

August 2007

STUDENT HANDBOOK

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University of Arkansas

Department of Music

**J. William Fulbright College of Arts and Sciences
Department of Music**

2007-2008

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**UNIVERSITY OF ARKANSAS
J. WILLIAM FULBRIGHT COLLEGE OF ARTS AND SCIENCES
DEPARTMENT OF MUSIC**

STUDENT HANDBOOK
rev. August 2007

A. DEPARTMENT OF MUSIC - FACILITIES

The Department of Music has offices and classrooms in three University Buildings and the Walton Arts Center:

The Music Building (MB) located directly south of Mullins Library houses: the Chair's Office; Departmental Office; Choral rehearsal facilities; the piano lab; the electronic laboratory; percussion practice rooms; organ practice rooms; Collegium Musicum rehearsal area; studios for piano, vocal, woodwind, brass, and string faculty; classrooms and practice rooms. Building hours are from 7 a.m. to 11 p.m. Monday - Friday, and 8 a.m. to 11 p.m. on weekends. University buildings are usually locked over vacation periods. Smoking is not permitted anywhere in the Music Building.

The Fine Arts Building (FA) connected to the Music Building by a bridge walkway, houses the Stella Boyle Smith Concert Hall (FA 140), where most on-campus concerts are presented; and the Fine Arts Library.

The Lewis E. Epley, Jr., Band Hall (BB) located directly south of the Arkansas Student Union, contains the Eldon A. Janzen rehearsal hall (4400 sq. ft.) and a smaller rehearsal hall, as well as the offices of the Director of Bands, Director of Athletic Bands, Assistant Director of Bands, and the percussion studio. This building serves as rehearsal area for the Symphonic and Concert Bands, the "Razorback" Band, the Wind Ensemble, North Arkansas Symphony Orchestra, University Symphony Orchestra, the Brass Choir, the Jazz Band, and the Percussion Ensemble.

Walton Arts Center (WAC) is the concert site for the large performing ensembles (Symphony Orchestra, Symphonic Band, Wind Ensemble, Concert Band, Campus Band, Schola Cantorum, Concert Choir, and Opera Theater). Its state-of-the-art 1,200 seat Baum-Walker Hall and 250-seat Starr Theater provide top-quality performance venues for UA ensembles and recitals.

MULLINS LIBRARY

Mullins Library houses the University's collection of music, scores, and music-related books. Recordings are in the Audio-Visual room. Library hours are posted on the library door; the Head of Performing Arts and Media is Lora Lennertz Jetton.

LOCKER CHECK-OUT

Students who are declared music majors, or students registered for an ensemble with a demonstrable need, are entitled to a locker in the Music Building. Locker assignments are based on the size required for each student's need, and are made each Fall, Spring and Summer terms in the department office. Students should bring copies of their class schedule print-outs when registering for lockers to verify ensemble enrollment. Lockers must be vacated at the end of each semester unless arrangements have been made in the department office to retain the locker during the next term.

KEYS

Keys to most rooms in the Music Building are kept in the Music Office, and may be checked out to faculty and students for a 24-hr. period; students who wish to check out a key to the Concert Hall must leave their student I.D. or a \$10 deposit.

INSTRUMENT CHECK-OUT

Students enrolled in MUEN (Music Ensemble), MUAP (Applied Music), or MUAC (Applied Class) courses may be eligible to check-out university-owned equipment for use in those courses. Check with the MUAP teacher, MUAC teacher or MUEN conductor for details.

PRACTICE ROOMS

There are several different practice rooms available in the music building. There are eight new pianos in practice rooms on the second floor in rooms that will remain locked. These are available for use by checking out a key from the monitor in the computer lab. You must sign for the key and leave your University ID with the monitor until you return the key. Piano practice rooms are 330, 333, and 343; these rooms are locked, however piano students may check out a key from the music office.

MUSIC STANDS

Music stands are provided in the instrumental large ensemble rehearsal areas (the two large rehearsal areas in Epley Hall, and the Concert Hall). Music stands can often be found in practice rooms in the Music Building, but a student cannot be assured that a music stand will be available. Therefore, all music majors who regularly use music stands should plan to purchase a folding stand for use in chamber music and instrument classes which meet in the Music Building. Folding stands are available at SAIED Music Company for \$12, and also from the University Bookstore.

