



Department of Instrumental Studies

**Student Guide
2011-2012**

Student Guide

1. Welcome to Temple and Boyer
2. Department Administration
3. Where to get information – Websites, 238 Presser, Rock Hall, Bulletins,
4. Collegial Responsibilities and Professional Conduct
5. Academic Advisors and Calendars
6. Assignment of Teachers
7. Lessons
8. Ensembles
9. Juries – Sophomore jury – Jury expectations
10. Recitals – Degree recital, recital permission form, accompanists, timelines, recital content expectations
11. Recital Attendance Policy
12. Financial Aid
13. Graduate Student Concerns
14. Accompanists
15. Concert Attire
16. College Instruments
17. Lockers/Special Storage
18. Full-time Faculty Listing

Adopted April, 2008

Student Guide

1. Welcome

Welcome to the Department of Instrumental Studies at Temple University's Boyer College of Music and Dance. This guide provides policy and procedure information that will help you make the most of your time at the college while a student in the Department of Instrumental Studies. It is not meant to replace any College or University publications. Those publications (i.e. the Undergraduate and Graduate Bulletins and college-wide handbooks) will contain information on additional topics as well as more detailed information on some of the issues covered here; the college Bulletins are the official word on matters of policy. However, we hope that providing this information in a single place will assist you in making your experience as smooth and productive as possible. Please be in the habit of using this guidebook and the appropriate bulletins as your first stop for answers to questions you may have concerning the department.

Please familiarize yourself with the documents housed at the following websites:

Undergraduate - <http://www.temple.edu/boyer/resources/student/ugresources.htm>

Graduate - <http://www.temple.edu/boyer/resources/student/gradresources.htm>

2. Department Administration

Chair

Professor Terell Stafford
323 Presser Hall
Telephone: 215-204-8036
Email: tstaffor@temple.edu

Academic Advisor of Winds and Brass

Assistant Professor Matthew Brunner
229 Presser Hall
Telephone: 215-204-2162
Email: brunnerm@temple.edu

Ensembles Coordinator of Strings

Assistant Professor Vladimir Dyo
202 Rock Hall
Telephone: 215-204-8334
Email: vladimirviolin@gmail.com

Artistic Director, Ensembles Coordinator and Academic Advisor of Percussion

Assistant Professor Phillip O'Banion
138 Presser Hall
Telephone: 215-204-8329
Email: obanion@temple.edu

Artistic Director of Strings

Professor Eduard Schmieder
205 Rock Hall
Telephone: 215-204-8071
Email: schmiede@temple.edu

Academic Advisor of Strings

Professor Jeffrey Solow
206 Rock Hall
Telephone: 215-204-5527
Email: solowcello@gmail.com

Artistic Director and Ensembles Coordinator of Winds and Brass

Associate Professor Emily Threinen
305 Presser Hall
Telephone: 215-204-8335
Email: Emily.threinen@temple.edu

Director of Instrumental Operations

Eric Schweingruber
131 Presser Hall
Telephone: 215-204-9792
Email: eschwein@temple.edu

Department Assistant

Jennifer Bolcar
103 Rock Hall
Telephone: 215-204-5527
Email: jbolcar@temple.edu

Ensembles Manager

Leslie Cochran
238 Presser Hall
Telephone: 215-204-8306
Email: cochranl@temple.edu

Recitals/Events Coordinator

Jason Horst
117 Rock Hall
Telephone: 215-204-8391
Email: horstj@temple.edu

Associate Dean for Student Affairs

Dr. Edward Flanagan
129 Presser Hall
Telephone: 215-204-8301
Email: flanagan@temple.edu

Associate Dean for Faculty and Academic Affairs, and Ombudsperson

Dr. Beth Bolton
106 Rock Hall
Telephone: 215-204-8474
Email: bbolton@temple.edu

Student Worker Coordination

Mrs. Anne Canan
129 Presser Hall
Telephone: 215-204-8301.
Email: musedth@temple.edu

Keyboard Office

Dr. Joanne Kirchner
222 Rock Hall
Telephone: 215-204-7388
Email: kirchner@temple.edu

3. Information

General departmental information is available in a variety of ways. Many notices may be found both outside room 238 Presser Hall, the Main Office in Rock Hall, and on the Department Blackboard site.

