

MUSIC at MSU DENVER



STUDENT HANDBOOK

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METROPOLITAN STATE UNIVERSITYSM
OF DENVER

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DISCLAIMER

The Department of Music Student Handbook and Policy Manual is not a binding contract between the Metropolitan State University of Denver (MSU Denver) and students. The Department of Music reserves the right to change its contents at any time, without advance notice.

ABOUT THE DEPARTMENT OF MUSIC

The Department of Music at MSU Denver offers Bachelor of Music degrees and Bachelor of Music Education degrees designed to prepare students for careers as music teachers, performers or composers. Students seeking broad, general coverage of the field may pursue the Bachelor of Arts in Music or the Music Minor.

MSU Denver is an accredited institutional member of the National Association of Schools of Music.

Mission Statement

The Department of Music at Metropolitan State University of Denver recognizes music as an essential part of a multicultural, global, and technological society. Dedicated to excellence, we seek to inspire and develop all students, with a focus on musicianship, accessibility, musical creativity, and lifelong engagement with the art. We embrace all forms of musical expression and are committed to the ideals of a liberal arts education and a professional education in music which provides students with a broad range of skills for post-graduate work and careers in and beyond the field of music. Using the city as a classroom, we engage with Denver's vibrant artistic community through partnerships, internships and performances.

Accessibility and Inclusivity

We believe that students of all backgrounds, interests and disciplines should have access to a diverse, affordable, and substantive musical education. Our students learn in an environment inclusive of all identities and cultural backgrounds. We embrace the diversity of our community in performance, analysis, creation, and collaboration through meaningful study of varied musical traditions.

Musicianship and Creativity

We promote creativity through active engagement in performance, composition, research, and teaching, preparing students for the variety of options that exist for 21st century musicians.

Technology and Innovation

We promote the use of technology and recognize its place in teaching, learning, performance, and composition. We are committed to a musical education that empowers students to be innovative as musicians, future educators, graduate students, and entrepreneurs.

DECLARING A MUSIC MAJOR OR MINOR

Students can formally declare themselves a music major or minor by using an online form found on the Department of Music website.

Before entering the music program at MSU Denver, students must meet with an intake advisor for an initial consultation regarding their audition, music theory placement, degree program selection, and first-semester registration guidance.

ADVISING

Once declared a music major or minor, students are assigned a faculty advisor based upon their degree program. Faculty advisors assist students with course registration each semester and provide educational and career advice.

Faculty advisor assignments are emailed to students during their first semester as a declared music major or minor. Students may also view their assigned advisor on their Degree Progress Report or may contact the Department main office for advisor assignment information. Students are responsible for setting up meetings with their advisor at least once per semester.

STUDIO INSTRUCTION (PRIVATE LESSONS) POLICIES

Students who have declared a music major or minor must pass an audition to enroll in studio instruction, also called private lessons.

Auditions are held in-person and online. In-person audition dates are listed on the Music Department website (msudenver.edu/music). Online auditions are accepted on a continuous basis; see the Music Department website for submission guidelines.

After passing their audition, students complete and submit an online Private Lesson Request form to be registered for studio instruction (the link to this form is included in the audition result email).

Individual lesson times are agreed upon by the studio instructor and student during the first week of each semester. Students are required to attend all lessons. If a student must miss a lesson, they are required to notify their instructor **via email and phone/voicemail at least 24 hours in advance**. Instructors are not required to make up lessons missed by the student. Lessons cancelled by instructors will be rescheduled.

IMPORTANT NOTE: Students who withdraw from studio instruction or their co-requisite ensemble without the permission of the Department Chair will not be allowed to enroll in future studio instruction until they (1) pass a re-audition; and (2) receive permission to re-enroll after consulting with their private lesson instructor, area coordinator, and the Department Chair.

Studio Instruction Co-Requisite Courses

Students enrolled in lessons must:

- (1) Attend a weekly performance class for their instrument area (held Mondays or Wednesdays at 2:30 pm),
- (2) Enroll in MUS 0020: Recital Attendance until they have fulfilled the requirements for their degree program, and
- (3) Enroll in the **required ensemble** for their instrument until they have fulfilled the ensemble requirements for their degree program. Thereafter, students enrolled in lessons must also enroll in a Department ensemble in consultation with their area coordinator and studio instructor.