MUSIC DEPARTMENT OFFICE

The Music Department Office, located in MB 201, houses the Department Chair, Associate Chair, and the departmental secretaries. A photo-copying machine is located in the outer office. The photo-copy machine is available only for office, faculty, and graduate teaching assistant copying for University-related purposes. Undergraduate students may not use the office copier.

RESERVING CONCERT FACILITIES

Most student recitals take place in the Stella Boyle Smith Concert Hall, rarely in other venues. Your applied teacher must help you to reserve the hall where your recital will take place. The procedures are described in a document entitled "Concert Venues and Reservation Policies" available in the Music Office. Forms for reserving the Concert Hall are also available in the Music Office. Most events start at 8 P.M. however, because facilities are so tight it is possible to schedule two recitals on one day: one at 6 P.M. and one at 8:30 P.M. The Department has established dates for each semester to sign up for the various types of recitals (faculty recitals, graduate recitals, student ensemble concerts, undergraduate degree recitals, non-degree recitals, etc.). The dates for the 2007-2008 school year are as follows:

To Sign up for a Fall Semester 2007 recital

Graduate Students may sign up for Fall recitals from August 20 through September 7.

Undergraduate students scheduling degree recitals in the Fall may sign up from August 27 through September 7.

Rehearsal times and all other recitals may be requested between September 4 and September 7. Recitals and concerts have priority over rehearsals under all circumstances.

Please notice that **September 7** is the last date for scheduling Fall Semester recitals.

To Sign up for a Spring Semester 2008 recital

Graduate Students may sign up for Spring recitals from October 15 through January 25.

Undergraduate students scheduling degree recitals in the Spring may sign up from October 22 through January 25.

Rehearsal times and all other recitals may be requested between October 29 and January 25. Recitals and concerts have priority over rehearsals under all circumstances.

Please notice that **January 25** is the last date for scheduling Spring Semester recitals.

CONCERT PROGRAMS AND POSTERS

Concert programs for student solo and degree recitals are to be prepared, "camera ready", by the performer. Guidelines for preparation, and sample programs, are available in the Music Office from Jaime Crawley. Be sure your applied teacher has approved your program for content, language consistency, etc., before submitting. Programs must be prepared and approved by your applied teacher and Jaime Marchese at least one week in advance of the scheduled program. Programs that are not approved by faculty or by Ms. Marchese will not be printed by the Department.

Students are responsible for their own publicity posters and program notes. For guidance on the preparation of program notes, consult your applied teacher.

RECORDING

The Music Department records all student degree recitals, student ensemble performances, and faculty recitals.

1. Degree Recital Recording for all music majors. The performer is provided a CD recording of the performance.
2. Student Ensemble Performances are recorded on CD, and the ensemble director is provided a copy.
3. Faculty Recitals are recorded on CD, and the faculty member is provided a copy.
4. CD's or tapes are available of any event recorded by the Music Department. You might want an extra copy of your own recital, a friend's recital, an ensemble performance you were involved in, or a copy of your teacher's recital. The A-V office of Mullins Library will produce a for a modest fee, or you may take your own blank media to the A-V room of Mullins Library, check out the recording you wish to copy, and copy it yourself using the equipment available in A-V.
5. Only events scheduled in the Stella Boyle Smith Concert Hall and Walton Arts Center will be routinely recorded by the Music Department; other events may be recorded as needs and circumstances dictate.

ACCOMPANYING GUIDELINES FOR NON-STUDENT ACCOMPANISTS REVISED, AUGUST, 2005

NOTE: The following guidelines are for non-student accompanists. Enrolled piano students will be paid for accompanying only when the requirements of (1) the

accompanying class (the curricular requirement), and (2) any “accompanying” scholarship, have been met. In the event that these requirements have been met, the head of Keyboard (Assoc. Prof. Margulis) would report this to the studio teacher of the “soloist” who would then report to Karen, according to the policies that follow.

