



**SETNOR  
SCHOOL OF  
MUSIC**

# **Undergraduate Studies Handbook**

**2019-2020 Edition**

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## WELCOME

*Welcome to the Setnor School of Music! It is our hope that this handbook will facilitate a productive and enjoyable educational experience. The Setnor School of Music is a small community of faculty and student musicians whose passion is music. In order to ensure a positive experience for everyone, it is important that all members of the community interact with goodwill, generosity and awareness that individual actions have a great effect on the community. All community members should treat others with respect, free of racial, ethnic, religious, gender, or sexual orientation-based discrimination. In addition, respect for others is shown through basic courtesies such as punctuality, preparation, making expectations clear, and participation in those activities that strengthen the community.*

*Community members should be aware of the building and facilities, and realize that each member is responsible for their daily care and monitoring, including locking doors, closing windows, returning equipment, picking up after oneself, and normalizing rooms after use.*

***No food or drink is allowed in the auditorium, classrooms or practice rooms.***

## GENERAL INFORMATION

### Office Directory 2019-2020

#### **Director's Office - Room 208**

Director: Dr. Milton Laufer - Room 208

Assistant Director for Academic Affairs: Dr. Jill Coggiola - Room 108B

Assistant Director for Operations: Michelle Taylor, Operations: Bryan Watson - Room 301

Budget Administrator: Megan Carlsen - Room 208

#### **Department of Applied Music and Performance**

Chair: Steven Heyman – Room 310

Administrative Specialist: Fran Moore - Room 402

##### *Choral Activities*

Director: Dr. John Warren - Room 302

##### *Band Activities*

Director: Dr. Bradley Ethington - Room 401

##### *Orchestral Activities*

Director: Dr. James Tapia - Room 110

##### *Keyboard Area*

Co-Coordinators: Ida Trebicka - Room 210; Dr. Anne Laver - Room 122A

##### *Strings Area*

Coordinator: William Knuth - Room 405B

##### *Voice Area*

Coordinator: Janet Brown - Room 304A

##### *Woodwinds, Brass, Percussion Area*

Coordinator: Dr. Bradley Ethington - Room 401

#### **Department of Music Composition, Theory, and History**

Chair: Dr. Joseph Downing - Room 120D

#### **Department of Music Education**

Chair: Dr. John Coggiola - Room 108C

#### **Department of Music Industry and Technologies**

Chair: William DiCosimo - Room 119D

##### *Music Industry Program (B.M. in Music Industry; BM/MBA: Music Industry Minor)*

Coordinator: William DiCosimo - Room 119D

##### *Sound Recording Technology Program (B.M. in Sound Recording Technology)*

Coordinator: James Abbott - Room 124B

##### *Audio Arts (M.A. in Audio Arts)*

Co-Directors: Todd Herreman – Room 124D; Bill Werde – Smith, Room 226

##### *Bandier Program (B.S. in Recording and Allied Entertainment Industries)*

Director: Bill Werde - Smith, Room 226

#### **Jazz Studies**

Director: Dr. John Coggiola - Shaffer, Room 202C

## General Information

### Website

The [SETNOR SCHOOL OF MUSIC WEBSITE](#) includes a wealth of information that is regularly updated. The resources portion of the site, [SETNOR RESOURCES](#), provides access to the *Setnor Undergraduate Studies Handbook*, Advising Check Sheets, and Student Recital Forms and links to other student services. Plan to use these resources often!

### Program Fees

Setnor students are charged a music program fee that covers a variety of expenses such as guest artists, master classes, travel, classroom supplies, musical instruments, equipment, technology, lessons, and so forth. The music program fee covers principal and secondary performance area lessons required by Setnor's BA and BM degree programs and a 1-credit lesson per semester for students in the BS program.

Any other elective lessons a student takes beyond those required for their degree program requires an additional lesson fee. Additional fees are also charged for courses requiring rental, replacement, or repair of instruments.

### Alcohol Policy

No alcohol is to be served at any Setnor School of Music reception, regardless of location, or any event held in Setnor Auditorium, or elsewhere in Crouse College. This prohibition is School of Music policy, and stands even when Campus Catering may be willing to provide alcohol. It is recognized that we share the building with the administrative offices of VPA, who may have different policies.

### Diagnostic Examinations for Transfer Students

Undergraduate transfer students desiring to transfer music theory credits taken elsewhere may take the music theory diagnostic examination a maximum of two times and achieve a minimum score of 60%. Those not passing the examination after two attempts will take the appropriate undergraduate music theory courses as advised.

Diagnostic examinations are administered prior to the first day of classes each semester for all students who wish to transfer credits in music theory and/or ear training (aural skills). This includes credits from other institutions. The examinations include basic music theory and aural skills covered in a typical undergraduate music program.

Prior to registering for theory classes, students review the results of the examinations with their academic advisors to determine which theory and ear training courses to take. Those failing the theory and/or ear training portions may either enroll in MTC 540 *Survey of Basic Theory* or complete the appropriate music theory and ear training coursework at Setnor with no credits transferred from their previous institutions. Those opting to take MTC 540 will have their previous coursework in theory and ear training transferred upon successful completion of the course.

**Successful completion of the diagnostic theory examination or the course MTC 540 *Survey of Basic Theory* is required prior to enrollment in any theory courses beyond the first semester of music theory, ear training and keyboard skills (MTC 145, MTC 147, PNO 121).**

**Diagnostic examinations are typically held on the Thursday and Friday prior to the first day of classes and are not rescheduled.**

### Technology Requirements for First Year and Transfer Students

Students in the Setnor School of Music use computers to access course materials, research music concepts, strengthen music theory and aural skills, collaborate with classmates, and communicate with faculty. Student computers should be capable of word processing, e-mail, internet browsing, music notation, and audio/midi/video editing. The Setnor School of Music supports

student use of both Macintosh and PC platforms. It is strongly recommended that students consider purchasing a 15 inch MacBook Pro laptop computer model tailored for use at Syracuse University. Detailed information, including specifications and ordering information for the preferred laptops, is available online at the [SU Bookstore](#) or [SU IT Services](#).

All students are encouraged to have a computer running Microsoft Office or Office 365. **Active SU students can download and install Microsoft Office desktop applications on up to five computers (PC, MAC) and five mobile devices (iOS, Android) – and it's FREE while you're an active student!** For details, visit <https://answers.syr.edu/x/DwDiAQ>.

