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*Department of Music*

**HANDBOOK 2020-2021**

Revised Summer 2020

## **HLGU Mission Statement**

The mission of Hannibal-LaGrange University is to provide an excellent education in both liberal arts and professional disciplines in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for both personal and career effectiveness.

## **MISSION and PURPOSE of the DEPARTMENT of MUSIC**

### DEPARTMENT OF MUSIC

#### **Mission:**

The mission of the Music Department is to provide an excellent education in the field of music in a distinctively Christian environment that integrates Christian faith and learning in preparing graduates for personal and career effectiveness.

#### **Broad Program Goals:**

It is the goal of the Music Department to educate students so that they will become professional musicians: performing, teaching, composing, arranging, and leading...using knowledge to create purposeful careers to serve mankind.

#### **Objectives for the Bachelor of Music Major:**

The Bachelor of Music Major will:

1. play the piano proficiently.
2. perform at an advanced level in an emphasis of voice, instrument, or piano
3. demonstrate knowledge of music theory concepts.
4. demonstrate and apply knowledge of music history.
5. demonstrate knowledge of ensemble rehearsal techniques.

#### **Purpose:**

To help you discover God's purpose for your life through one of the following degrees:

#### **Bachelor of Music**

Concentrations in Instrumental, Vocal

#### **Bachelor of Science in Education**

Concentration in vocal music, Certification K-12

Concentration in instrumental music, Certification K-12

#### **Bachelor of Arts or Science in Worship Arts**

Concentration in Music Leadership

#### **Associate of Arts Degree (Music Emphasis)**

#### **Minor in Music**

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**ENTRANCE POLICIES and PARTICIPATION REQUIREMENTS**  
**For Bachelor of Music Degree**

1. After securing admittance to the university, students will be assigned an academic advisor by the Registrar's office in consultation with the Music Department.
2. During the first few weeks of Music Orientation, students will take pre-tests in music theory, music history, chosen applied area, knowledge of ensemble techniques, and piano. The pre-test will serve to evaluate the student's knowledge base and provide a strategy to strengthen any deficiencies, thus guiding the student to success. Posttests will be given at the end of Theory III, Senior Recital (BMUS majors only) - Level IV applied lesson (BSE majors), Piano Proficiency, Choral or Instrumental Techniques or Advanced Conducting, and Music History.
3. Auditions are given for *vocal* and *instrumental* ensemble membership, AND entrance into the music department for Music Majors.

Ensemble enrollment is a requirement each semester and may be taken for credit or they may be audited (for free) with permission from the advisor and instructor. BSE majors are required to enroll in Concert Band or Concert Choir, based on their emphasis and concentrations. *Piano* auditions are given for music majors with piano as their emphasis and will be required to participate in Concert Band or accompany a choir or voice lessons. Additional ensembles (Chamber Choir, Praise Song, and Clarion Trumpet Choir, are optional). Possible additional scholarships may be available, depending on what other aid the student has.

4. Students will be expected to:
  - a. Attend two Music Department Recitals per semester, any Senior Recitals, and at least **three** professional concerts. [Hannibal Concert Association (HCA) provides four concerts per year in Hannibal that are free with your student ID].
  - b. Pass the Piano Proficiency Exam in four semesters. (If not in four semesters, the student will continue taking piano until it is successfully passed.)
  - c. BMUS majors with an instrumental or vocal concentration will present a Senior Recital.
  - d. BSE majors with instrumental/choral concentration will complete a professional education semester of student teaching.
  - e. Participate in an exit survey during the final semester.

## ENSEMBLES

Music Ensembles at Hannibal-LaGrange University provide a practical part of the learning experience through which music majors, and those in other disciplines, may benefit. Choral and instrumental groups are involved in various programs that serve the university, local churches and the community. Ensembles provide music for Booster Banquet, Homecoming events, chapel, and others. Check the class syllabus for groups performing on any given year.