The Music Department will pay for accompanying for the following events, at the rates below:

Required degree recitals:	(per event)
Junior (Perf.) and Senior (MUED)	\$300
Junior (Perf. Honors); Senior (Perf.); Grad (Perf.)	\$500

The above fees would *include* all necessary rehearsals—minimally two rehearsals and a dress rehearsal—performances on master classes, and performances on WRH, etc. Fee to be paid on report of studio teacher; one-half fee can be paid in advance, at request of studio teacher. (In the rare case of two accompanists on one recital, the fee will be shared, on the recommendation of the studio teacher.)

<u>Annual student honors recital:</u>	(per student)
If the piece has been played on a different event	\$35
If the accompaniment is learned specifically for the honors recital	\$60

Notes:

1. This implies that the student will pay for all other rehearsals, lessons, performances, etc., which require accompanists.
2. The piano faculty has agreed to obtain literature requirements from the various studios by the end of September, in the fall, and the end of the second week of February, in the spring; and will determine how the students enrolled in accompanying will meet the requirements for the class. This would apply to piano majors (in all degrees), non-majors receiving "piano" scholarships, and graduate students who are enrolled in accompanying for whom accompanying is required by a Graduate Assistantship. Finally, the piano faculty will implement an accompanying class, so that those enrolled will receive instruction in accompanying.
3. The Music Department will pay for accompanying for students auditioning for admission, at a rate of \$25 per audition, including whatever rehearsal may take place.
4. The Music Department will pay for some accompanying expenses associated with competitions, as follows:

MTNA (State): Students pay all expenses, including those for accompanists.
MTNA (Regional): Studio teachers of students who advance to the Regional competition will meet with the Chair to determine departmental commitment, which will include at least travel expenses for accompanist(s).
MTNA (National): As for Regional.

NATS (State): Students will pay all expenses, including those for accompanists, through the first round. The Department will pay the accompanists' fees (not travel) for the second and third round, whenever students advance to those rounds, at a rate of \$25 and \$50, respectively.

Note: Payment structure is for non-student accompanists.

B. DEPARTMENT OF MUSIC - DEGREE INFORMATION

DEGREES OFFERED

The Department of Music offers two undergraduate degrees and a variety of graduate degrees in music.

Bachelor of Arts is a broad liberal arts degree which consists of approximately 30% music course work. The B.A. degree is effective preparation for graduate work in music theory or music history, or music-related fields such as music therapy, music library, the music industry, etc. It is not intended to prepare students for careers as music teachers or as performing musicians. The B.A. degree is offered through Fulbright College of Arts & Sciences.

The Bachelor of Music degree is available in two distinct tracks:

Bachelor of Music in Music Education is a professional degree for students who wish to become public school music teachers. This emphasis in the B.M. degree consists of approximately 50% music course work; students wishing to achieve K-12 certification in Arkansas as a music specialist must also complete a semester of "Internship" (really Student Teaching) following completion of the degree. There are two "tracks": Instrumental, for those who plan careers as teachers of band and/or orchestra in public schools, and Choral, for those who plan careers as teachers of choral music in public schools. Those who plan careers in Elementary music may choose either track. The B.M. in Music Education is offered through Fulbright College of Arts & Sciences.

Bachelor of Music in Performance (including Music Theory, Music History, and Composition) is designed for those who wish to pursue a career as a performing musician, theorist, historian, or composer. The B.M. degree consists of approximately 70% music course work and offers specializations in the following areas: Piano, Harpsichord, Organ, Voice, Stringed Instrument, Woodwind, Brass or Percussion Performance, History, Theory, and Composition. The B.M. degree is offered through Fulbright College of Arts & Sciences.

Honors Studies. The Fulbright College Scholars Program is a four-year interdisciplinary honors program which exemplifies the ideals of the College. It is specifically designed to enable students of superior academic ability or artistic talent to realize more fully their intellectual potential. Another option is the departmental honors program within the music department. For additional information concerning the Fulbright College Scholars Program and application materials, please

contact the Music Department's Honors Advisor, Professor Janice Yoes, or write or call: Honors Studies, J. William Fulbright College of Arts and Sciences, Main 517, University of Arkansas, Fayetteville, AR 72701, (501)575-2509.

