



Oklahoma Panhandle State University Music Student Handbook

August 2023

Policies and Procedures for Music Majors, Minors and other students enrolled in music coursework.

These policies may be altered as necessary.



1. Faculty

Dr. Edwin Aybar

Assistant Professor of Music, Music Department
Chair, Piano Instructor, Theory Instructor,
Accompanist
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Dr. Charla Lewis

Dean, College of Arts and Education,
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Mr. Virgil Gibson

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Applied Voice, Vocal Pedagogy, Diction
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Adjunct Instructor of Music
Introduction to Music Education

Dr. Rebekah Wagenbach

Associate Dean, College of Arts and Education
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2. Music Calendar

Each semester a copy of the music calendar will be posted on the bulletin board by the band room. This calendar lists required concert, recitals and other events. Students should note the dates, times and places of these events and be certain to attend them. The calendar may change, but no student will be required to attend an event with less than two weeks' notice.

3. Bulletin Board

Most information will be transmitted to students at studio recitals or by email, and **ALL STUDENTS MUST CHECK THEIR STUDENTS.OPSU.EDU EMAIL ACCOUNT REGULARLY**. Important information may be posted on the door to room 109 or the bulletin board by room 118.

4. Studio Recital

Every couple of weeks beginning in the second month of the semester, the music department hosts a studio recital on a Wednesday (or otherwise noted date) at 12:30 PM in Centennial Theatre. During this time, the department schedules a student recital hour, guest master classes, meetings for music students, or other educational programs. *Every music major/applied student is required to attend.* All students taking applied lessons must perform on the designated studio recitals each semester. If an accompanist is needed, the student should schedule ample rehearsals well in advance of the recital and make payment arrangements as necessary.

5. Concert/Recital Attendance

Realizing that a part of a musician's education should be a thorough familiarity with music repertoire as well as the observation of the performance of others, the music faculty requires every music major to attend several musical performances hosted by OPSU, as determined by the faculty at the beginning of each semester. Students will be advised of required performances at the beginning of each semester and are expected to attend all concerts, recitals and other department events. Social functions, however, are not required of anyone.



6. Practice Rooms

Rooms available for students' use in Hughes-Strong:

Room 118 (Band Room)
Room 120
Room 123
Room 124
Room 208

Practice rooms are available during building hours. Students should sign up on the sheets provided for the times they intend to use a room. If the person signed up for a time slot is more than ten minutes late, another student may use that slot that day. The band and choir rooms are available with the permission of the director.

7. Centennial Theatre

Recitalists may reserve the auditorium for individual use during the semester of their junior or senior recital. Please make the auditorium request online. **THE THEATRE SHOULD NOT BE USED AS A PRACTICE ROOM AND WILL BE KEPT LOCKED.**

8. Degrees Offered

Bachelor of Education in Music Education (anticipated fall 2024)

This degree is designed for students who desire primary or secondary school certification. This is a hybrid degree between instrumental and vocal education and students who fulfill these degree requirements will graduate from OPSU possessing a dual certification in both Instrumental/General Music and Vocal/General Music. A student may decide to choose either an instrumental or a vocal track which will allow students to teach either instrumental or vocal music in the public schools. All students in this plan must pass barrier examinations in performance and music theory and demonstrate keyboard proficiency. This plan includes a senior recital, usually in the seventh semester of study.

9. Degree Tracking Sheet

Your advisor will maintain a degree tracking sheet in your file. With your advisor's help, you should know at all times what courses your degree requires of you. Remember that it is your responsibility to know and complete all the requirements for your degree.

10. Applied Lessons

During enrollment, each applied student will be assigned to a teacher. During the first week of classes each semester, it is the student's responsibility to coordinate lesson times with the teacher and the accompanist (if necessary.) Practice logs may be required of each applied music student by each student's individual studio teacher. Studio teachers will determine a student's readiness for performances on studio recitals and are solely responsible for the choice of repertoire and instrumental study materials. In addition, jury requirements for each student will be determined no later than the tenth week of the semester by the studio teacher. Grades of "Incomplete" will be granted for applied lessons only with the approval of Dr. Lewis. The common syllabus for applied lessons is attached to this handbook, although individual teachers may modify or augment its requirements as needed.

