Music Department
Student/Faculty Handbook
2011 - 2013
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Mission Statement

The goal of the University of Wisconsin Colleges Department of music is to increase musical literacy in the institution. This will be achieved in a variety of ways, no one of which is sufficient in itself: through the study of historical styles in appropriate courses (Music Literature and Appreciation, History of Western Music), the study and analysis of the language of music (music theory), and through performance (instrumental and vocal ensembles and studio instruction). These enhance both cognitive understanding and aural sensitivity. By such means, the department aims to provide "an environment in which musical and artistic knowledge, skills, and creativity are achieved. This goal also entails specific objectives such as improving aural and analytical skills on the part of non-majors, as well as of music majors. The successful pursuit of all these activities will lead to the growth and refinement of musical taste and understanding--in short, to musical literacy.

This goal is premised upon the University of Wisconsin Colleges Select Mission statement, upon the integral place that music as a performing art, as well as an academic discipline, holds within the liberal arts curriculum and upon the importance accorded the arts in recent national studies such as the Carnegie Report on "The Undergraduate Experience in America."

Stated simply, the goals and objectives of the UWC Department of Music are to provide through its course offerings and performing organizations an environment in which musical and artistic knowledge, skills and creativity are achieved.

IMPLEMENTATION
The music department as an integral and essential department within a liberal arts, transfer institution shares much of its core mission with other departments and units within the UW System. The core mission of the department coincides with that of the institution in that the Department of Music:

- Meets the educational and personal developmental needs of students through effective teaching and a balanced curriculum, as well as academic advising for music majors.
- Provides excellence first priority emphasis on teaching.
- Provides a curriculum which provides a base in the humanities of liberal studies necessary as the foundation for university arts and science associate degrees, as well as course offerings required of students pursuing the professional degree in music, music education, education and occupational degrees.
- Supports a commitment to professional activity integral to, and supportive of, institutional programs and teaching excellence.
- Meets the off-campus instructional and continuing education needs in music and the performing arts of citizens in the campus service area.
- Provides public service to the surrounding region, both as a cultural center in the performing arts and as resource persons in music education, arts programming, and cultural development for the campus' service area.
- Participates in regional consortia and inter-institutional relationships to maximize educational opportunity for the people of the area.
Entrance into the Music Program

To be eligible for entrance into the music program a student must do the following:
1. Audition with the full time music faculty on the campus
2. Interview with the full time music faculty on the campus
3. Enroll in a major ensemble
   a. Band (MUS 071)
   b. Choir (MUS 072)
   c. Orchestra (MUS 070)
4. Music Theory and Aural Skills I (MUS 171 and MUS 181)*

*Students who do not qualify for Music Theory (MUS 171) may substitute enrollment in Music Fundamentals (MUS 170) if available. These students will only be eligible to receive free applied instruction in Piano (MUA 001).

Applied Lessons

ASSIGNMENT OF TEACHERS/LESSON ARRANGEMENTS
Applied lessons are academic courses and should be treated as such. Students will be assigned to a private instructor on their particular instrument. They will be notified by the music department with whom they will be studying and given contact information for that instructor. Students may request an instructor they have previously worked with at UW-Barron County. If no instructor for their instrument is currently employed at UW-Barron County, students may request an instructor they have previously studied/are studying with or the music department will find a suitable instructor for them. Not all instructors are located on the college campus. Students may be expected to travel to private lessons or other arrangements may be made with their particular instructor. Regardless, it is the student’s responsibility to contact the studio teacher to arrange for a mutually agreeable time for lessons in any given semester.

Attendance at lessons is mandatory, as is attendance at master classes, studio classes, or recitals announced by the instructor. Students should arrive at their lesson on time, warmed up and prepared to begin playing or singing. Students should be prepared for performance and instruction for the full duration of their lesson. It is in the student’s best interest to make a separate appointment to discuss matters other than their lesson material with their instructor to avoid losing valuable instruction time.

If a student is majoring in music performance, the degree will require that they study for a total of eight (8) semesters. Four (4) semesters of lessons can be transferred from the UW Colleges to any four-year institution within the UW system and most other four-year institutions.

NUMBERING POLICY FOR APPLIED LESSONS
Applied music students should register for appropriate instrument/vocal levels.

    Level 000 is for applied music students who are not at college level proficiency in their audition but wish to continue in the music program. These credits do not transfer to the four-year institutions.
Level 100 is for all applied music students in freshman level study.

Level 200 is for all applied music students in sophomore level study.

