “major free,” meaning that they will apply regardless of major; however, certain majors do have specific mathematics, science, and other requirements in Areas A-E. **Music is one of those “certain majors”; see the notes on specific requirements.** All baccalaureate degree graduates and all A.A. and A.S. degree graduates must complete Areas A-F of the Core Curriculum, as specified below. The areas of the Core and courses that can satisfy area requirements are as follows:

- A. Essential Skills** **9 hours**
- A1. Two Composition Courses**
- ENGL 1101 English Composition I
 - ENGL 1102 English Composition II
- A2. One Mathematics Course from among**
- MATH 1101 Mathematical Modeling
 - MATH 1111 College Algebra
 - MATH 1113 Precalculus
 - MATH 1241 Survey of Calculus
 - MATH 1501 Calculus I
- B. Critical Thinking and Communication** **4-5 hours**
- B1. One Critical Thinking Course**
- CRIT 1101 Critical Thinking
- B2. One or Two Foreign Language or Communication Courses from among**
- COMM 1001 Presentational Speaking
 - COMM 1002 Presentation Applications
 - COMM 1110 Spoken Communication
 - FREN 1002 Elementary French II
 - SPAN 1002 Elementary Spanish II
- C. Humanities** **6 hours**
- C1. One Literature, Philosophy, or Foreign Language Course from among**
- ENGL 2111 World Literature I—Pre-Modern
 - ENGL 2112 World Literature II—Modern World
 - ENGL 2121 British Literature I
 - ENGL 2122 British Literature II
 - ENGL 2131 American Literature I
 - ENGL 2132 American Literature II
 - FREN 2001 Intermediate French I
 - FREN 2002 Intermediate French II
 - PHIL 2010 Introduction to World Philosophy
 - PHIL 2030 Ethics in Historical and Contemporary Perspective
 - SPAN 2001 Intermediate Spanish I
 - SPAN 2002 Intermediate Spanish II
- C2. One Fine Arts or Intermediate Foreign Language Course from among**
- ART 2301 Art of the Pre-Modern World
 - ART 2302 Art of the Modern World
 - CMS 2100 Introduction to Film
 - FREN 2001 Intermediate French I
 - FREN 2002 Intermediate French II
 - HUMN 2111 Perspectives on the Arts and Humanities
 - MUSC 2101 Music Appreciation +
 - MUSC 2301 Introduction to World Music *
 - PHIL 2040 Introduction to Aesthetics
 - SPAN 2001 Intermediate Spanish I
 - SPAN 2002 Intermediate Spanish II
 - THEA 1100 Theater Appreciation

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D. Natural Sciences, Mathematics, and Technology**10-11 hours****D1. Two Science courses and One Lab, selected from the following:**

ASTR 1010 Solar System Astronomy
ASTR 1020/L Stellar and Galactic Astronomy
BIOL 1111/L Introductory Biology I
BIOL 1112 Introductory Biology II
CHEM 1151/L Survey of Chemistry I
CHEM 1152 Survey of Chemistry II
PHYS 1111/L Introductory Physics I
PHYS 1112 Introductory Physics II

D2. Additional Science, Math, or Technology: One Course or Sequence from among

ENVS 2022 Environmental Science I
GEOL 1011/L Introductory Geosciences
MATH 1221 Finite Mathematics
MATH 1231 Introductory Statistics
MATH 1241 Survey of Calculus
MATH 1113 Precalculus
MATH 1501 Calculus I
MATH 2502 Calculus II
CSCI 1300 Computational Thinking and Coding
CSCI 1301 Computer Science I
SCI 1901 Selected Topics in Science

E. Social Sciences**12 hours****E1. One American Government Course**

POLS 1101 American Government

E2. One World History or Social Sciences Course from among

HIST 1111 Survey of Pre-Modern World History
HIST 1112 Survey of Modern World History
HIST 2750 Critical Trends and Issues in Recent World History
POLS 2401 Introduction to Global Issues

E3. One American History Course from among

HIST 2111 Survey of U.S. History to 1877
HIST 2112 Survey of U.S. History since Reconstruction

E4. One Behavioral Sciences Course from among

SOCI 1101 Introduction to Sociology
PSYC 1101 Introduction to Psychology
WST 2010 Introduction to Women's Studies
AFAM 2010 Introduction to African American Studies
ECON 1101 Survey of Economics
ECON 2105 Principles of Macroeconomics
ECON 2106 Principles of Microeconomics

^Based on Fall 2018 CSU catalog (Students complete requirements according to the catalog of the semester they entered the program.)

+MUSC 2101 does not count toward the music major

**MUSC 2301 is required of all music majors (must be taken as an elective if not taken in Core Area C).*

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Bachelor of Arts in Music

Core Curriculum (Areas A-E) 42 hours

Lower Division Core Requirements (Core Curriculum Area F) 18 hours

MUSC 1011 Music Theory I	3 hours
MUSC 1012 Music Theory II	3 hours
MUSC 1111 Aural Skills I	1 hour
MUSC 1112 Aural Skills II	1 hour
MUSC 2111 Aural Skills III	1 hour
MUSC 2112 Aural Skills IV	1 hour
MUSC 1710 Major Ensemble (4 semesters).....	4 hours
MUSC 2500 Applied Music (4 semesters).....	4 hours

Music Requirements 24 hours

MUSC 0890 Recital Attendance (6 semesters).....	6 x 0 hours
MUSC 2011 Music Theory III	3 hours
MUSC 2012 Music Theory IV	3 hours
MUSC 2152 Class Piano IV.....	1 hour
MUSC 3614 Music History Survey I	3 hours
MUSC 3615 Music History Survey II	3 hours
MUSC 3220 Introduction to Music Technology	3 hours
MUSC 3820 Improvisation	1 hour
MUSC 3410, 3510, 3550, 3570 Ensemble or 3431/3432	4 hours
MUSC 4990 Music Capstone	3 hours

Performing Arts Elective Courses 18 hours

Students must complete 18 credit hours from MUSC, DANC or THEA courses (exclusive of MUSC 2101) beyond the requirements above to fulfill this degree requirement.

Guided Electives 18 hours

Select 18 credit hours from courses with prefixes other than MUSC. It is recommended that students complete a non-music minor. Students may not complete more than 27 credit hours of courses in the College of Business

TOTAL: 120 hours

Other Program-Specific Graduation Requirements

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
2. MUSC 2301 (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.
3. Students are encouraged, but not required, to use electives to complete a minor program.
4. No grades of D in upper-division courses are allowed in the Bachelor of Arts in Music degree program. Upper-division courses are all courses other than those of Areas A through F of the core curriculum. 1000- or 2000-level courses used in the upper division are included in this restriction. In addition, no grades of D are allowed for any DANC, MUSC or THEA course at *any* level.

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5. To graduate with a B.A. degree, students must demonstrate proficiency in keyboard skills, in ear training, and in performance and must attend performances and forums. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division applied music courses.

Bachelor of Music in Music Education

Core Curriculum (Areas A-E) 42 hours

Lower Division Core Requirements (Core Curriculum Area F) 18 hours

MUSC 1011 Music Theory I	3 hours
MUSC 1012 Music Theory II	3 hours
MUSC 1111 Aural Skills I	1 hour
MUSC 1112 Aural Skills II	1 hour
MUSC 2111 Aural Skills III	1 hour
MUSC 2112 Aural Skills IV	1 hour
MUSC 1710 Major Ensemble (4 semesters).....	4 hours
MUSC 2500 Applied Music (4 semesters).....	4 hours

Music Education Requirements 51 hours

MUSC 0890 Recital Attendance (6 semesters).....	6 x 0 hours
MUSC 2011 Music Theory III	3 hours
MUSC 2012 Music Theory IV	3 hours
MUSC 2152 Class Piano IV.....	1 hour
MUSC 2900 Introduction to Music Education and Technology...	2 hours
MUSC 3410 Ensemble (3 semesters)	3 hours
MUSC 3431 Beginning Conducting.....	1 hour
MUSC 3432 Advanced Conducting.....	1 hour
MUSC 3614 Music History Survey I	3 hours
MUSC 3615 Music History Survey II	3 hours
MUSC 3820 Improvisation	1 hour
MUSC 3890 Junior Recital	0 hours
MUSC 3910 Elementary Music Methods	3 hours
MUSC 4500 Applied Music (3 semesters)	3 hours
MUSC 4930 Student Teaching	12 hours
EDUC 2110 Investigating Crit./Cont. Issues in Education.....	3 hours
EDUC 2120 Exploring Socio-Cultural Perspectives.....	3 hours
EDUC 2130 Exploring Learning and Teaching.....	3 hours
EDUC 3030 Exploring the Exceptional Learner.....	3 hours

Emphasis Area Courses 9 hours

CHOOSE ONE:

Instrumental Music Education

MUSC 1310 Class Voice.....	1 hour
MUSC 3450 String Methods and Materials.....	1 hour
MUSC 3451 Brass Methods and Materials.....	1 hour
MUSC 3452 Percussion Methods and Materials.....	1 hour

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MUSC 3453 Woodwind Methods and Materials..... 1 hour
 MUSC 4922 Instrumental Methods and Materials I.... 2 hours
 MUSC 4923 Instrumental Methods and Materials II... 2 hours

Vocal Music Education

MUSC 1771 Diction for Singers I..... 1 hour
 MUSC 1772 Diction for Singers II..... 1 hour
 MUSC 4700 Vocal Pedagogy..... 3 hours
 MUSC 4910 Choral Methods and Materials..... 2 hours
 Select **two** from among MUSC 3450, 3451, 3452, 3453... 2 hours

TOTAL: **120 hours**

Other Program-Specific Graduation Requirements

1. A minimum of 39 hours of 3000- or 4000-level courses is required for graduation.
2. MUSC 2301 (Introduction to World Music) must be taken as an elective if not taken in Area C2 of the Core Curriculum.
3. In the Music Education program (or any program leading to teacher certification) no grades of D are allowed for any course to count toward graduation.
4. To graduate, students must demonstrate proficiency in keyboard skills, in ear training, and in performance and must attend performances and forums. Students must pass the Sophomore Barrier (usually at the end of the sophomore year) in order to enroll in upper-division applied music courses.