Secondary Instrument Study and “Elective” Lessons

Students enrolled in the Bachelor of Music Performance degrees are required to complete two (2) credits of secondary instrument instruction in either a classroom or studio setting. Classroom options include:

- MUS 161A Class Voice I and MUS 162A Class Voice II,
- MUS 161K Class Guitar I and MUS 162K Class Guitar II, or
- MUS 261B Class Piano III and MUS 262B Class Piano IV.

Studio instruction on a secondary instrument requires an audition following the same procedure described above. Students taking lessons for their secondary instrument requirement must attend the performance class for that area. If the performance class conflicts with the student’s primary performance class, they should consult with their studio instructors and area coordinators to create a compromise attendance plan.

Students who wish to pursue lessons beyond those required by their degree program (“elective” lessons) must solicit approval from their studio instructor, area coordinator and the Chair of the Department.

Lesson Grades

Lesson grades are provided by the studio instructor in consultation with the area coordinator. Grades for lessons may be based on preparation for and attendance at lessons, attending and participating in performance class, performing a recital, and/or performing at the jury examination (see below). Students should consult the studio instruction syllabus, private instructor, and area coordinator for specific grading policies in their instrument area.

Jury Examinations

All students enrolled in lessons must perform a jury examination before at least three members of the music faculty, one of whom must be the student's private instructor and one of whom must be a full-time faculty member. Jury examinations are scheduled during finals week each semester.

- (1) Students enrolled in 45-minute lessons sign up for a single-timeslot jury (10-12 minutes).
- (2) Music Performance majors enrolled in one-hour lessons sign up for a double-timeslot jury (20-24 minutes).
- (3) Students must dress professionally for jury examinations.
- (4) Students must demonstrate musical growth and development as described in the relevant area guidelines.

Failure to perform a jury examination will result in a final grade of either "I" or "F" for lessons. A grade of "I" will be awarded only in emergency situations (i.e. hospitalization, severe illness, etc.), and the studio instructor must receive advance notice. In such a case students must arrange for a make-up jury to replace the "I" grade with a passing final grade. Failure to appear at the jury without notification will result in a grade of "F."

Lack of Progress in Studio Instruction

Students must re-audition for studio instruction if: (1) they do not progress to the next level of lessons in two consecutive semesters, or (2) they withdraw from lessons without permission from the Department Chair. If the reaudition is unsuccessful, the student is disqualified from the music program (major or minor).

Collaborative Pianists (Accompanists)

The Music Department provides a collaborative pianist for rehearsals, lessons, performance classes, recitals, and juries as needed. Please consult the studio instruction syllabus, instructor or area coordinator for policies and further information regarding accompanists.

Performing at Convocation

All music performance majors enrolled in studio instruction must perform at least once in a department convocation. Students must submit their complete and accurate program information on the online form found on the Department of Music website.

- (1) Students typically must successfully perform the selection in performance class prior to doing so in a convocation. Please consult the instrument area guidelines and plan accordingly.
- (2) Music selected for performance must be literature studied with and approved by the studio instructor.
- (3) In accordance with the collaborative pianist policies referenced above, students must give their accompanist adequate notice of anticipated performances. They must rehearse adequately before performing in performance class and convocation.
- (4) All performers must dress professionally for convocation.

Performing at Performance Class

Performance class policy varies by instrument area. Some assign students to specific dates, while others require students to submit a Performance Class Request form to the area coordinator one week prior to the Performance Class. Please consult your instrument area coordinator for the proper procedure.

As explained above, students are responsible for coordinating rehearsals with their accompanist. Students and accompanists must rehearse thoroughly prior to performing and must dress professionally.

PERFORMANCE CLASS ATTENDANCE

All students enrolled in studio instruction must attend weekly performance class:

- Jazz, guitar, piano, and brass instrument areas meet on Mondays, 2:30-3:20 pm.
- Strings, woodwinds, percussion, and voice areas meet on Wednesdays, 2:30-3:20 pm.
- Composition meets Fridays, 1:00-1:50 pm.

Tardiness, leaving early, and/or excessive absence from performance class will affect students' final grade for studio instruction and advancement to the next lesson level.

Students studying in more than one private lesson area should attend the performance class for their primary performance area on the first scheduled meeting and consult with their respective area coordinators about remaining performance classes.

