



EASTERN ILLINOIS UNIVERSITY
department of **music**

Undergraduate Handbook

2015 - 2016

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Mission Statement

The Department of Music provides leadership within the University and the region in all matters pertaining to musical art and to music through its accredited undergraduate and graduate programs. Faculty instruct and inspire those whose professional goals include the creation, performance, critical assessment, and teaching of music. In addition, courses are offered to the general student body to enhance appreciation and understanding of all musics. The Department makes available ongoing music learning and performance experiences to the university community and area residents of all ages. Faculty provide service as adjudicators, clinicians, guest conductors, and consultants and through outreach programs to area schools and to other educational and professional organizations. The Department and its faculty contribute to the cultural life of the university and community through the performance and sponsorship of frequent and various concerts and recitals of live music.

General Education

All students, regardless of their major, are responsible for meeting the following General Education requirements:

Responsible Citizenship through Mindful Scholarship

General Education at Eastern Illinois University offers students an intellectual foundation for their future academic, professional, and personal lives. Mindful scholarship necessitates not only dedicated study but also reflection on the purposes and consequences of that study. By fostering serious and enthusiastic learning, Eastern Illinois University seeks to instill the value of intellectual curiosity and lifelong education in its students. Equipped with the values and traditions of scholarship, students will be better prepared to fulfill their duties as responsible citizens and capable leaders in a diverse world.

Semester Hour Requirements in the General Education Program

Humanities and Fine Arts	9 hours
Language	9 hours
Mathematics	3 hours
Scientific Awareness	7 hours
Senior Seminar	3 hours
Social and Behavioral Sciences	<u>9 hours</u>
TOTAL	40 hours*

Please see the catalog section titled "Academic Regulations and Requirements" for the complete list of requirements for graduation.

The following general education courses are required of all teacher licensure candidates either as part of the above required 40 semester hours in addition to the IAI Core or Transfer General Education:

- A 3-semester-hour Diversity Course or Third World/Non-Western Course

- “C” or better in ENG 1001G, ENG 1002G, SPC 1310G or their equivalents (a minimum of 9 semester hours is required.)

In addition, teacher licensure candidates must receive a “C” or better in all courses used toward graduation. This includes general education, professional education, major and minor courses, all university required courses, and electives. Students must maintain a minimum cumulative and major GPA of 2.65 in order to continue in the program.

Note: Post-baccalaureate teacher licensure candidates must meet all general education requirements with the exception of Senior Seminar.

Degree Options

Bachelor of Music in Performance

The music performance curriculum is designed to develop the skills necessary to enter the music profession or to pursue advanced degrees in performance. All music performance concentrations require a significant number of hours in applied study, the achievement of advanced standing, and sophomore, junior, and senior recitals.

- Instrumental Concentration
- Keyboard Concentration
- Vocal Concentration
- Composition Concentration
- Jazz Studies Concentration

Bachelor of Music with Teacher Licensure Option

All music education concentrations share the same music core and professional course sequence as offered through the College of Education and Professional Studies. All concentrations lead to the same endorsement, with broad-based preparation in all areas of music education. However, each of the following concentrations has unique professional development experiences, designed to help the prospective teacher achieve his/her professional and musical goals.

Instrumental Music Concentration: This concentration is designed for those who wish to teach primarily band and/or orchestra grades 4-12. Students will achieve basic proficiency in all traditional wind, string, and percussion instruments. Instrumental pedagogy, innovative lesson planning, assessment, and management skills necessary for a successful instrumental music education program are emphasized. Advanced standing and junior and senior performance recitals are required.

Vocal Music Concentration: This concentration is designed for those who wish to teach primarily vocal music grades 4-12. Students will achieve basic proficiency in general music. Vocal and choral pedagogical skills are emphasized. Innovative lesson planning,

assessment, and management skills necessary for a successful vocal music education program are emphasized. Advanced standing and junior and senior performance recitals are required.

General Music Concentration: This concentration is designed for those who wish to teach elementary and middle school (PreK-8) General Music. Electives are selected from child development, art, dance, theater, and children’s literature. Vocal and piano skills are developed. Achievement of advanced standing is required. Junior and senior performance recitals are not required.