Minor in Music

Required Courses: **9 hours**

MUSC 2011 Music Theory III.....3 hours
 MUSC 2111 Aural Skills III.....1 hour
 MUSC 2400 Applied Music (4 semesters).....4 hours
 MUSC 0890 Recital Attendance (4 semesters).....0 hours
 MUSC 1151 Class Piano I.....1 hour

*MUSC 2301 Introduction to World Music (3 hours)
**can be taken in area C2*

Choose one: **3 hours**

MUSC 3614 Music History Survey I.....3 hours
 MUSC 3615 Music History Survey II3 hours

Any upper-division music courses **6 hours**

(except: any pedagogy course or Music Technology)

TOTAL **18 hours**

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Earlier Degree Programs

Students finishing out an earlier degree curriculum should consult the Division of Music's webpage at <https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music> for graduation forms and other specifics concerning their degree curricula.

"Regret for the things we did can be tempered by time; it is regret for things we did not do that is inconsolable."

Sydney J. Harris

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Student Success, Retention, and Graduation

Student success, retention, and graduation are important priorities of Clayton State University and the Department of Film, Communication and Performing Arts. The University and the FCPA faculty work diligently to create an environment that supports student achievement, retention, and graduation and that guides students toward realizing their academic goals.

For University-wide retention information and expectations, students are encouraged to review and understand the *ACADEMIC POLICIES and GRADUATION REQUIREMENTS* sections of the current *Clayton State University Catalog* (<https://www.clayton.edu/academic-catalog/>).

Music students should also be aware of academic policies specific to the Division of Music:

1. A minimum grade of “C” is required in all music courses. In sequential courses, the minimum grade must be met before the student can enroll in subsequent courses in the sequence.
2. A minimum grade of “C” is required in ALL courses for students in the Music Education program.
3. Successful completion of the Sophomore Barrier is a requirement for enrolling in upper-division applied music courses.
4. Admission to the Music Education Certification Program is required before students can enroll in student teaching (MUSC 4930). Students should contact Dr. Chang for application requirements and instructions.

Music student success—remaining in the program and making satisfactory progress toward timely graduation—depends largely on students’ willingness to work diligently toward meeting their goals. This includes, but is not limited to, the following:

1. Seeking academic assistance as soon as it is needed. Faculty, peer tutors, the [Writers’ Studio](#), the [Center for Advising and Retention](#), and the [Center for Academic Success](#) are excellent resources for counsel and assistance.
2. Seeking assistance for any non-academic problems you may have. Your advisor, your applied music professor, and the [Counseling and Psychological Services Office](#) are good places to start.
3. Staying in regular contact with your academic advisor.
 - a. The University will not allow you to register for classes until you have seen an advisor; make an appointment with your advisor before the beginning of registration periods.
 - b. Work out a long-term graduation plan with your advisor early in your academic career.
 - c. Be aware of when your required courses are offered (particularly the music courses, many of which are offered only once a year or—in some instances—once every two years) so you can plan ahead. **(Also, be aware that dropping or failing a music class may postpone your graduation date!)**
4. Reading and understanding the *Music Student Handbook* and becoming familiar with policies and deadlines as they apply to you as you move toward graduation. Practice good time management skills for both your daily planning and for reaching your longer-term goals.
5. Getting involved with the music program beyond classes, lessons, and performances. Join a student music organization. Attend concerts regularly (even beyond your MUSC 0890 requirements). Be a positive role model for newer students.
6. Staying aware of requirements for maintaining scholarship awards.

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ACADEMIC POLICIES AND INFORMATION

"Music is a safe kind of high."
Jimi Hendrix

ACCOMPANIST

Guidelines for use of staff accompanist are as follows:

Studio Classes: Music must be submitted one week in advance. One rehearsal is required prior to performance.

Convo Recitals: Music must be submitted no later than two weeks in advance of the performance. One rehearsal prior to the Music Convo recital is required.

Juries: One 30-minute rehearsal. (Students performing a Sophomore Barrier may schedule a 60-minute rehearsal.) A sign-up sheet for rehearsal appointments will be posted outside room 218 two weeks prior to juries.

All music must be submitted 3 weeks prior to jury date. Email a PDF copy of all jury repertoire to the accompanist at GrantJones@clayton.edu. Each file must be labeled with the composer and title of the work, for example, Schubert_DieForelle.pdf. *No part of the score may be cut off!* **If you fail to provide your music in the manner requested, the staff accompanist will not be obligated to play for you.**

Recitals:

Degree Recital: Students will have 9 hours of rehearsal and lesson time with the accompanist.

Music for the Junior Recital must be provided to the accompanist 6 weeks prior to the recital hearing date. Place your music in staff accompanist's mailbox, in concert order, inside a black three-ring binder with your name clearly marked on the outside of the binder. Copies should be double-sided (or taped that way; **do NOT** use staples) and 3-hole punched, avoiding punching through notes or awkward page turns. Plan to make an appointment with the staff accompanist when you drop off your music so that you can schedule dates for your rehearsals. **If you fail to provide your music in the manner requested, the staff accompanist will not be obligated to play for you.**

Rehearsals with Staff Accompanist - Summary

Performance	Music Submission to the Accompanist	Rehearsals Required (No rehearsal, no performance)
Studio Class	1 week in advance	One
Convo Recital	2 weeks in advance	One
Juries	3 weeks in advance	One (30 minutes) (60 minutes for Sophomore Barrier)
Degree Recital	6 weeks in advance	9 Hours of rehearsals/lessons

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APPLIED MUSIC JURIES

If you are enrolled in applied music, you must take a final exam (jury) at the end of each semester. Students who give junior recitals are exempt for that semester. No passing grade in applied music can be awarded without a jury or a jury exemption for a recital.

Jury dates will be posted approximately one month before the end of the semester. You will be required to complete a "Jury Form," which can be downloaded from the Film, Communications and Performing Arts Department's website (<https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/advising>) before your jury. (Look way down the page; the university's web designers have not made it easy to find!) You must also bring a single original score of each piece of repertoire to your jury.

Works written with piano accompaniment (or piano transcription) should be performed with the accompaniment. **If you are in need of an accompanist, please refer to accompanist guidelines.** *Be sure to read all posted information regarding juries carefully.*

Voice Jury Guidelines

MUSC 2400(a) and MUSC 2500(a)

FIRST SEMESTER OF STUDY – 25% of term grade

1. A minimum of 3 songs in 2 different styles/periods and languages
2. 10 minutes of music
3. All music must be memorized or grade will be lowered 10%

MUSC 2400(b) and MUSC 2500(b)

SEMESTERS AFTER FIRST SEMESTER OF STUDY – 25% of term grade

1. A minimum of 4 songs in 3 different styles/periods and languages
2. 10-20 minutes of music
3. All music must be memorized or grade will be lowered 10%

Oratorio/chamber music may be performed with score, but should be memorized
1 chamber music piece (with score and full ensemble) may be used for one of the above

At the **SOPHOMORE BARRIER**, the student should have prepared a minimum of 20 minutes of memorized solo music that has not been offered on any previous jury.

MUSC 4400 – 25% of term grade

1. A minimum of 5 songs/arias in 3 different styles/periods and languages
2. At least 20 minutes of music
3. All music must be memorized or grade will be lowered 10%

Oratorio/chamber music may be performed with score, but should be memorized
1 chamber music piece (with score and full ensemble) may be used for one of the above

MUSC 4500 – 25% of term grade

1. A minimum of 6 pieces in 4 different styles/periods and languages
2. At least 20 minutes of music
3. All music must be memorized or grade will be lowered 10%

Oratorio/chamber music may be performed with score, but should be memorized
1 chamber music piece (with score and full ensemble) may be used for one of the above

In a semester in which a degree recital is presented, the grade for MUSC 3890 or MUSC 4890 will be determined by the assigned recital panel. Grading for MUSC 4500 will be determined by the applied lesson instructor.

Instrumental Jury Guidelines

The applied music professor for each individual studio will determine the expectations for each jury every semester. The applied music professor will require major and minor scales appropriate to each student's development.

At the **SOPHOMORE BARRIER**, the student will be expected to perform instructor-selected major, minor and chromatic scales:

- at a 2 octave range (*minimum*)
- at a tempo of quarter equaling 144 beats per minute

ETUDES/METHODS BOOKS/EXCERPTS

The applied music professor for each individual studio will determine the etudes, method books, excerpts and other auxiliary literature for each jury every semester. The inclusion or exclusion of these materials as a student's requirement each semester may be altered by the applied music professor for each individual studio.

SOLO(S)

The applied music professor for each individual studio will determine the solo(s) for each jury every semester. The difficulty, length, number of varying styles, etc. should be progressing for the student each semester.

At the **SOPHOMORE BARRIER**, the student is provided 30 minutes total for the performance portion. The student should have a minimum of 20 minutes (not necessarily consecutive) dedicated to solo work that has not been offered on any previous jury.

SIGHT READING

The applied music professor for each individual studio will determine the sight reading literature (including length, difficulty, and other factors) for each jury every semester.

At the **SOPHOMORE BARRIER**, the student is expected to perform sight reading as determined by the applied music professor. The applied music professor will determine the length, difficulty, and other factors for the sight reading and will provide scores of the selections to the jury committee.

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APPLIED TEACHER POLICIES

Studio assignments will be determined by the Director of each respective performance area.

Your applied teacher will provide you with a course syllabus at your first lesson of each semester. Discuss the syllabus with your instructor at your first lesson to be sure that you are aware of all policies concerning grading, make-up lessons, etc. If you study with a part-time instructor, *it is your responsibility* to contact the instructor no later than the first week of classes each semester to establish a lesson schedule.

You are entitled to a minimum of 14 lessons per semester. Any extra lessons are at the discretion of your teacher. If a lesson must be missed, you should notify your teacher as far in advance as possible. A make-up lesson policy is up to each individual instructor. Primary lessons receive 1-2 hours credit and are scheduled for no less than 50 minutes. Secondary lessons are for 1 credit and are scheduled for no less than 50 minutes—and they may not be available in some semesters.

Students cannot be guaranteed applied music study after completing 8 registrations in any combination of MUSC 2400, 2500, 4400 or 4500. Students should make every effort to complete their recital requirement (Junior Recital, Music Capstone, etc.) within 4 years of study.

Applied instruction in a second instrument or voice during any given semester is subject to Department approval. (Approval is subject to faculty availability.) Students who wish to study a second instrument or voice in the same semester may (and are encouraged to) take lessons on the second applied area through the Preparatory School of Music.

COURSE CREDIT AND TIME

Lecture courses in the music unit follow the university formula for classroom time and student preparation time per credit hour. (See University Undergraduate Catalog.)

Music courses that include a weekly “lab” component carry 1-2 hours credit. The student preparation recommendations for these courses follow the university formula.