APPLIED LESSON FEES
Private applied instruction is provided at no additional cost for all registered music majors in good academic standing in accordance with the requirements of their intended baccalaureate degree. This includes:

1. Up to four (4) semesters of lessons in the students’ principal instrument.
2. Up to four (4) semesters of (or through MUA 006 if that level is reached first) of functional piano instruction for the purposes of standard keyboard proficiency requirements, for students whose principal instrument is not piano.

The music department will pay for one (1) credit of instruction the first semester of study and for two (2) credits for the following three semesters. Students who wish to take lessons on a secondary instrument will need to pay the course fee for their additional study on their own.

Students who wish to have private instruction paid for must be declared music majors in addition to meeting the following requirements.

- Students must be enrolled in the following courses each semester.
  - Theory*
  - Ear Training
  - Major Ensemble
  - Class Piano (if not a piano major)
- Students must complete the recital/concert attendance requirements each semester.
- Students must have obtained a grade of “C” or better in all music courses in the previous semester.**
- Students must maintain a cumulative GPA of 2.25***

* Students who begin their theory sequence with the fundamentals course (MUS 170) may substitute the sophomore theory requirement (MUS 271 and 281 or 272 and 282) with the Freshman Theory (MUS 171 and 181 or 172 and 182).

**If a grade lower than “C” is earned for a functional piano course, the student will be required to retake the course at their own expense before continuing to the next level.

**If a grade lower than “C” is earned in any non-applied music course, the student will be required to pay the course fee for their private instruction until they retake the course and earn a grade of “C” or better.

***Any student earning an overall GPA of less than 2.25 will be required to pay the instructional cost for any applied instruction courses until their overall GPA reaches a level of 2.25 or better.
NON-MAJORS AND MUSIC MINORS
Non-majors and music minors who wish to take applied lessons may do so if one of the following occurs:

1. The student is willing to pay for private lessons fees as part of their tuition.
2. A full-time faculty member is available and willing to take the student as an overload at no additional compensation.
3. A vacancy exists within a previously scheduled group lesson.

The fee for private instruction is $350 per credit hour.

ADD/DROP POLICIES
Add/Drop policies for applied lessons are the same as those for adding and dropping full semester courses. If a student drops lessons, their fee will be reimbursed on a prorated scale based on 14 weeks of instruction.

If, during a given semester, a student drops any course required for eligibility in the music program the students will also be required to:

1. Pay the cost of instructions from that date forward for their applied lesson courses, or
2. Drop all applied music courses.

APPLIED LESSON EXPECTATIONS
Students who take applied lessons are expected to practice 60 minutes daily for each credit that they are enrolled. This will allow students to be successful and also make the progress necessary to transfer to the four year institution of their choice. Faculty will include, as part of their syllabus, expectations for the student and a grading policy. The student is responsible for understanding the grading policy and the work expected of them to achieve the desired grade.

JURIES
A jury/final will be required of all applied students at the end of each semester. A regular music faculty member (tenure track) will be present and may have significant input into the student’s grade. Musical requirements for a student’s jury vary based on their instrument and division requirements. Students should consult their private instructor to obtain these specific requirements.

A student may forgo a jury in a given semester if they do one of the following:

1. Perform on two (2) student general music recitals for a grade during a semester provided their campus has general music recitals. (See the General Recital Section for policies and requirements.)
2. Perform a 25 minute graded student recital. (See the section on Student Recitals for policies and requirements.)
3. In both cases, the grades for the performances will be substituted for the jury grade at the end of the semester.

OTHER LESSON POLICIES
1. Students may make up missed lessons ONLY if the instructor has been notified sufficiently BEFORE the lesson time and a legitimate excuse has been presented. Students should check the policy of their applied instructor for any additional information.

2. Lessons missed due to ensemble tours, school field trips, or vacations will not be made up.

3. Students may only teach private lessons with the permission of the teacher with whom they are studying. There is a level of mastery that should be reached by any person wishing to instruct another person in applied music.

4. Any exceptions to the policies above must be pre-approved by the Music Department Chair in consultation with the local music department representative.

**Music Major Suggested Study Plans**
The music major program is comprised of 39 credits of required music courses needed to transfer with junior standing into a 4-year institution. There are two options that should be considered when planning for transfer to a baccalaureate institution.