Information regarding large ensembles (seatings, rehearsal order, etc.) is posted in Presser Hall as well as communicated electronically. Additionally, you may always contact a staff or faculty member of the department with any questions you may have.

4. College Responsibilities and Professional Conduct

Attendance/Conflicts with Non-College Activities

The Department expects students to bring the highest professional standards to their college commitments. In this regard, full participation and consistent attendance at all ensemble and performance activities is essential.

Each ensemble director will provide a syllabus outlining the schedule, specific attendance policies, and other expectations related to his or her group. If you have any questions or foresee any difficulty in fulfilling the requirements of a specific ensemble, you should speak with the ensemble director no later than the first rehearsal, and then, if necessary, with the Department Chair.

In addition to the guidelines for individual ensembles, IT IS THE POLICY OF THE DEPARTMENT NOT TO EXCUSE STUDENTS FROM ENSEMBLE REHEARSALS OR CONCERTS FOR NON-COLLEGE ACTIVITIES INCLUDING OUTSIDE REHEARSALS AND PERFORMANCES. IT IS EXPECTED THAT TEMPLE COMMITMENTS WILL TAKE PRIORITY OVER OUTSIDE ACTIVITIES. If you are invited to play an outside job, it is your responsibility to make certain, *before accepting it*, that the job will not interfere with college classes, rehearsals or concerts.

Also please note that some forms of scholarship aid are directly tied to participation in certain ensembles and performance activities and all forms of Boyer College aid require the recipient to adhere to the policies of the College and the requirements of his/her program. FAILURE TO MEET THESE EXPECTATIONS MAY RESULT IN LOSS OF SCHOLARSHIP AID.

It is also the policy of the Department not to excuse students from ensemble rehearsals and concerts for lessons, coachings or participation in or attendance at another student's recital.

In general, the College does not coordinate its rehearsal/concert schedule with outside organizations. The one exception is the Symphony in C Student Internship Program, in which the College is a participant.

College Statement on Professional Development

All students in the Boyer College of Music and Dance, in addition to the classes required toward their degrees, may be asked to serve in a number of other capacities. Among the

duties that may be required are conducting laboratory classes, tutoring, teaching private lessons, coaching, participating in the distribution and inventory control of Temple University-owned musical instruments and instructional materials, participating in ensembles, accompanying, performing at admissions, open house or other events, supervising performance classes and engaging in other academic activities. The College believes that such experiences enrich students' academic and musical expertise and give impetus to successful professional careers. Students should also consider performing in retirement homes, hospitals and similar venues. While such things seldom pay, they provide valuable performing experience and bring joy to those who are sorely in need.

Professional Deportment

Success in the professional musical world is attained by acquiring and demonstrating a high level of knowledge and performance skill and through the ability to communicate and work well with others. Personal and musical integrity and the manner in which you carry-on your everyday activities and social interactions play a significant role in establishing a career and will effect every aspect of that career. Relationships that you make now as a student can last your entire professional life as many of your student colleagues will be lifelong professional colleagues.

The Boyer College is a community of scholars, musicians and dancers. Being a successful and contributing member of this community requires maturity and a sense of responsibility. It will always be in your best interest to use good common sense when you work with other people. Making music is a form of communication with other human beings, both within the performing ensemble (your colleagues) and outside the ensemble (the audience). The following suggestions should prove helpful to you as both a student and a professional musician.

- You do not always have a choice as to who your colleagues are. Part of your training is learning to get along with and work constructively with musicians of varying abilities, personalities, and points of view.
- Be considerate, thoughtful and supportive of your colleagues.
- Be respectful of others and strive to be honest and forthright.
- Don't make a commitment unless you can keep it and then be on time (which in this profession means being early), have prepared your part in advance, and be properly dressed.
- If a problem arises concerning your attendance at a rehearsal or coaching it is your responsibility, as well as the polite thing to do, to make sure that you inform all of your student colleagues and your coach in a timely manner.
- When scheduling, plan and think ahead. Look out for potential schedule complications or pitfalls and **ALWAYS** keep a date book.