All students enrolled in private lessons are to receive a weekly grade for each lesson. For make-up policies and expectations of practice and preparation, please see the private lessons syllabus. A **minimum** practice regimen allows time for one hour of practice per day per credit hour of lesson.

11. Keyboard Proficiency Requirements

As a part of basic musicianship, each student who earns a degree in music is expected to achieve a minimum level of proficiency on the keyboard. For that reason, the Department of Music has established requirements that each student must meet. Depending upon the student's intended specialty, the required level of keyboard proficiency will vary.

The general requirements for piano proficiency appear below:

Piano Requirements for Music Majors

- **Completion of MUAP 1132 + Piano Proficiency Exam**



-or-

- Piano Proficiency Exam + Technical Skills Component

Piano Proficiency Examination Materials

1. Harmonize and transpose THREE melodies. Students should use proper voice leading and inversions for ease of movement.

Appropriate accompaniment styles must be used.

- Copies of three melodies are included in the Piano Proficiency Packet. Students must prepare all melodies first in the original keys as well as the indicated keys for transposition. Always use the indicated accompaniment styles (waltz, broken chord, etc...)
- Additional melody/s to be harmonized AND transposed AT SIGHT will be provided during the examination.

2. Prepare and perform a vocal or instrumental accompaniment with soloist. Repertoire must be pre-approved by Dr. Helen Thrall. Students will also sight read a simple vocal or instrumental accompaniment during the exam.

3. Prepare a choral or instrumental score. Scores will be included in the Piano Proficiency Packet.

- Voice majors: prepare a four-staff choral work from an open score. Be prepared to play selected fragments of the score as well as different combinations of lines.
- Instrumental majors: prepare selected fragments of an instrumental work from an open score. Also, be prepared to transpose various single instrumental lines to concert pitch.
 - B-flat Instruments: Play melody a Major second below written pitch
 - E-flat Instruments: Play melody a Major sixth below written pitch
 - F Instruments: Play melody a perfect fifth below written pitch

4. Perform a piece from solo repertoire. This piece may be selected by the student and approved by Dr. Chi-Kit Lam. High level of performance is expected, i.e. appropriate tempo, musicality, fluency, etc.

5. Sight Reading. Students will sight read piece/s during the examination.

Technical Skills Component

1. Scales – Students should be prepared to play all major and harmonic minor scales, two octaves, hands together.

2. Arpeggios – Students should be prepared to play all major and minor arpeggios, two octaves, hands together.

3. Chord Inversions – Students should be prepared to invert any chord, hands together, with correct fingerings.

4. Choir Warm-ups – Students should be prepared to play basic 5-note choir warm-ups in the RH with supporting chords in the LH.

5. Chord Progressions – Students should be prepared to play the following chord progression in any major or minor key: I-IV⁶₄-I-V⁴₂-I

12. Barrier Examinations

To be recommended for continued study toward a music degree, a student in the fourth semester of study must complete upper division barrier examinations. These examinations take the place of the admissions auditions found in other college-level music programs.

- a. Applied Music: Towards the end of the fourth semester of study (no later than 6 weeks before juries), the student will be given a solo to prepare on their own. The applied faculty in each area will hear the student audition on his/her principal instrument during juries of the corresponding fourth semester.
- b. Music Theory: Students enrolled in MUSI 2553 will be assigned projects that will be used for the music theory barrier.

13. Ensemble Requirements

All music majors are required to participate in a major ensemble during every regular semester of enrollment. Other ensembles may be assigned by the faculty based on student interest and group needs. All ensembles are open to all OPSU students and community members, but some groups may require an audition. Students interested in an instrumental ensemble should have two years' prior experience on the instrument they intend to play. Most music majors participate in at least two ensembles every semester.

