

UNDERGRADUATE MUSIC HANDBOOK

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PART I – STATEMENT AND OBJECTIVES

MISSION STATEMENT

The mission of the SIUE Department of Music is to inspire, enlighten, and educate performers, composers, teachers, and scholars. The Department will guide students towards careers in the music world and supporting fields.

DEPARTMENT OF MUSIC UNDERGRADUATE OBJECTIVES

Baccalaureate Students in Music will:

- Demonstrate performance ability at an acceptable level as evaluated by the SIUE Department of Music Faculty
- Demonstrate a working knowledge and understanding of Music Theory and Music History/Literature
- Satisfy state and industry standards of professional training for students in Music Education and Music Business
- Understand and articulate the value of music and the role of the music professional in today's society.
- Communicate in a scholarly and professional manner with other musicians and educators regarding the discipline of music.

PART II – UNDERGRADUATE DEGREE OPTIONS

- Bachelor of Music in Music Education
- Bachelor of Music in Performance (Instrumental, Voice)
- Bachelor of Music in Jazz
- Bachelor of Music in Musical Theater
- Bachelor of Music in Theory and Composition
- Bachelor of Music in Music Business
- Bachelor of Arts in Music
- Bachelor of Arts in Music History/Literature

PART III – ADMISSION

ADMISSION TO THE UNIVERSITY

- A) All information pertinent to undergraduate admission can be found in the current undergraduate catalog. Undergraduate catalogs are available at <http://www.siue.edu/catalogs/undergraduate/>
- B) All potential music students should also familiarize themselves with those sections in the catalog pertaining to specific degrees or programs.

ENTRANCE TO THE MUSIC PROGRAM

A) AUDITIONS

- 1) All entering students must perform an audition before they are accepted into a Music degree program or assigned to a private applied teacher.
- 2) The Department's regularly scheduled entrance auditions, usually held in the February prior to admission, also function as scholarship auditions. Subject to the discretion of the faculty, a student may audition at other times, though scholarship consideration cannot be assured.
- 3) In addition to the entrance audition, students may be asked to perform an audition for admission to, and/or seating in, an ensemble. The following ensembles require auditions at the start of each year: Wind Symphony, Concert Jazz Band, University Orchestra, Concert Choir, Jazz Combo, Piano Ensemble.

B) DECLARATION OF MAJOR/MINOR

All entering music majors and minors must first be approved by the Department of Music, in accordance with the audition procedures above. Students must then declare their major/minor status with CAS Advising as soon as possible. At this time the student will receive a permanent academic advisor from CAS Advising.

C) PRIVATE APPLIED LESSONS

- 1) Students must contact their assigned applied music instructor during the first week of the semester to arrange lesson times.
- 2) All students enrolled in applied lessons must also attend studio class.

D) REQUIRED FRESHMAN COURSES

All entering music majors should be enrolled in the following music courses:

- 1) Class Piano (keyboard majors should enroll in MUS 165 – Piano Practicum)
- 2) Music Theory (MUS 125A) and Aural Skills (MUS 126A)
- 3) Applied Lessons (MUS 140 or MUS 141)
- 4) Ensemble, as mandated below
- 5) Music Convocation (register for MUS 100 – no credit)
- 6) Diction (MUS 139A – voice majors only)

E) TRANSFER STUDENTS

- 1) All transfer students will be required to perform an audition, take a theory placement examination, and take a piano placement examination. Upon admission to the University, transfer students should bring a copy of their transcript to their assigned CAS Advisor. At that time, students will receive a preliminary projection of their required courses and advisement for their first semester of registration.

PART IV - POLICIES

Policy statements set forth by the faculty of music apply to all undergraduate students and graduate students if so specified. Students not finding it possible to meet these requirements must petition at the Music Office for exceptions prior to enrollment for the semester involved.

GRADE STANDARDS POLICY FOR UNDERGRADUATE MUSIC MAJORS AND MINORS

A grade of D or lower in required music courses is unacceptable for graduation. Such courses must be repeated to achieve a grade of C or better.

