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DEPARTMENT OF ART, MUSIC, AND
THEATRE ARTS
MUSIC HANDBOOK

CAMERON UNIVERSITY
DEPARTMENT OF ART, MUSIC, AND THEATRE ARTS
MUSIC STUDENT HANDBOOK

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THE DEPARTMENT OF ART, MUSIC, AND THEATRE ARTS

MISSION STATEMENT

The Department of Art, Music, and Theatre Arts actively seeks to make the University a driving force in the cultural life and economic development of our community by producing art exhibitions, concerts, recitals, and theatre productions, to enrich the intellectual and cultural lives of our constituents. The disciplines of Art, Music, and Theatre Arts energize the cultural life of the Cameron Campus and surrounding communities. We believe in the power of aesthetics and in the unique talents of each student. We strive to inspire and guide artists, educators, musicians, actors, designers, and scholars to achieve success as well as to become citizens of the world.

INTRODUCTION

This Handbook aims to provide music students and faculty with essential information pertinent to their success at Cameron University. This Handbook and the policies and procedures described herein should be considered a partial policy document. Instead, the document is intended to be one of many resources available to students and faculty in directing the academic and artistic mission of the Music unit at Cameron University.

Although the Handbook intends to reflect current policies and rules of the Music unit, users are cautioned that changes or additions to such regulations or policies may have become effective since the publication of this material. The Cameron Department of Art, Music, and Theatre Arts reserves the right, in its sole discretion and at any time, to modify any policy or procedure outlined in this Handbook and to make any other changes it deems necessary or appropriate.

THE CAMERON UNIVERSITY CATALOG

The CU catalog provides information about the **academic programs** of Cameron University. It also contains information concerning [admissions](#), [academic regulations and requirements](#), [services available to students](#), [financial information](#), [academic offerings](#), and a list of the administrative officers and faculty of the University. While every effort has been made to make this catalog as complete and accurate as possible, changes may occur at any time in requirements, deadlines, fees, curricula, and [courses](#) listed in this catalog. All such changes are effective at such time as the proper institutional authorities determine and may apply not only to prospective students but also to those who are already enrolled at the University. This catalog should not be construed as a contract between Cameron and any person. A link to the most recent version of the catalog is available <https://www.cameron.edu/catalog/undergraduate>.

MUSIC THEORY PLACEMENT

A Music Theory Placement Exam will be given to all students entering the Music discipline. Some freshmen might be placed in Music Fundamentals (MUSC 2301) in addition to Music Theory based on the results of the placement exam and upon recommendation of the theory faculty. If the faculty feels it is appropriate for the student to take MUSC 2301 then the student will be required to enroll. Music Fundamentals does not count toward the student's degree plan but is highly recommend to those students who have had little to no music theory.

COURSE LOAD

General Academic Information

Minimum Hours in Residence–Baccalaureate Degrees. Baccalaureate degree candidates must satisfactorily complete a minimum of 30 semester hours in residence at Cameron University. At least 15 of the final 30 hours applied toward the degree or at least 50 percent of the hours in the major field must be satisfactorily completed at Cameron.

Minimum Hours in Residence–Associate Degrees. Associate degree candidates must complete a minimum of 15 semester hours in residence at Cameron University.

Minimum Total and Upper Division Hours at Baccalaureate Degree-granting Institution. Baccalaureate degree candidates must complete a minimum of 60 semester hours, excluding physical education activity courses, at a baccalaureate degree-granting institution, 40 semester hours of which must be upper division excluding physical education activity courses.

Minimum Hours in Liberal Arts and Science–Baccalaureate Degrees. Baccalaureate degrees must include a liberal arts and science component as follows: bachelor of arts, 80 semester hours minimum; bachelor of science, 55 semester hours minimum; and bachelor of specialty, 40 semester hours minimum.

Additional Degree Requirements. Some degrees have requirements in addition to these University requirements. Consult the specific degree for a listing of any such requirements.