Major Ensembles:

Other Ensembles:



Concert Choir
Concert Band

Athletic Band
Chamber Singers

Musical Theatre Production
Jazz Band

14. Course Requirements

At the beginning of each course, a syllabus detailing the requirements of the course, including grading procedures, attendance policy, course outline, etc. will be available to students online via the Aggie Scholars Canvas website through Banner. Consistent class attendance, as well as daily study and practice, is expected. Each student must take the responsibility of exerting maximum effort in order to insure maximum benefit. If you are to be absent in order to represent the University, your instructor will email the Abby Rice abby@opsu.edu indicating this fact. You should also inform your instructors of your pending absence.

15. Junior & Senior Recitals

Scheduling: The student should, in consultation with the applied instructor, select an approximate date for the recital. Recitals will be scheduled for the academic year prior to the third week of Fall Semester in a meeting of all students intending to present recitals that year. The hearing and dress rehearsal are scheduled at the same time.

Recital Hearings: Each student must successfully complete a recital hearing to certify preparedness for each recital. This hearing will take place no later than two weeks prior to the recital date. If the hearing is judged to be unsatisfactory, the recital will be rescheduled at the faculty's discretion.

Program Printing/Recital Recording: The student is responsible for coordinating with the faculty member designated by the department chair to create and print an acceptable recital program. All recitals in Centennial Theatre will be recorded, and the presenting student will receive one copy for archival purposes.

Rehearsals: The student and applied instructor should coordinate rehearsal times in Centennial Theatre with the online theatre schedule.

For detailed recital policies and guidelines, see the OPSU Music Department Recital Guidelines.

16. Scholarships

Each spring, the music department grants scholarships for the following year to outstanding music students. All music department scholarships are awarded at the discretion of the music faculty. Vocal and instrumental scholarship students must be available for the performing organizations in the area of the award received. They must audition for ensembles as requested by the area faculty. These scholarships will be awarded by June 1. To maintain your eligibility for a music scholarship you must: 1) successfully pass a music fundamentals exam or enroll in a fundamentals course, 2) participate in more than one music ensemble, and 3) must earn a "B" or above in each ensemble. If you declared music as your major, your scholarship amount could be decreased if you change to another degree plan.

Removal of music related financial aid:

You receive music aid in return for practicing and performing with a music ensemble. If you don't attend rehearsals or performances, drop the class, or are involved in serious misconduct, the music faculty may request that your music aid be cancelled. If she/he does this, you will receive a letter stating s/he has requested that the financial aid director remove your musically related aid and that you have a right to appeal this cancellation to the dean of the College of Arts and Education, Dr. Charla Lewis. You must initiate the appeal within five business days of your letter withdrawing your musically related financial aid.

Music students should take careful note of the following types of music scholarships:

- **Activity Scholarships and tuition waivers:** Scholarships granted by OPSU to any full-time student enrolled in a performing ensemble. Tuition waivers are applied as a discount to a student's university bill, and not available as a refund or to undocumented students. Offers are made by May 1 of the previous year and revised at the beginning of Fall and Spring Semesters.
- **Music Major Scholarships:** Students majoring in music can receive additional awards.
- **Housing Waiver:** A discount is made available to full-time OPSU students who live in on-campus housing and participate in music ensembles or coursework. Freshmen receive \$250/semester, sophomores \$300, juniors \$350, and senior \$400. Many music students will receive a full-housing waiver worth \$850-\$1200. Limit one per student per semester.