Bachelor of Arts in Music:

The Bachelor of Arts in Music degree provides the study of music within the context of a liberal arts framework. The music content allows students to develop their musicianship skills, while the program grants the flexibility to choose elective courses within an area of interest either within the Department of Music or in another field of study. The Bachelor of Arts in Music offers two concentrations for students to choose from:

The Open Studies Concentration is intended for those students who wish to further their study of music at the university level, but are yet undecided on their future career goals. This concentration will allow students the flexibility of combining their music studies with course work in areas of broader interest. Other disciplines might include:

- Music & business – leading to professions in music management & marketing
- Music & technology – leading to professions in the recording/sound industry
- Music & journalism/English/or history – leading to professions with music related publications.

The Music Theory and Composition Concentration offers students interested in composition another avenue for studies that allows greater flexibility than the current B.Mus: Performance Option: Composition Concentration. Students in this composition may easily combine interests in music theory, composition, and technology by making use of the number of elective hours in the concentration.

Music Minor

The Music Department offers a minor for those students who are interested in adding some music curriculum to their current degree plan. Students with a Music Minor participate in Department ensembles, applied lessons, and take some of the same coursework that a Music Major does. Admission as a Music minor generally requires interested students to complete a short audition for a Music faculty member. Specific requirements for the Music minor can be found [here](#).

Jazz Studies Minor

The Jazz Studies minor is open to all students majoring in music. Other EIU students may be accepted after passing an audition demonstrating sufficient performance, theoretical, and keyboard skills. Specific requirements for the Jazz Studies minor can be found [here](#).

Honors Program

EIU offers academically talented students the opportunity to take part in two honors programs: University Honors and Departmental Honors. Both programs offer students of superior academic ability a unique opportunity to develop their potential for intellectual achievement. Admission to the Music Honors Program requires a 3.5 GPA, permission of the Music Honors Coordinator, and permission of the Dean of the Honors College.

Students in the Music Honors Program must complete at least 12 credit hours of honors courses in music from among the following courses:

- MUS 3591 - Music Analysis, Honors. Credits: 3
- MUS 3592G - Non-Western Music, Honors. Credits: 3
- MUS 3594 - Music History and Literature I, Honors. Credits: 3
- MUS 4444 - Honors Independent Study. Credits: 1 to 3
- MUS 4555 - Honors Research. Credits: 1 to 3
- MUS 4644 - Honors Thesis. Credits: 1 to 3
- (at least one hour required)
- MUS 4666 - Honors Seminar. Credits: 3
- A three-credit hour graduate course in music:

A three-credit hour graduate course in music selected with the permission of the Music Honors Coordinator is also required. (Honors Independent Study/Honors Research or Honors Seminar may be repeated as a substitute for this requirement with the permission of the Music Honors Coordinator.)

The Honors Thesis (MUS 4644) can take one of three forms:

- 1 A full recital with accompanying analysis of the works performed.
- 2 An original composition with accompanying analysis.
- 3 Intensive research of a music topic culminating in a scholarly paper.

Admission to the Music Program

Information on audition dates and requirements is at the or by calling the music office at 217/581-3010. All entering freshmen and transfer students planning to major in music must pass an audition before enrolling. Prospective composition students must also provide scores and/or recordings of original compositions. Students who are pursuing the music education option are also required to complete an interview with a music education faculty member. Students who wish to transfer credit in music theory, aural training, music history, applied studies, and piano are required to take placement examinations in the subjects.

Student Learning Outcomes

The Department of Music faculty sets clear objectives and goals for all majors. The faculty has developed the curriculum so that all who graduate with any major in music will:

1. Demonstrate an intellectual and aural understanding of the basic structural elements of music through the use of the basic vocabulary of music.
2. Identify and analyze the role of music within a variety of cultures and historical periods, its impact on society, and its stylistic interpretation.
3. Demonstrate an awareness of structure and style through the development of skills necessary to create, critique, and perform music from a variety of cultures and historical periods.

In addition, the following two objectives apply to all students who completed a B.Mus. degree (Teacher Licensure or Performance)

4. Demonstrate musical comprehension and leadership necessary to conduct an ensemble.
5. Understand, use, and apply appropriate technology.