Major Requirements. A minimum of one-half of the upper division credits required for a major must be earned in residence at Cameron University. The dean of the school responsible for the major, acting upon a written request from the student accompanied by a statement from the student's advisor and the chair of the department responsible for the major, may approve an exception to this regulation

ADVISEMENT

Students choosing a major in this department should go to admissions or the registrar to complete the appropriate form declaring that choice. Department majors will be assigned a faculty advisor professor with whom The Degree Plan is designed so that the student can clearly understand the requirements and chart progress in Degree Works. However, prior to enrolling each semester, every student must visit an advisor to ensure that the proper courses are taken in the correct sequence. [Degree Works Link](#)

The following faculty members are advisors:

- Dr. Kirsten Underwood, Chair
- Dr. Greg Hoepfner
- Dr. Lucas Kaspar
- Dr. JD Little
- Dr. Christian Morren
- Dr. Hyunsoon Whang

GRADUATION REQUIREMENTS

Graduation requirements are contained in the “Academic Regulations” section of the Catalog and are summarized on the Check Sheets in this handbook. [Link to Cameron University Handbook](#) Every potential graduate must visit with his/her advisor to complete a degree check the semester before graduation, and then have it checked by the University Registrar. The Cameron Assessment program also requires students to satisfy the department’s assessment objectives by taking an assessment exam prior to graduation.

FINANCIAL ASSISTANCE

There are several sources of financial assistance including departmental scholarships, work-study programs, government aid (scholarships, grants, and student loans), and private aid (scholarships, grants, and loans). You may apply for work-study and some government assistance by completing the Free Application for Federal Student Aid (FAFSA) package available by through the Cameron Financial Aid Office. [Link to Cameron Financial Aid Office](#)

Departmental financial assistance is available in the form of tuition waivers and scholarships. To receive departmental assistance, you must be a full-time student majoring in one of our programs. Departmental awards are based upon a set of criteria that combines musical and academic performance, faculty recommendations, financial need, the nature and amount of other financial aid being received, and numerous other factors including participation in extracurricular activities and honors/awards. Final decisions on departmental tuition waivers and announcements concerning the awarding of said tuition waivers come from the office of the Dean of Arts and Sciences. When a scholarship offer is extended it is important to note the dates the offer must be accepted.

Application deadlines and procedures are subject to change each year. Students should contact the Department Chair early in the spring semester for information concerning those deadlines and procedures. Students who drop below full-time status will not be eligible for departmental scholarships.

LOCKERS

Lockers are available on a first come, first served basis, and must be requested annually. Locker reservations are made through the department administrator located in the music office. The student must provide a combination lock and provide the office administrator with the combination. Failure to comply may result in the lock being removed if the occupant of the locker cannot be identified.

PRACTICE ROOMS

Practice rooms are available in Haggard Hall. Practice room hours are from 7am to 10pm, daily. Practice rooms can be accessed room by swiping the student ID. To activate a student ID, see the office administrator in the Art, Music, and Theatre department office.

PHYSICAL HEALTH

Students are strongly encouraged to maintain healthy practices when practicing, performing, and listening to music. All students should be aware that prolonged exposure to intense sound can damage hearing; prolonged repetition of certain physical motions and poor posture can create harmful tension and musculoskeletal injury over time; and improper breathing, poor hydration, and overuse can damage the vocal apparatus. Students are encouraged to discuss these matters with their teachers and conductors, and to further research information on these topics for their own protection as they pertain to their specific practice and performance activities. Students are also expected to attend the annual departmental recitals in the fall and spring devoted to addressing specific health issues for musicians. This link is great guide from DePaul University School of Music discussing the physical well-being of musicians. [Resources for the Healthy Musician](#).