Music Minor. Students majoring in a non-music program in Fulbright College may elect to pursue the Minor in Music. The Minor in Music consists of 18 hours, with nine required hours in academic course work, and nine elective hours in other music courses. Contact the Music Department's Minor Advisor, Mr. Stan Morris, for information.

Master of Music is the graduate level professional degree in Music Performance, Music Education, Music Theory, Composition, Conducting, Music History, and Early Music Performance Practice. This degree typically takes two years to complete and prepares students for careers as college-level teachers of music, as professional performers, or for further study at the doctoral level.

ADVISORS AND ADVISING

Most of the official paperwork pertaining to a student's progress through a degree at the University of Arkansas must receive the approval of the student's advisor. Although you are encouraged to receive advice from any number of people, including your applied teacher or friends, your advisor is specifically charged with being familiar with your degree requirements, and he or she will be the single person who will have your advisement number, allowing you to register. It is imperative that you carefully examine the "Degree Audit" you receive prior to each advising session in the fall and spring, prepare a list of courses you would like to take during the following semester, **AND MAKE AN ADVISING APPOINTMENT WITH YOUR ADVISOR BEFORE REGISTERING FOR CLASSES.**

In the Department of Music, advisors are assigned according to the degree type. Music Education students are further divided by emphasis. Accurate "Degree Audits" can be generated only when the Fulbright College Dean's Office has the correct information regarding the degree you are pursuing. Therefore, a student list obtaining the name of your degree and emphasis along with the name of your assigned advisor is posted before each advising period. If you have questions about the advising process or need assistance, please see the Advising Coordinator, Mr. Stan Morris. The following advisors will be available for the 2007-2008 academic year:

Bachelor of Arts
Mr. Stan Morris
Dr. Elizabeth Margulis

Bachelor of Music in Performance/Theory/Composition
Dr. Theresa Delaplain

Dr. Stephen Gates

Bachelor of Music in Music Education

Dr. Eddie Jones
Mr. Timothy Gunter
Dr. Dale Misenhelter
Mr. Chalon Ragsdale
Dr. Joshua Russell
Mr. W. Dale Warren

Bachelor of Arts and Bachelor of Music Honors Studies

Dr. Timothy Thompson
Ms. Janice Yoes

Bachelor of Music in Music Education Honors Studies

Mr. Gerald Sloan

Honors Studies Master of Music

Ms. Janice Yoes
Dr. Ronda Mains

Minor in Music

Mr. Stan Morris

WORKING WITH YOUR ACADEMIC ADVISOR

You have a great deal of control over your progress toward graduation at the University of Arkansas. Your advisor is not a dictator; he or she serves as a sounding board for your educational plans, and can also help in warning you about unseen hazards in course work options you may be considering.

It is important that you take as much responsibility as possible for tracking your progress through your academic program at the University of Arkansas. Degree plans are available at orientation or from the Associate Chairman (they also appear in the appropriate catalog); get one, study your degree's requirements, and keep up with your course work as you progress through your degree.

Advisors will post advising appointment times during pre-registration weeks and at various other times to assist you with planning your schedule. To help your advisor serve your needs effectively, you should prepare a list of appropriate courses for each semester's registration, and consult the Schedule of Classes web site published by the University for each semester to determine the best available schedule for your classes.

DEGREE CHECKS

Degree checks for undergraduate degrees normally take place at the end of the junior year. You should receive a form from the Dean's Office and then make an appointment with your advisor to review the checklist and make sure it is correct.

The Degree check procedure is *very important* if you wish to avoid unpleasant surprises at graduation time.

DROPPING AND ADDING COURSES

Occasionally it is necessary to make an adjustment to your schedule after the normal registration process is completed. Procedures for "Drop-Add" are included in the University's Schedule of Classes, published each semester. Make sure that you take advantage of the opportunity to discuss with your advisor the ramifications of each change you are contemplating. On a rare occasion when someone other than your normal academic advisor might help you with a change of registration, be sure to let your advisor know what was done so that he or she can keep accurate records of your academic progress.

