



Department of Music Undergraduate Student Handbook

WELCOME TO THE DEPARTMENT OF MUSIC

This handbook was designed to help you navigate the Department of Music and your degree. There have been a few changes in the way the Department of Music operates this year, so please take the time to read the practical advice contained in these pages!!

- **Faculty of Arts Program Advising and Student Information Resources**
 - Have a question, but not sure where to start? The new Faculty of Arts Program Information Centre (PIC) is your information resource for everything in Arts! Drop in at SS110, call them at 403-220-3580 or email them at artsads@ucalgary.ca. You can also visit the Faculty of Arts website at <http://arts.ucalgary.ca/undergraduate> which has detailed information on common academic concerns.
 - For program planning and advice, contact the Student Success Centre at (403) 220-5881 or visit them in their new space on the 3rd Floor of the Taylor Family Digital Library.
 - For registration (add/drop/swap), paying fees and assistance with your Student Centre, contact Enrolment Services at (403) 210-ROCK [7625] or visit them at the MacKimmie Library Block.
- The **Department of Music offices** are located in Craigie Hall D100, the Faculty of Arts “Administrative Hub” for the Music, Dance and Drama Departments. Sheila Harland is the receptionist in that office and is the person to contact if you’re looking to book rooms.

We remain committed to excellence in all of our activities and will continue to create a vibrant, lively musical world within our classrooms, halls and city! Enjoy your time at the UofC – we look forward to working with you all!

GENERAL INFORMATION

Practice Rooms

Use of the practice rooms is **restricted to students enrolled in Music Listening (MUPF 102)**. **Access to the practice room suite is gained by swiping the campus card on the proximity pad outside of the doors.** Keys are only issued to piano majors requiring access to the grand pianos. Piano majors will be required to pay a \$50, refundable, deposit when receiving their keys.

Practice Room Rules

Do –

1. Use the practice rooms for practicing and rehearsing music. Invite a friend to listen if you like, but stick to business.
2. Bring only what you need into the practice room.
3. Think Green/Safety: turn off the light and close the door when finished.
4. Take a break outside the room when necessary. Up to fifteen minutes are permitted without forfeiting the room to other instrumentalists. If you forfeit your room, you may knock, and then reenter politely and briefly to remove your belongings.

Don't –

1. Don't bring food into the practice rooms. If you have a drink with you, make sure you dispose of the container properly.
2. Don't leave personal belongings – purses, instruments, or backpacks – in the practice rooms.
3. Don't cover the practice room windows.
4. Don't use the practice rooms for homework or for personal meetings.
5. Smoking is not permitted at the University of Calgary – this includes the practice rooms.

Practice rooms are monitored on a regular basis. Failure to comply with the rules will result in loss of practice room privileges.

Room Bookings

If you wish to use an unoccupied classroom during office hours, Sheila Harland in CH D100 will unlock the door. Students may also book classrooms for use outside of office hours. Any key checked out overnight or for the weekend, will require that the student leave a valid ID with Sheila in D100 when checking out the key. If a Music room key is lost, a hold will be placed on the student's transcripts until a \$50 lost key fee is paid (at that point the ID will be returned as well).

Instrument Rentals

Music students wishing to borrow an instrument must provide a \$150.00 deposit (refundable upon return of the instrument) and complete the instrument rental form, which must also be signed by one of the academic faculty/sessional instructors. In the event that the instrument is damaged while under the student's care, he/she must forfeit the deposit or pay for the cost to repair the instrument.

Grad student Nathan Waters is in charge of all instrument rentals for the 2011-12 academic year. Please contact Nate at nmwaters@gmail.com if you have further questions regarding instrument rentals. Students wishing to rent an instrument can find the paperwork and forms on the bulletin board outside of CH D114.

Lockers

Locker rentals are handled by Bound and Copied in Mac Hall. Information and the procedures for renting lockers can be found at

<http://www.su.ucalgary.ca/page/quality-student-life/health-lifestyle/lockers>

Changes to Address and Phone Number

Because important correspondence will be forwarded to students throughout the academic year, all students must ensure that the contact information on the Student Centre is current. Students are responsible for the accuracy and validity of their contact information.

