# Contents

I. Music Department Faculty and Staff Info ..................................................... 3

II. UIW Department of Music Mission ............................................................. 4

III. Program Outcomes ..................................................................................... 5

IV. Programs: Brief Descriptions and Dept. of Music Requirements .......... 6
    a. Bachelor of Music in Music Education .................................................
    b. Bachelor of Music in Music Therapy .................................................
    c. Bachelor of Arts in Music ...............................................................
    d. Bachelor of Arts in Music with an Emphasis in Music Industry Studies
    e. Bachelor of Arts in Music with an Emphasis in Performance ............
    f. Bachelor of Arts in Music with an Emphasis in Composition ............
    g. Minor in Music .................................................................................

V. Policies for Prospective and First-Year Music Majors and Minors .......... 7

VI. Audition Guidelines for Music Majors ....................................................... 10

VII. General Policies of the UIW Department of Music ............................... 13

VIII. Policies for Transfer Students (Music Majors and Minors) ............... 15

IX. Admission to the Major ............................................................................ 16

X. Ensemble Policies ...................................................................................... 18

XI. Private Lessons ......................................................................................... 20
a. Weekly Assessment
b. Studio Hour/Seminar
c. Juries: Dress Code, Jury Sheets, Composition Juries

XII. Recital Policies

a. B.A. with an Emphasis in Performance or the B.M. in Music Education
b. B.M. in Composition
c. Additional Recital Guidelines

XIII. Scholarships

XIV. Graduation

XV. Department of Music Facilities

a. Practice Rooms: Availability, Building Hours and Police Practice Permits
b. Performance Spaces
## I. Music Department Faculty and Staff Info

### Full-Time Faculty

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Office</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Gokelman</td>
<td>Chair Professor of Music</td>
<td>MB 227</td>
<td>210-829-3848</td>
<td><a href="mailto:gokelman@uiwtx.edu">gokelman@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Janice Dvorkin</td>
<td>Professor of Music</td>
<td>MB 229</td>
<td>210-829-3856</td>
<td><a href="mailto:dvorkin@uiwtx.edu">dvorkin@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Orit Eylon</td>
<td>Associate Professor of Music</td>
<td>MB 335</td>
<td>210-829-3858</td>
<td><a href="mailto:eylon@uiwtx.edu">eylon@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Ken Metz</td>
<td>Professor of Music</td>
<td>MB 226</td>
<td>210-829-3850</td>
<td><a href="mailto:metz@uiwtx.edu">metz@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Brett A. Richardson</td>
<td>Assistant Professor of Music</td>
<td>MB 228</td>
<td>210-841-7232</td>
<td><a href="mailto:barichar@uiwtx.edu">barichar@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dr. Kevin Salfen</td>
<td>Associate Professor of Music</td>
<td>MB 337</td>
<td>210-829-3849</td>
<td><a href="mailto:salfen@uiwtx.edu">salfen@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jim Waller, Music Industry</td>
<td>Assistant Professor of Music</td>
<td>MB 336</td>
<td>210-841-7233</td>
<td><a href="mailto:jwaller@uiwtx.edu">jwaller@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td>Studies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roland Sul</td>
<td>Secretary, College of</td>
<td>MB 224</td>
<td>210-829-3852</td>
<td><a href="mailto:sul@uiwtx.edu">sul@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td>Humanities, Arts, And Social</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Melinda Wright</td>
<td>Music Venue Manager</td>
<td>MB 225</td>
<td>210-829-3855</td>
<td><a href="mailto:mtwright@uiwtx.edu">mtwright@uiwtx.edu</a></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjunct Office</td>
<td></td>
<td>MB 334</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II. UIW Department of Music Mission

The faculty and students in the Department of Music at the University of the Incarnate Word share three underlying goals, inspired by the university’s history as a liberal arts institution, its mission, and its spiritual traditions. First, we seek to deepen our understanding of music through study, performance, and the creation of new music. Students develop a strong foundation in music theory, aural skills, and basic keyboard technique while exploring their own creativity through composition and improvisation and pursuing higher-level study of voice or a musical instrument. Second, we examine how music has functioned in different cultures, considering in detail both the long and rich history of Euro-American concert traditions and a variety of other music cultures. Third, we work to enrich our lives and the lives we touch outside the university through music. Students pursue this third goal in different ways, according to the focus of their chosen degrees, but are invited by the faculty to conceive of music as a vital form of communication that lends itself to self-improvement and service to others.
III. Program Outcomes

The primary goals that students should reach as music majors at UIW are:

- Acquiring basic skills of musicianship, including aural and rhythmic skills, the ability to read music notation, and the ability to understand and apply musical terminology.

- Building upon these basic skills in order to apply them to various aspects of music, including performance, composition, arranging/orchestration, improvisation, and theoretical analysis.

- Learning how to write about music using appropriate terminology.

- Developing a conceptual understanding of music theory, music history and musical style, as well as music’s relationship to culture.

- Developing proficiency in voice or on a principal instrument through private study, participation in ensembles, and performances in seminars, studio hours, concerts, and recitals.

