

**University of Central Florida
Department of Music**



**Music Student Handbook
Undergraduate and Graduate**

2019-2020

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Reservation of Rights

The university reserves the right to modify, alter, delete and add to the provisions of this handbook at any time.

Preface

The University of Central Florida Department of Music was established in 1968. The UCF Music Department is fully accredited by the National Association of Schools of Music (NASM), with the department's initial NASM accreditation being awarded in 1981. Its music education programs are fully accredited by the National Collegiate Association for Teacher Education (NCATE) and lead to teacher certification by the Florida Department of Education (FLDE). The University of Central Florida is fully accredited by the Southern Association of Colleges and Schools (SACS).

UCF School of Performing Arts Referral List for Assistance

Some of the most commonly needed information. Telephone Area code: 407; M: Music Building PAC; T: Theatre Building PAC; RH: Rehearsal Hall; VAB: Visual Arts Building.

Academic Services Coordinator

Lauren Becker 3-2758 T224

Administrative Assistant

Arlene Flores 3-0876 M255C

Advising

Music - Undergrad Coordinator-Kirk Gay 3-5968 M207

Theatre - Undergrad Coordinator-Kristina Tollefson
T239

Music - Graduate Coord.-Keith Koons 3-5116 M214

Theatre - Graduate Coord.-Julia Listengarten 3-3858
T220

Dance Minor - Judi Siegfried 3-2862 T212

Music & Theatre Minor - Lauren Becker 3-2758 T224

Advising – Theatre Degree Track Coordinators (Undergrad)

BFA Acting - Belinda Boyd 3-0872 T223

BFA Design Tech - Bert Scott 3-2862 T236

BFA Musical Theatre - Earl Weaver 3-5158 T231

BFA Stage Mgmt. - Claudia Lynch 3-5154 T233

BA Theatre Studies - Kristina Tollefson 3-4399 T239

Appointments with SPA Director

Arlene Flores 3-0876 M255C

Audio Recordings

recital@ucf.edu

Jeremiah St. John 239-839-4123 M203

Box Office

Krissy Yagel 3-1500 Krissy's office 3-0867 T209

Computer Technical Support

UCF Service Desk 3-5117

Concerts/Public Events

Dave Schreier 3-6133 M216

Counseling Center

3-2811

Ensembles

Bands - Scott Lubaroff 3-0887 M206

Marching Band - Tremon Kizer 3-2212 M214

Choirs - David Brunner 3-5687 M126

Jazz - Jeff Rupert 3-5411 M117

Opera - Thomas Potter 3-4680 M113

Orchestras - Chung Park 3-2169 M212

Faculty/Staff Workroom - M205

First Aid

Music - Between the first floor restrooms near the box office

Theatre - Between first floor restrooms

Forms

Music Dept. Website: <http://www.music.ucf.edu>

Kiosk outside Music Office M203

Forum Schedule

Kirk Gay 3-5968 M207

Absences/Make-ups- John Parker 3-2869 M203

Instrument Repairs

Dave Schreier 3-6133 M216

Instrument Storage Rooms (M259 & M262)

Dave Schreier 3-6133 M216

IT Liaison

Music - (permissions) Thad Anderson 3-2221 M104

Music (inventory and surplus) Dave Schreier 3-6133
M216

Theatre - Kristina Tollefson 3-2862 T239

Key Cards

Theatre - Sam Waters 3-2862 2nd Floor

Music (Daily Access) - Dave Schreier 3-6133 M216

Music (Occasional Access) - Jeff Golub 3-2861 M203

Listserve

Music - Jeff Golub 3-2861 M203

Theatre - Steven Risko 3-3562 T210

Lost and Found

Music - John Parker 3-2869 M216

Theatre - Sam Waters 3-2862 2nd Floor

Mail

Music - Jeff Golub 3-2861 M203

Theatre - Sam Waters 3-2862 2nd Floor

Marketing

Music - Dave Schreier 3-6133 M216

Theatre - Steven Risko 3-3562 T210

Music Library (M133)

Dave Schreier 3-6133 M216

Office

Music - John Parker 3-2869 M203

Theatre - Sam Waters 3-2862 2nd Floor

Piano Lab

Robin Jensen M131

Piano Tuning/Repairs

Bob Maret 407-489-9090 itunepiano@aol.com
<http://www.pianotunerorlando.com>

Posters

Music - Dave Schreier 3-6133 M216
Theatre - Sam Waters 3-2862 2nd Floor

Programs-Area/Forum/Recitals

recital@ucf.edu

Michael McCabe (GTA) M203
Zach Larson (GTA) M203
Adrienne Bythwood (GTA) M203

Property Custodian (Furniture, Music Stands, etc.)

