

WILLAMETTE UNIVERSITY DEPARTMENT OF



Student Handbook 2023-2024

Willamette University
Salem, Oregon



HANDBOOK

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Message from the Department of Music Chair

Greetings, Fellow Bearcat Musicians!

Welcome (and welcome back) to the Willamette University Department of Music, 2023-24 edition. We have a lot of exciting concerts, workshops, and other special events planned for the upcoming year, some new faces on our faculty (both applied and full-time), and some great energy as we head into the new season.

This handbook has been carefully prepared as a primary resource for Music Majors, minors, and scholarship students, and contains important information about our program requirements, lessons & ensembles, weekly convocation, and all other facets of studying music at Willamette. I encourage you to keep a copy on your virtual desktop for reference as needed. In most cases, you'll find the answers to your department-related questions right here within these pages.

Please don't hesitate to stop by and say hello anytime – my primary office is RMC 111, and you can also find me right across the hall in RMC 107 for official chair business. I do have regular posted office hours, but *whenever* I'm in my office, just knock on the door and I'll be happy to say hello.

Looking forward to working with you all this year.

All the best,

Dr. James Miley
Professor of Music
Department Chair
503-370-6007
jmiley@willamette.edu

Music Department Faculty and Staff

NAME	ROOM	OFFICE PHONE	E-MAIL / Discipline
ATHENS, Bill	FAE 215		wathens (Bass- Acoustic & Electric)
BERNING, Leslie	RMC 106	370-6214	lberning (Staff /APC)
BEU, Isaac	FAE 200	375-5498	ibeu (Clarinet)
BIESACK, Ryan	FAW 147	375-5349	rbiesack (Jazz Drum Set)
BRUNHAVER, Kathryn	FAE 101	370-6089	kbrunhaver (Cello)
BUETTI, Nicole	FAE 200	6939	nbuetti (Bassoon)
COEN, Jean-David	RMC 108	370-6064	jcoen (Classical Piano, Music History, Artist-in-Residence)
COLLINS, David	RMC 118	375-5365	dbcollins (A/V Technician, METS)
DIAZ, Mario	FAE 202	370-6768	diazm (Classical Guitar)
DUERKSEN, Marva *	RMC 115	370-6034	mduerkse (Theory, Music History, WGS)
FLANNERY, Sean (on leave 23-24)	FAE 100	370-6933	sflanner (Saxophone, WU Jazz Collective)
GOOCH, Daphne	FAE 101		
GULUA, Arsen	RMC 114	370-6149	agulua (Piano, Staff Accompanist, Musicianship)
HALL, Jaimie	FAE 100	370-6174	jhall (Trumpet)
HART, Jonathan	FAE 100		jhart3 (Saxophone)
HETTWER, Mike	FAE 103	370-6961	mhettwer (French Horn)
HORSFALL, Mike	RMC 142	375-5497	mhorsfal (Vibes, Jazz Piano)
HOUSER-TAYLOR, Kimberly	FAE 100	370-6450	khouser (Harp)
JAMIESON, Alyse	FAE 205	370-6973	ajamieson (Voice)
KEEBLE, Carson	FAE 103	370-6456	ckeeble (Low Brass)
KLEMME, Paul	FAE 221	370-6929	pklemme (Organ)
LEE, Catherine	FAE 207	375-5473	leec (Oboe, English Horn, Contemp Ensemble)
MASTEL-LIPSON, Heather	FAE 101	370-6089	hmastellipson (Violin)
MEAGHER, Ryan	FAW 147		(Guitar/electric)
MIDDLETON, Graham	FAE 103		gmiddleton (Low Brass)
MILEY, James *	RMC 111	370-6873	jmiley (Theory, Improvisation) Dept Chair
	RMC 107	370-6007	
PENN, Hannah	RMC 116	370-6849	hpenn (Voice Area Coordinator)
PREECE, Justin	RMC 142		(Percussion)
QIAN, Qinqing *	RMC 110	370-6259	qqqian (Instrumental music [UCO, UCB])
RUTLEDGE, Dru	FAE 205		(Voice)
SAZIMA, Matt	FAE 215	370-6378	msazima (Willamette Singers)
SONG, Anna *	RMC 112	370-6798	asong (Voice)
STANEK, Emily	FAE 207	370-6452	estanek (Flute)
ZIMMERMAN, Crystal	FAE 208	370-399	crzimmer (Piano, Staff Accompanist)
Music Front Office	RMC 103	370-6255	mus-office Luca Casano, Hanna Rowe,
Band/Choir Office	RMC 120	370-6930	band-staff Olivia,
Small Ensemble Rehearsal	RMC 117	370-6320	
Small Ensemble Rehearsal	FAE 222	370-6786	