MENTAL HEALTH

[Link to Cameron University Counseling Services
Mental Health Resources for Musicians](#)

Cameron University students who are enrolled in at least one class meeting on the CU-Lawton campus and paid the Wellness Center Fee are eligible for personal counseling and acute medical care. **All students in crisis situations will be seen immediately.**

The Student Wellness Center is staffed by two licensed professional counselors who provide confidential, short-term counseling to currently enrolled Cameron University students. The counselors will meet with you to discuss your concerns and goals.

CAMERON COUNSELING SERVICES INCLUDE

- Support
- Adjustment to university life
- Anxiety
- Test Anxiety
- Depression
- Substance use and abuse
- Grief and loss
- Loneliness
- Relationship Issues
- Separation Anxiety
- Stress
- Self-Care

IF IT IS AFTER HOURS AND AN EMERGENCY

Call: Suicide Hotline- 988

Campus Police: (580) 581-2911

Comanche County Memorial Hospital's Emergency Room: 3401 W Gore Boulevard or call (580) 355-8620

Taliaferro Community Mental Health Center: 602 SW 38th St or call (580) 248-5780

CARE OF UNIVERSITY INSTRUMENTS

Please remember: the use of a university-owned instrument is a privilege - not a right. Woodwind, Brass, String, and Percussion may be available for use. A student who wishes to use an instrument owned by the university must:

1. Be a member of an appropriate performing organization or class at CU.
2. Determine the availability of an instrument with the conductor or instructor directly involved.
3. Sign a release document in the music office.
4. Inspect the instrument to ensure that it is in good working order.
5. Agree to properly maintain the instrument and pay for any repairs needed while the instrument is signed out.
6. Return the instrument immediately upon request of the music faculty member from whom the instrument was signed out.
7. Never leave an instrument unattended.
8. Failure to return an instrument at the end of the semester will result in charges for the cost of the instrument.

PIANOS

Treat all the pianos like fine pieces of furniture; no food or beverages should be placed on any piano at any time. The Steinway piano in the Recital Hall must be kept covered and plugged into its humidity-controlled box when not in use. The Steinway piano in the recital hall is not available for daily use, but only for performances and in preparation for Junior and Senior recitals. The piano must be checked out through Dr. Hyunsoon Whang.

PRIVATE APPLIED STUDY

Music majors must designate a primary applied area, to be selected from keyboard, instrumental, or vocal categories. Area coordinators oversee applied instruction and related issues in each category.

1. Lesson Scheduling

Students are responsible for arranging lesson times with their private applied instructor during or before the first week of each semester. Students must provide each instructor with a copy of their semester class schedule no later than the first day of classes. Students unsure of their teacher assignment should deliver their schedule to the coordinator of the appropriate applied area.

- To evaluate the student's progress during the semester
- To aid the studio teacher in evaluating performance capabilities

2. Attendance

General information- Please see your instructor for specific syllabus for more information.

- Faculty are not required to make up lessons canceled due to student illness.
- Lack of preparation is, of itself, not a legitimate excuse for missing or postponing a lesson.
- Students who miss a lesson, even for a legitimate reason, must contact their instructor as quickly as possible to reschedule. Undue delay in doing so may result in a missed lesson being reclassified as an unexcused absence.

Note: These are general departmental guidelines. Individual instructors may stipulate more stringent or detailed attendance policies in their course syllabus.

3. Penalties for Unexcused Absences are addressed in each applied syllabus.

SEMESTER EVALUATION AND JUNIOR STANDING

Every music major enrolled in applied lessons is required to perform before a panel of faculty members at the end of the semester's study.

Students are expected to consult their private instructors and studio syllabi to determine repertoire and how Semester Evaluations and Junior Standing results are calculated.

All students enrolled in Private Lessons in the 3800 or 4800 level are required to take perform a semester evaluation. Students enrolled in Private Lessons in the 2200 level may or may not be required to perform a semester evaluation at the discretion of the teacher.

Junior Standing: In the fourth semester of private study, students must present and pass an upper division assessment. The Junior Standing will be presented in front of faculty members from either the instrumental or vocal area. The Junior Standing grading procedures and requirements are determined by the music faculty. Please see your applied teacher for the requirements.

