

# STUDENT HANDBOOK

## Department of Music

2019-2020



EASTERN WASHINGTON UNIVERSITY

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## Contact Information

### Department Address

EWU Music Department  
119 Music Building  
Cheney, WA 99004

Music Department main office phone 509-359-2241  
Music Department fax 509-359-7028  
Music Department website <http://www.ewu.edu/cale/programs/music>

Visit this site for prospective and current student information (including this handbook), recital hall and classroom reservation procedures/calendar, forms, course catalogues, events calendar, etc.

### EWU College of Arts, Letters, and Education (CALE)

Interim Dean: Dr. Pete Porter  
Address: Patterson 343  
Phone: (509) 359-2328  
Fax: (509) 359-4822  
Website: <https://www.ewu.edu/cale>

Registrar's Office: 359-2321

Financial Aid Office: 359-2314

EWU Graduate and Undergraduate Catalog: <https://www.ewu.edu/academics/catalog>

## Emergency Numbers

In any emergency 911  
Campus Police (non emergency) 509-359-7676  
Cheney Police (non emergency) 509-535-9233

EWU Student Support and Advocacy 509-359-7924  
EWU Counseling and Psychological Services (CAPS) 509-359-2366

CAPS supports and promotes the emotional, intellectual, physical and spiritual health and wellness of students. It provides individual and group counseling, crisis intervention, and outreach programming and consultation services to students.

Spokane 24-hour rape crisis line 509-624-RAPE (7273)

Other emergency numbers available at: <https://access.ewu.edu/police/emergency-numbers>

## Building and Facility Use

**Building Security.** The Music Building is open 7am to 11pm Monday through Friday. It is accessible only by proxy card (student/faculty ID card) at other times (including weekends and holidays). See the Music Department secretary to obtain a proxy card form if you wish to practice when the building is closed.

**Practice Rooms.** Practice rooms are available anytime during building hours, except when closed for piano maintenance or repairs. These rooms are available on a first-come first-served basis. Access to locked practice rooms is assigned by the percussion and piano instructors. Students are expected to treat all music equipment with respect. Pianos are to remain where the piano technician has placed them. Report any damaged equipment to the department secretary in room 119 and to the piano technician.

Any vacant classroom may be used for practice provided that the practice does not cause disturbance. Hallways, galleries, storage areas, etc. may not be used for practice. The recital hall **may not** be used as a practice room and students must be listed on the recital hall calendar in order to have approved rehearsal time. Authorized use (scheduled through the music office secretary) is the only time students should be on the stage. Please request Recital Hall time as you would for a recital (see below, p. 11).

**Recital Hall.** Use of the recital hall is restricted to classes, rehearsals and events scheduled on the online calendar found at <https://sites.ewu.edu/music/events/>. Only the department secretary is authorized to schedule the recital hall. Should your event require the use of a piano, there are two Steinway concert grands available. Permission from Dr. Graves is required before using these instruments. Please read the Piano Use Policy, p. 16. **After rehearsals and performances, all faculty and students are expected to clear the recital hall stage, return all equipment to the appropriate location, put protective covers on pianos, turn off lights, etc.**

**University-Owned Instruments, Uniforms, and Equipment.** University instruments may only be used with the permission of the appropriate instructor. All instruments must be checked out under the supervision of the Instrument Room Attendant following the EWU Instrument Check-Out Procedure (form available outside the Music Office, room 119). Report loss or needed repairs immediately to the department secretary. Students are responsible for loss or damage to any of these items. Grades will be held until items are returned. **The student will be charged for items that are not returned.**

## Health and Safety Procedures

Musicians are susceptible to a wide range of injuries due to extended and repetitive use of the body and exposure to high sound levels. They are also susceptible to psychological stress through the demands of the field. Students are urged to familiarize themselves with injury and stress prevention approaches and to implement them as appropriate. Students are encouraged to wear noise reduction devices during rehearsals and performances as appropriate. Students are also encouraged to take advantage of the services available to them from William Conable, a world-renowned teacher of the Alexander Technique who facilitates this course every term. In the case of practicing and performance-related injury, students should seek immediate medical consultation and report conditions to their applied instructors, ensemble directors, and

department chair. Any necessary accommodations will be addressed by the chair on a case-by-case basis in consultation with the student and qualified faculty.

All safety and building-related health concerns should be reported to the department chair and appropriate staff as soon as concerns are apparent. In an emergency, call 911; other important contact information is given on p. 3.

## **Ensembles at EWU**

Many opportunities are available to perform in EWU's music ensembles. Contact ensemble directors for audition requirements and dates. More specific information on each ensemble is available online.

Symphony Orchestra

Bands: Wind Ensemble, Symphonic Band, Eagle Marching Band, Pep Band (Code Red).