Music - Dave Schreier 3-6133 M216
Main Theatre - Gary Brown 3-5556 (Main Theatre 116C)
Theatre - Sam Waters 3-2862, 2nd floor

Referral List Changes

John Parker 3-2869 M203

Rehearsal Spaces

Dave Schreier 3-6133 M216

Practice Rooms

Keycards, Music Stands, etc. - Dave Schreier 3-6133 M216

Recitals Scheduling

Dave Schreier (on-line scheduler) 3-6133 M216

Room Scheduling/Reservations

Music - Dave Schreier 3-6133
www.music.cah.ucf.edu/scheduler
Theatre - Sam Waters 3-2862
www.theatre.cah.ucf.edu/scheduler

Scholarships

Music - Kirk Gay 3-5968 M207 &
- John Parker 3-2869 M203

Theatre - Kristina Tollefson T239
- Lauren Becker 3-2758 T224
- Arlene Flores 3-0876 M255C

Security Cameras

Music - Dave Schreier 3-6133 M216
Theatre - Sam Waters 3-2862 2nd Floor

Summer Camps

Victoria Weston - 3-1732 T211

UCF Police

3-5555 (Non-emergency)
911 (Emergency)

Web-Content Manager

Music - Dave Schreier 3-6133 M216
Theatre - Steven Risko 3-3562 T210

WebCourses Help Desk - 3-5117

Websites

Music - <http://music.cah.ucf.edu>
Theatre - <http://theatre.cah.ucf.edu>

Music Department Offices

The administrative offices of the UCF Department of Music are located on the second floor of the Music Building (Building M 119) and are open M–F 8:00 a.m.–5:00 p.m. The Director of the School of Performing Arts is **Michael Wainstein**. The SPA Administrative Assistant is **Ms. Arlene Flores**. The Department of Music’s Accountant is **Mrs. Barbara Kelly-Hursey**. The Academic Services Support Assistant is **Mr. John Parker** The Coordinator for Athletic Bands is **Dr. Tremon Kizer**.

Building Hours

The Music Building and the Rehearsal Hall are open from 7:00 a.m. to 11:00 p.m. daily. Building hours are reduced during holiday and semester breaks.

Smoking, Food and Beverage

Smoking is not permitted in any campus building. Food and beverages (water in water bottles excepted) are *not permitted* anywhere in the Rehearsal Hall, practice rooms, or classrooms.

Mailboxes

Faculty/Staff mailboxes are located in the Department of Music Office (M 205) where messages/items may be delivered via our receptionist.

Library

The UCF Library has an extensive collection of music scores and books on music. Most of these are shelved on the third floor of the Main Library. Audio recordings are available in a range of formats: CDs, DVDs, LPs, and cassette tapes. These may be checked out from the Media Services Desk on the third floor. Playback equipment and headphones are also available at this Desk. For further information on music-related resources offered by the UCF Library, please see the Music Research guide at (<http://library.ucf.edu/Reference/Guides/Music.asp>).

Audio Recording Services

Audio recording services for Music Department students and faculty are provided by the concert support team, led by GTA **Michael McCabe** (M 203, recital@ucf.edu).

Lost and Found

Bring or look for lost items in the Department of Music Office (M 203). The University Police also operate a lost and found (823-5555).

Student Resources and Services

The University offers a wealth of resources and services for students. For more information please visit the Current Students section of the main university website at <http://www.ucf.edu/students/>.

Curriculum Information

Degrees

The UCF Department of Music offers five undergraduate music degrees, a music minor, and a masters degree.

Bachelor of Arts in Music (BA)
Bachelor of Music Education (BME)
Bachelor of Music in Performance (BM)
Bachelor of Music in Jazz Studies (BM)
Bachelor of Music in Composition (BM)
Master of Arts in Music (MA)

You may click on the following hyperlink to access the Undergraduate Catalog to review degree requirements: <http://catalog.ucf.edu/index.php?catoid=14>

For the Graduate Catalog, please click on http://catalog.ucf.edu/preview_program.php?catoid=15&poid=6872&returnto=1287

Admission to Department of Music

The entrance audition admits a student to the music program for a given semester as specified in the letter of acceptance. Students must re-audition for readmission to the program if they do not enter within one year of their audition. For more admission audition information refer to the Music Department web site at <http://music.cah.ucf.edu/admissionauditions.php>

Admission to Professional Music Programs

Bachelor of Music Education: Please refer to the Music Education Handbook on the Music Department website at (<http://music.cah.ucf.edu/musiceducation.php>).

Student Advising

Upon entering the program all music students are assigned an advisor:

Undergraduate Coordinator & Advisor—Professor Kirk Gay (M 207, 823-5968)
Graduate Coordinator & Advisor—Dr. Keith Koons (M 122, 823-5116)
Appointments—Music Office (823-2869 or M 203)

Students are urged to consult with their advisor at least once per semester. Students who plan to graduate in a given semester must file an “Intent to Graduate” form with the College of Arts and Humanities Student Advising (CAHSA). Graduation information is available from CAHSA in TCH 159 or at <https://cahsa.cah.ucf.edu/>

Listserv

All Music students need to add themselves to the Music LISTSERV email system to receive updates from the Music Department and the School of Performing Arts. To add yourself to the

Music LISTSERV email system:

1. Send an email to listserv@listserv.cc.ucf.edu
2. In the body of the email, type SUBSCRIBE MUSIC FIRSTNAME LASTNAME
3. Leave the subject line empty

You will receive confirmation that you have been added to the system.

Registering for Classes

It is imperative that you register at your assigned priority time during each registration period so that you receive the classes needed. Classes are canceled based on priority enrollments. For courses that require permission numbers undergraduate students can request a number at <http://performingarts.cah.ucf.edu/permission/>

Special Note: Students must register for applied music by the last day of class of the previous semester in order to guarantee space in their applied studio. If you need help determining your proper level of applied music (1xxx, 2xxx, etc.) refer to the catalog under “Music Courses,” consult your applied music teacher, or see your advisor. Department policy requires that *all students involved in ensembles must be enrolled for credit.*

Music Course Offerings Schedule

The schedule for undergraduate music course offerings may be downloaded from the Department of Music website at <http://music.cah.ucf.edu/courses.php>. Please note that this schedule is subject to change, so you should consult the most recent version or your advisor before planning your courses.