- Acquiring additional skills necessary for professional careers or graduate study.
IV.
Programs: Brief Descriptions and Music Division Requirements

a. Major Requirements for the B.M. in Music Education

For specific degree information go to: B.M. in Music Education

b. Major Requirements for the B.M. in Music Therapy

For specific degree information go to: B.M. in Music Therapy

c. Major Requirements for the B.A. in Music

For specific degree information go to: B.A. in Music

d. Major Requirements for the B.A. in Music with an Emphasis in Music Industry Studies

For specific degree information go to: B.A. in Music (Music Industry Studies)

e. Major Requirements for the B.A. in Music with an Emphasis in Performance

For specific degree information go to: B.A. in Music (Performance)

f. Major Requirements for the B.M. in Composition

For specific degree information go to: B.M. in Composition

g. Requirements for a Minor in Music

For specific degree information go to: Minor in Music
V.

Policies for Prospective and First-Year Music Majors and Minors

Advising: All students wishing to major in music must contact the Department of Music for advising before registering for the first semester’s classes. (See Section I for contact information.)

Prospective and Entering Music Majors and Minors
All prospective music majors and minors (freshmen or transfer students) are required to have an Entrance Audition. The audition ensures that:

1) The student is registered in the appropriate level of music theory, aural skills, and private lessons;

2) The student receives feedback from members of the music faculty regarding his or her potential to succeed in a chosen music program.

Entrance Audition Procedure

1. E-mail the Music Department’s Administrative Assistant, Mr. Roland Sul (sul@uiwtx.edu), to request a password for accessing the application webpage (www.uiw.edu/music/entranceaudition.html). Mr. Sul will send the webpage password and the audition dates to choose from.

2. In order to give music department faculty and staff adequate time to process your application, please complete the following items in advance of your scheduled audition.

Entrance Audition Form: Provide your contact information and select an audition date. You must also provide the current e-mail address of one reference who knows your strengths as a musician (for example, your band or choir director or private lesson instructor). Be sure to inform the person you choose that they will be receiving an e-mail from the UIW music department.

Vision Statement: 2-3 paragraphs on your career goals and reasons for pursuing a music degree

Music Theory Diagnostic: evaluation of basic music theory skills
3. After submitting your application you will receive an e-mail confirming your specific audition date, time, and location.
4. If, at the conclusion of your scheduled audition, the music faculty agrees that you should be provisionally admitted as a music student, you will be pre-registered for your music classes.

The Music Theory Diagnostic:

The Music Theory Diagnostic is a multiple-choice test that assesses the student’s readiness to begin college-level work in music theory.

All music majors or minors who score at least 70% on the Music Theory Diagnostic register for MUSI 1321 (Music Theory I), MUSI 1191 (Aural Skills I), and MUSI 1111 (Keyboard Skills I).

Students earning less than a 70% on the Music Theory Diagnostic register for MUSI 1300 (Introduction to Music Theory) and MUSI 1100 (Introduction to Aural Skills), both of which are offered every spring.

For more information about the Music Theory Diagnostic, contact Dr. Metz at 210-829-3850, or metz@uiwtx.edu

Students who have not auditioned before starting classes: All entering freshman and transfer students who did not audition prior to starting their first semester must report to Mr. Roland Sul (sul@uiwtx.edu) to complete the audition procedure.

The Freshman Year

All Entering Freshmen

Freshman Music Seminar: All entering freshman must register for MUSI 1110 Freshman Music Seminar during both semesters (fall and spring) of the freshmen year. The class meets every Tuesday from 1:30 to 2:45.

Private Lessons: It is strongly recommended that all freshman music majors and minors sign up for private lessons (MUAP 1154, MUAP 1176).

Ensemble: Music majors must register for 6-8 semesters of major ensembles (see degree plans for more details). Music minors must register for four semester hours of major ensembles. It is strongly recommended that all entering freshmen enroll in the appropriate major ensemble. Entering students who are on a music scholarship must enroll in their appropriate major ensemble in each semester in which they receive funds. (See below under Ensemble Policies: Section X)
Specific Degree Requirements for Entering Freshmen

Music Therapy Majors: All entering Music Therapy majors must register for Introduction to Music Therapy (MUTH 1301). If entering in the spring semester, students should take this course the next fall.

Music Industry Studies Majors: Music Industry Studies majors entering in the fall must register for Introduction to Music Industries (MUST 2340); those entering in the spring must register for Music Industries II (MUST 2350).

B.M. (Music Education, Composition), B.A. in Music (Performance): Students seeking a B.M. in Music Education or Composition, or a B.A. with an Emphasis in Performance must register for both a private lesson (MUAP 1154, MUAP 1176) and a major ensemble from the following:

- Cardinal Chorale (MUEN 1131)
- Orchestra of the Incarnate Word (MUEN 1181)
- Marching Cardinals (MUEN 1140)
- UIW Wind Ensemble (MUEN 1185)
VI. Audition Guidelines for Music Majors and Minors

Bachelor of Music in Music Education

Brass, Strings, Winds, Percussion:
The prospective student will perform two selections from the standard repertoire in contrasting styles (i.e., etude selections, movements of a solo sonata or concerto).

Audition pieces: Solos from the Texas UIL Grade 1 and Grade 2 list, the current year’s All-State etudes, or equivalent pieces are acceptable. Grade 1 solos are recommended. A third selection in jazz style may be performed.

Major and minor (harmonic, melodic, natural) two-octave scales may be requested by the audition panel. Scales must be played from memory.

Voice:
Two selections from the classical repertoire in contrasting styles (for example, early Italian arias such as Sebben Crudele, Schubert’s Heidenröslein, Copland’s Simple Gifts, or similar). Pieces must be performed from memory.

Sheet music must be provided for selections requiring piano accompaniment.

