

2015



AUBURN UNIVERSITY

COLLEGE OF LIBERAL ARTS

Department of Music

MUSIC STUDENT HANDBOOK

A Guide To Navigating the Department of Music at Auburn University

Table of Contents

Welcome Letter	2
Contact Information	3
Important Dates.....	4
Degree Programs	5
Principal Performance Medium	5
Applied Lessons	5
Advising.....	5
Piano Requirements.....	6
Ensembles for Degree Credit	6
Convo (MUSI 1000) Performance Attendance.....	6
Area Guidelines: Juries, Sophomore Comprehensives, and Recitals	6
Collaborative Piano	6
Curriculum Guides and Academic Maps	7
Scholarships	7
Facilities and Equipment.....	9
Student Professional and Service Organizations.....	11
Student Resources	12

Welcome Letter

Dear Students,

Welcome to the Department of Music at Auburn University. Congratulations on the decision to pursue your undergraduate education here in music or music education. I believe you will find the programs to be excellent, exciting, nurturing, and challenging. Your undergraduate years offer you a wide variety of new experiences and exciting prospects in intellectual, musical, and social pursuits. Take advantage of this opportunity to avail yourself of all of the resources here at Auburn University and in the regional community.

In this handbook you will find information, guidelines, and helpful hints to assist you in the completion of your undergraduate music degree. Curriculum guides for the various baccalaureate degree programs in music and music education are available on departmental and university websites.

The faculty and administration are here to guide you through this process; however, you are responsible, with our assistance, for the completion of your degree. **Becoming thoroughly familiar with this handbook, curriculum guides, and university requirements will help in the initial stages of your degree work. If you have any questions, please see your advisors, applied teacher, or me.**

We, the faculty and administration, are here to serve you, the students. Success in your education and career endeavors is very important to us. You, too, have some responsibility. Read this handbook, your course syllabi, appropriate sections in the AU Bulletin, and other university information. Attend classes regularly and keep up with assignments. PRACTICE!!! Seek help if you need it, in classes or personally. The faculty and administration are available for you and a variety of student services are offered on campus.

Feel free to contact me if you need any assistance.

Dr. Sara Lynn Baird

Professor and Chair

Department of Music

Contact Information

<i>Name</i>	<i>AU Ext.</i>	<i>Room</i>	<i>Area</i>	<i>Email</i>
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Important Dates

2015 Fall Semester

Aug 17	Classes Begin	Mon
Aug 24 - Sep 4	Drop Course Penalty Days- <i>Dropping a course during these days will result in a \$100 Drop Fee per course dropped.</i>	Mon - Fri
Sep 4	15th Class Day- <i>Last day to drop from course with no grade assignment.</i> - <i>Last day for potential tuition refund for dropped classes.</i>	Fri
Sep 7	Labor Day	Mon
Sep 29	Early Alert/Mid-Term Grade Deadline	Tue
Oct 6	Mid-Semester - 36th Class Day- <i>Last day to withdraw from course with no grade penalty. "W" assigned.</i> - <i>Student deadline for request to move finals</i>	Tue
Oct 12	41st Class Day- <i>Student deadline for request to move finals to Associate Deans</i>	Mon
Oct 15-16	Fall Break	Thu - Fri
Nov 23-27	Thanksgiving Break	Mon - Fri
Dec 4	Classes End	Fri
Dec 5-6	Study/Reading Days	Sat - Sun
Dec 7-11	Final Exam Period	Mon - Fri
Dec 12	Commencement	Sat