ENSEMBLE PARTICIPATION

General Information

Participation in ensembles provides music students with opportunities (1) to apply techniques and skills acquired in applied music, and (2) to synthesize the knowledge, basic principles, and concepts acquired in music theory, history, literature, composition, and education classes. Ensembles provide the opportunity to observe rehearsal techniques which students may utilize

when given the opportunity to function as a conductor. It is through ensemble participation that students (1) become familiar with repertoire for specific performing organizations, and (2) learn the capabilities and idiomatic practices of voices and instruments in band, choir, and orchestra. While students give a great deal of themselves to an ensemble, they also receive much from their experience.

Requirements for Ensemble Participation

All students enrolled in applied lessons are required each semester to participate in an ensemble appropriate to their applied major performance area and degree option.

Exceptions/Ensemble Waiver

Any exceptions to the policies stated in this handbook regarding “Applied Major/Ensemble Requirements by Degree Options” must be approved by the Ensemble Committee. Ensemble Waiver Request forms are available in the Department of Music office. (Note: The Ensemble Committee has the authority to waive an ensemble requirement but does not have the authority to change curricular requirements. That is, a student granted an ensemble waiver for one semester must fulfill the required hours by electing additional ensemble hours another semester. Students desiring a curricular waiver of requirements must petition the Chair of the Department of Music.)

Organizations Defined as Ensembles

Concert Band (MUS 222)
Jazz Guitar Ensemble (MUS 233)
Community Choral Society (MUS 244)
Wind Symphony (MUS 322)
Jazz Combo, Instrumental/Vocal (MUS 333)
Musical Theater productions (MUS 342)
Chamber Ensemble, Brass (MUS 355A)
Chamber Ensemble, Woodwinds (MUS 355B)
Chamber Ensemble, Strings (MUS 355C)
Chamber Ensemble, Percussion (MUS 355D)
Piano Ensemble (MUS 365)
University Symphony Orchestra (MUS 377)
Concert Jazz Band (MUS 433)
Concert Choir (MUS 444)
Opera Workshop (MUS 460)

ENSEMBLE REQUIREMENTS BY DEGREE CONCENTRATION

Bachelor of Music (Music Performance)

Ensemble Requirement: See [Undergraduate Catalog](#) For Specific Requirement

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony (may elect orchestra for two of the eight semesters)

Strings: University Symphony Orchestra

Voice: Community Choral Society, Concert Choir

Keyboard: Concert Band, Wind Symphony, University Symphony Orchestra, Community Choral Society, Concert Choir, Piano Ensemble (Note: Keyboard majors must elect Piano Ensemble for six semesters.)

Classical Guitar: Concert Band, Wind Symphony, University Symphony Orchestra, Community Choral Society, Concert Choir, Guitar Ensemble (Note: Classical guitar majors must participate in one of the above listed ensembles for their first two semesters. The remaining six hours are in Guitar Ensemble.)

Bachelor of Music (Jazz Performance)

Ensemble Requirement: See [Undergraduate Catalog](#) For Specific Requirement

Appropriate Ensemble: Jazz Combo

Bachelor of Music (Music Education)

Ensemble Requirement: See [Undergraduate Catalog](#) For Specific Requirement

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony, Percussion Ensemble

Strings: University Symphony Orchestra

Voice: Community Choral Society, Concert Choir

Keyboard: Concert Band, Wind Symphony, University Symphony Orchestra, Community Choral Society, Concert Choir, Piano Ensemble. (Note: Keyboard majors in the Music Education curriculum must register for Music 365/Piano Ensemble for a minimum of two semesters after their sophomore year.)

Bachelor of Music (Theory/Composition)

Ensemble Requirement: See [Undergraduate Catalog](#) For Specific Requirement

Students taking applied lessons must register for the appropriate ensemble, as listed below (4 hours). Following the completion of applied lessons, students must take a further 2 hours, and are encouraged to explore other options.