## New Student Checklist

### Ensemble Auditions

Every student pursuing a BA or BM degree must be in a large concert ensemble, and all students must audition for each at the start of each fall semester. (Piano majors may either audition for a choir or speak to a conductor of an ensemble to accompany). The rehearsal times for the large ensembles are as follows:

<b>19212</b>	ENI 510	Wind Ensemble	MWF	12:45 - 2:05	Dr. Ethington	(Audition Required)
<b>19214</b>	ENI 540	University Orchestra	MWF	3:45 – 5:05	Dr. Tapia	(Audition Required)
<b>19215</b>	ENV 510	University Singers	MWF	2:15 - 3:35	Dr. Warren	(Audition Required)
<b>19216</b>	ENV 510	Oratorio Society	M	7:00 - 9:30	Dr. Warren	(Audition Required)
<b>19217</b>	ENV 510	Setnor Sonority	TTH	3:30 - 4:50	Dr. Calvar	(Voice Screening for Placement)
<b>18830</b>	ENV 510	Crouse Chorale	TTH	3:30 - 4:50	Dr. Ridgley	(Voice Screening for Placement)

Once you are placed in an ensemble, you must register online for it. **THE DEADLINE FOR ADDING CLASSES ONLINE IS TUESDAY, SEPTEMBER 3, 2019. Make sure that you are registering for 1 credit.**

### Applied Music Lessons

All students will be registered for lessons on their primary instrument. **DO NOT CHANGE OR ADJUST YOUR LESSON REGISTRATION!!!** If you need adjustments see Megan Carlsen in the School of Music office, Room 208. **You will need to set up your lesson time and location directly with your instructor.**

### Schedule Adjustments

Students needing schedule adjustments should see **their advisor** during opening weekend, or schedule an appointment with him/her during the first week of classes. You may drop/add classes on your own during the first week of classes. It is best to know and work with the 5-DIGIT CLASS number when doing this. The CLASS number is easy to remember because it has 5 digits (just like the word, class). **THE DEADLINE FOR ADDING CLASSES ONLINE IS TUESDAY, SEPTEMBER 3, 2019.**

### Weekly Student Convocation

All Setnor School of Music students must be registered for Convocation each semester they are in residence. In the first year fall semester Student will be registered for AMC 100 SEM to fulfill this Convocation requirement. They must attend both the AMC 100 meeting and Convo. Convocation will occur on Thursday afternoons from 12:30-1:50 in Setnor Auditorium or in another designated location. Convocation is a time for student and faculty performances, guest artists, master classes, and studio classes. **Everyone must attend the first Convocation on Thursday, August 29, where the semester Convocation schedule will be presented.**

### Music Education Academy, Music Composition Seminar, Music Industry Forum

- **Music Education majors:** on your schedule you should see SED 340, 0 credits. Music Education Academy meets on Tuesday evenings from 6:30-7:50 pm in Eggers 010. Don't forget to attend!
- **Composition majors:** on your schedule you should see MTC 051, 0 credit. Composition Seminar meets on Tuesday evenings from 6:30-7:50 pm in Crouse 404. Don't forget to attend!
- **Music Industry majors (and minors):** on your schedule you should see MUI 103, 0 credit. Music Industry Forum meets on Tuesday evenings from 6:30-7:50 pm in Whitman 007. Don't forget to attend!
- **Sound Recording Technology majors:** on your schedule you should see MUI 103, 0 credit. Music Industry Forum meets on Tuesday evenings from 6:30-7:50 pm in Whitman 007. Don't forget to attend!

## **Advanced Theory Placement Examination**

This exam is for students with theory training who wish to place out of the first year (fall/spring) of theory (Diatonic Harmony I and II). This exam will be given during the first week of classes. Note: you must be able to pass out of the entire first year of Diatonic Harmony, not just the first semester. Please contact Dr. Downing ([jdowning@syr.edu](mailto:jdowning@syr.edu)) for information.

## **Lockers**

Lockers are available for storage of music and instruments for music majors on their primary instrument. Students should check in the Operations Office, Crouse 301, for assignment of a locker. Space is extremely limited, so additional lockers, or lockers for non-music majors may not be available. Students can request to be placed on a waiting list at [bwatso02@syr.edu](mailto:bwatso02@syr.edu). Please be reminded that the school is not responsible for lost or stolen items, including musical instruments.

## **Practice Room Keys – Music Majors**

Practice rooms are re-keyed each fall. In order to obtain a working practice room key, you must follow these steps:

- Go to Room 301 where you will be given a practice room key and will need to sign the sheet that advises any lost key or key not returned will result in a fee of \$25 for replacement charged to your bursar account.
- At the end of the academic year, turn the key back in to 301 Crouse College. If you do not return the key, a fee of \$25 for replacement will be charged to your bursar account.
- All keys are numbered, so key must match sign out sheet

## **Practice Room Keys – Non Music Majors**

Practice rooms are re-keyed each fall. In order to obtain a working practice room key, you must follow these steps:

- Print out Practice Room Key Request Form – [PRACTICE ROOM KEY REQUEST FORM](#)
- Bring the form to Room 301 Crouse College and turn it in for a practice room key (student must provide proof of registration in a music class or lessons)
- any lost key or key not returned will result in a fee of \$25 for replacement.
- At the end of the academic year, turn the key back in to 301 Crouse College. If a key is not returned, a fee of \$25 for replacement will be charged to your bursar account.

## **Classroom and Auditorium Keys**

- Students arranging for prjs, recital rehearsals, and other school activities may be able to sign out space and a key for those dates of use only.
- Keys must be returned promptly. Any lost key or key not returned will result in a fee of \$25 for replacement will be charged to your bursar account.
- Students must abide by all room usage guidelines – see the Crouse room usage agreement at [SETNOR RESOURCES](#).

## **ID Activation for Access to Building After Normal Hours**

Students should use their SUID for access to Crouse College when locked. New students' SUID #s will be entered into the system, enabling the person to use the card reader at the south entrance of the building. If you have any problems, visit the Operations Office in 301 or e-mail [mjtaylor@syr.edu](mailto:mjtaylor@syr.edu).



## Assistance Services

### Musician Health and Wellness

The university provides a number of services to support student health and wellness. It is also important to note that musicians should be aware of particular health concerns that can be a part of the study, performance, listening, teaching, and other areas of music education and the industry. These concerns can include vocal, hearing, repetitive strain injuries and musculoskeletal issues, respiratory issues, along with mental health issues. Preventative care, such as ear protection and proper practice techniques and self-care can be of great help. For more information, talk with your applied teacher, department chairs, or the music school director. Although many of these issues may be discussed in lessons, classes, and ensembles, it is important to seek medical or counseling advice for any concerns. For resources, including assistance regarding mental health, substance abuse, and sexual assault and relationship violence-related services visit [Setnor Musician Health and Wellness](#).

### Career Development

Web: <http://vpa.syr.edu/current-students/undergraduate-students/advising-support/career-development/>  
Email: [jflor103@syr.edu](mailto:jflor103@syr.edu); [pabevans@syr.edu](mailto:pabevans@syr.edu)  
Phone: 315.443.2517  
Where: 200 Crouse College

Career development and professional practices are integral to curricula throughout the College of Visual and Performing Arts, as well as such special opportunities as workshops, lectures, internships, and study abroad. In addition, the college belongs to the [Career Services Network at Syracuse University](#) and works in partnership with SU's Career Services to meet the needs of VPA students. To make an appointment with your assigned Career Advisor, please visit [Handshake](#), Syracuse University's newest career development tool. Contact the [VPA's Office of Student Success](#) for assistance, and watch for career and professional development opportunities on the VPA undergraduate listserv (emailed to all VPA UG students via syr.edu).