2016 Spring Semester

Jan 13	Classes Begin	Wed
Jan 18	M.L. King, Jr. Day	Mon
Jan 21 - Feb 3	Drop Course Penalty Days- <i>Dropping a course during these days will result in a \$100 Drop Fee per course dropped.</i>	Thu - Wed
Feb 3	15th Class Day- <i>Last day to drop from course with no grade assignment.</i> - <i>Last day for potential tuition refund for dropped classes.</i>	Wed
Feb 25	Early Alert/Mid-Term Grade Deadline	Thu
Mar 3	Mid-Semester - 36th Class Day- <i>Last day to withdraw from course with no grade penalty. "W" assigned.</i> - <i>Student deadline for request to move finals</i>	Thu
Mar 10	41st Class Day- <i>Student deadline for request to move finals to Associate Deans</i>	Thu
Mar 14-18	Spring Break	Mon - Fri
Apr 29	Classes End	Fri
Apr 30 - May 1	Study/Reading Days	Sat - Sun
May 2-6	Final Exam Period	Mon - Fri
May 7-8	Commencements	Sat - Sun

Degree Programs

Degree Programs

Auditions are held on campus each spring for prospective music majors. An audition is required of all students. One audition serves as both an entrance/placement audition as well as an audition for scholarship consideration.

Students who are planning to major in music performance or music education should schedule their auditions for one of the three advertised audition dates. Students who intend to minor in music do not audition during the advertised audition schedule and are auditioned in August during the first week of classes. For students unable to attend one of the published on-campus audition dates, recorded auditions are acceptable. All recorded auditions must be received prior to the final audition date for consideration.

Principal Performance Medium

Prior to auditioning, music majors must declare and receive approval from the appropriate applied committee in a principal performance medium and carry on continuous study in one of the following areas:

<i>Trumpet</i>	<i>Flute</i>	<i>Percussion</i>	<i>Viola</i>
<i>Horn</i>	<i>Oboe</i>	<i>Piano</i>	<i>Cello</i>
<i>Trombone</i>	<i>Bassoon</i>	<i>Voice</i>	<i>Guitar</i>
<i>Euphonium</i>	<i>Clarinet</i>	<i>Violin</i>	<i>Double Bass</i>
<i>Tuba</i>	<i>Saxophone</i>		

Applied Lessons

Applied music lessons must be completed with Auburn University Faculty. Students enrolled in applied lessons (MUAP courses) must be concurrently enrolled in MUSI 1000 Performance Attendance and a major performing ensemble. Students must pay a music fee for applied lessons. Most applied faculty require attendance at a studio class.

Advising

All undergraduate students will be assigned an advisor. BA and BM students will be advised by their primary performance teacher; Music Education majors will be advised by a Music Education Advisor. All students must be advised in order to continue registration in subsequent semesters, as well as to secure guidance regarding programs of study. The Department of Music Chair is also available for student advising.

All students will also have a college advisor (CLA or COE) who will advise them on core requirements, college requirements, and complete graduation check-out.

Music minors will be advised by the department chair for their music classes. Meetings should be scheduled in the front office with at least 24 hours advance notice.

Piano Requirements

Four semesters of piano are required for completion of all curricula in music. Students with prior experience in piano must consult with Dr. Josh Pifer (jkp0013@auburn.edu) to be placed in the appropriate level of piano. If a student already has piano skills above the required level, he or she may audition to opt out of taking the piano classes. BME majors must pass a piano proficiency exam.

Ensembles for Degree Credit

Ensembles

Note that each degree and concentration allows specific ensembles for degree credit.

Students should refer to the Ensemble Participation Guidelines when registering for multiple ensembles.

Ensemble Participation Policy

Convo (MUSI 1000) Performance Attendance

All music majors are required to register for MUSI 1000: Performance Attendance each semester they are enrolled in applied lessons. Participation in this course provides students with educational and musical experiences that can be gained from attending performances by students, faculty, guest artists, departmental and outside ensembles, and other presentations. Attendance requirements are stated in the course syllabus and include in---classandoutside performances.

Performance guidelines for Convocation are as follows:

1. Requirements will be determined by applied teachers. Every performance must be accompanied by a brief minute oral description of the piece and/or composer to be presented on stage before the performance.
2. Students must complete a "Student Performance Request Form" in order to schedule their performance. This form is available here: [Current Student Forms](#). The form will not be accepted unless it is fully completed.
3. Students will be scheduled to perform on a "first come, first served" basis.

