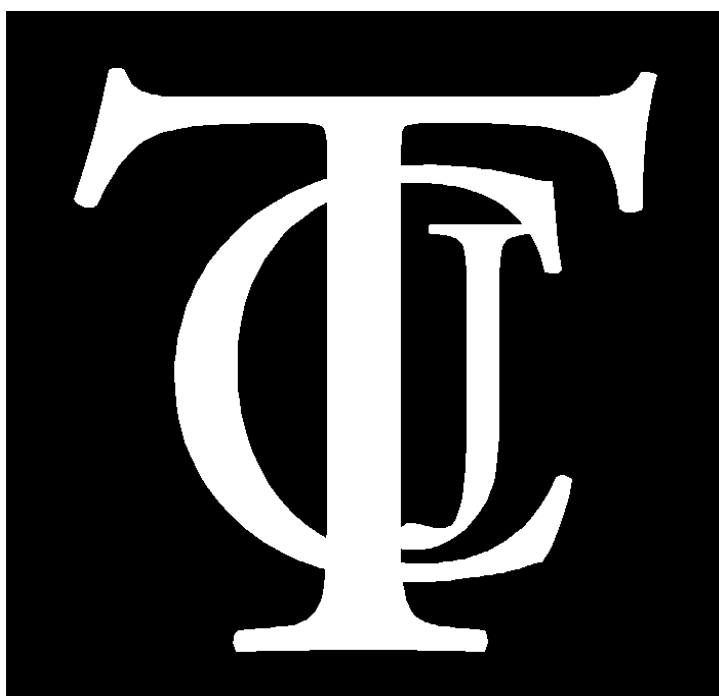


Handbook for Music Majors



Department of Music
Tyler Junior College
2014-2015



TYLER JUNIOR COLLEGE

Dear Students,

On behalf of the Tyler Junior College music faculty, we would like to extend a warm welcome to all music majors. Be sure to download the music major handbook found on the departmental webpage. This handbook contains information on general department policies, procedures, and requirements, as well as specific curricula requirements for each of the music programs offered at TJC. You are responsible for the information contained in this handbook, so please take time to become familiar with its contents and feel free to ask questions. Please see your faculty advisor prior to registering for classes and keep in mind you are ultimately responsible for awareness of and completion of the requirements for your particular program.

Be sure to check the bulletin boards on a regular basis for announcements and opportunities pertaining to you. Note that student recitals and voice classes are scheduled for Fridays.

Please become familiar with the degree plan for your specific area of study and note the classes that are required. Also, note the performing opportunities as they are part of your grade.

Our faculty is dedicated in assisting you in reaching your educational and professional goals. Please feel free to contact the music faculty with any questions or concerns.

Good luck and have a wonderful year!

Sincerely,

C. Jeanie Oxler
Professor of Voice/Department Chair, Music

Tyler Junior College Mission Statement

To provide a comprehensive collegiate experience that is anchored in the rich traditions of a quality education, vibrant student life and community service.

Tyler Junior College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Tyler Junior College.

Tyler Junior College gives equal consideration to all applicants for admission, employment and participation in its programs and activities without regard to race, creed, color, national origin, gender, age, marital status, disability, veteran status or limited English proficiency (LEP).

Purpose of Handbook

- Offer contact information of faculty and staff
- Supply the Music Field of Study degree plan and check list
- Provide a convenient reference for department policies and requirements
- Present information specific to each instrument's major
- Provide guidelines for ensembles
- Suggest practice and performing habits

This Publication is an Official Department Document.

Policies and Guidelines are meant to supplement the Tyler Junior College Catalog 2014-15.

Department of Music Faculty and Staff

Full-Time

Name	Office	Telephone	Discipline
Dr. Gjergji Gaqi	WCA Studio 2	903-510-2193	Piano
Dr. James Henderson	WCA Studio 1b	903-510-2561	Choir, Voice
Frank Kimlicko	WCA studio 6	903-510-2204	Guitar, MIDI
Thomas McGowan	Band Hall	903-510-2375	Band, Percussion
Dr. Steven Meier	Band Hall	903-510-3876	Band, Woodwinds
Heather Mensch	Band Hall	903-510-3195	Band, Low Brass
Thomas Mensch	Band Hall	903-510-2242	Band, Trombone
C. Jeanie Oxler	WCA Studio 3	903-510-2202	Voice, Ear Training
Charles Praytor	WCA Studio 5	903-510-2506	Piano, Theory
Andrea Trent	WCA Studio 4	903-510-2213	Voice, H & U.

