

# Whittier College Music Department

STUDENT HANDBOOK 2013-2014



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# Welcome to the 2013-2014 Academic Year!

The music major curriculum is one of the most challenging, fulfilling and rewarding on our campus. The music faculty is committed to helping you succeed with your musical and academic goals. Please feel free to call upon any of us at any time for any reason: academic, musical, or personal - **we are here for you!**

Classwork is only a small part of what a music major does. In order to grow as a student musician, you must also **practice and listen**. Participation and involvement will provide you with all the riches of being a music major. Attendance at Music Department events, student recitals, and musicales is expected and is reflected in individual music department course grades. Good listening is an important part of what a musician does - take advantage of the opportunities on campus.

**Be active** in your chosen ensemble. Be a leader, set a high standard for others, and your investment of time and energy will not be in vain. Whether in Choral or Instrumental Music Ensembles, the joy of making music together is yours for the taking (and giving).

**Have fun!** Work together, enjoy each other, and take advantage of every opportunity to grow as a scholar and as a musician.

We extend our best wishes that your time with us is both happy and productive.  
The Music Department Faculty

## Our Mission

*The Whittier College Music Department provides a challenging yet supportive environment to students of wide-ranging experiences and accomplishments, for the purpose of guiding and preparing them for a lifetime of musical exploration ranging from casual but informed listening to intense graduate study and musical career paths.*

## Our Goals

- 1) To foster a sense of community within the department and promote musical activities that support the wider Whittier community both on and off campus.
- 2) To ignite a quest for musical knowledge through the development of active learning and critical thinking skills.
- 3) To develop a complete understanding of the evolution and usage of the signs and symbols that constitute the musical vocabulary of a wide array of music.
- 4) To provide an overview and in depth study of historical considerations that include composers, forms and genres of diverse types of music.
- 5) To develop research techniques and refine communication skills both written and oral.
- 6) To nurture performance capabilities and provide performance opportunities designed to stimulate both artistic and listening skills in a live music setting.

# **Participation in the Activities of the Music Department**

As a music major or minor, you are part of a hardworking family, and are expected to participate in the opportunities, work, and fun of the department. Some of these expectations are noted below.

## **Attendance at Departmental Events**

Whether Student Musicale or Bach Festival Concert, Student Recital or Chamber Music event, please know that these offerings are FOR YOU - you as a student performer, as a listener, and as a member of the musical family. You are expected to take an active interest in all of the events, and if you are unable to attend something, it is entirely appropriate to let your professor or teacher know why you will not be present.

## **Music Major/Minor Meetings**

Frequently, the music faculty, in collaboration with the Music Advisory Board, will convene a meeting of all music students. The overall purpose of these meetings is to communicate any changes of policy or curriculum, to ensure that all students know each other, to distribute calendar information, and to strengthen our musical community.

## **Music Department Colloquium**

On scheduled Fridays at noon, the Music Department will gather in colloquium for Music Majors and Minors. Topics and activities have included: The Composer's Process, Pre-concert lectures, Decorum for Concert Performance, Preparing a Curriculum Vitae, Graduate School Preparation, Job Finding Skills, Faculty and Student Presentations. Poet Musicales will also be presented on selected Fridays at noon. Music majors are required and other music students are strongly urged to attend.

## **Capstone Experience**

Senior music majors will meet with their music faculty sponsor in the fall of their senior year. These meetings will focus on research techniques and topics, which will help you prepare for all aspects of your self-designed and faculty approved project. For more information see guidelines on page 5 and 6. Music majors are required to take this two-unit course in their senior year.

## **Informal Gatherings**

At least once each semester, the department, in collaboration with the Music Advisory Board, will host an informal get-together - sometimes a reception, sometimes a BBQ, sometimes a field trip to hear a concert. It is important that you join us for these more casual, community building events.

## **Music Advisory Board**

Each year, the music faculty identifies a select group of music students representative of class standing (Sophomore – Senior) and musical interests. In all cases, selected students are those who have produced good work in and out of the classroom, demonstrated a strong commitment to the department, and who possess great leadership potential. As a group, they serve as an important liaison between their fellow students and music faculty and help guide the direction of the department.

## Use of Music Facilities

The members of the Music Faculty recognize your need to use the listening and practice facilities and wish to cooperate in granting you this privilege. Therefore, in order to provide you with a safe environment and to protect valuable equipment, it is most necessary that you honor the following conditions.