1) Students may choose to complete all music major requirements and all AAS degree requirements. This option will more than likely take extra time to complete. This may be in the form of a summer session and/or an extra semester or two to complete both programs. It is advised that students who elect this option carefully review the 60 credit two-year institution program requirements for completing the AAS degree. Students are also advised that they may transfer a maximum of 72 credits from a two-year institution to a four-year institution.

2) Students may choose to complete all of the music major requirements and some of the general education requirements toward the music major baccalaureate degree.

Regardless of which option you chose to follow, students are strongly encouraged to obtain a copy of the degree requirements and catalog from the four-year campus to which they plan to transfer. This will give you more specific guidelines regarding which general education and elective courses you may wish to take to ensure you graduate on time from your chosen transfer school. Some four-year campuses require auditions for placement. Consult the UW-Barron County regular music faculty and for assistance in planning transfer, particularly regarding audition requirements.

**SUGGESTED COURSE SEQUENCES**
To help keep your course loads a bit more reasonable, you may want to consider taking one of your non-music courses during the summer. You may also be able to place out of Math and English course requirements.

**Suggested AAS Transfer Plan for Major in Music at UW-BC:**

<table>
<thead>
<tr>
<th>1st year, 1st semester</th>
<th># of Credits</th>
<th>1st Year, 2nd Semester</th>
<th># of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 171 (Theory I)</td>
<td>3</td>
<td>MUS 172 (Theory II)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 181 (Aural Skills I)</td>
<td>2</td>
<td>MUS 182 (Aural Skills II)</td>
<td>2</td>
</tr>
<tr>
<td>MUS 109 (Applied Voice)</td>
<td>1</td>
<td>MUS 110 (Applied Voice)</td>
<td>2</td>
</tr>
<tr>
<td>MUA 001 (Beginning Piano)</td>
<td>2</td>
<td>MUA 002 (Beginning Piano)</td>
<td>2</td>
</tr>
<tr>
<td>Large Ensemble</td>
<td>1</td>
<td>Large Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 070 (Orchestra)</td>
<td></td>
<td>MUS 070 (Orchestra)</td>
<td></td>
</tr>
<tr>
<td>MUS 071 (Band)</td>
<td></td>
<td>MUS 071 (Band)</td>
<td></td>
</tr>
<tr>
<td>MUS 072 (Chorus)</td>
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<td>MUS 072 (Chorus)</td>
<td></td>
</tr>
<tr>
<td>English 102</td>
<td>3</td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Math 108/110*</td>
<td>3</td>
<td>Natural Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Science Elective</td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>18</td>
<td><strong>Total Credits:</strong></td>
<td>16</td>
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<thead>
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<th># of Credits</th>
<th>2nd Year, 2nd Semester</th>
<th># of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 271 (Theory III)</td>
<td>3</td>
<td>MUS 272 (Theory IV)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 281 (Aural Skills III)</td>
<td>2</td>
<td>MUS 282 (Aural Skills IV)</td>
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</tr>
<tr>
<td>MUS 209 (Applied Voice)</td>
<td>2</td>
<td>MUS 210 (Applied Voice)</td>
<td>2</td>
</tr>
<tr>
<td>MUA 003 (Elementary Piano)</td>
<td>2</td>
<td>MUA 004 (Elementary Piano)</td>
<td>2</td>
</tr>
<tr>
<td>Large Ensemble</td>
<td>1</td>
<td>Large Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 070 (Orchestra)</td>
<td></td>
<td>MUS 070 (Orchestra)</td>
<td></td>
</tr>
<tr>
<td>MUS 071 (Band)</td>
<td></td>
<td>MUS 071 (Band)</td>
<td></td>
</tr>
<tr>
<td>MUS 072 (Chorus)</td>
<td></td>
<td>MUS 072 (Chorus)</td>
<td></td>
</tr>
<tr>
<td>Natural Science Lab</td>
<td>5</td>
<td>Social Science</td>
<td>3</td>
</tr>
<tr>
<td>Social Science</td>
<td>3</td>
<td>Math/Science</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total Credits:</strong></td>
<td>18</td>
<td><strong>Total Credits:</strong></td>
<td>16</td>
</tr>
</tbody>
</table>

**Total Credits Taken: 68 – Transferable into a 4-year music major program**

*Courses in Italics are Music Courses that MUST be completed to transfer to another music program on schedule.*

*You should check the requirements of the four-year school to which you plan to transfer for the proper course selection.