Area Guidelines: Juries, Sophomore Comprehensives, and Recitals

Area guidelines about Juries, Sophomore Comprehensives, and Recitals can be found here: [Current Student Guidelines](#)

Collaborative Piano

A comprehensive list of Guidelines for Accompanying can be found here: [Current Student Guidelines](#).

Curriculum Guides and Academic Maps

College of Liberal Arts Degrees:

- [Bachelor of Arts in Music](#)
- [Bachelor of Music \(Performance\): Instrumental](#)
- [Bachelor of Music \(Performance\): Piano](#)
- [Bachelor of Music \(Performance\): Voice](#)
- [Music Minor](#)

College of Education Degrees:

- [Bachelor of Music Education: Instrumental and Vocal](#)

Dual Degrees:

- [BM Instrumental and BME](#)
- [BM Piano and BME](#)
- [BM Voice and BME](#)

Scholarships

The Department of Music offers Music Scholarships on a yearly basis, renewable. Music Scholarships are awarded on the basis of performance skill. Set auditions dates are provided on the music website.

[Scholarship Information](#)

Eligibility

- To be eligible for Department of Music/Band scholarships, the student must be accepted to the university by the time the awards are made.
- Any new music student is eligible to audition for a band/music scholarship. A new music student is defined as a student who is in their first semester of study as a performance (BM), Bachelor of Arts (BA), music education (BME) major, or a transfer student new to Auburn University.
- Music minors may be awarded band scholarships at the discretion of the Director of Bands, but are not eligible for Department of Music awards.
- Scholarship students must be enrolled as music majors for the duration of the scholarship. If a student drops from the music curriculum, the student's scholarship will be immediately revoked.
- If the student drops the music curriculum mid--semester, the scholarship will be revoked and the amount of that semester's award recovered from the student by a charge on the student's bursar bill.
- Scholarships are renewed according to the terms of the student's award letter.

Audition and Award Process

- Scholarship awards will be made on the basis of an audition. These auditions must be in person. If a student cannot attend any of the audition dates due to extenuating circumstances, they must contact the scholarship audition coordinator who may approve the submission of an unedited DVD of their performances. This DVD must include all required repertoire, as well as sight--reading that is proctored by a band director or music teacher.
- The auditions will be administered by the music faculty. The faculty will make written comments and recommendations based on the students' performances, prior experiences, personality, potential, etc.
- The scholarship audition coordinator will review the comments, solicit the opinions of the music faculty,

and present the information to the scholarship committee for review and award recommendation.

- D. The student will receive written notification of a scholarship award, along with a copy of these guidelines. The student must return the letter indicating acceptance of the award and an understanding of the guidelines for the award to be made. (In order to receive scholarship monies, some awards require that the student write a thank--you letter. Instructions will be sent.)

Distribution

- A. Awards for an academic year will be divided into two semester payments: half in the fall and half in the spring.
- B. If an award is made for the fall and the student interns in the spring, only the fall distribution will be applied to the student's account.

GPA Requirements

- A. All scholarship awards require a minimum GPA as stated in award letters.
- B. All scholarship students' GPAs will be checked at the end of the each semester to ensure compliance with the GPA requirement. Any scholarship student who does not meet the minimum GPA in either area (music or overall) will be placed on probation for the following semester and will be notified. If they do not meet the requirement at the end of the probationary semester, their scholarship will not be renewed for the following year.
- C. Any scholarship student who is put on probationary status may have the amount of their scholarship reduced during the probationary period. This decision for a reduction and the amount of the reduction will be at the discretion of the scholarship committee. The amount of the reduction will not be recoverable in future semesters.