Applied Music Juries

To understand how your grade in applied music will be determined, be sure to request the “jury requirements” from your applied music teacher at your first lesson.

Scheduling a Recital

See **Appendix B** for policies and procedures for scheduling student recitals.

Music Forum (MUS 1010)

The Department of Music and National Association of Schools of Music believe that experiencing an ongoing schedule of cross-disciplinary listening experiences is an important part of the education process for each of its majors. To fulfill this curricular objective, the Department of Music created Music Forum MUS 1010, a series of special musical events required of all undergraduate music majors. Forum is held every Tuesday/Thursday 12:00–1:15pm in the Rehearsal Hall.

Department of Music Facilities and Equipment

Music Equipment Fee

All full-time music majors are assessed a \$90.00 Music Equipment Fee each fall and spring semester. Part-time music majors are assessed a \$45.00 fee. This fee is used to provide Music

majors with the exceptional amounts of expensive equipment necessary for music study. Examples include the many pianos used in practice rooms and classrooms, university-owned instruments used in classes and ensembles, recording and playback equipment, computers and software in the music technology lab, etc.

Instrument Storage Lockers

Instrument storage lockers are supervised by **Mr. David Schreier** and are issued from his office (M 216). Lockers are available to all music majors on a first-come basis. Instrument lockers are available for use by music majors taking applied lessons for credit and students enrolled in university ensembles or methods classes, in that order. Large-instrument lockers are issued first to those who have a university-owned instrument and second to music majors needing storage space for their own instruments. [See locker rental fee below.] Personally owned locks may *not* be used on instrument storage lockers. Any locker found with a lock other than the one issued will be subject to the same penalties listed under “Penalties for Failing to Vacate Lockers.” Note: There is a \$50 fine for gross misuse of lockers.

Vacating and Renewing Lockers: At the end of the spring semester all lockers must be emptied of all contents by 5:00 p.m. on the last day of final examination week. Lockers for either summer session are issued at the beginning of each session for those students enrolled in music classes. All lockers so issued must be vacated and cleaned or renewed at the end of any session.

Penalties for Failing to Vacate Lockers: After the posted “vacate” date has passed, those who have failed to empty their lockers will:

1. **Lose all locker privileges** for the upcoming academic year, be **assessed a \$50 cleaning fee**, and their **locker contents will be confiscated**. [A lost padlock fee of \$10 may also be charged.]
2. All confiscated contents are held for 60 days. After 60 days, these confiscated contents will revert to UCF; they will not be returned to the original owner without the approval of the chair of the Department of Music.

Music Stands

Do not remove music stands from the building unless it is authorized by a faculty member for a Department of Music performance (in which case, please bring them back to their original location). If you happen to see Department of Music stands in another campus or off-campus building, please bring them back to the Music Department or tell **Mr. David Schreier** so they can be retrieved. Please understand that the unauthorized removal of a music stand or other Department of Music equipment ***constitutes a “theft” which can be prosecuted as a felony.***

University-Owned Instruments

University-owned instruments are supervised by **Mr. David Schreier**, assigned by the applied music faculty or ensemble directors, and issued by **Mr. Schreier** (M 216). These instruments are provided in part the Music Equipment Fee paid by all music majors. The room is open Monday through Friday according to a posted schedule. ***University-owned instruments must be returned or renewed at the end of each semester.*** To understand the complete procedure for the issue and use of university-owned instruments, please refer to **Appendix A**.

Music Technology Lab

Part of your Music Student Equipment Fee is used to equip an up-to-date music technology lab specifically equipped for music applications in T 204. **Dr. Anderson** is the Coordinator for the Music Technology Lab. Policies governing this lab are included in **Appendix C**.

Practice Rooms

Use of UCF Music Department practice rooms is a privilege, not a right! This privilege must be respected. Individuals who abuse the practice rooms privilege may have this privilege revoked.

UCF Music Department practice rooms are for the exclusive use of UCF music majors, music minors, and students enrolled in Music Department ensembles. Students who are declared music majors or minors taking applied lessons may check out at the beginning of the academic year. Practice room keys and keycards are issued by **Mr. Schreier** (M 216). The keycards will open a total of 29 different practice rooms on the second floor as well as the outside back doors of the Music Building. Percussionists should practice in the percussion practice rooms in the Music Building, but ensemble players will need a key to the storage room in the Rehearsal Hall. Percussion students should see **Dr. Thad Anderson** for a percussion storage room key.

Students who are in Music Department ensembles but not music majors or minors may use practice rooms on a per use, as available basis. You may check out a practice room keycard during office hours (M–F 8:00 a.m.–5:00 p.m.) in the Music Department office. You will need to leave your UCF ID in the Music Office until you return the keycard.

Music Building practice rooms are M 209, 211, 213, 215, 217, 219, 221, 228, 232, 234, 236, 237, 238, 241, 243, 245, 246, 247, 248, 249, 250, 252, 253, 251, and 254.

Percussion practice rooms are M 108, 109, 111, 136, 139, 140, RH 118 (Steel Drum Band) Music Building Percussion Storage is M 141 and Rehearsal Hall percussion storage room is RH 115.

Piano student practice rooms are M 239, 240, 242, and 244.