Those seeking to audition should contact the following faculty:

Jason T. Laczkowski    Concert Band

L. Jane Griffen        Chamber Choir  
                                 Concert Choir  
                                 573-629-3165 or [jgriffen@hlg.edu](mailto:jgriffen@hlg.edu)

Alyssa Pyne            Piano

Concert Band: The Concert Band is open to all students by permission of the director through a private audition. It performs for various events for the college and community including the Booster Banquet, Chapel Services, Department of Music Christmas Concert, and the Spring Instrumental Concert. Brass and woodwind ensembles are occasionally offered as part of the Concert Band experience and may be formed out of interest or need. This ensemble rehearses twice a week for 90 minutes.

Concert Choir: Programming for the select 30-40 member choral ensemble includes both accompanied and unaccompanied masterworks from the standard repertoire, traditional anthems, spirituals, and newly composed musical settings. Included in its itinerary are campus concerts, spring/fall tour days, and participation with the community and other choral groups. The singers strive to present quality concert performances while ministering to each other in the group as well as to those who attend their concerts. Membership is by audition. Rehearsals are three times a week for 50 minutes.

### Ministry Team Ensembles:

*Praise Song* and *Chamber Choir* are both traveling ensembles who inspire reflection in the mind, and worship in the heart of both the listener and performer, while promoting and developing the culture and community of Hannibal-LaGrange University. All of this is accomplished by classroom instruction, personal and community commitment to musical excellence, and faith in and devotion to Jesus Christ and His kingdom. The highest standard of excellence is expected of each member, as well as membership in either **Concert Choir** or **Concert Band**. Note: A student cannot be in more than one Ministry Team Ensemble. Contact: Jane Griffen, Department Chair for more information.

## APPLIED MUSIC (Private Lessons)

### Scheduling of Applied Lessons

A student who enrolls for private instruction in piano, voice, or instrument completes a schedule sheet (available from the portal or your advisor). The schedule sheet is then returned to the music faculty who will teach the lesson. Lesson times are posted on the central bulletin board in the Burton Music Wing of the RFAC before the first day of class. Applied lessons begin the first full week of classes.

### Applied (Private) Lessons

Repertoire requirements vary according to the course enrollment number. Weekly 25-minute lessons are given to students in Levels I-IV. Fifty-minute lessons are given to students in Levels V-VII.

Accompanists are chosen by the applied teacher and compensated by the school at the current rate assigned by the institution. The accompanist is expected to play for *a few lessons, Departmental Recitals, Senior Recitals, and Music Juries*. The accompanist will need to fill out a W-4 form at the business office.

At the end of the fourth semester (third semester for Worship Concentrations) of applied study, the student is to sign up for two time slots for *Music Jury*. At this time the student will perform to pass the Level IV Barrier. This is to ascertain if sufficient progress has been made in his/her major emphasis. If the student does not successfully pass the barrier, they will be required to repeat Level IV and attempt to pass the barrier again. Students may also be asked to repeat upper level applied lessons if sufficient progress has not been made.

Students are not allowed to teach private lessons using the HLGU facilities unless it is an assignment within a course.

**A minimum of 3 hours of practice per week is expected and will increase as applied levels increase.**

**NOTE:** Students with an applied concentration in Piano, will still have to pass the piano proficiency and take an additional four hours of voice or instrument.

**NOTE:** Piano majors are required to keep fingernails trimmed very short to obtain correct and proper technique and to avoid injury.

### Departmental Recitals\*

Hannibal-LaGrange University offers applied music majors the opportunity to perform in recital. Departmental Recitals are held at least twice each semester on Mondays or Fridays at 10:00 a.m. These scheduled dates are indicated on the master calendar. All music majors and minors are expected to perform at least once per semester. Individual instructors will determine which recital would be appropriate. All music majors, minors, and faculty will attend each

departmental recital and remain for the entire recital. Attendance is important in order to encourage and support fellow music students. Applied instructors should have students fill out the form for the printed recital program one week before the recital (see on the S: Drive MUSDPT). Performing students are expected to follow guidelines for “recital dress.” (Example: Men should wear a coat and tie; Ladies should wear a dress of appropriate length (knee length or longer.) or dress slacks. Consult your applied teacher for assistance.