PIANO PROFICIENCY REQUIREMENTS

All B.A., B.M. and B.M.E. students must pass the Piano Proficiency requirements *prior* to the Junior Standing. Failure to pass the Piano Proficiency exam will prohibit music majors from enrolling in upper-level credit hours regardless of credit hours, status, or GPA.

Piano proficiency is accomplished by successfully completing four semesters of Music 1201 and passing the exam at the end of each course (Class Piano I, II, III and IV). In cases where unavoidable class scheduling conflicts do not allow enrollment in the appropriate section of class piano, students may request to be enrolled in Music 3801 (Private Piano) per instructor approval and availability. *Students are strongly encouraged to take class piano in sequence with the corresponding harmony and structure classes as this serves to complement and reinforce the subject matter.*

Class Piano I

1. Major key scales and arpeggios originating on the white keys (two octaves, hands together with correct fingering)
2. Basic chord progression of I-IV-I-V-I in *all* major keys (hands together)
3. Transposition of a given melody
4. Repertoire: prepare and perform one approved solo piece (memorization optional)
5. Sight reading at an appropriate level

Class Piano II

1. Major and harmonic minor key scales and arpeggios originating on the white keys and major scales originating on the black keys (two octaves, hands together with correct fingering)
2. Basic chord progression of i-iv-i-V7-i in *all* minor keys (hands together)
3. Harmonize a given melody using block or broken chords
4. Repertoire: prepare and perform one approved solo piece (memorization optional)
5. Sight reading at an appropriate level

Class Piano III

1. All major and harmonic minor key scales and arpeggios (two octaves, hands together with correct fingering)
2. Improvisation on chord progression I-IV-ii-V-iii-vi-IV-V7-I in any major key
3. Prepare and perform "The Star-Spangled Banner" and "My Country 'tis of Thee"
4. Repertoire: prepare and perform one approved duet
5. Sight reading at an appropriate level

Class Piano IV

1. All major and minor key scales and arpeggios (two octaves, hands together with correct fingering)
2. Play the four given chord progressions which modulate to another key (in any given key)
3. Prepare and perform an approved accompaniment with a soloist
4. Transpose and harmonize a familiar melody – a list of melodies will be provided
5. Sight reading of a four-part texture (e.g. a four-part hymn, chorale by J.S. Bach, etc.)

RECITAL REQUIREMENTS

Students in the following degree programs are required to present recitals:

Music Education- Senior Recital-minimum of 45 minutes of Music

Music Performance – Junior Recital- minimum of 30 minutes of music/ Senior Recital- minimum of 45 minutes of music

For all recitals a minimum of three representative time periods must be represented.

All students must complete the following before the recital hearing:

- Junior Standing
- Piano Proficiency

Non-degree recitals are encouraged but not required for Bachelor of Arts students. Scheduling will be based on availability.

PROCESS FOR SCHEDULING A RECITAL

1. In selecting and reserving a recital space, required degree recitals take precedence over non-degree recitals.
2. The recital date must be cleared with the applied teacher, advisor, and collaborative pianist (if applicable) before it can be reserved on the Music calendar.
3. Dates must be scheduled in the Music Office.
4. Students who do not perform a recital on the registered date will not be guaranteed a make-up recital date within that semester.

Degree recitals cannot be performed until the student passes a recital hearing with the applied music faculty at least four weeks prior to the scheduled date of the recital. Recital programs must be turned in to the Music Office at the time of the recital hearing. Students are responsible for setting up the recital space and cleaning up following a recital.

RECITAL ATTENDANCE

Each semester, a music major is required to enroll in Music 1000, Concert and Recital Attendance. Students must attend 20 recitals during the semester. A weekly recital hour rotates among studio, area and departmental recitals. Any questions regarding Music 1000 should be directed to the faculty member assigned to the course (Music 1000).