Choirs: Symphonic Choir, Concert Choir, Collegians (vocal jazz), Vocal Jazz II

Opera Workshop

Jazz: Jazz Ensemble (I), Repertory Jazz Ensemble (II), Jazz Combos

Chamber Ensembles: Percussion Ensemble, Woodwind Chamber Ensemble, Flute Ensemble, Saxophone Quartet, Brass Quintet, Trombone Choir, Cello Ensemble, String Quartet, Trumpet Ensemble, Guitar Ensemble. Popular Music: Pop Combo

### Ensemble Directors

Dr. Don Goodwin, Bands

Dr. John Marshall, Orchestra

Ms. Kristina Ploeger-Hekmatpanah, Choirs

Dr. Abbigail Coté, Opera

Mr. Michael Gerety, Jazz Ensembles

## **Performance Policies**

**Major Ensemble Requirements:** All full and part-time music majors (including post-baccalaureate students seeking certification) are required to participate in the major ensemble appropriate to their principal area of performance each quarter of their university program (Music Education majors are exempt during the quarter in which they are student teaching).

1. Major ensembles and course numbers are:
  - A. MUSE 320-322 Band - Required for all woodwind, brass, and percussion majors. Marching Band is required fall quarter, except for students earning **only** a music performance degree (including jazz performance) who have passed into upper division standing.
  - B. MUSE 330 Orchestra - Required for all string majors (including harp).
  - C. MUSE 340 Symphonic Choir, or MUSE 341, Concert Choir - Required for all voice majors
2. Majors in Piano Performance may substitute one year (3 quarters) of Piano Ensemble (MUSE 368/568) in lieu of one year of a major ensemble.

3. Music Education majors are required to participate for one quarter in a major ensemble outside their principle performance area.
4. Winds and percussion students in the Wind Ensemble may also perform with the Orchestra, based on approval from the orchestra director and the appropriate applied instructor. Rehearsal times of the two ensembles do not conflict.

**Applied Music Instruction (Lessons) on Instruments and Voice**

Students pursuing a major in music are required to study their chosen instrument/voice with an EWU instructor each quarter of their degree program (except for Music Education majors during the quarter of their student teaching assignment). Every student (majors, minors, and non-majors) who is accepted for private applied music study is required to participate in a major ensemble.

**Jury Procedures:** At the conclusion of each quarter of applied study, all students (undergraduate and graduate, majors, minors, and non-majors) are required to perform before, and be evaluated by, a panel of music faculty. Performances for juries are viewed not only as a quarterly final exam, but also as an important part of each student’s professional development. The environment of jury performance is similar to that often encountered by musicians at professional auditions or music competitions. Since jury preparation is an important long-range process, it is critical that students take responsibility for planning strategy, and understanding standards and expectations, during each quarter of study with their applied teachers.

**Upper Division Standing:** Undergraduate students must acquire approval from a jury panel before enrolling for advanced levels of instruction in applied music (MUSC 308, 340, or higher). Transfer students will be evaluated for upper division standing during their audition. Students should consult their applied teachers for information about upper division jury requirements.

**Applied Lesson Registration Numbering System**

MUSC 108, 208, 308, 408: BME, BA’s, BM Composition

**1 credit, ½ hour lesson**

MUSC 140, 240, 340, 440: BM Performance

**2 credits, 1 hour lesson**

MUSC 170, 371 for Musical Theatre

**1 credit, ½ hour lesson**

**Note: All 300 and 400 levels require approval with Upper Division Standing**

MUSC 529: Graduate students of all emphases except Performance

**1 credit, ½ hour lesson**

MUSC 530: Graduate students with Performance emphasis

**2 credits, 1 hour lesson**

Note: In some cases, composers seeking a BA degree will be permitted to take 208-level lessons in their senior year, as long as they have taken applied lessons on more than one instrument and have approval from the department chair and pre-recital committee.

**Missed Lessons:** The department will offer 10 lessons to all applied students in any given quarter. Lessons canceled by the student will not be made up. Lessons missed by the instructor will be made up within the quarter. Instructors will make every effort to reschedule lessons missed due to national holidays that occur during the regular quarter.

**Change of Studio:** In applied areas with multiple instructors, if students desire to change studio they are required to obtain the approval of their current teacher, proposed teacher, and the music department chair before making any changes.

**Student Recitals and Convocation Performances:** You must have your instructor's permission to perform on recitals and convocations. For recitals, you must follow the guidelines found on p. 11 of this handbook. Forms must be submitted to the music office and signed by your applied music teacher at least one month before your recital or 2 weeks before convocation.

## Academic Information

The *EWU Catalog* (<https://catalog.ewu.edu/>) is the primary source for academic programs and requirements. The following information is supplemental. Many required music courses are offered sequentially, on alternate years, or as demand necessitates. Consult the *Course Announcement* (published quarterly) and your advisor about course offerings for any given quarter.

The EWU Music Department is accredited by the National Association of Schools of Music.