Piano:
Two pieces from different style periods: Baroque, Classical, Romantic, or 20th-/21st-century. Pieces must be played from memory. The faculty may request major and minor (harmonic, melodic, natural) scales and arpeggios (two octaves, both hands, steady tempo, played from memory) and that the applicant sight-read a simple excerpt from the standard pedagogical piano repertoire.

Bachelor of Music in Music Therapy

Prepare two musical selections in any two contrasting styles. Private lesson teachers at UIW concentrate on classical repertoire; however, jazz studies can be pursued through elective credits.

Because music therapists are expected to develop proficiency on various instruments and in voice, you may audition on two different instruments (including voice).
Sheet music must be provided for selections requiring piano accompaniment. Popular songs may also be self-accompanied or accompanied by a recording.

**Bachelor of Music in Composition**

Prepare two musical selections in contrasting styles on whichever instrument (including voice) you are most proficient. You may perform pieces from two different style periods (Baroque and Romantic, for example), or you may perform one classical selection and one popular or jazz selection. Private lesson teachers at UIW concentrate on classical repertoire; however, jazz studies can be pursued through elective credits.

You may request consideration for a music scholarship on the basis of your audition. You may also bring a portfolio with your original compositions in score format and request consideration for a music scholarship solely on the basis of your composition portfolio. Your portfolio should include recordings of all pieces in mp3 format; computer-generated recordings are accepted. If you submit a portfolio, you are still required to audition on voice or an instrument.

**Bachelor of Arts in Music**

Prepare two musical selections in contrasting styles on whichever instrument (including voice) you are most proficient. You may perform pieces from two different style periods (Baroque and Romantic, for example), or you may perform one classical selection and one popular or jazz selection. Private lesson teachers at UIW concentrate on classical repertoire; however, jazz studies can be pursued through elective credits.

Sheet music must be provided for selections requiring piano accompaniment. Popular songs may be self-accompanied or accompanied by a recording.

**Bachelor of Arts in Music with an Emphasis in Music Industry Studies**

Prepare two musical selections in contrasting styles on whichever instrument (including voice) you are most proficient. You may perform pieces from two different style periods (Baroque and Romantic, for example), or you may perform one classical selection and one popular or jazz selection. Private lesson teachers at UIW concentrate on classical repertoire; however, jazz studies can be pursued through elective credits.

Sheet music must be provided for selections requiring piano accompaniment. Popular songs may also be self-accompanied or accompanied by a recording.
Bachelor of Arts in Music with an Emphasis in Performance

Prepare two musical selections on whichever instrument (including voice) you intend to present your senior recital. (See guidelines for specific instruments/voice below.) The performance emphasis at UIW is centered on the classical repertoire; however, jazz studies may be pursued through elective credits.

Brass, Strings, Winds, Percussion:
The prospective student will perform two selections from the standard repertoire in contrasting styles (i.e., etude selections, movements of a solo sonata or concerto).

Repertoire: Solos from the Texas UIL Grade 1 list or the current year’s All-State etudes are recommended. A third selection in jazz style may be played.

Major and minor (harmonic, melodic, natural) two-octave scales may be requested by the audition panel. Scales must be played from memory.

Voice:
Two selections from the classical repertoire in contrasting styles (for example, early Italian arias such as Sebben Crudele, Schubert’s Heidenröslein, Copland’s Simple Gifts, or similar). Pieces must be performed from memory.

Sheet music must be provided for selections requiring piano accompaniment.

Piano:
Two pieces from different style periods: Baroque, Classical, Romantic, or 20th-/21st-century. Pieces must be played from memory. The faculty may request major and minor (harmonic, melodic, natural) scales and arpeggios (two octaves, both hands, steady tempo, played from memory) and that the applicant sight-read a simple excerpt from the standard pedagogical piano repertoire.

Music minors
Music minor should consult the guidelines for the Bachelor of Arts in Music above.
VII.
General Policies of the UIW Department of Music

Student-Faculty Communication: All written communication between students and faculty should be conducted through UIW Cardinal email or Blackboard. Students must also use Blackboard to have access to syllabi and other course information and assignments. For problems with Blackboard, please contact the UIW Help Desk.

Meeting with Your Advisor: Music majors must meet with their advisors before they register each semester. These meetings ensure adherence to students' degree plans and appropriate progress toward the completion of all requirements necessary for graduation.

Repeating Courses: Music students may not withdraw (W or WF) or earn less than a C in the same music course more than twice. If the course is part of a concentration (Music Education, Performance or Composition Emphasis, Music Industry Studies, Music Therapy), after the third attempt the student must change to another music degree or to a degree in a field other than music. If the course is required for all music degrees, after the third attempt the student must change to a degree in a field other than music.

Piano Proficiency: The Keyboard Proficiency is required of all music majors. It is designed to ensure that music majors at UIW have developed practical keyboard skills sufficient to aid their musical careers. The keyboard proficiency is taken in multiple parts during MUSI 2120 Keyboard Skills IV.

Ensemble Policies: See Section X

Private Lessons: Private instrumental and vocal instruction is available to all UIW students on a credit basis only. A course fee is charged in addition to tuition. Admission to private instruction is by permission of instructor only. Non-majors seeking beginning-level instruction in guitar, piano, or voice must first take 3 credit hours of group instruction at UIW before they may sign up for private lessons. (See also Section XI.)