### Office of Disability Services (ODS)

Web: [disabilityservices.syr.edu](http://disabilityservices.syr.edu)  
Email: [disabilityservices@syr.edu](mailto:disabilityservices@syr.edu)  
Phone: 315.443.4498  
Where: 804 University Ave. - Suite 303

The Office of Disability Service's (ODS) mission is to engage the University Community to empower students, enhance equity and provide a platform for innovation and inclusion. We achieve this by mitigating competitive disadvantages and environmental barriers that impact learning; by supporting faculty in the classroom and our colleagues across the university to strive for universal design and full inclusion. We provide individual academic adjustments when environmental barriers cannot be eliminated and assistive technology that fosters independent, self-determined learners.

### Center for Learning and Student Success

Web: [class.syr.edu](http://class.syr.edu)  
Email: [CLASS@syr.edu](mailto:CLASS@syr.edu)  
Phone: 315.443.2005  
Where: Bird Library - Room 014

The Center for Learning and Student Success (CLASS) provides and facilitates academic support services for SU students, including one-on-one tutoring, small-group tutoring and workshops, and academic integrity education and training. Through collaboration with academic departments and offices, the Center coordinates programs and disseminates information about campus-wide academic resources available to students.

### The Writing Center

Web: [wc.syr.edu](http://wc.syr.edu)  
Email: [wc@syr.edu](mailto:wc@syr.edu)  
Phone: 315.443.5289  
Where: H.B. Crouse Hall - Room 101

The primary aim of the Writing Center is to help you become a stronger, more accomplished writer. No matter which form of support you choose, writing consultants will work with you at any stage of your writing process.

## ACADEMIC AFFAIRS

### General Information

#### **Academic Information**

Academic information is available in a variety of publications. Consult the appropriate one based on the question you wish to answer.

- [SU Course Catalog](#) – Includes Undergraduate and Graduate (select in dropdown at top of website)
- [SU Bulletin](#) - tuition, fees and other policies
- [VPA Undergraduate Student Handbook](#)
- [VPA Graduate Student Handbook](#)

#### **General Degree Requirements and Adequate Progress for all B.A. and B. M. Music Majors**

The following policies apply to all BA and BM students and are designed ensure that all members of the Setnor community are progressing toward satisfactory completion of their degree requirements.

- *Ensembles.* All students are required to participate in a large ensemble every semester they are in residence.
- *Musicianship Core.* No student will be allowed to continue as a music major if the following courses have not been passed by the end of their second year as a music major: MTC 145, MTC 146, MTC 147, MTC 148, PNO 121, PNO122, and at least two of the following music history courses: MHL 185, MHL 267, MHL 268.
- *Keyboard Proficiency.* All students must demonstrate keyboard proficiency equal or superior to that achieved in two years of study (one year for Music Education instrumental students) in the Setnor School of Music's piano proficiency program
- *Grade Point Average.* All students except music education majors must maintain a cumulative grade point average of 2.0 (C). Music education students are dually enrolled in the Setnor School of Music and the School of Education. They must have achieved a 3.0 average in music and education courses, with an overall GPA of at least 3.0, before being permitted to enter into the upper division sequence (junior year) and to student teach (senior year).
- *Lessons and Juries.* Music majors must achieve a grade of at least C- in private lessons. Any student falling below that grade is put on probation by the School of Music. Students who fail to meet this standard after one semester of probation will be referred to the Director for advisement and may be required to leave the School of Music. This standard applies to all music students, regardless of major.

#### **Convocation**

Every student in the Setnor School of Music is required to register for Weekly Student Convocation each semester in residence. Convocation meets each Thursday from 12:30-1:50 pm. As part of Convocation, undergraduate students are required to attend a certain number of recital and ensemble concerts throughout each semester, with attendance being taken at each. Specific requirements will be stated in the course syllabus, to be handed out at the first class meeting. Students wishing to perform on convocation should complete a request form, which will require a faculty sponsor signature and brief program notes.

## Applied Music Policies

### Registration

All freshman and sophomore BA/BM music majors are required to register for an hour lesson on their principal instrument. BM Composition majors are also required to register for an hour composition lesson. Performance majors and those with Performance Honors continue to have hour lessons in the junior and senior years, while all other music majors take half-hour lessons (in the case of Music Education, Music Industry, and Sound Recording Technology majors, lessons conclude following the first semester of the senior year). BM Composition majors are required to take only composition lessons in the junior and senior years. Students wishing to take additional elective lessons are welcome to do so for an additional fee.

### Secondary or Elective Instrument Registration

Required secondary lessons will be covered by the Student Program Fee and there will be no extra charge. Students should review with their academic advisor whether they need to register for lessons on a secondary instrument. Students are always welcome to take additional elective lessons; however, should note that there will always be a fee charged for elective or non-required secondary lessons. **THE DEADLINE FOR REGISTRATION IS TUESDAY, SEPTEMBER 3, 2019.**

Should you wish to take either required, secondary, or elective lessons, you would need to go to the Setnor School of Music website and DIGITALLY complete and SUBMIT ONLINE a [PRIVATE MUSIC INSTRUCTION REGISTRATION FORM](#). Once the form has been submitted, a copy will come to the School of Music and you will be assigned an instructor and registered for your lesson(s). If there are any issues with your form, someone from the School of Music will contact you.

### Assignment of Instructors

In areas with multiple instructors (e.g. flute, piano, voice, etc.), a student's request for a specific instructor will be considered based on that instructor's availability. The request for a specific instructor should only be made to the appropriate Area Coordinator. Changes are generally only approved between semesters. In unusual cases where a student seeks a change of studio instructor during the course of a semester, these steps should be taken, in the following order:

1. The student should attempt to resolve any problem/conflict directly with the instructor.
2. If the conflict is not resolved, or if for any reason the student is uncomfortable discussing the issue with his/her instructor, the student should consult the appropriate Area Coordinator.
3. If the Area Coordinator, in consultation with the Chair of the Department of Applied Music and Performance and the Setnor School of Music Director, believe that the conflict cannot be satisfactorily resolved, the student may be moved to another studio.

### Attendance

A semester of applied study consists of fourteen private lessons. Hour lessons may be given in two weekly half-hour lessons at the discretion of the instructor, but regularly combining lessons from different weeks may only be done by petition. Missed lessons must be made up prior to the end-of-semester jury; lessons missed by the instructor should be made up, and lessons missed by the student may be made up at the discretion of the instructor. If an instructor feels that student has accumulated an excess of absences by the end of the semester, the student may:

- enter the jury exam, if scheduled, with an instructor's grade of 75 or lower based on work completed, or
- withdraw from the course, or
- receive a grade of "F" in the course, or
- in cases of extreme medical or personal circumstances, request an incomplete grade for the semester. Missed lessons would be made up during the next semester, and the instructor would decide on how a final grade for the previous semester would be calculated. The Request-for-Incomplete form (<http://registrar.syr.edu/wp-content/uploads/form-incomplete-grade-request.pdf>) must be filled out first, and signed by the student, instructor, and Director of the School of Music. Incomplete grades are counted as "F" in GPA calculations, and must be completed in no more than one year, at which point they automatically change to permanent "F" grades.