### **Senior Recital – Bachelor of Music, Instrument or Vocal Concentration**

Bachelor of Music majors with instrument or vocal concentration will present a one-hour senior recital. Recitals are presented by the Music Department and are a public statement for the student, their instructor, the university, and to the Lord.

The senior recital provides experience in formal solo presentation, and in organizing and planning such an event. The music faculty must approve any guest performer on recitals.

The student should submit a rough draft of the proposed recital to their teacher for approval 6 weeks before the recital date. (Examples are on file in the Music Office.) The student must work very closely with the instructor to avoid surprises or mistakes. Changes or additions to the program without prior approval of the instructor will result in a lower grade. Public relations will help you prepare your program, to be submitted to the instructor and PR at least 4 weeks before the recital. Delivery to the printer will be at least 3 weeks before the recital. The program should be finished one week before the recital so that it can be posted as advertisement.

The cost of printed programs is the responsibility of the student. Recital receptions are optional. The student is responsible for the arrangement and cost of a reception.

The accompanist, if needed, shall receive additional compensation for the recital of \$100.00. This amount must be paid prior to the recital date or at the dress rehearsal.

A recital checklist is included below to assist the student in recital preparation.

Program Notes: These may include translations of texts, composer information, compositional techniques, historical context of piece and composer, key performances or recordings.

Acknowledgements in the program should be brief and more general than specific.

\*At the college level, memorization of performed material (vocal) is assumed. If the student fails to memorize, they may receive no grade higher than a “C” for that song. (Instructor will determine exceptions.)

## Senior Recital Checklist

1. Select music and begin to arrange program order.
2. Select facility to be used for recital and obtain permission to use the facility. (If it is the Parker Theatre, realize that it is a multi-use facility and you must schedule **every** use of it with your applied instructor and the department chair.)  
With your instructor, complete the Facility Use form and the Audio/Visual request form found on the website for the dress rehearsal, recital, and needs for your reception.
3. Time and date of recital and dress rehearsal on calendar(s): department, school, and facility to be used.
4. Dress Rehearsal –  
**The Dress Rehearsal must be scheduled when your recital date is scheduled. The facility for the dress rehearsal needs to be reserved as well as the actual recital date/time.**
  - a. Practice performance with sound and lights as needed (prepare a form for lights and sound requests found on the website.)
  - b. set up stands, chairs, stands, and any equipment needed.
  - c. Discuss transitions with accompanist and others involved.
  - d. \$100.00 is to be paid to your accompanist at this time.
5. Select accompanist
  - a. Provide music for accompanist as soon as it is approved by your applied lesson instructor.
6. Schedule set for memorization of repertoire or for perfecting.
7. Recital Hearing
  - a. Approximately one month before recital date, student performs recital repertoire for applied instructor
8. Prepare Program
  - a. Finalize copy - program notes, etc. (4 weeks before recital)
  - b. **Instructor proofreads and approves**, student delivers approved copy to PR
  - c. Printing of Recital programs
    - i. Students need to consult with Rebecca Sneed in the Public Relations Department for design and printing needs. All printed materials should be routed through PR for accuracy in content and appropriate use of HLGU trademark logos, etc. Most printers can accept files on disk. Check with Public Relations for format information. (4 weeks before recital)
    - ii. Program **MUST** be proofed by your instructor before going to the printer!
  - d. Pick up program from PR (1 week before recital)
9. Advertisement
  - a. Submit a release form to Public Relations one month prior to date for newspapers, radio, etc.
  - b. Music Department and campus bulletin boards - have posters or programs up 2 weeks prior to recital. They must be approved by Student Activities office first.
  - c. Chapel announcements - chapel time(s) closest to recital date.
  - d. Personal contacts-invitations to friends, family, former applied music teachers, high school teachers should be 1 - 2 weeks before the recital.
10. Choose Ushers
  - a. We encourage you to use the Campus Community Connectors. Contact Lauren Youse x 3126.
11. Prepare to record recital - audio/video (optional - student's responsibility)
  - a. Permission obtained if using facility's equipment
12. Recital Attire
  - a. Recital dress is formal.