### Entrance and General Requirements for All Students:

1. In addition to being accepted by the university, students must also audition to be accepted into the music program. Audition guidelines are available outside the music office and online.
2. Students must pass first-year Music Theory and Sight-singing (MUSC 101-106) with a C or higher in order to take second-year Music Theory and Sight-singing (MUSC 201-205) and Music History (MUSC 250-252).
3. All students must pass the Piano Proficiency Exam as a prerequisite to MUSC 201. PPE exams are taken at the conclusion of MUSC 122, Spring quarter. See p. 8.
4. All students (except for Music Education majors who are student teaching) must sign up for MUSC 110 all quarters of their program. See p.10.

**Major Declaration:** It is vital that students officially declare their music major as soon as possible in order to receive professional advising in their program, and remain in curricular sequence in order to graduate in a timely manner. To be eligible to declare, students must audition and be accepted into a specific degree program in the Music Department. Once these eligibility requirements are met, students should obtain and complete a declaration form (available in the Music Department Office, room 119), have their applied instructor sign it, and return it to the Music Department secretary.

First year and transfer students declaring a performance major will be accepted on provisional status for the first year of study. At the conclusion of the first year, or the first quarter for transfer

students, students will perform before a jury panel of music faculty. The panel will decide if students are allowed to continue as performance majors.

**Advising:** As noted above, students must pass their auditions and declare their music major in order to receive course and program advising. Advising is vital to a timely completion of the degree; students are responsible for meeting with their adviser early and often to avoid unnecessary prolongation of their program.

**Minimum Grade Standards:** In all majors and minors offered by the Music Department, the minimum passing grade for any course required for graduation is a C. This standard also applies to courses transferred from other institutions. Music majors and minors who receive grades lower than a C in ANY required music courses will be placed on probationary status. If they receive a grade lower than a C in applied lessons, they must then complete a minimum of one quarter of MUSC 108, 208, 140 or 240, as appropriate, to raise their level of proficiency, and must perform a jury to request re-admittance to music major/minor status. Students will be dropped from the music degree if they fail to complete the probationary requirements. Failure to maintain a C grade in required music courses a second time may result in the student being dropped from the music degree. Non-majors enrolled in MUSC 108 who receive a grade lower than a C in applied study will not be permitted to continue in applied lessons.

Students should also be aware that certain sequential courses require passing grades in each quarter before the student can move on to subsequent quarters. A failing grade in the first quarter of such a sequence may mean that the student will need to wait until the beginning of the following year to take the course again and move forward with the remainder of the sequence. Such courses include Piano Class for Majors (MUSC 120-121-122), Music Theory (MUSC 101-102-103-201-202-203), Sight Singing and Aural Skills (MUSC 104-105-106-204-205), and Music History and Literature (MUSC 250-251-252). Additionally, some upper division courses have these lower level courses as prerequisites.

**Piano Placement and Proficiency Exams:** All music majors in every degree program are required to complete and pass the Piano Proficiency Exam (PPE). PPEs are administered at the end of fall and spring quarters, after students have completed MUSC 122 or MUSC 126. Students must pass the PPE as a prerequisite to MUSC 201, second-year Music Theory.

Most students prepare for the PPE by taking one or more classes in the Piano Class for Majors sequence (MUSC 120-121-122). To ensure registration in the appropriate level of this course, all incoming students (freshmen and transfers) must take a piano placement exam offered the day before fall classes begin. PPE exam information sheets are posted outside the Music Office and outside room 232.

**String Techniques:** Music Education students are required to take the fall and winter quarters of String Techniques (MUSC 382) in succession unless given prior permission by the instructors.

**Percussion Techniques:** Music Education students must take Percussion Techniques before the end of their third year in order to avoid scheduling conflicts.

**Transfer Students:** Transfer students should consult with the Music Department Chair to determine transfer credits. Students who transfer to the junior or senior levels must take a theory placement test to determine proficiency in basic analytical skills. Students may be asked to

repeat a second year theory course, or retake the exam after tutoring. Transfer students will be evaluated in their audition for upper division standing in applied lessons.

**Senior Thesis/Capstone:** All students at EWU are required to take a senior capstone/thesis course, (MUSC 490-Capstone or MUSC 491-Senior Thesis). You may choose to take a capstone course in another department. The syllabus for MUSC 491 is available outside the music office. Students who choose to do a capstone in collaboration with another department must obtain approval from their music advisor and the Music Department Chair.

**Scholarships:** Scholarships are available for both new and returning students. Contact your ensemble director or advisor for more information. Scholarships must be renewed annually. Students with music scholarships are expected to maintain a GPA no lower than a 2.9. The winter jury serves as the scholarship audition for returning students. Students wishing to renew their scholarship should fill out the returning student scholarship form and bring it to their winter jury. Any student with at least a 3.7 GPA is encouraged to contact the Honors Department for additional scholarships.

**Fees:**

**Applied Lesson and Course Fees:** Most MUSC courses carry a \$16.32 base fee that is used for instrument maintenance and replacement and accompanists in some ensembles. Exceptions are listed below.

