



AUBURN

MUSIC

# MUSIC STUDENT HANDBOOK

A Guide to Navigating the Department of Music at Auburn University (updated August 2020)

**All FORMS AND DOCUMENTS DISCUSSED IN THIS PACKET MAY BE FOUND HERE:**

<https://cla.auburn.edu/music/students/>. THE LINK IS LOCATED AT THE BOTTOM OF THE DEPARTMENT OF MUSIC HOMEPAGE UNDER "CURRENT STUDENTS."

**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 is MANDATORY and includes in-class (Zoom) participation. NO outside performances are required this semester. See course syllabus for details.**

**Zoom Etiquette**

- Be professional; quiet location, no lounging around, attentive to the discussion and performers, etc.
- Video must be turned on at all times
- Please turn off chat room
- Good lighting to see you
- Have earbuds or headphones if needed
- Have a natural background or an AU approved screen background only
- If not speaking, have your mute turned off

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 and Recitals**

The Department utilizes an online adjudication system that allows for a streamlined, more effective process for providing student evaluation and faculty feedback. Area guidelines about Juries and Recitals can be found here: **Current Student Guidelines**.

**Collaborative Piano**

A comprehensive list of Guidelines for Accompanying can be found here: **Collaborative Pianist 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**

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 and are renewable. Music Scholarships are awarded on the basis of performance skill. Set auditions dates are provided on the music website.

### **Scholarship Information**

## Facilities and Equipment

### Building Access

Masks are required at all times, only when playing or singing can you remove your mask. Please use the sanitizing wipes at all times before and after. Goodwin Hall is open for classes and individual practice from sessions 7:00 am to 8:00 pm. Monday-Friday, and 8:00 am to 5:00 pm. Saturday/Sunday. Due to Covid-19 limitations, Music majors, minors, and some non-majors WILL NOT have swipe card access 24/7. PLEASE do not use the building for any social interactions. No student organizations will be able to meet this fall semester in Goodwin. Only solo practicing will be allowed. No duets or higher are allowed unless approved by your applied instructor and the Dept. Chair.

### Wenger Practice Rooms

Due to Covid-19 limitations, ONLY piano and percussion students will be allowed to use certain designated practice rooms. All other rooms not in use will be locked for the fall semester.

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 practice 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.
6. No personal items (including instrument and/or music) should be left in practice rooms.

### Goodwin Practice Rooms – 229, 228, 227, 101, 112, 134, 150

The Music Department has opened these rooms for the fall to be used for vocal, woodwind, brass, and strings. Please use special care in these rooms and no two instrumentalists or more should ever perform together this semester. Due to Covid-19 limitations, please adhere to your area safety and cleaning guidelines. Failure to do so will result in your privilege to practice in the building. No propping of doors after hours, be on time to your designate practice time. Practice outdoors as much as possible. You are

responsible to wipe down the chair, stand, any other material you use BEFORE and AFTER you use that area. Be considerate of your fellow peers.

### **Printing**

Students are charged the current IT (Information Technology) fee for printing (\$0.10/page). The Department of Music is not responsible for the upkeep and functioning of the printer upstairs above the breezeway; if there is an issue, students should call the number listed on the side of the printer for assistance.

### **Locker Rental**

Due to Covid-19 limitations, lockers will be at a minimum. Music majors will be the priority. This service is organized by the Department of Music Graduate Teaching Assistants and requires that students sign and abide by a locker rental agreement. For more information, please contact Elizabeth Haynes, hayneep@auburn.edu.

### **Teaching Lessons on Campus**

NO Music majors are allowed to teach lessons in Goodwin Music Building this fall.

### **Recital/Ticket Policy**

Due to Covid-19 limitations, no events will have purchased tickets this fall. Student degree seeking recitals will ONLY have 25 maximum people in attendance in the Goodwin Recital Hall.

### **Conflict Resolution**

If you find yourself in disagreement or at odds with one of your instructors, you should first attempt to resolve that issue by scheduling a meeting with and speaking in a professional manner directly to the faculty member with whom you have an issue.

If you are unable to resolve your disagreement or issue to your satisfaction after speaking with the faculty member directly, or if you do not feel comfortable discussing the issue with the faculty member directly, you should schedule a meeting with the Department Chair through the music office.

If you are unable to resolve the disagreement or issue to your satisfaction after first communicating with the faculty member and/or the Department Chair, you should contact the office of Dr. Charles Israel, Associate Dean for Academic Affairs for the College of Liberal Arts, located in Tichenor Hall.

Students are encouraged not to raise their concerns about or disagreements with a faculty member to another faculty member. Rather, students are encouraged to resolve their conflicts by following the conflict resolution process outlined herein or, in the case of an academic grievance, through the process outlined in the Student Academic Grievance Policy.