- b. Encourage guests to wear appropriate clothing and stress to them the formal nature of a recital.

13. Recital

- a. Arrival time- At least one-half hour before the recital
- b. Warm up
- c. Set up equipment unless it has not changed from the dress rehearsal.
- d. Review transitions with accompanists and others involved.
- e. Collect extra programs after recital for your personal file and the music office files.
- f. Return recital area to original arrangement. Have someone do this as soon as possible.

14. Reception (optional)

- a. A Facility Request Form should have been submitted for tables (see #2 above).
- b. Select people to assist you with the reception.
  - 1. If you are interested in using the Campus Community Connectors, notify the chairman as soon as possible. Arrangements must be made at the beginning of the semester.
  - 2. The institution has asked us not to serve red punch. If spilled, it is nearly impossible to get out the stains.
  - 3. Please keep your reception to one hour

NOTES:

- a. After the recital the student may be asked to teach some applied lessons to a non-major with their teacher observing. This will give evidence of applying what the student has learned.
- b. Following your recital, meet with your applied lesson instructor during your regular lesson time for a final critique.

**Recital Attendance:**

MUA 005 (Recital Attendance) is required each semester for all full-time music majors. Music minors and students seeking an AA degree in music must enroll for four semesters. Attending at least two-three professional events per semester is required.

Suggested cultural events are: Departmental Recitals, Senior Recitals, Faculty Recitals, Hannibal Concert Association concerts, and high school musicals/concerts, special quality ensembles hosted by churches in the community and in Quincy or your own hometown. A list of potential concerts will be posted on the bulletin board.

**Both concerts must be Classical in nature. Jazz is acceptable for one.**

Students will obtain programs from at least **3 separate events per semester**: Following is the procedure:

1. Arrive and get a written program or take a picture with your phone of the venue or artist
2. Make a short appointment with the Chairman, Mrs. Griffen, to discuss the concert and mark the attendance sheet.

# ATTENDANCE POLICIES

## ENSEMBLES

3 tardies = 1 unexcused absence

3 unexcused absences; grade is lowered one grade level

4 unexcused absences; grade is lowered two grade levels

5 unexcused absences; grades is lowered 3 grade levels

6 unexcused absences result in expulsion from the ensemble with a grade of F, student will forfeit scholarship &/or assistantship

### **Attendance Requirements:**

The student is expected to attend all meetings of this ensemble. A student who misses a TR rehearsal a total of 6 times (8 times for MWF ensembles) for **unexcused** absences will receive a grade of FA (failure due to absences) or NC for those auditing.

If extremely unusual circumstances cause an extended period of absence, the student may give the instructor a written appeal for exemption from penalty. This appeal must be made within two weeks of the student's return to rehearsals. Immediately upon returning to the rehearsal, the student will be responsible for any work missed during his or her absence.

*Note: For college-excused absences (sports, drama, music, etc.), please notify the instructor at least one class period before the absence will occur – an email will suffice.*

**Performances and Dress Rehearsals:** Performances are equal to exams in lecture-style classes. **Since the performances and dress rehearsals cannot be made up, a student can NOT miss a performance or dress rehearsal and pass the course.** Leaving before the end of a rehearsal/performance counts as being absent for that entire rehearsal. If there are extenuating circumstances, please inform the instructor prior to the rehearsal.

**LECTURE CLASSES** – For all absences (excused or unexcused) the student must notify the professor before the class begins.

1. Students are expected to attend class, arriving on time and leaving only after the class has been dismissed. **Tardiness** and **unexcused absences** will affect your final grade:

3 unexcused tardies = 1 absent

3 unexcused absences = grade lowered one letter (or points if the point system is used)

4 unexcused absences = grade lowered two letters (or points if the point system is used)

5 unexcused absences = grade lowered three letters (or points if the point system is used)

6 unexcused absences = FA (failure due to absences)

2. **Excused absences:**

a. Illnesses that are seriously contagious.

b. Campus functions where student has been excused through the Office of Academic Affairs.

c. Funeral of a close family member: The instructor will expect to be notified by email before class starts, especially for campus functions where students have been excused.

