

This document is available on Pepperdine's music department website:
<http://seaver.pepperdine.edu/finearts/undergraduate/music/>

2023-2024 Academic Year
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1. General Information

Public Safety Extensions:

Emergency number and after-hours number – 4441

Non emergencies (8:00 a.m. to 5:00 p.m.) - 4442

Music Building Hours:

24 hours, 7 days a week for music students who are granted key-swipe access and who are added to the Public Safety Access List

Fine Arts Division Office Hours

8:00 a.m. to 5:00 p.m., Monday through Friday

The Goals and Objectives of the Music Program at Pepperdine University

Although the following goals and objectives are specifically for the major in music, they offer insight to the general philosophy of the music program at Pepperdine University. Many of these directives may also be applied to the music minor and to those participating as non music majors in various capacities.

Program Learning Outcomes

A student who completes a major in Music should be able to:

- Demonstrate a comprehension of music through accepted theoretical and formal procedures of analysis and a proficiency of musicianship in aural skills, keyboard skills and sight-reading.
- Narrate the basic history of music beginning with the antiquities and ending with the contemporary period through identifying major period styles and trends, important works of music, effective cultural centers, significant composers and performers, and other persons of influence.
- Demonstrate well-developed techniques and skills specifically related to the individual's emphasis in music.
- Apply lessons of leadership, service, and collaboration within the community of artists and musicians.
- Advocate for the transformative power of music in the lives of others, sharing one's God-given and developed musical gifts with the community at large.

Music Faculty and Staff Directory

Chair of the Fine Arts Division

Dr. Bradley Griffin

CAC 200; (310) 506-7468

Bradley.griffin@pepperdine.edu

Music Faculty Contact Information and Biographical Information:

<https://seaver.pepperdine.edu/fine-arts/undergraduate/music/faculty/>

Center for the Arts: Box Office Information

Box Office
310 506-4522
CFA@pepperdine.edu

Box Office Hours:
Monday - Friday, 12 PM to 5 PM
and two hours prior to show time!
Note: Will call tickets are given away
10 minutes prior to show time.

The Music Web Site

<http://seaver.pepperdine.edu/finearts/undergraduate/music/>

Important Dates for the Academic Year

ACADEMIC CALENDAR: for a list of important Seaver College dates, please go to:

seaver.pepperdine.edu/academics/calendar

FINAL EXAM SCHEDULE: for the most up-to-date final exam schedule, please go to:

seaver.pepperdine.edu/academics/schedule

MUSIC PERFORMANCE CALENDAR: Make sure you put all of the Fine Arts events in your calendar. Not only will you need to make sure you have your events appropriately scheduled, but you will also need and want to support your peers in the wide variety of excellent performances offered throughout the year. Remember, your MUS 220 course requires that you attend a certain number of music events each year. For the most up-to-date list of Pepperdine performance dates, please go to:

arts.pepperdine.edu/performances/music.htm

2. General Expectations of the Music Major

The aim and final reason of all music should be nothing else but the glory of God and the refreshment of the spirit.

- J. S. Bach

The artist is nothing without the gift, but the gift is nothing without the work.

--Émile Zola

Welcome to the Pepperdine music program! With our high quality students, outstanding faculty and staff, and first-rate lineup of professional-level performing experiences, the Pepperdine music program has a distinguished history of excellence and our graduates hold positions in some of the country's most respected professional music organizations and institutions.

The faculty of the Pepperdine music program are here to guide you in what is one of the most important life-journeys you will ever take. One of our primary goals is to help students prepare for success in the professional music world. Whether our students choose the path of a church music director, public school teacher, college or university professor, or a professional performer or composer, we hope to provide them with significant and meaningful opportunities that will expand their musical horizons, deepen their musical knowledge, and inspire them to more profoundly connect to humanity through music.

Our philosophy is one of opening the door of possibilities. Implicit in this metaphor is the choice a student makes to walk through the door and meet the rigorous challenges head on. The music department offers a rich and diverse curriculum, powerful performance experiences, and provides the opportunity for each of you to participate in all aspects of the professional musical environment. We have arranged this with considerable effort and attention to detail. Our hope is that each of you will invest yourselves completely in the process, for the more one puts into this experience, the more one will receive from it.

Each of you is talented and possesses musical gifts; the challenge is to put time and effort into your craft so that you can maximize your potential, and so that those you meet can be transformed by your musical gifts. Included in the process is the need to continually assess and strengthen your individual abilities while developing excellent interpersonal, organizational, and communication skills. The Music Department Handbook is offered as a tool to bring some insight and clarity to many of the important aspects of your music education here at Pepperdine and to help you along your journey.

Personal Growth

You will experience a tremendous amount of personal growth during your residency as a student at Pepperdine University. You will sense this in a number of areas—physical, cultural, social, spiritual, vocational, and emotional. Indeed, to have a sense of integrity implies that one will experience the wholeness that comes with the positive development of each of the above-mentioned areas.

The music faculty will be assessing your growth as a student and as a musician very closely. Several venues are available for the faculty to observe your progress. One very important means is the weekly Music @ 3 concert series. You will have several opportunities to perform in this series during the year. The faculty will also be able to hear you perform during jury examinations at the end of each semester (fall and spring only). Additionally, the faculty meets regularly to discuss your development and to monitor your progress. As a capstone experience, you will be able to demonstrate growth as a musician with your junior and/or senior recital. These events should reflect a continual pattern of progress over your undergraduate career and should indicate a level of development that prepares you to join the ranks of music professionals or continue your education at another top-tier institution

Your Audition Begins Now!

As you begin your study at Pepperdine, you may notice that there is a long list of items that must be accomplished and a multitude of catalogue requirements that must be met in order to obtain your degree. Beware of the tendency to view the path towards musical growth as a checklist. The curriculum, syllabi, course requirements, and academic catalogue serve as the most basic binding agreements between you, Pepperdine University, and your instructors. Your goal, however, should be to far outpace the expectations set forth in these documents. The discipline and work ethic you show, the camaraderie and relationships you create with your instructors and peers, and the compassion and strength of moral character you display are all part of your audition for a life in music. Put simply, it is these things that will get you hired. Start practicing them today!

Time Management

One of the main challenges that you will face as a music student will be that of time management. There are great demands made on your time with class homework, practice, and rehearsal schedules. It is very important for you to establish your priorities from the very beginning. **It is essential that each student keep an organized calendar.** Look at the syllabus for each class and determine when assignments and term papers will be due. Mark down on a calendar when exams are scheduled. Talk with your private teacher at the first lesson and determine how much practice time will be required for your applied study. Mark down all

rehearsals and performances outside of your regular class meeting times. Develop a weekly schedule. Please remember that your first obligation is to your class work, rehearsals, and private study. If you are a member of a musical ensemble, your first obligation is to be at all rehearsals. It is not tolerated professionally for musicians to skip scheduled rehearsals because they have the opportunity for involvement in something else.

As you engage in applied music study, it is necessary to arrange practice time on a daily basis. Manage your practice time wisely. Avoid distractions and interruptions. Personal rehearsal time is among the most important uses of time for a music major.

****If you have a music award, the reinstatement of your award is dependent on your meeting the expectations and responsibilities stated in your scholarship contract, which includes being on time, and prepared for all commitments and rehearsals.**

You are an Ambassador of the Music Department

We have a proud tradition of recruiting some of the finest young musicians around. We are equally proud that our students are some of the most polite and professional students as well. Professors and administrators often comment on the consistent aura of good spirit that surrounds our students and department. Please keep in mind that your actions and behaviors do represent not only Pepperdine, but the music program as well.

Electronic Devices: Turn it off and put it away!

Electronic devices provide us with wonderful ways to access information and communicate. Remember that there are times when it is inappropriate to use such devices. Please turn off and put away your electronic devices during all classes, rehearsals, recitals, Music @ 3, and all performances. Your professors and peers are performing for you regularly whether it is in the context of a lecture, rehearsal, or recital; imagine how you would feel if someone's phone rang, or someone checked their e-mail social media during your performance.

E-mail Propriety and Protocol

It is Pepperdine policy that students, staff, and faculty utilize Pepperdine e-mail addresses for all school related e-mail communication. E-mail is a very convenient way to communicate. E-mail, however, also has the potential to do tremendous damage to relationships and reputations. The following guidelines should be considered in all e-mail communication.

- Assume that anything and everything that you write might be forwarded to the world (because sometimes it is)
- Be sure to include a meaningful subject line; this helps clarify the point of your message and helps a person find it when they need to come back to it
- Always err on the side of being overly professional and polite
- Always address a person formally (Mr./Ms./Dr. etc...)

- Never use ALL CAPS. It implies shouting or finger pointing. No one likes that.
- Always be direct. Never try to be overly funny or subtle. E-mail is not a good way to communicate humor or subtleties. Often times they are misinterpreted and come across as offensive.
- For a very useful list of e-mail considerations, see the following website:
<https://www.thebalancecareers.com/how-to-write-and-send-professional-email-messages-2061892>

Code of Academic Integrity

Academic integrity is essential for preserving the quality and integrity of higher education and is necessary for all professional activity. Please make sure to familiarize yourself with Pepperdine's Code of Academic Integrity by going to the following address:

<https://seaver.pepperdine.edu/academics/academic-support/integrity/policies/code.htm>

The Curriculum for the Music Major and Music Minor

The Seaver College Academic Catalogue is your official contract with the university. Among its many functions, it outlines the specific guidelines, requirements, and curriculum that you must follow in order to complete your degree. It is imperative that the music student completely understands the expectations and requirements of the music major or minor. The Seaver Academic Catalog can be downloaded from this web address:

<http://seaver.pepperdine.edu/academics/catalog>

Refer to the chapter, *Fine Arts Division*, which details your degree requirements for the music major and the music minor.

Academic Advising and Registration

Your faculty advisor is assigned to help you complete your degree requirements in a timely manner, but it is ultimately your responsibility to make sure you are progressing appropriately towards the completion of your degree. It is your responsibility to schedule an advising time with your advisor each semester before registration begins and to turn in your green Advising Record form to the FAD office **before the first day of pre-registration**. Please make sure that you copy a completed form for your records. **No course changes can be made after Friday at 5:00 p.m. the first week of classes.**

You should check your degree progress report often. You can view your degree progress on Courses at any time. Mistakes happen, so after you have submitted your registration to Onestop and the FAD office you must double check to make sure you are registered for the appropriate classes. **The FAD office will register you for Private Music Lessons Only—they do not register you for your other classes—you must register for all other classes with OneStop.** A degree plan “cheat sheet” that includes a four year schedule of music course offerings can be found in [Appendix A](#) in order to assist you with mapping out your degree. A sample Advising Record Sheet is available in [Appendix B](#) so that you can prepare for advising. Additional helpful curriculum and advising forms are available for minors in [Appendix C & D](#). Ultimately, you will need to fill out an official green Advising Record Sheet in consultation with your advisor, which must be submitting to the FAD Office before pre-registration.

Students should be enrolled in all courses that they attend; auditing courses is not allowed.

NOTE: You should not make any changes to your registration without notifying your advisor first. The Fine Arts Division bears no responsibility due to problems or delay in graduation because of registration changes initiated by the student without the advisor’s knowledge and/or without updating the green advising sheet. The green advising sheet turned in to the FAD office shall be the document of record with regard to advising.

NOTE: If you need to get into a closed class, the following is the procedure you should follow:

- 1. After consulting with your advisor, send an e-mail from your Pepperdine e-mail account to the instructor of the course. Please include the following information:**
 - a. Your full name**
 - b. Your CWID number**
 - c. The course number and description with section number**
 - d. The four-digit registration code**
- 2. Once the instructor has this information, they need to forward all of this to Onestop with his or her permission for you to enroll in the course.**

Changing Music Degree Programs

(For example: changing from a Music Ed to Music Applied, Music Minor to a Music Major, or from a Music Major to a Music Minor, etc)

- The division chair must approve the change
- Another audition and/or interview may be required.
- The change may affect your music award.
- You will need to fill out the Change-of-Major Form in the FAD Office

3. General Health and Well-Being

General Health

Part of your education is acknowledging your physical, mental, and spiritual capacities and limits. Ultimately, you, and only you, are the best steward of your health. There are a wealth of resources on campus that are designed to help you manage your health including the Student Health Center and the Student Counseling Center.

As musicians, your bodies are part of your instrument (or in the case of vocalists, your body is wholly your instrument). Part of becoming a professional requires that you very quickly learn to manage your health so that you can meet your commitments as a musician. While it is normal to get occasional sickness or to feel anxious and stressed during exams and performances, excessive physical and mental illness can be detrimental to your professional life. Learning to manage your health now is essential. It is important that you maintain effective communication with your studio, ensemble, and classroom teachers if you have any concerns about your health, as participation and attendance often heavily influence your grades. Please see the course syllabi for specific protocol and procedures regarding illness.

