

Music Department Handbook

Updated: August 3, 2023



Contents

Introduction	3
History	3
Mission	3
Goals	3
Music Faculty Directory	4
General Information	5
Buildings	5
Print and Online Resources	5
Instrument Check-out	5
Practice Rooms	5
Recording Services.....	6
Accompanists	6
Advising.....	6
Performance Ensembles.....	6
Lessons	7
Student Recitals	7
Juries.....	7
Scholarships and Awards	8
Student Performance Requests.....	8
Health and Safety Information	9
Vocal Health	9
Skeletal and Neural Health	9
Hearing Health.....	9
Information for Music Majors and Minors	10
Program Admission:	10
Lesson Expectations:.....	10
Other Expectations:	10
Applied Lesson Competency Level.....	11

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

Music Faculty Directory

Mr. Gary Johnson, Adjunct Assistant Professor of Music (percussion)

[Johnson Bio](#)

Office: 317 RFAB

Office Phone: ext. 2255

Email: gjohnson@cottey.edu

Prof. Isaac Hernandez, Adjunct Assistant Professor of Music (piano)

Office: 306 RFAB

Office Phone: ext. 2266

Email: ihernandez@cottey.edu

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

[Lordo Bio](#)

Office: 308 RFAB

Office Phone: ext. 2199

Email: jlordo@cottey.edu

Prof. Catherine Conlin Visiting Assistant Professor of Music (woodwinds and theory)

Office: 309 RFAB

Office Phone: ext. 2285

Email: cconlin@cottey.edu

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

[Spencer Bio](#)

Office: 305 RFAB

Office Phone: ext. 2283

Email: tspencer@cottey.edu

General Information

Please note: The following information applies to all students enrolled in music courses.

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 (CFA) houses the two primary performance spaces, the Auditorium and the Missouri Recital Hall. Students may access RFAB and CFA using their campus ID card.

Print and Online Resources

Audiovisual resources, books, and recordings are in the Blanche Skiff Ross Memorial Library. Scores and some textbooks are available on the 3rd floor of RFAB. Cottey has many online music resources available through the library website:

<https://cottey.edu/library/>

Instrument Check-out

Instruments for lessons or ensemble use are available to Cottey students at no charge. Contact your instructor to check-out an instrument. Instruments must be returned at the end of each semester. Be aware that students are responsible for damage beyond normal wear and tear, or for replacement costs if the instrument is not returned.

Practice Rooms

Practice rooms are available to students on a first-come, first-served basis and are located on the 2nd and 3rd floor of the Rogers Fine Arts Building. Please do not leave music and/or personal belongings in the practice rooms. Students are also encouraged to practice in the large rehearsal rooms any time there are not classes scheduled. Percussion students have priority for the Instrumental Rehearsal Room due to equipment availability. Students also may reserve practice time in the Missouri Recital Hall and the Cottey Chapel through the online reservation system. See your instructor for assistance in reserving the performance spaces.

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 any materials needed. See your instructor for further information.

Accompanists

Students enrolled in brass, percussion, voice and woodwind lessons 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 advisor. The advisor will assist the student in planning the 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 completing the music minor also need to consult with the Music Department Coordinator.

Performance Ensembles

Ensembles are open to all Cottey students, but most groups require an audition. Note that some ensembles will not transfer to other institutions as ensemble-requirement fulfillment.

Cottey Chamber Singers are a select group of singers who perform music in a variety of styles, with an emphasis on 20th and 21st century women composers. See Prof. Spencer for information regarding audition requirements.

Wind Ensemble is open to all Cottey students with experience playing in a concert band setting. In addition, high school students and adults from the surrounding community may join. This concert band performs from all genres of traditional concert band 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.

Handbell Ensemble is open to all Cottey students regardless of music skills. This group performs a variety of handbell and chime music. See Dr. Lordo for more information.

Lessons

Lessons offer practical instruction in the performance of instrumental and vocal music and are open to all Cottey students. Cottey music faculty offer music lessons at all levels. Repertoire and techniques covered vary according to the needs and competencies of the student. Elective lesson courses (MUS 120) are open to all students without prerequisite. Applied lesson courses (MUS 121, etc.) are reserved for music majors and minors only. All students taking lessons must enroll in the corresponding Repertoire Class (MUS 270). See course schedule for dates and times of repertoire classes.

Procedure:

1. Students should enroll in the appropriate courses.
2. During Orientation or move-in, students should visit the music faculty offices on the 3rd floor of RFAB. Faculty will have instructions on their door for how lessons will be scheduled.

Reminders:

- Students take one 30-minute weekly lesson per credit hour enrolled.
- Students must provide the instructor with a copy of their course schedule.
- Students must enroll and attend the corresponding MUS 270 Repertoire class.

Student Recitals

The music department hosts student recitals at least once a semester. All students enrolled in lessons courses are generally expected to perform in public (recital or concert) at least once per semester. Faculty may grant exceptions for individual students.

Juries

The jury is the final exam for all lessons courses. 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](#)

Select additional awards are presented annually based on outstanding achievement in the music program. These awards are presented during the Honors and Awards convocation or music department performance.

Student Performance Requests

Faculty reserve the right to refuse requests for student performances without compensation for the students using the following guidelines:

- 1-3 performances per class each semester (including recitals and concerts, but not repertoire class) will be considered normal class expectations.
- Some form of compensation should be expected for additional performances beyond normal class expectations.
- Compensation should be appropriate to the level of student skill utilized, time required for preparation, and time required for performance (including travel). Compensation may include meals, small stipend, or additional scholarships.
- Students should not be responsible for travel expenses related to off-campus performances. Exceptions may be made for performances within Nevada city limits.

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

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

Hearing Health

https://nasm.arts-accredit.org/wp-content/uploads/sites/2/2016/02/5a_NASM_PAMA-Student_Information_Sheet-Standard.pdf

Information for Music Majors and Minors

Program Admission:

- Majors: students must pass an audition and music theory placement test before they can be admitted to the AAM program. Students must also meet all Cottey College admissions requirements.
- Minors: all prospective music minors must audition, complete the music theory placement test, and meet with the Music Department coordinator before adding the music minor. Minors are only available to students completing a BA or BS degree.

Lesson Expectations:

- All music majors and minors are expected to enroll in applied lessons (MUS 121, etc.) not elective lessons (MUS 120).
- Music majors must meet the applied lesson competency level for their primary instrument/voice before graduation. (See next page.)
- 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.
- Students who plan to pursue other degrees in music should enroll in at least 1.0 per semester.

Other Expectations:

- Music majors and minors are required to take four credit hours of ensemble. The student should take at least one credit hour of ensemble each semester.
- A full-time student load at Cottey is defined as 12-18 credit hours. Students who wish to complete more than 18 hours in a semester should consult with their advisor.
- Please consult the appropriate catalog for A.A.M. and music minor degree requirements.
- Music majors should meet with their advisor about intended transfer schools by the end of the first year.

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.