3. **Extended absences:** To be excused for an extended period of time. The student must notify the Office of Academic Affairs. They will send an email to all instructors affected.

4. **Making up assignments** missed due to **excused** absences: Even though the absence may be excused, the student is responsible for keeping up with the class and getting assignments turned in on time. It is not the instructor's responsibility to hunt the student down regarding missed assignments. The student is responsible for asking a class-mate or making an appointment with the instructor to get back on track.

## **APPLIED LESSONS**

1. Students are expected to attend every lesson.
2. For each lesson missed, the student receives a "0"
3. For excused absences due to illness, campus-related activities, or a family funeral, one attempt will be made to arrange a make-up lesson. Instructor must be notified before missing the lesson.
4. If the instructor is absent, the lesson will be made up in one attempt.
5. Final Grade: Weekly grades will be averaged together, including any "0" for lessons missed. This will affect your grade quickly, as there are only 14 grades to be averaged.

## **Music Jury\***

All music majors and minors enrolled in applied music must perform a jury examination at the end of each semester. An exception will be granted to those students who have given a satisfactory senior recital within that semester.

This examination will be performed before the music department faculty and will be approximately ten minutes in length. Each student will bring: Four **typed** copies of the form for each applied instructor on the jury. This form should include literature and technical studies (piano, instrumental) learned that semester. **Jury forms are available on canvas or from your individual instructors.**

Any student who does not comply with examination requirements will receive a lower jury grade for that semester.

Students with health problems that arise must have a doctor's note to be excused from juries. The music faculty will agree on a plan to reschedule that jury, an "incomplete" (I) will be given and the Music Faculty in consultation with the student and applied teacher will decide how the incomplete will be resolved. The student's failure to meet that obligation will result in a failing jury grade.

Jury forms containing music faculty comments will be given to each applied instructor. That instructor will decide how to share the information with the student.

\*At the college level, memorization for performed **vocal** material is assumed. If a student fails to memorize, they may not receive a grade higher than a "C" for that song. Individual instructors will determine exceptions

## **MUSIC AWARDS, SCHOLARSHIPS, And DEPARTMENTAL ASSISTANTSHIPS**

### **Awards**

**CHAPPELL-LEWIS AWARD: Chappell-Lewis Award:** This is an annual award of \$500 established in 1962 by Wayne and Marie Lewis in honor of Mrs. Lewis's father, J.C. Lewis, and his aunt, Dr. Zelma Chappell, who were members of the Class of 1914 at LaGrange College. This award is given to the highest ranking music major in the sophomore or junior class.

**DOROTHY DUDLEY SEIBEL MEMORIAL MUSIC AWARD:** This memorial cash award was established in 1990 by the family and friends of Dorothy Dudley Seibel, head of the Vocal Music Department at Hannibal-LaGrange College for 24 years. The award is presented annually to a student chosen by the music faculty as the outstanding music talent of the year, considering also scholastic achievement, personality, good citizenship, and spirit of cooperation. (This award may not be given every year.)

**EVENING ETUDE AWARD:** The Evening Etude Music Club of Hannibal, an affiliate of the Missouri Federation of Music Clubs, presents an annual award to a student majoring in music at Hannibal-LaGrange University. The award is applied toward the fee the student pays for private lessons. The recipient is recommended by the music faculty. The students are often asked to perform for Evening Etude the following fall.

**MFMC AWARD:** The HLGU Department of Music is a member of The Missouri Federation of Music Clubs. This entitles our students to be eligible for a series of rotating awards in voice, piano instrumental and strings. Students are chosen by the music faculty.

### **Scholarships**

**CAROLE JO RILEY ENDOWED SCHOLARSHIP:** The recipient must be a full-time music student at HLGU. The student must be in good standing, carry at least a 3.0 GPA and be a sophomore, junior, or senior. The scholarship will be awarded to a student who demonstrates Christian leadership in and out of the classroom with preference given to a piano major.