## Jury Examinations

All Music Majors enrolled in applied music will be required to perform a formal jury examination at the end of each semester as scheduled on their principal instrument, regardless of the number of credits for which they are enrolled. Jury exams are not required in secondary performance areas, if lessons are taken as an elective, or of students who are not music majors, but may be taken at the discretion of the instructor. The smallest allowable jury consists of the instructor and two other faculty members.

The combined (average) grade of the jury counts for 25% of the final grade. Repertoire requirements vary from area to area and can be obtained from the area coordinator. Students may be required to present a score of the piece or pieces played/sung at the jury; check with the area coordinator concerning these possible requirements. The student is given written evaluations of the performance by each juror following the jury. **No late or make-up juries are given.** If illness forces the cancellation of a jury, it must be documented by a medical practitioner; the instructor's semester grade then stands as the final grade. If a student misses a jury for any other reason, the jury grade will be 0, and that 0 counted as 25% of the final grade. It is to be noted that receiving a grade of less than 70 automatically places the student on academic probation by the Setnor School of Music for the following semester.

## Grading Procedures

Each primary lesson instructor will submit (as requested) end-of-semester grade forms for each of their primary instrument/voice students that includes a grade for each of the following areas: one for lesson work, one for the jury, and a composite grade of the two, weighted 75% lesson work and 25% jury. While only the composite appears on the grade report, all three remain on record in the student's permanent file. All grades are numerical, and converted to a letter grade. There is no lower limit to grades assigned for either lesson work or juries. Students must achieve a grade of 70 in both lesson and jury each semester after the first semester of study. Any student falling below that grade is put on academic probation by the School of Music. Students who fail to meet this standard after one semester of probation will be referred to the Director for advisement and may be required to leave the School of Music. This standard applies to all music students, regardless of major. The following chart shows the conversion of numbers to letters for undergraduate students:

<u>Numeric Grade</u>	<u>Letter Grade</u>	<u>Numeric Grade</u>	<u>Letter Grade</u>
93-100	A	77-79	C+
90-92	A-	73-76	C
87-89	B+	70-72	C-
83-86	B	60-69	D
80-82	B-	0-59	F

## New Music Requirement

In the hope of ensuring that all BA and BM students develop knowledge of music of the present time, it is required that:

1. All students perform a work composed within the last 100 years on at least one jury per year. A different contemporary compositional style must be represented on each successive jury.
2. All Performance and Performance Honors students must perform one work composed within their lifetime, or a work by a living composer on one recital, **OR**
3. Performance and Performance Honors students may elect, instead of #2, to perform at least one work by a School of Music student composer either as part of a solo recital, or on a school-sponsored concert of student compositions. To substitute #3 for #2, approval must be obtained both from the composition professor and the applied professor involved.

Students will be asked to indicate on their end-of-semester jury repertoire sheets which work will fulfill their New Music Requirement for the year. Student recitalists will be asked to indicate on their PRJ Form how they are fulfilling their New Music Requirement for the academic year.

## **Performance Honors**

Performance Honors is an upper division program for non-performance major B.A. music/B.M. students that wish to meet performance requirements at or near those required of performance majors. Students are eligible to apply for the program during the sophomore year, with an approved jury serving as the program audition. Once admitted to the program, students receive one hour of applied instruction per week while continuing to register for one credit of lessons.

Students accepted into the performance honors program must give both a junior and senior recital commensurate with the requirements for degree recitals in the performance major.

Official recognition of Performance Honors program participation and completion appears as a milestone on student transcripts but does not appear on the diploma.

Auditions for Performance Honors occur during the sophomore year. Most students audition during the spring semester jury. Students interested in pursuing Performance Honors should discuss the requirements with their private lesson instructors prior to auditioning. **Performance Honors should not be used only as a means to continue with hour-long lessons.**

In order to audition, students sign-up for two jury time slots and bring the Application for Performance Honors form to the jury. If the student is denied admission to Performance Honors, the Area Coordinator may petition the Chair of the Department of Applied Music and Performance for a re-audition.

For those students going abroad in the spring semester of their sophomore year, the fall semester jury will act as the preliminary audition for PH. Should the jury feel they are qualified and worthy, a conditional acceptance will be given, and a brief 10-minute audition will be required in the first week of the fall semester, junior year, once they return to campus. Due to registration restrictions, this audition must happen in the first week of classes, no exceptions. Those students not accepted conditionally in the fall will still have the option to take an audition at this time, but will play a full 20-minute audition for acceptance into PH.

## **Recitals**

Juniors and seniors majoring in Music Performance, and those students awarded Performance Honors will perform one recital in the junior year and one in the senior year. The junior recital will consist of a half recital (35 minutes of actual music). The student performing a half recital will share the time slot with another junior giving a half recital. Seniors will perform a recital consisting of 50-60 minutes of actual music, one student to a time slot. Composition students will perform one recital in the senior year.

Some students may opt to do an 'Elective' (non-required) recital. This type of recital does not receive a grade, however must be approved via the same faculty pre-recital jury process as all other required recitals.

All recitals will take place in Setnor Auditorium. Requests for recitals to take place in locations other than Setnor Auditorium must be made in the form of a petition. Students presenting a lecture recital may wish to do so in a classroom. Recital forms, information, and program templates are located at [SETNOR RESOURCES](#). See Scheduling a Student Recital, page 21.

## **Recital Lottery**

During the second or third week of classes there will be a recital lottery held during Convocation (Thursdays 12:30, Setnor Auditorium), wherein all students needing a date for a required recital will choose a number and go in numerical order to reserve a time in the Auditorium for a recital. Second-year graduate students are given first choice, followed by first-year graduate students, seniors, etc. Those students who will be off campus in the spring may be contacted in advance of the lottery to arrange for fall dates. Be in communication with your lesson instructor and pianist as to a recital date. This date should be considered a contract. Moving the date for any reason, other than emergency or cancelation may not be possible within the same semester.

## **Recital Repertoire**

Recital repertoire selections typically should represent what the student studies in lessons on their primary instrument (i.e.

classical repertoire for students who take traditional lessons and jazz/commercial repertoire for students who take jazz/commercial lessons). Students who want to be assured that their recital repertoire is appropriate are welcome and encouraged to bring their planned repertoire list to their Area Coordinator for review. Students who arrive to the PRJ with performance material deemed unsuitable by the faculty jury will risk having the works in question eliminated from the recital and replaced.

When choosing recital repertoire, please be sure to keep in mind the **New Music Requirement** found on page 11.