1. The listening room and practice rooms are available during normal office hours for music assignments and practice. Under special circumstances, the listening room may be opened during the evening by request of the teacher. Appointments are made in advance through the Music Secretary. To utilize the practice rooms after hours, please note the following:
  - a. your name must be on the Building Admittance List at Campus Safety. This is arranged by your teacher with the Music Secretary. When you are in the building after hours you must ensure that all exit doors remain locked at all times.
  - b. Visitors are not allowed in the building after hours unless requested in advance and approved by the Department Chair.
  - c. We are not equipped to provide space or opportunity for non-departmental music-making activities. Legitimate rehearsals for a lesson, ensemble or class should be arranged in advance through the Music Secretary.
2. In addition, the following conditions apply to the music office and the listening room:
  - a. Only music majors, minors and students enrolled in music classes may use the listening room.
  - b. Audio equipment and recordings may be used only with permission from your teacher, the Music Secretary or the work study student on duty.
  - c. Equipment, recordings and materials must be used with great care and left in good condition for the next person.
  - d. Personal belongings may not be left in the listening room or the music office. Please use your locker.
  - e. The office telephone, computers and copier machine are reserved for department business only.
3. The following conditions apply to all music facilities.
  - a. Food or drink (other than bottled water) is not permitted anywhere in the Music Building, Arnold Hall or in the Chapel.
  - b. For your safety, all exterior doors to the Music Building are to remain closed and locked at all times after 5:30 p.m.
  - c. Access will be denied to anyone who brings unauthorized persons with them into the building after 5:30 p.m.

### Equipment

Department instruments and equipment are available to students taking private lessons or participating in a Department ensemble. See the Department Secretary to make arrangements and complete paperwork. No equipment is to leave the Music Building without permission.

# Musicale Performance Requirement

All students who are taking private lessons must appear on a Student Musicale each semester beginning in the second semester of private study. Exceptions to this policy must be requested by the student's Artist-in-Residence. Requests must be forwarded to the Music Department Chair by mid-semester for approval by the full-time music faculty.

## Jury Requirement

Beginning with the second semester of study of a particular instrument or voice, students taking private lessons for credit must appear before a jury at the end of each semester. The jury panel consists of the full-time Music faculty and may include the appropriate Artist-in-Residence. The jury itself shall involve ten minutes of material to be chosen by the Artist-in-Residence. The material should consist of pieces, technical studies and scales. The student should be prepared to discuss his/her pieces in detail. This discussion should include contextual issues pertaining to the piece. For pieces that contain text, the student must be prepared to discuss the meaning, as well as the source of the text. The semester grade will be determined by the private teacher, who will weigh the jury's comments as appropriate. In any case, the jury must be satisfactorily passed for semester credit to be awarded. For those students taking private lessons but not enrolled for credit, the Music faculty and/or Artist-in-Residence may require a jury.

## Proficiencies

All music majors must pass sight-singing, ear training and piano proficiency examinations before graduation. These skills will be tested during class in the two-year Harmony/Musicianship sequence and through the Piano Proficiency exam. Students who do not pass the piano proficiency upon entrance to the College must enroll in *Piano Class for Majors* concurrently with Beginning Harmony/Musicianship, and continue to enroll in piano classes or private instruction until the proficiency is at an acceptable level.

## Piano Proficiency Requirement

Each music major is expected to demonstrate basic keyboard skills by the end of the first academic year in the department. Students expecting to major in music will be examined for keyboard skills upon entry into the Music major. If the audition is not passed, the student is expected to enroll either in *Piano Class for Majors* or in *Private Instruction* until the proficiency examination is completed. The teacher is responsible for testing and passing the student on each of the six portions listed below. If there is a question about the acceptability of some performance, two or more Music faculty may listen to a section of the examination.

The proficiency examination will include the following:

1. Play all major and harmonic minor scales, two octaves, hands together.
2. Play arpeggios in all major and minor keys, two octaves, hands together.
3. Prepare a memorized composition which requires the use of the damper pedal. The selection must be from the standard literature of the intermediate level (no arrangements or transcriptions).
4. Accompany an instrumentalist or vocalist.
5. Prepare a harmonization of a simple folk tune.
6. Read a simple piece at sight (e.g. a Bach Minuet).

# Music Department Faculty Directory

## Full-time Faculty

Stephen Cook, Chair, ext. 4867  
Teresa LeVelle, ext. 4864  
Danilo Lozano, ext. 4863  
David Muller, ext. 4866

## Artists-in-Residence/Private Instructors

Victor Barrientos (drum set) 323-721-6320  
Stephen Billington (trumpet) 310-367-5680  
David Black (Classical bass) 562-941-8402  
Stephen Cook (piano) ext. 4867  
Theresa Dimond (Orchestral percussion) 323-254-2621  
Leslie Ho (violin, viola) 626-961-4036  
Jonathan Mack 562-260-9869  
Melissa McIntosh Landis (voice-Classical, Theatre) 909-632-4108  
Teresa LeVelle (composition) ext. 4864  
Yumi Livesay (piano) 818-363-9791  
Danilo Lozano (flute) ext. 4863  
David Muller (bassoon) ext. 4866  
Stephanie Stetson (horn) 626-664-3330  
Neil Stipp (organ) 626-969-9333  
Joseph Stone (oboe, clarinet and saxophone) 562-945-2089  
Edmund Velasco (jazz saxophone) 562-903-0010  
Wendy Velasco (cello) 562-903-0010  
Bob Wirtz (jazz bass) 562-400-6743  
Scott Wolf (guitar) 818-239-2426