**DR. ALPHA C. MAYFIELD AND PARENTS MUSIC SCHOLARSHIP:** This scholarship, established through her estate, is in memory of Dr. Alpha C. Mayfield and her parents, Mr. and Mrs. John W. Mayfield. It is to be awarded annually to a talented and needy junior student majoring in music education or church music. The recipient is selected by the music faculty and Vice Presidents. Dr. Mayfield, a prominent educator from Macon, Missouri, attended Macon High School, Northeast Missouri State University, and received her master's from Teachers' College, Columbia University, in New York City. She taught at H-L-G from 1956 to 1964.

## Work Study

**STUDENT WORK STUDY**- Upon hiring, the student completes a student worker contract (From the Business Office) that identifies his or her involvement in the operations of the department as agreed upon by the department chair, music faculty, and the student. Students may qualify for a Non-Federal Work Study (NFWS) or Federal Work Study (FWS) position. FWS eligibility is determined by the information submitted on the FAFSA Student Aid Report. The work study positions vary as needed. Hours and pay are determined according to the rate of minimum wage, departmental need, and eligibility for Federal Work Study.

## Performance Scholarships

A scholarship is an award given to those who display high levels of talent or potential in music. Scholarships are not awarded as payment for the extra time the ensemble involves. Those receiving performance scholarships are expected to fulfill all criteria stated on the signed scholarship agreement. Failure to do so may result in the student forfeiting the scholarship

Members of **Concert Band** are eligible for a limited number of GIA Performance Scholarships of \$1,000\* per year that are renewable yearly by audition. See the Director for audition information.

Members of **Concert Choir** are eligible for a limited number of GIA Performance Scholarships of \$1,000\* per year. See the Director for audition information.

Members of **Praise Song** or **Chamber Choir** will also receive scholarships appropriate to a traveling ensemble. The amount is determined by the individual directors.

## Music Major Scholarships

Qualifying **incoming** music majors are eligible for a **Music Major Scholarship** of \$4,000, guaranteed for four years and paired with the academic scholarship for a good basis for a solid financial package. Determination is by audition.

The **Encore Award** of \$6,000.00 is presented to the **incoming** student with an ACT score of 22 or higher and who has, through audition, shown superb skill. This award is also paired with the student's academic award for an excellent financial package.

Auditions for these scholarships are held any time during the student's senior year in high school. Students who are unable to come to the campus to audition may send a DVD to the Department of Music. The DVD must be received before the first day of classes to be considered. Notification follows the audition and interview.

Music Majors may receive:

Two \$1,000.00 scholarships, called enhancements for "performance groups" OR  
The Music Major Scholarship OR  
The Encore Award OR  
Combination of Praise Song, Chamber Choir, Concert Band , or Concert Choir

There may be an exception for those in three or more ensembles.

The highest award combination will be used.

\*\*No additional scholarships will be given to those students receiving the Southern Baptist Heritage scholarship of 50% off tuition.

\*All scholarship and award paperwork must be resubmitted annually

## **PRACTICE FACILITIES and EQUIPMENT**

### **Practice Facilities**

*Students are required to practice a minimum of 3 hours per week per applied lesson. Facilities are available for practice in the RFAC during the day. After 5 pm, a building monitor will be in the upstairs lobby concessions desk where you will check out a practice room key. When finished, return the key. Do not let friends/people in the downstairs outside doors. All visitors must check in/out upstairs.*

Hours:

7:30 am to Midnight – Monday through Friday

3:00 pm to Midnight, Saturday

3:00 pm to Midnight, Sunday

Closed on university holidays so plan your practice schedule accordingly.

Students NOT enrolled in an applied lesson may use the smaller practice rooms (11, 12, and 15) during the day until 5 pm, **but not in the evenings**. The Kawai grand piano in room 15 is reserved for students with piano as their emphasis.

It is recommended that you schedule your practice times and indicate the time/room on the schedule sheets posted on the doors.