The **Music Undergraduate Society (MUS)** offers a number of services for its members and for students as a whole. Most notably, they offer a lesson/clinic/gig referral service for members. They also host a number of social events and serve as a liaison between the student body and the faculty.

Get involved! For more information or to purchase a membership, visit the MUS Office (CH F019), call them at (403) 220-6631, or join the U of C MUS Group on Facebook.

The Integrated Arts Media Labs

The Integrated Arts Media Labs (IAML) are a dedicated digital arts education and production environment located on the 6th floor of the Arts Parkade and created specifically for students in the Music, Art, Dance and Drama. Their website can be found at <http://www.ucalgary.ca/iaml>.

The Labs consist of three facilities:

- The Integrated Arts Media Lab
- The NBC Universal Multimedia Laboratory
- The Collaboration / Presentation / Installation (CPI) Space

The Main Lab houses 20 workstations, each equipped with an Apple Mac Pro or Power Mac G5 computer, MIDI keyboard and dual or large-format displays. It also offers a full range of creative production and educational software, including video editing, 2D graphics and animation, 3D modeling and animation, CAD, music/audio sequencing, music notation, and interaction design and authoring.

Music students have access to the Main Lab from 7am to 11pm, seven days a week, by simply swiping your campus card on the proximity pad outside the door. If your card does not open

the front door, you may need to have your campus card replaced or activated – see <http://www.ucalgary.ca/iaml/help/cardaccess> for more information on this process.

Staff and student technicians are available for assistance from 9am to 4pm, Monday through Friday.

Sonic Arts Lab

The Sonic Arts Lab, located beside the Integrated Arts Media Lab, is a multi-channel digital audio studio designed for teaching, creation and research involving sound and technology. Students and faculty realize projects in electroacoustic music, soundscape composition, computer music, multi-channel sound spatialization, interactive music involving instruments with computer, and sound design for video, film and stage production.

Sonic Art Lab courses include:

- MUTC 379 Sonic Arts
- MUTC 481 Computer Applications in Music
- MUTC 479 Electroacoustic Music
- MUTC 575 Topics: Interactive Electroacoustic Music & various advanced topics
- MUTC 598 Senior Projects
- FINA 507 Various music and technology topics

For more information about the lab and access to it, please contact Dr. Radford in CH E211C or by email at lradford@ucalgary.ca.

Telemedia Arts Lab

Telearts experiments with real-time artistic and musical collaboration over high-speed research networks. The Telemedia Arts Lab is directly connected to Canada's research network backbone (CANet) via Alberta's own cyberinfrastructure provider, Cybera. The lab is home to Syneme, established under a Canada Research Chair in Telemedia Arts. It serves as a point of multidisciplinary collaboration at the University of Calgary, offering high definition cameras, projectors, low latency audio and expertise to facilitate creative projects.

Contact Dr. Ken Fields (kfields@ucalgary.ca) for more information about the lab and how to access it.

Library Resources

The University of Calgary Libraries and Cultural Resources supports the Department of Music program with extensive collections and services.

Concerto Competition

Each fall the Department sponsors a Concerto Competition, where students compete for a chance to perform with the Calgary Philharmonic Orchestra in the Eckhardt-Grammatté Hall – this year's competition will take place during the **last week of October**; performances with the CPO will take place in early January. All music students are eligible to take part in this competition.

For more information contact Professor Edmond Agopian in CH E111 or by email at agopian@ucalgary.ca.

Note the Music LibGuide at <http://libguides.ucalgary.ca/music> and the Visual & Performing Arts web pages at <http://library.ucalgary.ca/VPArts>.

Visual & Performing Arts (VP Arts), 3rd floor, Taylor Family Digital Library

- As the main library service point for music, the VP Arts staff look forward to helping you find and use music resources in all formats: print and electronic books, journals, and music scores; chamber music parts, streaming music, streaming video, CDs, LPs, DVDs, VHS and more.
- All of the media collections as well as the media reserve collection of sound recordings and videos that are required and/or recommended listening and viewing for your music classes are housed here.
- The music print reference collection and both the circulating music scores and non-circulating collected sets are housed in close proximity to the VP Arts desk.
- Listening and viewing facilities include a USB turntable. In addition, a digital piano is available to help you select music – or to just enjoy playing.
- The SAMPL: Southern Alberta Music Performance Library provides a music lending library for choirs, jazz and wind ensembles, and orchestras - with membership.