Part-Time

Name	Office	Telephone	Discipline
Leah Brown	WCA Studio 3	903-510-3037	Piano
Michael Grinnell	WCA Studio 3	903-510-3037	Strings
Carol Ivey	FA 101a	903-510-3119	French Horn
Grace Johnson	WCA Adjunct Voice	903-510-3304	Voice
Jessica Ogilvie	WCA Studio 3	903-510-3037	Music Appreciation
Phil Rumbley	WCA	903-510-3209	double bass, electric bass
Timothy Schodowski	FA 101a	903-510-3119	trumpet

Music Offices

Name	Office	Telephone	
Julie Crawford	Band Hall	903-510-3168	jcra@tjc.edu
Alta Gentry	WCA Music	903-510-2214	agen@tjc.edu
Wende Thompson	WCA Music	903-510-2214	wtho@tjc.edu

Important Campus Resources for TJC Students:

Campus Safety	903-510-2258
Emergency number	903-510-2222
Student Support Services—tutoring, ADA assistance, etc.	903-510-2395
Registrar's Office—transcripts, registration	903-510-2401
Financial Aid—scholarships, grants, loans	903-510-2385

Facilities and Hours

The music and band facilities include:

- Wise Cultural Arts Building -- 7:00a.m. to 9:00p.m. M-F
- Wise Auditorium -- Open for rehearsals and performances only
- Band Hall -- 7:00a.m. to 9:00p.m. M-F

Practice Rooms

There are 9 practice rooms on the second floor of WCA and 3 in FA 102. Please take good care of these rooms, and report any maintenance issues to the music office. All students in applied lessons and ensembles are required to practice a minimum of one hour per day for each hour of credit earned.

Rules for Practice Rooms

- Respect the property of TJC by keeping the room clean of trash.
- No food or drink allowed in the practice rooms.
- Be considerate of those around you. Do not play so loud that others can not practice effectively.
- Practice rooms are only for those students taking applied lessons, and should be used only to practice music for lessons or ensembles.
- There is no practice available during performances in Jean Browne Theatre.
- Practice rooms may only be used while the building is open. Once the outer doors are locked, the building must be vacated immediately.

Computer/Piano Lab

The computer/piano lab is used for classes and to complete homework assignments requiring music software. There is currently no internet access in this room. The computer lab may only be used when a professor or monitor is present.

Rules for Computer/Piano Lab

- No food or drink allowed in the computer/piano lab.
- Only students registered in a course in the lab may use it.
- Do not remove any headphones or computer equipment from the lab.
- Respect the property of the school, and
- Respect other students working in the lab.

The lab will be open from 8:00a.m. to 1:00p.m. on Fridays. All other times require permission from the professor teaching in the lab.

Advising

All full-time music faculty are advisors. For degree advising, refer all questions to your Applied Instrument Professor. If your applied professor is not full-time faculty, contact your ensemble director. The school does offer academic advising for all degree plans. If you plan to use one of these advisors, you must know your assigned ensembles, and scholarship requirements. It is always best to use a full-time music faculty for advising.

Office of Liberal Arts advising: 903-510-2425; 903-510-2131
Music Office: 903-510-2214

Music Ensembles

Bands include large and chamber ensembles. Below is a list of current ensembles.

- Apache Marching Band
- Wind Ensemble
- Symphonic Band
- Instrumental Chamber Ensembles (brass, woodwinds, percussion, etc)
- Various Percussion Ensembles (Pan, Pit, Indoor, etc)
- Jazz Bands

Choirs include large and smaller ensembles. Below is a list of current ensembles.