Ensemble Participation

Scholarship students will be required to participate in ensembles as stated in their award letters. If a scholarship student drops from (or refuses to participate in) any of their required ensembles, that student's scholarship may be placed on probationary status, reduced, or revoked completely at the discretion of the ensemble director.

Renewal

- A. During the spring semester, scholarship students must reapply if they wish to continue their scholarship for the following year. The student will complete a continuing scholarship application which will be submitted to the scholarship committee. The committee will then, in consultation with the student's applied teacher and ensemble director(s), determine whether to continue, decrease, or discontinue their students' scholarships. Criteria for making these recommendations will include:
 - 1. Ensemble participation and performance:
 - a. Reliability and attitude during rehearsals
 - b. Preparation for rehearsals
 - c. Quality of performance on concerts
 - 2. GPA
 - a. Minimum 2.5 overall, 3.0 in the music area
 - 3. Satisfactory progress in applied lessons:
 - a. Completing an appropriate amount of material per semester
 - b. Preparation for weekly lessons
 - c. Performing on departmental convocations as required

- d. Performance quality on scale juries and end of semester performance juries
- B. Students must also reapply for scholarships through AUSOM by March 1 in order to be eligible for scholarship renewal. [AUSOM](#)
- C. Renewals of scholarships are contingent upon the Department of Music's availability of scholarship funds.

Ensemble Specific Scholarships

In addition to the department scholarships described above, several large ensembles (Marching Band, Symphonic Band, and Orchestra) offer scholarships for participation, regardless of major. Contact the appropriate director or office for further information.

Facilities and Equipment

Building Access

Goodwin Hall is open for everyone's access from 7:00 am to 9:00 pm. Practice rooms have open access from 11:00 am to 3:00 pm; music majors and minors have swipe card access 24/7. They are provided key card access at the beginning of fall semester for the entire academic year (through the summer).

Faculty may request extended or special access hours for departmental events on behalf of themselves or student organizations.

Keys may be checked out to students and faculty for rehearsal spaces used during non-office hours. Students may check out a key through the front office. If the key is not returned by the date which is indicated on the form, they will be notified once. A second notification will call for a \$5.00 late fee.

Faculty members may request the reservation of classrooms and recital spaces through the online Room Request form. Students are not allowed to reserve spaces for themselves. Organizations should have their faculty advisor reserve the spaces for them.

Practice Rooms

During the school year music majors and minors have access to the Goodwin Hall music practice rooms by swiping their AU ID card. Although access is 24/7, students are urged to use caution and common sense when using the practice rooms after hours. Practice rooms are not accessible to other students or members of the public.

In order to protect the pianos and keep the practices rooms tidy, students must adhere to the following guidelines when using these facilities:

1. No food or drink is allowed in the practices rooms.
2. Nothing should be set on the piano at any time.
3. Pianos should remain covered when not in use.
4. Exterior doors to the practice room area should never be propped open.
5. Lights should be turned off, and the air vents should always stay on.

Use of Lab Facilities

The computer lab (Room 218) is to be used by music students only. No other students will be granted swipe card access, and only an authorized user can enter the room. No food or drinks are allowed in the computer lab.

Students are charged the current IT (Information Technology) fee for printing (\$0.06/page). The Department of Music is not responsible for the upkeep and functioning of the printer in the lab; if there is an issue, students should call the number listed on the side of the printer for assistance. However, if there are issues with the computers, the Music Office should be notified with an email or by telling the administrative assistants. The sooner the office is notified of any issues, the quicker we can have them fixed.

Locker Rental

Music majors and minors, as well as band and ensemble participants, can rent lockers to store their instruments. This service is organized by Auburn University Band Graduate Teaching Assistants and requires that students sign and abide to a rental agreement. For more information, please contact the Band Office at (334) 844---4166.

Teaching Lessons on Campus

Music majors are allowed to use practice rooms to teach lessons and must adhere to the guidelines set forth by the university. Departmental guidelines and forms can be found here: [Current Student Forms](#).

