

NDSU

CHALLEY SCHOOL OF MUSIC

**Instrumental Area Handbook
2020–2021**

NDSU Challey School of Music Instrumental Area Handbook

Contents

Contents	2
1.1 Preface.....	4
1.2 General Information.....	4
2 Application and Audition Policies	4
2.1 Preparation for the Music Major.....	4
2.2 Entrance Audition Requirements.....	5
2.3 Instrumental Entrance/Scholarship Audition Requirements.....	5
2.4 Scholarship Obligations.....	6
2.4.1 Returning Student Scholarships.....	6
3 Facilities and Services.....	7
3.1 Building Hours.....	7
3.2 Building Use Policies.....	7
3.3 Bulletin Boards and Student Announcements	7
3.4 Student Email.....	7
3.5 Practice Rooms	7
3.6 Concert Facilities	8
3.7 Lockers.....	8
3.8 Instrument Inventory.....	8
3.9 Personally-Owned Equipment (Instruments, etc.)	9
4 Current Student Policies and Procedures	9
4.1 Advisors and Advising.....	9
4.2 Practice and Study Commitment	9
4.3 Academic Honesty	10
4.4 Special Needs.....	10
4.5 Health and Safety of Student Musicians.....	10
4.6 Attendance	10
4.6.1 Classes.....	10
4.6.2 Applied Lessons.....	11
4.7 Studio Classes	11
4.8 Ensemble Requirements.....	11
4.8.1 Ensemble Degree Requirements	11
4.8.2 Expected ensemble participation	12
4.9 Piano Study and Proficiency	12
4.9.1 Piano Class and Private Study	12
4.9.2 Piano Proficiency Requirements.....	12
4.10 Degree Program Checklist/Timetable.....	12
4.10.1 4-year plans of study.....	13
4.10.2 Other Music Education Issues	15
4.11 Jury Expectations.....	16
4.11.1 Sophomore Screening Performance Guidelines	16

4.11.2	Instrumental Sophomore Screening Content	16
4.12	Undergraduate Capstone Recital Requirements*	17
4.12.1	Recital Types	17
4.12.2	Timeline for Recitals.....	17
4.12.3	Additional Considerations	18
4.13	Recital, Concert, and Convocation Attendance	18
4.13.1	Area-Specific Requirements (Instrumental)	19
4.13.2	Convocation	19

1.1 Preface

Through directed study and collaborative experience, the faculty and students of the Challey School of Music and Instrumental Area seek to develop and foster effective and successful future music educators, performers and well-rounded musicians.

Faculty members mentor and encourage students of the instrumental area to achieve these goals through individual applied study, large and chamber ensembles, and a variety of other courses and activities.

1.2 General Information

Welcome to the NDSU Challey School of Music. As an accredited member of the National Association of Schools of Music, the NDSU Challey School of Music offers its students a broad range of opportunities and degree options. We offer majors in music education, performance, and liberal studies. We strive to provide opportunities to develop competencies and a faculty dedicated to high standards of excellence.

This handbook is designed to provide information concerning some of the policies, guidelines, and procedures of the NDSU Challey School of Music. It is your responsibility to be aware of these policies, guidelines, and procedures. Music faculty and staff are available to answer questions and assist you. Other, more general information about NDSU is available in the current NDSU Undergraduate Bulletin.

Challey School of Music announcements concerning academic updates, application deadlines, performance calendars and other timely subjects are posted in the Reineke Fine Arts Center, on the NDSU School of Music webpage, and/or distributed through email to your official NDSU email account. The university considers your email account to be the official channel for communication, and you should check it frequently.

2 Application and Audition Policies

2.1 Preparation for the Music Major

Admission into any music degree is not automatic. Students who major in music have generally had considerable performance experience with instrumental and/or vocal ensembles and/or as soloists. Entering students must be able to understand music notation, and in most cases must read music with some fluency. Admission is based on demonstrated accomplishment in basic musicianship, notation familiarity, work ethic, performance ability, and performance potential. Students may have to complete prerequisite work or courses either prior to or after admission to a degree program.