- Concert Choir (large)
- Chamber Choir (auditioned)
- Harmony and Understanding (auditioned, pop)

Guitar Ensembles are assigned based upon skill level, by the applied guitar professor.

**Participation in ensembles requires a commitment to practice and fully participate in all of the ensemble performances and rehearsals. Certain ensembles may be required for performance grants (scholarships). Achievement in these ensembles does positively or negatively affect scholarship awards.

**Participation in more than 2 ensembles per semester should be done, only if academic courses are meeting expectations.

If a director feels that a student's overall behavior is detrimental to the ensemble, and the student has been verbally warned at least one time, the director maintains the right to reassign or remove the student from the ensemble.

Music Major Ensemble Policy

To ensure that music majors complete the Music Field of Study degree plan and graduate in a timely manner, the Tyler Junior College music faculty endorses the following policy:

1. Music majors receiving a scholarship enrolled in an ensemble must maintain a 2.5 GPA.
 2. Freshmen:
 - a. First semester freshman may enroll in one ensemble for credit.
 - b. First semester freshman that have a 2.5 GPA may take a second ensemble.
 - c. Any student that fails a music academic class (Theory, ETSS, Music Literature, Applied Lessons) is limited to one ensemble the following semester.
 3. Sophomores:
 - a. May enroll in two to three ensembles if GPA is 2.5.
 - b. Any student that fails a music academic class (Theory, ETSS, Music Literature, Applied Lessons) is limited to one ensemble the following semester.
 4. **Music Majors may only take a total of five ensembles for credit at Tyler Junior College as per the Texas Higher Education Coordinating Board Lower Division and the Music Field of Study degree plan.**
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Uniform/Instrument check-out

Students using TJC ensemble uniforms or instruments must take care of these items.

1. Uniforms are expected to be kept clean and ironed. All parts of the uniform must be returned by the deadline, or a fine will be assessed to the student's campus account. In the event that a student loses or damages a uniform beyond repair, the student is required to pay for replacement of the uniform.
2. Instruments checked out by TJC students must be properly maintained and cared for. Any maintenance problem should be immediately reported to the ensemble directors. Students may not chew gum, eat food, candy, or drink liquids while practicing or performing. Food may collect inside the instrument causing damage. Students are financially responsible for all damages to the instrument. Instruments must be returned by the deadline or a fine will be assessed to the student's campus account.

Drug/Alcohol Use

Use of tobacco, illegal drugs, overuse of prescription and/or over-the-counter drugs, and use of alcohol on school premises, at school functions, or on school sponsored trips is against the law, and strictly prohibited. Any incidence will result in loss of scholarship, and/or expulsion from the ensemble, and appropriate legal action will take place. Students should not use tobacco or alcohol while wearing TJC ensemble uniforms or apparel.

If you or someone you know has a drug or alcohol problem, you may seek help by contacting TJC Support Services.

Ethics

TJC Students are expected to have the highest level of conduct and ethics. Cheating, plagiarism, stealing, etc. will not be tolerated. Performing ensembles are visible on campus and throughout the community representing the college. Our students are expected to be respectful, courteous, and refrain from foul language.

Conflict Resolution

TJC has a policy for resolving disputes with **professors/directors**. Students and faculty are expected to follow the steps below to resolve conflict.

1. **Professor/Director**—any conflict should be first addressed with the professor of the course. Most conflicts can be resolved by discussing the issue privately with the professor.
2. **Department Chair, Music** —if a conflict has been discussed with the professor and a resolution has not been found, the student may contact the Department Chair of Music and Band. A meeting with the Department Chair, the professor, and the student will convene and a resolution will be attempted. It is rare that a conflict will proceed farther than this.

*****Students should not discuss the problem with other students or professors. This is a violation of privacy.**

TJC does not have a policy for resolution of conflict between students. It is the student's responsibility to resolve problems with other students. If a conflict is disruptive to a class or ensemble, directors or professors may be required to resolve the issue.

All illegal behavior should be reported immediately to Campus Safety.

Applied Lessons

All music majors are required to take 2 credits of their applied instrument (instrument, voice, piano, guitar, etc.) each semester that they are a music major. In college, applied lessons are your major. Please use the following guidelines for applied lessons.

