

**Music Student Handbook**

**Department of Visual and Performing Arts**

**South Carolina State University  
2023**

## TABLE OF CONTENTS

Admission.....	3
Credit and Time Requirements.....	3
Transfer of Credits.....	4
Absences.....	4
Advisors.....	4
Concerts and Recitals.....	5
Degree Requirements.....	5
Musical Organizations and Ensemble Requirements.....	5
Public Performances.....	6
Recital Hour.....	6
Jury Examinations.....	7
Piano Proficiency Examination.....	7
Senior Recital Procedures.....	8
Practice Room Regulations.....	10
Rehearsal Room Regulations.....	10
Regulations of Computer Labs.....	10
General Regulations and Information.....	10
Health and Safety Guidelines.....	11
Music Resource Room Regulations.....	13

## Admission

In addition to the requirements of the university, an audition is required to complete admission to the Music Unit. During Freshman Orientation Week, music students will be assigned to their applied teachers.

1. Potential majors and minors must complete the *Potential Major Interest Questionnaire* that may be found on the SC State University (SCSU) music webpage.
2. All potential majors and minors must complete an audition. Additionally, they must demonstrate some performance experience with the instrument or voice type of the audition. See audition requirements and audition dates on the [SCSU music webpage](#). (Auditions for choir and band are conducted by the directors of those ensembles.)
3. The Chair shall share with the Music Coordinator the university's transfer document evaluation for potential, transfer music majors or minors. Transfer students shall complete an audition and diagnostic music theory placement test to determine their applied level, theory, and aural skill levels. Results shall be shared with the Music Program Coordinator (MPC) and sent to the Chair's office for filing.
4. Transfer students play for one to two music faculty members from the student's area of applied concentration to determine the student's applied level of performance.
5. Potential majors or minors who do not complete an audition before being admitted, shall receive a 'provisionary' status until the results of an audition have been reviewed by the MPC. All auditions must be completed before the 'drop/add' period of each semester.
6. All majors and minors shall see their assigned applied instructor to schedule weekly lesson times no later than the end of the first week of the semester.

## Credit and Time Requirements

The basic formula of SC State University for calculating credit hours is as follows:

*Credit is reckoned in semester hours. One fifty-minute recitation for fifteen weeks, or the equivalent in laboratory work, constitutes a semester hour.*

Additional information is outlined below for the Music Unit regarding applied lessons, lecture courses, lab courses, ensembles, studio ensembles, and recital hour.

### Applied Lessons

In applied lessons, one semester credit hour equals one hour of class instruction and at least five hours, per week, of suggested practice time for a period of 15 weeks.

### Lecture Courses

In lecture courses, one semester credit hour equals three hours of class instruction and two hours of outside class work preparation comprising reading assignments, course assignments, and projects, per week, for a period of 15 weeks.

### Lab Courses

In lab courses, one semester credit hour equals one hour of class instruction and three hours of class preparation per week for 15 weeks.

### Ensembles

In ensemble courses, one semester credit hour equals five hours of class instruction per week for a period of 15 weeks.

### Studio Ensembles

Students are instructed to practice a suggested minimum of one hour a week, per one credit hour of applied lesson instruction for 15 weeks in preparation for studio ensemble courses. That hour thereby adds an additional one hour of practice time to the suggested minimal practice time for applied lessons.

### Recital Hour

In this course, a zero-credit hour equals one hour of class attendance and participation and a suggested six hours of practice time that are acquired via applied and studio ensemble combined practice times, per week, for 15 weeks.

## **Transfer of Credits**

- Transfer of credit policies may be viewed online in the current *SCSU Undergraduate Catalog*, pp. 52-53.
- The institution-wide policy regarding transfer of credit from other institutions may also be viewed online in the current *SCSU Undergraduate Catalog*, p. 53.
- [The South Carolina Transfer and Articulation Center 's](#) (SCTRAC) webpage lists participating institutions, transfer agreements, transfer courses, and a 'plan your transfer' menu for all applicable South Carolina constituents to view.
- Procedures used by the institution to make credit hour assignments for courses, programs, and other requirements consistent with the credit hour policy applicable to those offerings may be viewed online in the current *SCSU Undergraduate Catalog* under the heading of [Academic Regulations](#), pp. 3-4.

## **Absences**

Students shall attend all class sessions. Please view the *SCSU Class Attendance Policies* to ensure compliance and potential success. Students should especially be mindful of policy number 2 that states as follows: "Students will be allowed as many absences as the course has credit hours."