* Department Advisor

NASM UNDERGRADUATE MUSICIANSHIP STUDIES

The Willamette University Music Program is accredited by the National Association of Schools of Music (NASM) and is subject to the standards set by the NASM. This organization periodically reviews our course offerings, degree plans and faculty. According to the [NASM Handbook](#), the following are requirements for undergraduate music degrees:

Purpose

Musicianship is the body of knowledge, skills, practices, and insights that enables music-making at any level. To some extent, every musician functions regularly as performer, listener, historian, composer, theorist, and teacher. Completion of an undergraduate program in music indicates acquisition of sufficient musicianship to perform these functions appropriate to the areas of concentration and to communicate effectively across the specializations of musical practice.

For this reason, certain subjects, learning processes, and approaches to creativity are common to all baccalaureate programs in music. The particular format and details of the curricula utilized to achieve such breadth are the responsibility of each institution. Goals, objectives, size, scope, and resources shape the means used to fulfill this responsibility. Specific means will vary from institution to institution.

Content

Musicianship begins with the acquisition of fundamental competencies such as aural and rhythmic skills, the reading of notation, and the use of musical terminologies. Development then proceeds through constant use and expansion of previously acquired skills.

The content of traditional coursework in musicianship such as sight-singing, ear-training, harmony, keyboard harmony, counterpoint, orchestration, conducting, and music literature is important. However, this content can be organized and taught in a variety of ways to produce comprehensive musical competence.

Consequently, as the standards for degree programs show, undergraduate musicianship studies develop or provide:

- conceptual understanding of musical components and processes
- continued practice in creating, interpreting, presenting, analyzing, and evaluating music
- increased understanding of musical achievements from various analytical, historical, and cultural perspectives
- enhanced capacities to integrate musical knowledge and skills
- a set of capabilities for independent work in the music professions

SECTION 1: MUSIC DEGREES

The Willamette University Department of Music offers a National Association of Schools of Music (NASM) -approved Bachelor of Arts degree in Music, as well as a minor in Music.

These degrees have been developed in accordance with NASM guidelines and regulations for the study of music in a liberal arts college setting. Please review the catalog of the year you entered Willamette for the specific requirements of your degree program; however, note that you may choose to graduate following the requirements of *any* Music Bachelor of Arts or Music Minor plan in effect during the four years you are enrolled as a student.

Please consult the [Registrar's website](#) for the current catalog.

MUSIC ADVISORS for 2023-2024:

Dr. Marva Duerksen – RMC 115, mduerkse@willamette.edu

Dr. James Miley – RMC 111, jmiley@willamette.edu

Dr. Qinqing Qian – RMC 110, qqqian@willamette.edu

Dr. Anna Song – RMC 112, asong@willamette.edu

SECTION 2: THE MUSIC MAJOR

The Major Program in Music consists of 48 semester hours in Music courses chosen in consultation with a Music advisor: 30 semester hours of Core Music requirements; 4 semester hours of additional Music Theory; and 14 semester hours of Music electives of which at least 12 semester hours at the 300 level or higher.

Music Electives should be selected with an eye toward completion of the Senior project (MUSC 495). The department strongly supports double majors, but be aware that careful planning in both majors is essential for success.

During each semester of study, Music Majors must maintain good standing in the department by enrollment in (or completion of) courses and/or requirements related to the following areas: Musicianship, Music History, and Ensembles. In addition, majors are required to enroll in a one hour (2 credits) applied lesson each semester on their primary instrument or voice, and perform once per semester at the weekly Music Convocation Recital.

