



MUHLENBERG COLLEGE  
Department of Music

*Student Handbook*

Revised June 2019



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**Music Office:** Center for the Arts, 255; open: M-F 8:30-4:30  
Phone: (484) 664-3363; fax: (484) 664-3633

**Mailing Address:** Muhlenberg College  
Department of Music  
2400 Chew St.  
Allentown, PA 18104

**Auditions and Scholarships:**

The Department of Music awards Talent Grants to incoming students on the basis of competitive auditions. Talent Grants are renewable for four years. Auditions are held once in the fall and twice in the spring (prior to March 1). If you are unable to audition in person, you may submit a CD, DVD, link or other digital file. Please include two contrasting pieces. For singers, one piece in a foreign language is highly recommended. Talent grant recipients, regardless of award amount, are required to contribute to the Department of Music by participating in a minimum of four courses and/or department ensembles during their time at Muhlenberg (excluding applied lessons). The balance between ensembles and academic courses may be tailored to the individual student's interests and strengths. To schedule an audition or submit an audition recording, follow this link:

<https://www.muhlenberg.edu/main/academics/music/talentgrantauditions/>

**Declaring a Major or Minor:**

Students who are interested in declaring a major in music are strongly encouraged to do this in their first year. Waiting longer will make completion of the degree in four years difficult or impossible.

In order to declare a major in music the College Catalog stipulates that “a student must maintain at least a 2.00 cumulative GPA in courses prescribed by the department.” The courses prescribed by the Department of Music:

MUS 111, Music Theory I or  
MUS 221, Music History I or  
MUS 222, Music History II

To declare the major or minor in music, a student must have successfully completed or be currently enrolled in one of the courses above. Students who are currently enrolled may declare at any time past midterms. After consulting with the instructor of the course in progress the department chair will sign the declaration of major form if the student is showing evidence of appropriate progress in the course.

### Concentrations:

The music major offers three areas of concentrated study: Performance, Music Theory and Composition, and Music History. Each of the concentrations includes the core curriculum plus an area of specialization.

The core curriculum includes three courses in music theory, two courses in music history, four semesters of applied study on the student's primary instrument, and a culminating undergraduate experience (CUE). Completion of the core curriculum ensures that music majors receives a thorough grounding in three essential disciplines that comprise the study of music.

Details are in the College Catalog, available online at:

<http://www.muhlenberg.edu/main/aboutus/catalog/>

### Applied Music:

The Department of Music offers individual instruction for one-half (.5) course unit per semester in most orchestral instruments, voice, piano, organ, and guitar. There is a fee for this instruction; however, this fee is waived in the primary performance area for declared Music Majors. The Applied Lesson fee is waived beginning with the semester after students have formally declared the music major. Lessons are normally forty-five minutes weekly and require a minimum of five hours of practice per week. The instructor may require performance on Student Recitals. At the end of the spring term, music majors will perform for the music faculty (see Juries, below). A jury may be required of other students at the instructor's discretion. Notification of jury times will be posted in the Music Office.

Registering for Applied Music and Arranging a Lesson Time:

Students register on-line for Applied Music on *Capstone* according to the posted schedule for all college classes. Registration for instrumental lessons is unrestricted. For voice lessons, students will need prior approval from their current instructor before registering. New voice students should contact Dr. Christopher Jackson ([chrisjackson@muhlenberg.edu](mailto:chrisjackson@muhlenberg.edu)).

Once registered, students will select a lesson time by following the "Schedule Applied Music Lesson" link from the Department of Music web page:

<https://webapps.muhlenberg.edu:442/StudentTools/>

Grading and Auditing:

When enrolled for credit, students are graded on progress made during the term. Grades are not based on competency at the time instruction is begun. Applied Music may not be taken as Pass-Fail. However, non-music majors may audit the course when it constitutes an overload, when it is not the initial term of applied music study, or with permission of the instructor and department Chair; in such cases students do not receive a semester grade and do not receive credit for the music major core requirement. The one-half course credit counts as part of the academic load, which is limited to 4.5 courses for first-year students.