On several dates throughout the semester a convocation occurs in place of either the Monday or Wednesday performance class. **Students in all instrument areas are required to attend the convocations.** Dates for convocations are emailed to students prior to the start of the semester and are also posted on the Music Department website.

RECITAL ATTENDANCE (MUS 0020)

Recital Attendance (MUS 0020) is automatically added to students' schedules when they are enrolled in studio instruction. The student must drop MUS 0020 from their schedule if they have met the recital attendance requirement for their degree program.

Students enrolled in Recital Attendance must attend **six (6)** mandatory convocations and an additional **four (4)** eligible Music Department events for a total of **ten (10)** events to receive a grade of Satisfactory for the semester.

Eligible events are listed as assignments in the MUS 0020 Canvas course under the module "Recital Attendance Events." They are also noted in bold on the Music Department events website.

To receive credit for attending a convocation, students must fill out a paper attendance slip and turn it in at the end of the event. Paper attendance slips are handed out and collected by event staff at the main doors to the Concert or Recital Hall.

To receive credit for attendance at an eligible Music Department event, students must sign the attendance list at the main doors to the venue. Students who arrive late or leave early will not receive attendance credit. No partial credit is given.

To receive credit for attending the musicals produced by the Theatre Department, students must turn in their ticket stub or printout to the Music office, AR-287.

Students who perform in a convocation will receive automatic credit if their name is listed on the program. **Students who perform in an eligible Music Department event may not receive attendance credit for that event.** Students working an event as ushers, stagehands or page-turners may receive attendance credit, and should turn in an attendance slip or sign the attendance list.

Students will be assigned a grade of “Satisfactory” or “Unsatisfactory” based on recorded attendance. A grade of “Unsatisfactory” will require the student to take an additional semester of Recital Attendance.

Recital Attendance Incomplete Agreement

An “Incomplete” grade is granted to students who attend a total of eight (8) or nine (9) concerts in a semester. To make up the Incomplete, students must fill out the Recital Attendance Incomplete Agreement on the Music Department website prior to the first day of classes in the subsequent semester. For each one (1) missed concert in a semester, the student must attend one (1) extra concert in the following semester. Students who had a total attendance of seven (7) concerts or below may not take an “Incomplete.” They will receive a grade of “Unsatisfactory” and must take an additional semester of MUS 0020.

ENSEMBLE REQUIREMENTS FOR STUDIO INSTRUCTION

Music majors and minors must participate in an ensemble during each semester of studio instruction. Students must enroll in the required ensemble for their instrument area until they have fulfilled the requirements specified by their degree program. Once the ensemble requirement has been met, students may enroll in an ensemble in consultation with their studio instructor and area coordinator. Some ensembles require an audition; see below.

Classical Guitar

For classical guitar students seeking a minor, BA or BM degree, the required ensemble is Guitar Ensemble or an alternate ensemble as assigned by the Guitar Area Coordinator.

For classical guitar students seeking a BME degree, the required ensemble is assigned by the Coordinator of Music Education.

Jazz and American Improvised Music

For all students in the Jazz and American Improvised Music program, the required ensemble is Jazz Ensemble or Jazz Combo, or an alternate ensemble as assigned by the JAIM Area Coordinator.

Auditions for Jazz ensembles coincide with JAIM studio instruction auditions and juries each semester.

Piano

For piano students seeking a minor, BA or BM, the required ensemble is Collaborative Piano, Chamber Music, or an alternate ensemble as assigned by the Piano Area Coordinator.

For piano students seeking a BME degree, the required ensemble is assigned by the Coordinator of Music Education.

Strings

For strings students the required ensemble is Symphony Orchestra, or an alternate ensemble as assigned by the Director of Orchestras in consultation with the String Area Coordinator.

Symphony Orchestra auditions are submitted online at the beginning of each semester. String players are required to audition every semester. Prospective Symphony Orchestra students can find audition materials on the Music Department website.

Voice

For voice students the required ensemble is Chorale, University Treble Choir or University Basso Choir.

Auditions for Chorale are held during finals week and during the first two days of classes of each semester. Prospective Chorale students can find audition materials and sign up for an audition on the Music Department website.

University Basso Choir and University Treble Choir require a brief and simple voice placement test, which occurs during the first class meeting of the semester.

Woodwinds, Brass, and Percussion

For students studying woodwinds, brass or percussion, the required ensemble is Wind Ensemble, Symphonic Band or Symphony Orchestra, as assigned by the Director of Bands in consultation with the area coordinator and Director of Orchestras.