Student progress toward degree completion is regularly monitored by the music faculty. Any student demonstrating inadequate progress toward fulfillment of degree requirements may be contacted by the department chair in order to discuss degree choice alternatives.

Process to Declare a Music Major

1. Secure a Music Advisor and work with them to determine a potential focus as a major
2. Complete the [Declaration of Music Major/Minor form](#)
3. Obtain Music Department chair approval signature
4. Send/deliver the signed form to the [Registrar](#)

Upon declaration of Music Major, each student is assigned an individual folder on the Music Department shared Google drive. Please email mus-office@willamette.edu with access questions.

SECTION 3: THE MUSIC MINOR

The Music Minor consists of twenty (20) semester hours in Music: eight (8) semester hours of Core Music requirements; and twelve (12) semester hours of Music electives, of which at least four (4) semester hours are at the 300 level or higher.

Process to Declare a Music Minor

1. Complete the [Declaration of Music Major/Minor form](#)
2. Obtain Music Department chair approval signature
3. Send/deliver the signed form to the [Registrar](#)

SECTION 4: APPLIED STUDY

Individual applied lessons (instrumental or vocal) are available to all Willamette students, regardless of major. Lesson and Studio Fees are automatically billed directly to the student's account upon registration.

The 170, 270, 370, 470 applied lesson designation **is determined by the student's year of study on an instrument/voice rather than by a student's class standing**. For example, a senior beginning piano lessons for the first time at Willamette would enroll at the 170 course level.

Applied Lesson Fee

One semester (14 weekly lessons)	Credits	Cost (not including studio fee)
60 minutes/week	2 credits	\$680
30 minutes/week	1 credit	\$340

A pro-rated refund will be given only if lessons are dropped during the first three weeks of the semester. Officially, this is one week after the College of Arts & Sciences [Add/Drop deadline](#).

NOTE: All Music Majors are credited the cost of lessons in the student's primary area for each semester of study beyond the semester in which the student declares the intent to major in Music. Cost of applied study in a second area is always the responsibility of the student, regardless of major.

Studio Fee

\$50 per semester for students enrolled in applied study music lessons, regardless of how many applied lessons are taken concurrently (rather than per MUSL section). This fee helps to offset instrument maintenance costs.

Credits

One 60-minute applied lesson per week on the student's primary instrument/voice is required for Music Majors and all MSA scholarship recipients each semester in residence. Applied lesson requirements for completion of the degree are four (4) semester hours at the 370 level or higher.

Registration

Students not registered by the Add/Drop deadline each semester will not be allowed to continue with applied lessons.

Attendance

Students may make up a maximum of **ONE** missed lesson per semester, at the convenience of the instructor. Details concerning any impact on your grade for excess missed lessons are specified in the applied music syllabus.

SECTION 5: PIANO ACCOMPANISTS

On a need and availability basis—coordinated by [Dr. Zimmerman](#) or [Dr. Coen](#) and determined by applied instructors, accompanying staff, and the department chair—students may receive, at no additional cost, an accompanist for lessons, convocation performances, required recitals, and other department-sponsored events. Students who are repeatedly unprepared for rehearsals with their accompanist will lose this benefit.

SECTION 6: JURY PERFORMANCE REQUIREMENTS

Jury performances are required of all Music Majors and select Music Scholarship recipients during each semester of study, as determined by the applied faculty. Jury dates for instrumentalists and vocalists are designated by the department and published on the Student Resources webpage at the beginning of each semester.

Students should consult their applied instructors or supervisory faculty (see below) regarding the jury requirements in their primary vocal or instrumental performance area. Additional details concerning juries may be obtained from the following faculty members:

Strings, Brass, Woodwinds, Percussion: [Dr. Qinqing Qian](#)

Jazz (any instrument/voice), Composition: [Dr. James Miley](#)

Piano: [Dr. Jean-David Coen](#)

Voice: [Dr. Hannah Penn](#)

SECTION 7: ENSEMBLE REQUIREMENTS

Conducted/Large Ensembles

University Concert Band
University Chamber Orchestra
Chamber Choir & Voce
Willamette Singers
Willamette Jazz Collective
Dramatic Vocal Arts

Coached/Small Ensembles

Chamber Music
Jazz Combos
Contemporary Ensemble
Sonic Arts Ensemble
Seminar in the Art of Piano Accompanying

Six semesters of ensemble participation are *required* of all Music Majors, though additional semesters of ensemble experience are strongly recommended. A minimum of three semesters must be in a conducted/large ensemble as appropriate to instrument/voice; three of the six required semesters may be satisfied by participation in a coached/small ensemble, as determined by faculty advising and placement.