## **Advisors**

All majors shall be assigned a music advisor. An Advisor/Advisee List shall be posted around the Fine Arts Building (FAB) each semester. Students should see the MPC or the Visual and Performing Arts (VAPA) Chair regarding potential questions about his/her assigned advisor. Advisors must advise assigned majors before distributing registration pin numbers.

During the university's scheduled advisement time, advisors shall have posted (either online or on the office door) available times for advisement. Majors shall sign up for a time and meet with their assigned advisor. (Majors should feel free to meet with their advisor at other times by appointment when or if needed.) At that time, majors will receive comprehensive advisement regarding the upcoming semester, students' overall performance, and other concerns and/or questions the student may have. Students shall only receive their registration pin no. after they have signed their advisement form. All advisement forms shall be submitted to the Chair's office for filing.

It is unwise and inadvisable for majors to miss or not sign up for an advisement time. Please note that it is the student's responsibility to conduct a degree audit and check the program of study (of which he/she was admitted), regularly, for prompt attention toward meeting all degree requirements.

### **Concerts, Student Recitals, Faculty Recitals, and Guest Artist Recitals**

Music majors are required to attend all recitals and concerts sponsored by the Music Unit. Applied instructors and the instructor of record for Recital Hour will take attendance records.

### **Degree Requirements**

The current SCSU undergraduate catalog, comprising the Music Unit's programs of study, include the requirements for graduation. In addition to others, all majors of all degree plans shall complete seven semesters of the following: (1) Recital Hour, (2) applied lessons (on a principal instrument or voice type), and (3) ensemble performances (the performance medium that aligns with the principal instrument of study). Piano majors are required to choose choir as an ensemble choice. Students may also participate in a studio ensemble that an applied professor may generate, i. e. the Brass Quintet. A minimum grade of "C" is required for all music courses necessary to satisfy degree requirements.

All music majors must complete a sophomore evaluation during the spring semester of the sophomore year to determine those students' basic music achievement standing. Additionally, all **music education majors** must successfully pass the following exams before completing ED 430, Professional Clinical Experiences (Student Teaching): PRAXIS Core, *Principles of Learning of and Teaching* (PLT), and PRAXIS II: Music Content and Learning (5114).

All **music industry majors** must complete all course work before completing the industry Internship, MU 468. Furthermore, the Internship site must be approved by the designated music industry faculty. If a student chooses not to complete the Internship, the student may complete four approved optional courses of three semester credit hours per course. Optional courses are listed on the music industry program of study.

### **Musical Organizations and Ensemble Requirements**

All music majors must complete seven semesters of ensemble requirements for which one credit hour is given per semester. Vocal majors participate in concert chorus and smaller vocal ensembles for which one credit hour is obtained per semester. In addition to a large instrumental ensemble, instrumental majors participate in applied studio requirements as is outlined in syllabi for instrumental applied studios. Admission to all ensembles is by audition and/or approval of the director.

The large vocal ensemble comprises the SC State Concert Choir and small vocal ensembles include SC State Men's Chorus and SC State Women's Chorus for which accompaniment experiences are provided for choral-piano majors. Large instrumental ensembles include Marching Band, Concert Wind Ensemble, and Symphonic Band. Small instrumental ensembles include the SC State Jazz Ensemble, Brass Quintet, Woodwind Choir, Mallet Ensemble, and the Percussion Ensemble.

### **Public Performances**

Students are encouraged to consult their applied instructors before making any public appearances as their performances reflect their instructors, the Unit, and the school at large.

### **Recital Hour**

All music majors shall attend the weekly Recital Hour each Wednesday, from 3:00-3:50 p.m., that is held in the Barbara A. Vaughan Recital Hall of the Fine Arts Building. Although it is a zero-credit class, it is a required class whereby majors implement skills acquired from their applied lessons via varied levels of repertoire pertinent to an instrument or voice type.

Applied music majors are expected to perform two times per semester on the weekly Recital Hour. Specifics for your performance will be shared by the appropriate instructor of applied lessons.