**I. Core Requirements:**

- English 102: Fall 1st Year
- MAT 108 or 110: Fall 1st Year

**II. Breadth Requirements:**

**Fine Arts and Humanities (9 cr.):**

- MUS 171 (FA) 3 Fall 1st Year
- MUS 172 (FA) 3 Spring 1st Year
- HU Course 3 Spring 1st Year

**Social Sciences (6 cr.):**

- Social Science 3 Fall 1st Year
- Social Science 3 Fall 2nd Year
- Social Science 3 Spring 2nd Year

**Ethnic Studies (3 cr.):**

- One course must also be ES

**Natural Science (8 cr.):**

- Science 3 Spring 1st Year
- Lab Science 5 Fall 2nd Year
- Math or Science 3 Spring 2nd Year

**Application & Performance (3 cr.):**

- MUS 181 2 Fall 1st Year
- MUA 001 2 Fall 1st Year

**Interdisciplinary Studies (3 cr.):**

- One course must also be IS

To help keep your course loads a bit more reasonable, you may want to consider taking one of your non-music courses during the summer. You may also be able to place out of Math and English course requirements.
# Suggested Non-AAS Degree Sequence for Major in Music at UW-BC

<table>
<thead>
<tr>
<th>1st year, 1st semester</th>
<th># of Credits</th>
<th>1st Year, 2nd Semester</th>
<th># of Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 171 (Theory I)</td>
<td>3</td>
<td>MUS 172 (Theory II)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 181 (Aural Skills I)</td>
<td>2</td>
<td>MUS 182 (Aural Skills II)</td>
<td>2</td>
</tr>
<tr>
<td>MUS 109 (Applied Voice)</td>
<td>1</td>
<td>MUS 110 (Applied Voice)</td>
<td>2</td>
</tr>
<tr>
<td>MUA 001 (Beginning Piano)</td>
<td>2</td>
<td>MUA 002 (Beginning Piano)</td>
<td>2</td>
</tr>
<tr>
<td>Large Ensemble</td>
<td>1</td>
<td>Large Ensemble</td>
<td>1</td>
</tr>
<tr>
<td>MUS 070 (Orchestra)</td>
<td>3</td>
<td>MUS 070 (Orchestra)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 071 (Band)</td>
<td>3</td>
<td>MUS 071 (Band)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 072 (Chorus)</td>
<td>3</td>
<td>MUS 072 (Chorus)</td>
<td>3</td>
</tr>
<tr>
<td>English 101 or 102</td>
<td>3</td>
<td>English 102 or Humanities</td>
<td>3</td>
</tr>
<tr>
<td>Math 108/110*</td>
<td>3</td>
<td>Social or Natural Science</td>
<td>3</td>
</tr>
<tr>
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<td>3</td>
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Total Credits: 18

<table>
<thead>
<tr>
<th>2nd year, 1st semester</th>
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</tr>
</thead>
<tbody>
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</tr>
<tr>
<td>MUA 003 (Elementary Piano)</td>
<td>2</td>
<td>MUA 004 (Elementary Piano)</td>
<td>2</td>
</tr>
<tr>
<td>Large Ensemble</td>
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<td>Large Ensemble</td>
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</tr>
<tr>
<td>MUS 070 (Orchestra)</td>
<td>3</td>
<td>MUS 070 (Orchestra)</td>
<td>3</td>
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<tr>
<td>MUS 071 (Band)</td>
<td>3</td>
<td>MUS 071 (Band)</td>
<td>3</td>
</tr>
<tr>
<td>MUS 072 (Chorus)</td>
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<td>MUS 072 (Chorus)</td>
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<tr>
<td>Natural Science Lab</td>
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<td>Social Science or Humanities</td>
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</tr>
<tr>
<td>Social Science or Humanities</td>
<td>3</td>
<td>Math/Science</td>
<td>3</td>
</tr>
</tbody>
</table>

Total Credits: 18

Courses in Italics are Music Courses that **MUST** be completed to transfer to another music program on schedule.

It is strongly encouraged that students fulfill their Ethnic Studies (ES) and Interdisciplinary Studies (IS) requirement before transferring. These classes will be indicated as such in the course catalog.