2.2 Entrance Audition Requirements

Overview:

Instrumental students must complete an audition for acceptance into the Challey School of Music before their first semester of enrollment as a music major. The application procedure is as follows:

Step 1: [Apply for admission](#) to NDSU.

Step 2: [Schedule a visit](#) to meet with the Challey School of Music faculty.

Step 3: Audition for admission into the Challey School of Music.

You must audition for admission into the Challey School of Music prior to the start of your first semester of music-major classes. Contact Dr. Mike Weber (m.weber@ndsu.edu) or the applied teacher of your instrument to schedule an audition.

2.3 Instrumental Entrance/Scholarship Audition Requirements

The NDSU Challey School of Music Website lists specific repertoire guidelines recommended for students seeking admission to the undergraduate music programs:

<https://www.ndsu.edu/performingarts/music/prospective-students/>

Prepare individual selections in their entirety (e.g. complete study/movement) unless specifically requested by the instructor of your discipline. The audition panel may only hear 2-5 minutes of selected repertoire.

Piano accompaniment is not required; you are responsible for finding a pianist if you choose to play with accompaniment. Applicants are responsible for providing their own sheet music.

Your entrance audition may also qualify you for music-major scholarships, subject to availability of funding. You should audition before March 1 for scholarship consideration.

Your audition into the school of music accepts you into the general music degree and pre-professional tracks; an additional audition later in your degree is required to pursue the professional degrees in music education and performance.

Audition requirements for Performance Track

After the first year (two semesters) of study as a music major, students wishing to pursue the performance track must audition for entrance into that track. Because of the extent of the screening requirements, students should sign up for two jury slots.

- Scales: All major and minor scales (single form), as well as arpeggios or other requested scales according to the student's studio syllabus, from memory.
- Rudiments: Percussionists must perform snare drum rudiments as required by the instructor. All keyboard scales will be performed two octaves.

- Repertoire: At least one (preferably two) major work(s) for the instrument, with accompaniment (if applicable). If the work is multi-movement, only one long movement or two shorter movements need be performed, at the discretion of the jury.

After a successful audition into the performance track, students may enroll in both *68 lessons and *73 supplemental lessons to receive an hour lesson.

Audition requirements for Music Education Track

A student is considered pre-education until successful completion of the sophomore screening jury (see **Error! Reference source not found.** Jury Expectations below) and acceptance into the School of Education.

2.4 Scholarship Obligations

Many of our students receive scholarship-based financial assistance. These scholarships recognize musical talent, dedication to the requirements and recommendations of your program of study, and service to the School of Music.

Scholarship payments will happen in two equal portions, at the beginning of fall and spring semesters, and are applied toward your tuition automatically.

As stated in your scholarship letter, you are required to maintain a grade point average of 2.5 overall (minimum) and 3.0 (minimum) in your music courses. In addition to your grades, your scholarship letter contains obligations to make adequate academic progress, perform and participate in appropriate music ensembles, and to be a productive member of your applied studio.

Scholarship awards are reviewed each semester by your advisor and the music faculty. The amount of scholarship support may be adjusted after this review as a result of your overall performance (including considerations such as academic achievement, musical progress, commitment to the program, service, and participation in required and recommended activities). Please remember that being a scholarship student is an honor and makes you a leader in the Challey School of Music.

2.4.1 Returning Student Scholarships

Applications are due each spring, typically near the end of February, and auditions for special performance scholarships (if applicable) are generally held by mid-March. Application forms are available online at the following link: <https://www.ndsu.edu/onestop/finaid/scholarships/>

The **Theodore Presser** award requires a separate application form. This award is available to music majors who have achieved senior standing.

3 Facilities and Services

3.1 Building Hours

The Reineke Fine Arts Center is open:

Monday through Friday 7:00 a.m. - 10:00 p.m.

Saturday: 9:00 a.m. - 10:00 p.m.

Sunday 12:00 a.m. - 10:00 p.m.

Building Hours are subject to change and will be altered during scheduled breaks and holidays.