### **Recital Jury Panels and Recital Responsibilities**

Recital Jury Panels are required for all undergraduate and graduate degree-required and elective recitals. The only exception to this is the music education graduate lecture recital, which requires no jury panel.

A minimum of 3 faculty members are required for a recital jury panel. This includes the student's primary instructor, an instructor from their immediate area, and a third instructor either from, or outside of their area. Faculty members chosen for a student's recital jury must be present at the student's Pre-Recital Jury (PRJ) and should agree to be present at the recital. Typically, Pre-Recital Juries should not last more than one hour.

Students giving a recital must complete a PRJ form. PRJ forms are located at the following link: [PRJ FORM](#). In order to provide the Setnor Operations Office adequate time to prepare for the needs of each recital, PRJ Forms must be completed and submitted online no later than **2 months prior to the PRJ date**.

**The completed PRJ FORM will need to be printed by the student and brought** to the pre-recital jury. All faculty jurors will need to sign the PRJ form following the successful completion of the jury. As soon as the PRJ is passed, the student should be prepared to visit 301 Crouse in order to arrange for the recital dress rehearsal date and time.

Pre-Recital Juries are held approximately **3 weeks prior to the date of the student's recital** in order to allow adequate time for incorporation of suggestions, or if necessary, a second jury for material that did not pass. Students will be given an approximate PRJ date once they have chosen their recital date. The actual PRJ date should fall within 3 days before or after this date. If this date falls during a vacation, then plans should be made to do the PRJ prior to the vacation time. If a chamber group is planned for the recital and all performers cannot attend the PRJ, then at minimum, a recorded performance must be submitted prior to the scheduled PRJ date for faculty evaluation.

Students should consider the PRJ as the date in which their recital is as close to performance ready as possible.

### **Recital Jury Waiver**

If an undergraduate student has played a recital in the second half of the semester (thus leaving inadequate time to prepare new repertoire) they may have the jury waived for that semester. In this case, the recital grade will stand as 25% of the final grade, with the instructor's grade counting for the other 75%. That student may, however, elect to play a jury, and in that case, either the recital grade or the jury grade can be used as 25%, whichever is higher. A student who has played a recital in the first half of the semester must play a jury, but that student may also choose either the recital grade or the jury grade, whichever is higher.

### **Majors and Advising**

The Setnor School of Music offers Bachelor of Music degrees in composition, music education, music industry, performance, and sound recording technology as well as the Bachelor of Arts degree in music.

**Students are assigned an advisor based on their intended major.**

Students in the B.A. and B.M. degrees share the lower division program for the first two years and confirm admission to a specific major at the end of the sophomore year.

The lower division music degree programs consist of four semesters each of: ear training, theory, history, principal instrument

private instruction, keyboard skills, and large ensemble participation.

No student will be allowed to continue as a music major if the following courses have not been passed by the end of their second year as a music major: MTC 145, MTC 146, MTC 147, MTC 148, PNO 121, PNO122, and at least two of the following music history courses: MHL 185, MHL 267, MHL 268.

In addition, lower division students take two semesters of writing and selected academic courses (including several special courses that are degree specific for Composition, Music Education, Music Industry, and Sound Recording Technology majors).

Admission to the upper division programs is based on the following criteria (commonly referred to as a **Sophomore Evaluation**):

- *Composition:*
  - Students present a portfolio of their compositions to the composition faculty at the semester-end jury.
- *Music Education:*
  - Students apply to the music education department, including a personal statement. The lower division transcript is reviewed and the student is interviewed by the music education faculty.
- *Music Industry:*
  - Students are interviewed by the music industry faculty and the lower division transcript is reviewed.
- *Performance:*
  - Students are evaluated at the second semester sophomore jury.
- *Sound Recording Technology:*
  - Students are interviewed by the sound recording faculty and the lower division transcript is reviewed.
- *B.A. in Music:*
  - Students meet with the advisor to review their academic progress and discuss future plans.

### **Large Ensemble Participation Requirement**

Students in the B.A. and B.M. degrees in the School of Music are required to participate in a large concert ensemble on their major instrument every semester they are in residence as a full-time student. They must participate in the ensembles to which they are assigned. The large concert ensembles include the following: University Orchestra, Wind Ensemble, University Singers, Oratorio Society, Crouse Chorale, and Setnor Sonority. Most large ensembles require auditions. Students may elect to participate in other large or small ensembles as their time permits.

### **Literature and Pedagogy Requirement (B.M. Performance ONLY)**

All students pursuing Bachelor of Music degrees in performance are required to take at least one literature course and one pedagogy course, for a minimum of five (5) credits, as part of the “area specialization” requirement of their degree programs. Students fulfill this requirement by selecting appropriate courses within their areas of applied emphasis through advising. Table 1 contains the list of courses offered in each area.

**Table 1. Literature and Pedagogy Courses per Area of Applied Emphasis**

<b>Area of Applied Emphasis</b>	<b>Literature Courses</b>	<b>Pedagogy Courses</b>
Brass Emphasis: Trumpet, Horn, Trombone, Euphonium, Tuba	MHL 448; MHL 545	MUE 326; MHL 648
Guitar Emphasis	GTR 521; MHL 545	GTR 524
Keyboard Emphasis: Organ, Piano	MHL 525; MHL 526; MHL 545; MHL 500 (Organ Lit)	PDG 527
Percussion Emphasis	MHL 545	MUE 423
Orchestral String Emphasis: Violin, Viola, Cello, Bass	MHL 535; MHL 536; MHL 545	PDG 530

Voice Emphasis: All voice majors	MHL 546; MHL 557; MHL 558	PDG 519
Woodwind Emphasis: Flute, Oboe, Clarinet, Bassoon, Saxophone	MHL 448; MHL 545	MUE 327; MUE 328; MHL 648

## Undergraduate Music Minors

The Setnor School of Music offers minors in the following areas:

- ***Jazz Studies***

The Minor in Jazz Studies is designed for students from any degree program on campus, including music majors, who want to develop and improve their knowledge and skills in instrumental or vocal jazz. This 18-credit program draws from the entire array of the jazz offerings in the Setnor School of Music including jazz performing ensembles, jazz history, jazz arranging and theory, jazz applied lessons and jazz education. For more information [click here](#). To enroll in the Jazz Studies minor contact **Dr. John Coggiola** ([jccoggio@syr.edu](mailto:jccoggio@syr.edu))

- ***Music Industry***

Setnor offers two minors in music industry available to music majors and non-music majors who wish to learn about the creative, business, and legal aspects of the music industry. To enroll in either music industry minor, students must apply to the chair of the Music and Entertainment Industries Department. Auditions for private lessons and ensembles may be required for acceptance into Minor Plan II. The minor program is highly competitive, with a limited number of spaces, and application is encouraged before the beginning of the sophomore year, and is required before the beginning of the junior year. [Click here](#) for more information. To enroll in one of the music industry minors, contact **Professor Bill DiCosimo** ([wjdicosi@syr.edu](mailto:wjdicosi@syr.edu))

- ***Music Performance***

The minor in music performance presents an opportunity for students across the entire Syracuse University community to avail themselves of the diverse and rich performance culture offered by the Setnor School of Music. The minor consists of 18 credits, functioning as a performance-based minor that is intended to engage students in degree programs in all schools and colleges at SU. The minor in music performance is open to all SU undergraduates not pursuing a degree in music. [Click here](#) for more information. To enroll in the music performance minor, contact (for instrumental performance) **Dr. Tim Diem** ([twdiem@syr.edu](mailto:twdiem@syr.edu)) or (for voice performance) **Dr. Peppie Calvar** ([jcalvar@syr.edu](mailto:jcalvar@syr.edu)).