The following procedures shall be followed for **Recital Hour performances**:

1. **Review** the Recital Hour (MU 099) syllabus class requirements with the applied instructor.
2. **Schedule** rehearsal times with the staff accompanist as advised by your applied instructor. A sign-up sheet shall be placed on the staff accompanist's office door at the beginning of each semester.
3. **Secure** permission from your applied instructor to perform.
4. **Complete** an online Recital Hour Performance Form (RHPF) comprising your name; classification; instrument or voice type; title of composition; composer's first name, middle initial, and last name; composer's dates; a 60-word biographical sketch of the composer; acquire the staff accompanist's e-signature, and the applied instructor's e-signature. (**Note:** The staff accompanist may refuse to sign if the student has not met a minimum of three times for rehearsals.)
5. **Submit** the RHPF to the Instructor of Record for Recital Hour (IRfRH). All forms should be submitted by **5 pm** on the Monday preceding the Wednesday's performance. Electronic submissions will record the date and time. Those students whose submission is late may not be programmed for that Wednesday. In such an event, that student will be placed on the Recital Hour performance schedule for the following week. The instructor of record for Recital Hour will send a 'notice of receipt' to all performers, the staff accompanist, and applied instructors for the intended week of performance.
6. **Perform** with excellence. See the Recital Hour syllabus regarding acceptable performance attire.

Other important **Recital Hour** procedures are as follows:

- In the event the instructor of record is absent, please submit the form as the MPC and the Chair's office will receive all forms submitted.
- If the instructor of record is unable to develop the program due to absence, the administrative specialist to the VAPA Chair will prepare the program and submit to the MPC by 12 pm of the applicable Wednesday.
- If no one is scheduled to perform, a music faculty/staff member will present a performance, music-lecture presentation, demonstration, lecture, etc. Among others, presentations may also include guest artists and presentations, of other discipline experts, related to some aspect of the music discipline, etc.
- The student should immediately notify the instructor of record, staff accompanist, and applied instructor if an emergency arises that prevents a scheduled performance. It will be the determination of the applied instructor regarding the 'emergency' reason for the cancelled Recital Hour performance.
- The Recital Hour shall not be cancelled unless there is an unforeseen event that prevents the class. In which case, the instructor of record shall notify all enrolled students, all music faculty, and staff by 1 pm on said Wednesday.

### **Jury Examination**

Each applied music student will take a jury examination at the end of each semester of study, except for the semester during which the student presents a Senior Recital.

Transfer students above the sophomore level will be required to take an extended jury for advanced placement.

A jury examination of no less than ten minutes should be scheduled. The applied instructor, in consultation with a minimum of two jury members, determines the semester grade. Jury performance and progress during the semester should be a part of the overall evaluation.

A grade assigned by the teacher may not differ from the jury grade by more than one letter grade.

A failing grade, agreed upon by the jury, must be the final grade. This means that the student must prepare more efficiently.

### **Piano Proficiency Examination (PPE)**

The piano proficiency **must be passed** by all music majors. It is offered at the end of each semester, along with the piano jury exams. New students and transfer students with prior keyboard training may take the proficiency exam upon entering the unit and therefore, if qualified, may be excused from the class piano requirement.

The proficiency examination is adjudicated by those faculty members who teach piano class and/or applied piano courses and by faculty who have piano skills. Students are encouraged to take parts of the exam or the entire exam by the second semester of the sophomore year or the first semester of the junior year. **All parts of the PPE must be passed before or by the first semester of the junior year.** All results will be sent to the Chair's office and the MPC. Students

who may fail the PPE will not be eligible to graduate. The PPE study form may be acquired from the professor of piano.

### **Senior Recital Hearing Procedures**

Semi-formal or formal attire is required for the Senior Recital Hearing

The senior recital, for all degree programs, shall be at minimum a 30-minute program comprising varied repertoire styles. Piano and vocal majors shall perform their entire program from memory.

1. During the seventh semester of applied instruction only, the applied instructor shall prepare the eligible student for a Senior Recital Hearing. Eligible student and applied instructor, in consultation, shall check with the staff accompanist for his/her availability, and determine a date for the hearing.
2. Senior Recital Hearings may be performed at almost any time during the semester; however, the latest cut-off date for hearings to be performed in the fall semester is **November 1**. The latest cut-off for hearings for recitals to be performed in the spring semester is **April 1** (or the closest to those dates). All hearings shall be held in the Barbara A. Vaughan Recital Hall.
3. In addition to the applied instructor, who shall serve as the committee chair, the student shall choose two additional faculty members to serve on his/her Senior Recital Hearing committee. Therefore, each Senior Recital Hearing committee shall consist of three voting music faculty members. **The applied instructor shall share the date for the hearing with the staff accompanist and the Coordinator via email.** The applied instructor shall also submit the Senior Recital Hearing form of results to the Coordinator and the Chair's office via email.
4. The student must bring copies of the recital program to the hearing (one for each faculty member). The program should be typed on an 8.5 x 11 sheet and include the following: compositions in the order of performance, timings listed for each composition, tempos (for multi-movement works), names and dates of composers, and names and dates (if known) of arrangers.
5. It is the responsibility of students to schedule rehearsals with the staff accompanist for their hearing. All music for a recital should be given to the staff accompanist at **the beginning of the semester** in which the student is planning to perform.
6. Two weeks before the Senior Recital, the student should provide his/her applied instructor with the following information: name, major, native home (e. g. Columbia, SC), classification, and career plans. This is for a short article in the local newspaper. The applied instructor will then forward that information to the Coordinator.
7. For students wishing to perform recitals on two instruments or voice, approval must be given by the applied music instructor, in addition to approval by the Coordinator.
8. During the hearing, the student chooses the first composition to perform. Thereafter, a faculty member chooses subsequent compositions to be performed. It is the prerogative of the adjudicating members how many compositions are heard.