3.2 Building Use Policies

The Reineke Fine Arts Center is intended primarily for the use of NDSU students, faculty and staff. Use by others is only by permission of the Division of Performing Arts.

Facilities may not be used by students for teaching private music lessons. Facilities may not be used for non-NDSU ensemble rehearsals, unless explicitly approved by the Division of Performing Arts. (Contact the Director of the NDSU Music Academy if you would like to develop a private studio as a part of the Academy.)

3.3 Bulletin Boards and Student Announcements

The bulletin boards adjacent to the Choir and Band Rehearsal Rooms are reserved for ensemble or area announcements and School of Music or faculty messages to students. Other bulletin boards in the building are designated for special purposes or special organizations. The student bulletin board is located in the student lounge. A general announcement board is located by the East entry to the Minard Hall Annex.

3.4 Student Email

Email is the official form of communication in the Challey School of Music. NDSU students automatically have an NDSU email address, and are expected to check email regularly—at least once a day. The link to set up a student e-mail account:

<https://kb.ndsu.edu/page.php?id=99739>

3.5 Practice Rooms

Specific policies related to accessing locked practice rooms are outlined below:

- Practice rooms are primarily for the use of enrolled music majors. Others may apply in the music office (Room 115) for permission to use practice rooms, but must relinquish them if needed by an enrolled music major.

- All practice rooms with grand pianos are locked and have limited access.
- Practice rooms are available on a first come/first served basis.
- No sign-ups are required for practice times, but students are encouraged to sign up for regular practice times. Sign-up cards are outside each practice room.
- Piano majors will have access to the practice rooms with grand pianos. Piano majors should obtain a key for the grand piano practice rooms from the Administrative Assistant (Reineke 115) and will pay a \$20 key deposit (refundable on return).
 - ***Practice rooms are not to be used for teaching private students***
 - Practice rooms are not to be locked. Do not leave your personal belongings in a practice room

It is incumbent upon everyone to respect the practice rooms and the instruments and equipment therein. Please do not place personal items such as backpacks or books on the pianos. No food or drink is allowed in the practice rooms.

3.6 Concert Facilities

The Challey School of Music has two primary performance facilities; Beckwith Recital Hall, seating up to 200, which is the primary space for faculty and student recitals, and Festival Concert Hall, seating up to 1,000, which is the primary performance space for our major ensemble concerts and university and community special events. For more information about each space, see the following link: <https://www.ndsu.edu/performingarts/venues/facilities/>

3.7 Lockers

There are two areas of lockers for student use, in the student lounge (personal lockers) and in the instrument storage room. Lockers for instrument and music storage are available through the assigned graduate assistant in the Band Library, Reineke Fine Arts 118 B. Personal lockers in the student lounge are available on a first come-first served basis and can be reserved through the Administrative Assistant in the Division Office (Reineke 115). At the end of each spring semester, all instrument storage lockers will be cleared. Students are responsible for vacating and cleaning the locker prior to that time.

There are no locker fees. Please keep both areas in good order. Do not use the area on top of the lockers for personal storage, as the area is not secure and equipment can easily be stolen.

3.8 Instrument Inventory

Some musical instruments are available for loan to students enrolled in ensembles and music classes. The instruments are to be kept locked in assigned instrument storage room lockers. The student is responsible for basic maintenance and supplies, and for the cost of repairing any damage sustained during the loan period. The appropriate applied teacher or ensemble director facilitates the instrument loan.

Instruments can be checked out on a semesterly basis to students by any faculty or by the graduate student(s) assigned to that duty. If you finish using an instrument (e.g. end of marching season or after a concert cycle) before the end of the semester, please return it at that point.

3.9 Personally-Owned Equipment (Instruments, etc.)

In order for student to maximize their full potential as musicians, it is expected that music majors will own their own professional-quality instrument. Percussionists are expected to have appropriate sticks and mallets to meet the needs of concert and solo requirements. The School of Music has a limited number of other instruments that students can temporarily use until they purchase their own professional instruments, such as bassoons, flugelhorns, and bass tubas. Exceptions may include various percussion instruments and select auxiliary/secondary instruments such as bass clarinets, soprano saxophones, baritone saxophones, and trumpets in different keys, which NDSU may provide. You may need to share these instruments with other students.