Moreover, faculty members, other than the Department Chair, should not involve themselves in the investigation and resolution of student complaints, nor should faculty members, other than the Department Chair, investigate complaints about other faculty members. If a student complains to a faculty member about another faculty member, that faculty member should refer the complaints to the Department Chair or other appropriate Administrator.

## Student Feedback

In order to promote better feedback and communication and to allow for the reporting of anything you feel is inappropriate, a Qualtrics form may be found here:

[https://auburn.qualtrics.com/jfe/form/SV\\_1SKkhJryd6byNJH](https://auburn.qualtrics.com/jfe/form/SV_1SKkhJryd6byNJH)

There are also signs around the Music Department with a QR code that you can scan in order to submit anonymous comments, concerns, and suggestions.

## Advising

All undergraduate students will be assigned an advisor based upon their chosen degree track. They must meet with that advisor in order to continue registration in subsequent semesters, as well as to secure guidance regarding programs of study, core requirements, college requirements, and complete graduation check-out.

### Music Student Advisors:

CLA (BA, BM) – Jonathan Hallford      hallfjb@auburn.edu

COE (BME) – Jennifer Monkman      jjm0054@auburn.edu

\*You may also schedule an appointment with your advisor through AdviseAssist

### Career Services – College of Liberal Arts

**Career Service Specialists:**      Marianne McCarley      [mccarley@auburn.edu](mailto:mccarley@auburn.edu)

305 Tichenor Hall      Drop-in hours: Monday, Wednesday, Friday: 8 am - 10 am

Thursday: 9 am - 12 pm

## Diversity, Equity and Inclusion

***Auburn University does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age in its programs and activities.***

***The AU Music Department*** is committed to providing a supportive and inclusive environment for its students, staff, faculty, administration, alumni, and supporters. Together, we will:

- *Treat all individuals; undergraduate and graduate, full and part-time staff, instructors, professors, majors and non-majors, administrators, and visitors, with dignity, respect, and fairness.*
- *Ensure each individual is given an equal opportunity and that our department is representative of all sections of society without discrimination or empty tokenism.*
- *Oppose all forms of unfair and unlawful discrimination on the grounds of age, disability, gender, sexual orientation, marriage, health, race, ethnic origin, nationality, national origin, religion, or any other class of human beings.*
- *Recognize, value, and respect the individuality and contributions of all members.*
- *Encourage anyone who feels they have been subject to discrimination to exercise their rights to the fullest extent. This includes raising their concerns to the Chair of the Music Department, or other campus resources, so that appropriate corrective measures can take place.*
- *Discuss our successes, failures, and solutions critically and candidly so that we learn from our actions and continue to strengthen the Auburn University Family.*

If you are unable to resolve an issue to your satisfaction after first communicating with the Department Chair, you should contact the Affirmative Action/Title IX office on campus. Kelley Taylor, Director, AA/EEO & Title IX Coordinator, [taylokg@auburn.edu](mailto:taylokg@auburn.edu), is the person designated to handle inquiries regarding the non-discrimination policies and is located in 317 Foy Hall.

## Student Professional and Service Organizations

### ACDA

American Choral Directors Association  
Dr. William Powell, Faculty Sponsor  
[powelwc@auburn.edu](mailto:powelwc@auburn.edu)

### Phi Mu Alpha Sinfonia

International Music Fraternity for Men  
Dr. William Powell, Faculty Sponsor  
[powelwc@auburn.edu](mailto:powelwc@auburn.edu)

### CBDNA

College Band Directors National Association  
Dr. Rick Good, Faculty Sponsor  
[goodric@auburn.edu](mailto:goodric@auburn.edu)

### Sigma Alpha Iota

International Music Fraternity for Women  
Dr. Virginia Broffitt Kunzer, Advisor  
[vlk0004@auburn.edu](mailto:vlk0004@auburn.edu)

### NAfME

National Association for Music Education  
Dr. Jane Kuehne, Faculty Sponsor  
[kuehnjm@auburn.edu](mailto:kuehnjm@auburn.edu)

### Kappa Kappa Psi

National Honorary Service Fraternity for College Bands  
Dr. Corey Spurlin, Faculty Advisor  
[acs0011@auburn.edu](mailto:acs0011@auburn.edu)

### Tau Beta Sigma

National Honorary Service Sorority for College Bands  
Dr. Nikki Gross, Faculty Advisor  
[rosendb@auburn.edu](mailto:rosendb@auburn.edu)

## Department Outreach Programs - **All are suspended this fall**

### United Sounds of Auburn

Contact: LaToya Webb  
[law0065@auburn.edu](mailto:law0065@auburn.edu)

### AU Music Project

Dr. Guy Harrison – Strings  
[Gfh0002@auburn.edu](mailto:Gfh0002@auburn.edu)

Elizabeth Haynes – WW/Brass  
[hayneep@auburn.edu](mailto:hayneep@auburn.edu)