1. During the week prior to the beginning of the semester, contact the applied professor, by email or phone, listed on your schedule of classes.
2. Schedule a lesson time with your applied professor.
3. Attend every lesson promptly.
4. If you must miss a lesson, due to illness or school performance, you must contact your professor prior to your lesson time. Do not schedule doctor appointments or exam/assignment make-ups during your lesson time. If a student misses a lesson due to his/her own negligence, the lesson will not be made up.
5. Practice a minimum of 1 hour per day on your primary instrument. 2 hours or more is necessary for major improvement. Practice music and technical exercises.
6. Make sure that you have eaten a meal prior to the lesson, but refrain from eating immediately before the lesson.
7. Ask questions. Make sure that you understand what is expected of you. Many conflicts are due to misunderstandings, so ask questions about anything that you do not understand.

Weekly lessons are one hour, or may be divided into 2 half hour lessons. **Freshmen** should enroll in **1200** level courses, and **sophomores** should enroll in **2200** courses.

Jury/Board Exam

Each music major is required to perform a final exam (**jury / board exam**) for the faculty of his or her applied area. The student will be provided, in the course syllabus, with the repertoire requirements for this jury. It is the student's responsibility to sign up for a jury time, acquire an accompanist (if necessary), and be prompt to the jury.

Accompanist Information

Many applied instruments require the use of an accompanist. At the beginning of the year, the music department will post a list of accompanists, and fees. It is the responsibility of the student to acquire and pay the accompanist for all rehearsals and performances which require an accompanist. **All pieces written with accompaniment, must be performed with an accompanist.**

Recital Performance

All music majors are required to perform on one student recital per semester. Discuss this with your professor early in the semester to make arrangements for a recital date, and accompanist, if needed. Recitals are a more formal setting in which students perform a piece of their repertoire for a live audience. Music must be approved by the applied professor, and be ready before signing up for a recital date. Dates of student recitals will be posted by the end of the first week of classes. Please use the guidelines below, when preparing for a recital performance:

1. Prepare the music as instructed by your professor.
 2. Perform the selection on a master class or studio class prior to the recital performance.
 3. Contact an accompanist at least one month in advance of the performance to arrange rehearsals and payment.
 4. Dress professionally for the performance. Students not dressed appropriately will not be permitted to perform. Nothing revealing or tight should be worn.
 - a. Women—wear a long dress, skirt, or pants (if appropriate for your instrument), a nice blouse. Hair should be secured away from the face and out of the eyes, and makeup should be worn. Makeup should be slightly darker for the stage than what is worn daily, as stage lights will wash out the skin tone.
 - b. Men—wear a suit, or slacks, a collared shirt and a tie. A tux is appropriate for evening recitals, but is not necessary for an afternoon recital. Hair should be combed neatly, and should not cover the eyes. Makeup is not required, but may be necessary in evening recitals.
 5. Practice all aspects of performance, including, walking on and off stage, expressiveness, bowing, acknowledging the accompanist, etc.
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Studio Transfer Policy

The department discourages the practice of studio transfers, encouraging instead the honest attempt on the part of the student and the applied faculty member to work out differences that may be affecting the student's progress. However, if a student believes that problems are of sufficient magnitude that they have not hope of remedy, a reassignment may be requested using the guidelines below:

1. The student must initiate the process by discussing any perceived problems with the current applied professor. The professor then has the option of inviting a colleague, if available, to accept the student into his or her applied studio.
2. If differences are irreconcilable and are an impediment to student progress, the student should then seek redress from the Music Department Chair.
3. The student should not discuss a problem with other students, or other professors, until he or she has discussed the matter with his or her current professor. Gossip does not help any situation.

Recital Attendance Policy

All music majors are required to attend ten (10) recitals per semester. The specific requirements for recital attendance can be found with the course syllabi at the end of this handbook. Student recital attendance is required by most institutions of higher learning. Programs will be submitted to the recital credit coordinator. This faculty member will record and submit credit to the Registrar of TJC for inclusion on the transcript of each student receiving credit. In the event that a transferring institution has difficulty finding the credit on the official transcript, the recital credit coordinator should be notified, and a letter detailing the credit received will be sent.