## Music Secretary

Russ Litchfield, ext. 4237

## Private Lessons

You may take private lessons in music for 0-2 units a semester. To take private instruction, you must **register** for MUS 198 with the Registrar's Office. You may register for zero credit – the course will show on your transcript but you will receive no credits. The fee for lessons will be charged to your student account. You also need to **enroll** at the Music Office. Your enrollment card will serve as contact information for the department and your teacher and as a double check for enrollment and billing. **You** must **contact your teacher** to arrange a lesson time. The Music Secretary will provide you with contact information when you enroll. The fee for private lessons (which pays your teacher) is \$500 per semester (per unit) for thirteen half-hour lessons. This fee is charged whether you take lessons for credit or no-credit.

## College Ensembles

College Choir, Vocé, Chamber Singers - Director, Stephen Cook  
Handbell Choir – Director, Teresa LeVelle  
Chamber Music Ensembles – Danilo Lozano, David Muller.

## MUS 400: Capstone Experience

Each music major must present a senior presentation during the spring semester of his/her senior year. In addition to fulfilling the music department's Capstone Experience requirement, it is also designed to satisfy the College "Paper in the Major" requirement and the Communication IV (Senior Presentation) component of the Liberal Education Program. This yearlong endeavor will be accomplished while the student is in residence at the College during the senior year. Students will be given wide latitude while selecting a topic so their topic can be carefully tailored to meet their needs and goals. All approved topics will have both a written and public presentation component.

The public presentation (which will normally take place during the spring semester of the senior year) will involve an appropriate performance component and/or oral presentation. This presentation may be a formal recital, a presentation on a topic in music (historical, theoretical, technology, etc.), or an extensive project (CD, major composition, etc.). In the case of formal recitals, students must present a separate lecture/demonstration based upon their recital program. The length of the presentation should be approximately one hour. The location of the public presentation will be at a venue on the Whittier College campus in order to facilitate attendance by College community.

The written portion will include the integration of appropriate musical considerations (theoretical, historical, etc.) along with personal reflection. In particular, the reflection portion of the paper should enumerate the ways in which your course work and experiences as a Whittier College music student helped inform and contribute to the success of your capstone experience. If the central part of the approved project is a research paper, this paper must be a minimum of **20 pages** (not including illustrations) in length. If the central part of the approved project is something other than a research project (formal recital, musical composition, recording project, etc.) the paper must be a minimum of **10 pages** (not including illustrations) in length.

In all cases, the formatting of the paper(s) should adhere to the following requirements:

- 1) Cover page including title, student name and date
- 2) Table of contents
- 3) Body of paper: 12 point font; double-spaced text; one-inch margins; page numbers in upper header (centered)
- 4) Complete end notes
- 5) Complete bibliography
- 6) Four bound final copies



# Capstone Experience

## Approval and Submission Schedule

Starting February 1 of the junior year, meet regularly with a full-time music faculty member for the purpose of selecting and refining a proposed capstone topic. Submit proposed topic (presentation and paper) and the name of the faculty advisor for faculty approval by March of the junior year. Please note that this proposal will become part of the department's official records and must be free of any spelling, grammar, or other technical writing issues.

Receive department approval by April 10 of the junior year.

Plan on being in residence at Whittier College during the senior year of study.

Work with the sponsor during the fall of the senior year so that all aspects of the approved capstone experience are fulfilled in a timely way.

Public presentations must be scheduled between March 1 and April 10 (Presentation date must be approved by music faculty). Ideally this will take place during a regularly scheduled department colloquium.

If a senior recital is part of this project, it must be presented by April 10. (Remember that there is a separate departmental approval process for this.)

In cases where the written portion of the project is a reflection paper, work with the sponsor to determine content and due dates.

If the primary focus is a research paper:

- 1) Submit preliminary outline and bibliography for faculty approval by October 30 of the senior year.
- 2) Submit thesis statement, detailed outline and bibliography for faculty approval by December 1.
- 3) Submit polished complete draft of paper for faculty approval by February 1.