- ***Private Music Study***

The Minor in Private Music Study is designed for students from any degree program on campus, except those in the Setnor School of Music, who want to study music privately on guitar, drum set, piano or organ. Students who perform other instruments may petition to be accepted into the Minor in Private Music Study. Please [click here](#) for more information, or contact **Dr. Anne Laver** ([alaver@syr.edu](mailto:alaver@syr.edu)).

## Auditing a Course

A student may audit courses with instructor approval. A student must submit the audit option by the grading option deadline, and cannot rescind the option after the deadline. Audited courses are non-credit, do not meet any degree requirements, and are not counted toward enrollment status. Instructors may record a grading symbol of NA instead of AU if the student never attends the class. The student may have limited access to Syracuse University library resources if he or she is auditing a class and is not registered for any credit classes for the term. Courses that require a Proposal for Independent Study, studio art or applied music courses offered by the College of Visual and Performing Arts cannot be audited. Additionally, these types of courses taken through Syracuse Abroad cannot be audited: Signature Seminars and courses required for a Syracuse Abroad program (exceptions may be made for graduate students) and courses taken through partner universities abroad.

To audit a course, do the following:

1. Enroll for the course as you normally would.
2. During the schedule adjustment period, pick up a Grading Option application in the VPA Office of Student Success (200 Crouse College).



3. Fill out the form, and have it signed by the instructor to show they approve the audit.
4. Submit the completed form to the Registrar, Student Records Office (106 Steele Hall) within the first two weeks of the semester.

### **Independent Study/Experience Credit**

Independent study/experience credit is available to students who wish to explore a special problem or area of study for which a formal course does not exist.

Independent study is usually a research project or academic work guided by a faculty sponsor.

Experience credit is associated with fieldwork or other work experience in your program of study.

The following guidelines apply:

**Experience credit and independent study** courses may be elected for one to six credits, depending on individual arrangements with the participating faculty member. In selected topics courses, students may earn one to three credits. Students are advised to check carefully with their faculty advisors and the dean of their school or college before registering for an All-University course to be sure that the course will be accepted toward the completion of their degree requirements.

- In general, only juniors and seniors may enroll for independent study or experience credit. Under exceptional circumstances, qualified freshmen and sophomores may enroll for lower-division independent study course work.
- You must have a minimum cumulative grade point average of 2.5 to enroll for either independent study or experience credit. Outstanding incompletes or missing grades automatically disqualify you from enrolling for either.
- You must arrange for both independent study and experience credit prior to enrollment with your academic advisor, chairperson of your department/program, a faculty sponsor and the assistant dean. No retroactive credit will be given.
- A combination of a total of twelve credits of independent study, experience credit or internship credit may count towards completion of your degree. You may register for one to six credit hours of independent study or experience credit per full-time semester and up to three credit hours in the summer.
- Either a letter grade or pass/fail grade may be given for independent study. In some cases letter grades may be required.
- Pass/fail grades only are given for Syracuse University Internship Program experience credit. Other types of experience credit, which involve a VPA sponsor, can be taken either for credit with a grade or pass/fail. Detailed letters outlining your duties and responsibilities during your work experiences are required from job supervisors and are put in your permanent file. A letter evaluating your performance is also required.

To apply for independent study/experience credit, you need to submit a proposal:

- Download a proposal for independent study form from <http://www.syr.edu/registrar/forms/index.html>
- Secure the approval of a full-time faculty member who will assist you in planning your work, oversee your progress and grade your final work. Teaching assistants, graduate students and adjunct faculty may not supervise independent study and experience credit projects.
- Write your plan on the Proposal for Independent Study Course form and have it approved by your faculty sponsor, academic advisor and Setnor School of Music Director.
- Return the completed and signed form to the VPA Office of Student Success to get approval from the assistant dean. This needs to be done by the published Add Deadline.
- The signed form serves as your enrollment form for independent study or experience credit. The VPA Office of Student Success will forward the approved proposal to the Registrar's Student Records Office, where the course will be added to your schedule.

## Collaborative Piano Guidelines

Pianists play an essential role in facilitating performance at music schools. Their skills and services are required for playing in orchestra and wind ensemble concerts; chamber music; special events, and approved instrumental and vocal degree recitals.

Given the dual constraints of an expanding non-pianist student population coupled with severely limited resources for maintaining a collaborative keyboard staff, the School has set priorities for facilitating repertoire preparation at the highest level for upper-division and graduate students, in juries and in performance.

All vocal and instrumental students are responsible for procuring capable pianists for their lessons, juries, and any other performance events. It is advised that students be proactive and plan accordingly, in consultation with their applied teachers. Students are free to choose whomever they wish to engage and all terms should be established upfront with their pianist. Some collaborations may arise with fellow students who may or may not be piano majors. An updated list of recommended SU and Syracuse area pianists will be maintained with the Office Coordinator in Room 301 and on the Keyboard Department's bulletin board outside of Room 310.

The only exception to the above guidelines is that the Setnor School provides support for qualifying upper-division and graduate degree recitals. Graduate performance majors are awarded this support when they are accepted to the school. Undergraduates must pass their performance or performance honors jury (normally at the end of the sophomore year). Collaborative support for this group of students is provided mainly in two ways, as described below.

### **Instrumental Recitals**

#### **Required Graduate and Senior Instrumental Recitals (Performance and Performance Honors)**

- The School of Music will contribute a maximum of \$350 for a qualified accompanist. It is the student's responsibility to engage the pianist him- or herself, negotiating the *total* fee directly with the contracted pianist, including lessons, rehearsals, pre-recital jury and the performance, with a provision for extra rehearsals.
- Additional hours required of the accompanist are the financial responsibility of the student and are to be paid at an agreed upon rate with the pianist.
- Accompanist information must be submitted in order to process payment to your accompanist. Please complete the [RECITAL ACCOMPANIST AGREEMENT](#). Payments will not be processed until after your recital has been completed.