ENSEMBLES

Students majoring in music at the University of Arkansas are required to enroll in a Music Department Ensemble during each semester of full-time enrollment. Scholarship requirements may differ from degree requirements (i.e. University Symphony Orchestra may fulfill a wind/percussion degree requirement, but NOT a particular scholarship requirement). Major Ensembles (the ones students need to enroll in as a logical part of their major) for the various areas of the Department are:

Vocal - students audition for the voice faculty and are placed in Schola Cantorum or Concert Choir.

Instrumental (String) - University Symphony Orchestra.

Instrumental (Winds and Percussion) - Marching Band, Wind Ensemble, or University Symphony Orchestra in the Fall (B.M. in music education students in the wind and percussion areas are required to take two semesters of Marching Band); Wind Symphony, Symphonic Band, Concert Band (placement determined by audition) or University Symphony Orchestra in the Spring.

Keyboard area students are assigned accompanying duties in lieu of an ensemble requirement and should enroll each semester in MUEN 3541 Accompanying (keyboard students minoring in voice must enroll in Schola Cantorum or Concert Choir to fulfill their degree plan's ensemble requirement).

RECITAL ATTENDANCE POLICY

Recital attendance requirements represent a significant portion of the course content of major applied study, providing for development of concert listening habits, exposure of the student to literature other than his or her own, development of concepts relating to the listener's role in music, and developing good concert etiquette.

Wednesday Recitals: All degree-seeking undergraduate music students (B.A., B.M.) must attend all Wednesday student recitals during each semester of study; Wednesday Recital Hour normally meets each Wednesday of each month, except for the first Wednesday, at 3:30 - 4:30 p.m. in the Fine Arts Concert Hall. The Wednesday Recital Hours for the 2003-2004 academic year appear on the Departmental Calendar in the glass case outside the Music Office. As a reminder, a sign is posted on the temporary bulletin board just outside the Music Office.

In addition to Wednesday Recital Hour (WRH), each student must attend 8 "other" recitals or concerts during the course of each semester. The "other" recitals will not include recitals in which the student performs more than one selection.

Each student will be assigned a numbered tag to take from a board before each Wednesday Recital. Each tag must be returned by the student to whom it belongs after the recital period. Students will not be allowed to turn in more than one tag. Tag numbers will be posted at the second student recital of each semester.

Additional Recitals: Recital attendance slips will be distributed by a faculty member before the "other" recitals and will be collected after the recital is over. No slips will be passed out after the recital begins, and none will be accepted before the recital ends.

The Recital Attendance Requirement ends after eight semesters; students may apply to be excused from further attendance by completing the WRH Petition Form available in the Music Office.

Students with fewer than eight semesters of attendance who feel they can present a compelling case to be exempt from the policy must initiate a petition, available in the Music Office, which must be supported by the applied teacher and area coordinator, and approved by the Music Dept. Chairman. Normally, these students will be required to attend extra evening performances. Emergency absences (i.e., illness, funeral) must be excused by the private teacher.

Grade Reductions: Missed recitals accumulate 1/3 grade reductions of the final grade in applied music. Penalties will accumulate without limit. Each student gets one unexcused absence from Wednesday Recital (but not the "other" recitals) without penalty.

ENTRANCE REQUIREMENTS FOR APPLIED MUSIC

Each area of the Music Department has different guidelines and requirements for students beginning their study of applied music (private lessons). Generally, the areas have requirements for MUAP 1001 (non-major applied) MUAP 110 (freshman/sophomore applied) MUAP 310 (junior/senior applied) and MUAP 510 (graduate applied). Passing a "sophomore barrier" is required before a student can enroll in MUAP 310. In addition, a Bachelor of Music (Performance or Music Ed.) candidate must perform as a soloist twice on Wednesday Recital in order to enroll in MUAP 310. Contact the following music faculty for more details:

Voice	Ms. Elaine Cencel
Keyboard	Mr. Jura Margulis
Strings	Dr. Stephen Gates
Woodwinds	Dr. Ronda Mains
Brass	Dr. Tim Thompson
Percussion	Mr. Chalon Ragsdale

SCHOLARSHIP PROCEDURES AND POLICIES

In addition to campus-wide scholarship and financial aid programs such as the Academic Scholarships and Pell Grants, the Department of Music offers scholarships to deserving students who major in music or participate in music ensembles. These awards are based on musical ability and are renewable for up to four years. Winning a music scholarship does not prevent a student from accepting financial aid from the University as well.