Students wishing to audition for Wind Ensemble or Orchestra must contact the Director of Bands or Director of Orchestras to determine eligibility.

No audition is required for Symphonic Band, but ensemble members are expected to have experience equivalent or greater than that of a senior in a high school band program.

Complete Ensemble Requirements for Each Degree Program

Bachelor of Arts in Music

- 5 semesters of the required ensemble
- 1 semester of Chamber Music
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Arts in Music Theory

- 5 semesters of the required ensemble
- 1 semester of Chamber Music
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble
- 2 semesters of elective ensemble(s)

Bachelor of Music: Composition Concentration

- 6 semesters of the required ensemble
- 1 semester of Wind Ensemble*, Symphonic Band, or Secondary Instrument Band
- 1 semester of Symphony Orchestra*
- 1 semester of Chorale*, University Treble Choir or University Basso Choir
- 1 semester of Chamber Music
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music: Guitar Performance Concentration

- 8 semesters of Guitar Ensemble*
- 4 semesters of Chamber Music
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music: Jazz and American Improvised Music Performance Concentration

- 10 semesters of Jazz Ensemble* or Jazz Combo*
- 2 semesters of Chamber Music, Early Music Ensemble, Guitar Ensemble* or Percussion Chamber Ensemble
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music: Piano Performance Concentration

- 8 semesters of Collaborative Piano or Chamber Music
- 4 semesters of Wind Ensemble*, Symphonic Band, Secondary Instrument Band, Symphony Orchestra*, Chorale*, University Treble Choir or University Basso Choir
- 1 semester of African Drum Ensemble, Gamelan Ensemble- or Mariachi Ensemble

Bachelor of Music: Strings Performance Concentration

- 8 semesters of Symphony Orchestra*
- 4 semesters of Chamber Music
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music: Woodwind, Brass, or Percussion Performance Concentration

- 6 semesters of Wind Ensemble* or Symphonic Band
- 2 semesters of Symphony Orchestra*
- 4 semesters of Chamber Music
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble

Bachelor of Music: Voice Performance Concentration

- 8 semesters of Chorale*, University Treble Choir or University Basso Choir
- 4 semesters of Opera Ensemble* or Chamber Music (at least one of each)
- 1 semester of African Drum Ensemble, Gamelan Ensemble, or Mariachi Ensemble

Bachelor of Music Education: Primary Instrument in Jazz and American Improvised Music

- 5 semesters of Jazz Ensemble* or Jazz Combo*
- 1 semester of Chamber Music, Early Music Ensemble, Guitar Ensemble* or Percussion Chamber Ensemble
- 1 semester of Wind Ensemble*, Symphony Orchestra*, Symphonic Band, or Secondary Instrument Band
- 1 semester of Chorale*, University Basso Choir or University Treble Choir
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music Education: Primary Instrument in Woodwinds, Brass, or Percussion

- 6 semesters of the Wind Ensemble or Symphonic Band
- 1 semester of Chamber Music
- 1 semester of Chorale*, University Treble Choir or University Basso Choir
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music Education: Primary Instrument in Piano or Classical Guitar

- 6 semesters of the required ensemble as assigned by the Coordinator of Music Education
- 1 semester of Chamber Music
- 1 semester of a major ensemble not associated with the primary instrument area; options are Wind Ensemble*, Symphonic Band, Secondary Instrument Band, Symphony Orchestra*
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music Education: Primary Instrument in Strings

- 6 semesters of the Symphony Orchestra
- 1 semester of Chamber Music
- 1 semester of Chorale*, University Treble Choir or University Basso Choir
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Bachelor of Music Education: Primary Instrument in Voice

- 6 semesters of Chorale, University Treble Choir, or University Basso Choir
- 1 semester of Chamber Music
- 1 semester of Wind Ensemble*, Symphonic Band, Secondary Instrument Band, or Symphony Orchestra*
- 1 semester of African Drum Ensemble, Gamelan Ensemble or Mariachi Ensemble

Minor in Music

- 2 semesters of the required ensemble

An asterisk (*) denotes that an audition is required.

ADMISSION TO PROFESSIONAL DEGREE PROGRAMS

The Music Department offers three professional degree programs: Bachelor of Music in Composition (BM Composition), Bachelor of Music in Performance (BM Performance), and Bachelor of Music Education (BME). Each of these programs requires formal admission as outlined below.