*You should check the requirements of the four-year school to which you plan to transfer for the proper course selection.*
AAS WITH MUSIC EMPHASIS

Listed below are the minimum course requirements for a student to graduate with an AAS degree with a music emphasis. A total of 24 credits is required to graduate with the music emphasis on their degree. **This plan is not designed for music majors wishing to obtain a four-year degree. It is designed only for those students who wish only to obtain an AAS degree and no further. Music majors should not follow these requirements, but rather those in the previous section.**

**Required Courses**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 171</td>
<td>Music Theory I</td>
<td>3 cr</td>
</tr>
<tr>
<td>MUS 172</td>
<td>Music Theory II</td>
<td>3 cr</td>
</tr>
<tr>
<td>MUS 173</td>
<td>Music Literature and Appreciation</td>
<td>3 cr OR</td>
</tr>
<tr>
<td>MUS 174</td>
<td>Music Literature and Appreciation</td>
<td>3 cr</td>
</tr>
<tr>
<td>MUS 271</td>
<td>Music Theory III</td>
<td>3 cr OR</td>
</tr>
<tr>
<td>MUS 272</td>
<td>Music Theory IV</td>
<td>3 cr OR</td>
</tr>
<tr>
<td>MUS 273</td>
<td>Jazz History and Appreciation</td>
<td>3 cr OR</td>
</tr>
<tr>
<td>MUS 278</td>
<td>History of Rock and Roll</td>
<td>3 cr</td>
</tr>
<tr>
<td>MUS 181</td>
<td>Music Theory Aural Skills I</td>
<td>2 cr</td>
</tr>
<tr>
<td>MUS 182</td>
<td>Music Theory Aural Skills II</td>
<td>2 cr</td>
</tr>
</tbody>
</table>

*Select four credits from the list of courses below*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 001</td>
<td>Beginning Piano</td>
<td>1 cr</td>
</tr>
<tr>
<td>MUS 002</td>
<td>Beginning Piano</td>
<td>1 cr</td>
</tr>
<tr>
<td>MUS 003</td>
<td>Elementary Piano</td>
<td>1 cr</td>
</tr>
<tr>
<td>MUS 004</td>
<td>Elementary Piano</td>
<td>1 cr</td>
</tr>
<tr>
<td>MUS 005</td>
<td>Intermediate Piano</td>
<td>1 cr</td>
</tr>
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</table>

*Select four credits from the list of courses below*

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MUS 070</td>
<td>Orchestra</td>
<td>1-2 cr</td>
</tr>
<tr>
<td>MUS 071</td>
<td>Band</td>
<td>1-2 cr</td>
</tr>
<tr>
<td>MUS 072</td>
<td>Choir</td>
<td>1-2 cr</td>
</tr>
<tr>
<td>MUS 074</td>
<td>Jazz Ensemble</td>
<td>1-2 cr</td>
</tr>
<tr>
<td>MUS 075</td>
<td>Vocal Ensemble</td>
<td>1-2 cr</td>
</tr>
<tr>
<td>MUS 076</td>
<td>Instrumental Chamber Ensemble</td>
<td>1-2 cr</td>
</tr>
</tbody>
</table>
General Recitals

General Recitals are offered as a performance opportunity for students taking applied lessons on the UW-Barron County campus. These recitals are usually scheduled on the first Thursday of the month. Students wishing to participate on a general recital are required to do the following:

1. Obtain a general recital request form from the music faculty on your campus or your applied teacher.
2. Fill out the form completely including:
   a. Contact Information
   b. Which recital the student requests to perform on
   c. The title, movements, and composer of each work you plan to perform
   d. Any special equipment requests
   e. The name of all persons performing and their instruments (including the accompanist)
   f. Signature from the student’s applied teacher approving their request to perform
3. Return the request form no later than one (1) week prior to the general recital performance date.

The general recitals may be used to fulfill the jury requirement for applied lessons each semester. If students wish to use the general recitals to fulfill this requirement they must adhere to the following requirements.

1. Students must inform their applied teacher of their intent to use general recitals to fulfill their jury requirement.
2. Students must perform on two (2) general recitals in the same semester
3. Students must perform a minimum of either a) 4 pieces of music or b) 15 minutes of music between the two general recital performances.
4. Students must have both of their performances graded by an applied instructor in attendance at the general recital. Both performances should be graded by the same instructor.

If these requirements are not met, the student is responsible to perform a jury as indicated under the applied lessons heading.

Student Recitals

All music majors are required to perform a recital during their year of 200 level applied study. The purpose of the recital is to give the student practical experience performing in front of an audience. The recital must consist of 25 minutes worth of music. Students performing a recital are not required to perform a jury at the end of that semester.

GRADING

1. The recital will account for 50% of your applied lesson grade on the semester in which the recital is performed.
2. The recital must be graded by a no less than two (2) and no more than three (3) music faculty, one of whom must be their applied instructor and one of whom must be a regular
faculty member. If your applied instructor is a regular faculty member, you may ask another applied or adjunct music faculty member to grade your recital.