Hearing, Vocal, and Neuromusculoskeletal Health

Professional musicians are often involved in activities that, if not avoided or properly managed, can lead to long term pain, disability, or other health problems. Students should be proactive about avoiding activities and situations that could jeopardize their long-term health. The National Association of Schools of Music provides the following helpful information regarding certain activities. We encourage all students to thoroughly read this information. It can be accessed through the following links:

NASM-PAMA Advisories on Hearing Health: https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/3a_NASM_PAMA-Student_Orientation_Script-Standard.pdf

NASM-PAMA Advisories on Neuromusculoskeletal and Vocal Health: https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-NMH_June-2014.pdf

4. Important Exams and Barriers

Music Fundamentals and Skills Assessment and AP Music Theory

All entering freshmen and transfer students who wish to declare music as a major or minor must take the Music Fundamentals and Skills Assessment in order to be placed appropriately in the theory and skills curricula. If you have not yet taken the assessment, please contact Dr. Hanks <Lincoln.Hanks@pepperdine.edu> as soon as possible. Incoming music majors and minors who have taken AP Music Theory in high school may be considered for advanced placement in the written theory and aural skills curricula. The Music Department does not accept an AP Music Theory score lower than 4. Students who have taken AP Music Theory are still required to take the Music Fundamentals & Skills Assessment. For more information about our theory placement policies, please visit <https://seaver.pepperdine.edu/finearts/undergraduate/music/mfsa.htm>

TRANSFER CREDIT

Once acceptance into the School of Music is attained, a music advisor will evaluate student transcripts to determine the necessary course of study at Pepperdine University. A music advisor will discuss the evaluation with you at an orientation session before your first semester. If there are theory courses transferred from your previous institution, students must still take the Music Fundamentals and Skills Assessment. Preferably, this assessment will be taken at least two months prior to the student's first semester on campus so that the music department can plan for class sizes.

The Piano Proficiency Exam (PPE)

The ability to apply theoretical knowledge of music to the keyboard benefits all musicians regardless of emphasis. To assure that each major who graduates has a certain level of competency at the keyboard, every music major must pass the Piano Proficiency Exam as a requirement for the Bachelor of Arts Degree in Music.

Students are required to attempt all sections of the exam in front of a faculty jury during finals week of the semester they take MUS 215 (Music Theory IV). Transfer students: if you are not required to take MUS 215, you must take the PPE at the end of the spring semester of the **first year** at Pepperdine. If any section of the exam is failed, the student will retake those sections of the exam the following fall semester. If the student does not reattempt the exam or if any part of the Piano Proficiency Examination is failed during the retake, **the student will be required to retake the entire exam again, and all previous attempts and passes will be expunged from the record.** Subsequent reattempts are governed by the same stipulations as when the student first took the PPE. Your degree will not post until you pass the Piano Proficiency Examination.

Sophomore Degree Progress Assessment (a.k.a. Sophomore Barrier)

The music faculty will meet with all music majors during their jury typically in the **fall of the sophomore year** to discuss the student's overall degree progress. At that time, the faculty may discuss any concerns and will determine whether or not the student will be allowed to advance in the degree. For more information see **Jury Examinations: Sophomore Degree Progress Assessment** later in this handbook.

5. CONCERT ATTENDANCE

CONCERT ATTENDANCE: MUS 220.01

Pepperdine University- Fall 2023

Location: Raitt Recital Hall

Day and time: Wednesday 3:00 p.m. – 3:50 p.m.

Professor: Ida Nicolosi, Assistant Instructor of Vocal Studies

Email: ida.nicolosi@pepperdine.edu

Office: MB 138

Office Hours: TBD, please see office board

Course Description

This course is divided into two component parts: 1) MUSIC@3, which is a performance class that meets each week on Wednesday from 3-3:50 pm that provides students the opportunity to perform and share their talents in a professional setting in front of their faculty and peers; and 2) Concert Attendance, which encourages students to observe and experience a host of performances outside of their own.

Music@3 occurs weekly on Wednesdays, and each student is required to perform one or two times a semester depending on the student's requirement in their designated major or minor degree program. This weekly performance class is an artistic gathering where students are able to share their musical developments in front of a supportive audience while also developing observational skills as it applies to the art of performing. This course also increases one's exposure to varied music literature, styles and eras of music history. The weekly meeting also serves as a platform for the appearance of guest artists and lecturers, and is a convenient time for the dissemination of weekly announcements and information from the music faculty.

The Concert Attendance requirements are met through observing a number of concerts and recitals both on-campus and off-campus as approved by the instructor. The concert attendance portion of the course is designed to provide students with an opportunity to observe live performances both academically and professionally while also building a creative community that celebrates hard work, perseverance, and the pursuit of musical excellence.

Program Learning Outcomes (PLO)

The Music program strives to achieve the following **Program Learning Outcomes:**

1. Demonstrate a comprehension of music through accepted theoretical and formal procedures of analysis and a proficiency of musicianship in aural skills, keyboard skills and sight reading.
2. Demonstrate well-developed techniques and skills specifically related to the individual's emphasis in music.
3. Apply lessons of leadership, service, and collaboration within the community of artists and musicians.
4. Advocate for the transformative power of music in the lives of others, sharing his or her God-given and developed musical gifts with the community at large.

Student Learning Outcomes (SLO)

The student completing this course will...

- gain exposure to the wide body of musical literature that is a vital part of the education of every musician. (PLO 1, 2)
- learn to improve stage deportment techniques. (PLO 2)
- develop appropriate solo repertoire. (PLO 2)
- enhance performance technique. (PLO 2)
- develop a sense of appropriate performance practice for the various historical musical periods. (PLO 2, 3, 4)
- develop a proficiency in musicianship through live performance. (PLO 1, 2, 3, 4)
- enhance skills that will enable the performer to serve the community at large. (PLO 3, 4)
- gain a deeper understanding of the skills and processes that contribute to the completion of a realized Fine Arts Division performance. (PLO 1, 3, 4)
- demonstrate a solid understanding of the demands of the profession by being on time and prepared for rehearsals and performances. (PLO 2, 3)
- practice professional backstage etiquette. (PLO 3)
- commit fully to the collaborative nature of live music. (PLO 3, 4)
- fulfill required production tasks dependably and with confidence. (PLO 3, 4)

Music and the Christian Mission of the University

- **University Mission Statement:** "Pepperdine is a Christian university committed to the highest standards of academic excellence and Christian values, where students are strengthened for lives of purpose, service, and leadership."

- **Music Department Mission Statement:** "To develop the God-given talents of our students, preparing them for lives of purpose, service, and leadership, while upholding the highest standards of musical artistry and academic excellence."

COURSE REQUIREMENTS, POLICIES AND RESPONSIBILITIES

- Music majors are required to enroll in Concert Attendance (MUS 220) each semester of residence.
- Music minors and Theater majors with an emphasis in musical theater are required to complete four (4) semesters of the course.
- Majors perform twice a semester; however, majors preparing longer works (6+ minutes) may elect to perform once in consultation with their private instructor. Minors will perform once a semester.
- Performance dates for each student will be assigned by the second/third week of the semester. Pieces performed should reflect works you are currently preparing for the semester and must be approved by your PML instructors.

GRADING INFORMATION

Grading is on a "credit/no credit" basis (CR/NC). MUS 220-Concert Attendance is a **zero-unit** course.

Receiving credit for MUS 220:

Grading for MUS 220 is based on the following participatory aspects of the course:

1. Performance
2. Attendance
3. Crew Support

Receiving credit for Music@3 Performances:

Students receive credit for their performances by meeting the following criteria:

- Music @ 3 program information was turned in on time (see below)
- Student communicated with collaborative pianists appropriately and in advance of the performance (see below)
- The student performance met the expectations of the PML instructor

Receiving credit for Music@3 Attendance:

Students enrolled in MUS 220 are allowed two (2) absences. Students may have two additional absences, which must be made-up by substituting attendance at approved concerts elsewhere. Make-up concerts are in addition to the 10 required concerts (see below). A fifth absence will result in a grade of "NC" for the course.

Receiving credit for Departmental Concert Attendance:

MUS 220 requires all students to obtain 10 concert attendance credits throughout the course of the semester. These credits can be obtained through attending departmental concerts (orchestra, wind ensemble, guitar, chamber music, jazz, choir, musical, opera, recitals, etc.) as well as off campus non-departmental concerts (See Below). Any concert or production in which a student participates also qualifies as a concert attendance credit. Please note, productions with multiple performances (musical and opera) count as one concert credit.

MUS 220 students will also be required to complete 2 production crew participation credits by working departmental concerts or MUS @ 3 class performances. Note that if a student crews a departmental concert outside of Music@3, that event will count as both a crew and concert attendance credit.

Students will sign in and out via supplied QR codes at departmental concerts. A list of departmentally-sponsored concerts and recitals will be distributed early in the semester. A faculty member or student worker will provide a QR-Code **sheet to sign in** for attendance. Be sure to sign in or see the person responsible for attendance before the start of the concert. If no QR-Code sheet is present, please save your program. If you sign in for a concert but do not attend the entire concert, you will be reported to the Academic Integrity Committee. You will also be reported if you sign in for someone other than yourself.

Non-departmental concerts must be approved by the music faculty prior to attendance. LA Philharmonic, Hollywood Bowl, LA Opera, and performances of other local symphony orchestras are pre-

approved. Other approved departmental events for Concert Attendance are viewable through departmental and Center for the Arts calendars and will also be listed and available on COURSES.

Students must submit a program or a ticket for a pre-approved program. A two-page report or "review" of all concerts that are not approved in advance is required. Reports must be typed (double-spaced), and must be received by the last day of class. The majority of concerts or recitals attended should be departmentally-sponsored.

Programs and ticket stubs from events in Smother's Theater and approved off-campus events are due on Friday, 12/9/23 by 5:00 p.m. There will be a folder posted on the outside of Professor Nicolosi's office door so you can turn in your materials throughout the semester. Please place these programs and ticket stubs in a clearly marked envelope with your name, the name of the event and the date of the event.

Receiving credit for Crew Support:

Students are required to fulfill **two (2) crew requirements** for various departmental events throughout the semester (Music @ 3 **OR** departmental concerts).

Crew members will be given credit for attending the concert for which they are serving as a crew member (total of 2). Crew members must be dependable, responsible, and professional. **If 2 crew assignments are not fulfilled, then credit will not be given for the course.**

What happens if you receive "no credit" for a semester in MUS 220?

If a student receives "no credit" for a semester, no concert attendance is carried forward. If you lose your credit, you must attend **17 concerts** in order to make up for the semester you lost your credit. You may collect these 17 concerts over any amount of time; however, you will not receive your diploma until you have been cleared for the "no credit" grade in MUS 220.

A student who needs to make up for a semester of "no credit" must first acquire the 10 concerts needed for any current semester for which they are enrolled in MUS 220. Then ticket stubs and programs as a part of the additional 17 concerts attended must be assembled and turned into Professor Nicolosi. Your semester of "no credit" will then be waived on your DAR.

MUSIC@3 PERFORMANCE INFORMATION & PROTOCOLS

If you are performing at "Music @ 3," you must submit your performance information via email to Professor Nicolosi (ida.nicolosi@pepperdine.edu) by **Friday at 5:00 p.m.** the week before your performance is scheduled. Your submission must include the name of the piece, what larger work it is from (if applicable), composer and his/her dates, vocal type if you are a vocalist, and pianist if you have piano accompaniment. If your performance information is not received by the deadline, **you will not perform and you will not be rescheduled.** Furthermore, in order to satisfy your performance requirement, you must write a **five-page paper** on any piece in your repertoire.

If you must change your scheduled performance date due to an unexpected emergency or conflict, you must first contact Professor Nicolosi and your PML instructor in order to receive approval for the change. Once the approval is granted, it is your responsibility to find another performer to exchange dates with you. **Please don't forget to notify Professor Nicolosi with the change.**

All performance submissions must be approved by your private instructor. Performers who are preparing

a major work of **six minutes** or more need only perform once during the semester. These major works must be scheduled personally with Professor Nicolosi **by the third week of classes (9/6/23)**.

