



Music Student Handbook 2021-22



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Questions? Contact the Department of Fine Arts & Humanities
augdept@ualberta.ca

University Applied Music Program Schedule

Fall Term 2021

Mon. Sep. 13 @ 6:30 PM	<i>Monday Music Madness</i> -WELCOME MEET & GREET for Music Students / UAMP / Band
Mon. Sep. 20 - Fri. Sep. 24	Fall-term lessons begin
Wed. Sep. 29	Last day to add/drop lessons <i>for credit</i>
Thurs. Sep. 30	Truth and Reconciliation Day - NO LESSONS
Mon. Sep. 27	Practice Room Sign-Up Google Doc circulated
Mon. Oct. 11	Thanksgiving — NO LESSONS offered
Mon. Nov. 8 - Fri. Nov. 12	Fall Break — NO LESSONS offered
Wed. Dec. 8	Last day of Fall-term university classes
Thur. Dec. 9 - Fri. Dec. 10	Possible make-up lessons, juries (prior to final exams)

Winter Term 2022

Wed.. Jan. 26 - Fri. Jan. 28	Winter-term lessons begin
Wed. Feb. 2	New Practice Room Sign-Up Google Doc circulated.
Fri. Feb. 4	Last day to add/drop lessons <i>for credit</i> as a full-year/winter course
Mon.–Fri., Feb. 21-25	Winter Break — NO LESSONS offered
Thurs., April 14	Last day of Winter-term university classes
Tues.. Apr. 20 - Wed. April 21	Possible make-up lessons, juries (prior to final exams)

Number of Available Teaching Days, 2021-22 (students entitled to 22 scheduled lessons)*

	Mon	Tue	Wed	Thur	Fri
Fall Term	10	11	11	9	10
Winter Term	10	11	11	11	10
Total	20	22	22	20	20

*Students and teachers must organize lesson schedules to satisfy the 11-lesson requirement.

Applied Music Lessons

Lessons are taught once a week in the Fall and Winter 11-week terms.

- Student attendance is a factor in determining final marks. Four (4) **unexcused** absences from your lessons will result in an automatic cancellation of the remaining lessons in your music performance course and you will be assigned a failing mark in the course.
- If you are unable to attend a lesson, inform your instructor, ideally at least 24 hours ahead of time.
- If the reason for absence is not acceptable, instructors are not obliged to provide make-up lessons.
- In the event that an instructor is unable to teach, you will be notified.
- If you wish to withdraw from your lessons, please contact your instructor, the Fine Arts & Humanities Department (augdept@ualberta.ca), and your student advisor.
- All add/drop deadlines apply.

Practice Room Protocols

There are nine practice rooms available at Augustana, located on the lower level of the Faith and Life building.

KEYS - Practice room keys can be requested through the Department of Fine Arts & Humanities (augdept@ualberta.ca). Upon receipt of your key, you will receive a punch code for entrance to the building when locked. Keys must be returned to Facilities and Operations at the end of the academic year. A charge will be applied to your Augustana account for each unreturned key.

BOOKING - Practice rooms are available to all students registered in the University Applied Music Program (UAMP) with the following maximum booked practice times per day:

Lesson Length	Maximum per day
1 hour	150 minutes
$\frac{3}{4}$ hour	90 minutes
$\frac{1}{2}$ hour	60 minutes
Ensemble	additional 60 minutes

- Practice rooms are available on weekends/holidays and prior to 8:00 a.m. and after 9:00 p.m. weekdays on a first-come-first-served basis.
- To reserve guaranteed practice time between 8:00 am and 9:00 pm, Sign Up timetables will be sent to you via Google Forms one week after lessons begin.

NOTE: The grand piano practice rooms are reserved for advanced piano students.

ETIQUETTE - Practice rooms are shared spaces and the following rules of etiquette should be observed:

- Activities in practice rooms should be limited to those which are practice-related (they are not intended for use as study carrels)
- As pianos are expensive instruments to replace and maintain, food/beverages other than water bottles are not permitted in practice rooms. Water bottles should be placed on a table or floor; NEVER on top of a piano.
- Students leaving the practice room for more than 15 minutes are asked to remove their belongings and allow others to practice.
- If you are not in the practice room 10 minutes after the start time listed on the timetable, your time will be forfeited.
- Please only post notices on the bulletin boards provided.

Recital Attendance Requirement Events (RAREs)

To be a successful musician, it is essential to develop excellent listening skills and to become familiar with a wide variety of musical literature, principal eras, genres and cultural sources. Bachelor of Music students are required to attend a minimum of ten (10) recitals or concerts per year. A recital or concert, for these purposes, are designated R.A.R.E.

Attendance credit is given for all official Augustana student recitals, faculty and guest artist recitals, ensemble concerts, lectures and sanctioned performances at the Lougheed Performing Arts Centre or elsewhere. Attendance credit is not given for a recital in which you participate.

To receive credit for attendance, enter your name and the name of the event, the date and time you arrived in the attendance binder (R.A.R.E. books) when you enter the concert venue. Only when you leave should you indicate the time out and provide your signature. For events that occur online or in other locations, the method of tracking your attendance will be supplied to you by the Music Area Administrator. You must arrive on time and remain for the entire performance to receive attendance credit.