Keys and Keycard Procedure: Keys not renewed or returned by the schedule renewal/return date will result in a grade of “I” in Forum. If the key is not returned within thirty days of the end of the semester the “I” will be converted to a “U.” It is not necessary to return your keycard. If you lose your key or keycard report it to Mr. Schreier right away. You will be charged \$10.00 to replace a lost key or keycard. Music majors who wish to check out practice room keys for summer A/B sessions and are enrolled in music courses may be issued a key or keycard.

Security and Courtesies: *There is NO acceptable method of reserving an unoccupied practice room.* If vacant for *ten minutes* an unoccupied room can be legitimately taken over by another student even if the room includes someone else’s belongings. Do **not** take food or beverage items into practice rooms (water in water bottles is permitted). If you leave your room unattended, your **personal belongings are at risk**. The University is **not** responsible for lost personal items or items left unattended.

Piano Practice Rooms: M 239, 240, 242, and 244 are equipped with Steinway B grand pianos and one Yamaha C6 for piano students.

Loss of Privilege: Personal belongings left in an unattended practice room will periodically be removed without advance notice and held in the Music Office. See Mr. Parker about retrieving your confiscated personal belongings. An individual whose belongings have been confiscated during a practice room check has TWO class days to retrieve them from during posted hours. The Music Department Office will NOT handle the return of such confiscated items. After three violations (confiscations) in an academic year, an individual will *lose all practice room privileges for one academic year*. After the third violation, an individual will only be able to retrieve his/her confiscated items at the discretion of the Chair of the Department of Music.

Private Teaching: Teaching private lessons in Music Department practice rooms is prohibited.

See **Appendix D** for additional practice room policies.

Marketing and Media

Social Media

Students are encouraged to help publicize department productions and events through social networking sites such as Facebook, YouTube, Snapchat, Instagram, Twitter, etc. However, students may not, present themselves AS UCF Music, any UCF Music program or UCF School of Performing Arts or post any information as if the Department is posting the information. This includes, but is not limited to, posting ‘UCF Music’ or similar name as the title for a page or site, or using any UCF or departmental logo or artwork without permission. Official UCF School of Performing Arts and UCF Music pages include:

- <https://www.facebook.com/UCFMusic>
- <https://www.facebook.com/PerformingArtsAtUCF>
- <https://www.twitter.com/UCFMusic>
- <https://www.instagram.com/artsatucf>
- <http://www.youtube.com/c/UCFSchoolOfPerformingArtsTV>
- <http://www.snapchat.com/add/artsatucf>

Students are not allowed to post images/video/audio of rehearsals, class activities, lessons, etc. without permission from those featured in the media (student and instructor/supervising faculty member). Any discovery of this material posted without the subjects’ permission can result in automatic failure for the course and can result in immediate removal from the program. Those violating this policy may also be reported to Student Conduct.

Logo Use

The School of Performing Arts or any other official logo may be used for department-related activities, including on advertisements for events by student organizations, independent studies, and on classes. The logo must be used in its original colors and dimensions, and may not be distorted in any way. **The Marketing Director will provide the logo and must approve the final design before it is published.**

Also be very cautious when using UCF Music artwork, posters, or images publicly. There are often limitations on advertising imposed by royalty holders and violating these limitations could result in the department losing the rights to produce specific productions. Student-designed t-shirts are

discouraged, and any t-shirt designs that include “School of Performing Arts” or “UCF” or are for a show we are producing must be approved by the Marketing Director before printing. Also note that unauthorized use of any UCF logo is a violation of the Rules of Conduct and can result in a student conduct hearing. Be sure you have reviewed the Rules of Conduct related to this before using any UCF logo, monogram, seal, or other graphic identity symbol.

Media

Students should be very cautious about discussing any department events that the department has not yet announced to the public. Social Networking and word of mouth allows rumors to quickly make their way to the media, which can cause damage to the department’s reputation and may block plans for productions or events. There are often limitations on advertising imposed by royalty holders and violating these limitations could result in the department losing the rights to produce specific productions.

Interviews

Students may be asked to speak with the media. **Interviews will be arranged by the Marketing Director.** Under no circumstances should students speak with any member of the media about Music-related topics before discussion with the Marketing Director.

Photography

Anyone working on or attending a UCF School of Performing Arts production agrees that any photograph, audio, or video tape recording or other representation taken or acquired by UCF, becomes the property of UCF and may be used at any time without specific release. Any public use of these images must credit the photographer. It is illegal to take and publish videotapes of performances unless they are original or in the public domain. **DO NOT POST VIDEOS OF OUR PERFORMANCES ON YOUTUBE, FACEBOOK, OR ANY OTHER WEBSITE.**

Appendix A University-Owned Instruments

Students who are enrolled in the Department of Music or who play in a university ensemble may be issued a university-owned instrument. University-owned instruments are supervised by **Mr. David Schreier**, assigned by the appropriate applied music faculty member or ensemble director, and issued by Mr. Schreier (M 216). The procedure for using a university-owned instrument is as follows:

1. Obtain a signed Instrument Authorization Form from the appropriate applied music faculty member or ensemble director.
2. Take the completed form and a validated university ID card to the Mr. Schreier (M 216) as well as your current schedule of classes; office hours and schedule posted on the door.
3. Store the issued instrument in its assigned location.

Class instruments will be issued on the first day that the class meets. Ensemble directors may also assign instruments, but current availability will still be determined by the appropriate applied music faculty member.

You may use your university-owned instruments for university-related purposes only (i.e. musical performances connected directly with the University of Central Florida or private applied study). You may not use the instrument for any other purpose without permission from the appropriate applied music faculty member. These non-official purposes include giving private lessons, performing with ensembles not connected with UCF, and any other purpose determined not appropriate by the applied music faculty or the Chair of the Department of Music.