MUSC 108, 208, 308, 408 Instruction on Voice or Instrument	130.57
MUSC 140, 240, 340, 440 Instruction on Instrument or Voice	261.13
MUSC 209 Compositional Techniques	32.64
MUSC 244 Music Technology	32.64
MUSC 382 String Instrument Techniques	32.64
MUSC 383 Woodwind Instrument Techniques	32.64
MUSC 384 Brass Instrument Techniques	32.64
MUSC 385 Percussion Instrument Techniques	32.64
MUSC 386 SoundSpaces	32.64
MUSC 409 Composition	32.64
MUSC 441 Music Methods for Elem Music Specialist	32.64
MUSC 450 Integrating Music into Elementary Classroom Courses	32.64
MUSC 529 Instruction on Instruments or Voice	130.57
MUSC 530 Instruction on Instruments or Voice	261.13
MUSE 304 Collegians	30.00
MUSE 305 Vocal Jazz II	30.00
MUSE 340 Concert Choir	30.00
MUSE 341 Symphonic Choir	30.00
MUSE 350 Opera Workshop	100.00

**Recital/Convocation Attendance Requirements**  
**MUSC 110**

**Convocation and Recital Attendance Policy and Requirements: All music majors, except for music ed majors who are student teaching, must sign up for MUSC 110 each quarter of attendance and pass the requirements listed below.**

**Statement of Purpose:** By including a recital/convocation attendance requirement as a 0 credit class (MUSC 110) in our music curriculum, we hope to achieve two basic goals for our students. The first is to help students develop a deeper understanding of performance. By attending recitals, concerts, and convocations regardless of the performing medium, students will gain a greater knowledge of repertoire, improve critical listening skills, learn to make independent musical judgments, and learn performance techniques and stage etiquette through peer modeling. The second goal is to increase student attendance at our music department activities and performances, thereby creating an atmosphere of mutual support and encouragement among all EWU music students.

**Attendance Requirement:** All music majors enrolled at EWU are required to sign up for MUSC 110 and attend 15 concerts per quarter (45 for the academic year) during the period that the student is a full-time music major. Performances that fulfill this requirement include EWU Music Department convocations, student recitals and ensemble performances, EWU sponsored performances, and off-campus performances approved by faculty. Students will be given credit for participating in performances, when evidence is provided through the card reader system or with a printed program.

Attendance in the EWU recital hall will be monitored through students' Eagle cards. At the beginning and end of each performance, students must swipe their Eagle cards through a card reader that records their student number and the time the card was swiped.

**Validating Off-Campus Concert Attendance:** Students attending concerts off campus will collect a program for each concert and submit these programs in a single envelope with their name at their applied jury at the end of each quarter. Applied instructors will submit these envelopes to be tallied. PLEASE DO NOT SUBMIT INDIVIDUAL PROGRAMS! YOU MUST COLLECT THEM AND SUBMIT ONLY ONCE IN AN ENVELOPE AT YOUR APPLIED JURY. Any programs not received in an envelope, and/or received after the jury, will not be credited.

If students fail to attend the required 45 recitals/convocations per year, they will be assigned a substantive project or research paper to be determined by the faculty that must be completed prior to the following year in order to maintain music major status. If the assigned project is not completed the student will be on probationary status and assigned an additional project or paper. Students who fail the recital/convocation attendance requirement in their final year (immediately prior to graduation) will not be allowed to graduate in a timely manner until they make up their deficiency attendance.

**Exceptions:** Students who are not in attendance during a given quarter due to student teaching, study abroad, or early graduation are not required to complete the MUSC 110 requirement during the quarters they are not in attendance.

## **Student Complaints and Grade Appeals**

EWU is committed to providing a safe environment in which students can thrive in their studies. To this end, there is a process for student complaints of various types, including but not limited to bullying, sexual harassment, and discrimination. For information about this process, please visit the Student Complaints web page at <https://sites.ewu.edu/student-life/student-complaints/>.

EWU also has specific policies and procedures about grade appeals, which are given in sections 2-2 through 2-4 of AP303-24. This can be viewed at <https://sites.ewu.edu/policies/policies-and-procedures/ap-303-24-grading-grade-changes-and-grade-appeals/>.

Students are protected from retaliation after filing a complaint by EWU policy. If you have filed a complaint and feel that you are experiencing retaliation because of it, please report this to the Music Department Chair, who will follow appropriate channels to ensure the retaliation ceases.

### **Music Degree Programs**

This handbook addresses the music degree programs specifically, and each degree is included at the back of this document, and also available online at: <https://catalog.ewu.edu/arts-letters-education/music/>. (See Appendix A) Please note that you are responsible for knowing the content of your degree curriculum, and making sure that you register for courses that are sequential or only offered every other year.

In addition to the music courses in each music degree, students should be aware that they must also fulfill the general education requirements, both lower (BACR) and upper-division. Please see an advisor in CARR on a regular basis to ensure you are on track.

Please note: Music is a professional degree that begins in the Freshman year. As a result, it is imperative that students balance their general education required classes with the required music courses each term.