3. Students should fill out grading forms and supply them to their faculty graders the week of the recital. Grading forms can be obtained from the regular music faculty on their campus or at the following web address:
   www.barron.uwc.edu/students/music/formsandinformation

Students are encouraged to have chamber ensembles as part of their recital. However, 2/3 of the recital should be devoted to solo work (with accompaniment if applicable).

SCHEDULING
To schedule a recital, students should do the following:

1. Discuss potential recital dates with their teacher and participating musicians.
   a. Students should have two or three possible dates agreed upon in case their first choice is not available.
   b. Please note that recitals should be booked a minimum of three weeks in advance.
2. Once a recital time has been established, students should bring a signed recital scheduling form to the regular music faculty and they will reserve the performance space on the student’s behalf. The student will have access to the performance area one (1) hour before the start of their recital for warm-up.
3. Once a student’s recital date has been confirmed by their teacher, the student must submit a Student Recital Petition Form to the regular music faculty. This form must be signed by all faculty who will grade their recital.
4. Each student may request a one (1) hour rehearsal in the performance space in addition to the time allotted before the recital. To request a rehearsal time, students should contact the regular music faculty member on their campus for procedures and available times.

PROGRAMS
1. Students are required to write their own program and program notes. These program notes will be part of the grade given for the recital. The program must include:
   a. Composers’ names
   b. Composition titles (in the order the students will play them)
   c. Movements to be performed
   d. Years each composer was born and died (if applicable).
   e. Names of all performers on the recital and their instruments
   f. Day, date, time, and location of the recital
   g. Their instructor’s name
   A recital template may be found at the end of this section. It may also be found at www.barron.uwc.edu/students/music/formsandinformation
2. In addition to program notes, vocal students must also print translations of all texts in foreign languages. They may also wish to print words for songs in English as well.
3. Students must have their final programs approved by their applied instructor.
4. Programs, program notes, and translations will be printed at no charge for the student by the music department.
a. Students must submit their program to be printed two (2) weeks prior to their recital date to the regular music faculty.
b. Students must also submit a signed program approval form with the program they wish to have printed to the regular music faculty.
c. Programs will be ready no later than three (3) days prior to the recital date. It is the responsibility of the student to pick up their own programs and bring them to the recital.

ADDITIONAL INFORMATION
1. Students should check with their applied instructor as to appropriate attire for their recital.
2. Some of the performance spaces on the campus have the ability to record recitals for a $30 fee. If you wish to have a recording made, you should speak with the regular music faculty for procedures and fees.
3. The pianos on each the UW-Barron County Campus are tuned one or two times per semester. If you would like the piano tuned specifically for your recital, you may request to have this done from your regular music faculty no later than two (2) weeks prior to your recital date. There will be a fee of $70 for having the piano tuned.
4. It is strongly encouraged that students pair together and combine their recitals to form one larger program. This may be done by either alternating performance sets or by having each student perform their half of the recital straight through. This will allow for a longer concert experience for the audience, and help with the scheduling of recital dates.

STUDENT RECITAL PROGRAM TEMPLATE GUIDELINES
1. Read the Student Program Guidelines before using this template.
2. Students must use a serif font such as Times New Roman or Adobe Garamond for their program(s).
3. Students should delete information in the template that does not apply to their recital.
4. Students should proofread their program(s) as the music department will not pay for multiple print runs of program due to errors.
STUDENT RECITAL PROGRAM TEMPLATE

Location

**Student Name, instrument**

Accompanist Name, instrument
Accompanist Name, instrument

Day, Date, Year  time p.m.

<table>
<thead>
<tr>
<th>Composer (dates)</th>
<th>Title (date of piece, if any)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accompanist/Soloist, instrument</td>
<td></td>
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<tr>
<td>Accompanist/Soloist, instrument</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Composer (dates)</th>
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</tr>
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<tbody>
<tr>
<td>Accompanist/Soloist, instrument</td>
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<tr>
<td>Accompanist/Soloist, instrument</td>
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</table>

INTERMISSION (if any)

<table>
<thead>
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<th>Composer (dates)</th>
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<tbody>
<tr>
<td>Accompanist/Soloist, instrument</td>
<td></td>
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<tr>
<td>Accompanist/Soloist, instrument</td>
<td></td>
</tr>
</tbody>
</table>

(Stu dent Name) is a student of (Instructor Name).
EXAMPLE STUDENT RECITAL PROGRAM

UWBC Fine Arts Auditorium

**Belle Canto, soprano**

Tutti Tempo, piano  
Vincent Vibrato, piano  

Friday, January 16, 2009 7:30 p.m.