These collections and services are a valuable resource for students and faculty – so please make good use of them.

Music Book and Journal Collection (print), 5th floor, Taylor Family Digital Library

Centre for Arts & Culture, 5th floor, Taylor Family Digital Library

Special Collections accessible from the Centre for Arts & Culture service point include the:

- Richard Johnston Canadian Music Archives:
<http://specialcollections.ucalgary.ca/manuscript-collections/-richard-johnston-canadian-music-archives-collection>
- Historical Sheet Music by Canadians, Published in Canada, or Sold by Canadian Music Stores

Canadian Music Centre (CMC) Prairie Regional Office, 3rd floor, Taylor Family Digital Library

Contemporary Canadian music research and performance is further augmented by the presence of the Canadian Music Centre Prairie Regional Office with a library of music by Canadian composers. For further information, visit the Canadian Music Centre web site at <http://www.musiccentre.ca/pra.cfm>.

University Theatre Services

University Theatre Services (UTS) is a support service department within the Faculty of Arts whose primary function is to support the academic programs of the departments within the Faculty. UTS also provides a wide variety of production, publicity, box-office and management support services to all users of the University Theatre, the Rozsa Centre, including the Eckhardt-Gramatté Hall, the Boris Roubakine Recital Hall, the Mezzanine Gallery, and the Reeve Theatre, including both on campus and off campus customers. They also frequently employ students as front-of-hall staff if you're in need of part-time job!

UTS offices are located in Craigie Hall G Block (G205) and their website is <http://arts.ucalgary.ca/theatres/>.

What the Administrative Hub (D100) Cannot Do for You

- The Administrative Hub does not provide paper, pens, pencils, scrap paper, envelopes, etc.
- The Administrative Hub will not take messages for students unless it is an emergency situation.
- The Administrative Hub cannot provide academic advice to students.
- Students are not allowed to use the Department fax or photocopy machines. No exceptions will be made.
- The Administrative Hub is not able to change money.

PROGRAM REQUIREMENTS

Concert Attendance (MUPF 101, 102, 103, 104)

Attending concerts is an absolutely essential part of your musical training. Hearing and watching live performances exposes you to great music and trains you to be a better listener, to understand music in its intended context, and to understand the concepts of stage presence and etiquette.

For this reason, all music students must take Music Listening (MUPF 101, 102, 103, or 104) each year of their program. So that students may attend the Recital Hour concerts, students should not enroll in courses that meet MWF from 12:00 to 1:00 p.m.

Students receive credit for MUPF

101/102/103/104 and not a formal grade. To

receive credit for attending Recital Hour, students must swipe their ID card through the card reader prior to entering the hall. Credit for attending other concerts or performances require the submission of the concert ticket(s) to D100 in April. The Music Office will notify students via email as to the deadline for submitting concert tickets. **STUDENTS MAY NOT RECEIVE MUSIC LISTENING CREDIT FOR RECITALS / CONCERTS IN WHICH THEY HAVE PERFORMED.**

Recital Hour

Students wishing to perform in Recital Hour must fill out a “Recital Hour Sign-Up Form” and submit it to D100 **no less than five days in advance**. In the case of student performances, this form includes the names of performers, piece(s) to be performed, and timings. The form must be signed by the student’s applied teacher.

The maximum total time limit for each recital hour performance is 15 minutes. Sign-up forms and concert programs are posted on the bulletin board outside CH D114 near the Music Office.

Normally, Recital Hour during the last week of class is reserved for performances of compositions by students enrolled in MUTC 391-3, 491-3, and 598.

Recital Hour may be used for other events, such as performances by an ensemble, festival events, or lecture recitals. In these cases, the booking should be made *no less than five days in advance*, using the process described above.