### **Recital Policies and Procedures**

All recitals (including non-degree) given under the auspices of the Music Department are subject to these guidelines. The Suggested Time Table/Checklist on p. 15 is a useful organizing tool.

#### **Recital Hall Reservation Procedures**

1. Go to <http://www.ewu.edu/cale/programs/music>, click on “Music Department Events,” and use the recital hall calendar link at the bottom of the page to search for available dates. After finding an open date, email Colleen Hegney ([chegney@ewu.edu](mailto:chegney@ewu.edu)) to request the date/time. If the date is available, you will receive a confirmation email and your event will be posted on the calendar. **Do not schedule a recital date until you have confirmed the day/time with your applied professor, and any/all musicians involved. It is your responsibility to make sure the event makes it on to the calendar, so please check to make sure it’s there after you receive your email confirmation!**
2. Please note: students may not schedule recitals on holiday weekends, or during final exams.

3. Fill out a Recital hall request form (Located with all forms across from the music office and soon to be on the music department website under “Forms”). This needs to be turned in to the music office (Room 119) a minimum of **4 weeks before your pre-recital jury**. If you have tricky stage changes, special lighting instructions, sound equipment, etc. please indicate those on this form.

## **Recital Types**

### **PERFORMANCE MAJORS**

Junior Recital—Thirty (30) minutes of music minimum performance time. It is customary to pair up with another student giving a junior recital in order to maximize the use of the Recital Hall. Junior recitals may be scheduled for late afternoon times as the recital hall is available, (i.e. 5:00, 6:00pm) or during the Friday convocation hour when available.

Senior Recital—One hour of music minimum performance time. Student must be registered for MUSC 470 (1-5 credits). The applied instructor determines grade for the recital with input from the recital committee.

\*All students are required to present at least one chamber music work on their recital.

### **MUSIC EDUCATION MAJORS**

Senior Recital— Thirty (30) minutes of music minimum performance time. It is customary to pair up with another student giving a junior recital in order to maximize the use of the Recital Hall. Student must be registered for MUSC 470 (1-5 credits).

Junior Recital—*not required but encouraged. Subject to the same guidelines as the Senior Music Education Recital.*

\*All students are required to present at least one chamber music work on their recital.

### **COMPOSITION RECITALS**

The applied composition teacher must approve scores and parts six (6) weeks prior to the recital.

The composer and performers must have at least 4 weeks to prepare the pieces.

A committee meeting (2 weeks prior to the recital) will serve as the recital jury. All above guidelines are enforced.

Student composers performing their own works are expected to perform at the Junior level or higher.

\*All students are required to present at least one chamber music work on their recital.

### **ELECTIVE RECITALS**

Elective recitals may be of any length up to 90 minutes. All policies and procedures regarding approval, pre-recital jury, committees, and program formatting are enforced.

## **Approvals and Forms**

The applied instructor is responsible for approving the recital repertoire. A completed “Recital Request Form,” (on the Music Department web site and outside Room 119), must be delivered to the main office a minimum four (4) weeks prior to the pre-recital jury date; sooner is better, especially in the spring when scheduling becomes challenging. The form should indicate the names of all committee members.

## Pre-Recital Jury

Students must pass a pre-recital jury in order to perform any degree recital. The pre-recital jury must occur a minimum of 28 days prior to recital date. In the case of fall recitals, no recital may occur prior to the 29th day of the quarter, except under special circumstances. The student is responsible for selecting a date and confirming a minimum of two (2) faculty members as a pre-recital jury committee. One member of the committee must be the applied lesson teacher. Since at least two of the jury members must attend the recital itself, students should be sure to select committee members based on their availability to attend BOTH dates. Students must submit both dates/times in writing to the members prior to confirming their selection. Pre-recital juries and recitals MAY NOT BE SCHEDULED during exam weeks, or on EWU holidays or 3-day holiday weekends.

To schedule the pre-recital and recital dates, go to the Music Department's website (<http://www.ewu.edu/cale/programs/music>), click on 'Faculty' and scroll down to Colleen Hegney's name. In that box there is a link to the recital hall calendar. Look through that to see what dates are available. Once you have selected a date, you must email/see the music department secretary in the music office to confirm it in the calendar.

Pre-recital juries can be given in any room, though the Recital Hall is preferable.

Each member of the pre-recital jury committee must receive an original or photocopy of the music to be performed, **as well as a printed program**. The program (including program notes, translations, and/or texts as required by the applied instructor) must meet current department guidelines for format. A program template is given on p. 20, and students must follow this template exactly. The applied instructor is responsible for proofreading the program prior to the pre-recital jury.

All performing members of the intended recital must be present for the pre-recital jury. If the applied teacher requires memorization for the recital, the student must perform from memory at the pre-recital jury.

Pre-recital juries are graded on a pass/fail basis determined by committee consensus. The committee shall make and announce its decision on the same calendar day as the pre-recital jury. The pre-recital jury committee will provide written and/or oral comments to the student. In the case of failed pre-recital juries, the committee will specify what must be corrected before the next attempted pre-recital jury. If one particular piece fails the committee's standards, the committee can recommend that the piece be eliminated and/or replaced from the program so long as the total number of minutes does not drop below the required minimum.