COLLABORATIVE PIANIST SCHEDULING PROTOCOLS

Faculty pianists for "Music @ 3" include:

Grace Lee-MB studio 212 or MB 116
grace.lee6@pepperdine.edu

Hiroyo Hatsuyama-MB studio 212 or MB 111
hiroyo.hatsuyama@pepperdine.edu

Beverly Min-MB studio 212
Beverly.min@pepperdine.edu

David Wilkinson-MB studio 124
david.wilkinson@pepperdine.edu

You must contact your pianist at **least one week before** your scheduled performance/preferably two weeks to arrange a private rehearsal time with one of them. **A performer who has not rehearsed with an approved accompanist prior to "Music @ 3" will be canceled from the program and assigned a 5-page paper.** Weekly schedules of available coaching times are posted outside the pianists' offices (MB 212 and MB 127) where you may sign up for a coaching. If you fail to show up for two arranged coachings, this lack of professionalism and failure to manage your schedule may have a negative effect on your PML grade and prohibit you from signing up for future coachings. Our pianists are very busy, and it is unacceptable to waste their time. Always place music in a black binder for your collaborative pianist or provide them with a clean digital copy via email. Lastly, approved student accompanists may also perform at "Music @ 3," provided they are currently enrolled in Piano Accompanying (MUS 144.01)

Dress Code for Performers

As you develop into a professional musician, it is important that you begin now to develop a wardrobe suitable for performances. These may be items of clothing that you would not wear on a daily basis, but for daytime and evening performances. Your appearance makes a difference in how you are received as a performer, whether performing in a concert or auditioning. Critics are watching as well as listening. Be well-groomed and make your best professional impression.

Appropriate professional dress is required for daytime singers and instrumentalists and includes the following:

- **Dress/skirt-** dress/skirt length should not be above the knee.
- **Dress shoes/Heels** that do not distract on stage and are easy to walk around in (flip-flops and sneakers are not acceptable).
- **Dress pants, dress shirt** (tie is optional). You may or may not choose to wear a jacket.
- Remember, revealing or sloppy attire distracts from your performance.
- No facial piercing jewelry.
- If you have a tattoo that is visible, then it must be covered with make-up.

Production Crew

In a spirit of peer collaboration and support, there are crew requirements for each student enrolled in the class. The opportunity helps students understand how performers are supported and how to create a professional setting through backstage support, lighting, and front-of-house support. Your respectful participation in these events is crucial to the success and comradery of our music community.

Sign-up Procedures for Crew Assignments:

You are required to work on the production crew for 2 events (whether it is Music @ 3 or a departmental concert).

The Music Production Crew schedule will be kept in a Google Drive folder that may be accessed at all times. Crew leads will be responsible for each team.

Students will have the first four weeks of the semester to sign up for their two crew assignments. After the three-week signup deadline (Friday 9/15), Professor Nicolosi will schedule crew assignments accordingly.

If for some reason the student must switch their crew assignment after the schedule is set, the student must contact Professor Nicolosi regarding the conflict to get approval for the switch at least 48 hours in advance. If the switch is approved, the student will then work with the Production Crew Lead to find a new crew event and swap out their original assignment with a fellow peer.

*For **last-minute emergency** cancellations (i.e., less than 24 hours prior to event):*

- 1. Try to find a replacement.*
- 2. Email the Production Crew Lead and Professor Nicolosi explaining your emergency situation and the name of your replacement. If you are unable to find a replacement, the Crew Lead, and Faculty Event Director will try to find a replacement to cover your shift.*

*Last minute non-emergency cancellations (hours/minutes prior to the event) and no shows for crew assignments, **will not be tolerated resulting in two more additional crew assignments.***

If it is determined that a student did not fulfill their role as a crew member in a professional manner or did not communicate appropriately about any issues related to scheduling conflicts, the student will not receive credit for that crew assignment. These decisions are at the instructor's discretion. If you have any questions regarding this policy, please do not hesitate to reach out.

Dress Code for Crew Members:

You must dress appropriately when you are working an event as a Production Crew member as we hold the utmost respect and professionalism for the performance space and process.

- **MUSIC@3 and MUS 220 FAD events in Raitt Hall:**

*You must wear **all black**, no jeans, no sneakers/athletic shoes, and no T-shirts.*

- **MUS 220 FAD events in Smothers Hall:**

Ushers for Smothers events must wear white shirts, black slacks, and comfortable, non-athletic black shoes.

If acquiring professional attire is a problem, please contact the instructor for assistance.

Obtaining "Music @ 3" and Concert Recordings

"Music @ 3" and recital performances in Raitt Recital Hall are captured in high-definition video and through Panopto, an audio/video recording platform through COURSES. There will be a file in COURSES labeled MUSIC@3 performances where the recording from each week's class will be downloaded, stored, and readily available. If a student performer would like an edited excerpt of their Music@3 performance or edited copy of their recital, the student must submit a request on a provided Google Form through Courses. This request goes to the student archivist who will try to accommodate the specified deadline on the form. The archivist can usually provide a copy within one to two weeks depending on the timing and quantity of requests.

Requesting Recording Services (NON-Performance)

Students or their Professors are responsible for booking spaces in the following locations: Raitt Hall and MB 220. In order to book your space, the student and or their Professor must email the room and recording request **five business days** in advance to Kaitlyn Collier in the FAO. The FA staff will then contact Professor Nicolosi and a MUS 220 recording lead to make sure there is someone available to operate the recording equipment for the non-performance event such as professional auditions for YAPs, graduate school admission and or preliminary video submissions for workshops and masterclasses.

INTELLECTUAL PROPERTY STATEMENT CONCERNING VIDEO AND AUDIO RECORDINGS:

All students enrolled in the course will have access to the recordings from **Music@3 through Panopto**. It should be noted that access to these recordings are granted so that students may obtain their own recordings for their personal use. It is hereby acknowledged and understood that students **may NOT utilize, in any manner, content that is not from their own performances**. Doing so violates the intellectual property rights as stated in this syllabus (see below) and is a violation of the Code of Academic Integrity and the Code of Ethics. **Students who violate this policy will be reported to the Academic Integrity Committee.**

Final Exam

There is no final exam for this course.

Online Course Evaluations

Online course evaluations are conducted for all Seaver courses. The course evaluation period opens at 5:00 p.m. on the WP/WF deadline day (Friday preceding the last week of classes) and closes before final exams begin (3:00 a.m. on the Monday of final exam week). Please kindly complete the course evaluation.

General Health

Part of your education is acknowledging your physical, mental, and spiritual capacities and limits. Ultimately, you, and only you, are the best steward of your health. There is a wealth of resources on campus that are designed to help you manage your health including the Student Health Center and the Student Counseling Center.

As musicians, your bodies are part of your instrument (or in the case of vocalists, your body is wholly your instrument). Part of becoming a professional requires that you very quickly learn to manage your health so that you can meet your commitments as a musician. While it is normal to get occasional

sickness or to feel anxious and stressed during exams and performances, excessive physical and mental illness can be detrimental to your professional life. Learning to manage your health now is essential. It is important that you maintain effective communication with your studio, ensemble, and classroom teachers if you have any concerns about your health, as participation and attendance often heavily influence your grades. Please see the course syllabi for specific protocol and procedures regarding illness.

Hearing, Vocal, and Neuromusculoskeletal Health

Professional musicians are often involved in activities that, if not avoided or properly managed, can lead to long term pain, disability, or other health problems. Students should be proactive about avoiding activities and situations that could jeopardize their long-term health. The National Association of Schools of Music provides the following helpful information regarding certain activities. We encourage all students to thoroughly read this information. It can be accessed through the following links:

[NASM-PAMA Advisories on Hearing Health](https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/3a_NASM_PAMA-Student_Orientation_Script_Standard.pdf): https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/3a_NASM_PAMA-Student_Orientation_Script_Standard.pdf

[NASM-PAMA Advisories on Neuromusculoskeletal and Vocal Health](https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA_NMH_Student_Information_Sheet-Standard-NMH_June-2014.pdf): https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA_NMH_Student_Information_Sheet-Standard-NMH_June-2014.pdf

Academic Integrity

You are accountable for the legitimacy of your music performed at Music @ 3. If your performance or submitted information in any way compromises the academic integrity code, then you will be reported to the Academic Integrity Committee. You will receive a grade of No Credit for the course. **If you sign in for a concert but do not attend or sign in and then fail to stay for the duration of the concert, you will not receive credit for that event and may be reported to the Academic Ethics Committee.**

Honor Code

"Academic Integrity is the expression of intellectual virtue in human beings as a result of their creation in God's image. It represents the convergence of the best of the human spirit and God's spirit, which requires personal, private and community virtue. As a Christian institution, Pepperdine University affirms that integrity begins in our very created being and is lived out in our academic work."

"In order for the code to be effective, the community must maintain its health and vitality. This requires a genuine sense of maturity, responsibility, and sensitivity on the part of every member. In particular, each member of the Seaver College community is expected to pursue his or her academic work with honesty and integrity."

Office of Student Accessibility

Any student with a documented disability (chronic medical, physical, learning, psychological, or temporary) who requires academic accommodations should contact the office of Student Accessibility (Student Assistance Center, SAC – 105, Phone: 310.506.6500) as early in the semester as possible. All discussions will remain confidential.

Please visit <https://www.pepperdine.edu/student-accessibility/> for additional information.

Intellectual Property

Course materials prepared by the instructor, together with the consent of all lectures and review sessions presented by the instructor, are the property of the instructor. Video and audio recording of recitals, master classes, lectures, or any class content without the written consent of the instructor and all performers is prohibited. Explicit permission must be obtained from the instructor before any of the following materials are transferred or transmitted to any other person or media: recordings of recitals, master classes, lectures, or any class content.

Electronic devices (e.g. laptops, cell phones, tablets, recording devices) are not to be used during this recital performance class.

6. Studio Class

Expectations

Applied Instrumental and Guitar majors and minors, Voice majors (including contract Majors) and students with an emphasis in pre-teacher certification must enroll in and attend the appropriate weekly Studio Class.

Where and When

- Instrumental and Guitar Studio Classes will meet at designated time and locations weekly. Strings studio will meet on Wednesdays from 11:00 – 11:50 a.m. & Wind/Brass Studio will meet on Wednesdays between 1:00 and 1:50 p.m. Composition studio meets Wednesday at 5:00 p.m. **Your studio instrumental instructor will provide specific information about location and other expectations.**
- Voice Studio class will meet in designated locations every Wednesday from 2:00 p.m. to 2:50 p.m. **Your studio voice instructor will provide specific information about location and other expectations.**

Course Description

Studio Class is designed to instill the knowledge and develop the skills necessary to prepare the student to pursue a professional career in music. Studio classes are required labs for the private voice lessons. This class provides you with the opportunity to perform for your peers in a larger setting and helps to train your own ears as you listen and critique others. Attendance is mandatory barring a class conflict. You must perform at least twice during the semester.

The weekly studio class is a series of highly structured master classes covering a wide variety of performance related and pedagogical topics. Emphasis will be placed on instruction and discussion of:

- Solo repertoire
- Instrumental or Vocal pedagogy
- Recording artists
- Musical interpretation
- Historical background & stylistic nuance
- Performance technique

7. Ensembles and Stage Productions

Expectations

Please be aware, the FAD Office is often completing ensemble and PML registration after the ADD/DROP deadline on Friday of the first week of classes. Please be sure you have room in your unit load, or they may not be able to enroll you.

The music department's various performance ensembles and music-theater and opera productions are an extremely important part of your development as a professional musician. These specially designed experiences provide the opportunity to synthesize the various components of your music degree. In other words, it's where the rubber meets the road! Your participation in ensembles and productions can and will take on many forms—either as a member of the production crew, a principal soloist, the concerto competition winner, or member of a larger ensemble. You might be participating for zero or one units, or you may be volunteering your time. Regardless, you should expect to be fully committed to the schedule and to your peers. It is never acceptable to miss rehearsals and performances because of work and/or social events. It is your responsibility to carefully schedule your academic work in a way that allows you to meet the obligations of these rehearsal and performance schedules. Ensemble and production schedules are always posted and disseminated in advance. It is the student's responsibility to anticipate conflicts and communicate immediately about any dates of concern.

PLEASE NOTE: 0-unit ensembles have a course fee of \$50

In the professional world, reoccurring illness can cause you to not only lose a job, but never get hired again. If you are having trouble with your health, discuss these concerns with your doctor, the Student Health Center, your advisor, and your studio teacher to discuss the appropriate course of action. Read your ensemble syllabi carefully and make sure you understand how illness absences will be handled especially for dress rehearsals and performances.