ELIGIBILITY -- High school seniors, college transfer students and current University of Arkansas students are eligible to apply. Students who participate in band, choir, or orchestra but do not major in music are eligible for ensemble participation awards.

AWARDS -- Scholarships in various amounts are awarded by the department on the basis of talent, musicianship, academic record and recommendations from previous teachers. Most scholarships are available to qualifying students regardless of major. Some of the available scholarships are:

Music Department Scholarships (Available to Woodwind, Brass, Percussion, Voice, String, and Piano/Organ students by audition)

Choral Scholarships (available to students participating in Schola Cantorum or Concert Choir)

- Inspirational Singers Scholarships** (available to students participating in Inspirational Singers)
- Jazz Scholarships** (available to students participating in Jazz Ensemble; preference given to "rhythm section" musicians)
- Band Grants-In-Aid** (available to brass/ woodwind/ percussion students; generally require participation in Wind Ensemble or Razorback Marching Band in the Fall and one of the concert bands in the Spring)
- Arkansas Territorial Scholarships** (available to string players, pianists, and vocalists majoring in music)
- Wayne Allen Stevens Scholarship** (available to Music Education majors)

CREDENTIALS -- Applicants must have a completed Music Scholarship Application form on file in the Department of Music. Students applying for Band Scholarships must complete paperwork issued through the Band Division.

AUDITIONS --All candidates will perform for a Department of Music Auditioning Committee. Auditions include solo performance of one or more compositions. If a candidate lives a great distance from campus, the candidate may submit a tape recording.

Auditions are normally held before auditioning committees consisting of:

Keyboard	The keyboard faculty
Voice	The voice faculty
Choral	Director of Choral Activities
Inspirational Singers	Inspirational Singers Conductor
Jazz	Jazz Ensemble Director
String	The appropriate applied faculty member and the University Symphony Orchestra Director
Brass/Woodwinds/Percussion	For Music Majors, the appropriate applied faculty member and one of the band directors
Band Grant	One of the band directors

RENEWAL OF SCHOLARSHIPS -- Music and Band Scholarships are renewable for up to four years providing the student meets the obligations and requirements of the scholarship. These obligations are detailed in a document which accompanies the scholarship offer letter, and normally contain the following.

- 1) Maintenance of a 2.75 cumulative Grade Point Average.

- 2) Progress toward a degree as evidenced by 12 hours of course work per semester.
- 3) Satisfactory performance in ensemble as detailed in the scholarship offer letter.
- 4) For music major awards, the student must continue to declare a major in the Department of Music.
- 5) Maintenance of a 3.0 average in private lessons (for music majors).

Students who wish to have their scholarships renewed must complete a scholarship renewal form annually, normally available shortly before Spring Break. Scholarship renewal eligibility is determined in late May and early June, when grade reports for the just-completed Spring Semester are available. Students whose work meets the standards for renewal are automatically renewed. Work done during a summer may count toward the yearly total of the year just completed; however, a student whose work does not meet the standards for renewal at the end of the Spring Semester will receive a probation letter for the coming year. Probationary status can be converted to normal status upon the completion of the summer hours.

SCHOLARSHIP PROBATION -- Under certain conditions, students whose work does not meet the standards for automatic renewal may be placed on scholarship probation. Students on *academic* probation cannot receive music or band scholarships.

Guidelines for consideration for scholarship probation are:

1. Cumulative GPA falls between 2.5 and 2.75.
2. Support of the applied teacher and appropriate area coordinator (keyboard) or ensemble conductor (voice, strings, winds and percussion).