Each studio instructor will advise on what is required and expected, including recommendations about preferred brands and models of instruments. Instrumental students are also expected to provide their own accessories such as reeds, mouthpieces, and printed music. Photocopies are not permitted for applied study or performances.

4 Current Student Policies and Procedures

4.1 Advisors and Advising

A faculty advisor is assigned to each music major. The advisor may be the applied teacher or a full-time faculty member in the student's area of specialty (e.g. music education or woodwinds). The advisor provides guidance in selecting courses and programs, assists with issues related to music studies, and refers the student to the appropriate person, department, or service for special issues. The music office evaluates the transcripts of transfer music students and assigns an appropriate advisor. Students should consult the NDSU Undergraduate Bulletin and other publications as appropriate, and is ultimately responsible for meeting graduation requirements. Curriculum worksheets are on the NDSU Registrar's website and are updated regularly.

4.2 Practice and Study Commitment

Music study is demanding and rigorous in time and energy commitment. Students must commit to organized practice schedules in order to improve musicianship and technical skills,

and to reach expectations of degree programs. The expectations for weekly practice hours are delineated in individual studio syllabi.

If it is necessary to hold outside employment, the student must expect to extend the degree program beyond four years. Careful discussion with your advisor in this matter is recommended.

4.3 Academic Honesty

The NDSU policy on Academic Responsibility and Conduct can be found at the following link: <http://www.ndsu.edu/fileadmin/policy/335.pdf>

4.4 Special Needs

The NDSU policies and procedures on Nondiscrimination and Accommodation can be found at the following link:

https://www.ndsu.edu/disabilityservices/student_handbook/ndsu_policies_related_to_disability/

4.5 Health and Safety of Student Musicians

The Challey School of Music is committed to good practices in health and safety. General safety guidelines always apply, and, for musicians, special attention should be given to issues regarding hearing and repetitive motion. Ear plugs are recommended in high volume situations, and applied studio teachers have developed recommendations about repetitive motion problems specific to their instruments or voices. Heavy lifting when transporting equipment and/or staging a performance should be done with care.

4.6 Attendance

4.6.1 Classes

According to NDSU Policy 333 (www.ndsu.edu/fileadmin/policy/333.pdf), attendance in classes is expected. Instructors may individually choose to reward or penalize students for not upholding these obligations through grades, section placement, admission to groups and ensembles, or recommendations for scholarship or stipend adjustments.

Notice of illness, injury, or hospitalization may be provided by the Student Health Service, a family physician, or the Vice President for Student Affairs. For unusual circumstances, a temporary leave of absence may be obtained from the Director of the School of Music, or the Vice President for Student Affairs. Veterans and student service members with special circumstances or who are activated are encouraged to notify the instructor as soon as possible and are encouraged to provide activation orders. Neither absence nor notification of absence relieves the student of meeting all course requirements.

4.6.2 Applied Lessons

The School of Music policy on class attendance applies to applied lessons as well. The highly specialized nature of individualized instruction and professional etiquette require that the instructor be notified in advance of any absence. Makeup lessons are given only for bona fide reasons, such as certifiable illness. Your instructor may have additional requirements.

4.7 Studio Classes

Each studio faculty member schedules required studio class meetings as an integral part of applied study. These classes permit a group study approach to common performance issues, offer informal performance opportunities, and provide exposure to repertoire. These classes are generally scheduled each Wednesday at 2 p.m., or occasionally as arranged by your instructor. The studio classes are required for all music majors studying an applied instrument or voice.

4.8 Ensemble Requirements

Performance ensembles are open to all students, including non-music majors. Auditions are held at the beginning of Fall semester for placement in those ensembles requiring auditions, and some ensembles may re-audition before the beginning of Spring semester. Audition notices will be posted on the bulletin boards outside the Instrumental and Choral Rehearsal Rooms (Reineke 118/122) indicating the time and place of the auditions. The director of the ensemble can provide more specific information concerning audition procedures.