The Flora L. Thornton Opera Program

THE FLORA L. THORNTON OPERA PROGRAM at Pepperdine offers a many-faceted approach to the development of the young singing actor. It features an annual fully-staged opera, a biennial summer intensive in Heidelberg, Germany, and master classes with top industry professionals. The opera program bears the name of Flora Thornton, one of the country's most beloved arts philanthropists. Recent productions include Puccini's *La bohème*, Mozart's *Don Giovanni* and *The Magic Flute*, Mark Adamo's *Little Women*, and Gilbert and Sullivan's *Pirates of Penzance*. Auditions for the opera program are held in September and are open to all Pepperdine students. Applied vocal music majors and vocal music award winners are required to audition for the opera. Fall Opera Workshop consists of musical preparation for the annual opera production in February. Spring Opera Workshop consists of staging and production of the annual opera production, followed by workshops and masterclasses on relevant topics. All students cast in the opera must register for fall and spring Opera Workshop (MUS 184/384). Students enrolled for fewer than 18 units will enroll for one unit. Those already registered for 18 units should choose the zero unit section.

Thomas Osborn Concerto Competition

Each academic year during the spring semester the Music Department sponsors an instrumental concerto contest named in honor of Thomas Osborn, *Conductor Emeritus* of the Pepperdine Orchestra. Any freshman, sophomore, junior, or senior enrolled at Pepperdine University and studying applied music on the Malibu campus may compete, if approved for the contest by an applied faculty member. The winner will perform with the Pepperdine University Orchestra. One winner will be selected. Should the jury feel that there is no qualified candidate, then no winner will be declared. Former winners may not compete. Teachers may not perform the accompaniments for their own students.

All repertoire must be approved in advance of the competition by the applied professor and the orchestra director. Orchestral material must be available. It is the contestant's responsibility to check its availability and provide all publisher information (publisher name and address, as well as fax and phone numbers).

Rental pieces where the orchestral accompaniment has to be rented will not be accepted.

Winners must perform the same work from memory at both the competition and the concert.

Dates and rules for the competition will be sent to applied faculty and posted on ensemble bulletin boards in the music building. A Concerto Competition Entry Form is available in Appendix K.

The Pickford Ensemble

Created originally as a new music ensemble dedicated to performing cutting edge music for silent film, The Pickford Ensemble represents Pepperdine's finest student musicians and performs repertoire from the last and current centuries as well as promoting new music composed by Pepperdine students. Every even spring semester, *Up Against the Screen: New Music with Film*, showcases The Pickford Ensemble performing music scored by Pepperdine student composers with beautifully restored silent film. These performances and film features take place under the stars at Pepperdine's Amphitheater. The ensemble is open by audition only and participating students receive substantial subsistence allowances for their participation in the project.

Pepperdine Chamber Choir

The Pepperdine Chamber Choir is Pepperdine University's top-tier vocal ensemble. This auditioned group of music and non-music majors performs demanding vocal ensemble repertoire of diverse styles and presents concerts locally, nationally, and internationally. Often featured at important campus events, the Pepperdine Chamber Choir regularly tours in the US and abroad. Recent domestic tours include California, Arkansas, Texas, Kansas, and Missouri. The Chamber Choir has also toured Switzerland, Italy, France and the Czech Republic, and is regularly a featured group at the Prague Choral Festival. During the spring of 2018, the Pepperdine Chamber Choir gave an invitational performance for the Western Division Conference of the American Choral Directors Association in Pasadena, California.

8. Private Music Lesson Information

Private lesson are an integral part of the curriculum requirements for the music major and minors. Additional lessons may be offered to theatre majors and others who have requested lessons, based on availability of teachers. We do have a limited number of slots for private lessons.

Private Music Lesson Fees

All participating students pay a Private Music Lesson fee of \$325 per unit. **All PMLs are two units (1 hour)** for a total fee of \$650 per semester (13 lessons) except for piano and guitar lessons, which can be taken for one unit, (1/2 hour) for a total fee of \$325. The one unit option are for those whose primary instrument is not piano or guitar.

Studio Placement

Whether you seek a top-tier graduate program or wish to begin your professional journey immediately following your undergraduate degree, our highly educated and professionally experienced full-time and part-time private lesson instructors are specially trained to help you achieve the next level of your artistic development. Studio placement is determined by the faculty in communication with area coordinators. While we are sometimes able to place students into the studios of their choice, the faculty make the final decisions based on a number of factors. Students should also note that they may not necessarily remain with the same studio teacher for the duration of their degree program and can be moved in order to best accommodate student progress, faculty loads, scheduling, and other considerations.

Scheduling

- No lessons the first week of classes.
- Your lesson will be scheduled with regard to the teacher's availability and your class schedule. We will NOT work around your work schedule. Please wait until your private lesson is scheduled to set your work schedule.
- Your private lesson schedule will be emailed to you prior to the second week of classes. If there is a problem, you must contact the coordinator immediately.
- Your lessons will begin the second week of classes.
- You will receive 13 lessons per semester.
- If there are any scheduling conflicts, they must be resolved by 5:00 PM on Friday at the end of the second week of classes.
- All lessons must be taught on-campus. (certain exceptions may arise pertaining to COVID-19)

Make-Up Lessons

- Missing a Lesson: The student must contact the instructor by PHONE/EMAIL at least 24 hours prior to the lesson time. Students who do not follow this protocol are not entitled to a make-up lesson.
- The student and instructor will coordinate a time between them for the make-up lesson. All room reservations MUST be coordinated with the Administrative Assistant at least 48 hours prior to the make-

up lesson. If the student misses the make-up lesson, no further effort is made to initiate another make-up lesson.

- If the instructor has to miss a lesson due to illness or a professional job, it is the instructors' responsibility to contact the student as soon as possible to cancel the lesson. The instructor will reschedule the lesson with the Fine Arts Division staff.
- Please communicate closely with your private lesson instructor about any changes in your weekly schedule.

Add/Drop

- Students have until **5:00 PM on Friday the second week of school in both fall and spring terms to drop lessons**. If a student does not drop by the last day of add/drop they will still be charged the full amount of the private music lesson fees.

Expectations

Students in the first four semesters of private study should register at the 100 level. Students in the fifth, sixth, seventh, and eighth semesters of private study should register at the 300 level. Applied music majors in the first two years of study should be focused on the Upper Level Barrier, usually taken at the end of the fall semester of the sophomore year. The Upper Level Barrier is discussed elsewhere in this section of the handbook. Applied majors in the third and fourth years of study will be working toward their junior and senior recitals. Protocol for recitals is discussed elsewhere in the handbook. Performance standards for students completing the applied music major should be consistent with the demands made for entry into the top-tier, graduate programs.

*See ***Jury Examinations-The Jury and Your Private Lesson Grade*** for information on how you will be assessed for your private lesson studies.

Each week the applied lesson teacher and student should fill out the Applied Lesson Verification Form. This form is provided so that the student and instructor can track the number of lessons provided weekly during each semester. **Each student should receive at least 13 lessons per semester**. The student and instructor will both sign the form and the applied teacher will submit the form to the FAD Office or voice aria coordinator. A sample Applied Lesson Verification Form is available in [Appendix F](#).

9. Jury Examinations

Expectations and Procedures

Applied music majors are required to take a jury exam each semester as the culmination of their private music lessons with the exception of semesters in which the successfully complete a recital.

- Minors are not required and will not be allowed to take a jury exam during semesters beyond the required four semesters of their degree.
- Students with an emphasis in Music Education are not required and will not be allowed to take a jury exam beyond the six required semesters of studio lessons.
- Seniors who are auditioning for graduate performance programs are also not required to take a jury in the fall semester of their senior year. These students must turn in appropriate audition materials and recordings in lieu of the jury on or before finals week of the fall semester senior year.
- Theater/Music majors are not required and will not be allowed to take a jury exam beyond the four required semesters of studio lessons.

Jury exams, given each semester on the Monday and Tuesday of final examinations, are taken between 9:00 AM and 5:00 PM at ten-minute intervals. The jury sign-up sheet will be posted on the bulletin board beside AMB 217 on Monday two weeks prior to Finals Week.

Majors who are performing a Sophomore Degree Progress Assessment need to sign-up for two consecutive time slots.

*****So that your teacher may have maximum opportunity to hear your jury, you must consult him or her before selecting a jury time.***

Voice students are to have their music memorized with the exception of selections from oratorio repertoire. Voice students must list all music studied during that semester on the repertoire sheet.

Instrumental and keyboard students are expected to list all pieces, scales and etudes studied with their teachers. For larger works, students need to indicate which movement(s) were studied and which were prepared for the jury. The column labeled “self-studied” should indicate pieces—solo or ensemble—that were studied during the semester without the private instructor’s guidance.

Protocol for juries suggests that the student must

1. plan to be ready outside the examination room at least ten (10) minutes before the scheduled time with the semester repertoire sheet fully filled out;
2. verify with the accompanist the pieces that he/she will bring;

3. come dressed appropriately; this is part of your presentation

The Jury and the Private Lesson Grade

The jury functions as a final exam. The student's grade for work during the semester will be given by the private teacher. See ***Private Lesson Information-Expectations*** for more information on private lessons. A jury panel, consisting of the student's private teacher and other faculty in the area of emphasis, will give a separate grade for the performance at juries. Work during the semester with the private teacher will carry more weight than the jury examination.

Sample jury comment sheets are provided in Appendix G and H so that you may better understand how you will be assessed. A jury repertoire form is also provided in Appendix I for your convenience.

The final grade is composed of the teacher's grade (75% of grade) and the jury panel grade (25% of grade). The final semester grade will be noted on the Repertoire Form, which will be deposited in the permanent file for each student in the Fine Arts Division Office along with the comment sheets. The comment sheets will be given to each student by the private music teacher.

Sophomore Degree Progress Assessment (Sophomore Jury)

The jury at the end of the fall semester of the sophomore year, or equivalent, will determine whether the student is allowed to continue as a music major into the upper divisional course work. In the assessment, the faculty will discuss whether or not the student has demonstrated the skills, work ethic, attitude, and talent necessary for further study at the upper-divisional, graduate and professional levels. Students who do not pass the assessment will not be allowed to continue with the music degree. NOTE: Transfer students take their assessment during the spring jury of their first year (assuming they entered in the fall). Occasionally, students will be placed on probation for one semester such that students may attempt to reconcile any issues or deficiencies during the probationary semester.

10. Recitals Recital I & II

General Information

All students graduating as music majors from the Pepperdine University Music Department will perform at least one recital, depending on the emphasis pursued. The recital experience represents the culmination of your applied or composition study in the music program. It should reflect a pattern of continued growth as a musician over your tenure as a student at Pepperdine and indicate your ability to pursue a career beyond your undergraduate experience. The faculty expects a very high level of performance for these events.

The purpose of the recital is to display comprehensive performance skills according to the instrument of concentration. It is required that, collectively, the recitals will cover repertoire from the Baroque Era, Classical Era, Romantic Era, and Twentieth and Twenty-First Centuries. Vocalists must perform music in Italian, German, French, and English. Russian, Spanish, and Latin may be additional possible languages represented. The performer's private teacher will oversee all repertoire selections, research, and program notes. The recital coordinator will oversee all logistical matters with regard to all recitals. This course also serves as a comprehensive research methods project. You will learn how to program a recital, discover and collect information, and communicate research findings through written and oral presentations.

Both instrumental and vocal students should select the literature to be performed with their applied teachers. Literature presented on the recital should be reflective of the work accomplished under the tutelage of an applied teacher at Pepperdine. The Recital I should include a minimum of thirty minutes of music, while Recital II should contain between fifty and sixty minutes of music.

It is expected that Recital I will be given during the fall semester of the junior year. Music Education recitals and Theater/Music recitals are given during the Fall of the senior year, while Recital II for the applied majors are given during the spring semester of the senior year. Juniors whose recitals are delayed to January of the following semester must receive written approval from the area coordinator.

It is recommended that all instrumental recitalists perform at least one piece by memory. While the pieces selected are usually drawn from the solo repertoire (with or without piano accompaniment), it is also possible to program ensembles after consulting with the Director of Instrumental Music. Under no circumstances should such a work be programmed without first obtaining this permission.

Composition Recital

The senior recital for the Composition emphasis shall be about forty-five minutes in length and shall consist of original works created while the student is a member of the composition studio at Pepperdine University. All works on the recital must have had prior approval for programming by the composition faculty, and the composer should conduct or perform on at least one piece on the recital. This diverse concert of original solo, electronic, vocal and instrumental chamber music shall be performed by student performers from the music department. The composition recitalist is expected to coordinate, schedule and direct all rehearsals, treating the performers on the recital professionally and graciously. This means that performance scores are to be neatly and corrected notated by the student composer for the performers and made available to them at least two months in advance of the pre-recital date. Works requiring great technical facility in performance should be given to the performer no less than four months before the pre-recital date. Rehearsals are to be planned well in advance according to the availability of the rehearsal spaces and the schedules of the student performers. All aspects of the recital setup, including the setup and use of technical equipment, stage setup, etc. are to be worked out ahead of time and in great detail.