Studio Hour and Seminar Class: Each week there will be a Studio Hour or Seminar devoted to student performances, discussion of interpretation, performance techniques, stage presence, communication with audiences, and related topics. All students enrolled in applied music (MUAP) are required to attend these sessions. If a student has a consistent conflict with studio hour and another class or work, the full-time faculty as a whole must grant that student a waiver at the beginning of the semester. (See also Section XI.)
**Recital attendance:** Each semester the Department of Music presents musical events performed by students, faculty, visiting artists, and local groups. As an essential part of a musical education, all music majors are required to attend a minimum of three of these events each semester, as well as other musical events as specified in course syllabi.

**Grievance Policy:** Please see the UIW Student Handbook [http://www.uiw.edu/academics/documents/studentcomplaintpolicy1213.pdf](http://www.uiw.edu/academics/documents/studentcomplaintpolicy1213.pdf)
VIII. Policies for Transfer Students (Music Majors and Minors)

All incoming transfer students must contact the Department of Music. (See contact sheet in this handbook.) Transfer students may be required to take a placement test in music theory and aural skills before they begin classes at UIW. The faculty reserves the right to assign theory courses for which students may already be credited by the registrar if they are unable to score at least 70% on the placement test. The music department also reserves the right not to accept transfer of other upper-division music courses based on the evaluation and comparison of the syllabus/course outline from the student’s previous institution to that of the UIW course for which transfer credit is sought. It is also UIW policy that no junior, community, or two-year college course can count towards a student’s 42-hour advanced level requirement. (See the “Transfer Credit Questions” section of the FAQ on the webpage of the Office of the Registrar.)

As part of the Department of Music residency requirement, transfer students must enroll in a minimum of four semesters of a major ensemble at UIW (see section X), plus any additional semesters as required by the degree program that are not fulfilled by transfer credits. Students must also enroll in a major ensemble each semester in which they receive either an ensemble or music scholarship.

Transfer students assigned to MUAP 1154, 1155, 1141 and/or MUSI 1300, 1100, 1121, and/or 1191 will be required to register for the Freshman Music Seminar (MUSI 1110)

In addition to these general steps, it is important that you familiarize yourself with the particular requirements of your specific music program. Check the Program Descriptions (see Section IV).
IX.
Admission to the Major

To ensure that all declared majors are progressing satisfactorily in their chosen programs, the Department of Music will review each student’s progress upon successful completion (grade of C or better) of the courses listed below. Students who are unable to complete any of the courses below after three attempts (see Section V, General Policies, paragraph 3) will be advised to change to a degree in a field other than music.

Admission to the Major Process:

There are two possible outcomes to the Admission to the Major process:

1. The student has completed all the requirements (listed below) and has also demonstrated the potential to succeed in the chosen program after graduation.
2. The student has completed all the requirements (listed below), but the music faculty has serious concerns about that student’s potential to succeed in the chosen program. In this case, the student may be advised, in consultation with his or her advisor, to change programs or to pursue a degree in a field other than music.

Requirements for Admission to the Major:

(All academic literacy requirements must have been completed. See the UIW undergraduate catalog for details.)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Theory III (MUSI 2323)</td>
<td>3</td>
</tr>
<tr>
<td>Aural Skills III (MUSI 2191)</td>
<td>1</td>
</tr>
<tr>
<td>Keyboard Skills III (MUSI 2110)</td>
<td>1</td>
</tr>
<tr>
<td>Music History I (MUSI 3341)</td>
<td>3</td>
</tr>
<tr>
<td>Two semesters of applied lessons</td>
<td>4</td>
</tr>
<tr>
<td>Two semesters of ensemble</td>
<td>2</td>
</tr>
</tbody>
</table>

**TOTAL for all music degrees:**  14 credit hours

Specific program requirements (in addition to the 14 hours above):

B.A. in Music (Emphasis in Music Industry Studies):
1. MUST 2340 Introduction to Music Industry Studies
2. MUST 2350 Music Industry Studies II
3. MUST 1301 Intro to Music Technology

**Additional credit hours:** 9
B.M. in Music Therapy:
   1. MUTH 1301 Introduction to Music Therapy
   2. MUTH 1231 Clinical Orientation
   3. PSYC 1301 Introduction to Psychology
      **Additional credit hours: 8**

B.M. in Music Education:
   1. EDUC 2305 Foundations of Education
   2. MUSI 3344 Creative Development I
   3. Any two from: MUSI 3101, 3103, 3105, or 3107
      **Additional credit hours: 8**

B.M. in Composition
   1. MUAP 2256 Composition Private Instruction
   2. MUAP 2257 Composition Private Instruction
      **Additional credit hours: 4**
X.

Ensemble Policies

There are four major ensembles: Chorale (MUEN 1131), Marching Cardinals (MUEN 1140), Wind Ensemble (MUEN 1185), and Orchestra (MUEN 1181).

General Policies:

- Music majors must register for 6-8 semesters of major ensembles while at UIW depending upon their particular degree (See http://www.uiw.edu/music/musicdegrees.html for details).
- Music minors must register for four semester hours of major ensembles.
- All students on a music scholarship must enroll in their appropriate major ensemble each semester in which they receive funds.
- Transfer student must register for at least four semester hours of the appropriate major ensemble.
- A student can only count 1 ensemble credit toward fulfilling their degree plan for each semester even if they register for more than 1 ensemble.