University Theatre Services does not support this activity with a full complement of staff, so students and staff must be willing to participate in set-up and take-down of any required instruments, stands, chairs, etc.

Every music student is required to attend at least 20 approved concerts in the Eckhardt-Gramatté Hall during each academic year (September to April) – 10 of these concerts must take place during the Department’s Recital Hour Series (Monday, Wednesday and Friday at noon); the remaining ten may be from other approved events and include concerts from the Celebration Series, Discovery Series, Organ Series, Monday Night Jazz Series, UCalgary String Quartet Special Series, Recital Hour, Ensemble Concerts and Senior and Junior Recitals.

Ensembles

Most Music students are required to audition for and participate in at least one ensemble a year. Auditions are required each year and it is your responsibility to arrive promptly for the auditions you sign up for. Sign-up sheets are generally posted the last week in August on the bulletin board outside CH D114, near the Administrative Hub.

Further information about the ensembles can be found at <http://www.music.ucalgary.ca/ensembles>.

Uniform dress may be required for the performances of some of the ensembles.

Students may register for the ensemble of their choice PRIOR to the September auditions. If the audition is unsuccessful, students are responsible for canceling or changing their registration. The drop deadline is September 23, 2011 – the last day to add or swap courses is September 26, 2011.

N.B.: no course credit will be given for participation in ensembles that are not timetabled by the registrar, whether they are associated with the department or external.

Keyboard Proficiency

If you are entering the BMus or BMus/BEd program and are not a piano major, you will be required to take either MUPF 271 (Class Piano) or a keyboard proficiency examination covering basic technical materials and sight-reading. If you have previously earned Grade VI Piano Conservatory Canada or Grade VI Royal Conservatory of Music within three years of entering the program, the requirement will be waived. Please provide a copy of the RCM certificate to the department head, Dr. William Jordan, in CH D100.

You must meet the keyboard proficiency requirement by the beginning of the second year of your program.

This fall Dr. Lana Henschell is teaching MUPF 271 – please contact her or Dr. Jordan for more information.

Private Lessons

Do not be alarmed if you see an extra fee for private lessons on your tuition bill! To help cover the costs of one-on-one teaching, supplemental fees are attached to each of the private lesson courses (any MUPF course ending in 91 or 93 and MUPF 498/598). For the 2011-12 year this fee is \$390 per course.

Grades for private lessons are submitted to the Department Head at the end of each semester and determined according to the following schemes:

MUPF 291, 391, 491, 591 – if jury requested, 40% jury, 60% instructor; otherwise, 100% instructor

MUPF 293, 393, 493, 593 – 40% jury, 60% instructor

MUPF 498 (Junior Recital), MUPF 598 (Senior Recital) – lesson grade 50% (35% at end of fall term, 15% before recital), recital grade 50%

MUPF 691 (MMus-Performance) – if jury requested, 40% jury, 60% instructor;
otherwise 100% instructor
MUPF 693 (MMus-Performance) – 100% instructor, unless student does not perform a recital that year, in which case the student must do a jury, 40% jury, 60% instructor

Juries

Juries for students taking private lessons take place at the end of the both the fall and winter semesters (i.e., December and April), during the week following the last day of classes. Juries are typically 15 minutes in length and students must provide one copy of all music being performed for the jurors. In addition, a **jury report form** listing all repertoire studied must be completed and presented to the jurors. This form is available on the bulletin board outside of CH D114, near the Administrative Hub.

Masterclasses / Workshops

There are many masterclasses and workshops with visiting artists throughout the school year. Look for posters in the building announcing them or go to our website, <http://music.ucalgary.ca/>. In addition, a masterclass / workshop schedule will be posted in the glass display cabinet outside CH F210.

These events are free for U of C Music students so **go to as many as you can!** It doesn't matter if the class is not for your instrument or voice. You will be surprised at the tips and musical insights you can use.

Bachelor of Music, Majors

With the exception of students in the concurrent BMus/At the end of the first year of studies all students (except those in the concurrent BMus/BEd program) must select a major from the following list: Performance; Music History and Theory; Composition; Integrated Studies and Combined BMus/BEd. Forms for declaring the major will be emailed to students in the winter semester.