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony

Strings: University Symphony Orchestra

Voice: Community Chorale Society, Concert Choir

Keyboard: Concert band, Wind Symphony, University Symphony Orchestra, Community Choral Society, Concert Choir, Piano Ensemble

Jazz: Jazz Combo, Guitar Ensemble, Concert Jazz Band

(Note: While the above are considered appropriate, upon the recommendation of the advisor, the theory/composition major may have considerable liberty in choosing ensembles.)

Bachelor of Music (Musical Theater)

Ensemble Requirement: See [Undergraduate Catalog](#) For Specific Requirement

Appropriate Ensemble: All Musical Theater majors must complete four semester hours from the following: Community Choral Society, Concert Choir, or Vocal Jazz Ensemble (limited to two hours total). In addition, they must complete an additional 3 credit hours of Musical Theatre Ensemble.

Bachelor of Music (Music Business)

Ensemble Requirement: See [Undergraduate Catalog](#) For Specific Requirement

Appropriate Ensemble:

Wind and Percussion: Concert Band, Wind Symphony Strings: University Symphony Orchestra

Voice: Community Choral Society, Concert Choir

Keyboard: Concert Band, Wind Symphony, University Symphony Orchestra, Community Choral Society, Concert Choir, Piano Ensemble.

Jazz: Jazz Combo, Guitar Ensemble, Concert Jazz Band

Bachelor of Arts (Music, Music History and Literature)

Same as Bachelor of Music (Music Business)

BA majors who continue applied lessons for more than 4 semesters must also continue participating in an appropriate ensemble.

Music Minor

All music minors must participate in an ensemble during each semester in which they are receiving private applied lessons. Students may elect additional ensemble credit to apply to their music minor requirements.

CONVOCATION (MUS 100) REQUIREMENTS

Credit Requirements

Starting Fall 2018, undergraduate music majors (B.M. or B.A.), whether declared or undeclared, must attend a minimum of **12 convocations/recitals/concerts per semester** until graduation or until a total of 8 semesters of MUS 100 have been completed. Any semester prior to Fall 2018 will still need the previously required 15 credits to be considered complete. Students who do not fulfill the **convocation** requirement will be barred from graduation.

- 1) Students who started in Fall 2018 or later will require 96 convocation credits to graduate.
- 2) For students who started prior to Fall 2018, the number of convocations required for graduation will be: (Number of semesters prior to Fall 2018 x 15) + (Number of semesters starting Fall 2018 x 12). For example, students starting their 7th semester in Fall 2018 will need six semesters at 15 credits and two semesters at 12 credits, equaling 114 credits at graduation.

There are two exceptions:

- 1) The convocation requirement is waived for music education majors during the semester of student teaching, and for music business majors during the semester of internship. Music education and music business majors who complete their residency in eight semesters and are on a student teaching or internship placement during their ninth semester will need the full number of credits, as indicated above. However, students who finish their residency in seven semesters, and who are on a student teaching or internship placement during their eighth semester, may graduate with 12 convocation credits fewer than indicated above.
- 2) The requirement for transfer students will conform to the expected number of semesters needed for graduation as determined by the music department at the time of transfer to SIUE.

Grading

Students will register for Convocation (MUS 100) on a Pass / Incomplete basis for 8 semesters. An Incomplete grade will be removed when the required convocations/recitals have been completed.

Rollover of convocation credits to future semesters

A maximum of two convocations per semester may be rolled over to the following semester. Once you have reached 12 convocations in a given semester, Blackboard will automatically open the following semester's program submission area, and you may submit your 13th and 14th programs there.

(Exception regarding Fall 2018 convocations only – As the old policy is phased out, up to six excess convocations from Fall 2018 may be counted toward Spring 2019. Anyone who submitted excess hard copy programs in Fall 2018 will be credited for these in Spring 2019.)