Furthermore, the music faculty has set forth a curriculum so that all who graduate with an Option in Music with Teacher Licensure will meet the following objectives:

6. The competent music teacher is able to relate various types of music knowledge and skills within and across the arts.
7. The competent music teacher is able to apply pedagogical knowledge and skills appropriate to the teaching of music.

Recital Attendance (MUS 1103)

All music majors are required to develop knowledge of a wide variety of music literature. To facilitate the development of this knowledge, music majors are required to attend a certain number of on-campus recitals and concerts. The Department of Music office distributes specific recital attendance requirements and procedures at the beginning of each semester. MUS 1103 – Recital Attendance must be repeated for 5 semesters, audit only. Transfer students with 29 or fewer hours must complete MUS 1103 (5) times. Students with 30-59 transfer hours must complete MUS 1103 (4) times. Students with 60 or more transfer hours must complete MUS 1103 (3) times.

Applied Study

All music majors are required to study intermediate or advanced music performance on a one-to-one basis with a studio instructor. Such study is referred to as “applied study.” While majors may pursue more than one area of applied study, each student must complete a sizable block of hours in one primary instrument or voice. All music majors must audition for the area

(Brass, Keyboard, Woodwind, Voice, Strings, Percussion) in which they wish to study. In the audition, students must perform pieces of contrasting style, sight read, sight sing, play or sing scales, and perform tonal memory exercises.

Levels of enrollment are:

Introductory Level: MUS 0010A - MUS 0063A.001

For students with little or no applied study and for music majors who wish to study a secondary instrument.

**After the second semester of study, register for the B section*

Intermediate Level: MUS 1110A - MUS 1163A.001

Applied study for music majors in teacher licensure, composition, or B.A. in Music on their primary instrument or voice in their first and second semesters.

**After the second semester of study, register for the B section*

MUS 1110A - MUS 1163A.002

Applied study for music performance majors on their primary instrument in their first and second semesters.

**After the second semester of study, register for the B section*

MUS 2210A - MUS 2263A.001

Applied study for music majors in teacher licensure or composition on their primary instrument or voice in their third and fourth semesters.

**After the second semester of study, register for the B section*

MUS 2210A - MUS 2263A.002

Applied study for music performance majors in the jazz studies concentration on their primary instrument in their third and fourth semesters.

**After the second semester of study, register for the B section*

MUS 2210A – 2263A.004

Applied study for music performance majors (except students in the jazz studies concentration) in their third and fourth semesters.

**After the second semester of study, register for the B section*

Advanced Level: MUS 3310A – 3363A.001

Applied study for music majors in teacher licensure or composition on their primary instrument or voice who have successfully completed an advanced study jury.

**After the second semester of study, register for the B section*

MUS 3310A – 3363A.002

Applied study for music performance majors in the jazz studies concentration who have completed their advanced study jury.

**After the second semester of study, register for the B section*

MUS 3310A – 3363A.004

Applied study for music performance majors who have completed an advanced study jury.

**After the second semester of study, register for the B section*

MUS 4410A – 4463A.001

Applied study for music majors in teacher licensure or composition on their primary instrument or voice who have completed a junior recital.

**After the second semester of study, register for the B section*

MUS 4410A – 4463A.002

Applied study for music performance majors in the jazz studies concentration who have completed their junior recital and are not in their final semester of study.

**After the second semester of study, register for the B section*

MUS 4410A – 4463A.004

Applied study for music performance majors (except students in the jazz studies concentration) who have completed their junior recital and students in the jazz studies concentration in their final semester in residence.

**After the second semester of study, register for the B section*

* Occasionally students need to register for the same level of applied lessons for more than two semesters. However, due to financial aid restrictions, students may only enroll in the same class twice. Therefore, if a student needs to register for the same applied level more than twice, it is necessary to register for a different letter.

In the first year, register for courses with the letter A: for example, MUS 0010A.001

In the second year, register for courses with the letter B: for example, MUS 0010B.001

Applied lesson times are assigned in consultation with the assigned teacher. Students must submit copies of schedules to the assigned teacher, who will then assign a lesson time. If the applied teacher schedules studio classes, all students enrolled in applied study with that teacher must participate.