Any student wishing to participate in more than two conducted/large ensembles per semester must submit a [petition](#) to the music faculty no later than one week prior to the add/drop date of the semester in question. Students must maintain a cumulative 3.0 GPA in all coursework in order to retain the privilege of concurrent participation in more than two conducted/large ensembles. Should a student's GPA fall below 3.0, there will be a probation period of one semester in which the student may only participate in a single conducted/large ensemble, after which the petition will be re-evaluated by the music faculty.

Student musicians whose major instrument is not typically present in the conducted/large ensembles (e.g. classical guitar, classical piano) are eligible for alternative ensemble placement following consultation with their applied instructor, ensemble coaches, and the department chair.

Additional Information for Pianists

The preparation and commitment required to accompany another musician is considered essential to the development of a pianist. All Music Majors with piano as a primary instrument, as well as any non-major pianists who have been granted a Music Scholarship Award upon admission to the university, are required to accompany. Accompanists are expected to prepare music in advance and to rehearse with the soloist outside of the lesson. Pianists enrolled in [MUSE 99X Seminar in the Art of Piano Accompanying](#) receive ensemble credit. A member of the full-time piano faculty will supervise, coordinate and match accompanists with soloists.

SECTION 8: MUSIC SCHOLARSHIPS

There are two types of scholarships awarded in Music: 1) Endowed Scholarships, and 2) merit-based Music Scholarship Awards offered by the Financial Aid Office during the admissions process. NOTE: students need not be Music Majors or minors in order to receive or retain these scholarships.

Endowed Scholarship Awards are determined by the Music faculty each spring and awarded to select students for the following academic year.

Music Scholarship Awards (MSAs) are offered as part of the financial aid package included with a student's

Admissions decision. MSAs remain in place for all semesters at the University as long as the student meets the requirements given below:

- Maintain enrollment as a full-time student in the University.
- Register each semester for two credits in applied study on your major instrument/voice. Any change in your primary instrument focus must be approved by the music faculty.
- Register each semester for a conducted/large ensemble ([see Section Seven](#)). For instrumentalists and vocalists, the appropriate ensemble is determined by auditions at the beginning of each academic year. For classical pianists, the required ensemble is MUSE 099x, Seminar in the Art of Piano Accompanying. Coached/small ensemble registration may satisfy this requirement at the discretion of music faculty and your applied instructor.
- Earn a grade of B- or better in all music lessons and ensembles.
- Maintain a minimum cumulative GPA of 2.3 (C+) in all course work at the University.

In addition to the conducted/large ensembles, there are many additional opportunities available for chamber music performance in classical quartets, trios, duos, etc., as well as in various jazz combos, Songwriter's Collective, Sonic Arts Ensemble, and Contemporary Ensemble. Please speak with your applied lesson instructor for assistance in joining (or perhaps forming) such an ensemble.

Accompanying Requirements for Piano Scholarship Recipients

Pianists who hold a Music Scholarship Award are expected to take **MUSE 099X Seminar in the Art of Accompanying** every semester. Pianists with a Music Scholarship Award will be assigned an accompanying load based on the amount of their MSA, their experience and ability, and the difficulty of the assigned repertoire. If – with prior faculty approval – a piano scholarship student is NOT enrolled in the accompanying course on any given semester, the student will be required to accompany a set number of hours as determined by the student's piano instructor in consultation with the area coordinator.

Academic Probation and Other Restrictions

University Academic Policies and Procedures states that any student who is on academic probation is "ineligible to represent Willamette University in any public performance" (i.e. including music performance) and is "subject to review of his/her financial aid status" (i.e. including music scholarship awards). In addition, students who have withdrawn from the university are not eligible to rehearse or perform with groups for which students receive academic credit. This restriction extends to "academic listeners."