- **Foundation Scholarship:** Funds made available through the Panhandle State Foundation which may be applied to a student's university bill. If this bill has already been met, these monies may be refunded to the student. Offers made by May 1 of the previous year and revised at the beginning of Fall and Spring Semesters.
- **Named Foundation Scholarship:** Fixed cash award from funds endowed by alumni or other donors who earmark them to support specific types of students. See the Current OPSU Catalog for a complete listing of these scholarships with their eligibility requirements. Several of these scholarships are intended for music students, and the music faculty determines their disposition. Deadline is usually March 1 of the previous year, and applications are available online or in the Panhandle State Foundation offices on the first floor of Hefley.
- **Other Scholarships:** There are many other scholarships available to strong students, or students with particular needs or skills. Information on state and federal financial aid can be found through the OPSU Office of Financial Aid in Sewell-Loofborough. An internet search may yield many interesting scholarship opportunities.

17. Online Coursework

Each year, more and more OPSU courses are offered online, and students may wish to follow this option for its convenience, ease of scheduling or comfort with the digital medium. While there are no plans to offer music courses online at this point in time, many General Education requirements can be fulfilled through online courses. Students are encouraged to explore this option if they feel that they are self-motivated, responsible and ready to be challenged to learn in a very different way. Many students find that online work is challenging because of the ways it differs from traditional coursework, and students should not take classes online under the assumption that they will be easier than the same class offered in the classroom setting.

18. Music Computer Lab

Faculty computers are off-limits to all students, as they may contain confidential student data. The band library, Hughes-Strong Room 119, contains one PC for student use. Each of the smaller practice rooms, also, contain a computer for student use. All students enrolled in an academic (MUSI or MUPE) music course or in an applied (MUAP) music course will be given the current username and password at the beginning of the semester, after signing the lab use agreement. All students using the lab should sign in on the clipboard provided. The computers in the lab are for music student use only, and priority is to be given to use related to OPSU coursework. Any student found to be using the lab inappropriately will lose computer privileges in the lab. Inappropriate use of the lab includes but is not limited to: viewing or attempting to view inappropriate or explicit material, internet chat or messaging other than OPSU-provided email, deliberate damage of University property, unauthorized downloading, installation or modifications of hardware or software, sharing the password and username with unauthorized individuals. Printing from the Music Library computers can be accomplished by using the PDF Creator program to create a PDF print of the file in question, saving that file to a thumb drive, and printing the file at McKee Library. Any material saved to the computers will be deleted on a regular basis.

19. NAFME

National Association for Music Educators (NAfME) is the primary music student activity on campus and meets as needed. NAFME sponsors on-campus activities and provides services as needed to the Music Department. In addition, dues-paying NAFME members are eligible to attend conferences, receive information and other opportunities offered by those organizations. All NAFME dues and registration are due to the secretary-treasurer by *September 1*.

20. Ensemble Performances

All students must attend all performances and dress rehearsals for their assigned ensemble to earn full credit. These performances are likely to be at times other than the regular rehearsal, and they may take place off-campus. A list of scheduled performances will be distributed with the syllabus at the first rehearsal of the semester for each ensemble, and ensemble directors will make every effort to notify students of any changes well in advance. If a proposed performance is added to the schedule less than two weeks in advance, the ensemble director will consult with the performers before requiring the performance. A list of currently scheduled performances will be distributed at the beginning of each semester.

21. Attendance

Attendance at scheduled lessons, class meetings and performances is required. Students must arrive on-time and prepared



for class. If you must miss a class or a lesson, or will be late, please call or email the instructor, as this is the courteous, professional way to behave. *Do not come to class ill!*

22. Communication

Each instructor will explain his or her preferred method for contact and communication. All students are required to activate their OPSU webmail account and check it periodically for messages from the University, the Music Department and from faculty. Contact information for the music faculty is found at the beginning of this handbook, posted on our office doors, and posted on the bulletin board by the band room.