Determining Major Ensemble:

- Voice principals should be in Chorale (MUEN 1131), both Fall and Spring
- String principals should be in Orchestra (MUEN 1181) both Fall and Spring
- Guitar and Piano principals can be in Chorale (MUEN 1131), but they may be in Marching Cardinals (MUEN 1140 and MUEN 1185), or Orchestra (MUEN 1181), if they also play a woodwind, brass, percussion, or string instrument.
- Music Industry Studies, Composition, and Music Education majors who are also woodwind, brass, and percussion principals should be in Marching Cardinals (MUEN 1140) (Fall) and Wind Ensemble (MUEN 1185) (Spring)

Exceptions: Because of the varied emphases in voice, guitar, and keyboard, music therapy majors who are also woodwind, brass, and percussion principals can choose between Marching Cardinals and Chorale in the Fall. In the spring, music therapy majors who are also woodwind, brass, and percussion principals should be in Wind Ensemble. Composition majors who are woodwind, brass, and percussion principals may opt to be in Chorale for 2 of their ensemble credits. Piano and Guitar principals who have a secondary instrument may choose an appropriate major ensemble other than Chorale.

- Orchestra for woodwind, brass, and percussion principals is not considered a major ensemble — only for string principals.

The ensembles below do not count as major ensembles:

- MUEN 2132 Cardinal Singers
- MUEN 1182 The Cardinal Jazz Band
- MUEN 3100 Jazz Combo
- MUEN 3101 String Quartet
- All students may participate in more than one ensemble in a semester.
Please use the following chart when choosing one or the other based on scheduling and/or outside school demands.

<table>
<thead>
<tr>
<th>Major</th>
<th>Declared Principal Instrument</th>
<th>Fall Satisfying Requirement</th>
<th>Spring Satisfying Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Music Education MA in Music</td>
<td>Woodwinds, Brass, or Percussion</td>
<td>Marching Band</td>
<td>Wind Ensemble</td>
</tr>
<tr>
<td></td>
<td>Strings</td>
<td>Orchestra</td>
<td>Orchestra</td>
</tr>
<tr>
<td></td>
<td>Voice</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Guitar</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Keyboard</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td>Music Therapy</td>
<td>Woodwinds, Brass, or Percussion</td>
<td>Chorale OR Marching Band</td>
<td>Wind Ensemble</td>
</tr>
<tr>
<td></td>
<td>Strings</td>
<td>Chorale OR Orchestra</td>
<td>Orchestra</td>
</tr>
<tr>
<td></td>
<td>Voice</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Guitar</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Keyboard</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td>Music Industry Studies</td>
<td>Woodwinds, Brass, or Percussion</td>
<td>Marching Band</td>
<td>Wind Ensemble</td>
</tr>
<tr>
<td></td>
<td>Strings</td>
<td>Orchestra</td>
<td>Orchestra</td>
</tr>
<tr>
<td></td>
<td>Voice</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Guitar</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Keyboard</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td>Composition</td>
<td>Woodwinds, Brass, or Percussion</td>
<td>Chorale OR Marching Band</td>
<td>Wind Ensemble</td>
</tr>
<tr>
<td></td>
<td>Strings</td>
<td>Chorale OR Orchestra</td>
<td>Orchestra</td>
</tr>
<tr>
<td></td>
<td>Voice</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Guitar</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Keyboard</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td>Performance</td>
<td>Woodwinds, Brass, or Percussion</td>
<td>Marching Band</td>
<td>Wind Ensemble</td>
</tr>
<tr>
<td></td>
<td>Strings</td>
<td>Orchestra</td>
<td>Orchestra</td>
</tr>
<tr>
<td></td>
<td>Voice</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Guitar</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
<tr>
<td></td>
<td>Keyboard</td>
<td>Chorale</td>
<td>Chorale</td>
</tr>
</tbody>
</table>

*Cardinal Jazz Ensemble is no longer considered a major ensemble for woodwind, brass, and percussion. Orchestra is no longer considered a major ensemble for principal instruments other than strings. Students are still strongly encouraged to participate if their instrument is applicable.
XI.
Private Lessons

Weekly Assessment:
- You will meet with your instructor once a week to receive individual instruction in voice, composition, or in a particular instrument.
- At the beginning of the semester, your private instructor will clearly define the goals for that term, based on the syllabus requirements. For example, the instructor may specify such items as exercises that you need to master and repertoire that you need to learn.
- In order to reach this goal each semester, your instructor will keep a log of your weekly progress and you will be given a grade each time you have a private lesson.
- At the end of the semester all your weekly grades will be averaged; this average will constitute 50% of your final grade in the course. (The instructor may decide to include recital/concert attendance as part of this 50%)

Studio Hour/Seminar:
- **Purpose:** If you are enrolled in private lessons you will be required to participate in weekly Studio Hour/Seminar both by attending and performing. Seminars are meetings for small groups, defined by concentration (voice, piano, guitar, other instrumental, composition), in which different aspects of the concentration are discussed and demonstrated. Seminars also serve to prepare students for performing in Studio Hour. Studio Hour is an opportunity for all students to perform frequently, to hone critical listening skills, and to expand knowledge of area-specific repertoire.

- **Performing in Studio Hour/Seminar:** You will perform in Studio Hour/Seminar according to the level of private instruction in which you are enrolled. Failure to meet attendance requirements will result in the loss of 5% of your final grade. Faculty evaluation of junior- and senior-level studio hour performances will be part of the review of the student’s progress toward degree completion.
  