The Recital Fee

A Recital I (MUS 392) fee of \$300 dollars and a \$350 fee for the Recital II (MUS 492) will be applied to student financial accounts to cover the cost of recital expenses including piano tunings and accompanist fees. The Composition Recital fee is \$125. These fees are assessed through your student account when registering for the recital course.

Scheduling a Recital

Students who are giving either a Recital I or II (392 or 492) or a Composition Recital (493) must enroll in MUS 392, 492, or 493 during the semester that the recital is given. All recitals will be scheduled and coordinated with the recital coordinator at the beginning of the semester when the recital will be given. A student may not reschedule a recital without first consulting the area coordinator. Please keep in mind that your recital involves not only you and your PML teacher, but your recital committee and your accompanist. Please always communicate effectively with regard to all scheduling aspects of your recital.

Official Recital Syllabus

(for official Senior Recital Syllabus, MUS 492, please see the vocal area or recital coordinator)

MUS 392 (0 UNITS) JUNIOR RECITAL FALL 2023 SYLLABUS

INSTRUCTOR:

Louise Lofquist, Recital Coordinator
Phone: 805-407-1922 (cell)
Email: louise.lofquist@pepperdine.edu

COURSE DESCRIPTION:

Every junior Music major must present a recital of thirty minutes during the fall semester of their junior years (MUS 392). The Junior Recital and the Senior Recital (MUS 492) are considered the capstone events of Pepperdine Music students' undergraduate careers. All students will research and write accompanying program notes to their recitals. All students must pass a Pre-Recital evaluation by faculty committees including their private instructors. All Pre-Recitals will take place approximately two weeks before the scheduled Recitals. All Recitals will take place in Raitt Recital Hall. Dates currently scheduled for Recitals are **December 1, 2, and 3, 2023**

RELEVANT DEPARTMENTAL STUDENT LEARNING OUTCOMES:

A student who completes MUS 392 will be able to:

- demonstrate a comprehension of music through accepted theoretical and formal procedures of analysis and a proficiency of musicianship in aural skills, keyboard skills and sight reading.
- narrate the basic history of music beginning with the antiquities and ending with the contemporary period, identifying major period styles and trends, important works of music, effective cultural centers, significant composers and performers, and other persons of influence.
- demonstrate well-developed techniques and skills specifically related to the individual's emphasis in music.
- advocate for the transformative power of music in the lives of others, sharing his or her God-given and developed musical gifts with the community at large.

COURSE LEARNING OUTCOMES:

A student who completes MUS 392 will be able to:

- demonstrate comprehensive knowledge of performance styles and techniques of Baroque, Classical, Romantic, Twentieth and Twenty-First Century music according to the repertoire selected for performance.
- demonstrate proficiency in writing about composers and their oeuvres, compositional styles, and specific works chosen for performances.
- demonstrate discipline-specific presentational skills geared to both academic and non-academic audiences.

MUSIC AND THE CHRISTIAN MISSION:

There are many ways that God reveals Himself to humankind, and music ranks among the most immediate and powerful of these. As musicians, we have been given through God's grace one of the most wonderful gifts of all — the ability to communicate the Love and Beauty of the Divine through the ineffable language of music. When we realize both the joy and the solemnity of this awesome gift, we are necessarily filled with purpose: the purpose of using music to spread God's Love throughout the World..

THE RECITAL PROCESS:

SUMMARY OF DEADLINES:

- **September 2023:** Give music to your accompanist; schedule weekly coaching sessions
- **September 21, 2023:** Submit Recital Program Proposal to Recital Coordinator
- **No later than one week before Pre-Recital date:** Submit Program Notes to *Turnitin*
- **No later than one week before Pre-Recital date:** Submit Program Notes to Recital Committee
- **Approximately two weeks before Recital date:** Perform Pre-Recital
- **No later than one week before Recital date:** Submit rewrites of Program Notes to Recital Committee and Recital Coordinator (take out footnotes and Bibliography)
- **No later than one week before Recital date:** Submit any publicity about Recital to Music Department Social Media Leads
- **December 1, 2 or 3: Perform Recital.**

STEP 1: SCHEDULE COACHINGS *(September 2023)*

I. SCHEDULE A WEEKLY COACHING TIME with your recital pianist (**this is required**). Provide them with copies of all your music in a binder. Begin coaching your Recital repertoire.

STEP 2: SUBMIT RECITAL PROGRAM PROPOSAL *(deadline September 21, 2023)*

Each student will submit a recital program proposal, in a Google Doc, to the Recital Coordinator for approval. **This program must have prior approval from the private instructor.** In addition to the chosen repertoire, the proposal must include the relevant composers, their dates, the timings of each selection, and the total time for the Recital. Once the program has been approved by the Recital Coordinator, she will schedule a Recital date and a Pre-Recital time with the Recital Committee and the accompanist. Note: The private teacher **must** attend both the Pre-recital and the Recital.

RECITAL COMMITTEE: When the Recital Coordinator assigns your Recital and Pre-Recital times, she will also assign you to a Junior Recital Committee. This Committee will consist of your private teacher and one other Music faculty member.

REPERTOIRE REQUIREMENTS: Over the course of the Junior and Senior Recitals, students must perform music from the Baroque, Classical, Romantic and Contemporary Eras, with exceptions for certain instruments. Junior Recitals (MUS 392) require a minimum of 30 minutes of music.

Additional Requirements for Singers:

- Over the course of the Junior and Senior Recitals, singers must perform music in Italian, German, French, and English.
- No vocal ensembles (including duets) may be included, unless used as encores.

Additional Requirements for Instrumentalists:

- No concertos or concerto movements are allowed for pianists or string players.

STEP 3: WRITE PROGRAM NOTES *(September-October 2023)*

I. CONTENT:

- **Program Notes about each selection should answer the following questions:**

- A. Who is the composer?
- B. Why are they significant to the history of music?
- C. Why are they significant to the history of the genre of the piece you are performing (violin music, art song, etc.)?
- D. What is historically significant or musically interesting about the piece of music you are performing? (Include short musical analysis and/or evaluation of text or poem.)
- E. If the piece is an art song, who is the poet? Did the composer set the poet's works frequently? Did other composers? How was the poet significant to the history of poetry?
- F. If the piece is an art song, what is the text about? How does the music express the text?

II. STYLE:

- **Program Notes about each selection should NOT include the following:**

- A. "Captain Obvious" or "Duh" statements such as "Beethoven was a great composer."
 - B. Irrelevant details, such as "Mozart loved cats." If Mozart wrote music about cats, then that's something else again. Otherwise, LEAVE IT OUT.
 - C. Informal or colloquial statements of your opinion about the piece, such as "I think this song is really cool."
- **Correct spelling and grammar are required.**
 - **Use accents and special characters in foreign languages.**
 - **All foreign terms should be italicized.**

III. BIBLIOGRAPHY AND FOOTNOTES:

- Program notes presented to the faculty for approval must include footnotes and a bibliography in *Turabian* format. <https://www.chicagomanualofstyle.org/turabian/citation-guide.html>. For this format, please see the book by Kate Turabian under "Suggested Resources," highlighted in blue, below. Much of the information in this book is also available online.
- A minimum of **six** peer-reviewed sources are required.
- Three of these must be print sources.
- Once the final version of your Program Notes have been approved, one week before the Recital, you may remove the footnotes and bibliography from the final program.

IV. SUGGESTED RESOURCES:

Print:

- Alcazar, Miguel, ed. 1990. *The Segovia-Ponce Letters*. Columbus, OH: Editions Orphee.
- Bellman, Jonathan. 2000. *A Short Guide to Writing About Music*. New York: Longman.
- Bernac, Pierre. *The Interpretation of French Song*. New York: W.W. Norton and Company.
- Bostridge, Ian, and Richard Stokes. 2005. *The Book of Lieder*. London: Faber and Faber.
- Gorrell, Lorraine. 1993. *The Nineteenth Century German Lied*. Milwaukee: Amadeus Press.
- Johnson, Graham, and Richard Stokes. 2002. Oxford: Oxford University Press.
- Kimball, Carol. 2006. *Song: A Guide to Style and Literature. Revised Edition*. Milwaukee: Hal Leonard Corporation.
- Sampsel, Laurie J. 2019. *Music Research: A Handbook. Third Edition*. Oxford: Oxford University Press.
- [Turabian, Kate. 2017. *A Manual for Writers of Research Papers, Theses, and Dissertations: Chicago Style for Students and Researchers*. Chicago: The University of Chicago Press.](#)
- Wade, Graham. 2008. *The Art of Julian Bream*. Ann Arbor: Ashley Mark.
- Wade, Graham. 2001. *A Concise History of the Classical Guitar*. Pacific, MO: Mel Bay.
- Wade, Graham. *A New Look at Segovia: His Life and Music*. 2 vols. Pacific, MO: Mel Bay.
- Wingell, Richard J. 2009. *Writing About Music: An Introductory Guide*. Upper Saddle River, NJ: Prentice Hall.

Digital:

Examples of Program Notes:

<https://www.sfsymphony.org/Discover-the-Music/Program-Notes>

<https://lso.co.uk/your-visit/programme-notes>

<https://archives.nyphil.org/>

Europeana (Cultural Artifacts from European Museums):

<https://www.europeana.eu/en>

Grove Music Online (largest musical reference work):

<https://www-oxfordmusiconline-com.lib.pepperdine.edu/>

Hathi Trust (Digital Library for the Arts):

<https://www.hathitrust.org/>

ProQuest (Music Periodicals Database):

<https://search-proquest-com.lib.pepperdine.edu/iimp/advanced>

V. HELPFUL PEOPLE

ELIZABETH PARANG, our Music Librarian, has graciously agreed to help you with your research upon request! You can reach her at: elizabeth.parang@pepperdine.edu.

MARK ROOSA, Dean of Libraries at Pepperdine, is also an accomplished bassoonist and has offered his assistance. mark.roosa@pepperdine.edu.

STEP 4: SUBMIT PROGRAM NOTES ***(deadlines in November 2023)***

I. SUBMIT PROGRAM NOTES TO *Turnitin* (deadline is one week prior to the Recital date)

Students should submit program notes through the *Turnitin* function in Courses for MUS 392 (under the Assignments tab). This will enable the student to view possible plagiarism issues and receive an originality report.

II. SUBMIT PROGRAM NOTES TO THE RECITAL COMMITTEE (deadline is no later than one week prior to the Pre-Recital date)

- Recital programs and program notes should be emailed (or shared via Google Docs) to all members of your Recital Committee **one week** prior to the Pre-Recital date.
- **The studio teacher is responsible for reviewing written program notes prior to the pre-hearing.**
- Failure to present the program notes prior to the Pre-Recital will result in the cancellation of your Pre-Recital and Recital.
- It will also affect your Private Music Lesson (PML) grade. (See section below on **GRADING**.)
- The faculty members will then review and discuss any changes or re-writes that need to be made. These suggestions will be given to the performer at the pre-recital.

STEP 5: PERFORM YOUR PRE-RECITAL ***(approximately two weeks prior to Recital date, November 2023)***

- At the appointed time for your Pre-Recital, you and your accompanist will perform a run-through of your program for your Recital Committee in Raitt Recital Hall.
- Every effort will be made to have the Pre-Recital during your usual Private Lesson time.
- The Recital Committee will provide you with written and oral feedback, both about the performance and about the previously submitted program notes.
- Any encores must be approved at the pre-recital.
- Please present two sample programs (template included in Courses under Resources).

STEP 6: SUBMIT REWRITES OF PROGRAM NOTES

(deadline is no later than one week prior to Recital date, November 2023)

The **re-written** material needs to be re-submitted to the chairperson of your Committee and the Recital Coordinator **one week prior to the recital** for final approval. This should be presented as a sample program (print-ready). Failure to submit re-writes one week prior to recital will result in cancellation of your recital.

STEP 7: SUBMIT PUBLICITY FOR RECITAL TO MUSIC DEPARTMENT SOCIAL MEDIA LEAD

(deadline is no later than one week prior to Recital date, November 2023)

If you would like the Music Department to post publicity for your Recital on Social Media platforms, submit all information to Social Media Lead one week prior to your Recital date. If you submit your materials later than one week prior to your Recital, the Social Media Leads cannot guarantee that your information will be posted in time.

STEP 8: PERFORM YOUR RECITAL!