23. Accompanists

An important part of both popular and classical styles of singing and playing is the experience of working with an accompanist. Dr. Edwin Aybar, our staff accompanist, is available to all OPSU students enrolled in private music lessons. Dr. Aybar will join the vocal and instrumental lessons two (2) lessons prior to a recital performance. However, if students would like extra rehearsals with Dr. Aybar, they may pay a stipend for each extra rehearsal, at rates set by Dr. Aybar, and all fees are due prior to any performance. Students are responsible for providing their accompanist with music and for scheduling rehearsals. Adequate preparation for a studio recital appearance is crucial, so schedule rehearsals well in advance. If a student chooses another accompanist, he or she should be certain that that player's talents and skills are equal to the task at hand.

24. Academic Honesty and Plagiarism

An institution's reputation and intellectual freedom depend on its uncompromising commitment to the ideal of academic integrity. OPSU is committed to instilling and upholding integrity as a core value. OPSU is dedicated to maintaining and honest academic environment and ensuring fair resolution of alleged violations of academic integrity. Academic integrity is required in every aspect of a student's association with OPSU. Students will respect OPSU's commitment to academic integrity and uphold the values of honesty and responsibility that preserve our academic community. Students are expected to demonstrate academic integrity through the following actions:

- understand and uphold the academic integrity guidelines established by the university and instructors.
- present their own work for evaluation by their instructors.
- appropriately cite the words and ideas of others.
- protect their responsibility for their own actions.
- accept the responsibility for their own actions.
- treat instructors with respect when violations of academic integrity are examined.

Violations of academic integrity include, but are not limited to: unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, fraudulently altering academic records. Consequences of violations of academic integrity are dealt with on a case-by-case basis and will be reported to the Dean of the school in question, and to the Vice-President for Academic and Student Affairs. Please see the full policy online at www.opsu.edu.

25. Copyright

In the United States, most music *published* before 1923 is considered to be public domain and may be freely duplicated. For all music published, edited or composed since 1923, duplication by any means is a violation of U.S. copyright law. Every illegal photocopy, download or file copy takes money out of the hands of the publishers, composers and performers who have earned it through their creative works, and results in the rise of the legal purchase price of sheet music and recordings. OPSU music students should work only from originals or legal copies, and an instructor may refuse to teach a student from a copy. The doctrine of *fair use* does not apply to educational settings in such a way as to allow free copying and distribution of materials. When original copies of sheet music are distributed in OPSU ensembles, students must take special care to ensure that the music is returned in performance-ready condition.

26. Distance Learning Disclaimer

In the event of circumstances limiting faculty and/or student access to the OPSU campus, the methods of class instruction and participation are subject to change. This includes, but is not limited to, online or hybridized (partially online) course instruction.



[Common Syllabus Link](#)

**SYLLABUS
PRIVATE MUSIC LESSONS**

I. Course Information:

School: College of Arts and Education: Music

Course Numbers: MUPI 1000, MUPI 1010, MUPI 1110, MUPI 1210, MUPI 1310, MUPI 1410, MUPI 1510, MUPI 1610, MUPI 3050, MUPI 3150, MUPI 3250, MUPI 3350, MUPI 3450, MUPI 3510, MUPI 3650

Hours Credit: 1-4

Course Title: Private Music Lessons

Book: *None*

II. Instructor and Contact Information:

Instructor	Email	Office	Office Hour	Phone
Dr. Edwin Aybar, piano and brass	edwin.abyar@opsu.edu	HUGH 113	By Apt.	580-349-1491
Dr. Charla Lewis, woodwinds	charla.lewis@opsu.edu	HH 122b	By Apt.	580-349-1483
Mr. Virgil Gibson, voice	virgil.gibson@opsu.edu	HUGH 208	By Apt.	580-524-1005

Communication: Since many applied teachers are only on campus a limited number of hours per week, it is best to contact professors via email.

III. Course Descriptions

MUPI 1000. Private applied instruction in keyboard, voice, strings, woodwind, brass, or percussion instruments for students not pursuing a music major or minor.

MUPI 1xxx. First through fourth semesters of private applied instruction in keyboard (MUPI 1210), voice (1110), strings (1010), guitar (1610), woodwind (1419), brass (1310), or percussion (1510) instruments for students pursuing a music major or minor.