Academic Honesty: Plagiarism

Temple University believes strongly in academic honesty and integrity. Plagiarism and academic cheating are, therefore, prohibited. The University's guidelines on these matters are found in the Undergraduate and Graduate Bulletins under Student Responsibilities. You are expected to be familiar with and abide by these policies.

5. Academic Advisors

All students are assigned an advisor to aid in registering for the proper courses, and to insure that all degree requirements are being met appropriately during the course of study. Advisors for undergraduate students are assigned by the Assistant Director of Admissions, Ms. Margo Jackson, and are posted on the first floor in Presser Hall. Master's and Professional Studies students are assigned as follows: Strings, Harp, Guitar – Professor Solow; Wind/Brass – Professor Brunner; Percussion - Professor O'Banion. Doctoral of Musical Arts students are advised by Professor Charles Abramovic, advisee for all DMA performance majors in the college.

Independent Studies

An Independent Study requires that the student work on his/her own on the topic of the Independent Study under the supervision of an instructor and must include a substantial written assignment to be completed by the student. (An Independent Study cannot be simply private lessons.) It is highly advisable that the student work on the study throughout the semester and meet with the supervising instructor periodically to make sure that the assignment is being done as envisioned and not wait until the end of the semester to research and complete it. Usually, contact hours between the student and the instructor are approximately 4 hours per credit. The topic, supervising instructor, requirements and credit load of an Independent Study must be officially approved by the advisor, department chair and Associate Dean for Student Affairs.

Important Academic Timelines

At the beginning of each semester students have one week to add courses without incurring fees, and have two weeks to drop courses without incurring fees (the initial registration occurs the previous semester for continuing students). Students may withdraw from a course through the ninth week of the semester. Grades of "Incomplete" change to the submitted default grade one year from the date of the contract for completion (in other words students have one year to finish the requirements to fulfill the incomplete).

The university academic calendars may be found at http://www.temple.edu/registrar/acad_calendars.html

6. Teacher Assignments

Studio teacher assignments and requests for specific studio teachers are handled through the appropriate Artistic Director. While the department tries to honor requests for specific teachers, the Artistic Directors confirm the studio assignments. Students should not approach potential teachers until they have discussed teacher possibilities with the appropriate Artistic Director. If there are any concerns with a current studio teacher, students are encouraged to discuss them with the Artistic Director. A change of teacher, if approved by the Artistic Director and the Chair, can be made only between semesters.

7. Lesson Policies

Students, whether performance or concentration majors, should work diligently toward improving their instrumental skills. Your instrument is your performance medium and your main source for gaining understanding of the art of music and communicating that understanding to others. Each studio teacher will have his/her own policies, but listed below is a very basic outline of what is expected of you.

Lesson/Studio Policies:

1. Be on time for lessons.
2. Except in the case of an unforeseen emergency, cancellation of a lesson should be with at least 24 hours' notice. Make sure that you notify your teacher through all available means (email, home phone, studio phone, message left with departmental secretary).
3. Come to the lesson prepared—having practiced—and with the all needed music and equipment. Note: using photocopies of in-print copyrighted music is illegal unless you own the published music.
4. Some teachers in the department offer weekly or bi-weekly Studio Classes. Students should check with their individual instructor to see if this applies to them. For wind and brass students, studio classes are scheduled by the department; attendance at those studio classes is mandatory and failure to attend will result in the lowering of the lesson grade.
5. All students are expected to attend guest master classes on their major instrument and should attend other master classes that relate to their area of performance.
6. Students should make every effort to attend recitals on their major instrument by faculty, guest artists and their student colleagues.

Lesson Grades

Each studio teacher has his/her own standards for grading lessons, but in general, grades for instrumental lessons are based on overall excellence, application, attitude, improvement, degree program (performance or concentration) and year of study. Additionally, missing more than one lesson may result in a grade reduction. The semester's lesson grade is a composite of the private teacher's grade (2/3) and the jury grade (1/3). The one exception is during a degree recital semester, where the recital (which replaces the jury) is graded on a pass/fail basis. In this case the private teacher's grade is the complete lesson grade.