**All papers, portfolios, and project materials are due on or before April 20.**

**Note – Students will receive a grade of IP (In Progress) for their work during the fall semester and their final grade will be issued in the spring semester when the project is completed.**



Whittier College  
 Music Department  
**Requirements for  
 a Major in Music**

*Some courses are not offered every year. Please see Music Student Handbook for Course Projections*

**Core Courses** (33 credits)

#	___MUS 70	Introduction to Music Theory & Musicianship	(3)
	___MUS 100H	Harmony I	(3) MUS 70 or Perm
	___MUS 200H	Harmony II	(3) MUS 100H
	___MUS 201H	Harmony III	(3) MUS 200H
	___MUS 100M	Musicianship I ( <i>must be taken concurrently with MUS 100H</i> )	(1) MUS 70 or Perm
	___MUS 200M	Musicianship II ( <i>must be taken concurrently with MUS 200H</i> )	(1) MUS 100M
	___MUS 201M	Musicianship III ( <i>must be taken concurrently with MUS 201H</i> )	(1) MUS 200M
	___MUS 300	Instrumentation	(2) MUS 201H
##	___MUS 110	Class Piano for Majors ( <i>must be taken concurrently with MUS 100H and 100 M.</i> )	(1)
	___MUS 203	Music History I	(3) MUS 100H
	___MUS 204	Music History II	(3) MUS 203
	___MUS 305	Conducting	(3) MUS 100H, 300
	___MUS 330	Introduction to Ethnomusicology	(2) MUS 201H, 203, 204
	___MUS 111	Introduction to Music Technology	(2) MUS 70
###	___MUS 198	Private Instruction (minimum four semesters)	(0) Permission
###	___MUS XXX	Ensembles (chamber or choral - minimum five semesters)	(0) Permission
	___MUS 400	Capstone Experience	(2)

**Additional Elective Requirements** (at least 9 credits)

	___MUS 74	Music of Latin America	(3)
	___MUS 75	Music of Africa	(3)
	___MUS 76	A World of Music	(3)
	___MUS 77	Approachable Opera	(3)
	___MUS 102	History of Jazz	(3)
	___MUS 103	American Popular Music	(3)
	___MUS 104	Music Business	(2)
	___MUS 105	World Percussion Methods	(2) MUS 70
	___MUS 206	History of Film Music	(3 or 4)
	___MUS 211	Music Technology II	(2) MUS 111
	___MUS 310	Recording Techniques	(2) MUS 111
	___MUS 390/490	Current Topics in Music	(variable)
###	___MUS 198	Private Instruction	(up to 2) Permission
###	___MUS XXX	Ensembles (chamber or choral)	(up to 2) Permission

(#) The department may waive the MUS 70 requirement if a student can test out.

(##) A student may be exempt from Class Piano for Majors through testing.

(###) Elective Private Instruction, up to 2 credits, may apply towards the Music major or minor after the four required semesters are completed. Elective Ensemble credit, up to 2 credits, may apply towards the Music major or minor after the five required semesters are completed.

December 2010



Whittier College  
Music Department

## Requirements for a Minor in Music

*Some courses are not offered every year.*

### 18 Credits

# ___MUS 70	Introduction to Music Theory & Musicianship	(3)
___MUS 100H	Harmony I	(3) MUS 70 or perm.
___MUS 100M	Musicianship I ( <i>must be taken concurrently with Harmony I</i> )	(1) MUS 70 or perm.
___MUS 203	Music History I	(3) MUS 100H
___MUS 204	Music History II	(3) MUS 100H
___MUS 111	Music Technology I	(2) MUS 70 or perm.
___MUS 198	Private Instruction	(1)
___MUS XXX	Ensemble (chamber or choral) * (two semesters required)	(2)

(#) The department may waive the MUS 70 requirement if a student can test out. However, 3 credits must be completed within the Music Minor curriculum.

Note: Music minors are expected to participate in departmental activities and to attend music department performances. A minor must be declared upon enrolling in Music History.

August 2005

## Music Department Course Projections

13-14	14-15	15-16	16-17	17-18
<b>Piano Classes</b>				
MUS 110 Piano Class for Music Majors	MUS 110 Piano Class for Music Majors	MUS 110 Piano Class for Music Majors	MUS 110 Piano Class for Music Majors	MUS 110 Piano Class for Music Majors
<b>Individual Instruction</b>				
MUS 198 Private Instruction	MUS 198 Private Instruction	MUS 198 Private Instruction	MUS 198 Private Instruction	MUS 198 Private Instruction
<b>Ensembles</b>				
MUS 18 College Choir	MUS 18 College Choir	MUS 18 College Choir	MUS 18 College Choir	MUS 18 College Choir
MUS 51 Chamber Ensembles Vocé	MUS 51 Chamber Ensembles Vocé	MUS 51 Chamber Ensembles Vocé	MUS 51 Chamber Ensembles Vocé	MUS 51 Chamber Ensembles Vocé
<b>Music Theory</b>				
MUS 70 Intro to Music Theory & Musicianship	MUS 70 Intro to Music Theory & Musicianship	MUS 70 Intro to Music Theory & Musicianship	MUS 70 Intro to Music Theory & Musicianship	MUS 70 Intro to Music Theory & Musicianship
MUS 100H-100M Harmony and Musicianship I	MUS 100H-100M Harmony and Musicianship I	MUS 100H-100M Harmony and Musicianship I	MUS 100H-100M Harmony and Musicianship I	MUS 100H-100M Harmony and Musicianship I
MUS 200H-200M Harmony and Musicianship II	MUS 200H-200M Harmony and Musicianship II	MUS 200H-200M Harmony and Musicianship II	MUS 200H-200M Harmony and Musicianship II	MUS 200H-200M Harmony and Musicianship II
MUS 201H-201M Harmony and Musicianship III	MUS 201H-201M Harmony and Musicianship III	MUS 201H-201M Harmony and Musicianship III	MUS 201H-201M Harmony and Musicianship III	MUS 201H-201M Harmony and Musicianship III
MUS 300 Instrumentation		MUS 300 Instrumentation		MUS 300 Instrumentation
<b>Music History</b>				
	MUS 203 Music History I		MUS 203 Music History I	
	MUS 204 Music History II		MUS 204 Music History II	
MUS 305 Intro to Ethnomusicology		MUS 305 Intro to Ethnomusicology		MUS 305 Intro to Ethnomusicology