4.8.1 Ensemble Degree Requirements

- **Music education** majors must be enrolled in seven different semesters (not credits) of approved major ensemble participation, and two semesters (not credits) of minor ensembles. Instrumental music education majors must participate in marching band for two semesters.
- **Music performance** majors must be enrolled in eight different semesters (not credits) of approved major ensembles, four semesters (not credits) of minor ensembles, and may have additional ensemble requirements, determined in consultation with applied teacher and advisor.
- **BA/BS music** majors must be enrolled in six different semesters (not credits) of major ensembles.
- **Music minors** must be enrolled in two different semesters (not credits) of major ensembles

The following instrumental ensembles fulfill the credit requirements for instrumental degree tracks:

Major Ensembles

- Wind Symphony

- Marching Band
- University Band

Minor Ensembles

- Chamber Ensembles (Mixed, Brass, Percussion, Woodwind, etc.)
- University Symphony Orchestra
- Jazz Ensemble
- Jazz Combo

4.8.2 Expected ensemble participation

- All instrumental music majors must audition for and, pending successful audition, participate in Wind Symphony in each semester of fulltime residence.
- It is also encouraged that students participate in the Jazz groups throughout their degrees if their primary instrument is part of the standard big-band instrumentation (saxophone, trumpet, trombone, percussion, piano, guitar, bass).
- Failure to participate in ensembles as directed by your advisor may result in the adjustment of music scholarships (if applicable)
- Exceptions to the above policies (such as substituting ensembles) will be considered and approved by your advisor and the instrumental area

4.9 Piano Study and Proficiency

4.9.1 Piano Class and Private Study

Music Performance and Music Education degrees require students to pass the piano proficiency examination, preceded by up to four semesters of study in piano classes (MUSC 160, 161, 260, and 261). Placement examinations for incoming students may be administered at the beginning of each semester. Depending on the result of placement examinations, students may pass out of a portion of piano class or be placed in applied lessons instead. For students with established piano skills, up to two semesters of private study may be recommended instead of piano classes.

4.9.2 Piano Proficiency Requirements

The Piano Proficiency Examination is administered during final examination week each semester. Students should plan to complete various parts of the examination throughout their enrollment in piano class and/or lessons; in other words, as soon as possible. Music Education majors will not be placed for student teaching until they have successfully passed all parts of the piano proficiency examination.

4.10 Degree Program Checklist/Timetable

The degrees and programs of the NDSU Challey School of Music have been approved and accredited by the National Association of Schools of Music.

4.10.1 4-year plans of study

The curricula for all degrees offered in the NDSU School of Music can be found on the NDSU Registration and Records website under curriculum guides—see following link:

<https://www.ndsu.edu/registrar/academics/curricula/ahss/>

Note for Music Education majors:

To stay on track in music education generally requires an average course load of 17-18 credit hours. Even at this level, you may need at least 1-2 semesters of summer school if you intend to complete the degree in four years. Otherwise, you should plan on completing the degree in 9-10 semesters.

4.10.1.1 First year

- Students take the Music Theory Placement Exam at the beginning of their first semester of study. Based on the results of that exam, students will be placed in either MUSC 101 (Fundamentals of Music) or MUSC 130 (Theory and Analysis I). Students must take courses in Theory and Analysis and Ear Training and Sight Singing concurrently.
- Consult your degree plan check-sheet, available at: <https://www.ndsu.edu/registrar/academics/curricula/ahss/>.
- Complete ENGL 110 and 120
- Take MUSC 189 (Skills for Academic Success)
- **Music Education-Instrumental:** if possible, complete at least one semester of vocal ensemble (preferably both semesters)
- **Music Education-Vocal:** if possible, complete at least one semester of instrumental ensemble (preferably both semesters)
- **Music Education:** Instrumental majors need two semesters in marching band
- Consult with your advisor and work out an 8-10 semester plan for graduation (this may not be the person that you originally consulted during orientation)
- Coursework to avoid later scheduling issues:
 - Theory and Analysis I & II; Ear Training/Sight Singing I & II
 - Piano Class I & II
- **Music Performance:** Your entrance audition admits you to the pre-performance track. After the first year (two semesters) of study as a music major, students wishing to pursue the performance track must audition for entrance into that track.
- **Bachelor of Science/Bachelor of Arts:** Consult with your advisor to explore/determine your minor and/or second major