Approved Events

Up to **three** events per semester may be off-campus performances. Typically, the following genres are acceptable: classical/art-music of all periods, jazz, musical theatre, world music. Rock and pop concerts are generally not acceptable. Credit is always subject to approval by the faculty member in charge of MUS 100. The remaining nine events may be distributed in any manner between weekly convocations and on-campus concerts/recitals. University ensembles performing off campus are considered on-campus events. Programs in which a student is a participant **will not** satisfy the convocation requirement. You will no longer be able to use ensemble concerts or your own recital for convocation credit. Exceptions will be considered if students only play for a small section of a concert/recital, e.g., five or ten minutes, and stay for the remainder of the performance. Signatures of attending faculty will be required in such cases.

Friday Convocation Class

Music Department convocations are held during the Fall and Spring semesters on Fridays, 2:00-2:50pm, in either Abbott Auditorium or the Choral Room in Dunham Hall.

Turning in Programs for Credit

Programs for both on-campus and off-campus events **MUST** be uploaded to Blackboard to receive credit. Your name and 800 number must be clearly marked on the program or no credit will be given. Hard copies of programs should be placed in the designated basket outside the Music Office (DH 2104). Programs must be uploaded and handed in within four calendar weeks of the performance date to be counted for credit. You do not need to upload programs from Friday convocations. Instead, at the end of concert, you will turn in your program to the leading faculty member. Make sure your name and 800 number are printed clearly on your program.

APPLIED MUSIC

General Policies

All undergraduate performance and music education majors are expected to study applied music every semester in which they are enrolled as full-time students, until successful completion of the senior recital. Composition majors take four semesters of applied instruction and six semesters of applied composition (including the respective studio classes).

Only music majors and minors, and others under exceptional circumstances, are permitted to register for private applied instruction. For this purpose, major and minor status is determined by a) acceptance, by audition or advisement, into the declared program, and b) completed declaration of major forms. Exceptional circumstances shall be considered for a student, not majoring or minoring in music, who in the opinion of the director of an ensemble is making an indispensable contribution on a continuing basis to the ensemble program.

A new music major or minor planning to register for private applied music instruction must be auditioned by the appropriate full-time faculty members related to that performance area before being accepted for such instruction. The faculty members conducting the audition will certify that the student is capable of college level performance. In the exceptional cases outlined above, where a non-major or non-minor is intending to register for lessons, the student need audition only with the appropriate applied instructor. A full area committee, such as would be required for admission as a music major or minor, is not required.

Any student receiving private applied music instruction for credit must participate in an appropriate ensemble.

No new student is permitted to register for any private applied music course, undergraduate or graduate, or to make program changes without securing written permission from the Applied Area Chair.

Students wishing to register for private instruction in a performance area other than that of their major instrument/voice must obtain the approval of the department.

Students wishing to take applied lesson hours beyond their degree requirements may do so with the approval of the applied faculty and music department.

Students wishing to become performance majors may do so by successful jury examination at the end of the first semester of study.

Studio class

A weekly studio class is held in conjunction with all private applied lessons. Attendance is required for all students enrolled. Consult the individual area faculty for times and locations.

Applied music examinations (juries)

All music majors and music minors enrolled in applied music for credit are required to perform a jury examination at the end of the fall and spring semesters. These juries will be approximately ten minutes in length and played before a faculty examining committee which will include the student's applied teacher.

The student's final grade is determined on the basis of the instructor's grade and the grade of the examining committee.

An applied music jury necessary to enter the 340 applied level, at the end of the fourth semester of private study, will be somewhat longer and will encompass an assessment of the student's ability to accomplish the applied music degree requirements. Students will be advised at that time as to their qualifications and possibilities of continuance in the applied music program.

B.A. students and music minors who wish to continue applied music beyond the 240 level **MUST** pass a fourth semester jury. Otherwise, they **MAY** be given the option to continue at the 240 level at the department's discretion.

Applied area jury requirements vary. Consult your applied teacher for these specific requirements.