## Music Department Course Projections

13-14	14-15	15-16	16-17	17-18
<b>Music Business - Music Technology</b>				
MUS 105 World Percussion	MUS 104 Music Business	MUS 105 World Percussion	MUS 104 Music Business	MUS 105 World Percussion
	MUS 105 World Percussion		MUS 105 World Percussion	
MUS 111 Intro to Music Technology	MUS 111 Intro to Music Technology	MUS 111 Intro to Music Technology	MUS 111 Intro to Music Technology	MUS 111 Intro to Music Technology
	MUS 211 Music Tech II		MUS 211 Music Tech II	
MUS 305 Conducting		MUS 305 Conducting		MUS 305 Conducting
<b>Liberal Education</b>				
MUS 71 Music in History	MUS 71 Music in History	MUS 71 Music in History	MUS 71 Music in History	MUS 71 Music in History
MUS 74 Music of Latin America	MUS 74 Music of Latin America	MUS 74 Music of Latin America	MUS 74 Music of Latin America	MUS 74 Music of Latin America
	MUS 75 Music of Africa		MUS 75 Music of Africa	
		MUS 76 A World of Music		MUS 76 A World of Music
	MUS 77 Approachable Opera		MUS 77 Approachable Opera	
MUS 102 History of Jazz		MUS 102 History of Jazz		MUS 102 History of Jazz
MUS 103 American Popular Music	MUS 103 American Popular Music	MUS 103 American Popular Music	MUS 103 American Popular Music	MUS 103 American Popular Music
			MUS 206 History of Film Music	
<b>Capstone Experience</b>				
MUS 400 Capstone Experience	MUS 400 Capstone Experience	MUS 400 Capstone Experience	MUS 400 Capstone Experience	MUS 400 Capstone Experience

Please note:

1. This chart was designed to assist you in planning your future schedules.
2. Please consult the College Catalog for course descriptions.
3. We will make every effort to adhere to this chart, but it is only a projection and is subject to change.



**Evaluation of Liberal Education Requirements  
For those students entering Fall 2005 or later  
(as modified Spring 2008)**

Name: \_\_\_\_\_ ID# \_\_\_\_\_

Core Requirements	Dept.	Course Number	Title	Semester Taken	Credit	Grade		
<i>I. Community (6 credits):</i>								
Community 1: FWS + Linked Course (Fall Freshman Year)					3			
					3			
<i>II. Communication (9 credits):</i>								
COM1: Quantitative Literacy					3			
COM2: Writing Intensive Course					3			
COM3: Creative & Performing Arts					2			
COM4: Senior Presentation					1			
<i>III. Cultural Perspectives—One course from four of the following seven areas (12 credits):</i>								
CUL1: African					(3)			
CUL2: Asian					(3)			
CUL3: Latin American					(3)			
CUL4: North American					(3)			
CUL5: European					(3)			
CUL6: Crosscultural					(3)			
CUL7: Languages					(3)			
<i>IV. Connections (10 credits):</i>								
CON1: Pair Course #1					3			
CON1: Pair Course #2					3			
CON2: Science & Math Meth/Ideas w/Analysis of Cul & Soc Iss					4			
<p><i>A minimum of 120 credits is required for graduation. Within that minimum, not more than 48 credits from any one department may be offered to satisfy this requirement. In those departments composed of two or more disciplines, not more than 60 credits may be applied toward graduation, with not more than 48 credits to be counted in a single discipline.</i></p> <p>Breadth Requirement: (18 credits) Complete 120 units of coursework (Major courses, Core courses and elective courses). Out of these 120 units, six units, from at least two departments, must come from each of the three Divisions (Natural Science, Social Science and Humanities/Fine Arts).</p> <p><b><u>Please note that courses taken to satisfy the CON2 requirement cannot double count in the Natural Science area.</u></b></p>								
Humanities/Fine Arts		Natural Science			Social Science			
Department	Number	Credit	Department	Number	Credit	Department	Number	Credit

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Student Recital Policies

## Philosophy

The Music Department recognizes the tremendous value of student recitals and encourages private music students to prepare for the recital experience. Normally a student studying four years (8 semesters) should expect to perform on a partial recital (1/4-1/2 program) in the junior year, and a full recital in the senior year. Some students have used the recital as part of their capstone experience, or supported the recital with a Directed Study supervised by a full-time faculty member. Students giving a recital must be taking Private Lessons the semester the recital is given.