If a student takes a sufficient number of lessons but does not complete the semester's work due to not playing a jury, the default grade (to be entered on the 'Incompletion Contract') will be a D. If the student plays a make-up jury within the year's time period allowed, the jury grade will be factored into the teacher's grade as usual to produce the lesson grade.

8. Ensembles

Assignment to Ensembles/Ensemble Placement Auditions

During the first week of the fall semester all students are required to play an Ensemble Placement Audition. Beginning in Fall 2011 this audition will consist of predetermined excerpts, and will be blind.

Ensemble Requirements

Music Education majors please note: providing one has fulfilled all previous ensemble requirements, and there are no ensemble requirements attached to any scholarships or grants, there is no ensemble requirement during the student-teaching semester.

BOWED STRINGS

All bowed string students taking lessons are required to register for and perform in the University Symphony Orchestra during each semester they are registered for lessons, including recital extension. Seatings rotate and assignments are made by Professor Biava.

During the portion of the semester that an opera is presented students may be assigned to Opera Orchestra, Sinfonia chamber orchestra or Contemporary Music Ensemble.

In addition, excepting double bass (see below), performance majors are required to perform in a chamber music ensemble every semester and concentration majors are welcome to do so, depending on space availability. Ensembles are organized and assignments made by the instrumental faculty. Student requests will be honored when possible. Ensemble assignments are made during the first week of each semester and are posted along with the other ensemble assignments in Presser Hall, Rock Hall and on the department website. The coach will assign repertoire, taking into consideration the students' experience and preferences. Students usually supply their own music and must have a score as well as parts. Most scores and parts are available from either the university's Paley Library or the Alice Tully Library in Rock Hall. It is preferable that one member of the ensemble be responsible for checking out and returning the music. Chamber ensembles have one 50-minute coaching per week (usually 10-12 coachings per semester) and in addition are expected to rehearse on their own for **at least 2** hours per week. All chamber groups perform on a chamber music recital concert near the end of each semester. In most cases, entire works are performed. Ensembles schedule these performances with Jason Horst in coordination with their coach. Do not wait until the last minute to schedule your group's performance! Unless approved by the coach, members should refer to Section 15 for concert attire.

When registering, string students should use MUSIC 4500/8500 (undergraduate/graduate) to register for orchestra, and MUSIC 4510/8510 (undergraduate/graduate) to register for chamber music. MUSIC 4520 may be used for a third ensemble, although graduate students must get permission to take it for graduate credit and must pay for it at the graduate credit rate.

WINDS & BRASS

Undergraduate performance majors are placed in two ensembles each semester and concentration majors are placed in one ensemble each semester (for music education majors Marching Band is required during the first two years). Concentration majors may request, through the Artistic Director, to be placed in an additional ensemble, and occasionally may be asked to participate in an additional ensemble. Depending on departmental needs, the student's course schedule and space availability, performance wind/brass players may be assigned or elect to register for a chamber music ensemble (which may be one of the above ensemble assignments), either all-wind/brass or mixed. Also depending on departmental needs, graduate students may be assigned to additional ensembles. Additionally, all tuba students are welcome and encouraged to participate in Tuba Ensemble each semester, which may be taken for credit providing all other department's ensemble needs have been fulfilled and the student has room in his or her load for that given semester.

When registering, wind and brass students should use MUSIC 2500 for Marching Band, MUSIC 4500/8500 (undergraduate/graduate) for a first ensemble (unless in Marching Band), and MUSIC 4510/8510 (undergraduate/graduate) for a second ensemble. MUSIC 4520 may be used for a third ensemble, although graduate students must get permission to take it for graduate credit and must pay for it at the graduate credit rate. In the spring semester department students assigned to Collegiate Band should be registered for MUSIC 4500 (not the course "Collegiate Band").

PERCUSSION

All undergraduate students taking lessons are required to perform in Percussion Ensemble and attend Percussion Seminar (a lab component of the private lessons), in

addition to assignments in large instrumental ensembles (Orchestra, Wind Symphony, Wind Ensemble, and other groups). Graduate students perform in orchestra for the first year of their degree program and depending on departmental needs, may be assigned to additional ensembles.