Music Performance Grants

Many of our music majors receive performance grants (scholarships). These scholarships are awarded through Tyler Junior College, and have certain requirements. Please note:

1. Once a scholarship contract is signed by the student receiving it, the student may not apply for music scholarships at any other institution of higher education without the permission of the Music department chair.
 2. Students receiving performance grants from TJC are expected to represent the college in a positive and ethical manner. In the event that a student is deemed to have represented the college in a negative manner, the scholarship may be revoked for subsequent semesters, and the student may be required to repay the scholarship.
 3. Music performance grants require good academic standing in core and music classes. If the GPA drops below a 2.5, a music grant will be revoked until the student has raised the GPA.
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**TYLER JUNIOR COLLEGE
ASSOCIATE IN ARTS DEGREE
FIELD OF STUDY PROGRAM
CONCENTRATION IN MUSIC (1005)**

SEMESTER I

*MUSI 1311
*MUSI 1116
*ENSEMBLE
*APPLIED CONCENTRATION (2 credits)
*CLASS PIANO SECONDARY
*MUSI 1308
*EDUC 1300
*HIST 1301

17 Hours

SEMESTER III

*MUSI 2311
*MUSI 2116
*ENSEMBLE
*APPLIED CONCENTRATION (2 credits)
*APPLIED SECONDARY
*ENGL 1301
*GOVT 2305

14 Hours

SEMESTER II

*MUSI 1312
*MUSI 1117
*ENSEMBLE
*APPLIED CONCENTRATION (2 cr)
*CLASS PIANO SECONDARY
*MATH 1314 or 1332
*HIST 1302

14 Hours

SEMESTER IV

*MUSI 2312
*MUSI 2118
*ENSEMBLE (2 credits)
*APPLIED CONCENTRATION (2 cr)
*APPLIED SECONDARY
*SPCH 1315 OR 1321
*GOVT 2306

15 HOURS

*Indicates courses required for graduation from Tyler Junior College with an Associate in Arts degree with a concentration in Music. Concentration may be in any instrument or vocal. Secondary must be piano if it was not chosen as a concentration. A total of 60 hours must be completed to earn an Associate in Arts degree. In addition, students must complete the General Graduation Requirements for all Degrees listed in the Tyler Junior College [Catalog](#).

Music majors are strongly encouraged to lighten their course load by enrolling in core curriculum summer classes. Vocal students are encouraged to audition for the following vocal performing groups: A Cappella Choir, Chamber Singers, and Harmony and Understanding. Students choosing an applied concentration in an instrument are encouraged to audition for the following instrumental performing groups, in addition to MUEN 1127 and 1128: Jazz Band, Instrumental Chamber Ensemble, Wind Ensemble, Guitar Ensemble, and Symphony Orchestra.

This is a suggested degree plan and students are strongly encouraged to seek advisement for course planning from their academic advisor or faculty advisor. Since senior college requirements differ, Tyler Junior College recommends that all students who plan to transfer check with their senior college regarding transferability of particular classes into degree requirements. The final responsibility for the selection, scheduling, and satisfactory completion of degree or certificate requirements rests with the student.

For more information, contact:

C. Jeanie Oxler, Department Chair of Music
coxj@tjc.edu, WCA Studio 1a, 903-510-2202

Tyler Junior College
MUSI 1011, 1012, 2011 2012
Recital Credit Syllabus

Course Description

Recital, concert and production attendance for all undergraduate music majors

Course Objective

One of the finest ways to grow as a musician is to hear quality music, and one of the best ways to hear quality music is at live performances. This course is designed to help the undergraduate musician develop an appreciation of concert music, increase knowledge of repertoire, encourage higher performance aspirations, develop sensitivity to musical and artistic expression, and give enjoyment of music through concert attendance.