Funding for Summer Study

Students studying music off-campus during the summer may apply for financial support from the Department of Music, dependent on available funding. Submit the completed [application](#) with required documentation to the Department Chair no later than April 1st, with a decision by May 1st.

SECTION 9: MUSIC DEPARTMENT CONVOCATION

*Tuesdays, 11:20 a.m. Hudson Hall (RMC)
(see appendix B for official dates)*

Weekly convocations ([Convo](#)) present a valuable opportunity for students to hone their performance skills in front of a live audience, as well as provide other students in attendance with the opportunity to hear different repertoire. All Music Majors and select Music Scholarship Award recipients must perform once per semester at Convo. In addition, all Music Majors must be enrolled in MUSC-RECIT-01 for each semester in residence as a major at Willamette University. Convo performance opportunities are available to any student, regardless of major or scholarship status, at the discretion of their applied instructor.

Performing at Convo

- Date Selection (applied faculty and student performer): In consultation with their applied lesson instructor, students determine a time and date for their performance. Sign-up requests should be submitted no later than the fifth week of classes each semester.
- Secure a Performance Slot (applied faculty) – **The student's applied lesson instructor is responsible for [signing up the student](#).**
- Submit Performance Details (student performer) – at least one week prior to performance, students must fully complete the [Convocation Info Form](#), including special stage setup requests if any. Vocalists must submit both the original text and translations where indicated. Failure to submit this form on time will result in the loss of the student's performance slot on the Convo in question.

Convo and Concert/Recital Attendance Requirement

Experiencing music in live performance is essential to your post-secondary training as a musician. The National Association of Schools of Music (NASM) requires that the University assist you in becoming familiar with literature from a variety of styles appropriate to the wide array of instruments, voices, and musical aesthetics represented within the Department of Music. To that end, all Music Majors are required to:

- Enroll in MUSC-RECIT-01 each semester in residence as a Music Major.
- Attend at least eight (8) Tuesday Convos. Please see [Appendix B](#) for dates.
- Attend at least seven (7) additional concerts/masterclasses per semester, *which must include any Grace Goudy Distinguished Artist performances*.
 - Off-campus concerts/performance may satisfy a portion of expected concert attendance requirement. These performances must feature professional musicians and be consistent with the offerings of our curriculum in order to meet this requirement.
 - Concerts and/or recitals in which the student performs do not count toward the student's total.

- Submit photos of all programs for concerts/recitals/masterclasses outside of weekly Convo to their individual Google folder (as assigned by the Music Department) no later than the final regular class day for each semester.

Passing grades in MUSC-RECIT-01 are required for every semester in residence as a music major following the semester of declaration. Unreasonably postponing the declaration of Music Major does not excuse the student from this requirement. In limited cases, inadequate attendance may be made up during the subsequent semester, and requires a formal [petition](#) to the faculty for confirmation. Failure to complete the requirements outlined for MUSC-RECIT can constitute grounds for the withdrawal of a student's Music Major status by the faculty, or withholding of degrees by the Registrar.

SECTION 10: SENIOR PROJECT REQUIREMENTS - Music Majors

All music majors must complete MUSC 495 Senior Project during their senior year at Willamette. Plan ahead! The earlier you start formulating your ideas for your project, the better your chance of success. You must submit your proposal in the semester *prior* to that in which you complete the project. The full-time music faculty will review your proposal and suggest revisions, as needed. You will then need to address any recommended changes before the faculty approves your proposal.

- Consult with a full-time Music faculty member
- Submit a [Project Proposal](#) no later than the 8th week of the Fall semester of your senior year
- Register for MUSC 495: Senior Project
- Secure two additional faculty for your three-member evaluation committee
 - at least two of the three faculty should be full-time
 - for performance recitals, your applied instructor should be a member of the committee

Senior projects run the gamut from presenting a traditional recital (see section 11 below) to the composition of original music to in-depth analytical papers/presentations to all facets of digital music and recording. It is important to work closely with your advisor and applied instructor to formulate a senior project that speaks to your strengths and interests. Recent projects have included a full-length album of original music accompanied by an "album release concert" in Rogers Rehearsal Hall, a lecture recital involving new music for drum set and electronics inspired by urban architecture, a recital outlining the history of the vibraphone in jazz, and the composition and staged reading of an original one-act musical.