Students who fail a pre-recital jury must apply for another pre-recital jury, which is subject to all the same rules and deadlines. This means that the recital date must be moved to accommodate the 28-day requirement.

No additions, subtractions or substitutions to the program may occur after the pre-recital jury, except with permission of the recital committee. At least two members of the committee must be present at the recital; one must be the applied teacher.

**Additional Student Responsibilities:**

At least 2 weeks prior to recital, check to ensure the following:

- **IMPORTANT:** The applied faculty member is responsible for printing the appropriate number of programs for the recital. Please **DO NOT** ask the department secretary to do this!
- If the harpsichord is needed, please contact Mr. Alan McCoy.
- Make arrangements for a page turner, if needed.
- Provide a staging diagram to the stage crew if applicable, and any special recording or lighting requests.
- Create recital posters. All posters must include EWU’s special accommodations statement. Hang approved posters on official bulletin boards only. Posters should include your name and the name of anyone else performing with you, along with the date, time, and location of the recital. You may **not** charge admission or collect donations.

After the recital, be sure to do the following:

- Cover and put all instruments away.
- Clean up the recital hall and lobby area.
- If you have held a reception, dispose of leftover food, put away tables, etc.
- **Give 3 copies of program to the Department Secretary for our files.**

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**Degree Recital Worksheet**

**Committee Members**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ (3rd optional)

**Pre-recital Jury**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place \_\_\_\_\_

Accompanist: \_\_\_\_\_

Program format and notes proofed and approved by: \_\_\_\_\_

**Recital**

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Additional Performers/Instruments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Recital Time Table/Checklist**

### **Before Pre-Recital Jury (at least three months)**

- \_\_\_\_\_ Go to the EWU Music website and use the recital hall calendar link to select an available date for the recital hall for both the pre-recital jury and recital. Email Colleen Hegney, Department Secretary ([chegney@ewu.edu](mailto:chegney@ewu.edu)) to reserve the selected date.
- \_\_\_\_\_ Fill out and turn in the Recital Hall Request Form (outside the music office, and online).
- \_\_\_\_\_ Recital Committee—selected for pre-recital jury and recital dates at least 4 weeks prior to pre-recital date.
- \_\_\_\_\_ Pianist—hired or assigned for recital jury, dress rehearsal and recital dates.
- \_\_\_\_\_ Ensembles—scheduled for pre-recital jury, dress rehearsal and recital dates.
- \_\_\_\_\_ Perform each piece as often as you can in studio classes, convocations, etc.
- \_\_\_\_\_ Prepare the printed program using the official template (found on p. 20). Include translations, program notes, etc. Have your applied teacher proofread. Make corrections and print copies for your pre-recital jury committee.
  
- \_\_\_\_\_ Schedule dress rehearsal(s) in the recital hall using the same process as scheduling a recital. Your teacher should be present.

### **2 Weeks before Recital**

- \_\_\_\_\_ Provide the audio engineer with a program and a stage set-up diagram.
- \_\_\_\_\_ Arrange for page-turner for the collaborative pianist, if needed.
- \_\_\_\_\_ Arrange for Alan McCoy to tune the harpsichord if needed.

### **Recital Week**

- \_\_\_\_\_ Confirm all recording and stage arrangements.
- \_\_\_\_\_ Confirm all committee members' attendance.
- \_\_\_\_\_ Have your applied professor print and copy 30-50 programs. **DO NOT** wait until the day of your recital, as you may not have printing available on short notice.
- \_\_\_\_\_ Arrange for a reception (if desired).

### **Post Recital**

- \_\_\_\_\_ Clean the Recital Hall. Put away instruments. Turn off all lights.
- \_\_\_\_\_ Clean up any reception items. Put tables away. Clean up the sink room!
- \_\_\_\_\_ Make sure 3 copies of your program are turned into the Department Secretary.

## Piano and Keyboard Use Policies

(In this document “piano” refers to all keyboard instruments, unless otherwise noted)

### PIANO TECHNICIAN (50% classified staff)

Alan McCoy, RPT

Office: MUS221—Phone: 359-4627—Email: amccoy@ewu.edu

Piano Shop: MUS142

Home office: 448-8861—Mobile: 999-9512

Home email: ahm2352@gmail.com

EWU Schedule: Monday half-day; Tuesday and Wednesday all day.

### General Guidelines

Only the EWU piano technician or technicians authorized by the piano technician may perform any work on any piano that is under the jurisdiction of the EWU Music Department. This includes, but is not limited to, tuning, repair, regulation, voicing, and cleaning.

Remember that the piano technician is available only Monday through Wednesday, and therefore needs to be given ample notice for any event requiring piano service that is scheduled at a time when the technician is not normally on campus.