Primary applied music courses carry 1-2 hours credit, with 50-minute weekly lessons. One-hour credit courses require a minimum of 8 hours of practice and preparation work outside the lesson; two-hour credit courses require a minimum of 12 hours of practice and preparation work outside the lesson. This is the minimum requirement for the Division of Music; individual instructors may require additional weekly preparation as indicated in their course syllabi.

Secondary applied music courses carry 1-hour credit. For secondary applied music students, the weekly practice and preparation requirements outside the lesson are 6 hours for 50-minute lessons. This is the minimum requirement for the Division of Music; individual instructors may require additional weekly preparation as indicated in their course syllabi.

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Production courses (major ensembles, music drama workshop) each carry 1-hour credit. Weekly scheduled rehearsal time varies (3-5 hours), depending upon the ensemble. Students should *expect* additional rehearsal commitments beyond those in the university class schedule; these are typically scheduled closer to production dates.

Chamber ensembles (including accompanying) carry 1-hour credit and meet 1-2 hours weekly.

The Recital Attendance course carries no credit. (Six semesters are required.) Students attend 14 events (recitals, concerts, department convocations) each semester, as designated by the MUSC 0890 course syllabus, and write appropriate reaction papers.

DOUBLE MAJORS

Any student wishing to receive a second or subsequent degree from Clayton State must complete in residence at CSU a minimum of 30 semester hours for the second bachelor's degree. All courses in the major must be completed. Credits that have been used to satisfy the requirements of a previous degree cannot be applied toward the minimum resident hours needed for the second or subsequent degrees. Students should be aware that since our program cannot offer multiple sections of most courses, scheduling issues may make some double majors impossible.

ENSEMBLE POLICIES

All music students must participate in a major ensemble in any semester in which they are enrolled for applied music; extenuating circumstances may be considered and exceptions granted by consent of the Music Coordinator *and* the FCPA Department Chair. See below for further exceptions.

All music students must participate in a major ensemble in any semester in which they are receiving financial aid through the Music area, regardless of the number of credit hours completed. See below for exceptions.

"Major ensembles" are: CSU Chorale, Orchestra, or Jazz Band.

Students whose major performance area is guitar, piano, or organ, and who have completed 90 semester hours and their Junior Recital, may request permission to substitute no more than two semesters of MUSC 3510-3570 for two semesters of MUSC 3410 regardless of their scholarship status.

Students registered for 12 credit hours of MUSC 4930 Student Teaching are exempt from the ensemble requirement for financial aid during that semester.

Scholarships will be tied to ensemble performance expectations as specified in individual contracts.

Any name for a musical ensemble of Clayton State students must be approved by the full-time music faculty before the ensemble may perform in public, either on- or off-campus.

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GRADE REQUIREMENTS

A minimum grade of C is required of all music courses. Students may not continue in sequential music courses unless the minimum grade is met in pre-requisite courses.

HEALTH AND SAFETY

The Clayton State University Division of Music is committed to provide music students with basic information about the maintenance of health and safety within the contexts of practice, performance, teaching, and listening of music. This information will be in the form of written materials, online resources, and periodic presentations for faculty and students. It is the student's responsibility to use this information to maintain general health and to prevent music-related injuries (repetitive-use injuries, hearing loss, vocal injuries, etc.). Students are strongly encouraged to discuss any music-related health concerns with their applied professor and/or their ensemble director. Please visit <https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/health-and-safety>, the Division of Music's Health and Wellness webpage, for further information and resources.

MINOR PROGRAMS

Students in the Bachelor of Arts in Music are encouraged to complete a minor program.

All students who complete a minor program must submit a Change/Addition of a Minor form (found at <https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/advising>)

"We shall never become musicians unless we understand the ideals of temperance, fortitude, liberality and magnificence."

Plato

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MUSIC CAPSTONE (B.A. IN MUSIC)

Students in the Bachelor of Arts in Music degree program should enroll in MUSC 4990 (Music Capstone) during the semester in which they intend to graduate. However, they must expect to begin work on their Capstone project **no later** than the semester **preceding** their enrollment in MUSC 4990.

In their Capstone project, students are expected to address the interdisciplinary synthesis of different fields of music (e.g., history, theory, and performance practice) and possibly other academic disciplines (e.g., literature, literary criticism, history, sociology, business, and sciences). Multiple drafts and readings of the capstone document are expected. Students should familiarize themselves with the Capstone forms in the MUSC 4990 syllabus or obtain copies from the FCPA Office at the beginning of the semester **prior** to the one in which they plan to enroll in MUSC 4990.

Pre-Approval Guidelines

Students must demonstrate appropriate aptitude for their proposed project before committee members will approve the project. “Appropriate aptitude” should take into account the student’s musical skills and writing ability, as demonstrated by applied music juries and their record of appropriate course work to adequately support the idea of the project. Students requesting to write a research paper should have taken at least one upper-level writing-focused course (not necessarily within the major subject). Students creating a poster presentation are advised to consult <https://sites.google.com/ncsu.edu/effective-posters/>. Dates for recitals and all other forms of public presentations must be pre-approved by the applied instructor and all committee members. *All performances for Music Capstone projects will be given in MEB 157.*

Project examples

The following are but a few examples of possible Capstone projects. All written material must include the phrase “in partial fulfillment of the requirements for the Bachelor of Arts in Music degree.”

- Lecture/Recital—20 to 25 minutes each of lecture and performance, with the entire presentation not exceeding 60 minutes, to be presented in CHM 157. The lecture script is required as documentation.
- Recital and Paper—Recital of 20-25 minutes (CHM 157) and paper or poster. The paper must be at least 5 pages, double spaced. Students electing this option must have been continuously enrolled in the applied music area and the major appropriate ensemble.
- Lecture and Paper—Paper or poster and presentation of 45 to 60 minutes length in CHM 157. Minimum paper length is 10 pages (double spaced).
- Research Paper—Requires pre-requisite of writing-focused course (see above). Paper length is a minimum of 15 pages (double spaced).
- Internship—Minimum of 150 hours per semester internship plus journal of activities to be submitted weekly, as well as a summary reflection (3-5 pages, double spaced) at the end of the semester. A brief written performance review of the student’s activities by the internship host must be submitted as documentation in the 15th week of the semester. Students are responsible for obtaining their own internship placements. An internship is an especially serious, work-intensive Capstone option; students considering an internship should familiarize themselves with the information about [internships on the Career Services website](#). ***Students may not pursue an internship with a host who is a family member or who is a current or former employer of the student.*** A formal Internship Learning Agreement form must be completed and signed by the student, the site supervisor, and the Capstone chair before

the student can begin the internship. See the Career Services website [Internships Forms](#) page for a model of an internship learning agreement.

It is expected that the estimates of paper length above primarily concern length of student prose and analysis. Extensive use of musical examples, photographs, poetic excerpts, etc. will, of course, extend the page totals.

A hearing will be required for any public performance component given as part of a Capstone project. Students must satisfactorily pass the hearing at least two weeks before the public presentation of a Capstone. Any program notes for a Capstone project must be approved by the faculty committee at the time of the hearing.

Committee

A three-member faculty committee should be formed *the semester before* a student enrolls in MUSC 4990. The academic advisor typically will act as the chair of the committee. The student will request committee members after consultation with the academic advisor. The advisor of a student could designate the applied adjunct instructor as chair if the adjunct instructor agrees. (NOTE: In the event a student postpones a Capstone or withdraws in the semester of enrollment, the student cannot assume the same committee members will serve in a subsequent semester without securing their consent.)

The faculty committee will serve as resources for the project and will offer advice and feedback on the student's work. The committee also evaluates the completed product and determines whether the project aims have been met satisfactorily so that the student may receive a passing grade in MUSC 4990. The committee members are not to be seen as editors of the student's writing. Papers with substandard grammar, spelling, or syntax will not be accepted and the student will be referred to the CSU Writers' Studio for assistance. All Capstone projects involve a significant writing component; graduation may be delayed for students who do not produce writing that meets established academic standards on the timeline outlined below.

Timeline

- **Semester *Prior* to Enrollment in MUSC 4990**
 - Advisors will submit the names of any students scheduled to take Capstone in the next semester to the Music Coordinator.
 - The student will complete the [Request for Capstone Committee Assignment](#) form, secure all required signatures, and submit the form to the Music Coordinator. (The Coordinator will document receipt of all Capstone-related forms on the *Capstone Check-Off Sheet* and keep the completed forms in the student's file in the VPA Office.)
Deadlines:
 - Fall Semester (for Spring enrollment in MUSC 4990) – **October 1**
 - Spring Semester (for Fall enrollment in MUSC 4990) – **March 1**
 - The student must complete and submit a formal proposal of the project in the form of Project Summary (a detailed description of goals, methodology, and expected outcomes, as well as a [Capstone Proposal](#) form. All committee members must approve the proposal and sign the *Capstone Proposal* form. The student must submit the proposal description and the signed *Capstone Proposal* form to the Music Coordinator by the appropriate deadline:
 - Fall Semester (for Spring enrollment in MUSC 4990) – **November 15**
 - Spring Semester (for Fall enrollment in MUSC 4990) – **April 15**

If the *Capstone Proposal* form and abstract are not submitted by the posted deadline, the student may not enroll in MUSC 4990 the following semester.

- **During the Semester of Enrollment in MUSC 4990**
 - Students are expected to work regularly and systematically on their projects beginning on the first day of the semester.
 - If the Capstone is an internship, an internship learning agreement must be completed, signed by student, site supervisor, and Capstone committee chair and turned in to the Music Coordinator *before the end of the Add/Drop period*.
 - Students should meet with their advisor and committee members regularly
 - The following deadlines apply to written documents that are a part of the Capstone (such as a paper, lecture script, poster, program notes, etc.). Deadlines are 5:00 p.m. on the following dates:
 - First draft of the entire document submitted to committee chair
 - Fall Semester – **Midterm Day**
 - Spring Semester – **Midterm Day**
 - Completed paper submitted to the committee chair
 - Fall Semester – **November 1**
 - Spring Semester – **April 1**
 - Final version (incorporating all revisions required by the committee chair) submitted to all committee members
 - Fall Semester – **Last day of classes**
 - Spring Semester – **Last day of classes**
 - Committee members will document the receipt of papers or other written elements on the [Capstone Check-Off Sheet](#).
 - Projects that involve any public performance component must follow the [Recital](#) guidelines procedures found in the *Music Student Handbook*. The pre-recital hearing time and place will be determined by the committee chair in consultation with the Music Coordinator.
 - Students performing a public Capstone recital or lecture-recital must be enrolled in applied music during the semester of the recital.