4.10.1.2 Second Year

- Complete Sophomore Screening Jury
- Complete piano proficiency requirements
- Be mindful of the rotation of music courses required for graduation
- Scheduling issues: you **must** take the following courses:
 - Theory and Analysis III & IV; Ear Training/Sight Singing III & IV

- Piano Class III & IV
- **Music Education:** Brass Methods (fall) and Percussion Methods (spring)
- **Music Education:** Your choice: Woodwind Methods I & II (this year or in the 3rd year)
- **Music Education:** Take EDUC 321 (Introduction to Teaching) and PSYC 111 (Introduction to Psychology)
- **Music Education:** Apply for and be admitted into School of Education by the end of this second year.
 - Must apply by September 15 (fall) or February 15 (spring)
 - Complete EDUC 321 (Introduction to Teaching) with a grade of C or better.
 - Maintain a GPA of 2.75 overall *and* in MUSC and EDUC courses
 - Take and pass the Praxis I (PPST) exam
 - Complete 20 hours of field experience working with youth or similar evidence
 - Can be anything that involves working with youth in a group
 - Must have occurred within the past two years
 - Must be able to document the experience (someone was in charge and can verify)
 - Provide at least one letter of recommendation
 - Pass Sophomore Screening Jury

4.10.1.3 Third Year

- Scheduling issues: you **must** take the following courses:
 - Music History I & II
 - **Music Education:** Woodwind Methods I & II (if you didn't take them in the 2nd year)
 - **Music Education:** Basic Conducting (fall); Instrumental Conducting (spring)
 - **Music Education:** Take EDUC 486 in the spring of this third year.
- Complete MUSC 380 recital (see requirements in Section 4.12 below) (required for **Music Performance**, optional in this year for other degrees)
- **Music Education:** Complete the process for admission to School of Education (if not already complete as recommended prior to this year)
- **Music Education:** Continue major ensemble requirements; complete cross-ensemble requirements (vocal majors need two semesters in a major instrumental ensemble; instrumental majors need two semesters in a major vocal ensemble)
- **Music Education:** Begin taking professional level courses (e.g., EDUC 481, Methods of Teaching Music)
- **Music Education:** Begin considering possible schools for student teaching
- **Music Education:** Talk to Drs. Moe, Olfert or Weber about student teaching placement **two semesters before** you intend to teach!

4.10.1.4 Fourth Year

- Complete MUSC 480 recital or equivalent capstone (see requirements in Section 4.12 below)
- **Music Education:** Complete professional education courses, general education courses, remaining conducting and music courses

- **Music Education:** Scheduling issues: you must take the following courses:
 - Choral Conducting (fall)
- **Music Education:** Apply for student teaching the semester prior to the one you plan to teach—a meeting is usually scheduled around September 15 or February 15.
- **Music Education:** Request and complete a degree audit from the registrar’s office in the semester before your student teaching, to confirm completion of the curriculum
- **Music Education:** Take Praxis II and PLT (this **must** be taken prior to student teaching; register early).
- **Music Education:** Apply for certification/licensure;
- Begin looking for a job, graduate, and begin your career.