You will be held fully responsible for the care of the instrument while it is in your possession. You will be charged for damage and repairs not attributed to normal, reasonable wear. You are encouraged to insure your university-owned instrument while it is in your possession. ***Do not loan your university-owned instrument to anyone! You will be held responsible for damage done by a third party!***

You must renew the Instrument Authorization Form at the beginning of every semester you use the instrument. You must return your university-owned instrument to the Mr. Schreier (M 216) for inventory and inspection at the end of spring semester by the posted date. If you do not return the instrument as outlined, ***you will be charged for the current replacement cost of the equipment involved.***

Only students registered for music classes in the summer session will be allowed to check out a university-owned instrument. It is not possible for non-enrolled students to check out a university-owned instrument to take home over the summer

Appendix B

Department of Music Recital Procedures

Permission to Schedule

In order to schedule a recital in the Department of Music, an undergraduate student must be enrolled for credit in applied music or MUS 3953, MUS 4954 or MUC 4950 in the semester the recital will be given. Graduate students will be registered for MUS 6976L and normally also applied music. The process begins with the student printing a Recital Hearing Request form (also available outside the Music Department Office) and following the step-by-step instructions on the form.

Scheduling Deadlines

See the Deadlines List on page 4 for two important recital scheduling deadline dates: The last day for *scheduling* a recital as well as the last day for *presenting* a recital in either the fall or spring semester.

Prerequisites

The following prerequisites *must* be met before an undergraduate student will be allowed to schedule a degree recital:

- Completion of MUT 2127 with grade of “C” or better
- Completion of MVK 2122 (Class Piano IV) with grade of “C” or better
- Completion of MUH 3211/3212 with grade of “C” or better (Senior Recital only)

Please consult with your applied music teacher and program advisor for any additional academic prerequisites to a degree recital.

Complete and submit to your applied music teacher the Recital Hearing Approval Form (available in the Music office and on the Music web site). Your teacher must sign this document and then by your committee at the hearing (the hearing should be scheduled at least two (2) weeks before your recital). The undergraduate form then goes to Professor Gay for final approval of the recital; graduate forms will go to Dr. Koons.

Recital I (MUS 3953)

A Junior Recital is required of all BM in Performance, Jazz Studies and BME majors. A student with junior status may schedule a Junior Recital with the permission of the appropriate applied instructor and advisor. The recital should be predominantly (if not exclusively) a solo recital and should include approximately 30 minutes of music. Students are encouraged to “share” their Junior recital with another student. Students should register for MUS 3953 during the semester of the Junior Recital.

Recital II (MUS 4954)

A Senior Recital is required of all BM majors. A student with senior status may schedule a Senior Recital with the permission of the appropriate applied instructor and advisor. It should be predominantly a solo recital, but some chamber music may be included. Senior recitals should be

approximately 45 minutes of music (30 minutes for composition majors). Students should register for MUS 4954 during the semester of the Senior Recital.

Undergraduate Composition Recital

Composition students planning their Senior recital should submit a proposed program and representative scores for review and approval prior to the beginning of the semester of the recital (usually the preceding jury).

Graduate Recital (MUS 6976L)

The Graduate Recital is normally used by MA students focusing on performance, composition, and conducting. For performance recitals, at least 50 minutes of music is expected. For composition recitals, at least 30 minutes of music is expected. For conducting students, at least 30 minutes of music is expected; there is also a portfolio option to gather together conducting performances over more than one semester.

Other Recitals

Non-required, elective recitals may be scheduled with the permission of the appropriate applied instructor(s). Under no circumstances will an elective recital later be used to substitute for a required recital.

Recital Hearing

Complete and submit to your applied music teacher the Recital Hearing Approval Form (available in the Music office, Music web site, and Webcourses). After the successful completion of the recital hearing, this document must be signed by all of recital hearing committee members and then turned into Professor Gay or Dr. Koons at least two (2) weeks before your recital hearing.

A Recital Hearing must be heard by a faculty committee 12–21 days before the scheduled recital date. The student must be prepared to perform the entire recital if asked by the committee. The faculty committee must be at least three music faculty, one of whom must be the applied music teacher and at least two of whom must be full-time music faculty. It is the student's responsibility to schedule the Recital Hearing with the faculty committee and all performers in the recital. All performers must participate for the Recital hearing to be approved. The recital date will remain tentative until after this hearing, when the program will either be **approved** or **not approved** for presentation to the public. If the student does not pass the hearing, the student may re-apply for a second hearing to be held no sooner than two weeks from the original hearing date. In the case of a second failed hearing, the student will have to re-apply in the next semester.

Recital Receptions

Junior, Senior and Graduate student recitalists may hold a post-recital reception in the Rehearsal Hall lobby. Students need to be aware of a recital scheduled after theirs and be quiet and courteous in the case. Elective recitalists may **not** schedule such a reception. It is imperative that students clean up thoroughly after a recital reception. ***A cleaning fine of \$100.00 will be levied on any student recitalist who does not satisfactorily clean up after her/his reception.*** The recital grade will not be processed until this fine is paid.

Recital Location

All undergraduate student recitals will be scheduled in the Rehearsal Hall unless circumstances warrant an alternative venue. The approval of the student's applied music teacher and the department chair is necessary for the off-campus scheduling of a required student recital.