Juries

All students enrolled in applied music studies must demonstrate performance skills on their primary instrument at the end of each semester of study. This performance exam is called a jury and takes place during the last week of classes or during finals week. The performance requirements for each instrument or voice are incorporated in syllabi distributed at the beginning of each semester. Students who perform degree recitals after midterm may be exempt. At least two faculty members from each Division (Keyboard, Jazz Studies, Instrumental, and Vocal) will hear juries and assess each student's progress. At least two faculty members from each division will hear the jury. Each faculty member assigns a grade and provides a written critique of the performance. Grades are averaged into a jury exam grade and constitute a portion of the grade for the semester.

Consult your applied course syllabi for repertoire requirements and performance expectations. Information on requesting an accompanist will be announced during the semester.

Advanced Study Juries

All B.Mus. students must demonstrate performance skills sufficient to allow study at the advanced level. A satisfactory assessment in the advanced study jury will allow continued pursuit of the degree and must be achieved to enroll in Advanced Applied Study (MUS 3310 - 3363) and to schedule junior and senior recitals. The advanced study jury must be completed by the end of the sixth semester. Two attempts are permitted. Students who fail to achieve advanced standing after two attempts will not be permitted to continue in a B.Mus. program, but may change their major to the Bachelor of Arts in Music.

Advanced study juries are scheduled during the final week of classes or during final exam week. All students must perform repertoire that meets requirements set by the division of their enrollment. All students must sight read and play or sing scales. The examining committee consists of at least three faculty members of the Division (Instrumental, Voice, Keyboard, Jazz Studies). If the area is comprised of less than three faculty, other faculty will serve on the examining committee. All aspects of the exam (repertoire, scales, sight reading, etc.) must be performed satisfactorily. In addition, minimum academic standards set by the department must be maintained.

In consultation with the applied teacher and division director, the chair will set individual timetable deadlines for transfer students to achieve advanced standing.

Information on requesting an accompanist will be announced during the semester.

Degree Recitals

All B.Mus. students are required to demonstrate performance skills in a public forum. Specific performance requirements are referred to as degree recitals. Enrollment is as follows:

MUS 2100 Non-degree recital
MUS 3100 Teacher Licensure - Junior Recital

MUS 4100 Teacher Licensure - Senior Recital
Instrumental Concentration must include a small ensemble as part of the recital

MUS 2101 Performance Option - Sophomore Recital

MUS 3101 Performance Option - Junior Recital

MUS 4101 Performance Option - Senior Recital

MUS 3102 Performance Option - Jazz Studies Concentration - Junior Recital

Students will sign up for a recital time either at the beginning of the semester, or towards the end of the semester prior to the recital's scheduled date. Instructions will be sent out via email to all students registered for their degree recital.

No fewer than two weeks prior to the recital, a recital jury must be performed. The piano technician must receive notification of time and place for the recital jury so that the piano to be used can be properly prepared. A committee of three faculty, which must include the applied teacher, will hear the recital jury. Students must perform all recital material. The approval of the committee is required for a public performance to take place. The approval of the committee and the public performance are necessary for the requirement to be fulfilled. Program notes are also required for all degree recitals. During the recital jury, committee members provide written comments, assign letter grades and authorize the performance of the recital. Those who perform degree recitals after midterm may be exempt from Juries.

If permission for public performance is given, complete program content must be submitted to the Performance Area Coordinator within 24 hours following the jury exam. Electronic submission is required. Program notes must be submitted to the studio teacher and filed with the music department office. Information on requesting an accompanist will be announced during the semester.

General and Division Recitals

All music majors are required to demonstrate performance skills in a public forum each semester of their enrollment. All students enrolled in applied study must perform on a division or general recital each semester of their enrollment unless exempted by the applied instructor. This requirement is waived in the semester a degree recital is given.

Division recital request forms are available from the division director and must be submitted according to the guidelines set by the division.

General recital request are completed online through the application on the Current Student website two weeks prior to the recital.

Information on requesting an accompanist will be announced during the semester.

Credit and Time

At Eastern Illinois University, the basic formula for calculating credit hours is as follows: *Eastern Illinois University awards credit in a manner that conforms to standards set by the Higher Learning Commission Policy (North Central Association; Commission Policy FDCR.A.10.020) and the Federal credit hour definition (Federal Register 75 FR 66832 p. 66946).*

Internal Governing Policy #46.1 states EIU's policy for calculating credit hours. See http://castle.eiu.edu/auditing/046_1.php for additional information.