Designated Faculty Contact

Mrs. Jeanie Oxler
WCA Studio 3, 903-510-2202

Course Requirements

1. Attend the initial course meeting **First Friday of the Semester at in JBT (time will be announced)**
2. Attend **ten (10)** recitals or performances a semester
3. Submit everything to Mrs. Oxler by **Wednesday of Final's Week.**

Course Grading

1. Students who attend 10 events on or before the deadline will receive a grade of CR (credit)
2. Students who attend less than 10 events on or before the deadline will receive a grade of NC (no credit)

Course Policies

1. An approved recital opportunities list will be available in the music office each semester
2. Attendance at student or faculty recitals will be monitored by Mrs. Oxler immediately following the concert
3. Students must receive prior approval from their applied instructor, attend the concert, and bring a concert program to receive credit for a concert not on the list
4. Students who miss a student recital may find a copy of the program, listen to a recording of the recital, and submit a written comment sheet within seven days of the missed recital. This will be allowed only once in a semester.
5. A maximum of two departmental credits will be given for events in which a student is a performer
6. Ticket cost will not be reason to waive attendance requirements

Miscellaneous Information

1. All student recitals and departmental performances are free.
 2. Performances offered on multiple dates are eligible for only one recital credit.
 3. Most arts organizations have substantial discounts for students; be sure to ask.
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Recital Performance Request Form

Date of Recital _____

Student Name _____

Instrument/Voice Part _____

Title/Movement _____

Large Musical work _____

Composer full name _____

Length of Piece _____

Private Instructor's Signature _____

Accompanist Signature _____

Print Accompanist Name _____

Piano lid _____ down _____ little peg _____ fully open

Special Instructions: _____

Please return this form, fully completed, by the Wednesday before the recital date, to Jeanie Oxler WCA Studio 1a.



TYLER JUNIOR COLLEGE

Department of Music

Accompaniment Request

If you need an accompanist this semester, please fill out the accompaniment request form and provide the accompanist the request form in a timely manner.

Student Information

Name: _____

E-Mail: _____

Phone: _____

Major: _____

Year: _____

Music Information

Instrument: _____

Instructor: _____

Date & Time of Performance: _____

Location of Performance: _____

Practice Date & Time: _____

Circle appropriate performance:

Student Recital

Studio Recital

Jury

Master/ Voice Class

Proposed Repertoire *Please list the title and composer for each work.*

Title	Composer

Please list any other helpful information for hour estimation. (*i.e. college auditions, competitions, outside engagements*)

Please provide your hours available for rehearsal.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Accompanying policy:

The student understands that if accompaniment is needed for recitals, master classes, rehearsals, etc., it is the student's responsibility to locate and communicate with an accompanist in a timely manner. Fees, number of rehearsals, duration of rehearsals, and rehearsal location will be decided between the student and accompanist. Students are required to complete an accompanist form and must provide the form to the accompanist. Forms will be distributed with the syllabus and extra forms are located in the music office as needed. A list of potential accompanists will also be distributed with the syllabus. Consequences for non-payment or missing rehearsals will be decided between the student and the accompanist. Tyler Junior College faculty, staff, and administration are not responsible for any matter concerning the use of an accompanist.

STUDENT/ACCOMPANIST AGREEMENT

Student Name: _____ **Phone#** _____

Accompanist Name: _____

Performance: _____ **Date:** _____

Location: _____ **Time:** _____

Scheduled rehearsal dates and times:

1. **Date:** _____ **Time:** _____ **Location:** _____
2. **Date:** _____ **Time:** _____ **Location:** _____
3. **Date:** _____ **Time:** _____ **Location:** _____
4. **Date:** _____ **Time:** _____ **Location:** _____

FEE \$ _____ **(due** _____ **)**

Student signature: _____

Accompanist signature: _____



TYLER JUNIOR COLLEGE

**Department of Music
Music Major Handbook Contract**

I, _____ have printed, read, and agree to follow the policies found in the 2012-2013 Music Major Handbook. I understand that I am responsible for knowing the information in this handbook, and will abide by the policies stated herein.

Signature

Date

X _____

Print Name

A Number

Please sign and return this to your theory professor by the end of the second week of the semester.