Note: A student in arrears of the minimum ten (10) recitals/concerts per year must make them up the following year (in addition to claiming the ten (10) required for that year). A student in arrears for a 2nd consecutive year may be asked to leave the music program in which they are currently enrolled.

Juries

A jury is a solo performance for a panel of musicians/instructors which serves as part of the evaluation of your progress in your applied music studies.

- All University Applied Music Program (UAMP) applied music students are expected to perform a jury. Any student missing a jury without a legitimate documented excuse will automatically receive a failing grade in the course. *[In exceptional circumstances you may be exempted from a jury at the discretion of your instructor.]*
- First year applied music students are exempt from December juries and perform at the end of academic year. Returning students must perform a jury at the end of each term.
- Under normal circumstances, juries take place between the last day of classes and the first day of exams in any given term. Check the Applied Music Program Schedule in the Music Handbook for general jury dates. After the middle of term, you will be notified as to specific dates and times.
- The UAMP will pay for jury accompanists twice during the academic year.

Recitals & Performance Opportunities

Several opportunities for performance will be provided throughout the academic year in the form of in-person or online studio recitals and music area sponsored performances. You are invited to take advantage of these opportunities, as a performer, listener and/or assistant.

- Solos recitals are a required means of evaluation for all Bachelor of Music performance majors enrolled in AUMUS 397/497. All solo recitals should be prefaced by a dress rehearsal.
- UAMP recitals will be held in the Faith and Life Centre Chapel.
- Group lessons or repertoire class performances are determined by individual studio instructors. The UAMP will pay accompanists for these events.

BOOKING YOUR RECITAL: Booking for recitals and dress rehearsals is organized via your instructor and the Department of Fine Arts & Humanities Office (augdept@ualberta.ca). Completed application forms (link below) must be received a minimum of 1 month prior to the proposed event.

[STUDENT RECITAL APPLICATION FORM](#)

POSTERS: Posters and programs will be designed by students and are NOT supplied by the Department of Fine Arts & Humanities. Posters should be prepared at least 10 days before your recital.

Poster information should include:

- “The Department of Fine Arts & Humanities of the University of Alberta presents...”
- Your name and instrument
- Names of assisting musicians with their respective instrument
- Date, time and location of recital
- UofA Augustana logo (supplied by the Department of Fine Arts & Humanities (augdept@ualberta.ca))
- RARE designation

SAMPLE POSTER



The Department of Fine Arts
and Humanities of
The University of Alberta
presents

Chantel Schultz, Soprano
4th Year Graduating Recital
With Roger Admiral, Piano

Wednesday April 8, 2020
7:30pm
Live streamed on Facebook
from the
U of A Augustana Campus
Camrose, Alberta



 UNIVERSITY OF
ALBERTA
AUGUSTANA CAMPUS
CAMROSE-ALBERTA-CANADA

RECITAL PROGRAM: You are required to prepare and print your own program or PowerPoint Slides. Program content should include:

- your name and instrument
- the name of any assisting musicians with their respective instruments
- what kind of recital [“Third-year Student Recital” or “Graduating Student Recital” - for BMus piano or voice majors; “Student Recital” for non-compulsory or 1st or 2nd year recitals]
- date, time, location of recital (include University of Alberta, Augustana Campus, Camrose, AB)
- your repertoire and historical background, including origin (if part of a larger work), the composer (and arranger, if applicable), and composer dates [Acquire full title, composition and composer dates from sources such as Oxford Music Online or in the reference section of library.]
- indicate intermission, if applicable.
- translations (for vocalists and if desired)
- program notes (if required)

Slides and programs must be thoroughly proofread by your instructor.

SAMPLE PROGRAM

The Department of Fine Arts and Humanities
of The University of Alberta
presents

Chantel Schultz, voice
with **Roger Admiral**, piano

Wednesday, April 8, 2020, at 7:30 p.m.
Faith and Life Chapel, Augustana Campus,
Camrose, Alberta, Canada

Program

Smanie implacabili, from Così fan tutte..... W. A. Mozart
(1756-1791)

Sechs Deutsche Lieder, Op. 103..... Louis Spohr
(1784-1859)
Sei still mein Herz
Zwiegesang
Sehnsucht

Weigenlied
Das heimliche Lied

Intermission

Four pieces from the *Italienisches Liederbuch* Hugo Wolf
(1860-1903)

Auch kleine Dinge
Du denkst mit einem Fädchen
Wie lange schon war immer mein Verlangen
Ich hab' in Penna einen Liebsten wohnen

Nuit d'étoiles..... Claude Debussy
(1862-1918)

Beau Soir

Hark! The Echoing Air..... Henry Purcell
(1659-1695)

***This recital is presented in partial fulfillment of the requirements
for the Bachelor of Music (Vocal Performance Major) degree.***

AUDIO or VIDEO RECORDING: Audio and video recordings of student recitals are mandatory. Recitals can be recorded on recording equipment available in the chapel on a USB memory stick (minimum 16 gigs) provided by each student. Consult with your instructor regarding appropriate USB quality.