## Recital Planning

A well-planned and well-prepared recital should be the pinnacle of the music student's undergraduate performance experience. This requires long-range planning and attention to detail, both of which should be shared by the student and the Artist-in-Residence. Calendar dates for the recital and the dress rehearsal should be reserved with the Music Department Secretary one year in advance. This will ensure the availability of the facility and avoid calendar conflicts. Please refer to the Recital Planning sheet which serves as a "checklist" and valuable aid in the planning process. Please note that college policy does not favor the presentation of recitals during the week of final exams.

## Auditions

The recital process begins with an audition before the full-time Music Faculty. At this audition, the faculty may request to hear any or all pieces to be presented on the recital. This 20-minute audition will be scheduled during the Jury Examination one semester prior to the semester in which the recital is presented. At the time of audition, the student must also submit a proposed program. It is left to the Artist-in-Residence's discretion whether or not the material is to be memorized for this audition. Students are solely responsible for scheduling rehearsal and jury times with approved staff accompanists. See the Department Secretary to schedule an audition and to procure the necessary planning forms (samples enclosed).

## Responsibilities

### **The Music Department shall provide without charge to the student:**

1. Rehearsal and performance facilities - the Chapel, Arnold Hall, Faculty Center (The Ruth B. Shannon Center for the Performing Arts is not normally available for student recitals.)
2. Preparation and printing of recital programs
3. Accompanist (Refer to *Accompanists* paragraph.)
4. Publicity (press releases and calendar notices to campus Communications)
5. Audio recording and video taping of the final performance

### **The student shall provide at his or her own expense:**

1. Any special posters, flyers, personal invitations and postage
2. Reception supplies and helpers (set-up, servers, clean-up)
3. Accompanist expenses beyond the departmental allotment
4. Concert help: ushers, page turners, stage manager, etc.

## Receptions

Most student recitals involve a reception following the program. All of the planning and expenses are the responsibility of the student. The student must contact the Music Department Secretary for any maintenance or catering requirements, dishes, linens, special lighting, etc. The student is also responsible for the clean-up following the reception. All tables must be cleaned, the kitchen left tidy and clean, and all trash placed in the bin outdoors behind the kitchen. Any subsequent maintenance expenses incurred will be the responsibility of the student.

## **Joint Recitals**

Students are encouraged to collaborate in producing joint recitals with other students. In sharing the recital experience with other performers, students frequently enjoy larger audiences, expanded repertoire potential and shared expenses. It is important that the Artist-in-Residence meet with the Music Department at the time of the Recital Audition to agree on artistic, logistical, and financial considerations. (Misunderstandings have occurred in the past, and, in order to keep the recital experience a positive one, effective and thoughtful planning is necessary.)

## **Accompanists**

The Department pays the accompanist fees for students preparing for Musicales and the Bach Festival. For Student Recitals, the department allowance is as follows:

Full Recital - \$240 (four hours of rehearsal plus the performance)

Half Recital - \$160 (two hours of rehearsal plus the performance)

Additional time deemed necessary by the Artist-in-Residence or the student will be billed to the student at \$40 per hour.

Students are solely responsible for scheduling rehearsal and jury times with approved staff accompanists. Please consult the Music Department Secretary on the current roster of qualified accompanists.

## **Printed Programs**

***The Music Department will produce all printed programs for recitals.***

All final program information must be submitted to the Music Department Secretary at least one month before the recital date. *It would be helpful to have this information submitted electronically in a Microsoft Word document. Please do not format the program information.*

Information required includes:

Composer's full name and dates

Titles of pieces, complete with Opus numbers and movements (Be aware of capitalization differences between languages.)

English translations

Biographical information about performers

Program Notes

Acknowledgements, etc.

While the Music Department provides typing and layout for the recital program, it is the responsibility of the student (with the guidance of the Artist-in-Residence) to provide legible and complete, accurate information to the Music Secretary. The secretary is not required to do the research.

Two weeks before the recital date, the Music Department Secretary will submit a completed draft of the program to the Artist-in-Residence for his/her and the student's final review.

The master copy of the program must be approved by the Music Department before going to print.