Audio Recording Services

The Department of Music will produce audio recordings of all on-campus degree recitals at no charge to the student. Recordings will be distributed digitally. Students are responsible for making their own audio recording arrangements for elective or off-campus recitals.

Recital Policies

The following policies are in effect for all UCF student recitals:

- Flowers or decorations of any kind in the hall are prohibited.
- Flash photography during the performance is prohibited.
- Encores are *absolutely* prohibited.
- Extraneous presentations of any kind (e.g., thanking teachers, parents, God; religious or political proselytizing; marriage proposals, plugs for other events, etc.) from the stage during the recital are prohibited.
- Program notes or speaking from the stage regarding the music must be approved at the Recital Hearing and include the approved program notes or lecture script.
- Dress by all performers should be professional and appropriate.
- Program notes must be submitted in "camera ready" format and will not be edited or formatted by the concert support team.

Failure to abide by any of these policies may result in a grade of "U" for the recital.

University of Central Florida Department of Music Student Recital Program Notes Guidelines

Purpose

1. Demonstrate writing skills
2. Demonstrate knowledge of musical repertoire
3. Demonstrate ability to analyze, evaluate, and synthesize accumulated knowledge and understanding regarding theoretical, historical, cultural, and aesthetic aspects of musical repertoire for the student's instrument or voice

Method

The program notes are to be a research project in miniature. As such, the notes are expected to be comprised of the student's own work as a result of personal research and analysis. Sources of quoted sources must be acknowledged.* Program notes that consist in large part of material cut-and-paste from other sources are not acceptable.

*Acknowledgement of sources need not be in the form of full citations. The name of the source and quotation marks as appropriate will usually satisfy this requirement.

Content

Topics appropriate for program notes include

- Composer biographical information, especially birth/death dates, nationality, stylistic traits and factors influencing those traits, personal information impacting the composer's music, cultural/historical factors impacting the composer's work, primary compositional output & genres, influence of contemporaries as well as subsequent influence
- Background information for the particular composition, such as date and place of composition, first performance, instrument originally composed for, circumstances pertaining to composition and premiere, significance in composer's output and musical period, significance of work to repertoire for that instrument/voice
- Stylistic information for the particular composition, such as genre; overall form; important or interesting harmonic, melodic or other features, translations for vocal pieces in foreign languages; innovations

Technical Details

- In general length should be approximately one single-spaced page with conventional fonts and margins. Minimum word count for a full student recital in the range of 250–300 words; graduate recitals may be more. A vocal recital with several song translations will usually exceed one page, and translations do not count toward to minimum word count for the notes.
- Accurate spelling, grammar, word choice and syntax are a must.
- Program notes must be submitted electronically to **www.turnitin.com**, the instructor and all members of the committee at least 72 hours before the recital hearing. Failure to submit program notes will result in the recital hearing being rescheduled.

Evaluation Rubric

	Not Acceptable	Acceptable	Excellent
Composer	Composer information lacking or inaccurate	General information about the composer	Concise, pertinent information about the composer
Work Background	Information about composition vague, irrelevant, or missing	General background information about the composition	Informative, specific information about history and context of the composition
Stylistic Features	Information about stylistic features of composition lacking or inaccurate	General stylistic information about the composition	Concise, specific stylistic information about the composition that enhances understanding
Writing Skill	Major or numerous writing errors; inappropriate length or submission; use of external material without acknowledgement	No major & very few minor writing errors; length and submission appropriate; all writing is original or outside sources acknowledged	Length/formatting appropriate; excellent writing skills with no errors; submitted on time; all writing is original or outside sources acknowledged

Appendix C

UCF Department of Music Lab Policies for M 204 (Shared with Theatre)

This computer lab is for students currently enrolled in music courses that require use of these facilities. Priority use of the lab is as follows:

1. Creating assignments and projects which require equipment or software specific to this room (examples: assignments for Intro to Music Technology, MIDI sequencing, Practica Musica assignments, or Class Piano assignments)
2. Creating projects for a music course (examples: typing papers for a music course)
3. Any other activities (examples: typing papers for a non-music course, Internet use, etc.)

Remember that this is a public facility. These computers are used by many people throughout the day. Refrain from changing settings, deleting files or software, or modifying the setup of the lab.

Other policies:

A Music Technology Lab Assistant must be present at all times during evening and weekend open laboratory hours. The key to the computer laboratory shall be available only to Music Technology Lab Assistants after business hours for opening and closing the laboratory. Designated personnel are authorized by the Chair of the Department of Music. Obey the lab monitor at all times. Report any malfunctioning software or hardware to the monitor immediately.

Duplication of any copy protected or copyrighted material in the computer laboratory is strictly forbidden. All university-wide policies on computer use and operation shall be recognized and followed in the computer laboratory. Any individual who is found violating or attempting to violate these policies shall have laboratory privileges suspended.

The Lab Coordinator is responsible for storage of archive copies of software and all documentation.

The Office Manager is responsible for hiring and releasing student workers for the lab, as well as all matters related to budget (e.g., purchase of supplies and issues related to laser printing).

Be respectful of the other lab patrons. Work in a quiet and controlled manner.

Students will check-in with the lab monitor when entering during open lab times. A valid UCF ID must be shown.

NO FOOD OR DRINK INSIDE THE LAB. Eating, drinking, or smoking shall not be allowed in the laboratory at any time. Any and all food and beverages must be consumed away from the equipment and outside of the room.