MUPI 3xxx. Fifth through eighth semesters of private applied instruction in keyboard (MUPI 3250), voice (3150), strings (3050), guitar (3650), woodwind (3450), brass (3350), or percussion (3519) instruments for students pursuing a music major or minor.

Enrollment: All students taking private lessons must be enrolled in the appropriate course for each instrument. Enrollment in private music lessons is by permission of the instructor or music department chair only. Music majors are encouraged to enroll for two credit hours on their major instrument each semester. Students enrolled in elective or secondary music study may enroll for one or two credit-hours per semester, as determined by their teacher.

IV. Required Textbook and Materials:



Instrument, music, necessary accessories, and a pencil should be brought to each lesson.

Repertoire: Repertoire will be determined as quickly as possible after the beginning of the semester with an emphasis on a variety of musical styles, forms and techniques. It is hoped that students will be able to experience as broad a musical palette as possible. Students are responsible for obtaining their own copies of all assigned music. Teachers reserve the right to not teach from library copies or photocopies. *Copying of music is a violation of federal copyright law and is detrimental to the publishers and composers of the music.*

V. Teaching Methods:

Students will participate in a face-to-face one-on-one private lesson each week.

VI. Program Learning Outcomes:

1. Demonstrate competence in the analysis of written and recorded/performed music.
2. Demonstrate well-developed musical ability in a specific performance area (vocal or instrumental).
3. Demonstrate a level of musicianship sufficient to teach music or lead others in music-making.

VII. Course Learning Outcomes:

Private music lessons are offered to all OPSU students wishing to advance their skills in instrumental technique, music reading, and musical expression. Each semester of lessons culminates in a performance jury and includes two appearances at a Studio Recital or other approved public performance.

1. Rhythmic Accuracy - Displays precise rhythmic performance with an appropriate use of rubato.
2. Note/Pitch Accuracy - Displays superior tonal accuracy in all registers.
3. Technique - Displays mature technique and a clear understanding of the principles and methods of sound production appropriate to the instrument.
4. Musicality - Displays superior use of musical elements appropriate to the style of the composition.
5. Text (vocal only) - Displays a clear and precise understanding of foreign language diction and memorization.
6. Recital Preparation – Displays clearly sufficient preparation and awareness regarding appropriate stylistic conventions of performance practice.
7. Stage Presence - Appears confident using correct stage etiquette.
8. Holistic – Capable of a mature, polished performance deserving of public presentation and recognition.

VIII. Student Responsibilities:

Attendance: Because of the participatory and performance nature of this course, students are



expected to attend all scheduled lessons on time. In the event of serious illness or other emergency, please contact the instructor prior to the lesson. Failing to appear for scheduled lessons will result in 0% for that lesson and it will not be made up. If students know they will miss a lesson, it is preferred that he/she switch with another student in that studio so no lessons are missed. If students miss three lessons in a row, they will be advised to drop and proper paperwork will be submitted. *Do not come to the lesson sick!*

Make-Up Lessons: A lesson cancelled by the instructor is to be made up within three weeks at a time mutually agreed to by student and instructor. A lesson cancelled by the student more than 24 hours in advance is to be made up within three weeks. A lesson cancelled with less than 24 hours' notice may be made up at the discretion of the instructor. Make-up lessons are ultimately the student's responsibility and will impact the final grade.

Expected Practice: Students should practice a minimum of six hours per week for each credit hour for which they are enrolled in private lessons. This total is in addition to any preparation time for ensembles or other music classes. Teachers will monitor student practice as appropriate. Music majors should consider devoting three to four hours daily to practice on their major instrument/voice. There are three practice rooms available for lesson preparation. Signups are posted on the doors for you to sign up for a weekly time during which you will have priority.

Preparation: If a student arrives at a lesson unprepared (e.g., assigned material not practiced or without required materials), the teacher may give a "45%" for that lesson, and the lesson will not be made up.