Graduation recitals

Performance majors must present a partial (30 minute) or full (60 minute) recital in their junior year and a full recital in their senior year. Music Education majors are required to present a partial recital in their senior year. Composition majors must present a full (30 minute) recital their senior year. Students must be enrolled in applied lessons during the semester in which the recital is given.

A jury examination with three members of the music faculty present (the student's instructor being one) is obligatory for junior, senior, and graduate recitals. These must be held no less than two weeks prior to an undergraduate recital.

The recital jury is evaluated on a pass/fail basis. If the committee considers any portion of the recital jury to be unacceptable, a second jury will be scheduled no later than one week before the recital date. If this second jury is not passed, the recital will be cancelled and may not be rescheduled any earlier than two months from the original recital date. Once the recital jury is passed, students have two months to perform the recital, or the jury must be retaken. Recital procedure guidelines are available in the music office.

The recital will be graded by the jury members. Comments and a grade for the recital will be recorded at the recital and will be applied toward the student's semester grade in the same manner as a regular jury.

A non-student may assist with the recital as approved by the applied teacher in charge of the recital, but all recital material must be juried. In the case of non-required recitals, students will need to pay their own accompanist fees and provide their own programs. Required recitals will be given priority scheduling.

FOREIGN LANGUAGE REQUIREMENT

Bachelor of Arts Degree: See [Undergraduate Catalog](#) For Specific Requirement

Bachelor of Music - Music Education Degree Ensemble Requirement:
See [Undergraduate Catalog](#) For Specific Requirement

- 1) Vocal majors must take one year of foreign language 2)
No requirement for other Music Education majors.

Bachelor of Music - Music Performance
See [Undergraduate Catalog](#) For Specific Requirement

- 1) Vocal majors must take two years of foreign language
- 2) Jazz Performance – no requirement
- 3) All other performance majors are required one year (8 hours) of foreign language.
- 4) Music Business majors are recommended to take one year of foreign language.

PIANO PROFICIENCY REQUIREMENT FOR MUSIC MAJORS

All music students in any field other than piano* must pass the piano proficiency examination described below or successfully complete the two-year class piano sequence. This requirement should normally be fulfilled prior to entrance into the junior year of study. Music 165a,b may be substituted for class piano upon approval of the piano faculty.

All entering music majors (freshman and undergraduate transfer students) except keyboard majors should take the proficiency examination during the first week of their first term or register for Music 121a.

Keyboard majors (Performance, Music Education, or Bachelor of Arts) must pass Music 165a,b.

*Jazz Performance majors (non-piano) are required one year of Class Piano (Music 121) and Music 231-331 (Jazz Keyboard Theory).

The proficiency examination includes the following areas, and these requirements are considered to be a minimum:

Year 1

All white-key major and minor scales and arpeggios
Chromatic scale starting on any note
All four types of chord qualities
Diatonic triads in all positions
Harmonization using blocked chords, broken chords, or Alberti bass
Two-hand accompaniment
Transposition at sight
Sight reading
Play piano repertoire from elementary to early intermediate levels

Year 2

All black-key major and minor scales and arpeggios
Dominant seventh and diminished seventh arpeggios
Progression that uses German 6th, Italian 6th, and French 6th
Harmonization in keyboard style
Accompany a vocal and instrumental part
Read open scores (choral and instrumental) up to four parts

POLICIES SPECIFIC TO MUSIC EDUCATION MAJORS

General Information

Students intending to major in Music Education should declare this major when registering for their first semester of course work. These students should also see the Director of Music Education to be sure they are enrolled in appropriate courses. (Note: This initial declaration of a music education major is a *declaration of intent* that will help to insure that students take the appropriate courses during their first two years of study. Students are not accepted into the Music Education program, nor are they eligible to take professional education courses, until they meet the requirements listed below.)