Note: There is no formal admission process for Bachelor of Arts in Music (BA Music).

Music Composition (BM Composition)

Students pursuing the BM Composition degree must successfully complete Basic Techniques of Composition (MUS 3650) and submit a portfolio to the composition faculty for evaluation. The composition faculty admits students based on the quality of the student portfolio, abilities demonstrated in class, theory class grades and instructor availability.

Music Performance (BM Performance)

Students pursuing the BM Performance degree must successfully complete Private Instruction I and II (MUS 171 and 172) and pass a Performance Audition prior to enrollment in MUS 273 (Performance III). This audition lasts approximately 24 minutes and is performed for a faculty committee including the studio instructor and the area coordinator.

For students already enrolled in lessons, the performance audition is scheduled in place of the jury examination (typically for MUS 172). For incoming transfer students and others not yet enrolled in studio instruction at MSU Denver, the Performance Audition may be scheduled during one of the Audition Days that precede the fall or spring semester.

To schedule a performance audition, students must notify their studio instructor and the area coordinator at least one month prior to the anticipated examination date. Students who have previously failed the performance audition must present written evidence of further private study before requesting another audition.

NOTE: Each instrument area may have more specific requirements for audition into the performance degree program. Please refer to the area guidelines as well as the studio instruction syllabus for specific details.

Music Education (BME)

Students should apply for admission to the Music Education degree program during the semester following completion of Foundations of Music Education (MUS 2340) with a grade of “C-” or higher. Transfer students must complete Foundations of Music Education (MUS 2340) at MSU Denver prior to application for formal admission to the program.

Students who apply for admission to the BME degree program must have a GPA of 2.75.

Students may be evaluated for admission to the BME degree program during final exam week. In addition to the GPA requirement, music education faculty will evaluate candidates using the following criteria:

- Well-defined career goals and aspirations as evidenced by the Personal Philosophy of Music Education (developed in Foundations of Music Education).
- Outstanding personal and professional dispositions as evaluated by current MSU Denver faculty members.
- Potential for success as a music educator as evaluated by the music education faculty utilizing all the above criteria.

For admittance into the BME degree program, students must distribute the “Personal and Professional Dispositions” survey link to all of the following:

- Each ensemble director for the past two semesters at MSU Denver
- The current instructor of MUS 2340: Foundations of Music Education
- Each studio instructor at MSU Denver for the past two semesters
- Another music faculty of their choice

The candidate will also complete a self-evaluation using the survey. The surveys must be completed and submitted electronically by the last day of classes.

Candidates must also submit the following materials to the Music Education organization available on the LMS:

- A copy of the student’s Personal Philosophy of Music Education
- The Application for Music Education

When the jury examination schedule is posted, each student applying for admission to the BME degree program must sign up for one time slot to complete the interview process.

Students will receive the result of the admission process by the end of finals week. Students may be admitted fully or provisionally; they may apply again up to two times if not admitted.

If provisional admission is granted, students will be notified of the deficiencies to be corrected along with the deadline for doing so.

Only students admitted formally or provisionally to the BME degree program will be allowed to enroll in Teaching General Music (MUS 3350), Teaching Secondary Music I (MUS 4360), Teaching Secondary Music II (MUS 4370) and each paired Supervised Field Experience (MUS 3351, MUS 4371, and MUS 4361).

Ongoing Enrollment in Music Education

Students enrolled in any music education field experience course (MUS 3351, MUS 4971, and MUS 4972) must attend an end of semester interview with the music education faculty. Successful attendance and completion of this interview is required to pass each field experience course and to enroll in further music education methods and field experience courses.

When the interview schedule is posted at the end of the semester, students enrolled in a supervised field experience course must sign up for a timeslot. Students must complete the online portfolio in Canvas as part of their music education interview. In addition, students must bring two hard copies of their field experience logs to the interview.

After each music education interview, the faculty will either pass the student, pass the student provisionally with provisions for correcting deficiencies or disqualify the student from the BME degree program.

Students who do not successfully complete the end of semester interview will receive a grade of "F" for the corresponding music education course. In exceptional circumstances, a grade of "I" may be awarded, but students must complete the jury on the audition day prior to the following semester.