The major in music is designed to be flexible enough to support a wide variety of styles, genres, approaches to music performance, composition, analysis, and production while still maintaining a solid foundation in music theory, history, and solo/ensemble work. Your senior project should serve as the culmination of your studies in Music at Willamette University, and is an important reflection of your musical personality and identity.

Upon completion and presentation of your senior project, you must schedule a review with your senior project committee in order for them to sign off on your final work. This form goes into your student folder as an official document for graduation.

NOTE: All Senior Project Requirements in Music (MUSC 495) must be completed by April 21, 2024.

SECTION 11: DEPARTMENT-SPONSORED RECITALS

Department-Sponsored Recital Dates

A number of dates are reserved by the department each spring for students fulfilling degree requirements through an approved recital in Hudson Hall, Rogers Rehearsal Hall, or Cone Chapel. Students wishing a guaranteed date during this period must sign up by **October 1, 2023**. After that time, any remaining reserved dates will be released on a first-come, first-served basis, which may result in desirable weekend performance dates becoming unavailable.

Recital Planning Checklist

Prior to planning your recital, please download the [Recital Planning Checklist](#) available in the Student Resources section of the Music Department website. This is your step-by-step guide to a successful recital.

Select and Schedule Recital/Rehearsal Dates

- As early in the academic year as possible check for a list of available dates with the Music Dept Administrative Program Assistant.
- Meet with your applied lesson instructor and academic advisor to set your recital date for the following semester..
- Complete the [Recital Scheduling Request Form](#)

Note: No more than two Music-sponsored events may be held on one day, and none with overlapping times. Plan well in advance in order to secure a date that works for you (and your visiting family and friends).

Accompanist

Arrange with your accompanist to be available for your recital date and dress rehearsal date. Our professional staff accompanists are expected to prepare music and rehearse as requested by the applied instructor. In normal cases, weekly rehearsals will be adequate to prepare for the recital. However, because the dress rehearsal typically requires an extra commitment of time and travel from the accompanist, the student will pay a fee of \$75.00 to the accompanist for the dress rehearsal. This payment should be made directly to the accompanist prior to the recital date.

Publicity

- Program and poster design are the responsibility of the student and must conform to the standard department format for both.
- All poster and program copy must be edited by the applied instructor or academic advisor and reviewed by the music department administrators at least *three weeks* in advance of the recital date. Posters may not be posted without approval of the Music Department Administrators.

Piano and Harpsichord

If a piano needs tuning for your recital, or if you intend to use the harpsichord, you must make a formal

request for tuning/reservation to the Music Department Administrative Program Coordinator **at least 14 days** prior to your dress rehearsal. For any department-sponsored recitals, tuning expenses will be covered by the Music Department.

Stage Setup and Diagrams

Complete the [Student Stage Setup Form](#) as early as possible, and **absolutely no later than 4 weeks before your performance date**. *Please note that your reservation will not be confirmed until you have submitted this form.* The Student Stage Setup Form is available on the [Music Student Forms](#) website. Once your form and reservation are complete, the Music Event Technical Support (METS) Manager, David Collins, will contact you to discuss any special requirements. Once all of your technical needs are established, David will schedule a crew for sound, lighting and stage support. Current student crew members are: KC Fejeran, Pachie Ackerman, Savanna Starks, Karina May, Hannah Mosher and Jonny Vaccaro.

Recording

All students that complete the Student Stage Setup Form no later than four weeks before your performance date, will automatically have their department-sponsored recital recorded by METS. Please allow 1-2 weeks after the performance date for your recital recording to be edited, mastered and uploaded to the Music Department Google Drive for archiving and sharing. Links to your performance's audio and/or video file will be shared directly to you and your studio instructor once the recording has been uploaded to Drive. Please inform the METS Manager (David Collins) if you *do not* want your performance recorded.