1. The practice room is for serious practice time. Friends are not allowed to be in the practice rooms with you. Friends will not be allowed in the music wing outside doors...anyone caught in a practice room without permission from security will be fined.
2. Each student is responsible for damages incurred while practicing in his/her practice room.
3. Students will not use any other room or space for practicing except for the one the student has signed up for.
4. A Music Technology Lab is located in room 013. Computers/Keyboard are available for students who are taking Choral Arranging or Instrumental Arranging, Music Theory, Music for Elementary Grades, Teaching Music in Secondary Schools, and Music Technology. The computers contain Finale. **Using these computers to play games, surf the web, write papers, etc. is prohibited. If a student needs to write a paper, please use the computer labs in the Library.** The Music Technology Lab is a “**Quiet Zone**” and will be strictly monitored. Headphones have been provided for multiple computer use.
5. When using the practice rooms/lab after 5 pm, sign in for YOUR room at the security desk. Do not use any other room and do not allow guests into your room. When you are finished, turn off the lights, close windows, and close and lock the door. Return your key to security.

### **Audio/Video**

Audio and video equipment is for educational purposes only. The classroom computers may be used only by permission of a faculty member.

### **Faculty Computers/Smart Boards**

Any faculty computer connected to a Smart Board is off limits to students. This equipment is for faculty use only.

### Pianos

Practice pianos may be found in RFAC 011, 012, 015, and 016. Please do not place drinks, keys, cell phones, briefcases, or anything that would damage the finish on the pianos. Eating and drinking in classrooms is prohibited.

Exception: In the practice rooms students may have sealed, bottled water, as long as they do not set it on the piano. Students not enrolled in an applied lesson may use a small practice room (11, 12, and 15) during the day until 5 pm. They are not allowed to use the practice rooms in the evening.

Piano Majors should use the grand piano (Kawai) in room 16 to practice. Do not use grand pianos in room 17 or 20 without permission.

### Music/Theatre Office Suite/Copier

The Music/Theatre Office is a place of business. The student worker on duty is the only one allowed to use the computer, copy machine, phone, etc. If you need copies, ask the student worker to make them. The copy code is confidential and should not be given out to non-student workers. The computers in the music technology lab will NOT print to the office copier.

### Check-out policy

All items, whether large or small must be checked out by an office worker or faculty. Use the Check-Out clip board on the counter in the office. Ex: Music stands, books, CDs, keys, chairs, etc. Anything at all!

### Keys

Students will not be given master keys by faculty/staff. If a student needs a key, see the department chairman who will request a key through the security office. This key(s) will be checked out to you and returned at the end of each semester. **If you abuse the use of the keys, you will no longer be allowed this privilege.**

### Moving Equipment

All equipment is inventoried on a yearly basis. Each item is assigned to a specific building or room. **Do not move anything without the knowledge and permission of the music faculty.** Those needing to borrow equipment must contact the professor under whose department that item would be. The items should then be checked out and written documentation should be completed with that specific professor.

### Non-School Groups

1. No outside individual or groups may use music facilities without permission of the Administrative Council. The request is to be filed with the Facilities Director, Stephanie Reece through the online forms found on the HLGU Website.
2. Music department equipment is rarely loaned. Facilities and contents are the property of Hannibal-LaGrange University. If an HLGU music group raises funds for equipment under the name of the music department and HLGU, it is the property of the institution. The ultimate use and dispensation of the equipment is by the administrators of the school with the advice of the immediate supervisor.
3. Faculty who use the facility for private lessons must have a waiver signed with an emergency contact number, and a parent with the child, if under the age of 18.
4. HLGU students are NOT allowed to teach private lessons in this facility. This is due to university liability protocol.



## MISCELLANEOUS

**Calendar Dates:** A Music Department *Master Calendar* is located on the central bulletin board. Please consult the calendar often and keep up with required events and activities listed. As in the past, a written schedule of calendar events is not available. Only the Chairman is allowed to update the calendar. Do not write on it without permission.