Students who receive a grade of "F" for any supervised field experience course may not enroll in any additional music education methods or field experience courses until the course is re-taken and passed and any deficiencies identified by the music education faculty corrected.

SENIOR EXPERIENCE REQUIREMENTS

Senior Recital

Performance majors must perform a senior recital to fulfill the senior experience requirement for graduation. Students must pass a recital hearing and perform their senior recital in the semester they enroll in MUS 474 Performance VIII. A student cannot pass MUS 474 without performing a senior recital.

Scheduling the Recital

The senior recital must be scheduled with the performance area coordinator and studio instructor by December 1 for the following spring semester or May 1 for the fall semester. The area coordinator and/or studio instructor will schedule the recital with the Department Events Manager; students may not schedule directly with the Events Manager. Recital venue scheduling is tentative until the student passes their recital hearing.

Recital Hearing

When the recital is tentatively scheduled, the area coordinator will also schedule the recital hearing with the Music Events Manager. **The hearing must take place at least three weeks prior to the recital, otherwise the reserved date is cancelled, and the recital must be rescheduled.**

It is the area coordinator's responsibility to work with the student to form a hearing committee and to secure the proper commitment and signatures of the committee members. The committee must be available to attend both the hearing and the recital and must be composed of at least three faculty members: the area coordinator, the studio instructor, and another faculty member from the Music Department. The hearing committee must approve the student's performance for the recital to proceed. No publicity for recitals will be produced or distributed until the hearing has been successfully completed.

Students must submit a program to the committee with the following details:

- Titles, including title of larger work if it has been extracted
- Movement numbers and complete titles
- Composer's full name and birth/death years
- Accurate duration of each work
- Names and instruments of other performers

The hearing committee may require changes to the program. The corrected program, along with a headshot and biography, must be submitted to the Events Manager no later than two weeks before the date of the Senior Recital.

Evaluation

Both the hearing and senior recital performances will be graded by the hearing committee and the student must pass with a C- or higher. Area guidelines determine how the hearing and recital grades figure into the student's final grade for MUS 474.

Students who successfully complete a hearing and recital do not perform a jury examination at the end of the semester.

Senior Project

Students pursuing the Bachelor of Arts in Music degree must complete Senior Project (MUS 4950) to fulfill their senior experience requirement for graduation.

The student, supervised and coached by their instructor, will create a research project in music theory, history, literature, composition, performance or pedagogy. In this course, students will:

- Use research tools to investigate music, musical styles and composers.
- Use analytical tools to understand musical styles.
- Create a research project using concise, analytical and technical language.

The project most typically results in a significant research paper, but the student may work with the instructor to design and complete an alternate project, such as part paper/part performance or another hybrid project that includes a research and writing/presentation component.

Senior Project (BA Music Theory)

Students pursuing the Bachelor of Arts in Music Theory concentration will also take a semester-long supervised senior experience (see above), resulting in final analysis paper and/or project. The project should focus on a historical, conceptual, analytical, or pedagogical topic in music theory as approved by the instructor.

Student Teaching

Music Education majors will complete one semester of student teaching at the end of their degree program.

Music Education students must meet the following criteria to be eligible for student teaching:

- All degree program course requirements completed with grade of C- or higher
- Successful completion of all music education interview
- A cumulative GPA of at least 2.75
- Must have taken and passed the PRAXIS exam

The student will enroll in both MUS 4971 and MUS 4972 during the semester they student teach. The student will also complete a summative project in consultation with their faculty supervisor.

NOTE: It is not possible to work or enroll in other courses during the semester of student teaching.

Senior Composition Project

Composition majors take MUS 4960: Senior Composition Project in fulfillment of the senior experience requirement. The course requires two elements: The first is a public lecture presenting compositions from the student's body of work at MSU Denver. The second is a substantive music composition, the parameters of which are determined in collaboration with the faculty instructor.

Junior Recital and Other Optional Performances

Performance majors are strongly encouraged to perform a junior recital but they are not required to do so. Similarly, Music Education majors are strongly encouraged (but not required) to perform a junior recital prior to student teaching. Composition majors are also strongly encouraged to give a recital during their final semester of private instruction.

As with senior recitals (see above), a junior recital must be scheduled in consultation with the area coordinator and the studio instructor by December 1 for the following spring semester, or by May 1 for the following fall. The area coordinator will schedule the recital with the Department Events Coordinator; students may not schedule directly with the events coordinator.