A student on probation can receive his or her scholarship for the Fall Semester only; the award for Spring will be made only if the student is successful in completing 12 hours with a 2.75 GPA, and continuation in good standing in all areas of achievement. The probationary status will continue until the student's cumulative GPA returns to 2.75, and the hours total returns to an average of 12 per semester.

APPLIED MUSIC JURIES

Each student enrolled in MUAP 110, 310, or 510 performs a "jury" at the end of each semester; the jury is the equivalent of the final examination requirement in other courses. The jury is normally performed for a panel of music faculty. The jury members submit grades for the jury performance; these grades are averaged, and that average, in turn, is averaged with the private teacher's semester grade (the teacher's grade counts 2/3 of the final grade). Students are required to complete and submit a "Jury Form" (available in the rack next to the bulletin board across from the Music Office, or in the Music Office) in accordance with the guidelines of their areas.

PERFORMANCE OPPORTUNITIES

Solo performance represents an important part of a music student's training at the University of Arkansas, regardless of degree. Students are encouraged to take advantage of these opportunities:

Wednesday Recital Hour (WRH): Meets every Wednesday, except the first Wednesday of each month, at 3:30 p.m. in the Fine Arts Concert Hall. B.M. majors are required to perform twice before the end of their sophomore years. Performance times are reserved in the Music Office; performers must submit a blue performance information form not later than one week previous to the performance. Students who cancel a WRH performance may not re-schedule during the same semester; no substitutions are allowed on WRH performances. The last two or three Student Recitals of each semester are usually crowded; students should reserve times early in the semester.

Concerto-Aria Competition: Takes place near the end of the Fall semester. An independent panel of judges is hired to select soloists to perform with the North Arkansas Symphony Orchestra during the Spring Semester. One movement of major concerto, memorized, 10 minute time limit; literature must be approved in advance by the conductor.

Honors Recital Competition: Soloists and ensembles are selected through competitive audition, involving the entire music faculty as judges.

MTNA Competition: National competition organized by the Music Teachers National Association, and held at the state, regional, and national levels. State competition normally takes place the last weekend in October.

USO Concerto/Aria: Takes place concurrently with the North Arkansas Symphony Concerto/Aria competition. The winner performs with the University Symphony in the spring semester. One movement of a concerto should be performed from memory: there is a 10-minute limit. Works after 1800 must be approved by the orchestra conductor.

MISSING CLASSES, REHEARSALS

Occasionally it is necessary for students to miss classes and rehearsals due to tours, trips, illness, etc. Please be aware that at the University of Arkansas, faculty are under no obligation to excuse a student from a class; each faculty member retains the right to decide whether a reason presented by a student is grounds for an excused absence. After checking with each of your teachers to see whether the absence will be excused, ask him or her what you did, or will, miss, and how you can make up for material missed in your absence (class notes, recordings played, music rehearsed, etc.). The concept of an "excused" absence simply means that a student's absence will not directly result in a grade reduction. It does **not** (and should not) excuse the student from learning the course content that was covered during the student's absence.

PETITIONING PROCESS

All policies and regulations of the University of Arkansas allow a petitioning process as an avenue for students to present what they feel are compelling reasons to be exempt from a policy or requirement. The petition normally takes the form of a letter addressed to the official or committee charged with carrying out the policy or regulation. If you wish to present a petition, but are uncertain of the procedure, consult with your private teacher, area coordinator, academic advisor or the department chair.

C. STEPS TO LICENSURE FOR THE MUSIC EDUCATION MAJOR

1. Enroll in a Bachelor of Music (music education) degree plan:

Keep in touch with your assigned advisor. Students seeking initial certification (licensure) in Music Education must complete a post-baccalaureate internship (student teaching) after all coursework is completed and Bachelors degree is posted.

You must pass PRAXIS I with the following scores:

(Computer-based scores)		(Paper Test)	
Reading	319	Reading	172
Mathematics	316	Mathematics	
Writing	319	Writing	173

It is strongly recommended that you take PRAXIS I immediately following the completion of your Math course.