# Recital Planning Checklist

Name \_\_\_\_\_ Instrument/Voice \_\_\_\_\_

Artist-in-Residence \_\_\_\_\_

## I. Music Department Requirements

**One year in advance:** (Date) \_\_\_\_\_

1. Reserve Dates on Departmental Calendar with Music Secretary for Recital \_\_\_\_\_ and Dress Rehearsal \_\_\_\_\_
2. Submit form to Music Faculty: *Request for Recital Date* \_\_\_\_\_

**6 months:** (Date) \_\_\_\_\_

1. Schedule first audition date. \_\_\_\_\_

**3 months:** (Date) \_\_\_\_\_

1. Program information to secretary.  
Please submit a disc with information in Microsoft Word format.
  - a. Titles (include Opus #s and Movements) \_\_\_\_\_
  - b. Composers and their dates \_\_\_\_\_
  - c. Performers' bios \_\_\_\_\_
2. Schedule Audition with Music Department \_\_\_\_\_  
*(It is recommended that the audition is scheduled during the Jury examination one semester prior to the semester in which the recital is presented.)*

**2 months:** (Date) \_\_\_\_\_

1. Translations (English, "poetic") finished copy to Secretary \_\_\_\_\_
2. Schedule a second audition date, if necessary. \_\_\_\_\_

**1 month:** (Date) \_\_\_\_\_

1. Program Notes, finished copy to Secretary \_\_\_\_\_
2. Finalize program with Secretary (acknowledgements, etc.)

**2 weeks:** (Date) \_\_\_\_\_

1. Secretary will submit a completed draft of the program to the teacher and student for their final review.
2. Student should advise the secretary on the number of programs needed.
3. Secretary will submit master copy of program to the Music Department for approval.

**1 week:**(Date) \_\_\_\_\_

1. Secretary will order programs to be printed.

## II. Student/Artist-in-Residence Personal Planning

**6 months:** (Date) \_\_\_\_\_

1. Finalize Program Selections \_\_\_\_\_
2. Contract Accompanist \_\_\_\_\_ (**\$**)
3. Schedule the first audition date \_\_\_\_\_

**4 months:** (Date) \_\_\_\_\_

1. Copies of music to accompanist \_\_\_\_\_
2. Translations \_\_\_\_\_

**2 months:** (Date) \_\_\_\_\_

1. Program memorized (piano and vocal students) \_\_\_\_\_
2. Schedule Accompanist Rehearsals \_\_\_\_\_
3. Schedule a second audition date, if necessary
4. Select formal wear ( low heels, comfortable fitting formal wear) (**\$**)
5. Line up concert helpers: Ushers \_\_\_\_\_, tape recording \_\_\_\_\_,  
video recording \_\_\_\_\_, Stage Manager \_\_\_\_\_,
6. Plan Reception: (**\$**) People to prepare food \_\_\_\_  
People to set up \_\_\_\_  
People to serve \_\_\_\_  
People to clean up \_\_\_\_

**7 Weeks:** (Date) \_\_\_\_\_

1. Invitations/announcements to printer \_\_\_\_\_ (**\$**)

**5 Weeks:** (Date) \_\_\_\_\_

1. Address invitations \_\_\_\_\_

**4 Weeks:** (Date) \_\_\_\_\_

1. Mail out invitations \_\_\_\_\_ (**\$**)
2. Design Campus flyer \_\_\_\_\_
3. Publicity Releases: Campus Communications \_\_\_\_\_  
Local news media (optional) \_\_\_\_\_

**3 weeks:** (Date) \_\_\_\_\_

1. Campus flyer to Copier Center \_\_\_\_\_

**2 Weeks:** (Date) \_\_\_\_\_

1. Put up flyers \_\_\_\_\_

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(**\$**) denotes items that may involve student's expense.

Please feel free to consult the Department Secretary if any questions or concerns arise during the planning process.

# A Student's Guide to Concert Attendance

## Preparing for the Concert

### Tickets

Pick up your ticket in advance, if one is required. This will eliminate long lines at the box office or ticket table, which very often delay a concert. Most on-campus events are free the Whittier College Community with proper I.D. (one ticket per concert).

### Attire

Because off-campus people also attend the performances, it is important for members of the Whittier College community to present a good image. Therefore, please refrain from wearing jeans, shorts, tee shirts, sweatshirts, sneakers or athletic shoes, sport caps, or any other "sport" wear.

Appropriate attire would be...

Women: a comfortable dress, skirt, or dress slacks and blouse.

Men: comfortable slacks with a collared shirt. (Ties are optional.)

### Arrival

Allow enough time (at least 10 minutes before a concert) to receive a program and find your seat. Once the performance has begun, latecomers will wait to enter the auditorium until there is applause at the end of a piece. This is out of courtesy to the performers and the audience. Some venues will not seat latecomers. Plan ahead!

## Enjoying the Performance

**Applause** generally occurs after complete works, such as at the close of a symphony, a concerto, a sonata or a song cycle. It is inappropriate to clap between movements of a multi-movement work or during the grouping of short works which form a set. If you are unsure, follow the lead of knowledgeable audience members. It is especially helpful to familiarize yourself with the program before the performance begins to know what types of works are being presented, and where applause would be appropriate as explained above.