(December 1, 2 or 3, 2023)

All recitals will take place in Raitt Recital Hall. Please show up one hour in advance of your recital for a sound check with your pianist. You and your family may provide food for a reception in the Raitt Atrium, but please realize that your reception must be cleared away before the next event, as we will likely have more than one recital on any given day.

CRITICAL THINKING ASSESSMENT

The Critical Thinking Assessment is a 6-10 page musical analysis of a major work or substantive movement from one of your recitals. It will be assigned and completed in your Analytical Techniques class (MUS 475), whether this occurs in your Junior or Senior year. The paper will be read by your Recital Committee, and each member of your Committee will complete an evaluative rubric on the success of that research as presented in your Recital performance. Please consult with your primary teacher and Dr. Gary Cobb, instructor of MUS 475, to select an appropriate work from your Recital program. This paper will be turned in via Courses in your Analytical Techniques class.

GRADING:

While this course is a credit/no credit course, it is directly related to private lesson study. Therefore, the Recital will count for 50% of the student's Private Music Lesson (PML) grade. Of that 50%, the actual Recital performance will count for 50% (thereby 25% of PML grade), and the Recital Program Notes will count for 50% (thereby 25% of the overall PML grade).

GENERAL HEALTH:

Part of your education is acknowledging your physical, mental, and spiritual capacities and limits. Ultimately, you, and only you, are the best steward of your health. There are a wealth of resources on campus that are designed to help you manage your health including the Student Health Center and the Student Counseling Center.

As musicians, your bodies are part of your instrument (or in the case of vocalists, your body is wholly your instrument). Part of becoming a professional requires that you very quickly learn to manage your health so that you can meet your commitments as a musician. While it is normal to get occasional sickness or to feel anxious and stressed during exams and performances, excessive physical and mental illness can be detrimental to your professional life. Learning to manage your health now is essential. It is important that you maintain effective communication with your studio, ensemble, and classroom teachers if you have any concerns about your health, as participation and attendance often heavily influence your grades.

HEARING, VOCAL, AND NEUROMUSCULOSKELETAL HEALTH:

Professional musicians are often involved in activities that, if not avoided or properly managed, can lead to long term pain, disability, or other health problems. Students should be proactive about avoiding activities and situations that could jeopardize their long-term health. The National Association of Schools of Music provides the following helpful information regarding certain activities. We encourage all students to thoroughly read this information. It can be accessed through the following links:

[NASM-PAMA Advisories on Hearing Health: https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/3a_NASM_PAMA-Student_Orientation_Script-Standard.pdf](https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/3a_NASM_PAMA-Student_Orientation_Script-Standard.pdf)

[NASM-PAMA Advisories on Neuromusculoskeletal and Vocal Health: https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-NMH_June-2014.pdf](https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-NMH_June-2014.pdf)

COURSE POLICIES:

I. ONLINE EVALUATIONS: At the end of the term, you will receive an email directing you to an online evaluation for this course. Please take advantage of completing this form. I value your responses.

II. ACADEMIC INTEGRITY: Cheating or plagiarism on any part of your Program Notes will result in an automatic “zero” for that assignment. You will also be reported to the Academic Integrity Committee, where you may face additional penalties. Please review the policy carefully by going to www.seaver.pepperdine.edu/academicintegrity.

III. OFFICE OF STUDENT ACCESSIBILITY: Any student with a documented permanent or temporary disability (medical, physical, learning, psychological) who requires academic accommodations should contact the Office of Student Accessibility at 310.506.6500 as early in the semester as possible. All discussions will remain confidential. Please visit <http://www.pepperdine.edu/student-accessibility/> for additional information.

IV. INTELLECTUAL PROPERTY: Course materials prepared by the instructor, together with the content of all lessons presented by the instructor, are the property of the instructor. Publishing or internet circulation of any video or audio recording without the consent of the instructor and other participants is prohibited.

Accompanist Information

If an accompanist is needed, you should contact a staff accompanist. If a Pepperdine staff accompanist is unable to accompany a recital, the substitute accompanist must be approved by the full-time music faculty and the chair. The accompanist should be acknowledged in any printed material such as programs and flyers.

Recordings and Video Capture in Raitt Recital Hall

We are currently updating our recording and video capture protocols, please stay tuned...

Live Streaming

We currently updating our live streaming protocols. Please check with your PML instructor and the Music Program Coordinator for information and permission.

Piano Tuning

The Steinway grand piano in Raitt Recital hall will be tuned as appropriate before all student recitals. Students are **not** allowed to employ outside piano tuning services for Pepperdine's pianos.

Receptions

Receptions are permitted and are the responsibility of the student who must bear the costs. Location for the reception must be granted clearance and scheduled by the FAD through the Center for the Arts **at the time the recital is scheduled**. Tables can be requested through the FAD. Receptions must end promptly by two hours after the start of the recital. It is the student's responsibility to clean up and properly dispose of all trash and food after the reception is over. This ensures that the next recitalist has ample time and space to prepare for his/her recital and reception.

Recital Protocol

The faculty expects the student recitalists to show a great deal of professionalism during the performance of the junior and senior recitals. Dress and behavior is the same as what is expected of performers on Music@3 concerts. Coats and ties, preferably suits are required for the men; women should wear tasteful dresses or dress slacks and blouses that fit the occasion. Consult with your private teacher for more specific suggestions. The student should refer to *Music@3 and Concert Attendance - Protocol for Music@3 Performances* for more information regarding proper concert behavior. **Encores** are allowed, but the content of the encore music must be pre-approved by the private instructor and the full-time music faculty at the pre-recital. Please encourage your family and friends to respect the professional nature of the recital experience. Remind them to come on time, and explain to them the nature of appropriate applause during a recital.

11. Heidelberg Summer Music Program

Music students have the opportunity to study abroad at the University's campus in Heidelberg, Germany. Instrumentalists and singers join together for intensive studies in their respective disciplines. The program usually runs from early May until early July. Malibu music faculty and distinguished guest faculty from the professional world join the resident Heidelberg faculty to create a once-in-a-lifetime experience. Educational field trips to European cultural centers like Salzburg, Vienna and Prague enrich the experience immeasurably. Activities of the summer culminate in student performances at the beautiful *Prinz Carl Palais* in Heidelberg's Old Town. *Moore Haus*, the students' home during the two-month summer program, is located just a few steps from one of Europe's most popular destinations – the romantic Heidelberg Castle.

Course offerings for the program normally include HUM 212 and 313 and all levels of German. An additional GE course [is](#) usually offered as well. Academic classes end by early afternoon, leaving time for afternoon and evening rehearsals and master classes. In addition to the week-long Educational Field Trip (EFT), one weekend is normally reserved for personal travel. It is important to realize that the emphasis of the program lies in intensive musical work in the various disciplines.

Students who receive University non-music **financial aid** will receive the same percentage toward tuition as they do in the fall and spring. Music award funding is also available for summer tuition. Non-tuition costs – flights, accommodations in Heidelberg and on the EFT, meals and some concert tickets – are covered in the **Program Cost**. The amount of Program Cost is determined by the Office of International Programs at the beginning of the fall semester prior to the summer program.

12. Library Information for Music

Welcome to Pepperdine University's Payson Library!

Welcome, music students! My name is Cory Aitchison, and I serve as the music librarian to all music majors. I'm a classically trained pianist and have a background in music theory and performance. I invite you to take full advantage of the resources available to you at Payson Library, as we've designed them with you in mind. The online InfoGuide for music (provided below) includes what you need to know about finding and accessing the library's print and digital resources, including books, reference works, journals, databases, scores, recordings, and primary sources. The library also offers course reserve materials, with a large collection of streaming music and videos, as well as more traditional formats like DVDs, compact discs, and even vinyl records. We also provide access to IPA Source and plenty of other amazing databases that will be useful during your time at Pepperdine. You can access many of these services from the comfort of your home. I encourage all of you to contact me, your library liaison, with any questions you may have, from research help to resources on careers in music and music education. No question is too small!

Thanks and I look forward to meeting you,

Elizabeth Parang
Liaison Librarian for Music
(310) 506-4046
elizabeth.parang@pepperdine.edu

Use the following link to access the Payson Library music resources page:

<http://infoguides.pepperdine.edu/music>

13. Instrument Loan Policy

Instrument Loan Policy

Pepperdine University Department of Music provides instruments for a variety of student uses, including private study, class lessons, and performance in ensembles. This outlines procedures for student use of Department-owned instruments.

Student Financial Obligation

All instrument loans are made with the understanding that damage to a Department of Music instrument beyond normal wear will result in the University taking action to recover cost associated with restoring that instrument to its previous condition. Students will be charged to replace broken bows, lost mouthpieces, or for any unusual damage. Term bill debits and/or holds on transcripts are possible courses of action when students returning instruments in unsatisfactory condition do not make financial restitution.

Loan

This section applies to instruments loaned to students for secondary study, class or ensemble use.

1. Instruments normally not owned by students, for instance contra-bassoon, will be loaned to Department of Music students for private lessons and in order to meet instrumentation needs in ensembles. This would include ensembles with unique instrument requirements, such as the Collegium Musicum Ensemble, except in cases where the instrument is the principal instrument of the student.

2. Instruments may be loaned or rented to University students enrolled in classes and ensembles that require their use.

Restrictions

The Department of Music cannot loan or rent instruments to University students for activities other than those described above. University students will find instruments available from local music shops at reasonable rates.

Instrument Checkout

Upon securing the permission of the appropriate faculty member, the student must contact Professor Cason or designated faculty member and fill out an Instrument Loan Agreement form ([Appendix K](#)). Make sure you understand your obligation regarding insurance, and care of the instrument.

Storage

Unless other arrangements are made with the faculty member and Dr. Tang, students are expected to store instruments in the room and locker provided for that instrument.

Insurance

Students using instruments loaned or rented by the Department of Music will be held liable in the event of damage to that instrument beyond what is considered normal wear. Therefore, it is highly recommended that students obtain insurance sufficient to cover the replacement cost of the instrument. Students will be charged to replace broken bows, lost mouthpieces, or for any unusual damage.

Use of Department of Music Instruments/Equipment Off-Campus

Department of Music instruments may be loaned to faculty members and students for events off-campus. Please discuss such loans with Department of Music Coordinator well in advance of the event. Insurance regulations require that the Department of Music know the location of all instruments on loan and the individual responsible for that instrument. Copies of the Instrument Loan Policy are available at the Fine Arts Office, CAC 200. Department of Music instruments and equipment will not be loaned to individuals, not associated with the Department of Music, for on or off campus events.

14. Practice Rooms & Music Tech. Lab

Practice Rooms

Practice rooms are located on the second floor of the Ahmanson Music Building and are on a “first-come-first-serve” basis. Practice rooms are reserved for use by music majors, music minors or students enrolled in a performance based course. You may not attempt to reserve a practice room by leaving personal items in the practice room. Any practice room left unattended is considered available for the next student (even if personal items are left in the room). Practice rooms may not be used between the hours of 2:00 a.m. and 7:00 a.m. ***Food and beverages are strictly prohibited in all practice rooms.*** Check with the School of Music Administrative Office for updates in practice room policies.

Key Swipe Access

- You **must** be **enrolled in Fine Arts Classes (art or music)** or be involved in the **Art or Music Programs**.
- **No personal items may be kept in classrooms, practice rooms, and studios. The fine arts division is not responsible for items that are lost or stolen. Please report all theft to the Pepperdine Department of Public Safety. Items that are left in the room unattended will be take to the Fine Arts Division office.**

Music Technology Lab

The Music Technology Lab (MTL) in AMB 126 is available only to music majors and other music students currently enrolled in music department classes that require access to this room. *The facility is designed only for music-related work, and when open* the room is staffed by a faculty member or by a student worker who will enforce the lab rules and protocols. Please do not enter the lab when a class is being conducted. The lab schedule posted outside the room shows times that the room is available for general use. The lab features the Korg Group Education Controller 3, a digital interface for controlling communication between students and instructor. Each station consists of an Avid or Focusrite Midi/Audio interface, an 88-key Yamaha controller keyboard, and an iMac loaded with Finale notation software and ProTools for sequencing and digital editing. Other media software packaged from Apple (e.g. Garage Band, iTunes, iMovie) is also included on each station. Five workstations feature Sibelius notation software, and a laser printer is available in the lab for printing music scores. No food or drink of ANY KIND is allowed in the lab - no exceptions. If you experience any technical problems with the equipment or software, or if you see any suspicious activity, please contact the onsite lab technician or Public Safety at 310-506-4441.