Failure to comply with *any* of the timeline and requirements above will result in an Unsatisfactory grade for MUSC 4990 for that semester and will delay the student's graduation. A student may apply for an extension by presenting documentation of extenuating circumstances to the committee chair, who will then consult with the Music Coordinator before determining if an extension is warranted.

"Force has no place where there is need of skill."
Herodotus

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PIANO PROFICIENCY

To complete the Music and Music Education curricula, all students must pass either the Class Piano IV (MUSC 2152) course with a grade of C or above *or* the Piano Proficiency Exam with an adequate score (see below).

PIANO PROFICIENCY EXAM

The Piano Proficiency Exam covers eight Piano Skills Categories:

1. Major scales, two octaves, hands together, with correct fingering
2. Minor scales (harmonic and melodic), two octaves, hands together, with correct fingering
3. I-IV-I-V-I in keyboard style, major and minor keys
4. Sight-read piano music
5. Sight-read a 4-part hymn
6. Sight-read open choral score
7. Harmonize a melody at sight
8. Transpose No. 7 to different keys

Students will be graded in each category on a scale of 0 to 10 as follows:

- 10 – Plays nearly perfectly with great ease, has solid understanding
- 9 – Plays well with ease, has good understanding
- 8 – Acceptable playing and understanding
- 7 – Still considerable room for improvement
- 6 – Minimal competence; unsuitable for professional progress
- 5 – Failing; but shows some achievement
- 4 – Failing; shows little achievement
- 3 – Failing; shows no achievement
- 2 – Failing; completely unacceptable
- 1 – Failing; exhibits no concept of proper goals
- 0 – No credit

Students must score at least 9 in all categories to pass the Proficiency Exam

CLASS PIANO COURSES AND PLACEMENT

All new students must either enroll in one of the Piano Classes (MUSC 1151, 1152, 2151, or 2152) or take the Proficiency Exam at the beginning of their first semester. Transfer students must meet with the Director of Keyboard Studies at the beginning of their first semester at Clayton State in order to establish a timetable for demonstrating keyboard proficiency.

- To be placed in MUSC 1152 (Class Piano II), you must score at least 9 in Categories 3 and 4 of the Piano Proficiency Exam and be able to play two-octave major scales, hands separately.
- To be placed in MUSC 2151 (Class Piano III), you must score at least 9 in Categories 1, 3, 4, 7, and 8 of the Piano Proficiency Exam.
- To be placed in MUSC 2152 (Class Piano IV), you must score at least 9 in Categories 1, 2, 3, 4, 7, and 8, and at least 7 in Categories 5 and 6 of the Piano Proficiency Exam.

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SOPHOMORE BARRIER

The Sophomore Barrier is an extended performance jury in a student's primary instrument or voice; its purpose is to determine the student's readiness to continue applied music study and performance at the upper-division level. ***Students must have completed both MUSC 1012 and MUSC 1112 successfully before they may attempt the Sophomore Barrier.***

The Sophomore Barrier is required of all students in the B.A. in Music and B.M. in Music Education curricula and of music minors wishing to continue elective applied music studies in MUSC 4400.

In most cases, the Sophomore Barrier should take the place of the regular jury for the student's fourth semester of primary applied music. (If a student transfers to Clayton State in his/her fourth semester of applied music, the student will take the Sophomore Barrier at the end of the second semester of applied music at Clayton State.) In exceptional cases, the student's applied teacher may request that the student's Sophomore Barrier be postponed. Requests for postponement should be made in writing to the Music Coordinator and include a justification for the request. In no case will a postponement to later than the student's sixth semester of primary applied music be granted. Students granted a postponement will remain enrolled in MUSC 2500 (or 2400, for minors) until after they have presented their Sophomore Barrier.

The Barrier consists of repertoire performance and (for instrumentalists) scales and sight-reading.

- Instrumentalists must be able to play major/minor scales, 2 octaves minimum, in any key.
- Repertoire selection is at the discretion of the applied instructor and should include a minimum of two contrasting works at a level appropriate for a rising junior in the student's degree program; the repertoire as well as the student's level of performance should demonstrate the student's readiness for successful upper-division applied music study.
- ***Repertoire presented for any Sophomore Barrier (including a second attempt) may not have been presented at any earlier jury or Barrier attempt.***

The Sophomore Barrier will be adjudicated by the area faculty who typically hear the student's regular juries. Students taking the Sophomore Barrier will sign up for a "double" jury slot to allow for adequate time for the performance.

Grading of the Sophomore Barrier will be in two parts:

- For the purposes of the applied music grade, the Barrier will be scored (and applied to the final course grade) like a regular semester-end jury.
- The jury panel will make 1 of 3 decisions concerning the student's performance:
 - Pass Unconditionally
 - Fail (first attempt) – Student may enroll, on a one-semester probationary basis, in the upper-level applied course appropriate to the major. The student must retake the Sophomore Barrier at the end of the probationary semester.
 - The student should receive from the jury panel (by the beginning of the following semester) written comments that describe the deficiencies and make recommendations that will help the student better prepare for the second attempt.
 - Fail (second attempt) – Student will not be allowed to continue with upper-level applied music courses. Any such student will not be able to complete the Music Education curriculum.
 - The student should receive the jury's written recommendation by the beginning of the following semester.

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Music Education Interview

Students pursuing the Music Education curriculum will be recommended for candidacy in the Music Education program based on successful completion of the Sophomore Barrier and the Music Education Interview.

The 10- to 15-minute interview will be scheduled during finals week at the end of the sophomore year (the same semester as the typical Sophomore Barrier).

The faculty interview panel will consist of four members: two members of the music education faculty, and two other full-time music faculty members. Whenever possible, one of the latter two shall be either the Department Chair or the Coordinator of the Division of Music.

Interview questions will be determined by the panel before the time of the interview. The music education faculty will help students prepare for the interview, for instance by discussing possible questions, reviewing interview techniques, and staging mock interview sessions.

Grading of the interview will be on a pass/fail basis. As with the performance section of the Barrier, students who fail the interview portion will be granted one second attempt.

Tutoring

Students who need assistance with music classes are strongly urged to seek help from a faculty member or from a student music tutor. Qualified students may be recommended by faculty to serve as tutors for the various music courses.

Students who need assistance with other courses are encouraged to contact the Center for Academic Success (<http://www.clayton.edu/cas>) or, for writing assistance, the Writers' Studio (<https://www.clayton.edu/arts-sciences/departments/english/writers-studio/>).

"You can't depend on your eyes when your imagination is out of focus."
Mark Twain

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PERFORMANCES

AND

CONCERT ATTENDANCE

"The secret in singing is found between the vibration in the singer's voice and the throb in the hearer's heart."

Kahlil Gibran

RECITALS

Students pursuing the Bachelor of Music in Music Education degree *must* present a Junior Recital. (It may be presented the semester before student teaching.)

Students pursuing the Bachelor of Arts in Music degree may apply for permission to present a recital as *one element* of their Senior Capstone project. In such cases, most of the policies in this section will apply.

Students performing any recital must be enrolled in applied music during the semester of the recital.

Degree Recital Guidelines

It is important that all recital procedures be followed carefully and all materials completed accurately and submitted on schedule. Failure to do so may result in cancellation of the recital.

- **Application and Scheduling**

- **If an accompanist is needed for a recital, please refer to the accompanist guidelines. Confirm the accompanist's availability before scheduling a recital.**
- **Students must apply for a recital date by completing and submitting the Recital Date Selection form (p. 64) to the Music Coordinator.**
- Degree recital dates should be set the semester *prior* to the recital.
- Dates for recital hearings will be determined by the date chosen for the recital; choosing a specific recital date means having the hearing on a specific date set by the department. Dates for dress rehearsals should be scheduled with Spivey Hall by your applied teacher after a successful recital hearing. Confirm availability of all performers on the program prior to scheduling recitals, hearings, and rehearsals.
- The student must receive the following clearances before submitting the *Recital Date Selection* form:
 - Approval by the applied music instructor
 - Confirmation of availability of dates in Spivey Hall in consultation with the Division of Music Coordinator
 - Approval by the staff accompanist (if applicable)
- The Recital Date Selection form must include a complete list of proposed repertoire and timings and signatures of the applied instructor and staff accompanist.
- After the recital date has been confirmed the applied instructor must complete a *Facilities Use Request Form* (FURF) for the recital and dress rehearsal. This form must be signed by the FCPA Department Chair and sent to Spivey Hall **no later than 30 days before** the recital date. A copy should be filed with the Music Coordinator.

N.B. Except in emergency situations, cancellation of a confirmed recital date will preclude the student from rescheduling the recital for performance in the same semester.

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- **Repertoire**
 - Junior Recital – approximately 25 minutes of music (maximum 30-minute total performance time), incorporating an appropriate variety of styles (and, for voice, languages)
 - Capstone Recital – approximately 25 minutes of music (maximum 1-hour presentation time); see sample descriptions of Capstone projects on page 24.

- **Recital Hearings**
 - Students must pass the Sophomore Barrier before presenting any Degree Recital.
 - Students scheduled to give a Degree Recital will perform a pre-recital hearing at least two weeks, preferably longer, before the recital date. The hearing date will be assigned when the recital is scheduled.
 - The hearing will be performed for a panel of 3-4 faculty members and will consist of the complete recital.
 - On or before the hearing date, students must present to the faculty panel the complete program, including all dates, translations and program notes. ***Program notes are required.***

- **Recital Grading**
 - Junior and Capstone recitals are graded by a faculty jury with a grade of “Satisfactory” or “Unsatisfactory.” Written feedback will be provided to the student by the faculty committee by the end of the semester.

- **Receptions**
 - Receptions for recitals are allowed in Carnes Hall for Music, not Spivey Hall.
 - Reception guidelines are available from the FCPA Administrative Assistant.
 - The student is responsible for setting up and cleaning the reception area.

- **Ushers**
 - The FCPA Department will provide ushers.

- **Recording**
 - Recording will be done by Spivey Hall staff. Indicate your recording request on the FURF. Videotaping may be possible under the direction of Spivey Hall staff; confirm videotaping policy with the Spivey Hall production manager before the recital date.

- **Dress**
 - Conventional semi-formal to formal concert attire is expected for both day and evening programs. The FCPA Department must approve anything out of the ordinary in advance.

