

Cottey College

# Music Department Handbook

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## INTRODUCTION

- History: The Cottey music department has been a vital force in the life of Cottey students since the College's founding in 1884 and has been a member of the National Association of Schools of Music (NASM) since 1956.
- Mission: The Music Department's mission is to successfully prepare students to transfer into baccalaureate music programs nationwide and to provide a music enrichment program for all Cottey students.
- Goals: A Graduate of the A.A. Music Program
  - demonstrates the music literacy and technical skills necessary for critical thinking in music
  - demonstrates performance skills on piano, including scales, transpositions, and harmonizations
  - demonstrates a body of knowledge and musicianship for solo performance at a level appropriate for transfer into a baccalaureate program
  - collaborates successfully with other musicians in an ensemble setting

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**Dr. Jackie Lordo**, Assistant Professor of Music (brass and wind ensemble)

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**Dr. John Ross**, Visiting Assistant Professor of Music (woodwinds and theory)

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**Prof. Theresa Forrester Spencer**, Professor of Music (voice and choir)

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## GENERAL INFORMATION

- The following information applies to all students enrolled in courses in the Department of Music.
- A map of campus may be accessed in the Cottey Catalog or via the following link. [http://www.cottey.edu/pdf/enroll/cottey\\_map.pdf](http://www.cottey.edu/pdf/enroll/cottey_map.pdf)
- For access to any buildings after hours, you must obtain a keycard from the office of Student Life.

## **BUILDINGS**

The music facilities at Cottey provide excellent support for all aspects of the program. The facilities in the Rogers Fine Arts Building (RFAB) include a choral rehearsal area, and instrumental ensemble rehearsal area, faculty teaching studios, a Musical Instrument Digital Interface (MIDI) laboratory, keyboard laboratory, individual practice rooms, and general classrooms. The Haidee and Allen Wild Center for the Arts houses the two primary performance spaces, the Auditorium and the Missouri Recital Hall. Audiovisual resources, books, recordings, and scores are located in the Blanche Skiff Ross Memorial Library.

### **Rogers Fine Arts Building (RFAB)**

Open: 8:00 a.m. – 5:00 p.m. Mon - Fri  
 Keycard: Evening and weekend hours vary. Check the Student Life website for details.

### **The Haidee and Allen Wild Center for the Arts**

Open: 8:00 a.m. – 5:00 p.m. Mon - Fri  
 Keycard: Evening and weekend hours vary. Check the Student Life website for details.

### **Blanche Skiff Ross Memorial Library**

Open: <https://cottey.edu/campus-community/library/hours/>

### **Instruments on Loan**

Instruments for lessons or ensemble use are available to Cottey students at no charge. Contact your instructor to borrow an instrument. Instruments must be returned at the end of each semester. Be aware that there may be a penalty if instruments are not returned or are damaged.

### **Practice Rooms**

Practice rooms are available to students on a first-come, first-served basis and are located on the 2<sup>nd</sup> and 3<sup>rd</sup> floor of the Rogers Fine Arts Building. Please do not leave music and/or personal belongings in the practice rooms. Students also may reserve practice time in the Missouri Recital Hall and the Cottey Chapel by submitting a Facilities Request Form available from the Director of Campus Activities (Hinkhouse Center first floor).

### **Recording Services**

Recording services are offered to music students on a limited basis and are arranged through the student's individual applied music instructor. All assistance is free of charge, but students may be expected to supply materials needed. See your instructor for further information.

### **Accompanists**

Students enrolled in applied lessons in brass, percussion, voice and woodwinds are provided an accompanist by the College. Your instructor will assign you an accompanist and will provide contact information.

- Students must provide music to the accompanist at least 2 weeks prior to the first rehearsal.
- The first rehearsal must take place at least 2 weeks prior to the performance.
- It is the student's responsibility to schedule rehearsals with the accompanist.

### **Advising**

Any student considering music as a major should request a music faculty member as her advisor. The advisor will assist the student in planning her academic program and act as an academic resource. If it is not possible to have a music faculty member as an advisor please contact the Music Department Coordinator. Students interested in minoring in music should also consult with the Music Department Coordinator.

### **Music Courses that fulfill the General Ed Fine Arts Theory Requirement:**

- Music Appreciation (MUS 101)
- Fundamentals of Music (MUS 103)
- Harmony 1 or 2 (MUS 111 or 112) with permission of the instructor
- Women in Music (MUS 185/WGS 185)

### **Ensembles**

Ensembles are open to all Cottey students by audition. Note that some ensembles will not transfer to other institutions as ensemble-requirement fulfillment.

*Cottey Chamber Singers* is a women's vocal ensemble dedicated to the study, rehearsal, and performance of a variety of choral literature specializing in music by and about women. See Prof. Spencer for information regarding audition requirements.

*Wind Ensemble* performs standard and contemporary concert band music literature. See Dr. Lordo for information regarding audition requirements.

*Jazz Ensemble* performs a variety of styles, including jazz, rock and roll, blues, Latin, and R&B. Note: it does not meet the ensemble requirement for the music major or minor. See Dr. Lordo for information regarding audition requirements.