When registering, percussion students should use MUSIC 2500 for Marching Band, MUSIC 4500/8500 (undergraduate/graduate) for a first ensemble (unless in Marching Band), and MUSIC 4510/8510 (undergraduate/graduate) for a second ensemble. MUSIC 4520 may be used for a third ensemble, although graduate students must get permission to take it for graduate credit and must pay for it at the graduate credit rate.

GUITAR

All guitar students play in the Guitar Seminar each semester. Undergraduate performance majors must play in a mixed chamber group (non-guitar ensemble) for two semesters, usually during their junior and senior years, and graduate students must play in a mixed chamber group for one semester.

When registering, guitarists should register for MUSIC 4560/8560 (undergraduate/graduate). In semesters where they are assigned to chamber music, they should also register for MUSIC 4510/8510 (undergraduate/graduate).

HARP

All harp students play in the Harp Performance Class (a lab component of the private lessons) and Harp Ensemble each semester. Undergraduate performance majors must play in a mixed chamber group (non-harp ensemble) for two semesters and graduate students must play in a mixed chamber group for one semester. Assignments to large ensembles are determined by Ms. Hainen, Lecturer in Harp.

When registering, undergraduate students register for both MUSIC 4500 and 4510. Graduate students should register for MUSIC 8500; in semesters where they are in a chamber ensemble they also register for MUSIC 8510

DOUBLE BASS

In addition to the University Symphony, performance majors play in Bass Class or Orchestral Repertoire class each semester, plus occasional assignment to another large ensemble. Concentration students may also participate in Bass Class and Orchestral Repertoire class, providing they have room in their schedules. Depending on space availability, bass players may register for and perform in a chamber music ensemble.

When registering, double bassists must register for MUSIC 4500/8500 (undergraduate/graduate) each semester. In addition, each spring they register for MUSIC 4570/8555 (undergraduate/graduate), section 6.

9. Juries

Every student taking private lessons through Temple must perform a jury at the end of each semester during finals week. (Exceptions: DMA (see below); any student who is presenting a solo degree recital or expects to enroll in Recital Extension does not perform a jury that semester). If the jury is not performed for some reason, the student will receive an Incomplete until a make-up jury is played in the following semester (in addition to that semester's jury, if appropriate). Juries are scheduled according to teacher availability but an individual student's jury time may be adjusted to accommodate other final exams or an accompanist's schedule. The jury schedule is posted in Presser Hall, in Rock Hall and

on the department website. The correct number of jury evaluation forms (this will be posted outside the examination room) should be filled out by each student before playing. Blank forms are available on the website and also will be available outside of the examination room. Jury evaluations can be viewed the week following final exams or students can sign up to have a copy mailed to them.

For performance majors, the jury at the end of the sophomore semester is the Junior Standing Jury. If the student is deemed not to be making appropriate progress, he/she may be advised out of the performance program.

DMA students must play a one-hour Diagnostic Jury in their first semester of lessons in which they play music they have worked on during the semester and a regular graduate-length jury in every subsequent semester during which they have lessons (and not performing a solo recital).

BOWED STRINGS

Juries are 10 minutes in duration for concentration majors and 15 minutes for performance majors. The content of the jury is to consist of solo repertoire, which must be performed with an accompanist (where applicable). Non-sonata solo repertoire should be played from memory. A small portion of the jury may consist of orchestral excerpts or etudes if it is representative of work studied in the private lessons. **Students must supply and pay for their own accompanist.** (Accompanist names may be obtained through the piano office in Rock Hall. In the interest of broadening the student's experience the accompanist should not be a parent or teacher of the performer). It is highly recommended that you schedule rehearsals with your accompanist in advance enough before juries so that you can perform together in one or more lessons. Students should arrive early enough before their scheduled jury time to fill out the required number of String Jury Report forms and warm up.

WINDS & BRASS

The juries are 10 minutes in duration for concentration and performance majors. The content of the jury should consist of solo repertoire, which must be accompanied if appropriate. **Students must supply and pay for their own accompanist.** (Accompanist names may be obtained through the piano office in Rock Hall. In the interest of broadening the student's experience the accompanist should not be a parent or teacher of the performer). It is highly recommended that you schedule rehearsals with your accompanist in advance enough before juries so that you can perform together in one or more lessons. Students should arrive early enough before their scheduled jury time to fill out the required number of Wind/Brass Jury Report forms and warm up.