STAGE MANAGER: Secure a Stage Manager responsible for proper set-up and front of house duties.

- Unlock main doors to the Faith & Life Centre approximately 45 minutes prior to the concert; dim lights appropriately, switch off font and chapel fans.
- Signal audience to return after the intermission.
- The Stage Manager should record the recital.
- Ensure proper clean-up after the recital (gather programs, trash, other debris; tidy sacristy; lock up and cover the Steinway; switch on the font and fans; lock all Faith & Life doors and the sacristy once audience has left).

CHOOSING A HEAD USHER: Head Ushers are responsible for handing out programs, monitoring the RARE books, and maintaining proper concert decorum in the lounge-and-chapel area.

- The Head Usher arrives 30 minutes prior to the concert and remains at the door throughout the concert, allowing people to enter and be seated only during applause breaks (i.e., between works, not between movements).
- Because of traffic passing through the lounge area, the Head Usher may be required to silence disruptive individuals and activities.

ACCOMPANISTS: It is your responsibility to pay an accompanist if one is needed. Your instructor will assist.

CHAPEL SET-UP: The Chapel may need to be prepared for the recital. All arrangements should be kept simple with a minimum of chair movement from usual chapel settings.

RECEPTIONS: Receptions are neither required nor expected and the Department of Fine Arts & Humanities does not provide them. Details for receptions are entirely the responsibility of the performer in question.

Student Recital Checklist

PRIOR TO RECITAL:

- Facilities and chapel setting instructions - book early early in the academic year and confirm with the Department of Fine Arts & Humanities (FAH)
- Food services request - submit minimum of 2 weeks prior to recital. *[If applicable]*
- Concert Program / Power Point slides - proofread by instructor and printed (**responsibility of recitalist**).
- Posters (vet with FAH completed/posted (**responsibility of recitalist**). Ideally, posters should be up for at least 10 days.
- Bring memory stick for recording concert and alert Stage Manager to this responsibility.
- Recital "Quiet" signs, programs, and appropriate keys picked up from Department of Fine Arts & Humanities
- Faith and Life Main Doors - unlock 45 minutes before recital begins
- Tape up door latches with duct/electrical tape to ensure no extraneous noise during performance.
- Turn off font and chapel fans before concert starts (Stage Manager duties).

AFTER RECITAL:

- Programs and debris collected in chapel and chapel lounge.
- Recording equipment and USB sticks collected.
- All Faith and Life doors locked (front and side).
- Piano locked/covered; piano and/or organ key replaced in sacristy.
- Sacristy left tidy and all personal items removed....lock sacristy!
- Refreshments cleared away and equipment taken back to cafeteria door, any tables that were used cleaned and replaced to original location.
- Font and chapel fans turned back on.
- Chapel lights and lounge lights extinguished before leaving.
- All keys, signs, etc. received from the Department of Fine Arts & Humanities returned the next working day.

Steinway 9-foot Model D Concert Grand Piano Guidelines (in Chapel)



1. Use of the Steinway 9-foot model D concert grand piano is restricted as such:

For recital purposes; recitals and master classes for piano performance majors; piano faculty; guest pianists sponsored by the university; vocal classes, instrumental master classes and most recitals; choral concerts and rehearsals; campus ministry events and services; public rentals and the like.

2. Only individuals who have permission from the Music division (contact the Department of Fine Arts & Humanities at augdept@ualberta.ca) may make use of this instrument. (Campus Ministry for worship purposes, Conference Services in the summer.)
3. When taking off the cover, make sure to lift the cover up and remove it without dragging it across the body of the piano as this may damage the

finish. **Please do not place cover on the floor.** If the cover is dirty, please place a clean cotton sheet over the piano before replacing the cover.

4. The instrument should remain locked and covered at all times unless it is being used for recital or rehearsal purposes.
5. The piano should **never** be moved out of the Chapel unless express permission has been given by the Music Division. Contact the Department of Fine Arts & Humanities at augdept@ualberta.ca.
6. Please avoid placing anything on the piano, with the exceptions of music on the music shelf and the cover. Setting anything on the piano can damage the finish. **Food and beverages are not permitted near the Steinway.**
7. If there is any problem or concern with the performance of this instrument, please contact the Department of Fine Arts & Humanities at augdept@ualberta.ca. The piano is serviced only by Jim Hough of Camrose Piano and Organ or by another technician under his direct supervision. Under no circumstances should an unauthorized individual service the piano.
8. Only advanced performance students preparing for any university public performances and/or juries may book practice time one to two weeks prior to the performance or jury date. Student bookings are done through the Department of Fine Arts & Humanities (augdept@ualberta.ca).
9. The piano should NOT be cleaned by anyone without the permission and supervision of the Music Division (contact the Department of Fine Arts & Humanities at augdept@ualberta.ca). This instrument requires rigid cleaning guidelines so that the finish is not damaged. A slightly damp soft cloth, a tiny amount of vinegar, are the only items needed. Rubbing should take place in long strokes with the grain of the finish (which is to say long strokes along the length of the piano).