### Missed/Canceled Lessons:

Student cancellations: Poor attendance will affect your semester average, and can cause a failing grade. If for some reason you need to cancel a lesson, it is your responsibility to notify your teacher directly using the contact information on the instructor's syllabus or from the Department of Music web page. Contacting the music office does not constitute contacting your teacher. If you cancel your lesson, the instructor is not obligated to make up that lesson for you.

Instructor cancellations: Some instructors may e-mail you to advise of cancellations; others will have a note posted on the door of their teaching studio if unable to attend. If an instructor has to cancel, they will attempt to make up that lesson.

### Changing Studio Instructors:

Changes in studio instructor assignments are rare and granted only when a compelling reason for doing so is presented to the Coordinator of Vocal or Instrumental Studies as appropriate. The process for petitioning such a change is as follows:

- 1) Prior to the posting of mid-semester grades students will schedule a face-to-face meeting with the Vocal or Instrumental Area Coordinator to discuss:
  - the reasons for requesting such a change
  - the steps have been taken to openly communicate regarding areas of concern with their current teacher
  - a plan of action to communicate with their current teacher
- 2) The student's current teacher will verify the with Vocal or Instrumental Coordinator that a conversation has taken place and will summarize the concerns brought forth by the student.
- 3) The student and current teacher will attempt to address openly any issues or concerns together for a mutually agreed upon length of time. The standard for this amount of time will be one semester unless there are mitigating circumstances that would require less time.
- 4) If issues persist, three signatures will be required to change studio: the student, Area Coordinator, and current teacher. Students may make a request for a specific teacher, but the Area Coordinator will make a final assignment after communicating with both a reassignment with both the current and the new Instructor.

### Facilities, Instruments, and Equipment

Students may use the Department's facilities (the Band Room, Recital Hall, etc.) for rehearsals only after receiving authorization to do so through the on-line authorization process (below). No equipment may be removed from a Department of Music facility (Band Room, Practice Room, etc.) without prior authorization, again through the on-line authorization process. The on-line form for requesting authorization to use the Department's facilities, instruments, and equipment is found on the "Current Students" link from the Department's web page:

<http://www.muhlenberg.edu/main/academics/music/currentstudentsfacultystaff/>

## Instrument Lockers

Instrument lockers are available for music majors and minors who wish them pending availability. Details are available in the Music Office.

## Juries:

End-of-semester assessments (juries) provide an opportunity for students to interact with the music faculty and for the faculty to provide individualized, direct feedback regarding performance. Juries are held on Performance Day in the spring semester.

Music majors concentrating in performance will perform a jury regardless of area of concentration. Students performing a senior recital will not perform a jury. Before the jury, students will complete a Jury Assessment Sheet and present a copy to each juror at the beginning of the assessment. Jury Sheets are available in the Music Office.

An accompanist will be provided, but the student must supply the music and meet with the accompanist for a rehearsal prior to the jury.

## Recitals:

### Senior Recitals:

Music majors concentrating in Performance will perform a Senior Recital. Spring recitals must be scheduled in the Music Office by 1 November; Fall recitals, by 1 May. Repertoire will be chosen and approved in consultation with the applied music teacher. The student is expected to provide a program, including translations and program notes. The complete program will be submitted to the Music Office at least one month in advance of the recital. Consult with the Music Office for other requirements and assistance regarding scheduling and preparing for the senior recital.

It is the responsibility of the student to secure and pay an accompanist. The applied music teacher may recommend one, or the Music Office can supply a list of names.

### Student Recitals:

The Department of Music offers opportunities for students to perform publicly and for their peers on Student Recitals throughout the year. Three or more student recitals are held each semester. Students should consult with their applied music teachers about performing on recitals.

An accompanist will be provided. The student will supply the music two weeks prior to the recital and must meet with the accompanist for a rehearsal prior to the recital.