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- **Encores**
 - Encores are not allowed.
- **Staging**
 - No stage dressing, flowers, etc., allowed on the stage during the performance. Flowers may be presented after the recital if your family members wish to do so.
- **Publicity**
 - No publicity (posters, press releases, invitations, etc.) may be posted or mailed out until the student has passed the pre-recital hearing. All publicity materials must be approved by the Communications Coordinator of the university before they can be posted or mailed.
- **Programs**
 - The FCPA Department will print programs. See the FCPA Administrative Assistant at the beginning of the semester regarding recital program format. Students may be responsible for the costs of printing an unusually high number of programs.
 - ***All complete programs (including translations and program notes) must be submitted to the FCPA Administrative Assistant by email, CD, or flash drive at least two weeks prior to the recital date.*** Programs will be printed in standard format. Please do not request variations.
 - The FCPA Department will deliver programs to Spivey Hall.

“It is often by seeing and hearing musical works (operas and other good musical compositions), rather than by rules, that taste is formed.”
Jean-Philippe Rameau

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WEDNESDAY CONVOCATION RECITALS

Student performances and other required events are scheduled on selected Wednesdays at 11:00 a.m. in Carnes Hall for Music 157 or Spivey Hall.

After their first semester of applied study, all B.A. in Music and B.M. in Music Education students studying applied music will perform each semester during a Music Convocation.

Consult your applied instructor's syllabus for specific additional performance requirements.

If you require an accompanist for a Music Convocation, please refer to the accompanist guidelines.

Students who wish to perform on a Music Convocation must submit a completed and signed Music Convocation [Approval Form](#) no later than 5:00 p.m. two weeks before the Music Convo date.

DIVISION OF MUSIC CURATED STUDENT RECITAL

Each semester, the Division of Music presents in Spivey Hall a Curated Student Recital of student performances selected by the music faculty from the most outstanding performances on Music Convo student recitals that semester. To be eligible for consideration to perform on the Curated Student Recital, students must have received a rating of 90 or higher as a mean average of all faculty evaluators using a standard form of 100 points. Should the number of eligible performances exceed the 50 minutes available for the Curated Student Recital, the highest-scoring student performances among those eligible will be selected for the Curated Student Recital, up to a total of 50 minutes of performance time.

Students whose performances on a Music Convo recital achieve a rating of 90 or better from the mean average of all faculty evaluations will be notified within a few days of their performance that they are eligible for consideration for the Curated Student Recital and should be prepared in the event that they are selected. Those students who definitely will perform on the Curated Student Recital will be notified within two days of the final Music Convo student recital that they have been selected for the Curated Student Recital.

RECITAL ATTENDANCE

All students in the B. A. in Music or B.M. in Music Education degrees must enroll in and receive a "Satisfactory" grade in six semesters of enrollment in MUSC 0890 (Recital Attendance).

To receive a passing grade ("Satisfactory") in MUSC 0890 in any given semester, the student must attend, ***in their entirety***, a minimum of 14 events drawn from A) the Division of Music Convocation events scheduled during the Wednesday 11:00 a.m. recital hour, ***and/or*** B) concerts on the Spivey Hall series (including Division of Music concerts) or other *professional* performances that have been approved in advance. Events must occur *and* attendance must be documented ***before the end of classes each semester***. Events occurring after the last day of classes may not be used for credit.

- Students may ***NOT*** count toward the total any events in which they perform, except the Curated Recital and other Wednesday Convo events as outlined in the MUSC 0890 syllabus.

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- Transfer students need one semester of recital attendance for each 20 hours (or fraction thereof) of remaining coursework.
- To receive credit for attending a Music Convo performance, students must **both** sign in on the sheet provided **and** submit the required writing prompt for the event *within a week of the event*.
- To receive credit for attending any other performance, students must follow the procedures in the MUSC 0890 syllabus. If the performance is not part of the Spivey Hall ticketed series, students also must submit a written reaction. ***Written reactions must be submitted within a week of the event to be credited.***

SPIVEY HALL TICKET POLICY

Normally, all students in the B.A. in Music and B.M. in Music Education degrees have the opportunity to reserve one (1) free ticket to each Spivey Hall concert during the current semester they are enrolled, ***subject to availability***. (So plan ahead and don't wait until the last minute! Some concerts do sell out.) See www.spiveyhall.org for concert details.

One (1) additional ticket per concert may be purchased at the CSU student rate of \$10 or 50% off the full-price ticket, whichever is less.

Very occasionally, an artist's management prohibits the practice of giving free tickets, as a contract stipulation of the artist's appearance at Spivey Hall. In such instances, music students cannot have free tickets. (Usually, they still can get a ticket at the CSU student rate.)

To reserve their tickets, students should visit or telephone the Spivey Hall Box Office ***24 hours in advance of the concert***. In order to reserve a ticket, you will need to show your Laker ID and/or provide your Laker ID #. All free tickets will be held at Will Call to be collected, beginning one hour before the concert. Music students must present their Student IDs at the ticket window at least 15 minutes before concert time in order to receive their tickets, otherwise tickets may be released. **Students who arrive later than 15 minutes before the concert will be charged the CSU student price of \$10.00.**

NO CALL/NO SHOW Policy: All students who do not pick up reserved tickets and fail to notify the Box Office at least 15 minutes prior to the beginning of a reserved concert that they will not use the ticket **will lose complimentary ticket privileges for the remainder of that semester.** That's right—NO MORE FREE TICKETS!!!! (You will have to pay the CSU student rate of \$10.00.)

Do not let this happen to you. The opportunity to hear international-class artists at Spivey Hall is a valuable co-curricular part of your training; exercise the privilege both frequently and responsibly!

To receive Recital Attendance credit for a Spivey Hall event, students must have their tickets scanned by a Spivey Hall usher. Spivey Hall ticketing policies are subject to change.

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FACILITIES

“We have to establish already in school children the belief that music belongs to everyone and is, with a little effort, available to everyone.”

Zoltán Kodály

CARNES HALL FOR MUSIC HOURS

The Carnes Hall for Music is scheduled to be open the following hours:

- Monday through Friday 7:00 a.m. to 10:00 p.m.
- Saturday and Sunday 8:00 a.m. to 8:00 p.m.

Please advise the FCPA Administrative Assistant in the event the building is not open when scheduled.

USE OF THE BUILDING AND FACILITIES

General

- Students may not remain in the Carnes Hall for Music after regular hours.
 - Campus Public Safety will be alerted to any evidence of students remaining in the building after hours, gaining access to unauthorized areas of the building, or propping doors open to gain after-hours access to the building.
- Students should show consideration of all persons who use the Carnes Hall for Music
 - Students should refrain from making any excessive noise (including playing music, singing, or playing their instruments) in the common areas of the building.
 - (Classes—including non-music classes—and lessons are scheduled throughout the day, and there are faculty working in their offices at all day and evening hours.)
- Non-University personnel (including former students) who are in the building and are disruptive in any way will be asked to leave. Campus Public Safety will intervene if necessary.
- Students may not, under any circumstances, move any instruments or other equipment from room to room or out of the building. Additionally, students may not alter instruments or equipment in any way. Non-compliance of this rule will be considered and treated as an act of vandalism.
- **Teaching of private students, or any other activity for personal profit, in State facilities is strictly forbidden by State law.** Students may not engage in such activities in the Carnes Hall for Music or anywhere on the Clayton State University campus.

Practice Rooms

- Practice rooms are located on the lower level in the Carnes Hall for Music.

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- Practice rooms are only for the use of students *currently enrolled* in Division of Music and CSU Preparatory School courses, as well as such guests as the Division of Music may occasionally invite to campus (local/regional music association meetings, etc.).
- Practice rooms are for practicing! They are not to be used for sleeping, storage of personal belongings, eating, or any activities that are not practicing for performance or other music-related coursework.
- Students may practice only in designated practice rooms.
 - Do not practice in the common areas of the building, including the atrium.
 - Do not practice in the instrumental and choral rehearsal rooms or in the classrooms, even if you find them unlocked and unattended.
 - In exceptional cases, students may receive permission to practice in these spaces. Students must have permission of their applied instructor and must see the FCPA Administrative Assistant to reserve time in the requested room.
- Students may not, under any circumstances, move any instruments or equipment that are located in the practice rooms. Additionally, students may not alter instruments or equipment in any way. Non-compliance of this rule will be considered and treated as an act of vandalism.

Lockers

Lockers designated for student use are located on the lower level in the Carnes Hall for Music.

- There is no charge to auditioned music students for use of lockers.
- Students should see the FCPA Administrative Assistant for locker assignments and lock combinations.
- All lockers must be cleaned out at the end of the spring semester.

Use of University Musical Instruments

The music program has a number of instruments that are available for students' use.

Dr. Annalisa Chang and Dr. Richard Bell handle all requests for borrowing University-owned instruments.

The [*Student Musical Instrument and Equipment Usage Agreement*](#) outlines specific policies regarding student use of University-owned instruments and other equipment.

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PARKING

Students are expected to abide by all University parking regulations.

Students may not park in the Spivey Hall service entrance.

“Art is not the hood ornament of society; it’s the steering wheel.”
Al Reiss

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STUDENT ORGANIZATIONS

“A schoolmaster must be able to sing; otherwise, I will regard him as of no value.”

Martin Luther

NAfME

Clayton State University sponsors a collegiate chapter of National Association for Music Education (NAfME).

NAfME (www.nafme.org) is among the world's largest arts education organizations and is the only association in the nation that addresses all aspects of music education. Through its collegiate chapters, NAfME offers its collegiate members opportunities to discover new teaching methods and techniques, learn the latest advancements and innovations in music education, expand their network of professional contacts, discover job opportunities, enhance their professional credentials, develop leadership skills, and gain insight into the professional world.

Dr. Annalisa Chang is the faculty advisor for the NAfME chapter.

Mu Phi Epsilon

Clayton State University is home to the Delta Psi Chapter of Mu Phi Epsilon, an international professional fraternity for both women and men in the field of music (www.muphiepsilon.org). Membership in Mu Phi Epsilon is available to all "music majors and minors, or the equivalent thereof" who have "attained second-semester freshman standing" and met academic eligibility requirements by successfully completing one semester of music theory and achieving a minimum cumulative grade point average of "3.0 in music courses and 2.0 in academic subjects." (International Bylaws of Mu Phi Epsilon)

The purpose of the Delta Psi Chapter of Mu Phi Epsilon is the advancement of musicianship and scholarship, with a particular emphasis on service in support of the music program on our campus. Membership in Mu Phi Epsilon provides CSU students with a link to an extensive network of music professionals throughout the United States and the world and with eligibility for many competitively awarded prizes, grants, and scholarships in performance, composition, musicology, music education, music business, and other areas of the music industry.