When the recital is scheduled, the area coordinator and Events Manager also arrange the recital hearing which must take place at least three weeks prior to the recital. The hearing committee must be composed of at least three faculty members: the area coordinator, the studio instructor, and another Music Department faculty member. Until the student successfully completes the recital hearing, their recital date is tentative, and no promotional materials will be created or distributed. If the hearing is not completed three weeks prior to the recital, the reserved date is cancelled, and the recital must be rescheduled.

Students who successfully pass a hearing and perform a junior recital typically do not perform a jury examination at the end of the semester.

PROGRAM FEES

All MSU Denver courses incur a program fee associated with registration and enrollment, including Music Department course offerings. Program fee revenue pays for maintaining instruments (including repairs and piano tuning), purchase of new equipment and instruments that can be loaned to students, visiting artists, music licensing, producing musical events, maintaining performance and rehearsal spaces, technology needs, as well as materials or supplies that support or improve operations, facilities, programming, or student events.

Program fees support the following Music Department areas: Band, Brass & Percussion, Choir, Composition, Guitar, Jazz & American Improvised Music, Mariachi, Music Education, Musicology, Music Technology, Music Theory, Orchestra, Piano, Strings, Voice, Woodwinds, as well as Kalamath Building programming.

Program fees may not be used to pay student employment wages nor for faculty professional development expenses.

The Music Department offers courses with two separate program fee structures:

Music Course Fee: Students enrolled in academic and ensemble courses pay a program fee of \$6.95 per credit hour (this rate was established in 2010).

Music Private Lesson Fee: Music students enrolled in studio instruction (lessons) receive individualized one-on-one instruction (14 lessons per semester). This is the most expensive type of instruction offered at the University. The current program fee for studio instruction is \$75 per credit hour. For example, a 2-credit course program fee would cost $\$75 \times 2 = \150 for a semester's worth of lessons.

WORK STUDY & CAMPUS EMPLOYMENT

The Department of Music has a limited number of student jobs available. Positions range from assisting at events, front desk operations, working in the music library, music technology lab assistant, music theory tutors, as well as other specialty positions available to students who have been awarded work-study funds.

To apply for Financial Aid/ Work Study:

Work-study funds are awarded on a first come first served basis, applying for work-study does not guarantee that you will receive a job offer.

Work Study Eligibility, Process, Forms and FAQ's:

<https://www.msudenver.edu/financial-aid/work-study/>

To search for on-campus employment visit the job board here:

<https://www.msudenver.edu/student-employment/opportunities/>

If work study funds are approved and a job is offered and accepted, it is the student employee's responsibility to track hours worked and wages earned and stay within the work-study award limit. Please check your financial aid regularly to ensure that your work study award was not adjusted after census date. Keep in mind that minimum wage in the City of Denver is \$18.29 per hour.

OTHER CAMPUS RESOURCES

Student resources for health and wellness:

<https://www.msudenver.edu/music/student-resources/health-wellness/>

Rowdy's food corner: <https://www.msudenver.edu/student-care-center/rowdys-corner/>

Scholarship information: <https://www.msudenver.edu/financial-aid/scholarships/>

Current MSU Denver students can attend any art, music or theatre event for free!

Get tickets at: <https://ahec.universitytickets.com/>

Center for Visual Art (off campus gallery): <https://www.msudenver.edu/cva/events/>

Music: <https://www.msudenver.edu/music/events/>

Theatre: <https://www.msudenver.edu/theatre-dance/events-calendar/>

DISQUALIFICATION FROM THE MUSIC PROGRAM

The following conditions can result in disqualification from the various degree programs of the MSU Denver Department of Music:

- (1) The student does not successfully pass (grade of at least C-) a required music course after attempting it three times.
- (2) The student fails a required re-audition into private instruction (see above for situations requiring re-audition).
- (3) The student fails to uphold the MSU Denver Student Code of Conduct, found on the University website.

STUDENT CONCERNS & COMPLAINTS

Students who have concerns about the Music program(s), faculty, other students, facilities, or any other issues should begin by contacting the relevant faculty contact. If the issue cannot be resolved by working with faculty, they should consult the Department Chair via email or in a meeting. If students still need further consideration, they should contact the College of Letters, Arts, and Sciences Dean's office.

For general questions regarding the Music Department, feel free to contact the Chair or send your inquiry to music@msudenver.edu