In order to be accepted into the education program and begin the junior level education course sequence, Music Education majors must fulfill the following requirements:

A) Complete the music courses listed below with a grade of C or better:

- 1) Class Applied Woodwinds (MUS 112)
- 2) Class Applied Brass (MUS 113)
- 3) Class Applied Percussion (MUS 114)
- 4) Class Applied Voice (MUS 115a and 115b)
- 5) Class Applied Strings (MUS 116)

- 6) Class Applied Piano (MUS 121a, 121b, 221a and 221b) or Piano Practicum (MUS 165). Students should see the Director of Music Education to determine which piano requirement applies to them.
- 7) Conducting (MUS 318a and 318b)
- 8) Music Theory (MUS 125a, 125b, 225a, and 225b)
- 9) Music History (MUS 267, 367a, and 367b)

B) See [Undergraduate Catalog](#) For Specific Additional Requirements

C) Maintain a grade point average (GPA) of 2.5 for all course work.

D) Pass all portions of the Test of Academic Proficiency (TAP) in no more than two attempts.

E) Complete the five required general education skills courses with a grade of C or better.

To remain in the education program, students must maintain a minimum GPA of 2.5 and receive a grade of C or better in all professional courses. *Those who fail to meet these requirements each term are automatically dropped from the education program and reclassified as “undeclared” majors.*

The State of Illinois requires all education majors to accumulate at least one hundred clock hours of approved clinical experiences before they student teach during the senior year. These clinical experiences begin in music methods courses where students observe public school classes during the school day. Students acquire additional clinical experience hours during the MUS 301 sequence of courses during their junior and senior years. Students are responsible for accumulating the remaining clinical experience hours on their own. Hours for clinical experiences are not approved until students complete and file the appropriate forms with the School of Education, Health and Human Behavior Student Services Office in Founders Hall, Room 1110. (Note: Students will not be permitted to student teach if they have not filed at least 100 clinical experience hours.)

Applying for Student Teaching

Students are eligible to student teach when they have completed all professional education courses, including music methods—Elementary (MUS 301a), Music Methods—Secondary: Vocal (MUS 301b), and Music Methods: Instrumental (MUS 301c), with grades of C or better.

Most students devote their final semester to student teaching. Because student teaching is a full time, five day a week commitment, students cannot elect courses while completing this component of their professional preparation. Those who have general education courses to complete to be eligible to graduate must do so during the semester following student teaching.

Students must apply for student teaching during the semester prior to the one in which they plan to student teach. For example, students planning to student teach during the Fall semester must apply early in the preceding February, and those planning to student teach during the spring term must apply early in the preceding September. *Students who do not complete and*

submit application materials by the appropriate deadline will not be permitted to student teach. There are no exceptions to this policy.

Before completing application materials for student teaching, students must meet with the Director of Music Education to discuss possible geographic locations for their student teaching placements. *Under no circumstances should students contact teachers, schools, school districts, or principals, or otherwise attempt to arrange their own student teaching placements.* These decisions rest with the Director of Music Education and the School of Education, Health and Human Behavior.

MUSIC THEORY EXAMINATIONS

All prospective freshman music majors are required to take a theory diagnostic survey of music fundamentals. These are given on the scheduled Spring audition days. Students who pass this exam will be placed in MUS 125a (written theory) and MUS 126a (aural skills), to be taken in their first semester of study. Students who do not pass this exam will be initially registered for MUS 120b, a remedial theory class, to be taken in their second semester of study. However, they will have the opportunity to retake the exam on the first day of classes in the Fall. Students who pass the retake will be allowed to register for MUS 125a/126a, and drop MUS 120b. This diagnostic survey does not affect acceptance as a music major.

The theory diagnostic survey covers the following areas:

Major and Minor Key Signatures
Major and Minor Scales
Time Signatures

Transfer students must take a music theory placement exam. Transfer placements are given at the first class session of MUS 225A at the beginning of the fall semester. This exam helps determine if the transfer student needs further theory to be successful in 300 level music courses and does not affect acceptance into a music major.

SENIOR ASSIGNMENT

Objectives in Music

The objective of the major in Music is to develop in students the ability to:

- A) Perform with a musical instrument or voice at a level acceptable for public performance.
- B) Demonstrate understanding and knowledge in the academic areas of music theory and music history/literature.
- C) Satisfy minimum standards of professional training in specialized curricula.