Dr. Francisca Maxwell is faculty advisor and Dr. Kurt-Alexander Zeller is chapter advisor of the Delta Psi Chapter of Mu Phi Epsilon.

"Fear is static that prevents me from hearing my intuition."
Hugh Prather

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SCHOLARSHIPS AND AWARDS

“We tend to forget that criticism sometimes expresses greater respect than praise. It is surely more of an honor than flattery. As a professor, you challenge a student because you consider her capable of learning. You question her premises because you think she’s game enough to re-examine them.”

Wendy Kaminer

Carnes and Spivey Music Scholarships

The Music Scholarship program is funded by the Walter and Emilie Spivey Foundation and by a bequest from the estate of the late Lon Carnes. Scholarships in varying amounts are available, upon audition, to students at Clayton State University actively pursuing a major in Music or Music Education.

- Except during the semester of student teaching, all Music Scholarships carry an ensemble participation requirement, as described in the scholarship award letter. Students will be required to refund the scholarship if they do not complete the ensemble requirements.
- Scholarships typically are awarded on an annual basis and will be credited to the student's university account, half in the fall semester, and half in the spring.
- Students who receive a Spivey or Carnes Scholarship as a freshman may receive the award for a maximum of eight semesters. The number of eligible semesters for transfer students will be determined based upon the credits transferred. If students need additional semesters to complete the degree, they must petition for extension at the end of the eligible term. Extension may be considered based on student's academic performance and progress towards the degree, but is not guaranteed and should not be expected or assumed.
- Students must enroll in the appropriate Music Theory and Aural Skills and/or Music History courses in every semester until all sequences are completed. Students will be required to refund the scholarship if they are not enrolled in appropriate courses.

Eligibility

1. Enrollment in the Bachelor of Arts in Music or the Bachelor of Music in Music Education degrees and in good standing (i.e., not on academic warning, probation or suspension) at Clayton State University
2. Full-time student status* (Pro-rated scholarships are available for part-time students.)
3. Successful audition
 - New students (freshman or transfer) – at the time of the entrance audition
 - Current students – at the time of the semester-end jury. Scholarship auditions for current students typically take place in the spring; however, fall auditions may be held when funds are available.

Renewal

1. Students must apply for a scholarship renewal. The deadline for submitting the Scholarship Renewal Form is **the last day of classes in the Spring Semester (5:00 p.m.)**.
2. Students must earn a minimum cumulative institutional GPA of 2.5 and a minimum cumulative institutional music GPA of 3.0 (based on a 4.0 scale). Students will receive a warning letter the first semester in which either of their GPAs falls below the minimum requirement. Students' scholarships will be terminated if the GPAs do not rise above the requirement at the end of the following semester. Reinstatement may be considered if the GPAs rise above the requirement. Students must re-apply.
3. Students must earn a minimum grade of "B" in all required ensembles. A grade of "C" or below in required ensemble(s) results in immediate termination of the scholarship. Students must earn a grade of "A" in the same ensemble in which they received "C" or below and formally re-apply in order to be considered for reinstatement.
4. Students must satisfactorily complete all requirements each semester. This includes, but is not limited to, earning a grade of C or above in all music courses. Students will receive a warning letter the first semester in which they do not satisfactorily complete all requirements, and their scholarship will be terminated if they do not satisfactorily complete all requirements including a grade of C or above in all music courses attempted the following semester.

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5. Students must earn an average of 75% or above for their end of the semester jury. Students will receive a warning letter the first semester in which they do not achieve 75% or above. Students' scholarships will be terminated if they fail to achieve 75% the following semester. Reinstatement may be considered if the jury grade goes above the requirement. Students must re-apply.

6. Music Scholarship awards of students who fail the performance portion of the Sophomore Barrier exam a second time will be reviewed by the Scholarship Committee and may be subject to reduction or termination, at the discretion of the full-time Music faculty.

7. Any Student Code of Conduct violation will result in immediate termination of the scholarship. Reinstatement may be considered after a full year, following a successful written appeal. Students must re-apply and re-audition.

**A full-time student who drops to part-time status will be required to return a pro-rated portion of the scholarship award.*

AWARD FOR EXCELLENCE IN MUSIC

Each year the music faculty selects one outstanding student to receive the Award for Excellence in Music, to be presented at the College of Arts and Sciences Awards Convocation. All students in the music and music education majors may be considered for this annual award.

The winning student receives a cash award, and his/her name is engraved on a perpetual plaque displayed in the Carnes Hall for Music.

Any Music faculty member may nominate students to be considered for the award. The full-time music faculty will select the winner, by majority vote, based upon the following criteria:

- Demonstrated excellence in musicianship in the respective area of emphasis throughout the academic year.
- Exhibition of outstanding leadership qualities and participation in Division of Music activities.
- A minimum GPA of 3.5 in all music courses

ALMA LILLY FARFÁN-NORTHWAY SCHOLARSHIP

For a number of years, the South Metro Atlanta Music Teachers Association awarded this now-discontinued scholarship in honor of a former SMAMTA member. 2017 was the last year it was awarded.

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GUYTON McLENDON MEMORIAL SCHOLARSHIP

Eligibility: full-time instrumental music education student, cumulative minimum GPA of 3.0 based on at least two semesters of study;

Recipient to be selected each year by music faculty, based on scholarship criteria stated above;

Demonstration of financial need is not required;

Students may receive the scholarship more than once if selected by the music faculty.

MARILYN ENGELHART ROBINSON MEMORIAL SCHOLARSHIP

Each year the music faculty selects one outstanding student to receive the Marilyn Engelhart Robinson Memorial Award, to be presented at the College of Arts and Sciences Awards Convocation. All students in the music and music education majors whose principal instrument is voice may be considered for this annual award, named in honor of contralto Marilyn Engelhart Robinson.

The winning student receives a cash award, and his/her name is engraved on a perpetual plaque displayed in the Carnes Hall for Music.

Any Music faculty member may nominate students to be considered for the award. The full-time music faculty will select the winner, by majority vote, based upon the following criteria:

- Demonstrated consistent excellence in musicianship, vocal technique, and communicative artistry through music and text
- Outstanding performance in and contribution to the Music Drama Workshop
- A spirit of enthusiasm and collegiality
- A cumulative minimum GPA of 3.0 in music courses and 2.5 overall, based on at least two semesters of study at Clayton State University

"Time is money, if you are in the habit of making money – but to anyone in the habit of making art, money is time."

Sallie Tisdale

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2023-2024 CALENDAR as of press time

Consult this calendar frequently (online), since dates may be subject to change.

Dates listed for Spivey Hall events include only FCPA events.
Contact Spivey Hall (www.spiveyhall.org) for information on the Spivey Concert Series.

August 2023

10	2:30 p.m., Room 157	FCPA Faculty Meeting
12		Classes begin
14-17		Drop/Add Period
16	11:00 a.m., Room 157	Music Convo: Meeting – All Music Students must attend
17		Tuition/fee payment deadline for Drop/Add
23	11:00 a.m., Room 157	Music Convo: Dr. Chang--Student Success
24	9:00 a.m./ROLL CALL	No-Show reporting deadline
25	12:00 noon, Conference Room	Division of Music faculty meeting
27	3:00 p.m., Spivey Hall	Division of Music Faculty Showcase
30	11:00 a.m., Room 157	Music Convo: Topic TBA

September 2023

04	LABOR DAY HOLIDAY	NO CLASSES
06	11:00 a.m., Room 157	Music Convo: Grant Jones—Working Well with a Pianist
13	11:00 a.m., Room 157	Music Convo: Jacob Bitinas—Renaissance Instruments
15		Last day to apply for Spring 2022 graduation
15	12:00 noon, Room 157	FCPA Faculty Meeting
20	11:00 a.m., Room 157	Music Convo: Topic TBA
22	12:00 noon, Conference Room	Division of Music faculty meeting
27		Begin Midterm Grade Reporting period
27	11:00 a.m., Room 157	Music Convo: Topic TBA

October 2023

01		Deadline to submit <u>Request for Capstone Committee Assignment</u> form to Music Coordinator (for Spring 2024 enrollment in MUSC 4990)
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01		Deadline to submit complete first draft of Capstone document to Capstone committee chair (Fall 2023 enrollment in MUSC 4990)
03		End of Midterm Grade Reporting period
04	11:00 a.m., Room 157	Music Convo: Topic TBA
05	All Day	CSU Choral Invitational Festival
06		Last day to withdraw from a Fall class with a grade of W
06	12:00 noon, Room 157	Recital Hearing(s) for 31 October student degree recitals
02-13		Academic Advising for Spring 2024
07-10	FALL BREAK	NO CLASSES
11	11:00 am., Room 157	Music Convo: Topic TBA
13	12:00 noon, Room 157	FCPA Faculty Meeting
16		Registration for Spring 2024 begins
18	11:00 a.m., Room 157	Music Convo: Topic TBA
20	12:00 noon, Room 157	Recital Hearing(s) for 9 November student degree recitals
20	7:30 p.m., Spivey Hall	Spivey High School Honor Choir
24	7:30 p.m., Spivey Hall	Southern Crescent Symphony Orchestra
25	11:00 a.m., Room 157	Music Convo: Division of Music Student Recital #1
27	10:00-5:00; CHM	FCPA CAREER FAIR DAY
27	12:00 noon, Conference Room	Division of Music faculty meeting
31	7:30 (1) OR 7:00/8:15 (2)	Possible Division of Music student degree recital(s) (Recital Hearing: Friday, 6 October)

November 2023

01		Deadline to submit complete Capstone document to Capstone committee chair (Fall 2023 enrollment in MUSC 4990)
01	11:00 a.m., Room 157	Music Convo: Topic TBA
03	7:30 p.m., Spivey Hall	Spivey Hall Chamber Orchestra
07	ELECTION DAY	Classes are held, but be sure to vote!