**Leaving one's seat:** The only time it is appropriate to leave a seat is during intermission or at the end of a performance. Re-enter only during the applause at the end of a performance.

**Consideration for others:** Concerts are presented for the enjoyment of those who wish to hear fine music. Therefore, noises are distracting to the listener and to the performer. Be aware that the slightest of noises are amplified in an auditorium. Excessive moving about in one's seat, loud coughing or clearing one's throat, unwrapping a candy, etc. are noises that can disturb those around you. Even whispering is audible. Please disable watch alarms, pagers and cellular phones.

## Credit for Attending Concerts

Concert attendance is an expectation clearly articulated on all music department course syllabi and is a factor used while determining final course grades.

## Fall 2013

### Faculty Musicale

Friday, September 27th  
Noon, Memorial Chapel, Free

### Chamber Concert - Omni Chamber Players

Sunday, September 29th  
2 pm, Shannon Center  
\$25/\$20 seniors/\$5 students  
Free to WC students, faculty, staff

### Guitar Recital – Adam Holzman

Friday, October 4th  
Noon, Memorial Chapel, Free

### Poet Musicale

Friday, October 18th  
11:00am, Dezember Alumni House, Free

### Choir Reunion, Homecoming

Sunday, October 20th  
2:30 pm, Arnold Hall, Free  
No host dinner following in Uptown

### Poet Musicale

Friday, November 15, 2013  
Noon, Memorial Chapel, Free

### Poet Musicale

Friday, December 6, 2013  
Noon, Arnold Hall, Free

### Holiday Dinner

Friday, December 6, 2013  
6:30 pm Chapel, \$45 general, \$30 students  
Reservations are required.

### Holiday Dinner

Saturday, December 7, 2013  
6:30 pm Chapel, \$45 general, \$30 students  
Reservations are required.

## Spring 2014

### Poet Musicale

Friday, February 28, 2014  
Noon, Memorial Chapel, Free

### Poet Musicale

Friday, March 14th  
Noon, Memorial Chapel, Free

## 77th Annual BACH Festival

### Bach Musicale

Friday, April 4, 2014  
Noon, Memorial Chapel, Free

### *Love, Loss, Nonsense, and Coffee*

**Horizon Music Group**  
Friday, April 4, 2014  
8 pm, Memorial Chapel, \$?

### Bach Choral Concert, Cantatas 11 and 80 Chorale Bel Canto

Saturday, April 5, 2014  
4 pm, Memorial Chapel  
\$20 general, \$17 seniors, \$5 students?

### Film: "Luther"

Saturday, April 5, 2014  
TBA, TBA, TBA

### Bach Lecture

Sunday, April 6, 2014  
2 or 3 pm? venue??, \$?

### Bach Concert?

**Raymond Erickson, '63**  
Sunday, April 6, 2014  
8 pm? venue??, \$?

Senior Recital - Michael Urquidi, guitar  
Sunday, March 30  
3 pm, Memorial Chapel, Free

Senior Recital - Armando Gonzales, bass  
Sunday, March 30  
7 pm, Memorial Chapel, Free

Senior Recital - Meagan Caldwell, soprano  
Sunday, April 13  
TBA, Memorial Chapel, Free

Senior Recital - Jillian Ralls, composition  
Sunday, April 13  
7 pm, Memorial Chapel, Free

### Poet Musicale

Friday, May 2, 2014  
Noon, Memorial Chapel, Free

### Semester Juries

Friday, May 2, 2014  
Chapel

# Important Dates-at-a-Glance

## September

4	First day of classes (Fall)
11	Last day to add classes
25	Last day to drop classes
27	Faculty Musicale – Noon in the Chapel

## October

12	Mid-semester Break
18	Poet Musicale – 11 am in Dezember House

## November

15	Poet Musicale – Noon in the Chapel
28-29	Thanksgiving Break, office closed

## December

6,7	Holiday Dinner
6	Poet Musicale – Noon in the Chapel
6	Juries
6	Last Day of Classes
10-13	Final Exams
16	Holiday Break until January 3
19	All Grades Due

## January

6	First day of classes (January)
7	Last day to add classes
9	Last day to drop classes
24	Last day of classes (January)
30	First day of classes (Spring)

## February

6	Last day to add classes
19	Last day to drop classes
28	Poet Musicale - Noon in the Chapel

## March

15	Senior Capstone Proposals Due (Juniors)
15-20	<i>Choir Tour ?</i>
17-21	Spring Break

## April

4-6	BACH Festival
4	Bach Musicale – Noon in the Chapel
10	<b>Last day to schedule student recitals</b>
20	<i>Senior Capstone Materials Due (Seniors)</i>
??	Choir Home Concert - NOON in the Chapel

## May

2	Poet Musicale - Noon in the Chapel
2	Juries
6	Last day of classes
8-10, 12	Final Exams
14	Senior Grades Due
16	Commencement
21	Spring Grades Due