Reception

If a post-recital reception is desired, it is your responsibility to arrange.

Evaluation Form

For all recitals satisfying the senior project, a [Senior Recital Performance Evaluation Form](#), available on the music department website, *Student Resources*. This form must be completed by your senior project jury immediately after your recital and turned in to the front office by your faculty advisor.

Cancellations

Recital dates should not be changed except in cases of an emergency or serious illness. The student's instructor must notify the [department chair](#) for approval of the cancellation. Students who find it necessary to reschedule solo recitals must then notify the [Administrative Programs Coordinator](#) of the change. *If the notification of change is made less than two weeks prior to the new date, the department cannot guarantee technical support.*

Non-Required Recitals

Students desiring to present a non-required recital may do so only after the applied lesson instructor has received written approval from the department chair. All costs associated with the recital, including poster, program, accompanist, stage technician, etc. will be the responsibility of the student. All printed

materials must be presented to the applied lesson instructor for approval at least *three weeks* in advance. Please coordinate the printing with the Music [Administrative Programs Coordinator](#) prior to printing, to confirm required poster information. Printing costs for non-required recitals are the student's responsibility, on- or off-campus. Distribution of posters and flyers, on and off campus, is also the responsibility of the student.

Campus and Off-Campus Media: Publicity regarding repertoire, personal data, etc., for on- campus publications and social media postings must be given to [the Music Department Administrators](#) *four to six weeks* prior to the recital. (Publicity forms are available online on the Music Department website.)

SECTION 12: BUILDINGS AND EQUIPMENT

Access to Music spaces is not a right. Students found using spaces improperly or without permission may lose access. Any codes or keys provided to a student are not to be shared with others. Doors are not to be propped open or left unlocked. When done using a room, please reset the furniture to where it was, close the window(s), turn off lights, and lock the door.

Building Hours and Access

Smith Fine Arts East (FAE), Smith Fine Arts West, and Rogers Music Center are accessible by card swipe 7:00 a.m. to 11:00 p.m. during the week when classes are in session. Students enrolled in Applied Lessons may use the FAE second floor practice room block in order to use practice rooms after regular hours by calling the Campus Safety office and asking the Officer to give you access.

Breaks, Holidays, and University Closure:

Access to any Music facilities (including the recording studio and digital music lab in Ford Hall) while the university is closed requires pre-approved permission from the Department Chair.

Practice Rooms

Practice rooms are available to currently enrolled Willamette University Music Students 24 hours a day, 7 days a week. Students wishing to practice late in the evening should note card swipe access hours above and contact Campus Safety for access if necessary. Students must have Willamette University ID in their possession while using the practice rooms. Fifteen practice rooms with pianos are located on the second floor of Fine Arts East and are available on a first-come, first-served basis. In addition, two locked practice rooms and a locked small ensemble rehearsal space are located in the Rogers Music Center and must be scheduled through the Music office. The reservation precedence for RMC practice rooms is: 1) Students whose primary instrument is piano, 2) department-sponsored small ensembles and chamber music, or 3) department-sponsored large ensemble sectional rehearsals. Please immediately report any needed instrument repairs to the Music Office. **No food or drink is allowed in the RMC practice rooms.**

Rogers Music Center Rehearsal Hall and Hudson Hall

Beyond any regularly scheduled rehearsals, classes, and concerts, *these facilities are locked and may be*

reserved only for department-sponsored student rehearsals and concert preparation. To reserve the stage or rehearsal room, consult with your applied instructor or ensemble director, then check with the [Administrative Program Coordinator](#). No food or drink is permitted in either Hall.

Harpichord Use

Contact Professor [Crystal Zimmerman](#).

Instrument Lockers

There is a nominal rental fee of \$10.00 per semester per locker (no proration/refunds) for student instrument storage in Arts East (second floor) and backstage in Hudson Hall. These lockers are available only to students studying applied music or participating in an official Department of Music large or small ensemble. Students may rent lockers through the [Band Office](#), RMC 120, by signing a Rental Agreement and completing a short form authorizing the charge to their student account. Locks are provided by the department—personal padlocks may not be used. To continue locker use over the summer break, students must make arrangements with the Music Office prior to the end of spring semester. Any items left in lockers will be removed at the end of the school year and taken to Campus Safety. The Music Department is not responsible for abandoned, lost, or stolen items.