Objectives Relating to General Education

In addition, the general education objective within the music major is to develop in students the ability to:

- A) Articulate the relationship between the discipline of music and societal needs for music and related fields.
- B) Demonstrate the ability to ascertain the role of the music professional in today's society.
- C) Communicate, in a scholarly and professional manner, with other musicians and educators regarding the discipline of music.

Guidelines for Fulfillment of Senior Assignment Requirement in Music

- A) Every student at SIUE must fulfill a Senior Assignment requirement.
- B) A student's proposed assignment will be approved by an assessment committee comprised of the Head of the Music Department Senior Assignment and appropriate music faculty. The student's applied instructor shall provide guidance and direction as well as contribute to evaluation of the completed project.
- C) The manner in which a student demonstrates a music perspective relative to the degree program should remain flexible and be decided upon by the student and the assessment committee.
- D) Assessment shall normally take place during the senior year, but a student may select a project/topic in advance (with approval of his/her assessment committee).
- E) Music majors may demonstrate a general education perspective and complete the Senior Assignment requirement in a variety of ways, such as the following:
 - 1) Music Education majors could devise a teaching unit relating a composer to his time (political/social events, visual arts, literature, etc.).
 - 2) Performance majors could write program notes relating his/her recital pieces to works of visual art, aspects of philosophy, history, psychology, sociology, computer science, etc.
 - 3) Composition majors could present a lecture on the role of the composer in contemporary society (audience, patronage, impact of computers and electronics, etc.).
 - 4) B.A. Majors could take an oral and/or written exam in which they are asked to relate specific aspects of music to other disciplines, taking into consideration the courses completed by the student.
 - 5) Music Business majors could relate in a written format the relationships between their required internship and degree objectives.

PRACTICE ROOMS AND PRACTICE ROOM SIGN-UP PROCEDURES

The Music Department provides a limited number of practice rooms for music students to use. Music majors and Music Education majors may actually reserve specific times to use the practice rooms. Sign-up for reserved times occurs during the first week of each semester in the main office in Room 2104. Practice rooms are scheduled from 7:30 am until 9:30 pm, Monday through Friday, and may be available at other times on a "first come-first serve" basis. Performance majors may sign up for four hours per day of practice time; Music Education majors are allowed to reserve up to two hours per day. Half of the time scheduled can be during prime time (8:30am - 4:30pm) and the other half shall be during remaining hours.

The pianos provided in the practice rooms are to be treated with normal care. Unnecessary roughness and damage to the room equipment will not be tolerated.

NOTE: NO SMOKING, FOOD OR DRINK WILL BE ALLOWED IN THE PRACTICE ROOMS. ONE WARNING WILL BE GIVEN UPON VIOLATION OF THIS RULE. UPON A SECOND VIOLATION OF THIS RULE, A STUDENT WILL BE RESTRICTED FROM USE OF THE PRACTICE ROOMS FOR A LIMITED AMOUNT OF TIME.

READING COURSES AND INDEPENDENT STUDIES

Policy related to the accommodations of students in 481, 482, 483, and 499 (reading courses in Music Theory, Music History/Literature, and Music Education, Independent Study):

- A) It will be possible for a student to earn up to four hours total credit in 481, 482, and 483; 1 to 3 hours in 499.
- B) The maximum credit per course per semester should be 3 hours credit.

INSTRUMENT RENTAL

The Music Department has numerous instruments which can be checked out for a fee each semester for music classes and music department activities. Students must obtain permission from a member of the music faculty to receive a University-owned instrument, however. Rental procedures and fee schedules may be obtained in Room 0104.

PARKING PERMITS

Student parking permits are issued for any of the red lots on campus (lots 4 through 10) and may be obtained by visiting Parking Services in Rendleman Hall. Parking Services holds a lottery at the beginning of each year for other types of parking permits. Please visit the Parking Services Website for details. <https://www.siue.edu/parking>