Please report any piano-related problems to the technician as soon as possible. Small problems can become big problems if they are ignored for too long. Remember, too, that the piano technician can only fix problems he knows about. **For reporting piano problems there are forms in two locations in the Music building: 1) on the wall by the technician’s office (Room 221); and 2) on the wall in the practice room cluster (139).**

Exceptions to the policies given below can be made only by the faculty and staff members of the Keyboard area, including the piano technician.

**Piano Use:** Our instruments are for Department use only. If you are not sure that your proposed use is appropriate, please check with the Department Chair and/or the piano technician.

**Damage Control:** All classrooms, nearly every studio, and most practice rooms have a piano available for use. Most of these are on our inventory, i.e. they are WA state property. We are responsible for any damage that may occur. Your cooperation is needed to minimize this.

- 1) Please do not use the tops of pianos for bookcases, storage, or sorting tables. In addition to the potential for damage, misusing the piano in this way makes the instruments more difficult and time-consuming to service.
- 2) Food and Drink: Pianos and all keyboard instruments are very vulnerable to damage from liquids. One spill can easily cause thousands of dollars of damage! Greasy and sticky food makes for a lousy feeling instrument and creates additional work for the technician. Please wash your hands before playing (germs are easily spread to other pianists by way of the key tops). **In case of a spill, contact the piano technician immediately.** The quicker the piano is dried out, the less long-term damage will be done.

- 3) Covers: Some of our pianos have covers. Please use them. When you remove the cover to use a piano, put the cover in a clean location. The floor, while convenient, is not a good storage place for the cover. The front part of the cover can often just be flipped back out of the way while the piano is used and then it is easy to flip it back in place after you are finished.

### **Protocol for “Prepared” Piano**

Prepared piano pieces may only be performed on a designated piano after consultation with the piano technician and applied professor. See Dr. Graves for more information.

### **Concert Instruments**

The EWU Music Department Recital Hall has two 9' Steinway grands. Both instruments are stored off downstage right. They should be covered and put back in their storage place at all times when not in use. Users are responsible for making sure that the piano is properly stored immediately after use.

- The newer Steinway (Serial # 591828) was purchased in December 2012. To prolong the optimal condition of this instrument, its use is limited to recitals featuring the piano as a solo instrument, or as a collaborative instrument for faculty, guest artists, and required recitals for graduate and undergraduate piano majors. If a piano major is sharing a recital with a vocalist or instrumentalist, then the new Steinway may be used to accompany the full shared recital. It may also be used to accompany all Master’s Degree recitals. Every effort will be made to maintain both pianos at optimum concert level, but it is clear that the newer Steinway provides the particular voice of piano soloists, and the first privilege of use must be safeguarded in that direction. Overuse would guarantee an early demise of the optimum voicing and regulation.
- In most cases the Edmonds Concert Grand piano (the older of the two Steinways) will be the instrument used for ensembles and rehearsals, and will be the accompanying or ensemble instrument for all undergraduate non-piano recitals, jazz band concerts, and band concerts. This piano (Serial # 407476) was rebuilt in 2009 with a new soundboard, strings, and action.
- Both pianos are tuned each week and regularly serviced, but the piano technician should be notified 2 weeks in advance when a recital or special event is scheduled so that the piano can be serviced for that event. Any special tuning, voicing or regulating requests should be submitted to the piano technician.
- Moving the pianos on the stage: In recitals/convocations where both Steinways are to be used, trained stage personnel will move the instruments according to the program. There must always be at least two people to move the concert grand pianos on and off stage, one of whom must be trained. For obvious safety reasons, the lid must always be in lowered position when either concert grand piano is moved—no exceptions, no matter how small the distance. The brakes must always be set before raising or lowering the lid. Thereafter the brakes can be released for moving the pianos. The brakes must not be tightened too tightly, as that will strip the locking threads. Dress rehearsals as well as performances will always end with restoring the piano as well as the stage to a neutral and clean, i.e., non-cluttered, state. Instructions for proper piano placement in the piano alcove are posted on a laminated sheet on the wall. The Edmonds piano should be covered after each rehearsal, except in instances where rehearsals are consecutive and the next party has arrived to use the stage “as is” with the piano open and ready to continue for the next rehearsal.

- Covers: Care must always be taken to keep the piano cover carefully folded and placed on a safe and supportive surface, such as on the shelving in the backstage piano alcove. The piano cover must never be placed on the floor, as dust will accrue on the felt lining, resulting in sandpapering and otherwise compromising the finish of the grand piano. The cover should always be placed back on the piano after each use for protection of the instrument.
- It is general Department policy that the Recital Hall not be used for routine practice. Correspondingly, the Recital Hall pianos are not to be used for routine practice.
- Two-Piano Use: If you are scheduling a recital, rehearsal, or class that uses both pianos in the traditional two-piano configuration, please make arrangements with the piano technician for the lid of one piano to be removed (takes about 2 minutes), and then replaced afterward. Because this is a three-person job and the department does not have regular staff available to meet this requirement, please help recruit two healthy volunteers to assist.