15. Music Lockers

Policy

Music lockers with built-in combination locks are available in the Music Building for all students who are currently taking private music instruction. These lockers are assigned to students by Dr. Tang and the Music Area Coordinator. Students playing large or additional instruments not fitting into the regular music lockers will be provided with instrument storage space in MB 103/105 by the Director of Instrumental Music. Students are expected to keep lockers clean, in good condition, and to report any maintenance issues. Students will clean out their lockers by the Monday after graduation. Any items left in lockers after this date will be discarded. Student lockers are the property of Pepperdine University and may be searched by Public Safety if there is evidence of illegal behavior associated with the use of the lockers.

16. Information for Music Award Students

Procedures and Expectations

Music Awards are given by members of the music faculty based upon performance ability, scholastic achievement, financial need, and involvement in the Seaver College music ensembles. Students granted a Music Award will be emailed a copy of his/her Music Award Contract for the upcoming academic year. The contract needs to be read carefully, and it is recommended that you print a copy for your records. The contract spells the specific expectations and responsibilities in the music program for each student.

SCHOLARSHIP TERMS AND CONDITIONS (Music Major or Minor at Seaver College)

Pepperdine University offers you, _____, a Music Scholarship in the amount of \$[please check the music scholarship amount listed in your financial aid package in Wavenet] for Semesters I and II of the 2023-2024 academic year. The Music Scholarship is renewable each year up to four consecutive years if the recipient meets all of the criteria specified under the “Scholarship Conditions.” The Music Scholarship must be coordinated with all other financial aid the student receives, regardless of the funding source. If you are eligible to receive federal and/or state aid, the Music Scholarship and all other aid cannot exceed the student’s financial aid need as determined by the Seaver College Office of Financial Assistance.

In addition to the requirements for the music major and minor as outlined in the Seaver Academic Catalog, the following terms and conditions apply for this Music Scholarship:

Eligibility (Music Major)

To be eligible for the Music Scholarship amount specified in the financial aid package, the recipient must declare music as their major, and be enrolled as a full-time student in good standing at Seaver College. (Students planning to attend part-time will need to inform their faculty advisors in advance. The student may be awarded a prorated amount as determined by the faculty.)

The recipient of the Music Scholarship who drops the music major will be reevaluated and the scholarship decreased or canceled.

Eligibility (Music Minor)

In order to declare a minor in music and be eligible for a Music Scholarship, the recipient must complete Music Theory II by the end of the second year of matriculation. If Music Theory II is not completed by the end of the second year, the scholarship may be revoked.

International Programs

The student will relinquish the Music Scholarship during the term they are abroad. Upon return to Seaver College, the scholarship may be reinstated by the Music Department after the student re-auditions for the faculty and if all of the terms and conditions of this scholarship contract are met. Students must notify the area scholarship coordinator as soon as they commit to an international program or their scholarship may not be reinstated upon their return.

GENERAL SCHOLARSHIP CONDITIONS: Your scholarship is renewable each year based on the following areas of evaluation:

1. Academic Success

The recipient of the Music Scholarship must be able to demonstrate satisfactory academic progress at the end of each semester. Satisfactory academic progress is defined as completion of a minimum of at least 12 units per semester. The recipient must maintain a cumulative GPA of 2.5, and a music departmental GPA of 2.5 each semester. There will be a **probationary period** whereby students falling below the 2.5 point standard will have **one** semester to bring his/her GPA up to at least the 2.5 requirement. If the GPA has not been raised to a 2.5 or above at the end of the probationary semester, the scholarship will be **immediately revoked**. All students placed on probation are informed by an official email from the chairperson or designated faculty member of their probation and the standard of improvement that must be achieved as established in the Music Scholarship contract. All students whose Music Scholarships have been revoked will be informed by email from the chairperson or designated faculty member.

2. Performance Progress

Scholarships are renewable each year. Scholarship recipients not demonstrating sufficient progress in the music major may have their scholarships reduced or canceled as determined by the music faculty.

All scholarship recipients must participate in assigned ensembles appropriate to the student's discipline, regardless of previous semesters of enrollment. The student must accept these assignments as determined by the music faculty.

Scholarship recipients must attend **all** rehearsals and performances and cannot be involved in conflicting activities during the scheduled rehearsals and performances. The director involved must approve any exceptions to this policy. Failure to comply with this condition of scholarship will result in the **cancellation** of the scholarship.

Vocal scholarship recipients must audition for all Pepperdine University Choirs, the Fall Musical, the Flora Thornton Opera Program and accept the assignments given for these ensembles.

Piano scholarship recipients will be required to participate in Collaborative Piano (MUS 144/344) and will be assigned duties in accompanying and/or music ensembles. Participation in MUS 144/344 satisfies the ensemble requirement for piano scholarship recipients.

Instrumental scholarship recipients (other than pianists and guitarists) are required to audition for the Pepperdine University Orchestra, Wind Ensemble, Jazz Ensemble, and other chamber music ensembles. The student must accept the ensemble assignments as determined by the music faculty.

Composition scholarship recipients are required to audition for *The Pickford Ensemble* (MUS 143/343) or may also be designated as an assistant to the director of the ensemble, performing duties as assigned. Composition students may also be assigned duties, including, but not limited to, music theory/skills tutoring, working in the Music Technology Lab, and serving as a member of our Music Department's recording services.

GENERAL

Your advisor must first approve of any performances or composition commissions in off-campus, on-campus, class, club, professional, school-related, or extracurricular pursuits before you will be allowed to participate in these activities.

The recipient of the Music Scholarship agrees to participate in an evaluation review with a faculty representative at the end of each semester to determine if the recipient continues to be eligible for the music award.

Private Lessons

All scholarship recipients must register for private music lessons (PML) each semester. The \$650 PML fee (subject to change in subsequent semesters) will NOT be covered by the scholarship amount. Those who have declared a double emphasis in **Composition** and **Applied (Voice or Instrument)** areas must take two (2) units of private instruction in their performance area and two (2) units of private composition instruction each semester of enrollment at Seaver College.

Studio Classes

Scholarship recipients must enroll and participate in studio classes as assigned. (Woodwind, brass, harp, and percussion majors are mandated to take studio as assigned by faculty. Minors will be enrolled unless there is a conflicting class. Any exceptions will be determined on a case by case basis.)

Good Citizenship, Professionalism, and Engagement

The recipient of the Music Scholarship must demonstrate satisfactory citizenship behavior and be supportive of the Music Program and Pepperdine University as outlined in the Seaver College Code of Ethics.

The recipient is also expected to participate in and engage with departmental events beyond the scope of their own classes and performances such as recitals, faculty recitals, and master classes. Taking an interest in the success of your colleagues helps build relationships and goes a long way toward a successful career in music.

Award Length and Cancellation of Award

The Music Scholarship is renewable each year up to four consecutive years if the recipient meets all of the criteria specified under the "Scholarship Conditions." Music Scholarship recipients not meeting any one of the criteria outlined in this contract may have their awards reduced or canceled as determined by the music faculty. The scholarship may also be removed in the event of academic or disciplinary probation.

Should the Scholarship be removed, the recipient of the Music Scholarship will be notified in writing as soon as possible prior to the beginning of the subsequent semester. The Seaver Academic Catalog, the Financial Aid Handbook, and the accompanying award letter are hereby incorporated as a part of this agreement.

Confidentiality

Please remember that scholarships are based on merit and financial needs; therefore, keep your award amount **confidential**.

You will receive an e-consent form through which you will agree to the terms and conditions of this award. Your acceptance of the award terms and conditions through the form will constitute your signature.

Appendices

A – Degree Plan “Cheat Sheet”

B – Advising Record Sheet (Majors)

C – Degree Requirements (Minors)

D – Advising Record Sheet (Minors)

E – Concerto Competition Entry Form

F – Applied Lesson Verification Sheet

G – Instrumental Jury Comment Sheet

H – Vocal Jury Comment Sheet

I – Jury Repertoire Sheet

J – Pre-Recital Checklist Form

K – Instrumental Loan Agreement Form

Appendix A

Advising Sheet for the Music Major

CORE REQUIREMENTS

Class #	Title	Pre-Req.	Units	Notes
MUS 101	Fundamentals of Music	MTPE	2	If Required (MTPE) Fall (sometimes Spring)
MUS 111	Theory I	MTPE or 101	2	Fall only
MUS 113	Aural Skills I	MTPE or 101	2	Fall only
MUS 115	Theory II	MUS 111	2	Spring only
MUS 117	Aural Skills II	MUS 113	2	Spring only
MUS 211	Theory III	MUS 115	2	Fall only
MUS 213	Aural Skills III	MUS 117	2	Fall only
MUS 215	Theory IV	MUS 211	2	Spring only
MUS 217	Aural Skills IV	MUS 213	2	Spring only
MUS 220	Concert Attendance (8 semesters)		0	Fall & Spring
MUS 354	Music History I	MUS 215	4	Fall only
MUS 355	Music History II	MUS 215	4	Spring only
MUS 415	Analytical Techniques	MUS 215	4	Every Fall
	Ensembles (8 semesters)		1, 0 (4)	
	Applied Lessons (8 semesters)		2 (16)	

INSTRUMENTAL APPLIED EMPHASIS

MUS 475	Conducting	MUS 415	4	Spring only
	Music Elective		4	
MUS 392	Recital	MUS 303	0	Fall semester
MUS 492	Recital	MUS 392	0	Spring semester

VOCAL APPLIED EMPHASIS

MUS 204	Introduction to IPA and Diction		1	Fall only
MUS 205	Italian Diction	MUS 204	1	Spring only
MUS 206	German Diction	MUS 205	1	Fall only
MUS 207	French Diction	MUS 206	1	Spring only
MUS 475	Conducting	MUS 415	4	Spring only
	Music Elective		4	
MUS 392	Recital		0	Fall semester
MUS 492	Recital	MUS 392	0	Spring semester

MUSIC COMPOSITION EMPHASIS

MUS 201	Introduction to Music Technology	MUS 115	2	Odd Falls
MUS 230	Counterpoint of the 16th and 18th Centuries	MUS 115	3	Even Falls
MUS 232	Instrumentation and Orchestration	MUS 115	3	Odd Springs
MUS 412	Music of the 20th and 21st Centuries	MUS 215	4	Odd Springs
	Private Instruction (Music Composition)		8	Fall & Spring semesters
	Private Instruction (Applied)		12	Fall & Spring semesters
MUS 493	Composition Recital	MUS 303 (Music Composition, 3 semesters)	0	Spring Semesters

COMPOSITION FOR SCREEN ARTS EMPHASIS

MUS 230	Counterpoint of the 16th and 18th Centuries	MUS 115	3	Even Falls
MUS 232	Instrumentation and Orchestration	MUS 115	3	Odd Springs
MUS 412	Music of the 20th and 21st Centuries	MUS 215	4	Odd Springs
SART 305	History of Screen Arts	NA	4	Spring Semesters
SART 453	Screen Arts Scoring	MUS 303 (Composition for Multimedia, 3 semesters); MUS 493 (co-req)	3	Even Springs
	Private Instruction (Applied)		8	Fall & Spring semesters
	Private Instruction (Composition for Multimedia)		8	Fall & Spring semesters
MUS 493	Composition Recital	SART 453 (co-req)	0	Spring Semesters

(PRE-TEACHING CREDENTIAL)

MUS 201	Introduction to Music Technology	MUS 115	2	Odd Falls
MUS 232	Instrumentation and Orchestration	MUS 115	3	Even Springs
MUS 460	Music In Secondary Schools		4	Odd Springs as needed
MUS 468	Multicultural Music in America		3	Even Springs
MUS 475	Conducting	MUS 415	4	Spring only
FA 313	Materials, Techniques, Skills		2	As needed
MUS 392	Recital I		0	Fall semester

Teacher Education Courses: (one required, all recommended)

EDUC 251	Human Development		3	
EDUC 461	Instructional Design	may begin 2 nd sem. of first year	3	Includes 20 hrs of fieldwork
EDUC 462	Educational Foundations	may begin 2 nd sem. of first year	3	Includes 20 hrs of fieldwork

Vocalists:

MUS 204	Introduction to IPA and Diction		1	Fall only
MUS 205	Italian Diction	MUS 204	1	Spring only
MUS 206	German Diction	MUS 205	1	Fall only
MUS 207	French Diction	MUS 206	1	Spring only
Voice	Applied Lessons (5 semesters)		1-2	

Instrumentalists:

Instrument	Applied Lessons (5 semesters)		1-2	
Voice	Applied Voice (4 semesters)		1-2	

Guitarists:

Guitar	Applied Lessons (6 semesters)		1-2	
Voice	Applied Voice (4 semesters)		1-2	
MUS 145	Performance Skills for Classical Guitarists (4 semesters; elective requirement)		1 (4)	Fall & Spring
MUS 150, 350	Guitar Ensemble (6 semesters)		1 (6)	Fall & Spring
	Other Ensembles (2 semesters of choir, orchestra, Collegium Musicum, or theatre productions)		1 (2)	

GENERAL EDUCATION REQUIREMENTS

	First Year Seminar		3	
ENG 101	English		3	
REL 101	Religion		3	
REL 102	Religion	101	3	
REL 301	Religion	102	3	
HUM 111	Humanities		3	
HUM 212	Humanities	HUM 212	3	
HUM 313	Humanities	HUM 313	3	
NWC	Non Western		4	
POSC 104	Political Science		4	
HIST 204	History	POSC 104	4	
151	Foreign Language		4	
152	Foreign Language	151	4	
251	Foreign Language	152	4	
	Lab Science		4	
	Math		3	
COM 180	Speech		4	
LIT	Literature		4	
Take 2:				
ECON 200	Economics		4	
PSYC 200	Psychology		3	
SOC 200	Sociology		3	

ELECTIVE MUSIC COURSES:

MUS 466	Vocal Literature		4	Odd Springs
MUS 467	History of Sacred Music		4	On demand
MUS 465	Symphonic Literature		4	On demand
MUS 464	Piano Literature		4	On demand
MUS 406	Medieval & Renaissance		4	On demand
MUS 410	Music of the Baroque		4	On demand
MUS 409	Music of the Classical Period		4	On demand
MUS 412	Music of the 20 th & 21 st Century		4	Odd springs
MUS 413	Romantic Music		4	On demand
MUS 468	Multicultural Music in America		3	Even Springs

Appendix B - ADVISING RECORD
Music Department-Pepperdine University

COMPLETE IN PEN ONLY

Student Name: _____ **Registering for term:** Fall _____
Student ID: _____ Spring _____
Phone: _____

Circle One: Freshman Sophomore **Scholarship:** Music
 Junior Senior

Required Music Courses:

Private Lesson(s)	Instrument	hr/Unit	Fee: \$650	Teacher
Circle Below:				
103 303	_____	1 hr/2 Units	_____	_____
103 303	_____	1 hr/2 Units	_____	_____

Studio Class (Please list 4-digit PS Class Number for your studio section)
 _____ 103L 303L _____

***List Fine Arts Division Involvement: _____

TOTAL # OF UNITS _____

4-digit PS Class number	Catalog # and Section/Course Name	# Of Units	Weekly Course Schedule
	<u>The office staff will register you in Private Music Lessons! Student registers for all other courses.</u>		
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GE/ Non-Music Major/Elective Courses - Register in open classes!

4-digit code	Catalog #	Course Name	# Of Units	Weekly Course Schedule
--------------	-----------	-------------	------------	------------------------

TOTAL # OF UNITS

Approved by Advisor

Date

Student Signature

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00AM					
9:00AM					
10:00AM					
11:00AM					
12:00PM					
1:00PM					
2:00PM					
3:00PM					
4:00PM					
5:00PM					
6:00PM					
7:00PM					
8:00PM					

When you have completed your schedule, please turn this form into your advisor for approval. Your advisor will sign the form and clear you to register.

If you make any changes in your course selections after you have been cleared, you **must** notify your advisor immediately.

Appendix C

Music Minor Requirements

Name _____ SS# _____

Musicians must be accepted to the music minor by passing the following:

- Audition
- Theory placement exam

MUS 101 Fundamentals of Music (If required by results of MFSA.)[†]
 MUS 111 Music Theory I
 MUS 113 Aural Skills I
 MUS 115 Music Theory II
 MUS 117 Aural Skills II
 MUS 220 Concert Attendance (4 Semesters)
 MUS 280 Introduction to Music (offered every year in fall or spring)
 MUS --- One other four-unit music elective course. Possible selection below.

MUS 592	Guitar History	4	On demand
MUS 412	Music of the 20 th & 21 st Centuries	4	Odd Springs
MUS 464	Piano Literature	4	On demand
MUS 465	Symphonic Literature	4	On demand
MUS 466	Vocal Literature	4	Odd Springs
MUS 467	History of Sacred Music	4	On demand
MUS 468	Multicultural Music in America	3	Even Springs

Ensemble participation (4 Semesters)
 Applied music **lower** division (4 semesters) – Private Lessons
 Applied music **upper** division (4 semesters) – Private Lessons

Completion Date _____

Student Signature _____ Date _____

Advisor Signature _____ Date _____

Appendix D

**Advising Sheet
Music Minor**

CORE REQUIREMENTS

Class #	Title	Units	Notes
MUS 101	Fundamentals of Music	2	If required (MFSA)
MUS 111	Theory I	2	Fall only
MUS 113	Aural Skills I	2	Fall only
MUS 115	Theory II	2	Spring only
MUS 117	Aural Skills II	2	Spring only
MUS 280	Introduction to Music	4	On demand
MUS 220	Concert Attendance (4 semesters)	0	Fall & Spring
	Ensembles (4 semesters)	1, 0 (4)	
	Applied Lessons (4 semesters)	2 (8)	(4) lower division (4) upper division

Choose One:

MUS 466	Vocal Literature	4	Odd Springs
MUS 467	History of Sacred Music	4	On demand
MUS 465	Symphonic Literature	4	On demand
MUS 464	Piano Literature	4	On demand
MUS 406	Medieval & Renaissance	4	On demand
MUS 410	Music of the Baroque	4	On demand
MUS 409	Music of the Classical Period	4	On demand
MUS 412	Music of the 20 th & 21 st Century	4	Odd Springs
MUS 413	Romantic Music	4	On demand
MUS 492	Guitar History	4	On demand

TOTAL MUSIC UNITS:

24-30

GENERAL EDUCATION REQUIREMENTS NEXT PAGE

GENERAL EDUCATION EQUIREMENTS

	First Year Seminar	3	
ENG 101	English	3	
REL 101	Religion	3	
REL 102	Religion	3	
REL 301	Religion	3	
HUM 111	Humanities	3	
HUM 212	Humanities	3	
HUM 313	Humanities	3	
NWC	Non Western	4	
POSC 104	Political Science	4	
HIST 204	History	4	
151	Foreign Language	4	
152	Foreign Language	4	
251	Foreign Language	4	
	Lab Science	4	
	Math	3	
COM 180	Speech	4	
LIT	Literature	4	
Take 2:			
ECON 200	Economics	4	
PSYC 200	Psychology	3	
SOC 200	Sociology	3	

THOMAS OSBORN CONCERTO COMPETITION

Full Name: _____
Last first MI

Signature: _____ Date: _____

Appendix F

NAME _____

CR/NC OPTION _____

GRADE _____

APPLIED LESSON VERIFICATION FORM

Both teacher and student should sign for each lesson attended. A form must be collected for each student enrolled in private study at the conclusion of the semester.

<u>DATE</u>	<u>TEACHER</u>	<u>STUDENT</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____

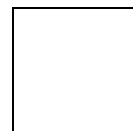
TEACHER COMMENTS:

STUDENT COMMENTS:

Appendix G

Grade

INSTRUMENTAL JURY PEPPERDINE UNIVERSITY



Student _____ Instructor _____ Fall / Spring 20__

Instrument _____

Classification: Fr So Jr Sr Degree Focus: Major Minor Contract Non major/minor

Solo 1 _____ Composer _____

Solo 2 _____ Composer _____

Plus (+) indicates “Excellent”. Minus (-) indicates “needs improvement”.

No mark indicates “satisfactory”.

Comments:

Skills	1	2
Breath Control		
Technique		
Tone		
Intonation		
Articulation / Bowing		
Attacks/Releases		
Vibrato		
Interpretation		
Understanding of style		
Tempo		
Phrasing		
Expression		

Musicianship	1	2
Memorization		
Style		
Rhythm		
Tempo		
Dynamics		
Presentation		
Posture		
Appearance		
Poise		
Vitality		
Communication		

Juror Signature _____ Date _____

Appendix H

VOCAL JURY PEPPERDINE UNIVERSITY

Grade

Student: _____ Fall / Spring 20 _____

Student's Teacher: _____

Classification: Freshman Sophomore Junior Senior

Degree Focus: Major Minor Contract Non major/minor

Plus (+) indicates "Excellent". Minus (-) indicates "needs improvement".

No mark indicates "satisfactory".

Comments:

Vocal Production	Song 1	Song 2
Breath Control		
Resonance		
Freedom of Tone		
Intonation		
Attacks (onsets)		
Releases		
Vibrato		
Interpretation		
Understanding of style		
Tempo		
Phrasing		
Expression of text		

Musicianship	Song 1	Song 2
Memorization		
Correct Notes		
Correct Rhythms		
Diction		
Purity of Vowels		
Clarity of Consonants		
Pronunciation		
Presentation		
Posture		
Appearance		
Poise		
Vitality		
Communication		

Juror Signature _____ Date _____

Appendix I

**PEPPERDINE UNIVERSITY
FINE ARTS DIVISION**

**MUSIC PROGRAM
JURY EXAMINATION REPERTOIRE**

☐ December 20_____

☐ April 20_____

NAME	MEDIUM	NO. OF UNITS 1 2	INSTRUCTOR
MAJOR	<input type="checkbox"/> FRESH. <input type="checkbox"/> JR. <input type="checkbox"/> SOPH. <input type="checkbox"/> SR.	NO. OF SEMESTERS STUDIED WITH THIS INSTRUCTOR	

COMPOSER/ ARRANGER	TITLE	MEMORIZED	PREPARED FOR JURY

ADDITIONAL REPERTOIRE STUDIED/ETUDES

ASSESSMENT OF SCHOLARSHIP DUTIES

Please list the ways you have fulfilled your scholarship duties:
--

INSTRUCTOR GRADE	JURY GRADE	JURY CHAIRMAN SIGNATURE	DATE
------------------	------------	-------------------------	------

Appendix J

Student Name _____

Pre-Recital Guidelines

Music must be **memorized** if required by genre and instrument. Composition recitalists are exempt from having to memorize music.

Your private teacher **MUST** be present for the pre-recital and the recital.

A complete **program**, including program notes, must be presented to each committee member. Proper lay-out and grammar are required. Remember, this is a concert given in partial fulfillment of a Bachelors of Arts degree. It should be professional and scholarly. **Failure to provide a completed program, notes and the requisite number of professionally bound scores (composition students only) is grounds for cancellation of the pre-recital. Failure to perform the recital program in its entirety is grounds for cancellation of the pre-recital and the recital.**

Dressy clothing is required for all performers on the pre-recital. Men - suits or dress slacks with dress shirts. Women - dresses or pantsuits appropriate for stage. It is advised that you wear the shoes you will be performing in.

- ☐ 3 formatted programs
- ☐ 1 originality report from *TURNITIN*
- ☐ encore approved (except for composition recitals)
- ☐ 3 sets of professionally bound scores (music composition recitals only)

One copy of final (print-ready) program and notes, must be presented to committee chair one week prior to recital for final approval.

Approval of Faculty Members:

_____	_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Name	Private Instructor	Date	

_____	_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Name	Committee Member	Date	

_____	_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Name	Committee Member	Date	

_____	_____	_____	<input type="checkbox"/> Approve <input type="checkbox"/> Deny
Name	Committee Chair	Date	

****Once approved, the chair will give this form to Dr. Melanie Emelio. If your pre-recital is not approved, your recital will be cancelled.**

Appendix K

PEPPERDINE UNIVERSITY

Fine Arts Division

Musical Instrument and Equipment Loan Contract

Borrower: _____ CWID: _____

Item/Instrument: _____ SN: _____ MN: _____

Campus Address/Telephone: _____

Permanent Address/Telephone: _____

Email Address: _____

In accepting this instrument from Pepperdine University, I agree to the requirements and conditions listed on this Musical Instrument and Equipment Loan Contract. I accept full responsibility for safekeeping of the item loaned to me. I agree to be held liable for loss, theft or damage of the item while it is loaned to me. I understand that I will not be eligible to receive grades, transcripts or registration privileges until changes assessed to me are paid. I agree to store the loaned item in its assigned space when it is not in use. I agree to not loan the item to a third party. I agree to not use the loaned item for monetary gain. I agree to return the instrument at the end of the semester or by the time designated by the instructor.

I agree to notify the Fine Arts Division Office of change in my permanent address and/or student or staff status. I will also notify the Instructor of any change in the condition of the loaned item. I agree to not use the item's assigned space for storage of any other musical instrument or valuable personal property.

Signature: _____ Date: _____

Return Signature: _____ Date: _____