Rotation Courses (should be taken in your 2nd, 3rd or 4th year)

- Because of co-requisites and pre-requisites, students should work with their advisor to incorporate these courses into their plan of study.
- Instrumental
 - Wind Band Literature (odd falls)
 - Vocal Pedagogy I (odd falls)
 - Instrumental Arranging (even falls)
- Choral/Vocal
 - Song Literature (odd springs)
 - Vocal Pedagogy I (odd falls)
 - Vocal Pedagogy II (even springs)

4.10.2 Other Music Education Issues

- Appealing to School of Education
 - Students may take one 400 level education course (including MUSC 481/482/483) prior to full admission to the School of Education, pending a successful appeal
 - Fill out the appeal form on the School of Education website; include a letter requesting a waiver to take the course, as well as a plan on how you will take care of the deficiencies (“I plan to take the Praxis I on September 20”)
 - Fill out an application for admission to the School of Education and be sure the file is complete except for the items that are keeping you from full admission.
 - As a general rule, you should not appeal. This should be a rare occurrence. Complete the application in your second year of study to avoid the need for an appeal.
- Join NAFME-Collegiate
 - Membership is optional but strongly encouraged
 - Dues are \$33.00 a year.
 - Monthly Meetings include relevant music education topics.
 - Registration for MMEA or NDMEA is offered at a reduced rate, or is free.
 - There are opportunities for leadership within the School of Music

4.11 Jury Expectations

Juries occur at the end of each semester, performed for the area faculty. It is your responsibility to secure an accompanist if your assigned repertoire is with piano. Instrumental accompanying policies and procedures are available [here: http://bit.ly/InstrumentalAccompanimentForm](http://bit.ly/InstrumentalAccompanimentForm)

A jury sign-up sheet is posted in the student lounge during the last week of the semester.

4.11.1 Sophomore Screening Performance Guidelines

- The sophomore screening performance is a special jury. All students must successfully pass the screening jury in their third or fourth semester of study (as recommended by their applied instructor). A screening jury may be deferred a semester at the discretion of an applied instructor. Students who are unsuccessful in passing the screening jury may re-take it in the next semester. However, no student may take upper division courses (i.e., 300-level and higher) until s/he has passed a screening jury, with the exception of a 300-level course that is offered on rotation.
- Because of the extent of the screening requirements, students should sign up for two jury slots.
- Screenings will be heard by the area faculty as a jury. After discussion, the faculty will approve the screening jury, or not approve (with an explanation of requirements for successful completion).
- Screenings may be recorded at the discretion of the faculty.
- If a student fails a screening jury a second time, s/he may petition in writing for a third opportunity in the following semester. However, failure to pass the screening the third time will prohibit the student from continuing as a music major.
- The content of sophomore screenings as described below applies to all undergraduate degree programs in the School of Music.

4.11.2 Instrumental Sophomore Screening Content

- Scales: All major and/or minor scales, arpeggios or other requested scales according to the student's studio syllabus, from memory. Scales may be performed in any form as taught by the studio (diatonic, 3rds, etc.). Scales may be cyclic or as requested by the jury. The jury may choose to hear as many or as few scales as necessary to determine the student's range of expertise.
- Rudiments: Percussionists must perform snare drum rudiments as required by the instructor. All keyboard scales will be performed two octaves.
- Repertoire: At least one major work for the instrument, with accompaniment (if applicable). If the work is multi-movement, only one long movement or two shorter movements need be performed, at the discretion of the jury.

4.12 Undergraduate Capstone Recital Requirements*

NDSU recitals are generally used as the “Capstone” experience, showcasing a student’s solo performance on their major instrument. Music Education students must present at minimum a half recital (MUSC 380); Music Performance students must present both a half recital (MUSC 380) and full solo recital (MUSC 480). Bachelor of Science and Bachelor of Arts students present a capstone project as approved by their advisor, such as (but not limited to) a solo recital, lecture presentation, composition recital, or other topic as approved by applied instructor and advisor.

The student’s applied instructor must approve all aspects of the recital, including the works to be performed, date, time, location, etc. A screening panel of two or three faculty members from the student’s area will hear works with accompaniment either in their entirety, or in excerpts, and provide written and/or verbal feedback. Unacceptable performance at the hearing will result in postponing or cancelling a recital.

4.12.1 Recital Types

- MUSC 380 - Preparation and presentation of a half-recital, typically presented in a student's junior year for performance majors, or senior year for music education and BA/BS majors.
- MUSC 480 - Preparation and presentation of a full recital, typically presented in a student's senior year for performance majors.
- Note: Students may perform more recitals than their minimum degree requirements, through consultation and recommendation of their applied instructor, and dependent upon availability of faculty mentoring and facilities.