IX. Essential Course Policy

Concert Attendance: Music majors should refer to the current semester calendar for required performances. Non-majors should plan to attend at least one Studio Recital during the term, band and choir concerts and any guest artist performances during the semester.

Extra Credit: There is no extra credit available for this course.

Final Exams: There is no traditional final examination for this course. The jury appearance at the end of the semester will be taken in lieu of a final exam.

X. Evaluation

Grading: Each student will receive a grade for each of the weekly lessons. The final course grade will be a weighted average of the weekly grades (50%), the Studio Recital performance (20%), and the end of semester jury (30%). Incompletes are not permitted. Students enrolled in lessons concurrently will not be required to perform in a Studio Recital, and that 20% of the final grade will be added to the Jury's weight.

Lesson Grading Rubric:

95%: Student is fully prepared for the lesson with obvious practice on all assigned materials and demonstrates marked improvement over the previous lesson. As a result,



the lesson is an effective and meaningful coaching experience.

75%: Student is marginally prepared for the lesson with only sporadic practice in evidence. The lesson is only somewhat effective and more time is spent reviewing material covered earlier than is spent discussing new material. The assigned music is partly learned at best.

45%: Student arrives to the lesson on time but is unprepared for the assigned material.

0%: Student fails to appear for the lesson at the agreed-upon time.

Studio Recital: Teachers will help their students to work toward each Studio Recital appearance during the semester. The Studio Recital is a recital-style performance and should be treated as a formal performance for dress, etiquette and repertoire selection. Music majors lacking Studio Recital performances may not be permitted to give a junior or senior Recital.

Honors Recital: Exceptional students will be selected by the faculty to perform in an Honors Recital at the end of the semester. These students will be exempt from Juries but will be graded on this performance as if it is their Jury.

Jury Appearance: All students will make a jury appearance at the end of the semester to demonstrate their progress on the instrument. Juries will be held during the last week of the semester and may include the following as appropriate: technical rudiments (e.g., scales and arpeggios), technical studies, orchestral studies, solo repertoire. The committee for a students' jury will include the teacher for the instrument being heard, and the full-time music faculty. The Jury Performance should be treated as a formal performance for dress, etiquette and repertoire.

Final Grades: Final grades will be calculated using the following weighted scale:

- 50% Lessons
- 20% Studio Recital
- 30% Jury

XI. Course Outline and Schedule:

Meeting Times: To be arranged, one half-hour lesson per week per semester hour. Students enrolled in two credit-hours will have one-hour lesson per week.

Studio Recital Times:

Vocal Tuesday, September 12 @ 12:30
Instrumental Tuesday, September 26 @ 12:30
Vocal Tuesday, October 10 @ 12:30
Instrumental Tuesday, October 25 @ 12:30

Jury Time: Friday, December 15 TBA



XII. Student Disability Services:

According to the Americans with Disabilities Act, each student with a disability is responsible for notifying the University of the disability and requesting accommodations. If you think you have a qualifying disability and need accommodations, contact the Disabilities Coordinator robert.crawley@opsu.edu.

To receive services, you must submit appropriate documentation and complete an intake process to verify the existence of a qualified disability and identify reasonable accommodations. Faculty have an obligation to respond when they receive official notice of accommodations, but are under no obligation to provide retroactive accommodations.

XIII. Syllabus Change Policy: This syllabus should be viewed as a guide. While every attempt is made to provide an accurate overview of the course, circumstances and events may make it necessary for the instructor to modify the syllabus during the semester. Any changes to the syllabus are at the discretion of the instructor and will be made with advance notice.

XIV. Common Syllabus Supplement: The common syllabus serves as a supplement to the course syllabus. Please review the common syllabus located on the home page of the Canvas course shell for key academic policies, dates, and other helpful information.

XV. Disclaimer for Distance Learning: In the event of circumstances limiting faculty and/or student access to the OPSU campus, the methods of in-person class instruction and participation are subject to change.