One **semester credit hour** is the amount of student effort that approximates **not less than 37.5 hours** of academic engagement in coursework (in-class/instructional time plus out-of-class student work) as represented in intended learning outcomes and verified by evidence of student achievement. The standard for one semester hour of credit in a traditional course is a minimum of 50 minutes of direct instruction and 100 minutes of out-of-class student work each week during a standard semester (15 weeks). This equates to a total minimum of 12.5 hours (750 minutes) of direct instruction and 25 hours (1500 minutes) of out-of-class student work per semester hour. The ratio of instruction time to out-of-class student work may vary; however, student academic engagement in coursework must meet the minimum of 37.5 hours per semester hour regardless of semester length, course type, or delivery method. All courses leading to the award of credit, including courses that have less structured classroom schedules such as independent studies, internships, practica, studio work, will, at a minimum, clearly state learning objectives, expected outcomes, and workload expectations that meet the standards set forth above.

Internal Governing Policy #46.1 (http://castle.eiu.edu/auditing/046_1.php) also contains guidelines for different course types for one semester hour of credit. Those policies relevant to the Department of Music are copied below:

	Minimum Student Time in Direct Instruction (e.g. in class) per Semester	Minimum Out-Of-Class Student Work per Semester
Labs, Studio, or Clinical Practica Often labs, studio classes and some types of clinical practicum require a greater proportion of direct instruction with a smaller proportion of student preparation time outside of class.	25 hours	12.5 hours
Activity Courses or Practica Some forms of activity or practicum courses may require most learning take place through direct or supervised instruction with little or no out-of-class time requirement.	37.5 hours	0 hours
Internship/Student Teaching An internship is	Supervised work at internship site +	

<p>a work experience related to the student's major or approved minor. This work experience must be directly related to the potential professional opportunities for graduates with the major or minor. While internships may vary in duration, credit, and requirements, a minimum of 37.5 hours is required for each semester hour of credit.</p>	<p>(classroom instruction in some cases) = minimally 37.5 hours (additional preparation time outside the work experience may be required)</p>
<p>Independent Study Individualized study of a topic selected and self-directed by a student under the supervision of a member of the faculty. Independent study is a commitment of the student to a rigorous plan of investigation that focuses in a unique area of interest. An independent study involves relatively self-directed student effort in the pursuit of some clearly defined goals and learning objectives. Proposals for an independent study include a statement of the goals and a description of the intended final product of the project. Proposals must be on file in the department and approved by the faculty advisor and department chair prior to registration for the course.</p>	<p>Meetings with the professor for direct instructional activities may vary, however an estimate should be in the proposal. Student engagement with instructor + independent student work = minimally 37.5 hours</p>

Department of Music lecture courses follow EIU's formula laid out in IGP #46.1 which states that one semester hour of credit equals one hour of classroom institutions and a minimum of two hours of work outside class each week.

All Comprehensive Musicianship classes (MUS 1501, 1502, 2501, 2502) are four semester hours of credit, but meet five days a week. These courses involve a combination of lecture and practica and meet the minimum guidelines for direct institution and student work outlined in IGP #46.1.

Many Department of Music courses rely on the guidelines set forth in IGP 46.1 for **Labs, Studio, or Clinical Practica** and meet 2-3 days a week for one credit. For these classes the majority of the work takes place in class under direct supervision of the instructor. Out-of-class work typically involves review of material presented in class. Classes of this nature include piano class, instrument techniques classes, and music education classes.

Department of Music Ensembles follow the guidelines set forth in IGP 46.1 for **Activity Courses or Practica**. Ensembles range from 3-4 contact hours per week. Students are expected to practice ensemble music as needed.