A registration block will be placed on those students who do not complete the declaration of major form by the end of the Winter 2012 semester. Students will not be able to register for the following semester until a major has been declared and approved.

Admission to a major is conditional upon the completion of MUHL 201 and 203, MUTC 201, 203 and 221, and MUPF 291 and 293 with an average of “B-“ (2.70) or better in those courses, completing the piano proficiency requirement (see above), and is subject to the approval of the Department Head on the advice of the faculty. In

addition, students wishing to major in Composition, Music History and Theory or Performance must have grades of “B” (3.00) or better in courses in their area. Music Education students must maintain an overall “B”(3.00) or better average. Students whose progress is unsatisfactory will be required to select another area of study within the Department of Music.

Information on course requirements for each of the majors is available in the University Calendar and online at <http://www.ucalgary.ca/pubs/calendar/current/arts-4-49.html>.

Junior and Senior Recitals – there’s more to it than playing your best!

All students registered in MUPF 498 and MUPF 598 must perform a recital, typically during the winter semester. Junior Recitals (MUPF 498) contain 45-60 minutes of repertoire, while Senior Recitals typically contain 60-75 minutes of repertoire.

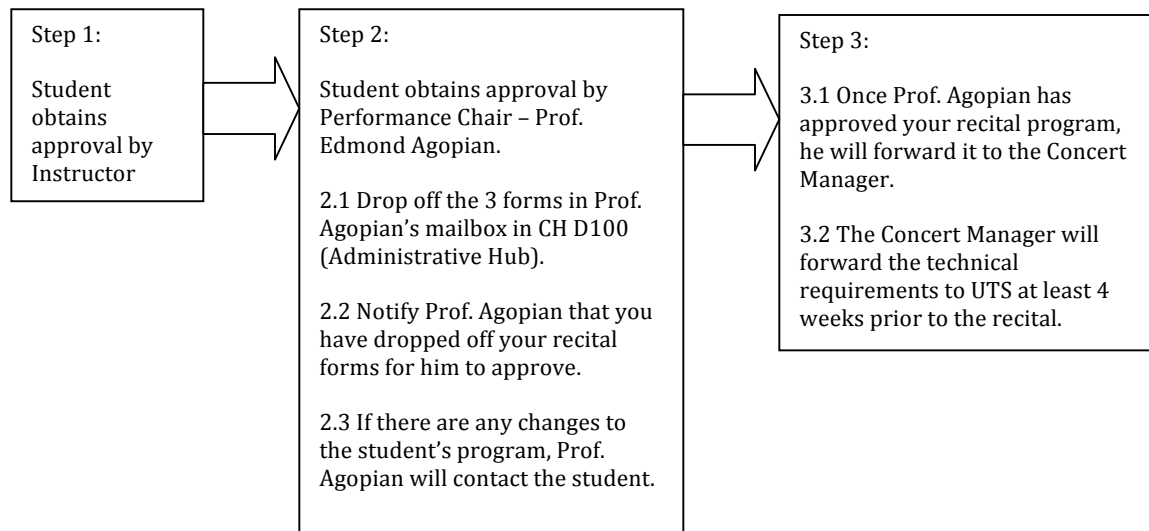
Sign-up sheets for recital times are posted on the bulletin board outside CH D100, near the Administrative Hub, in late September. Recitals take place Monday through Friday at either 6:30 p.m. or 8:15 p.m. Students will receive by email a Recital Package consisting of three forms: the recital contract, the recital proposal form, and the technical requirements form. **These three forms require approvals and submission at least FOUR weeks prior to the recital date** (see chart below). Recital Packages can also be downloaded from the music website (<http://music.ucalgary.ca/students/graduate>) or picked up from the bulletin board outside of CH D114.

All students are responsible for creating and copying their own recital programs. Samples of recital programs are available at <http://music.ucalgary.ca/students/graduate>.

In mid-January a recital rehearsal sign-up sheet will be posted near the Administrative Hub. Each student must reserve a rehearsal time in the hall and must use that time only – switching of rehearsal times will not be allowed.