Student Professional and Service Organizations

ACDA

American Choral Directors Association
Dr. William Powell, Faculty Sponsor
powelwc@auburn.edu

"The mission of the American Choral Directors Association is to inspire excellence in choral music through education, performance, composition, and advocacy."

CBDNA

College Band Directors National Association
Dr. Rick Good, Faculty Sponsor
goodric@auburn.edu

"The members of the College Band Directors National Association are devoted to the teaching, performance, study and cultivation of music, with particular focus on the wind band medium [.]"

NATS

National Association of Teachers of Singing
Dr. Matthew Hoch, Faculty Sponsor
mrh0032@auburn.edu

"To encourage the highest standards of the vocal art and of ethical principles in the teaching of singing; and to promote vocal education and research at all levels, both for the enrichment of the general public and for the professional advancement of the talented."

NAfME

National Association for Music Education
Dr. Jane Kuehne, Faculty Sponsor
kuehnjm@auburn.edu

"The mission of the National Association for Music Education is to advance music education by encouraging the study and making of music by all."

MTNA

Music Teachers National Association
Dr. Joshua Pifer, Faculty Sponsor
jkp0013@auburn.edu

"To be the foundation of educational, musical, social and professional experience for music teachers throughout their course of formal study and to help open doors through professional opportunities and career options in the field of music."

Phi Mu Alpha Sinfonia

International Music Fraternity for Men
Mr. Shane Dickerson, Faculty Sponsor
dickems@auburn.edu

"The Object of this Fraternity shall be for the development of the best and truest fraternal spirit; the mutual welfare and brotherhood of musical students; the advancement of music in America and a loyalty to the Alma Mater."

Sigma Alpha Iota

International Music Fraternity for Women
Liza Weisbrod, Advisor
weisbel@auburn.edu

"The Mission of Sigma Alpha Iota International Music Fraternity is to encourage, nurture and support the art of music."

Kappa Kappa Psi

National Honorary Service Fraternity for College Bands
Dr. Corey Spurlin, Faculty Advisor
acs0011@auburn.edu

"Kappa Kappa Psi is a fraternal organization that promotes the advancement of college and university bands through dedicated service and support to bands; comprehensive education; leadership opportunities; and recognition; for the benefit of its members and society."

Tau Beta Sigma

National Honorary Service Sorority for College Bands
Dr. Doug Rosener, Faculty Advisor
rosendb@auburn.edu

"We provide exceptional service to collegiate bands and promote equality and diversity, including empowering women in the band profession. We cultivate leadership, educational achievement, music appreciation and community development."

Student Resources

Study Partners

auburn.edu/studypartners

Free peer tutoring program offered to currently enrolled Auburn University undergraduate students.

Supplemental Instruction

auburn.edu/si

Offers regularly scheduled review sessions lead by undergraduates who attend your class and take notes.

Career Center

auburn.edu/career

Provides career counseling and assessments, resume and cover letter writing assistance, interview preparation, and more.

Tigers in a New Territory (TNT)

auburn.edu/fye/tnt

Social group for out of state students to meet other students from outside the state of Alabama and connect with people who live in their home state.

Student Counseling Services

auburn.edu/scs

Assists students as they work through personal problem and psychological issues.

Office of Student Involvement

auburn.edu/sdp

Provides students with opportunities for student activity projects, student organizations, leadership development.

Campus Recreation

auburn.edu/campusrec

Offers a wide range of services including intramural and club sports, recreational facilities, as well as wellness and fitness.

Miller Writing Center

<https://fp.auburn.edu/writing/writing-center/>

Offers free, one-on-one consultation for all writers at AU from a highly trained staff of student peer tutors in order to help develop writing skills.

Division of Student Affairs

http://www.auburn.edu/student_info/student_affairs/studentaffairs/

Links students to organizations that engage students, advance learning, encourage leadership, and prepare students for future success.