For applied study the credit hours taken each semester vary depending upon the program option in which the student is enrolled. The hours for primary or principal applied study are as follows:

<u>Degree Program</u>	<u>Credit Hours per Semester</u>	<u>Lesson Time per Week</u>	<u>Practice per Day</u>
Teacher Licensure Option	1	50 minutes	1-2 hours
Performance Option	2 or 4	50 minutes	2-4

Instrument Rental

The Department of Music has a limited number of wind and brass instruments available for rental to students interested in participating in music ensembles. The non-refundable fee for rental of the instrument will be as follows:

- \$225 per year for Music Majors renting their primary instrument.
- \$60 per semester for Music Minors renting their primary instrument and for Music Majors renting a secondary instrument.
- \$40 per semester for Non-Music Majors or Non-Music Minors, and for all Athletic Bands.

This fee supports the annual cleaning, maintenance, and upkeep of instrument. Please contact [Dr. Alicia Neal](#) for additional information.

Student Portfolios

All students are required to submit a portfolio the semester prior to graduation or student teaching. The portfolio is due by mid-semester (October 15/March 15) during the last semester in residence on the EIU campus. Freshmen, sophomores, juniors (AY 2014, 2015, 2016) will be required to submit an electronic portfolio the semester prior to graduation or student teaching. Seniors may choose to submit either an electronic portfolio or a portfolio hard copy.

The portfolio should consist of the student's best work, and artifacts in each category should clearly demonstrate attainment of the learning objective. Students are encouraged to be creative and focus the portfolio on individual career goals. The portfolio should not only serve as evidence of meeting departmental learning goals, but should be considered a professional resource for students to use in career advancement.

A sample table of contents for each degree program is available at:

http://www.eiu.edu/music/students_current_assessment.php

Learning objectives for all portfolios

I.1 Demonstrate an intellectual and aural understanding of the basic structural elements of music through the use of the basic vocabulary of music.

Artifacts **must** include:

- at least two musicianship midterms or final examinations, demonstrating both theory skills and aural skills
- at least one analysis, arranging, or composition project
- item(s) of student's choice

I.2 Understand and analyze the role of music within a variety of cultures and historical periods, its impact on society, and its stylistic interpretation.

Artifacts **must** include:

- at least one graded music history paper
- at least one graded written assignment
- at least one music history examination
- item(s) of student's choice

I.3 Demonstrate an awareness of structure and style through the development of skills necessary to create, critique, and perform music from a variety of cultures and historical periods.

Artifacts **must** include:

- programs from all degree recitals
- program(s) from other performances
- program notes from all recitals
- artifact demonstrating ability to critique music
- jury comment sheets from a minimum of four semesters of applied study

- item(s) of student's choice

Additional objectives for all B.Mus. portfolios (Teacher Licensure and Performance)

I.4 Demonstrate musical comprehension and leadership necessary to conduct an ensemble.

Artifacts **must** include:

- two conducting evaluations (self, peer, or instructor)
- at least one conducting video
- item(s) of student's choice

I.5 Understand, use and apply technology appropriate to professional needs.

Artifacts **must** include:

- one composition or arrangement written with notation software
- at least two items of student's choice

Department of Music Learning objectives for Teacher Licensure Portfolios

II.1 The competent music teacher is able to relate various types of music knowledge and skills within and across the arts.

Artifacts **must** include:

- two lesson plans of different levels involving related arts
- item(s) of student's choice

II.2 The competent music teacher understands and is able to apply pedagogical knowledge and skills appropriate to the teaching of music.

Artifacts **must** include:

- two lesson plans of different levels
- two teaching evaluations
- one lesson plan specific to leading a secondary level ensemble rehearsal
- one lesson plan incorporating technology
- item(s) of student's choice

College of Education and Professional Studies Learning Objectives for Teacher Licensure Portfolios

III.1 Demonstrate good communication skills.

Artifacts **must** include:

- one paper with the instructor's evaluation of its writing style
- one evaluation of an oral presentation or speech
- item(s) of student's choice

III.2 Use basic skills of measurement and assessment in instructional decision-making.

Artifacts **must** include:

- three evaluation tools written by the student
- item(s) of student's choice

III.3 Demonstrate knowledge of past and present developments, issues in research, and social influences in the field of education.

Artifacts **must** include:

- two assignments chosen from MUS 2440, 2441, 2442, 3400, or 3440 dealing with current issues in education (must be from two different classes)
- two assignments chosen from EDF 2555, EDF 4450, SED 3330, EDP 3325, SPE 3500 or SPE 3000 dealing with current issues in education (must be chosen from two different classes)

Narrative Reflection for all Students

Demonstrate reflection on growth as a musician and performer and/or composer.