No equipment shall be removed from the computer laboratory at any time without written authorization from the Chair of the Department of Music. Requests of this nature should be submitted through the Lab Coordinator. A copy of this authorization will be filed with the Lab Coordinator. There will be absolutely no exceptions to this policy.

No outside software is to be loaded or used on the computer workstations. Piracy of software will not be tolerated.

Dr. Thad Anderson (Lab Coordinator)

Appendix D

UCF Music Department Practice Room Policies

- These practice rooms are for the exclusive use of UCF music majors, music minors, and students enrolled in Music Department ensembles.
- **Private Teaching:** Teaching private lessons in Music Department practice rooms is prohibited.
- Practice rooms are accessible only with a key card. Music majors and minors enrolled for applied study may check out a practice room key from Mr. Schreier (M 216) for the academic year.
- Students who are in Music Department ensembles but not music majors or minors may use practice rooms on a per use, as available basis. You may check out a practice room keycard during office hours (M–F 8:00 a.m.–5:00 p.m.) in the Music Department office. You will need to leave your UCF ID in the Music Office until you return the key.
- Practice rooms are available to authorized students on a first-come basis. Please limit your use of a practice room to no more than two hours at a time if other students are waiting.
- Eating, drinking, sleeping, studying, or lounging are absolutely forbidden in practice rooms. Water in water bottles excepted.
- Please close door securely when practicing. Please do not cover the windows in the door or move pianos out of the practice rooms.
- Do not leave your instrument or other personal belongings unattended in a practice room. The Music Department assumes no responsibility for the theft of unattended personal items.
- If you are here late at night, call the SEPS Program (823-2424) for an escort to your car or dorm.
- Failure to follow these policies will result in the loss of practice room privileges.
- Report any problems or unauthorized use to the UCF Music Department Office (823-2869). Report emergencies to the UCF Police (823-5555).

Appendix E

Name	Area	Room	Ph #	Email
Michael Wainstein (Professor)	SPA Director	M255D	2519	Michael.Wainstein@ucf.edu
Thomas (Tommy) Harrison(Professor)	Associate Director	M255B	2489	thomas.harrison@ucf.edu
Keith Koons (Professor)	Associate Director	M122	5116	keith.koons@ucf.edu
<u>SUPPORT STAFF</u>				
Arlene Flores	Administrative Assistant	M255C	0876	arlene.flores@ucf.edu
Jeff Golub	Office Assistant	M203	2861	Jeffery.Golub@ucf.edu
Barbara Kelly-Hursey	Accountant	M204	2263	bkelly@ucf.edu
Angela Nichols	Accountant	M255F	1195	angela.nichols@ucf.edu
John Parker	Office/Building Manager	M203	2869	john.parker@ucf.edu
<u>FACULTY</u>				
Thad Anderson (Assistant)	Percussion/Tech	M104	2221	thad.anderson@ucf.edu
William Ayers (Assistant)	Theory	M222	5350	William.Ayers@ucf.edu
David Bjella (Professor)	Cello	M129	N/A	david.bjella@ucf.edu
David Brunner (Professor)	Choral/Comp	M126	5687	david.brunner@ucf.edu
Alex Burtzos (Assistant)	Composition	M230	6139	alexander.burtzos@ucf.edu
<i>Eric Cole (Adjunct)</i>	Adjunct			erik.cole@ucf.edu
Jesse Cook (Assistant)	Trumpet	M106	0089	jessie.cook@ucf.edu
Per Danielsson (Associate)	Jazz Piano	M107	0064	per.danielsson@ucf.edu
Richard Drexler (Instructor)	Instructor/Jazz Bass	M115&M218	3845	richard.drexler@ucf.edu
Luis Fred (Assistant Professor)	Trombone	M112	5966	Luis.Fred@ucf.edu
Nora Lee Garcia (Associate)	Flute	M121	3696	noraleegarcia@ucf.edu
Kirk Gay (Assoc. Instructor)	Percussion/Undergrad Advisor	M207	5968	kirk.gay@ucf.edu
Joe Gennaro (Lecturer)	Music History	M226	4180	joe.gennaro@ucf.edu
Thomas (Tommy)Harrison, (Professor)	Music Business and Technology	M255B	2489	thomas.harrison@ucf.edu
Yoon Joo Hwang (Assistant)	Music Theory/Bassoon	M225	TBA	yoony.hwang@ucf.edu
<i>Michael Hill (Adjunct)</i>	Bass	M229	N/A	don-michael.hill@ucf.edu
Yun-Ling Hsu (Assistant)	Piano	M110	1529	yun-ling.hsu@ucf.edu
Jeremy Hunt (Associate)	Class piano and Opera	M124	3366	jeremy.hunt@ucf.edu
Roberta Jensen (Instructor)	Instructor/Piano	M131	N/A	rjensen@ucf.edu
<i>Claude Kashnig (Adjunct)</i>	Euphonium and Tuba	M233	N/A	Claude.Kashnig@ucf.edu
Tremon Kizer (Assistant)	Assoc. Band Director	M214	2212	Tremon.Kizer@ucf.edu
<i>Bobby Koelble (Adjunct)</i>	Jazz Guitar	M115	N/A	robert.koelble@ucf.edu
Keith Koons (Professor)	Clarinet/Grad Advisor	M122	5116	keith.koons@ucf.edu
Christine Lapka (Assistant)	Music Education	M208		christine.lapka@ucf.edu
Benjamin Lieser (Assistant)	French Horn	M212	0528	benjamin.lieser@ucf.edu
Scott Lubaroff (Professor)	Director of Bands	M206	0887	scott.lubaroff@ucf.edu