9. Students must be familiar with information such as the genre, style period, composer, any compositional technique. The hearing committee has a right to ask questions about any of the aforementioned items.
10. Following the oral examination, the student is excused from the hearing and the jury deliberates. Results of the deliberation are reviewed. The student is recalled to the hearing and informed of the results by the applied teacher.
11. Students passing the Senior Recital Hearing request and receive approval for a senior recital date from the Coordinator. The student will then present a public recital in a formal setting. Students who do not pass the hearing are obligated to reschedule the hearing at a later time that is recommended by the student's applied instructor. This usually means the next semester. The student may receive an 'I' or a F for fail. The applied instructor will make that determination.

### **Procedures for the Senior Recital**

Formal attire shall be worn during the senior recital.

1. No student will be allowed to present a Senior Recital unless the majority of faculty who are present at the Recital Hearing issue a passing grade.
2. Once a passing grade is obtained at the Recital Hearing a Senior Recital may be scheduled with the Coordinator.
3. The Senior Recital is a public performance that is open to parents, friends, faculty, other students, etc.
4. Senior Recital programs should be the same pieces listed at the Recital Hearing. Students may not substitute other selections, delete portions of proposed selections, add additional selections, eliminate verses of songs or repeats of selections indicated on the published program. Exceptions to this directive may occur if there are substitute musicians in ensemble pieces listed in the program.
5. Senior Recitals are academic requirements and programs are published by the Department. The applied instructor reviews the program for correct spelling of composers' names, correct dates, correct movement titles, and correct spellings. The applied instructor then submits the program to the Coordinator for review, and the Coordinator submits it to the administrative specialist to be published. Timings for pieces are not listed on Senior Recital programs but on programs for the Senior Recital hearing.
6. A passing grade in Senior Recital is placed in jeopardy if all the above requirements are not met.
7. The Applied Instructor must guide the student and all other performers on attire, stage decorum and overall stage comportment.
8. The Senior Recital is an Academic requirement in which students are discouraged from lengthy discourse with the audience. Students' words of thanks should be short in duration and confined to conveying thanks to their attendance.

### **Practice Room Regulations**

1. NO smoking, eating, or consumption of beverages is allowed in practice rooms at any time.
2. Students will turn off lights in practice rooms upon leaving.
3. Practice facilities are for practice and are not to be used for socializing. The only reason for more than one person being in a practice room at one time is to work on assigned music.
4. Students are strongly encouraged to practice regularly.
5. MINIMUM practice requirements for music majors are:
  - A. One (1) semester hour credit—six hours per week.
  - B. Two (2) semester hours credit—twelve hours per week.

### **Rehearsal Room Regulations**

1. School owned instruments and equipment are to be used only as authorized by the technical production manager. All appropriate authorization forms must be completed and signed.
2. Theft of or damage to any instrument or equipment must be reported to the technical production manager immediately when known.
3. Use of the piano or organ in the choir room must be cleared with the Director of Choirs (DOC) or with the Coordinator if the DOC is unavailable.

### **Regulations of Computer Labs**

1. NO smoking, eating, or the consumption of beverages is allowed in the computer lab or recording studio.
2. Make sure to log out of computers when finished working.
3. Use an external hard device to save work completed.
4. Follow posted 'use of facilities guidelines.'

### **General Regulations and Information**

1. Smoking, eating, and consumption of beverages are not allowed in classrooms at any time.
2. Scores, textbooks, workbooks, music, or other required materials must be purchased by students as quickly as possible.
3. Students are responsible for making up missed lessons and assignments and should always be present unless excused for documented illness or performance activities.

4. It is expected that all classes are attended punctually and regularly.
5. Disruptive behavior and cheating will result in strict disciplinary measures with possible suspension from the University.
6. Students are required to wear appropriate, formal attire at attendance of all Senior Recitals.