ADDITIONAL IMPORTANT GUIDELINES

All students are expected to develop and demonstrate performance skills in solo, small ensemble, mid-sized ensemble, and large ensemble performance in the course their studies. This is why we require all students to perform for at least two semesters in larger ensembles, in choir, band or orchestra. Please discuss semester ensemble experiences with your faculty advisor and with the degree coordinator for your degree each semester as you enroll.

PORTFOLIO

A Portfolio will serve as one of the instruments for assessing the potential for student success, required of all students pursuing the BA in music, BME, and BM degrees. A portfolio is an assemblage of documentation of one's profession or career. Please see your advisor for portfolio guidelines.

DEGREE INFORMATION

Bachelor of Arts Degree

This degree requires a minor in another field other than music and four hours of piano.

Bachelor of Music Education Degree

This professional degree with an emphasis in music education is designed for students who wish to pursue future careers in elementary or secondary music education. Students select an area of concentration (instrumental, or vocal/ keyboard). This degree will allow students to teach in both public and private Schools.

Bachelor of Music Degree–Performance

The B.M. with a concentration in performance is primarily intended to prepare classically trained performers for further study in music performance at the graduate level. The performance concentration provides preparation in woodwind, brass, percussion, keyboard, strings, or voice.

Bachelor of Music Degree–Composition

The B.M. with a concentration in composition is primarily intended to prepare classically trained composers for further study in music composition at the graduate level. The degree also prepares students for careers in the commercial music industry as songwriters, arrangers, copyists, recording engineers, or other technical occupations associated with the commercial music industry.

MUSIC ORGANIZATIONS/ HONOR SOCIETY

Cameron University has an active chapter of Mu Phi Epsilon, the international professional music fraternity and Kappa Kappa Psi. Faculty and students are also active in many music organizations: American Choral Directors Association, American Society of Composers, Authors, and Publishers, American String Teachers Association, Collegiate Music Educators National Association, Music Educators National Conference, Music Teachers National Association, National Association of Schools of Music, National Association of Teachers of Singing., Organization of American Kodaly Educators, Society for Electro Acoustic Music in the United States, Texas Computer Musicians Network, the Percussive Arts Society, and the College Music Society.

Pi Kappa Lambda is an honor society open to men and women. Candidates are chosen from seniors in the upper 1/5th of their class and juniors in the upper 1/10th of their class. Nominations and elections are conducted by the faculty committee of the Cameron chapter, Theta Sigma.

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STUDENT CONDUCT

The Code of Student Conduct is adopted pursuant to authority granted by the University's Board of Regents. This Code applies to on-campus conduct of every student enrolled at the University and includes conduct using University computing or network resources. The Code also applies to all students off-campus when using University facilities, participating in University programs or activities, participating in programs or activities of registered student organizations, or engaging in any conduct which would constitute a criminal offense as defined by local, state, or federal law, regardless of the existence or outcome of any criminal proceeding. The Code may be applied to behavior conducted online, via e-mail, text, or another electronic medium.

To read the specific rules for student conduct please go to: [Student Conduct Information](#) found under the student services tab in Aggie Access.

BUILDING HOURS

All buildings in the Fine Arts Center except Haggar Hall are open from 8:00 AM until 5:00 PM Monday through Friday, and closed on weekends and holidays. Haggar Hall is open from 7am-10pm daily.

FACULTY PROFILES

Faculty profiles can be found on our web site at: [Faculty Profiles](#) or <https://www.cameron.edu/art-music-and-theatre/faculty-and-staff>.

ACCREDITATION

Cameron University is accredited by the North Central Association of Colleges and Schools and the Oklahoma State Regents for Higher Education. The teacher education programs at Cameron University are accredited by the Oklahoma State Board of Education. Approved graduates are recommended for teaching licenses in the elementary and secondary schools of Oklahoma. Cameron University is fully accredited by NASM (the National Association of Schools of Music).