<table>
<thead>
<tr>
<th>Artist</th>
<th>Piece/Composition</th>
<th>Composer</th>
<th>Year</th>
<th>Performance Details</th>
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<tbody>
<tr>
<td></td>
<td>At day-close in November</td>
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<tr>
<td></td>
<td>Midnight on the Great Western</td>
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<td></td>
<td>Wagtail and Baby</td>
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<tr>
<td></td>
<td>The little old table</td>
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<td></td>
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<tr>
<td></td>
<td>Tutti Tempo, piano</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Franz Schubert (1797-1828)</td>
<td>Seligkeit</td>
<td>Franz Schubert (1797-1828)</td>
<td>1797-1828</td>
<td>Tutti Tempo, piano</td>
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<tr>
<td></td>
<td>Im Frühling</td>
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<td></td>
<td>Im Abendrot</td>
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<td></td>
<td>Die männer sind mechant</td>
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<tr>
<td></td>
<td>Tutti Tempo, piano</td>
<td></td>
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<tr>
<td>Franz Schubert (1797-1828)</td>
<td>Gretchen am Spinnrade</td>
<td>Franz Schubert (1797-1828)</td>
<td>1797-1828</td>
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<tr>
<td></td>
<td>Ave Maria</td>
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<td></td>
<td>Vincent Vibrato, piano</td>
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</tr>
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<td></td>
<td>INTERMISSION</td>
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<tr>
<td>P. I. Tchaikovsky (1840-1893)</td>
<td>None but the lonely heart, Op. 6, No. (1869)</td>
<td>P. I. Tchaikovsky (1840-1893)</td>
<td>1840-1893</td>
<td>Vincent Vibrato, piano</td>
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<tr>
<td></td>
<td>Cradle Song, Op. 16, No. 1 (1872)</td>
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<td>At the ball, Op. 38, No. 3 (1878)</td>
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<td></td>
<td>O, my child, in the silence of night, Op. 63, No. 6 (1887)</td>
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<tr>
<td></td>
<td>Yarning, I wait now alone, Op. 73, No. 6 (1893)</td>
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</tbody>
</table>

*Belle Canto is a student of Fanny Falsetto.*
Recital/Concert Attendance

Students majoring in music and taking applied lessons are required to attend a minimum of four (4) campus recitals or concerts per semester. These may include student recitals, general recitals (a student does not perform on), or concerts of musical ensembles in which the student does not participate. A calendar of events will be posted monthly on the regular music faculty’s door and on the music department bulletin boards.

1. Students will receive a recital attendance card at the beginning of each semester. It is their responsibility to bring the recital attendance card to performances for which they wish to receive credit. A monitor will be present at each performance. The monitor will sign the card when the student enters the performance and then again when the student leaves at the end of the performance. **Students must be present for the entire performance to receive credit for attendance.**

2. Students who perform as an “assisting student artist” of a student recital will be given credit for attending the recital.
   a. By “assisting student artist” we mean: a) in the case of a recital given by an individual, any student involved in a performance of a piece other than the primary recitalist, or b) in the case of a concert given by an ensemble, any student involved in the performance of a piece other than the regular members of the primary ensemble. Included in this allowance are recital accompanists, other individual student performers, student members of ad hoc ensembles formed exclusively to support the primary performer at the time of the recital, and student members of already established ensembles engaged to support the primary performers at the time of a recital. Excluded from this allowance are all student members of any formally constituted college ensemble, either faculty or student lead, at such time as the respective ensemble is the (or one of the) primary performing musical organization(s) on the program.

3. Students who are unable to attend the required number of recitals may be given additional concerts they can attend by the regular music faculty of each campus. These will be posted on the calendar with locations.

Accompanists

Students will need to acquire the services of an accompanist for their recital in many cases. Some applied studios, such as the voice studio, require that students supply their own accompanists and bring them to lessons. **It is the student’s responsibility to find an accompanist and provide them payment as agreed upon.**

In setting fees, the accompanist must consider the volume and difficulty of the music (i.e., the amount of individual practice time it will require) as well as the amount of rehearsal time requested by the soloist.