09	7:30 (1) OR 7:00/8:15 (2)	Possible Division of Music student degree recital(s) (Recital Hearing: Friday, 20 October)
08	11:00 a.m., Room 157	Music Convo: Division of Music Student Recital #2
14		Course and Instructor Evaluation period begins
14	7:00 p.m., Spivey Hall	Finale of International Treble Choral Festival
15		Deadline to submit <i>Capstone Proposal</i> form and project abstract to Music Coordinator (you may submit early!) (for Spring 2024 enrollment in MUSC 4990)
15	11:00 a.m., Room 157	Music Convo: Division of Music Student Recital #3
17	12:00 noon, Room 157	FCCA Faculty Meeting
22-26	THANKSGIVING BREAK	NO CLASSES
27	7:30 p.m., Spivey Hall	Clayton Community Big Band
28		Course and Instructor Evaluation period ends
29	11:00 a.m., Spivey Hall	CSU Division of Music Curated Student Recital
30	7:30 p.m.; Spivey Hall	Christmas @ Clayton State

December 2023

01		Last day to register for Spring 2024 without \$100 late fee
01	12:00 noon; Conference Room	Division of Music faculty meeting
02	9:00 a.m.; Room 157	Music Entrance Auditions
04		Last day of classes
04	5:00 p.m.	Deadline to submit final version of Capstone document to all Capstone committee members (Fall 2023 enrollment in MUSC 4990)
05-11		Final Exams and Juries
05	7:30 p.m., Spivey Hall	Southern Crescent Youth Orchestra
07	5:00 and 7:30 p.m.; Spivey Hall	CSU Prep School Recitals
08-09		Fall Commencements
13	11:59 p.m.; DUCK	Fall 2023 grades due (faculty)
15		Grades available on the DUCK
24-31		BUILDING CLOSED for winter break

January 2024

01		BUILDING CLOSED for New Year's Day holiday
06		First day of classes
08-11		Add/drop period
10	11:00 a.m., Room 157	Music Convo: Meeting— All Music Students must attend
11		Tuition/fee payment deadline for Drop/Add
12	12:00 noon; Room 157	FCCA faculty meeting
15	MLK HOLIDAY	NO CLASSES
17	11:00 a.m., Room 157	Music Convo: Topic TBA
18	9:00 a.m.; ROLL CALL	No-show Reporting Deadline
19	12:00 noon, Conference Room	Division of Music faculty meeting
24	11:00 a.m., Room 157	Music Convo: Topic TBA
25-27	Athens	GMEA Conference
30		Last day to apply for Summer 2024 graduation
31	11:00 a.m., Room 157	Music Convo: Topic TBA

February 2024

07	11:00 a.m., Room 157	Music Convo: Topic TBA
09	12:00 noon, Room 157	FCCA faculty meeting
14	11:00 a.m., Room 157	Music Convo: Topic TBA
17	9:00 a.m.; Room 157	Music Entrance Auditions
19		Beginning of Midterm Grade Reporting period
21		Advising for Summer and Fall 2022 begins
21	11:00 a.m., Room 157	Music Convo: Topic TBA
23	12:00 noon, Conference Room	Division of Music faculty meeting
25	3:00 p.m., Spivey Hall	Division of Music Faculty Recital: Kurt-Alexander Zeller, tenor and Michiko Otaki, piano
26	9:00 a.m., DUCK	End of Midterm Grade Reporting period

28 11:00 a.m., Room 157 Music Convo: Topic TBA

March 2024

01 Last day to withdraw from a class with a grade of W

01 Deadline to submit complete first draft of Capstone document to Capstone committee chair (Spring 2024 enrollment in MUSC 4990)

01 Deadline to submit Request for Capstone Committee Assignment form to Music Coordinator (for Fall 2024 enrollment in MUSC 4990)

02-08 SPRING BREAK NO CLASSES

09 3:30 p.m., Spivey Hall Spivey Hall Elementary Honor Choir

11 Registration for Fall 2024 begins? (university has not said)

13 11:00 a.m., Room 157 Music Convo: Topic TBA

14-16 U. of Alabama-Tuscaloosa Southeast Regional NATS Auditions

14 7:30 p.m., Spivey Hall Southern Crescent Symphony/CSU Orchestra

15 12:00 noon, Room 157 FCPA faculty meeting

16 7:30 p.m., Spivey Hall Division of Music Faculty Recital: Francisca Maxwell, soprano, with Elena Dorozhkina, piano

20 11:00 a.m., Room 157 Music Convo: Topic TBA

22 12:00 noon, Conference Room Division of Music faculty meeting

23 9:00 a.m., Room 157 Music Entrance Auditions and Recital Hearing(s) for 11 April student degree recitals

23 7:30 p.m., Spivey Hall Mu Phi Epsilon Concert

27 11:00 a.m., Spivey Hall Music Convo: Division of Music Student Recital #1

29 12:00 noon, Room 157 Recital Hearing(s) for 16 & 18 April student degree recitals

April 2024

01 Deadline to submit complete Capstone document to Capstone committee chair (Spring 2024 enrollment in MUSC 4990)

03 Tentative—Time? Music Major for a Day (tentative)

03 11:00 a.m., Room 157 Music Convo: Division of Music Student Recital #2

05 7:30 p.m., Spivey Hall Music Drama Workshop: *110 in the Shade*

06	7:30 p.m., Spivey Hall	Music Drama Workshop: <i>110 in the Shade</i>
10	11:00 a.m., Room 157	Music Convo: Topic TBA
11	7:30 (1) OR 7:00/8:15 (2)	Possible Division of Music Student Degree Recital(s) (Recital Hearing: Saturday, 23 March)
12	12:00 noon, Room 157	F CPA faculty meeting
13	9:00 a.m., Room 157	Music Entrance Auditions
15		Deadline to submit <i>Capstone Proposal</i> form and project abstract to Music Coordinator (for Fall 2024 enrollment in MUSC 4990)
16		Course and Instructor Evaluation period begins
16	7:30 (1) OR 7:00/8:15 (2)	Possible Division of Music Student Degree Recital(s) (Recital Hearing: Friday, 29 March)
17	11:00 a.m., Room 157	Music Convo: Division of Music Student Recital #3
18	7:30 (1) OR 7:00/8:15 (2)	Possible Division of Music Student Degree Recital(s) (Recital Hearing: Friday, 29 March)
24	11:00 a.m., Spivey Hall	Division of Music Curated Student Recital
26	12:00 noon; Conference Room	Division of Music Faculty Meeting
28	3:00 p.m., Spivey Hall	CSU Ensembles: Masterwork Finale
29		Last day of classes
29	5:00 p.m.	Deadline to submit final version of Capstone document to all Capstone committee members (Spring 2024 enrollment in MUSC 4990)
29		Course and Instructor Evaluation period ends
29	7:30 p.m., Spivey Hall	Clayton Community Big Band
30-06 May		Final Exams and Juries
30	7:30 p.m., Spivey Hall	Southern Crescent Youth Orchestra
TBA		CSU Student Academic Conference

May 2024

02	5:30 and 7:30 p.m., Spivey Hall	CSU Preparatory School Recitals
03-04		Spring Commencements

06		Final Exams and Juries end
08	11:59 p.m.; DUCK	Final Spring 2024 grades due (faculty)
11	9:00 a.m.; Room 157	Music Entrance Auditions
TBA		Grades available on the DUCK (university has not said)

June 2024

01		Last day to apply for Fall 2024 graduation
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“Determine that the thing can and shall be done, and then we shall find the way.”
Abraham Lincoln

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FORMS

“Without enough sleep, we all become tall two-year-olds.”
Jojo Jensen

Curriculum Worksheet Forms

Curricular Worksheets for all Music curricula can be found on the Division of Music website at <https://www.clayton.edu/arts-sciences/departments/film-communication-and-performing-arts/music/advising>

Be sure to choose the correct catalogue year. If you are uncertain about which is the correct catalogue year for you, please consult your academic advisor.

“Everything comes to him who hustles while he waits.”

Thomas Edison

“Almost everything will work again if you unplug it for a few minutes, including you.”

Anne Lamott

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Advising Guide and Graduation Worksheet–Minor in Music

(Updated Fall 2012)

Name:	
Major:	
Laker ID: 900-	Graduation Date:

Minor in Music

Minor in Music (18 hours)			
Required Courses (9 hours)			
MUSC 2011		3	
MUSC 2111		1	
MUSC 2400 (4 semesters total)		4	
MUSC 0890 (4 semesters required)		0	
MUSC 0890		0	
MUSC 0890		0	
MUSC 0890		0	
MUSC 1151		1	
Select 1 course from the following: MUSC 3614, MUSC 3615 (3 hours)			
		3	
Any upper-division music courses (6 hours)			

- This minor consists of 18 semester credit hours.
- All courses must be completed with a grade of C or better.
- In addition, MUSC 2301 (Introduction to Music) must be taken (unless taken in Area C2).

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Facilities Use Request Form (FURF) for Spivey Hall

Submission of a completed FURF is required no later than 30 days before any performance in Spivey Hall. The form is available online and is in two parts. For recitals, *only instructors* should complete and submit both parts; however, please review these forms so that you will know what information your instructor will need from you and what Spivey Hall's policies are.

Part 1: https://claytonstate.qualtrics.com/SE/?SID=SV_b10c7a3YMbXqrcN

Part 2: https://claytonstate.qualtrics.com/SE/?SID=SV_7QWc3EKjDboH285

Please check the next pages for policies on the use of Spivey Hall of which you should be aware before planning your recital and rehearsals

"No longer talk about the kind of man a good man ought to be, but be one."
Marcus Aurelius

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SPIVEY HALL POLICIES & PROCEDURES

To preserve the hall for all future users, it is essential that you observe these policies very carefully and comply with them. These policies and procedures are integral to your utilization of Spivey Hall.

1. The Spivey Hall Production Manager must be contacted through the Division of Music Coordinator no later than **one month prior to the event** to make all necessary final arrangements needed for the production, including but not limited to load-in and load-out times, stage requirements, performance equipment needed, special stage lighting, facilities needed, and rehearsal time needed. This includes any and all desired changes to the Facility Use Request Form (**FURF**). Students should communicate with Spivey Hall through the Division of Music Coordinator.
2. Rehearsal time granted is based on availability.
3. If the organ is to be used during a performance, the organist must contact the Spivey Hall Production Manager to arrange for an orientation prior to the performance. **The interior organ casework is off-limits to all persons.**
4. Due to the expense of instruments and all other equipment owned by Spivey Hall, only the production staff may move the pianos or organ console, remove piano lids, operate the pit lift, or handle sound equipment.
5. Only Spivey Hall production staff shall operate sound, lighting, and production equipment within the hall. Only trained persons specifically authorized by Spivey Hall staff may access the Control Booth.
6. The acoustical shelf may **not** be used for performing, photographing, or recording of any kind.
7. No sets or props may be used that nail to the floor or stage or in any way mark or damage the recital hall and its backstage areas. All props or sets must be designed to fit within the limitations of the freight elevator and the stage doors of the recital hall. All plans for sets, props, makeup, and costume racks must be indicated in writing with the return of the Facilities Use Request Form (**FURF**) and approved by the Executive Director of Spivey Hall.
8. Stage makeup may be applied only in the dressing rooms and restrooms located backstage.
9. **NO** flames, candles, or incense may be used for any reason.
10. The backstage hallway of Spivey Hall is a fire exit and must be kept clear of personal belongings, instrument cases, percussion equipment, and other materials that might cause a hazard during an emergency evacuation. Dressing room facilities should be used for this purpose.