PERCUSSION

Percussion students fulfill their jury requirements by performing on the Percussion Workshop Recital. The only exception to this is that performance-major sophomores must also perform a Junior Standing Jury, which must be scheduled through the Director of Instrumental Operations and takes place during the wind and brass juries.

GUJAR

Juries are 10 minutes long for concentration and performance majors. Some portion of the jury should be performed from memory.

HARP

Juries are 15 minutes long for performance majors, 10 minutes for concentration majors. Some portion of the jury should be performed from memory.

10. Recital Procedures

A degree recital is required for all undergraduate and master's performance majors and replaces the jury for the semester in which the recital is performed. All the necessary forms and procedures may be found on the college website in the Students Resources/Recitals Procedure section and students are encouraged to make themselves familiar with them well before it is time to apply for a recital date. **Failure to follow the proper procedure and timetable will result in the postponement or cancellation of the degree recital.**

Recital programs are to be determined between the student and teacher and should contain 45-55 minutes of music for both undergraduate and graduate recitals. String players should perform a portion of their program from memory. (Note: it is illegal to perform publicly from a photocopy of in-print, copyrighted music).

Recital dates are arranged by the student, in agreement with the teacher, and scheduled through the recital office. Applications for recital dates may be submitted beginning approximately the sixth week of the semester prior to the recital and will be accepted for approximately two weeks. Recital dates are then distributed in approximately the tenth week of the semester.

In order to apply you must be on-track to graduate in the coursework of your program of study. (This is something that must be confirmed with the Associate Dean for Student Affairs. Graduate students, in particular, must fulfill all deficiencies prior to applying for a recital date).

The timeline in advance of the recital is as follows:

Previous Semester – request recital date

90 Days Prior - Deadline for requesting an assigned accompanist from the accompanying program if you are not providing your own accompanist – and therefore also the deadline for submitting the Recital Content form when using an assigned accompanist

60 Days Prior – Deadline for Recital Content form submission when using an outside accompanist. Deadline for providing music to assigned accompanist (if applicable).

6 Weeks Prior – Deadline for Instrumental Degree Recital Permission Form. (If your recital is scheduled during the first five weeks of the spring semester, this form must be turned in two weeks prior to the last day of finals in the fall semester.)

30 Days Prior – Deadline for performing Recital Permission Jury if required.

The procedures for requesting an accompanist may be found online at www.temple.edu/boyer/resources/student/recital.htm. **Outside accompanists must be approved by Professor Lambert Orkis.**

If your recital is scheduled for the first three weeks of the spring semester it may be difficult to meet the assigned-accompanist time-line. In this case, it is strongly urged one uses an outside accompanist.

Using your recital as an audition for continuing study at Temple

If you wish to use your recital as an audition for study in another program at Temple, such as a master degree or Professional Studies certificate, you must inform the

appropriate Artistic Director, the Director of Instrumental Operations and the Director of Admissions so that the necessary procedures may be followed. Please realize that all published deadlines for application and financial aid do apply; using a recital late in the semester as your audition may not be in your best interest.

Recital Permission Form

This is due six weeks prior to your recital (or two weeks before the end of the fall semester if you recital is in the first five weeks of the spring semester). It is imperative that this form be completed on time. Failure to turn it in when due may result in the postponement or cancellation of the degree recital.

In the event a recital permission jury is requested by the studio teacher, it must take place four weeks prior to the degree recital in question. This jury must consist of the repertoire that will be performed at the recital with the accompanist that will be performing the recital. (For wind players, if chamber music is to be performed on the recital, it does not need to be performed at this jury, although it may; chamber music selections should be coached by the primary lesson teacher). If the performance at the recital approval jury is deemed to be insufficiently prepared, the department reserves the right, after discussion with the private teacher, to request an additional approval jury and/or postpone the recital. Students will be notified within twenty-four hours regarding the outcome of the recital permission jury. When appropriate, the instrumental jury prior to the degree recital semester may be used as the recital permission jury, although extra jury time must be allotted for this purpose.