#### **\*Required Junior Instrumental Recitals (Performance and Performance Honors)**

- The School of Music will contribute a maximum of \$250 for a qualified accompanist. It is the student's responsibility to engage the pianist him- or herself, negotiating the *total* fee directly with the contracted pianist, including lessons, rehearsals, pre-recital jury and the performance, with a provision for extra rehearsals.
- If a Teaching Assistant (TA) is assigned to a student for their recital, the TA will NOT receive any additional funds for this service. The student performing the recital must still complete the Recital Accompanist Agreement, so the information can be kept on file. If a TA is assigned to a student, and the student chooses not to work with that TA, it will be up to the student to find an accompanist and to fund them on their own.
- Additional hours required of the accompanist are the financial responsibility of the student recitalist and are to be paid at a rate agreed upon up front by both parties.
- Accompanist information must be submitted in order to process payment to your accompanist. Please complete the [RECITAL ACCOMPANIST AGREEMENT](#). Payments will not be processed until after your recital has been completed.

### Non-Degree Recitals

- The student is completely responsibly for procuring the services of a pianist of his or her choice.

### Vocal Recitals

#### For Required **Junior, Senior, and Graduate** Vocal Recitals (Performance and Performance Honors):

- If a Teaching Assistant (TA) is assigned to a student for their recital, the TA will NOT receive any additional funds for this service. The student performing the recital must still complete the Recital Accompanist Agreement, so the information can be kept on file. If a TA is assigned to a student, and the student chooses not to work with that TA, it will be up to the student to find an accompanist and to fund them on their own.

### Other Accompanying

- Additional hours or services (e.g., convocation, master classes, competitions, travel to off-campus events, etc.) required of the accompanist are the financial responsibility of the voice student *based upon mutual agreement upfront between the voice student and the pianist*.

### Non-Degree Recitals

- As above, the student is completely responsibly for procuring the services of a pianist of his or her choice.

### Collaborative Courtesies

- Efficient communication is essential. Collaborative partners should: exchange e-mail addresses, phone numbers, and basic schedules so that each collaborative partner can plan ahead and avoid scheduling problems; respond immediately to all messages from one's partner; be professional, courteous and collegial in every circumstance; welcome constructive suggestions for the improvement of the performance as well as the effective management of rehearsals.
- Collaborative partners should inform each other of lessons, rehearsals, and performances *well in advance*, as well as the repertoire for those events. Collaborative partners should enter all appointments agreed upon in a planner immediately, and be punctual for those appointments. If a scheduled appointment must be cancelled, all personnel should be contacted, preferably at least a day in advance.
- Each partner should come to rehearsals and lessons with the music well prepared. No partner should find it necessary to teach another notes and rhythms, unless this part of the relationship is established upfront.
- Copies given to a pianist should be copied or taped back-to-back with holes punched. Two-page pieces should be punched on the inside edge in such a way as to eliminate any need for a page turn. It may be necessary to provide a ring binder for the pianist as well. All copies should be prepared this way; no pianist should be given unprepared loose copies.
- Measure numbers should be marked at the beginning of each line, especially for instrumental music.
- Providing the pianist with recordings of pieces may be very helpful and is encouraged.

## OPERATIONS

### **Building Access, Practice Rooms, Lockers, Equipment, Use of Facilities**

#### **24-Hour Access to Crouse College**

Students should use their SUID for access to Crouse College when locked. New students' SUID #s will be entered into the system, enabling the person to use the card reader at the south entrance of the building. For any problems, visit the Operations Office in 301 or e-mail [mjtaylor@syr.edu](mailto:mjtaylor@syr.edu).

#### **Practice Room Rules and Regulations**

- Practice room use is restricted to students registered for Applied Music lessons for credit in the Setnor School of Music, and non-music majors enrolled in a School of Music ensemble or class. Music Majors will sign for their keys with the operations staff in room 301. Non-music majors, after registering for private lessons, will fill out a form to be turned in to the staff in room 301 to receive the appropriate practice room key. Students should also provide their SUID number so they may be given 24-hour card swipe access to Crouse College. All keys are to be returned at the end of the year by the posted deadline. Failure to do so will result in a \$25 replacement fee charged to the student's bursar account.
- Use of most practice rooms is on a first-come, first-served basis. Some of the rooms are sign-up only.
- **SMOKING, EATING AND/OR DRINKING IS STRICTLY PROHIBITED.** Please be sure to turn off the lights, close the windows, and **CLOSE THE DOOR** when you are through. **DO NOT** leave instruments or other valuables in an unattended room. Close any doors that you find open. If you remove chairs, benches, music stands or other equipment from practice rooms, please **RETURN** them when you are finished.
- Rooms are **NOT** to be used for private teaching, except as authorized by the Setnor School of Music Director.
- Any damages or problems must be reported to the Operations Office in Room 301. Problems with pianos should be brought to the attention of the Piano Technician in Room 101.
- If you notice anything suspicious, especially at night, do not hesitate to **CALL SECURITY! Dial 711 or 443-2224 or #78. If you need to contact DPS in an emergency situation, but are unable to make a phone call, e-mail or text the Communications Center at [711@syr.edu](mailto:711@syr.edu).**
- When classrooms are used for individual or small group rehearsals, all of the above policies apply. Students will need to comply with room usage regulations in order to utilize classrooms and rehearsal spaces and must arrange for use and keys with Bryan Watson [bwatso02@syr.edu](mailto:bwatso02@syr.edu) in the operations office.
- Please adhere to all noted guidelines – practice room usage may be suspended for violations of the guidelines.

#### **Non-music Majors**

Music Majors pay a fee for the use of practice rooms which is used for instrument purchase, tuning, and maintenance. Practice rooms are for the exclusive use of music majors, students taking private lessons, and students participating in ensembles or classes within the School of Music. A list of students participating in each major ensemble or class will be provided by the conductor/professor of that ensemble/class to the Assistant Director of Operations by the end of the second week of the semester.

#### **Lockers**

- Lockers are available for storage of music and instruments for music majors on their primary instrument. Students should check in with the graduate assistant in the Operations Office for assignment of a locker. Space is extremely limited, so additional lockers, or lockers for non-music majors may not be available. Students can request to be placed on a waiting list at [bwatso02@syr.edu](mailto:bwatso02@syr.edu).