### **Placement Interviews for Lessons**

All students interested in taking private lessons, including those with music scholarships, must have a placement interview with the appropriate instructor in order to enroll. Following is an outline of the procedure:

1. Contact the professor to schedule the placement interview or attend the music information session during Orientation.
2. At Placement Interview, work with your instructor to arrange your weekly lesson time. Also, provide a copy of your course schedule.
3. Remember to attend the Repertoire Class that is in your instrument area. See the next paragraph for information.

### **Repertoire Classes**

All students enrolled in lessons must attend and participate in weekly repertoire classes. Following is the schedule of each repertoire class:

Voice: Monday 6:30 p.m. – 7:20 p.m.\*, Missouri Recital Hall  
Woodwinds: Monday 7:30 p.m. –8:20 p.m.\*, Missouri Recital Hall  
Piano: Thursday 6:30 p.m. –7:20 p.m.\*, Missouri Recital Hall  
Brass: TBA  
Percussion: TBA

\*days and times subject to change

### **Student Recitals**

The music department faculty host student recitals approximately once a semester.

### **Jury Examination**

The jury is the final exam for lessons. The student will be assigned music to be performed for the jury from repertoire covered that semester.

1. Students enrolled in lessons are required to perform a jury examination at the end of each semester.
2. Students enrolled in *elective* lessons who are learning a new instrument or major technique change might not be required to perform a jury examination. This decision will be up to the individual teacher.
3. Requests for an early or late jury must be approved by the private instructor and submitted to the music department coordinator for departmental approval six weeks prior to the jury examination except for emergency situations.



## **Scholarships and Awards**

Scholarships are available to qualified students. Application forms are available from the Office of Enrollment Management and on the website. [Fine Arts Scholarship Application](#)

Second-year honors and awards are presented on the basis of outstanding achievement in the music program. These awards are presented during the spring honors and awards convocation.

## **Health and Safety Information**

Cottey faculty are committed to providing information to students about their health and safety issues, hazards, and procedures inherent in practice and performance. Cottey faculty will work with students to correct performance technique, but any advice given should not be considered professional medical or mental health advice. Instead, Cottey faculty and staff will work closely with the Student Health Office to connect students with medical and mental health providers.

Please see the following documents for important information about health and safety.

### **Vocal Health**

[https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/6a\\_NASM\\_PAMA\\_NMH-Student\\_Information\\_Sheet-Standard-Vocal\\_June-2014.pdf](https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/6a_NASM_PAMA_NMH-Student_Information_Sheet-Standard-Vocal_June-2014.pdf)

### **Skeletal and Neural 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)

### **Hearing Health**

[https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a\\_NASM\\_PAMA-Student\\_Information\\_Sheet-Standard.pdf](https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA-Student_Information_Sheet-Standard.pdf)

### **Music Major/Minor Information**

1. In order to be a music major/minor at Cottey College you must be admitted to the program. You must do the following: a) audition or submit a recording to the music faculty; b) pass the online music theory placement exam (available on the music department [website](#)).
2. Music majors and minors are encouraged to complete the Declaration of Major form within their first semester at Cottey.
3. All music majors and minors are expected to enroll in applied lessons. See the next page for music major performance expectations.
  - a. Students who plan to pursue four year degrees in music performance, education, or therapy should enroll in at least 2 credit hours of applied lessons per semester.
  - b. Students who plan to pursue other degrees in music should enroll in at least 1.0 per semester.
4. Music majors and minors are required to take four credits of ensemble. The student should take at least one credit of ensemble each semester.
5. A full-time student load at Cottey is defined as 12-18 credit hours. Students carrying more than 18 hours must obtain approval. It is not recommended that music majors enroll in more than 18 hours the first semester, but some music students who are academically qualified may do so. This matter should be discussed with the student's academic advisor.
6. By the end of your first-year at Cottey meet with Cottey's Transfer/Career counselor to determine the requirements for admission, transfer credit, and graduation requirements for the universities, colleges or conservatories to which you are considering transferring after leaving Cottey.
7. Please consult the appropriate catalog for A.A.M. and music minor degree requirements.

**Applied Lesson Competency Level** (*Music majors only*)

By graduation, a music major must show promise of developing a credible primary instrument and sufficient personal musicianship to be able to sustain a part in an ensemble and perform incidental solos as part of a large ensemble.

Woodwind, Brass, and Piano students must:

- Perform all major and minor scales an appropriate number of octaves for their instrument
- Perform characteristic solo(s) that demonstrate both lyrical expression and technical facility

Percussionists must:

- Play from memory – all International Percussive Arts Society rudiments, all major and minor scales, and all major, minor, dominant 7th arpeggios
- Perform appropriate level solos on snare and/or multiple percussion, timpani, and mallets, including four-mallet technique

Vocalists must:

- Perform six selections in English, Italian, and German or French by semester of final jury. Performances must include developing diction, technique, and lyrical expression.