11. Audience members are **not** allowed on the performance stage or in the backstage area before, during, or after a performance. Audience members may meet performers in the lobby. Special allowances will be made for emergencies.
12. The call for all production staff will be at least one hour prior to the performance or rehearsal, unless otherwise specified in the scheduling process. The Spivey Hall Production Manager reserves the right to make all decisions concerning the scheduling of staff for any event.
13. All large materials brought into the hall by the user for a performance must enter through the loading dock at the rear of the building. Advance notice is required since the hall may be in use. All materials brought into the hall by the user must be removed immediately after the performance(s) unless authorization is given by the Production Manager. Absolutely nothing may be stored in the stairwells at any time. Spivey Hall will not be responsible for instruments, personal belongings, etc. left in the hall.
14. **NO** recordings or photography of any kind is allowed in Spivey Hall without the consent of the Executive Director. Requests must be made in writing no later than **one month prior to the scheduled event**.
15. **NO** food or drink is allowed inside the recital hall for any reason. Food and drink are allowed backstage; however, please be courteous by disposing of all trash in the receptacles provided.
16. **NO** smoking is allowed in any part of the building, including the backstage hallway, Green Room, and dressing rooms.
17. **NO** alcohol or illegal drugs are allowed on the property or inside the building. Spivey Hall is a drug-free environment and strictly adheres to the safety standards set forth by Clayton State University.
18. The circle at the front entrance of Spivey Hall is a **NO** parking area. Adequate parking is available in the lot across from the hall.
19. Users of the hall will be held responsible for any damage above and beyond normal wear caused to Spivey Hall equipment or to the building by its performers, sponsors, or patrons.
20. Due to the fragility of antique items in the Green Room, only adults are allowed use of this room.
21. All Clayton State University campus rules apply in Spivey Hall.

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RECITAL DATE SELECTION
(submit to Division of Music Coordinator)

Student Name

Today's Date

Recital Type (Junior/Other: _____)

Recital Date/Time

Recital Hearing Date/Time (see Calendar for specified date of hearing for this recital date)

Studio Professor's Approval

Staff Accompanist's Approval

Music Coordinator's Approval

N.B. Except in emergency situations, cancellation of a confirmed recital date will preclude the student from rescheduling the recital for performance in the same semester.

List the complete program including titles, movements, full names of composers, their dates, and length of compositions:

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REQUEST FOR CAPSTONE COMMITTEE ASSIGNMENT (Music)

(Due: 1 October for Spring Capstones, 1 March for Fall Capstones)

Submit to Division of Music Coordinator

Name

Date

Tentative Topic

Project Type

Advisor Name (printed)

Advisor Signature and Date

Attach a brief project description to this form.

Committee Members Agreeing to Serve:

Chair Name (printed)

Signature and Date

Member Name (printed)

Signature and Date

Member Name (printed)

Signature and Date

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CAPSTONE PROPOSAL (Music)

(Due 15 November for Spring Capstones, 15 April for Fall Capstones)

Submit to Division of Music Coordinator

Name

Date

Project Title

Project Type

Research Methods

Project Summary Attached:

Yes

Committee Members Approval:

Chair Name (printed)

Signature and Date

Member Name (printed)

Signature and Date

Member Name (printed)

Signature and Date

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CAPSTONE CHECK OFF SHEET (Music)

(for Division of Music use)

Student Name

Semester Prior to Capstone Enrollment

Request for Capstone Committee Assignment Form submitted

Music Coordinator (printed)

Music Coordinator Signature and Date

Capstone Proposal Form submitted

Music Coordinator Initials and Date

Semester of Capstone Enrollment

First Draft to Committee Chair

Committee Chair Initials and Date

Final paper to Committee Chair

Committee Chair Initials and Date

Final paper to all members

Committee Chair Initials and Date

Committee Member Initials and Date

Committee Member Initials and Date

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CAPSTONE APPROVAL (Music)

Student Name

Date

Project Title

Capstone Grade (S/U)

Committee Members:

Chair Name (printed)

Signature and Date

Member Name (printed)

Signature and Date

Member Name (printed)

Signature and Date

The committee's decision has been received and the grade has been submitted.

Music Coordinator Name (printed)

Music Coordinator Signature and Date

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WEDNESDAY CONVO RECITAL PERFORMANCE FORM

Completed forms, neatly written, must be delivered to the Staff Accompanist
by 5:00 p.m. *two weeks prior* to the requested performance date.

Name	
E-mail	
Instrument or voice type	
Proposed performance date	
Complete title of work to be performed	
Title of movement or movements	
Composer	
Composer's dates	
Duration of performance	
Names of assisting performers and/or accompanist and instruments: (example: Grant Jones, piano)	
Provide a description or diagram of desired stage set-up (stand placement, piano lid height, etc.). Also, for vocal selections, write in (or attach) text and/or translations for inclusion in the program (REQUIRED—will not be approved if missing)	
Applied Instructor or Faculty Sponsor Signature	
Staff Accompanist Signature	

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APPLIED INSTRUMENTAL JURY REPERTOIRE SHEET

This form must be filled out by every student during each semester of enrollment in applied lessons. Forms must be completely filled out and signed by the instructor before instrumental juries occur.

Name: _____ Term: _____ Laker ID # _____

Instrument: _____ Applied Instructor: _____

Course Number (circle one): 2400 2500 4400 4500

Degree Sought: BA in Music BM in Music Education Music minor

Have you taken/passed the Sophomore Barrier? Yes No

If no, when will you take it?

For how many semester hours are you registered this term?

Number of hours you practiced per week this semester:

List dates of performances in Studio Classes, Music Convos, and *solos*, in ensemble concerts:

Complete the repertoire sheet on the back side (with Instructor's signature)

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List all repertoire studied this term. List all compositions as follows: composer, title, opus, key. List movements below title. Put an asterisk (*) by those completed and/or ready to perform for this jury:

List all technical studies (etudes, scales, etc.) that have been studied this term:

Instructor Signature: _____

Date: _____

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MUSIC SCHOLARSHIP RENEWAL FORM (Returning Student)

(due by 5:00 p.m. on the last day of spring semester classes)

Date _____ Laker ID# _____

Name _____

Address _____ City, State and ZIP: _____

Summer Address (if different) _____

Email _____ Phone _____

Instrument/Voice Type _____ Applied Teacher _____

Curriculum (check one) _____ B.A. in Music _____ Music minor

_____ B.M. in Music Education

Request for Next Year _____ I would like to renew my scholarship with no changes.

(check one or more)

_____ I would like to be considered for a scholarship increase.*

_____ I would like to be considered for an ensemble requirement change.*

_____ I request an extension beyond the maximum of semesters on the Scholarship.*

*Requests for a scholarship change or extension **must** be accompanied by a brief written statement (typed), justifying the request. The statement must include a description of the student's musical progress and contributions to the music program this year.

-----Please do not write below this line—for Scholarship Committee use only-----

Current Scholarship Amount \$ _____

Ensemble Assignment for Scholarship _____

Ensemble Grades: Fall _____ Spring _____

Cumulative Institutional GPA _____ Cumulative Institutional **MUSIC** GPA _____

Scholarship Service Activities completed: _____

Recommendation: _____ Renewal with no changes

_____ Renewal with increase (new amount \$ _____)

_____ Renewal with ensemble requirement change
(new requirement: _____)

_____ Renewal with one-semester probation (no change in amount/requirements)

_____ Non-renewal (reason: _____)

Signatures: Scholarship Committee Chair _____

Division of Music Coordinator _____

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STUDENT MUSICAL INSTRUMENT AND EQUIPMENT USAGE AGREEMENT

PLEASE PRINT CLEARLY:

Name: _____ Laker ID# _____

Clayton State Email: _____ Other E-mail: _____

Current mailing Address: _____

Phone# (h) _____ (cell) _____

PLEASE READ THE FOLLOWING TERMS AND CONDITION CAREFULLY:

1. Students acknowledge responsibility for the return of the instrument(s)/equipment to CHM 148 during posted hours the last week of classes of the current semester. A late fee of \$40.00 plus \$5.00 for each working day after the scheduled return shall be assessed if the instrument is not returned in a timely fashion. Final grades, transcripts, and/or diplomas shall be held for failure to return instrument(s)/equipment and/or failure to pay any applicable late fees. In addition, students failing to return instrument(s)/equipment may require the CSU FCPA Department to refer the matter to campus security to apply the law governing illegal possession of state property.
2. Students requiring instrument(s)/equipment between semesters shall require a new contract with the CSU FCPA Department. Unless approved by the CSU FCPA Department in writing, Students shall not maintain possession of any instrument(s)/equipment through formal graduation proceedings. If such a request is approved by the CSU FCPA Department, a rental fee shall be assessed for this additional period of time.
3. Students assume full responsibility for the care and condition of any instrument(s)/equipment in their possession during the term of this Agreement. Students shall assume full responsibility for any loss, theft, or damage that may occur during time the instrument(s)/equipment in their possession. Students shall be responsible for all repairs due to negligence and/or replacement costs incurred. Repairs or replacement of CSU FCPA Department instrument(s)/equipment must be approved by the University.
4. Students acknowledge that all instruments and accessories are the property of the State of Georgia and must be immediately returned to an authorized University representative upon request. Authorized representatives include, but are not limited to, the Department Chair of the Film, Communication, and Performing Arts Department, a person designated by the Department Chair, and/or any other authorized University representative.
5. A \$100.00 per semester refundable deposit shall be paid by Students prior to receiving the instrument(s)/equipment listed below. The deposit shall be refunded upon the return of the instrument(s)/equipment to the FCPA Department, evaluated for wear and tear, and the condition of the instrument(s)/equipment approved by authorized personnel.

I have read and understand the terms and conditions set forth above and agree to comply with all these provisions, and I acknowledge receipt of the state property described in this Agreement.

Student's signature _____ Date _____

For use in _____

Instructor's signature _____ Date _____

Staff use only

INSTRUMENT

BRAND

SERIAL #

Case #

ACCESSORIES _____

FEES PAID\$ _____ **DATE PAID** _____

DATE RETURNED _____ **RECEIVED/APPROVED BY** _____

DEPOSIT RETURNED _____ **DATE RETURNED** _____

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