4.12.2 Timeline for Recitals

1. **4 (or more) months prior:** Select your recital date and dress rehearsal date. Forms and schedule for Beckwith Recital Hall are available on the School of Music Sharepoint webpage at: <http://bit.ly/PerfArtsSharepoint>. Students must submit all necessary forms for both the dress rehearsal and the recital date. Dates must be approved by instructor and all collaborating musicians.
2. **1 (or more) months prior:** Schedule the recital hearing and submit the first draft of the recital program, along with and program notes (if required) to the applied teacher.
3. **The Hearing:**
 - a. The hearing must occur at least two weeks before the recital (one month for vocal).
 - b. The final version of the program and program notes (approved by applied teacher) must be submitted at or before the hearing.
 - c. The collaborative pianist (and other collaborators unless excused by the applied instructor) must be present and perform at the hearing.
 - d. Failure to abide by the above will automatically result in postponing or cancelling the recital.

- e. Insufficient preparation for the hearing will result in postponing or cancelling the recital at the discretion of the hearing committee
4. **Immediately after successful recital hearing:** Submit the final recital program (approved by applied professor and advisor) to the Director of Promotions.
5. **1 week prior:** submit stage diagram(s) and discuss dress rehearsal/recital logistics with the Concert Facilities Manager.

4.12.3 Additional Considerations

1. **Fees and Amenities:** If a student is registered for MUSC 380 or MUSC 480, the recital hall fee is waived and recording services are provided. All recitals are held in Beckwith Recital Hall unless prior faculty permission is granted for an off-site location. If the recital is off-site, the student is responsible for any rental fees, program printing, and recording.
2. **Repertoire:** Suitable repertoire must be approved with the applied teacher well in advance of the semester of the recital performance. Students are expected to purchase and secure all repertoire performed on the recital, unless the work is unpublished or out of print, in which case permission of the applied teacher is required to use photocopies.
3. **Collaborative Pianists:** Secure a collaborative pianist and make sure s/he is available for the recital, dress rehearsal, and recital screening dates. Students are responsible for any payment to the collaborative pianist.
 - a. **Instrumental:** Through the accompanying pool, accompanist request forms can be found [here](http://bit.ly/InstrumentalAccompanimentForm): <http://bit.ly/InstrumentalAccompanimentForm> Forms must be submitted by the fourth week of the semester.
 - b. **Vocal:** In most cases, your collaborative pianist in lessons is also your recital collaborator.
4. **Recital Program:** A template for the program can be found on the NDSU Music website under "Current Student Resources." Proofed programs are submitted to the Director of Promotions (Amanda Booher) at least one week before the recital. The recital may be cancelled if this condition is not met.
5. **Program Notes:** Program notes are not necessary for undergraduate recitals, but if they are to be included, they must be approved by the studio instructor before the recital hearing, and must use proper annotation and citations. Students are responsible for printing their own program notes.

*BA/BS students may elect a different capstone experience, in consultation with their advisors.

4.13 Recital, Concert, and Convocation Attendance

Through attending live performances, music students will be exposed to a wide range of musical repertoire and performance genres. NDSU performances and other regional performances, including the Fargo/Moorhead Symphony and Opera, count for attendance credit.

4.13.1 Area-Specific Requirements (Instrumental)

Each instrumental music major is expected to attend student recitals in their respective areas, and these can be used toward music-major recital attendance requirements. For example, majors whose main instrument is saxophone should attend saxophone recitals, trombone majors should attend trombone recitals, etc. Each applied studio teacher will notify students of required recitals for each instrument. Attendance at Faculty recitals is expected for each studio. Attendance is important to learn repertoire, support student colleagues, and observe the recital and performance process.

4.13.2 Convocation

Convocation takes place Fridays at 2:00pm in Beckwith Recital Hall. Attendance is mandatory. Convocation activities include student recitals, guest lectures, and guest recitals.