Laszlo Marosi (Associate)	Conducting	M235	5002	laszlo.marosi@ucf.edu
Kelly Miller (Associate)	Music Ed/Choral	M224	4545	kelly.miller@ucf.edu
<i>Marty Morell (Adjunt)</i>	Jazz Drum Set	M115	N/A	martin.morell@ucf.edu
Chung Park (Assistant)	Orchestra	M220	2169	Chung.Park@ucf.edu
Thomas Potter (Associate)	Voice, Opera	M113	4680	thomas.potter@ucf.edu
<i>Beverley Rinaldi (Adjunct)</i>	Voice	M131	N/A	beverley.rinaldi@ucf.edu
Jeffrey Rupert (Professor)	Director of Jazz Studies	M117	5411	jeffrupert@ucf.edu
Eladio Scharron (Associate)	Classical Guitar	M123	1051	eladio.scharron@ucf.edu
Dave Schreier (A&P)	Assis Band Dir	M216	6133	david.schreier@ucf.edu
JoAnne Stephenson (Associate)	Voice	M118	2866	joanne.stephenson@ucf.edu
Jamie Strefeler (Adjunct)	Oboe	M229	6749	jamie.strefeler@ucf.edu
Robert Thornton (Assoc. Instructor)	Fund/Theory	M231	3377	robert.thornton@ucf.edu
Scott Warfield (Associate)	Music History	M227	1144	scott.warfield@ucf.edu
George Weremchuk (Associate)	Saxophone	M119	5261	george.weremchuk@ucf.edu
Ross Winter (Assistant)	Violin	M233		ross.winter@ucf.edu
Ayako Yonetani (Professor)	Violin/Viola	M127	6190	ayako.yonetani@ucf.edu

*Prefix for all UCF phone numbers is 407-823-

Appendix F

UCF Music Student Rights and Responsibilities

All UCF students are governed by a set of Rights and Responsibilities known as The Golden Rule. <http://www.goldenrule.sdes.ucf.edu/>. For an open and democratic society to function, both rights and responsibilities must be respected. Our rights make us free, and our responsibilities ensure that those rights will be preserved.

The UCF Department of Music functions with a set of student rights and responsibilities intended to complement the Golden Rule. These rights and responsibilities are as follows:

As a UCF Music Student you have the right to:

1. Be instructed by a highly qualified, knowledgeable faculty dedicated to facilitating your learning
2. Be accurately informed of all course and degree requirements for your program through syllabi, the web site, and the catalog
3. Have access to adequate university facilities and equipment in the pursuit of your musical and career goals
4. A safe learning environment where you are treated with respect and courtesy
5. Accurate and timely academic advising for the purpose of completing degree requirements
6. Courses required for your degree to be offered on a regular, publicized schedule
7. Be evaluated objectively and equitably in courses, juries, auditions, competitions, etc.

As a UCF Music Student you have the responsibility to:

1. Consistently apply your best efforts with perseverance, dedication, and hard work to reach your full potential as a musician
2. Keep the Music Department Office informed of your correct email address, local and home addresses, and telephone number
3. Check your email, voice mail, and regular mail frequently to be aware of Music Department communications. Respond promptly when appropriate
4. Read and be knowledgeable about all course and degree requirements as published in syllabi, the web site, and the catalog
5. Abide by all policies, procedures, and regulations that pertain to the use of university facilities and equipment
6. Treat others with respect and courtesy and do your part as a citizen of the university to maintain a safe learning environment
7. Communicate regularly with your advisor and take the initiative in seeking advising
8. Be knowledgeable of the course offering schedule for your degree and enroll for required courses in a timely manner
9. Be knowledgeable of all the criteria used in evaluating you in courses, juries, auditions, competitions, etc.

Alcohol Policy

It is the policy of the School of Performing Arts in the College of Arts and Humanities at the University of Central Florida to follow the provisions of The UCF Golden Rule and the UCF Student Handbook. The handbook is available on the UCF website.

Beyond the mere statement of the applicable rule regarding use of alcohol or illegal drugs by students it is also the case that students and employees have a right to a safe and productive educational and work environment. There is sufficient reason to assume that a person who is working or present in an educational environment in an intoxicated condition may pose a risk to herself or himself or others. Further, the university “highly encourages students and student organizations to call for medical assistance whenever an individual experiences severe intoxication or serious injury after consuming alcohol” (UCF Golden Rule, p. 9). Similarly, faculty members and students are encouraged to call for medical assistance for and to report to the Director of the School of Performing Arts any faculty member who is impaired by intoxicating substances in the performance of University duties.

Out of respect for student and employee rights, and to uphold the integrity of the educational experience of our students, it is the position of the School of Performing Arts at UCF that all students adhere to the spirit and letter of the UCF Golden Rule and this written policy (SPA/CAH Policy for Students). UCF Regulations 3-1151.1, 4.035, 5.006 and 5.008 also pertain to the use of Alcohol on Campus, Student Rights and Responsibilities and Rules of Conduct.

Appendix G

Pegasus Path is a tool that will help undergraduate students map out their academics from orientation to graduation. This tool integrates with a student's myKnightAudit to suggest courses in their academic plan so they can graduate within four years.

For more information visit <https://dtl.ucf.edu/pegasuspath/>

(Note: Pegasus Path is only available for students in the 18-19 catalog and later. Students in a catalog year prior to this may use the degree checklists available at the turnstiles by the music office in M203)