### **Health and Safety Guidelines**

The following statements regarding Health and Safety issues are intended to be informational in nature to assist students in their conduct for which they are personally responsible. In order to prevent injury during the period that a student is enrolled in a music degree program at SC State University, students are advised to be mindful of their surroundings and to follow the instruction of faculty and other appropriate authority as recognized by the university. Specific methods for addressing these issues at SC State University are outlined in the *Health and Safety Guidelines* below.

#### Hearing

Hearing is fundamental to the success of practicing musicians. Therefore, students are instructed to:

- avoid environments where the decibel (dB) level of sound is uncomfortably high (above 80 dB can cause hearing loss) for a protracted period (approximately 20 minutes)
- own a pair of earplugs as directed by their instructor and/or use earplugs when practicing/playing loud instruments in confined places
- become familiar with the physical structure of the ear, the mechanical/biological process of hearing, and the signs of diminished capacity to hear
- learn to identify what the best practice is in order to preserve auditory health
- avoid extended use of earphones both to prevent diminished hearing as well as to be better aware of the environment through which the student may be passing
- seek appropriate professional aid if hearing problems occur
- have their hearing tested for free at the Speech/Language/Hearing Center on the corner of Pinckney and Russell. They can also order musicians' earplugs there.

#### Vocal health

Maintaining vocal health is important to all musicians and is best preserved when students:

- maintain the overall health of their body through adequate sleep, nutrition, and cleanliness
- cultivate and maintain regular habits to safeguard one's health
- avoid excessive use of yelling or other stress inducing vocal practice
- consume alcohol in moderation (if at all) in accordance with the law and university policy
- avoid social use of drugs in any amount
- become familiar with the vocal mechanism, proper breathing and posture
- seek appropriate professional and medical aid if vocal problems occur

### Musculoskeletal health

Musculoskeletal health is best maintained when the student:

- regularly exercises. The major muscle groups and features of the human skeleton are introduced in physical education or health education, level one. Students may also participate in fitness activities that include health awareness activities and health screenings at the university's Fitness Center.
- develops a working vocabulary to identify muscles and important features of the skeleton
- understands his/her own physical strength relative to a given task
- follows the instructions for properly lifting and lowering objects as directed by professors or appropriated authorities as recognized by the university
- defers to professional help when certain objects have been designated as not to be handled to be handled by students
- knows how to tend to minor physical discomforts and tension relief by following health tips sent from SC State's Brook's Health and Wellness Center
- follows the instruction of their studio teachers relative to the handling, use and development of their instrument/voice
- seeks appropriate professional help when required
- maintains hours of practicing (private and in ensembles) that do not imperil their health due to their excessive duration and exposure to inclement weather and heat (i.e. 1 1/2 hour maximum practice time prior to a rest period; 4 hour maximum practice time in a 24 hour period). Practice/performance periods exceeding the recommended maximum should be supervised by the appropriate faculty member who will be accountable for this action.

Note: The Music Unit will start a Music Health presentation series consisting of health professionals to share information with majors, faculty, and staff starting the fall 2024 semester.

## Health and Safety Protocols for the Marching Band

- Students entering the band program are required to complete medical forms listing all of their health issues. These forms are sent to our campus health center and a copy remains in our band office.
- Rehearsal time for the marching band is 6:30 p.m. to 8:30 p.m., Monday through Friday. In case of inclement weather rehearsals are held in the band room.

### Protocols for Equipment:

The proper handling and operation of equipment is the responsibility of music faculty members who determine the potential danger associated with any piece of music equipment. Students must not undertake on their own to transfer or adjust any piece of equipment without the express direction and supervision of the faculty or other appropriate authorities as recognized by the University

When entrusted with the movement or adjustment of a piece of equipment, the student must be instructed by the appropriate faculty member in the proper manner of its handling. Such items as may be deemed potentially dangerous include, pianos (electric/acoustic), electronic equipment (computers, monitors, amplifiers, and connecting cables), large percussion instruments (i.e. tympani, marimba, xylophone, chimes), and any large brass or string instrument (i.e. tuba, cello, string bass).

In the event of an accident, Campus Security Authorities (CSA) and the University Police Department should be contacted immediately at 803.536.7188.

### **Music Resource Room (MRR) Regulations (307 Fine Arts Building)**

1. No recordings, scores, or laptop computers may be removed from the MRR. Music faculty members may borrow such materials or authorize students to borrow them subject to the approval of the MRR manager.
2. Students will be responsible for all materials and equipment used in the MRR and will sign them IN and OUT with the acting manager.
3. Hours during which the MRR will be open are posted each semester on the door of the MRR.
4. Music resource room facilities are for study purposes **ONLY**.