Recital Adjudication

Two members of the full-time faculty will adjudicate each recital.

Postponing Recitals

Degree recitals generally occur in the eighth semester for undergraduate students, and in the fourth semester for master's students. In the event that the recital needs to occur in a subsequent semester, the following procedures must be followed (in both cases the student receives an "Incomplete" as the grade for the recital semester, which is changed after the recital has been performed):

1. To perform the recital at any point in the following semester, the student must register for the course titled Recital Extension and pay all required fees. Financial Aid and Academic Internships are not usually continued into an extra recital extension semester.
2. Exception: if the recital was to occur in the fall semester, the recital may be scheduled in the first two weeks of the spring semester without registering for any additional courses. This can not be done when moving a spring recital to the fall.

11. Recital Attendance Policy

All undergraduate students are required to attend eight recitals each semester for seven semesters, for a total of fifty-six. Performance majors are excused during their recital semester, music education majors during their student teaching semesters, and music therapy majors during their semesters of internships.

12. Financial Aid

Undergraduates with Boyer scholarships retain their scholarship automatically as long as they continue to meet the requirements outlined in their award letter. Instrumental or other department grants awarded to undergraduate students are renewable each year and are generally renewed if a student maintains good academic standing. **Undergraduate students must complete the FAFSA application each year.**

Graduate students with assistantships, Academic Internships, Instrumental Grants or other scholarships must reapply for financial aid each academic year. While all such aid is awarded anew each year, in general, if all academic and musical requirements are being met, financial aid is continued. The deadlines and paperwork required for this are available online from the College.

Both undergraduate and graduate students, currently with and without aid, may petition for changes in their scholarship award. This process begins with a letter written to the Instrumental Department Chair, who will forward the request on to the College Scholarship Committee.

Additional Financial Aid information is available from the University's office of Student Financial Services and from Associate Dean for Student Affairs.

For information about student worker positions, please contact Mrs. Canan in Presser Hall's Main Office (215-204-8303). She frequently needs student workers in the Main Office to answer phones, deliver packages, etc. There are also positions available in the Presser Learning Center, the Listening Library and throughout the University.

13. Graduate Student Concerns

Your acceptance letter from the college may have noted deficiencies (requirements above and beyond your degree coursework) that must be fulfilled in order to receive permission to perform your degree recital. In some cases, the deficiencies must be fulfilled prior to enrolling in some courses required by your degree program. Any questions about these should be discussed with your Advisor and/or with the Associate Dean for Student Affairs. Diagnostic deficiencies, as well as any other listed deficiencies, must be resolved prior to applying for your degree recital. **Do not wait for your final year to rectify any deficiencies.** You should address them in the first or second semester of your study. Note: if you have been awarded financial aid you must re-apply for it each year. The deadlines and paperwork required for this are available online from the College.

All students receiving Assistantships or Academic Internships will be assigned duties within the college with assigned-hours in proportion to the size of the award. (This was outlined in the assistantship/internship contract that you signed when accepting the assistantship or internship). You will be notified of your assignment by either the Instrumental Department Chair or the Director of Instrumental Operations. If your contract mentions the possibility of being assigned to teach at or work for Temple Prep, you must be available on Saturdays when Temple Prep operates.

All candidates for the Master of Music degree are required to complete and pass a Comprehensive Final Project in music literature. The project requires the student to maintain and submit a list of music studied/performed in all four semesters of lessons, write program notes or background information for any two of those pieces, and submit a 2000 word discussion or theoretical analysis of a third piece from the submitted works.

The Project is due by April 1 for anticipated May graduation and November 1 for anticipated December graduation, and must be turned into the Associate Dean for Students. Detailed information on the requirements is available from the department. **The most important aspect you need to be aware of initially is that you need to keep a log of all repertoire (études, solos and excerpts) studied in your private lessons.**

Students whose project does not pass will be told what areas need amending (content, grammar, etc.). The student will then have to prepare and submit a revision that receives a passing grade. The student may avail themselves of various resources to assist with the rewrite, such as the University's Writing Center. In order for a student to graduate on schedule, any revision that is required must receive a passing grade before the deadline by which names must be submitted for graduation.