On the Showalter Auditorium stage we have another 9' Steinway grand that is regularly maintained for concert use, and the action of this piano was replaced in 2013. As of April 2014 we have a Yamaha C7 semi-concert grand located in the library of Hargreaves Hall that is regularly maintained for concert use. The same rules and suggestions for use and event preparation apply to these pianos.

For Departmental events using pianos in other venues, such as the PUB, Hargreaves, or the Bing Crosby Theater, please consult with the piano technician well ahead of time for special arrangements because these pianos are not under the jurisdiction of the department technician (and are not necessarily well-maintained).

## **Harpsichord**

The Hubbard is located in room 230. It may be used in other rooms of the Music Building or Showalter Auditorium; however sufficient advanced notice to allow for moving and tuning is required—usually 2-3 weeks. Please note that, though the Hubbard harpsichord is on a wheeled dolly, it is too wide to fit through the most common 36" doors in the Music Building. Moving through doors while on its dolly requires a door width of at least 48". The only rooms with doors of this width are the Recital Hall, band rehearsal room (123), instrument storage room, and piano shop (142). When the harpsichord is moved through the smaller doors, it must be removed from its dolly and tipped on its side. This is a three-person job. For this reason, when you make your request to the piano technician for moving, please make arrangements for the additional two people required for moving. The harpsichord is a fragile instrument that is not to be played without the permission of Dr. Jody Graves or Alan McCoy, nor is it to be moved from room 230 without permission.

## **Organ, Electronic Piano, Celeste**

Allen Organ: This is located in room 130.

Electronic organs: The Department has two electronic organs. They are kept in storage outside the back of the Recital Hall. Service for these instruments is contracted out to an electronic organ technician.

Fender Rhodes electric piano: Stored in a small room near the piano shop. It was reconditioned in October 2004. For effective use it needs a powered amplifier. Ask the piano technician for assistance with this.

Mustel Celeste: kept in the band room (123). It was reconditioned in November 2002.

Roland C-30: Purchased in 2016. It is a digital harpsichord, celeste, organ and fortepiano. It is located in room 240. This can be moved only under the supervision of the department piano technician on the platform built for this purpose.

**Piano Moving:** Piano moving is done primarily by EWU Transportation Services after an initial consultation with the piano technician. If you need to have a piano moved, please contact the piano technician to arrange for the move. Remember that the piano will need to be tuned at least twice: after the initial move, before the event; and again after the return of the piano. The piano technician needs to know at least 3 weeks ahead in order to schedule the tuning.

**Practice Rooms:** The Department has pianos or keyboards in 19 of 30 practice rooms. Four practice rooms are locked for piano majors: 139-B (Kawai grand), 139-D (Steinway grand), 139-E (Baldwin grand), and 137-D (Steinway grand). Please do not leave personal belongings in an unattended practice room for more than 30 minutes. No food or drink is allowed in practice rooms. **Piano benches must not be removed practice rooms.** If an extra bench is needed, please contact the piano technician.

**Piano Benches:** There is a bench for every piano. Some of these are expensive (~\$500) adjustable benches while others are regular benches. Use them while you are playing the piano but leave them where they are. Don't take them away from the piano. Other students will need to use the bench. If you need an additional bench, contact the piano technician.

## **Recital Program Template**

[Photocopy onto paper with “Music at Eastern” heading]

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The EWU Department of Music presents

# **Donald Duck, Jr. Senior Voice Recital**

Assisted by  
Liberace, piano

**June 12, 2017  
7:00 pm  
Music Building Recital Hall**



Presented in partial fulfillment of the requirements for  
Bachelor in Music - Vocal Performance  
Student of Dr. Albert Einstein

[Program goes on this page. In the example below, note that the title of the piece is left-aligned, the composer and date are right-aligned, and performer information is center aligned.]

### **Program**

**Sonata in E minor, K. 300c (304)**

Allegro

Tempo di Menuetto

**W. A. Mozart**

1756-1791

Aaron Ki'ilau, piano

**Concerto No. 3 in B minor**

Allegro non troppo

Andantino quasi Allegretto

**Camille Saint-Saens**

1835-1921

Casey Wilkinson, piano

**Sonata for Violin and Piano in D minor, Op. 108**

Allegro

Adagio

Un poco presto e con sentimento

**Johannes Brahms**

1833-1897

Steven Radcliff, piano

Program notes, translations, etc. go on this page.  
(Translations may require a separate page/insert)

Statements of acknowledgment and thanks should only be for teachers and immediate family and should be professional (not personal) in nature. This is also not the place for personal reflections about your life/career/recital process, etc.

[This is the back cover page. Keep the heading, “Upcoming Events at EWU.” Replace the information below in the columns with a list from our events on the website, or any events you may want to feature.]

**This is only if you have the space on the back page**

Upcoming Events at EWU

April 5	Jazz Night with Special guest Makoto Ozone
April 22	EWU Symphony Orchestra featuring winners of the Concerto/Aria Competition

Etc.