## Equipment

- The school provides equipment and instruments that are necessary for classes, rehearsals, events, and recording that require care, training, and maintenance. In some cases, this equipment is available only to those students in a specific program or class, and requires training prior to usage. If you feel you need additional training, please contact your faculty member for that class.
- We understand that equipment can fail and things can break, and ask that you be sure to report anything that is not working, as this could result in loss of work or injury. If a piece of equipment breaks or is not functioning properly, let us know right away so no one is using something that is unsafe. We do not want someone expecting to use a piece of equipment to find it not working or in an unsafe condition.
- Care of the pianos is extremely important. If you move a piano for a class or rehearsal, be sure to put it back in place and plug the system back in. Do not place items on or in pianos, and remove items if you see any on an instrument. Inform the Piano Technician, Bob Lee (315-671-6560), immediately of any problems with pianos. If you will be moving the auditorium pianos for any reason, you must meet with Bob Lee to train for proper moving of the pianos.
- If you have a problem in a room that requires maintenance, repair or custodial assistance, please call the office in 301 at extension -2191 or e-mail [mjtaylor@syr.edu](mailto:mjtaylor@syr.edu). **If you need assistance after hours for an emergency, such as a leak, plumbing problem, etc, please call 443-1234 immediately.**

## Use of Facilities - for activities outside of university assignments:

- Current faculty, staff, or students (Party) using campus spaces for programs that are not part of the academic program need to register the program and enter into a short term license for use of the facilities.
- If the use involves minors, you may be required to have a background check and to take training and will need to complete the [Minors on Campus Program Registration](#).
- If faculty, staff or students are earning money outside of campus earnings while on University owned, operated or controlled property, there may also be tax implications. It is the Party's responsibility to comply with all campus policies. Due to limited space and availability, the School of Music is generally able to permit use of facilities only by current faculty, staff, and students.
- For more information or an agreement for usage, please contact Michelle Taylor ([mjtaylor@syr.edu](mailto:mjtaylor@syr.edu)).

## Student Recitals

Degree recitals are scheduled as follows:

BM Composition - Composition Recital: Senior recital - Spring semester of Senior year.

BM Composition Performance Honors- Fall or Spring of Junior year; Senior recital - Spring of Senior year.

BM Performance: Junior recital - Spring of Junior year; Senior recital - Spring of Senior year.

BA Performance Honors: Junior recital - Fall or Spring of Junior year; Senior recital - Spring of Senior year.

BM Music Education Performance Honors: Junior recital - Fall or Spring of Junior year; Senior recital - Fall of Senior year.

BM Music Industry Performance Honors: Junior recital - Fall or Spring of Junior year; Senior recital - Fall of Senior year unless internship is in the fall, in which case the recital will be in Spring of Senior year.

The following procedures are to be followed by all students performing recitals – updated information is available on the website:

1. Arrange a Setnor recital date at the **Recital Lottery** and complete the recital forms on the Setnor School Music website.
2. **TWO MONTHS BEFORE THE RECITAL:**
  - A. Select a recital committee (jury) consisting of:
    1. Your major teacher
    2. Another teacher from your area
    3. A third faculty member from a different area.

NOTE: You may have more than three jurors. All the jurors **MUST** be able to attend the recital.
  - B. Set a pre-recital jury date (no later than 3 weeks before recital). You are responsible for scheduling this with your jurors. You must book room/date/time and arrange for keys with Bryan Watson in 301 Crouse ([bwatso02@syr.edu](mailto:bwatso02@syr.edu)).
  - C. Submit your PRJ form with these dates and your selected jury noted
3. **FOUR WEEKS BEFORE THE RECITAL:**
  - A. If you need a harpsichord, you **MUST** arrange for tuning with Bob Lee four weeks in advance and arrange for additional help in your recital.
  - B. Your recital will be listed on the website
4. **THREE WEEKS BEFORE THE RECITAL:**
  - A. Perform a Pre-Recital Jury, bringing with you:
    1. [STUDENT PRE-RECITAL JURY FORM \(PRJ\)](#), which must be signed by the committee at your PRJ!
    2. Four typed copies of your recital program
  - B. After the successful completion of the pre-recital jury:
    1. Return the signed **Student Pre-Recital Jury Form (PRJ)** and one copy of the program to Dr. Jill Coggiola in 108B Crouse
    2. Submit the [STUDENT RECITAL SERVICES REQUEST FORM](#) on line
    3. If requesting Audio Amplification, provide a copy of the Student Recital Services Request Form with payment to Marie Luther in Room 204 Crouse College.
    4. Schedule Dress Rehearsal; 1 hour is allowed, if available, and arrange for keys with Bryan Watson in 301 Crouse – this is your responsibility – if you do not make arrangements in advance, you may not be able to access the hall!
5. **TWO WEEKS BEFORE THE RECITAL:**
  - A. You may post a maximum of 10 posters announcing your recital no sooner than 2 weeks before the recital. Posters cannot be placed on glass or in classrooms, elevator, restrooms or offices (they will be removed). They may only be posted on bulletin boards and lockers. Please remove them immediately afterward or they may be removed and discarded..

- B. Email your completed **PROGRAM TEMPLATE** available at [SETNOR RESOURCES](#) to Michelle Taylor at [mjtaylor@syr.edu](mailto:mjtaylor@syr.edu) – if not received on time, programs cannot be produced by the office and student will have to provide on their own. Please be sure to check the program with your professor, and include all collaborators, composer years, etc.

## 6. ALL FORMS MUST BE SUBMITTED ON TIME

### Agreement for Building and Auditorium Use

- Smoking is not permitted in the building. Food or drink is not permitted in the auditorium.
- No flash photography or movement of photographers or videographers will be allowed while music is being performed.
- Receptions must be scheduled at least three weeks prior to the performance. No alcohol is allowed at Setnor School of Music functions. All leftover food and trash must be taken outside of the building immediately following your reception.
- Equipment (stands, chairs, etc.) used for ensemble concerts must be returned to their original place (storage, backstage, Room 400 or similar) immediately following the concert.

### The School will provide

- Two work study students as Performance Managers for each performance. They will arrive one hour before the performance to unlock the auditorium and Room 308 (if a reception has been booked), unplug and uncover the piano, set up the stage\*, discuss lighting with the performer, set out programs, etc.
- During the performance, one performance manager will be at the audience entrance for the concert/recital. If additional personnel are needed, it is the performer's responsibility to make the necessary arrangements at their own expense.
- One performance manager will be at the backstage entrance to the auditorium to set the lights, let performers into the auditorium, and perform light stage crew work (moving a few chairs or stands or repositioning/sticking the piano). If your event requires a more involved stage set up than that which one person can provide, or if a page turner is needed, it is the performer's responsibility to arrange for this at their own expense.
- The performance managers **cannot** turn pages
- After the performance, the performance managers will collect any leftover programs, close windows, plug in and cover the piano, turn off the lights and lock up the auditorium. They will wait until the end of the reception (if one has been booked) and then close the windows, shut off the lights and lock the doors
- The performance managers are not responsible for the removal of trash. If trash is found in the building after an event, the performer or director (in the case of a class performance) of that event will be charged to have the garbage removed, and for any damage that may have happened as a result of that garbage. Reminder: The performance managers will NOT throw out your trash.
- These are the only services we can provide. Audio amplification cannot be set up by performance managers.
- No service or stage crew is provided for dress rehearsals. You must set this up yourself – please remember to put everything back in place and plug in piano.
- Failure to adhere to rules and deadlines will result in loss of accessibility and services.

\*If stage set up requires any of the following, you as the performer will be responsible for the set up and tear down

- more than 15 chairs and stands
- a harp
- more than 3 percussion instruments – use of percussion equipment must be approved in advance by Professor Bull
- if your recital requires multiple pianos or a harpsichord, a third performance manager may be provided as long as it is marked on the Technical Services Request Form and that form is handed in on time.