## Ensembles:

Students of all music abilities are encouraged to participate in one or more of the many ensembles that are sponsored by the Department of Music: College Choir, Chamber Choir, Opera Workshop (Spring only), Chamber Orchestra, and Wind Ensemble each meet two times a week. All other ensembles meet once a week. Ensembles are non-credit courses but appear on the student's transcript as a record of participation.

Members of Chamber Choir are auditioned from members of the College Choir. For the other ensembles, please contact the ensemble director and/or come to the first rehearsal of each semester. First rehearsals are posted in the Music Office. Students who decide not to participate in an ensemble after registering must follow the College withdrawal procedure prior to the posted deadlines.

Department of Music ensembles appear on student transcripts with a grade of S (satisfactory) or U (unsatisfactory). Enrolling for a Department of Music ensemble entails the same mechanisms and responsibilities as registering for other college courses. Students who register for an ensemble but then decide not to participate must follow the College withdrawal procedure in accordance with all posted deadlines.

Current Department of Music ensembles are listed below. A variety of other small groups are formed as interest arises.

### Chamber Choir

Directed by Dr. Christopher Jackson

The Chamber Choir are a select, auditioned, and smaller group of advanced choristers specializing in more challenging repertoire and dedicated to special concerts and projects. The Chamber Singers present concerts each semester, participate in the Muhlenberg Candlelight Carols services in December, and perform for numerous special events on and off campus. Membership in Chamber Choir requires co-enrollment in College Choir and offers solo opportunities and the chance to work with visiting guest artists from the professional choral world. Two rehearsals per week.

### Chamber Orchestra

Directed by Daniel Boring

The Chamber orchestra is open to all string players and performs one concert each semester. Depending upon repertoire, the ensemble also includes winds, brass, and percussion. Two rehearsals per week.

### College Choir

Directed by Dr. Christopher Jackson

The College Choir is large, mixed, un-auditioned ensemble whose repertoire includes all musical eras, ranging from a cappella Renaissance selections, madrigals, and part-songs to classical, romantic and contemporary masterworks with instrumental accompaniment (organ/piano, chamber ensembles, or full orchestra). The College Choir present concerts each semester and participate in the Muhlenberg Candlelight Carols services in December. Two rehearsals per week.

Collegium musicum Directed by Dr. Ted Conner  
The *Collegium musicum* is a select group of vocalists and instrumentalists. The ensemble performs late Renaissance and early Baroque music with vocalists singing one voice per part and instrumentalists playing on period instruments. One rehearsal per week.

Jazz Big Band Directed by Anthony “Tony” Gairo  
The Jazz Big Band performs a variety traditional and contemporary big band jazz repertoire. Two rehearsals per week.

Jazz Improvisation Ensembles Directed by Dr. Ted Conner, or Tom Kozic and Gary Rissmiller  
Two groups available in which to participate, each of which explores traditional, progressive, and experimental forms of jazz improvisation. Both groups perform a concert each semester. One rehearsal per week.

Musica da Camera Directed by Vincent Trovato  
This chamber music group, which includes vocalists and both wind and string players, performs one concert per semester. One rehearsal per week.

Opera Workshop Department Faculty Director  
(Spring semesters only) The Opera Workshop gives advanced vocal students the opportunity to perform operatic scenes or entire works in semi-staged or fully staged productions. Offered in the spring semester only. Two rehearsals per week.

Percussion Ensemble /Drum Circle Directed by James Thoma  
The Percussion Ensemble performs at student recitals and in conjunction with other ensemble concerts in the fall and spring. One rehearsal per week.

Wind Ensemble Directed by Dr. Andrew Ardizzoia  
The Wind Ensemble presents an eclectic concert each semester of traditional and contemporary music for winds, brass, and percussion. Two rehearsals per week.

Small Ensembles Department Faculty Director  
Various types of small music groups including flute ensemble, and other configurations based on interest and availability. Rehearsals according to membership.

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