14. Accompanists

While the college can provide an accompanist for degree recitals (see the link regarding recital procedures and note that outside accompanists for degree recitals must be approved by Professor Lambert Orkis), the college and department does not provide accompanists for other purposes. Students are responsible for obtaining and paying accompanists for juries. Here are a few basic ways to contact an accompanist. **Note: allow yourself plenty of time to line up an accompanist—do not wait until the last minute.**

1. Talk to your older colleagues, particularly the ones in your teacher's studio. They will have experience with different accompanists who may already be familiar with the repertoire that you are performing.
2. Your teacher will probably be aware of pianists who have accompanied their students in the past.
3. The keyboard office (Room 222 Rock Hall, or 215-204-7388) can recommend students in their department.
4. You may also contact the instrumental department. There is generally a short list available from either the Ensembles Manager or the Director of Operations.

15. Concert Attire

The standard attire for all department large ensemble performances is men: black tuxedo, black bow tie, white collared shirt, black socks and black shoes; women: full-length black dress or blouse/pants combination (sleeves must be at least to mid-forearm) and black shoes. Individual conductors and coaches may request other options for concert attire at their discretion. One standard exception is opera, for which the dress is all black (no tee shirts).

16. College Instruments

The college owns a variety of instruments for use by Boyer students. The use of college string instruments is coordinated through the Artistic Director for Strings and the use of wind and brass instruments is handled through the Ensemble Manager in the Instrumental Studies Office in 238 Presser Hall. Arrangements may be made for use of an instrument during summer breaks although the student may be required to have the instrument covered by personal insurance during this time. This is handled through the Instrumental Studies office in 238 Presser Hall.

17. Lockers/Special Storage

Lockers are located in both Presser Hall and Rock Hall for storage of instruments and personal items. There are designated rooms and facilities in Presser Hall for some specific instruments (see below), and keys for these areas may be signed out from the Leslie Cochran in Room 238 Presser (for Presser Hall spaces) or Jennifer Bolcar in Room 103 Rock Hall (for Rock Hall spaces). Both Presser Hall lockers and Rock Hall lockers are signed out in the Main Office in Rock Hall. Lockers assignments are for the year and lockers must be emptied by the end of finals.

Instrument-specific facilities:

1. Double Reed Room – 205 Presser Hall – equipment for reed making
2. Tuba Room – 17 Presser Hall – instrument storage and teaching studio
3. Cello Room - 224 Presser – instrument storage
4. Harp Rooms - 232 Presser (school harp storage and practice) and the Harp Studio (Rock Hall) (student harp storage, teaching, practice and ensemble room)

18. Full-time Faculty Listing

Chair

Professor Terell Stafford
323 Presser Hall
Telephone: 215-204-8036
Email: tstaffor@temple.edu

Conducting, Director of University Orchestras

Professor Luis Biava
121 Rock Hall
Telephone: 215-204-8339
Email: concertart@aol.com

Academic Advisor of Winds and Brasses

Assistant Professor Matthew Brunner
229 Presser Hall
Telephone: 215-204-2162
Email: brunnerm@temple.edu

Ensembles Coordinator of Strings

Assistant Professor Vladimir Dyo
202 Rock Hall
Telephone: 215-204-8334
Email: vladimirviolin@gmail.com

Artistic Director, Ensembles Coordinator and Academic Advisor of Percussion

Assistant Professor Phillip O'Banion
138 Presser Hall
Telephone: 215-204-8329
Email: obanion@temple.edu

Artistic Director of Strings

Professor Eduard Schmieder
205 Rock Hall
Telephone: 215-204-8071
Email: schmiede@temple.edu

Academic Advisor of Strings

Professor Jeffrey Solow
206 Rock Hall
Telephone: 215-204-5527
Email: solowcello@gmail.com

Artistic Director and Ensembles Coordinator of Winds and Brass

Associate Professor Emily Threinen
305 Presser Hall
Telephone; 215-204-8335
Email: Emily.threinen@temple.edu