Instrument Rental

The rental fee is \$75 per semester per instrument for any University-owned instruments needed for participation in Music Department courses, including ensembles and/or lessons. You must sign a Rental Agreement and the short form authorizing the charge to your student account before you receive the instrument. In some cases, the rental fee may be waived if the instrument in question is secondary to your primary instrument and required for a department-sponsored ensemble.

Choral Dress/Tux Rental

Students enrolled in Chamber Choir or Voce may rent performance attire through the Choral Office, RMC 120, for \$20 per semester (no proration/refunds). You must sign a Rental Agreement and complete the short form authorizing the charge to your student account before you receive the attire. Please consult [Prof. Anna Song](#) for specific details regarding concert dress requirements, garment fitting, and the procedure for returning attire at the end of each academic year.

Copying

The photocopy machine in the faculty workroom is not available for personal/student use. Students should use the Hatfield Library or the Print and Design Center in the University Services Building for their photocopying.

Music Technology Facilities

Located in Ford Hall, the Digital Music Lab and Studios (Rooms 001, 002, 004, and 006) are accessible

ONLY to students who are currently enrolled in digital music courses or have completed MUSC 425 with a grade of B or better. Personal codes for keypad access to these facilities are automatically assigned to students enrolled in MUSC 121, 221, and 339 at the beginning of each semester of participation, and are good only for the semester of enrollment. Students who complete the entire digital music sequence through MUSC 425 may be eligible for continued access to digital music and recording facilities for the remainder of their time in residence at Willamette University, pending approval of faculty.

Security

Be responsible for your possessions. Lock your lockers at all times and do not leave instruments and/or other personal items unattended in public spaces. Re-lock any door that you have unlocked and turn off any lights that you may have turned on. *Please report any mischievous or suspicious behavior in or around any Music building to Campus Safety (503-370-6911) or to the Music Office (503-370-6255) immediately.*

Musicians Health & Safety

For a series of advisories on neuromusculoskeletal and vocal health published by the National Association of Schools of Music and the Performing Arts Medicine Association, see:

[Protecting Your Vocal Health](#)

[Neuromusculoskeletal Health](#)

In particular, students should consult the [Guide for Student Musicians](#)

APPENDIX A: FORMS

These forms can be downloaded from the [Music department website](http://www.willamette.edu/undergraduate/music/students/forms/index.html)
<http://www.willamette.edu/undergraduate/music/students/forms/index.html>

Add/Drop

Convocation Forms

- ❖ Sign-up Sheet (completed by Instructor)
- ❖ Convocation Information Form
- ❖ Convo Warm-up Sheet

Declaration of Music Major or Minor

Jury Forms:

- ❖ Voice
- ❖ Instrumental

Petition Forms

- ❖ **General**
- ❖ **Multiple Ensembles**

Piano Accompanist Request Form

Practice Room Reservation Request

Senior Project Planning

Student Recital Planning

- ❖ Checklist
- ❖ Scheduling Request
- ❖ Publicity
- ❖ Stage Set Up
- ❖ Senior Performance Evaluation (only for degree recitals)

Stage Set Up Form

Submit Concert/Convo Attendance

Summer Study Scholarship Application

APPENDIX B: Convo Dates

Tuesdays, 11:20 a.m. in Hudson Hall

Be sure to follow the procedure for [reserving a space](#) on the Music Convocation recital program calendar.

FALL 2023	SPRING 2024
August 29	January 23
September 5	January 30
<i>September 12 NO CONVO</i>	February 6
September 19	<i>February 13 NO CONVO</i>
September 26	February 20
October 3	February 27
<i>October 10 NO CONVO</i>	March 5
October 17	<i>March 12 NO CONVO</i>
October 24 DAS Masterclass	March 19
October 31	<i>March 26 NO CONVO - SPRING BREAK</i>
November 7	April 2
<i>November 14 NO CONVO</i>	<i>April 9 NO CONVO</i>
November 21	April 16
November 28	April 23
December 5	