Recitals are University Examinations. Only the Dean, Registrar or Department Head can cancel or reschedule a recital. If there is a death in the family or physical injury verified by a physician’s note, the request for cancellation or rescheduling should be submitted to the Department Head in the first instance. **Students and staff are not to notify the Rozsa Centre of cancellations or rescheduling.** If a recital is cancelled or rescheduled for any reason other than death in the family or physical injury, the recital is automatically bumped to the Boris Roubakine Recital Hall. **Failure to abide by these conditions will result in a grade of “F” for the examination.**

The following chart outlines the recital process and approvals needed:



All junior and senior recitals are recorded – one copy of the CD goes to the student and the other goes to the Music Department for archival purposes.

Please contact Kathy Race, Concert Manager for more information on recitals. She can be reached by email at klrace@ucalgary.ca or by phone at 220-8493.

Independent Studies

Senior students nearing the completion of their degree may undertake independent studies with the approval of the Department Head. **Independent study courses are not meant to duplicate material already provided in other courses, but to provide additional experiences or the opportunity to delve more deeply into a topic.**

Students wishing to do an independent study must first make an appointment with the undergraduate coordinator, Professor Allan Bell. You will also be required to complete an Application for Independent Study Form and a course outline. Once the student and instructor have signed both forms, the Department Head reviews the proposal and makes the decision whether or not to approve the independent study course. **Completed forms must be submitted by the end of the first week of classes.** Upon completion of course requirements, the instructor submits a grade and a brief assessment report, detailing the objectives met and signed by the instructor and student, to the Department Head.

Forms are available from Sheila in D100.

Transfer Students & Transfer Credit

Courses completed at other post-secondary institutions may be accepted for credit towards a degree program at the University of Calgary, however students must normally complete a minimum of two full years of study at the U of C in order to qualify for a degree. Credit for these courses is assigned and assessed by faculty members in the appropriate areas and, in some cases, through arrangements made amongst the various post-secondary institutions.

Copies of course outlines may be required in order to obtain transfer credit (particularly if the post-secondary institution is outside of Alberta) – these course outlines must include a detailed list of topics covered, textbooks used, grading practices, number of weeks of attendance and number of lecture, tutorial and lab hours.

WE ARE HERE TO HELP!

Dr. William Jordan, Head
CH D110, 220-5379
jordan@ucalgary.ca

Prof. Allan Bell, Chair, Undergraduate
Coordinator
CH D513, 220-5725
agbell@ucalgary.ca

Dr. Friedemann Sallis, Graduate Program
Director
CH F222, 220-6395
fsallis@ucalgary.ca

Sheila Harland, Administrative Assistance
CH D100, 220-5313
sjharlan@ucalgary.ca

Kathy Race, Concert Manager
CH D111, 220-8493
klrace@ucalgary.ca

FAQ

1. *Can I take extra lessons as a music option?* This may be possible, but students wishing to do so must consult with and receive permission from the Department Head.
2. *Can I take two Music Listening courses (MUPF 101, 102, 103, 104) in the same year?* Only with special permission from the Department Head, and for very good reason.
3. *How do I change from one major to another?* You simply go through the change of program process (audition, portfolio, application, etc.). The Faculty of Arts Program Information Centre can help with the process.
4. *I need a course to graduate and it's not offered. Where do I start?* You start with the chair of the undergraduate committee, who will assess your situation. Approval of either the Department Head or the Associate Dean (Academic) is required for changes to programs (course substitutions, etc.)
5. *There are two courses I want to take that meet at the same time. Can I do this?* No, the registrar will not allow you to do this.
6. *I'm not a music major but I play in an ensemble. Can I have a practice room key?* No, practice rooms are reserved for music majors only.
7. *Can I give a concert in the Rozsa Centre that's not part of my program?* No, but you can play in recital hour with the consent of your instructor. Of course, you can rent the Rozsa Centre if you're prepared to pay for it!
8. *How are final grades determined?* There is no department standard grading scale and each academic music instructor determines their own grading scale for their course. The course outline provided by the instructor at the beginning of the course, will outline the breakdown of percentage grades and/or assigned alphabetic grade. If you have questions or concerns about your final grade, please see the instructor.

September 2011