  - Freshman (MUAP 11XX, 11XX): Seminar (as required)
  - Sophomore (MUAP 22XX, 22XX): Seminar, Studio Hour (Optional)
  - Junior (MUAP 32XX, 32XX): Seminar, Studio Hour (Once)
  - Senior (MUAP 42XX, 42XX): Seminar, Studio Hour (Once)

- **When:** Studio Hour/Seminar takes place every Thursday of the semester, from 1:30 to 2:45. The Studio Hour/Seminar schedule is posted outside Seddon Hall.
Where: Unless otherwise announced, Studio Hour will take place in Seddon Hall. (Studio Hour may meet in the Concert Hall on occasion or in Our Lady’s Chapel if there are organ pieces on the program. Change of venue will be announced in advance.) Locations for Seminars will be posted at the beginning of the semester.

Signing up: No sign-up is necessary for Seminar performances. Here is the procedure for signing up to perform on Studio Hour:

1. Your private instructor will ask you to perform in Studio Hour.
2. Obtain a blank performance information sheet found in the plastic folder outside Seddon Hall. (This form is also available on the UIW Music Department website.)
3. Fill out the form completely and place it in the plastic folder specified for these. Failure to fill out the form accurately will disqualify you from performing during studio hour. Submit the completed form no later than 4:00pm on the Monday before Studio Hour. The Studio Hour program will be limited to 60 minutes, so the first 60 minutes of music properly submitted will be included on the program. You are encouraged to submit your forms early.
4. It is essential that you provide an accurate listing of the work you are performing (its composer, composer dates, movement information, titles, etc.). Use Grove Online rather than Wikipedia to find the most accurate information about the composer and work. As long as you’re a UIW student, you have free access to Grove Online through the Mabee Library Electronic Resources page (http://library.uiwtx.edu/subject-artshum.html - music)

Attending Studio Hour: If you are not performing, then you are attending Studio Hour to learn, enjoy, and support your fellow students. Your fulfillment of attendance and performance requirements in Studio Hour and Seminar constitutes 10% of your final grade for your private lesson. If you have 3 or more absences, you will automatically lose 5% of that grade. If you fail to perform the required number of times according to your level, you will lose 5% of that grade. Your signature will be required as proof of attendance every Thursday of the semester. You should approach Studio Hour and Seminar as you would any other class: Do not be late, and do not leave until the program has concluded. If you have a consistent conflict with studio hour and another class, or work, the full-time faculty as a whole must grant you a waiver at the beginning of the semester.

Juries: If you are enrolled in private lessons you will be required to perform in front of the faculty at the end of each semester of enrollment. The jury is an opportunity for the music faculty to check your progress throughout your degree program; therefore, you should be prepared to perform the exercises and repertoire expected for your level of enrollment. Memorization will be required
according to instrumental and vocal conventions. Your jury grade represents **40%** of your final grade in the course. (See also Section XI Recital Policies.)

Other important points to keep in mind about juries:

- **Sign up**: Jury sign-up sheets go up on the weekly notices board approximately one week before finals. Always confirm your jury time with your private instructor to ensure his/her attendance at your jury.
- **When**: During finals week; specific dates will be posted on the weekly notices board.
- **Where**: Jury location will be announced on the sign-up sheets.
- **Jury Sheet**: Make sure you have completed your jury sheet, which you must submit at the beginning of your jury. You will find the jury sheets on the weekly notices board and also on the Department of Music website.
- **Attendance**: Do not miss your jury; you will not be allowed to reschedule, and you will lose 40% of your grade. You **will therefore fail the course**. Exceptions are made only in the event of documentable extraordinary misfortune. Arrive at the jury location 10 minutes before your scheduled time, ready to perform, with instruments and any other equipment necessary.
- **Dress Code**: You should think of your jury as a performance. Dress accordingly. Wear comfortable semi-formal or business casual; no t-shirts, jeans, or tennis shoes.
- **Composition and Studio Arranging Juries**: Have your laptop or any other technology ready to go. Also, if applicable, make two hard copies of the jury-ready scores for the faculty. Failure to have technology and scores ready will result in a jury grade no higher than a C.
XII.
Recital Policies

Degree Recitals required for those seeking a B.A. with Emphasis in Performance, or a B.M in Music Education or Composition. These degrees require the student to give a degree recital before graduating.

XII.A Degree Recitals for the
B.A. with an Emphasis in Performance
or the B.M. in Music Education

Follow these Steps:

During the semester before the recital:

1. **Obtain** a Student Recital Request form from Mr. Sul.
2. **Select a full-time music faculty member to complete** your recital committee, which will consist of:
   a. Your private lesson instructor
   b. Your area coordinator (see XII.C, below)
   c. A full-time music faculty member you’ve selected
3. **Complete** the Student Recital Request form to reserve your requested dates and locations for your hearing and recital. Consult your committee members first to ensure that they are available on your requested dates.
4. **Submit** the Student Recital Request Form to Mr. Sul by:
   - **November 1** for spring recitals
   - **April 1** for fall recitals
5. You and your private lesson instructor will receive confirmation of your proposed hearing and recital dates by the end of the semester.