It is recommended that you enroll to complete PRAXIS II tests NOT later than during the beginning of the internship semester. There is a several month delay between registration, completion, and reporting of scores. Licensure applications (and job applications) cannot be completed without PRAXIS II scores.

2. Internship Application and Pre-Internship Check.

This form is typically distributed in the Senior level Methods Courses, and is also available in the music office. It is due in the College of Education by Oct. 1 or March 1 in semester preceding internship (point of contact is Kathy Malstrom in Peabody Hall). This application will confirm that you have completed:

MUED 2012 Intro. to Music Education
CIED 2001 Educational Technology
CIED 2001(L) Educational Technology Lab
CIED 3023 Survey of Exceptionalities
CIED 3033 Learning Theory
AND YOUR MUED PROFESSIONAL SEQUENCE (4273, 83, 93)

There is also a Fulbright College Writing Requirement. This can be satisfied by turning in a 10 page paper on a musical subject. You are responsible for filing the appropriate paperwork (form is available in the music office) to Fulbright College.

3. Graduation Process

- A. Get a degree check and consult your advisor.
- B. Apply for graduation (watch for deadlines in the racing forms)
- C. Check in with Fulbright College Deans Office for a survey form.
- D. Fill out a graduation card (available from Fulbright College Dean's Office), show it when you pay the \$25 graduation fee at the Cashiers Window in Hunt Hall.
- E. Turn the card into the Registrars Office in Hunt Hall, pick up the graduation packet.

4. Internship

You must pass PRAXIS II before you will be issued a teaching license (see note above under #1). PRAXIS II consists of a Music Section and Principles of Teaching and Learning. These tests are very expensive so you may need to budget.

Your internship public school placement(s) will be weighted more in the area that interests you (secondary choral/instrumental or elementary). After you receive your student teaching assignment, check with your university supervisor and then make a contact with the first school. Read the Internship in Music Handbook.

Helpful Tips

1. Maintain contact with an advisor regarding additional requirements. It is important to note that the Arkansas Office of Professional Licensure controls this process, and their continued administration and updating of licensing means continuing changes. Advisors will try to stay abreast of developments.
2. After 45 credit hours you will be required to take the Rising Junior Exam. This test is free.
3. If you are sincerely interested in your diploma (which you do need to do the internship) pay any parking tickets, or library fines. This can delay the licensure process.

4. Important numbers:

Campus Information	575-2000
Music Office	575-4701
Band Office	575-4100
Hogcall (to register)	575-8820 (on campus)
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Registrars Office	575-5057
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Fulbright College Dean	575-4801
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D. UNIVERSITY OF ARKANSAS MUSIC FACULTY

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Dr. Eddie Jones, Voice, Concert Choir, Inspirational Singers, Music Ed. MB 332, Ext. 5-5760

Ms. Janice Yoes, Voice; MB 220, Ext. 5-4199

KEYBOARD FACULTY

Mr. Jura Margulis, Area Coordinator, Piano, Accompanying; MB 206; Ext. 5-4178

Ms. Carolyn Hickson, Piano, Music Theory, Keyboard Literature; MB 237, Ext. 5-5771

WOODWIND FACULTY

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Dr. Ronda Mains, Assoc. Chair, Flute, Area Coordinator, Faculty Woodwind Quintet, Music Education; MB 305, Ext. 5-5765

Mr. Richard Ramey, Bassoon, Music Theory, Faculty Woodwind Quintet; MB 205, Ext. 5-4177

Mr. Nophachai Cholthichanta,; Clarinet, Faculty Woodwind Quintet; MB 313, Ext. 5-5850

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Mr. Gerald Sloan, Trombone; MB 225, 5-Ext. 6302

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Ed.; MB 109, Ext. 5-7397
Mr. Graeme Langager, Vocal Conducting, MB 234, Ext. 5-3141
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Dr. Dale Misenhelter, Area Coordinator, Music Education, MB 230, Ext. 5-5746
Mr. Chalon Ragsdale, Percussion; Music Education; BB 108, Ext. 5-5838
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