Artifact **must** include (at least one page, typed):

- narrative statement based on the following prompt:
“Choose three artifacts from this portfolio. Describe what you learned from each assignment/project/performance, how each reflects your best work, and how each demonstrates attainment of the department learning objective.”

Additional Narrative Reflection for all Teacher Licensure Students.

- narrative statement based on the following prompt:
“During your time preparing to be a music teacher you have participated in a number of classes, clinical experiences, ensembles, and recitals. How have you grown as a musician and a teacher from your first days as a college student? Provide specific examples of experiences that helped you learn and develop skills.”

Additional Narrative Reflection for all B.Mus. Performance and B.A. Music Theory and Composition Students:

- narrative statement based on the following prompt:
“During your time preparing to be a performer and/or composer you have participated in a number of classes, ensembles, and recitals. How have you grown as a musician and a performer and/or composer from your first days as a college student? Provide specific examples of experiences that helped you learn and develop skills.”

Specialized Information

Teacher Licensure

All students interested in teacher education must attend the University Admission to Teacher Education meeting as announced in the *Daily Eastern News*. For students whose initial college entrance was at EIU, this meeting must be attended before completion of 29 semester hours:

for transfer students and post-baccalaureate students, this must be done no later than 30 days after their initial enrollment at EIU. Formal application forms and important information will be provided at this meeting.

Every student planning to student teach must formally apply at the Application to Student Teach Meeting (announced by the Office of Student Teaching). This meeting is held during the fall semester preceding the academic year in which the student plans to student teach. All application materials received at that meeting must be completed and turned in to the Office of Student Teaching, 2418 Buzzard Hall, by the announced deadline date. **Failure to attend a meeting to apply to student teach, or failure to complete the application materials by the deadline will result in a minimum of a one-year delay in student teaching.**

The Departmental Approval to Student Teach form is available on the Current Student Website.

Accompanist Request Policy

If you require an accompanist for a degree recital, you will be assigned an accompanist at the beginning of the semester.

If you require an accompanist for a performance on a general recital, or an advanced study jury, you must submit a request to Dr. Bowman at least four weeks before the date of the performance. You must submit with the request the piano score and a copy of your weekly schedule. For Honors Auditions, Concerto Auditions, or other departmental concerts, deadlines will be posted at the beginning of the semester on the Current Student Website.

Scheduling

Use of rooms for extra rehearsals or meetings must be scheduled through the Department of Music office (581-5211). Please contact the office well in advance of your rehearsal or meeting.

Practice Rooms

Practice rooms are available for your use and are located in the basement of the Doudna Fine Arts Center. Piano and percussion majors may check out keys to specific practice rooms from their studio teachers.

Copyright Notice

Publishers and the academic community have established a set of educational fair use guidelines to provide "greater certainty and protection" for teachers. While the guidelines are not part of the federal Copyright Act, they are recognized by the Copyright Office and by judges as minimum standards for fair use in education. A teacher or pupil following the guidelines can feel comfortable that a use falling within these guidelines is a permissible fair use and not an infringement. Many judges look to these guidelines when making related fair use determinations. The educational use guidelines can be found in Circular 21, provided by the

Lockers

Lockers in the Doudna Fine Arts Center are available for instrument and music storage. Please contact the Band Office (581-2799) to check out a locker.

In the event that students choose to store their personal items on campus in any building operated by the University, they thereby waive any and all liability of the University and its employees for loss of, or damage to, those items by any cause whatsoever, including, but not limited to fire, water, windstorm or other casualty, theft, or dampness or dryness of the air.

Recording

Extremely high-quality digital recording is made available to students, faculty, guests and ensembles. In the custom-designed recording control room, performances can be remotely recorded from any of the music or theater performing spaces and the larger rehearsal rooms. Each performance space also has its own dedicated and equipped audio control room and amplifier/machine room. Information on request recording services is posted on the Current Student Website.

Course Sequences

Course sequences for performance (instrumental, keyboard, vocal, composition and jazz studies) and teacher licensure (instrumental, vocal, and general) degrees are available on the Current Student website.