The following are intended as guidelines concerning fees for lessons, rehearsals, and performances when dealing with a student accompanist on your campus. **The terms of any arrangement must be agreed upon between the student and the accompanist.**
RESPONSIBILITIES
It is the responsibility of the student to:
1. Give music to their pianist in a timely manner
2. State their needs clearly at the outset (will you need them for lessons, general recitals, a solo recitals, rehearsals, etc.).
3. Students should NOT expect their pianist to teach them their notes. Students should know their part and be familiar with the accompaniment prior to the first rehearsal with their pianist. If students desire a tape to be made for their own practice, they should realize that this will take a considerable amount of their pianist’s time and should count as a rehearsal session of equal length.
4. In necessary, students should provide their pianist with a legible transposition of the piano part.
5. Students should approve all rehearsal times, lesson times, and performance dates with their pianist.

It is the responsibility of the accompanist to:
1. When possible, examine music before accepting a job.
2. Know their part and be familiar with the solo line prior to rehearsals.
3. Clarify the needs of the performer. Adherence to the length of rehearsal previously agreed upon will encourage efficient use of time.

It is the responsibility of the applied instructor to:
1. Post these guidelines and discuss them with each student at the beginning of each semester.
2. If an accompanist does not fulfill his/her responsibilities, just cause for dismissal has been established.
3. Give guidance concerning ensemble rehearsal technique.
4. Discuss stage decorum (e.g., bows, entering and leaving stage area, etc.)
5. Advise the student on proper program format and publicity.

PIANIST’S FEES
Please note again that these are guidelines when using a student accompanist. Other accompanists may have different fee structures. It is the responsibility of the student to form agreed upon terms for the services they wish to have provided to them.

Vocal:
1. Weekly lessons (for one semester)
   a. Without recital: $75 - $100
      This fee includes weekly rehearsal time (30 – 60 minutes), one 30 minute weekly lesson, and jury or one (1) general recital performances.

   b. With a student recital: $175
      Fee includes rehearsal time (to be agreed upon), one 30 minute lesson weekly, and recital performance.

Other functions for vocal students
1. General Recitals: $25. Fee includes one rehearsal.
2. Live Auditions and Competitions: $25
   i. Soloist is responsible to pay for pianist’s transportation, lodging, and meals in addition to fee.
3. Recorded Auditions: $15/hour recording fee
4. Juries (if not your regular pianist): $30. Fee includes 1-2 rehearsals and one lesson.

Instrumental:
1. General Recitals: $35. Fee includes two rehearsals.
2. Live Auditions and Competitions: $25
   i. Soloist is responsible to pay for pianist’s transportation, lodging, and meals in addition to fee.
3. Recorded Auditions: $15/hour recording fee
4. Juries (if not your regular pianist): $30. Fee includes 1 rehearsal and one lesson.
5. Recitals (number of rehearsals and lessons should be negotiated with the fee): $150.

Additional Information

COPYRIGHT REGULATIONS
The University of Wisconsin - Barron County recognizes its obligation to be in full compliance with the provisions of the 1976 United States Copyright Act.

Appendix A from “Guidelines with Respect to Copyrighted Music Material” lists the following prohibitions:
   1. Copying to create or replace or substitute for anthologies, compilation or collective works.
   2. Copying of or for works intended to be “consumable” in the course of study or teaching such as workbooks, exercises, standard tests and answer sheets and like material.
   3. Copying for the purpose of performance except as in A-1 below.
   4. Copying for the purpose of substituting for the purchase of music except as in A-1 and A-2 below.
   5. Copying without inclusion of the copyright notice which appears on the printed copy.

Appendix A also lists the following permissible uses:
   1. Emergency copying to replace purchased copies which for any reason are not available for an imminent performance provided purchase replacement copies shall be substituted in due course.
   2. For academic purposes other than performance, multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a section, movement or aria but in no case more than 10 percent of the whole work. The number of copies shall not exceed one copy per pupil.
3. Printed copies which have been purchased may be edited OR simplified provided that the fundamental character of the work is not distorted or the lyrics, in any, altered or lyrics added if none exist.

In order to comply with the Copyright Act the Music Department of the UW-Barron County Campus has agreed to the following guidelines:

1. Students may not photocopy any music using the office copiers on each campus.
2. The faculty will not permit the use of photocopied music in lessons or in seminars, except for the occasional brief period when a student is awaiting the arrival of a purchase copy of the music.
3. Ensemble directors will destroy any “Fair Use” photocopies of music immediately following ensemble and festival performances.
4. Music students are responsible for providing their accompanist with original copies of the music that they are studying.