During the semester of the recital:

1. **Enroll** in the appropriate MUAP applied lesson course.
2. **Register** for the appropriate recital section:
   a. MUAP 4088 01 (voice – Dr. Eylon, area coordinator)
   b. MUAP 4088 02 (instrumental – Dr. Richardson, area coordinator)
3. **Hold your Hearing** as scheduled on your Recital Request Form. You will receive one of three results:
   a. Pass: You are clear to give your recital.
   b. Conditional Pass: You must correct deficiencies as specified by the committee.
   c. Fail: Your recital is denied and you must reschedule it for the next semester.
4. **Prepare** your recital program; arrange for rehearsals, stage management, and recording. (Refer to XII.C)

5. **Give your Recital.** You will receive one of two results:
   a. Pass
   b. Fail: This could occur if the deficiencies identified at your hearing (see 3.b above) were not corrected, or if your performance was not acceptable as deemed by the committee. You must reschedule your recital for the next semester.

**NOTE:** Failure to follow the above procedure will result in the delay of your recital by a semester. Choose the recital date carefully. Changing the date of an already scheduled recital due to extenuating circumstances may not be possible.

**XII.B Degree Recitals for the B.M. in Composition**

**Composition Recital Policies**

A student pursuing the B.M. in Music Composition must submit a Recital Request Form in the fifth semester of private composition lessons (MUAP 4256), by which time the student should have composed at least twenty minutes of music, notated according to professional standards. This does not include music that is principally conceptual, improvisational, aleatoric, or electronic. During the semester before the proposed recital, the composition committee (private lesson instructor, Dr. Metz, and Dr. Salfen) will review the student’s cumulative work. You will receive one of three results:
   a. Pass: You are approved to give your recital.
   b. Conditional Pass: You may give the recital but must correct deficiencies as specified by the committee.
   c. Fail: Your recital is denied and you must reschedule it for the next semester.

**Follow these Steps**

*During the semester before the recital:*

1. **Obtain** a Student Recital Request form from Mr. Sul.
2. **Complete** the Student Recital Request form to reserve your requested dates and locations for your recital. First consult your committee members (your private instructor, Dr. Metz, and Dr. Salfen) to ensure that they are available on your requested dates. Keep in mind the following composition recital guidelines:
   - The composition recital should include 25-35 minutes of music.
   - The recital must include at least 20 minutes of notated music.
   - The recital may include up to 5 minutes of aleatoric, popular, and/or improvised music.
   - The recital may include up to 10 minutes of electro-acoustic music.
• The recital must represent a variety of instrumental and/or vocal genres, including at least one piece for four or more performers.

3. Submit the Student Recital Request Form to Mr. Sul by:
   • **November 1** for spring recitals
   • **April 1** for fall recitals

4. You and your private lesson instructor will receive confirmation of your recital dates by the end of the semester.

*During the semester of the recital:*

1. **Register** for MUAP 4257 and MUAP 4090
2. **Submit a written progress report** at least one month before the recital, listing performers, a rehearsal schedule with location details, and the recital program (see additional recital guidelines below). Failure to submit a progress report may result in cancellation of the recital. Obtaining performers for the recital is the responsibility of the student.
3. **Prepare** your recital program; arrange for rehearsals, stage management, and recording. (Refer to XII.C)
4. **Give your Recital.** You will receive one of two results:
   a. Pass
   b. Fail: You did not address deficiencies as specified by the committee. The recital was inadequately prepared. You may request another composition recital or you may elect to graduate with a B.A. in Music.

**XII.C Additional Recital Guidelines**

1. **Qualifications for Students Performing Recitals:** Any student performing a recital must have been admitted to the degree program they are seeking. Their jury average must be at least 80 in the semester prior to the date of application.
2. **No encores** may be performed at student recitals.
3. **Recital duration** must be no less than forty minutes and no more than sixty minutes, including pauses, stage configuration changes, applause, etc.
4. **Recital Program (for Degree Recitals only):** Get a program template from Mr. Sul. Prepare your program well in advance. Your program must contain complete and correct information (composer’s name, dates, piece titles, movement titles, performers’ names, etc.). Your program must be submitted to your private lesson teacher and to Dr. Salfen (salfen@uiwtx.edu) one full month before your recital. You will probably be required to make edits. Once your program is approved by your instructor and Dr. Salfen, the Music Department will print 50 programs. If you want additional copies, it is your responsibility to print them, and the Department of Music will not pay for them. If you do not submit your
program one month in advance of your recital, you will still be required to submit a program, but the Department of Music will not pay for copies.

5. **Rehearsals (for all recitals):** Contact Mr. Sul to schedule rehearsals in your chosen performance space.

6. **Stage Management (all recitals):** If you plan to move instruments and/or equipment during the recital, consult with your area coordinator to determine how this is going to be done.

7. **Recordings:**
   - **Degree Recitals:** A recording of your recital will be made for Music Department archives. Contact Mr. Waller (jwaller@uiwtx.edu) to confirm details.
   - **Elective Recitals:** The Music Department does not cover the cost of recording elective recitals. To arrange for a recording, contact Mr. Waller (jwaller@uiwtx.edu) at least one month before the date of the recital.
XIII. Scholarships

The Department of Music offers four types of scholarships, described below.

In order to receive any type of scholarship, the student must return the Scholarship Acceptance Form (mailed with the award letter) to Mr. Sul (sul@uiwtx.edu). No scholarship money will be released until this form is completed and returned. Please consult Financial Aid to find out how your scholarship award applies to your account.