**Hannibal-LaGrange University is a smoke-free campus.**

### **Email Communication**

Email is the official HLGU form of communication. **Check your assigned HLGU email and Canvas account daily.**

### **Bulletin Board Communication**

The Department of Music maintains an official bulletin board for music students in the Burton Music Wing. Any announcement placed on this bulletin board by the music faculty is considered official. The student should check this board frequently (at least once a day and preferably more often). Each music student is responsible for announcements placed on this board which pertain to him/her. **After reading, a student should remove any personal notes. When a student's name appears as part of a list in a posted message, the student should initial his/her name to indicate the information has been read.**

Students should not post materials on music department bulletin boards without permission of a music faculty member. Materials to be posted may be left at the music department office. Please indicate who posted it and when it should be removed. One must get stamped approval from the Student Activities office found in the bottom floor of the Student Center before posting.

### **Hannibal Community Concert Association (HCA)**

These are *cultural events* presenting a series of vocal, instrumental and choral concerts, ballets and dance troupes. Full-time Hannibal-LaGrange University students are admitted to the Hannibal Concert Association concerts free with a valid college I.D.

Music Majors and Minors are encouraged to attend HCA concerts as part of their Recital Attendance requirement, but may go to Quincy, St. Louis, etc. as well.

### **Music Department Late Work Policy**

The Music Department has a "no-late work" policy. Students should plan their studies to insure that their work is turned in on/before the due dates.

### **Grievances against a Professor or other Student**

If you have a concern or issue with one of you professors, you must discuss (email, text) with them first. If the issue is not resolved then you may involve the Chairman. Please do not come to the Chairman before you have spoken with the professor.

### **National Association for Music Educators**

NAfME is open to all music majors/minors. The purpose of the organization is to provide opportunities for professional development; to acquaint students with the privileges and responsibilities of the music profession; to provide opportunities for member to become acquainted with leaders in the profession; to assist the college in various projects, and to provide opportunities for contacts with members in other institutions. All music majors are encouraged to be members. The annual trip to the MMEA convention (or an alternate professional experience) is for career development and should be attended by those who are serious about their profession.

Note: The content of the Music Department Handbook may be revised between printings to meet the needs of students and the Department of Music. Students will be provided with those changes and should include them in their copy of the document. The student will be held responsible for changes

Hannibal-LaGrange University  
*Music Department*

**Piano Proficiency  
Requirements and  
Exam**

(Revised -Fall 2019)

Alyssa Pyne, Proficiency Chair

## **Levels to be completed after 4 semesters of piano I-IV**

- Level 1:** All major five finger patterns-hands together.  
Major Scales: A, B, C, D, E, F, C ascending and descending.  
Chord Progressions of I IV V IV for each scale.
- Level 2** All chromatic major scales and chord progressions, ascending and descending, hands together.  
Relative minor scales: a, e, d - all three forms, ascending and descending
- Level 3** *My Country Tis of Thee*: Key of F  
Lead Sheet playing-creating an accompaniment with chords for the following songs:  
*All Through the Night* in Ab  
*Dixie* in C,  
*The Ash Grove* in F  
*Sweet Betsy from Pike* in D
- Level 4** Prepared Piano Piece played on recital or class.  
  
Suggestions:  
*Minuet in G* by Bach, *Trumpet Voluntary* by Clarke, are only examples.  
Students may use latest piece they have been working on in their lessons.

**HLGU Department of Music  
Piano Proficiency Scoring Guide  
For Incoming Music Majors**

	<b>Steady Tempo</b>	<b>Correct Fingering</b>	<b>Correct Hand Placement</b>	<b>Six-error Maximum</b>	<b>Date attempted</b>	<b>Pass</b>	<b>Fail</b>
<b>Level I</b>							
All five-finger patterns							
Major Scales: A, B, C, D, E, F, G Ascending and descending							
Chord progressions for each major scale							
<b>Level II</b>							
All major scales and chord progressions ascending & descending							
Relative minor scales: a, e and d (ascending and descending...all 3 forms)							
<b>Level III</b>							
Hymn Playing Four-part hymns: <i>My Country Tis of Thee</i> /Lead sheet							
<b>Level IV</b>							
Prepared song played on recital							