1. Annually Renewable Music Scholarships

Students may receive annually renewable music scholarships of up to $4,000 per academic year for music majors, or up to $800 per academic year for music minors. These scholarships are awarded to students who exhibit notable musical aptitude and who show significant potential to succeed in their chosen music program. Entering students must audition in January or February of the calendar year in which they plan to enter UIW. Current students not receiving the maximum amount may audition in January to increase their annual award.

These scholarships are renewable for 5 years. The award is contingent upon the following conditions:

1. Maintenance of full-time status (12 credit hours minimum) throughout each semester of the award
2. Enrollment in a major departmental ensemble (Chorale, Marching Band, Wind Ensemble, or Orchestra) throughout each semester of the award, unless exempted by the music faculty for internships or student teaching
3. Demonstrable progress toward completion of degree requirements
4. Maintenance of an overall GPA of 3.0 or higher

Failure to meet any of these conditions will result in withdrawal of the student’s scholarship. The UIW Music Faculty also reserves the right to terminate any music scholarship at any time based on unsatisfactory class performance or excessive absences.

Detailed information about audition dates as well as Scholarship Audition Forms will be posted on the Department of Music website and sent in an e-mail.
2. One-Year Music Scholarships

One-Year Music Scholarships are available to current music students who are not receiving the maximum amount, through audition in the fall semester. Awards are disbursed in the spring semester. Eligible sophomores and upperclassmen must have an overall minimum GPA of 3.0, and freshmen must have a minimum GPA of 3.0 at the end of their first full semester. One-year scholarships are not renewable. Students must re-audition in January to be considered for an annually renewable scholarship (see above).

One-Year Scholarship Audition Form

3. Ensemble Scholarships

Ensemble scholarships are awarded at the discretion of ensemble directors. A student must register for the ensemble in order to receive an ensemble scholarship. Consult with the ensemble director for details and eligibility.

4. Endowed Scholarships

The Department of Music offers a limited number of endowed one-year scholarships based on academic merit. In the fall semester a notice is sent to current students about applying for these scholarships.

Other University Scholarships

The music faculty strongly encourages prospective and current students to explore scholarship opportunities outside the Department. Some of these opportunities are described on UIW’s Grants and Scholarships webpage.
XIV.
Graduation

The Road to Graduation:

Print Your Degree Plan: To ensure that you are proceeding toward graduation in a timely manner, once you are accepted to UIW, be sure to download, print, and frequently consult your specific degree plan.

Applying for Graduation:

Service Hours: Make sure you have completed all degree requirements and the UIW service hours requirement before you apply for graduation. Please refer to the UIW Community Service Guidelines, available on the Registrar’s webpage.

Graduation Packet: The Office of the Registrar will send you an electronic graduation packet once you have completed a certain number of credit hours. Complete this packet and submit by the deadline. Find additional information about applying for graduation, as well as important deadlines for prospective graduates, on the Registrar’s webpage.

Beyond Graduation:

Applying to Graduate School: If you are considering graduate school, you should start looking at possible schools in your junior year. As you look at various institutions, note any relevant application deadlines; these deadlines may be as early as the fall semester of the academic year before you begin a graduate program. Talk with your advisor about the schools you are considering. Finally, plan to apply to multiple institutions, and don’t forget to look into scholarship, grant, and work opportunities (teaching assistantships, for example) as they differ widely at different institutions. Generally you must arrange for letters of recommendation to be sent with your application; ask for letters from faculty who know your work and can write about it in detail, and ask them well in advance of the application deadline.

Getting a Job: For students not intending to pursue graduate school, UIW offers several resources related to job placement. UIW has an Office of Career Services and Professional Development, dedicated to helping students transition from undergraduate to professional life. You may want to contact this office early in your senior year, as many of their materials concern what you should do throughout your senior year in order to find employment. UIW’s Mabee Library also subscribes to Musical America Worldwide Directory, described as the “definitive resource guide for the performing arts.” It includes information about music schools, summer programs and festivals, orchestras and opera companies, music competitions, publishers and publications. You can access this guide through Mabee Library’s Electronic Resources page.
XV. Music Department Facilities

a. Practice Rooms:

Availability: Practice Rooms are available to all music majors and minors on a first-come, first-served basis. They are located on the second and third floor of the Music Building.

NO FOOD OR DRINKS ARE ALLOWED IN THE PRACTICE ROOMS!

Hours: Although the practice rooms are always open, the Music Building is usually locked in the evenings and on weekends. You can obtain a practice permit from Mr. Sul (signed by your professor) at the beginning of the semester; keep it with you at all times. In order to enter the building to practice during evenings or weekends, you will:
  i. Call the Campus Police (210-829-6030); inform them that you have a practice permit and that you need to enter the building.
  ii. Show your practice permit and your student ID to the officer when s/he requests it.

b. Performance Spaces:

The Music Department’s two main performance venues are Seddon Hall and the Concert Hall.

Seddon Hall is located on the first floor of the Music Building. In addition to certain student ensemble concerts and faculty recitals, it hosts Studio Hour, Seminar Class, and also serves as rehearsal space and classroom for several courses.

The Concert Hall is the building located to the south of the Music Building, next to the lobby. It houses major ensemble concerts, larger recitals, and other musical events from community and professional entities.

Other spaces: Other performance venues utilized by the Music Department include Our Lady’s Chapel and Marian Hall Ballroom. To schedule a location for a degree-required recital, contact Mr. Sul 829-3855 sul@uiwtx.edu for the appropriate request form. Any other type of scheduling request for performances by students will be considered on a case-by-case basis and should be directed to the Chair of the Music Department.