

LYNN

Conservatory of Music

STUDENT HANDBOOK

Effective Fall 2016

The Lynn University Conservatory of Music will follow the academic policies and regulations as stated in the Lynn University Catalog and the Lynn University Student Handbook, with the following additions.

Table of Contents

WELCOME	- 2 -
ACADEMIC REQUIREMENTS AND RESPONSIBILITIES	- 2 -
PERFORMANCE REQUIREMENTS	- 6 -
MASTER OF MUSIC EXAMINATIONS	- 8 -
DEGREE RECITALS	- 10 -
PERFORMANCE FORUM.....	- 12 -
J-TERM.....	- 13 -
STAFF PIANO POLICIES.....	- 13 -
COMPETITIONS	- 15 -
THE NEW MUSIC FESTIVAL	- 15 -
PRACTICE ROOM/CONCERT HALL USE	- 16 -
LYNN UNIVERSITY MUSIC LIBRARY	- 16 -
ACADEMIC GUIDANCE	- 17 -
BULLETIN BOARD	- 17 -
MAILBOXES	- 17 -
WELLNESS.....	- 17 -
RESPECT FOR BUILDING AND EQUIPMENT	- 18 -
CONSERVATORY CONCERT PROGRAMS	- 18 -
CONCERT ATTIRE.....	- 19 -
BOX OFFICE TICKET POLICY.....	- 19 -
INTENT TO RETURN/ RE-ENROLLMENT POLICY	- 19 -
APPLYING FOR A NEW PROGRAM	- 20 -
INTERNATIONAL STUDENT INTERNSHIPS	- 20 -
CONSERVATORY STAFF	- 20 -
CONSERVATORY FACULTY.....	- 20 -

WELCOME

Welcome to the Lynn University Conservatory of Music. Our mission is to provide quality professional education for gifted young musicians and set a superior standard for music education worldwide. Primary among the goals of the Conservatory is the nurture and education of the student body with thorough attention to musicianship, artistry, and skills needed to be competitive in the field of music. The aim is to train music students of high achievement through programs of study of an intensive nature in preparation for careers in music. The Conservatory faculty forms a community of exceptionally accomplished and dedicated individuals striving towards similar goals.

ACADEMIC REQUIREMENTS AND RESPONSIBILITIES

Students enrolled in the Conservatory of Music are expected to conduct themselves in a manner appropriate to a member of a productive musical community as well as meet the following academic standards in order to remain in good standing and retain his/her music scholarship each year:

- 1) Maintain a minimum semester GPA of 2.75 for undergraduate students and 3.0 for graduate students.
- 2) Earn a minimum grade of “C” in applied lessons, juries, mock auditions, recitals, graduate performance requirements, Performance Forum and all performing ensembles.
- 3) Attend classes, lessons, rehearsals, master classes, performance forum, outreach performances, juries, mock auditions and other Conservatory performances and activities as assigned.

Students who fail to maintain these minimum requirements shall be placed on academic probation within the Conservatory of Music. Students who fail to meet the Conservatory’s minimum requirements listed above for two consecutive semesters shall have their scholarship revoked and/or be dismissed with an option to appeal to the Dean.

Willful non-participation in conservatory classes and/or assigned activities may result in immediate dismissal from the conservatory as well as loss of scholarship as determined by the dean.

Credit Hour Definition

Lynn University uses the following formula for calculating credit hours:

Undergraduate Day Semester & Graduate Day Semester

1 credit hour is equal to one hour of classroom or direct faculty instruction and a minimum of two hours of out of class student work each week for approximately 14 weeks for one semester.

Note: For the purpose of defining credit hours, one hour of classroom or direct faculty instruction is defined as a 50 minute class period.

(Academic Catalog 2014-2015, p. 52)

For all music academic courses the Conservatory of Music follows the same formula for calculating credit hours as described above except for a series of courses which are given 0 credit. The following is a list of these 0 credit courses: MUR 300 Junior Recital; MUR 301 Performance Forum (undergraduate students); MUR 400 Senior Recital; MUR 501 Performance Forum (graduate students); MUR 600 Graduate Recital; MUR 601 Comprehensive Exam (graduate students); MUS 325 Orchestral Repertoire (undergraduate students) and MUS 525 Orchestral Repertoire (graduate students). These courses are given 0 credit because that do not meet regularly over the 14 weeks of the semester and/or do not involve regular out of class student work each week. These requirements are completed by the student as courses—rather than merely as requirements of the degree(s) such as juries, mock auditions and graduate competency (entrance) exams in music history and theory—so that they appear on the student’s transcripts. These 0 credit courses include recitals (MUR 300, MUR 400 & MUR 600); the weekly Performance Forum (MUR 301 & MUR 501) where students perform solo and chamber music before an audience made up of the student body and faculty; the graduate master’s oral exam (MUR 601); and repertoire/reading classes for wind, brass and percussion students that only meet once a week during weeks that the Large Ensemble (Philharmonia) is not rehearsing and performing (MUS 325 & MUS 525).

As well, some of the Conservatory’s performance-oriented courses (MUS courses—applied music and ensembles) do not strictly follow the formula of “1 credit hour is equal to one hour of classroom or direct faculty instruction.” For example, MUS 321 and MUS 521 Large Ensemble are 1 credit courses that meet in rehearsal with a faculty member for more than 14 hours each semester (i.e. more than one hour per week); and, as a reverse example, MUS 401 Applied Instrument: Jr-Sr is a 4 credit course that would typically meet with a faculty member less than four hours per week.

Music Scholarships

Music scholarships are awarded for a maximum of eight semesters for undergraduate students and four semesters for graduate students. **Scholarships do not cover university fees and/or health insurance. These fees are the responsibility of the student.** Music scholarships may only be applied to those credits taken for the completion of the degree program. Fees for courses taken outside the degree program or for the retaking of any failed courses are the responsibility of the student.

Participation and Attendance

Weekly assessment of your performance and progress in all courses requires consistent participation. Regular and punctual attendance is required at all lessons, coachings, classes, rehearsals and performances. Any exceptions, such as an excused absence for documented illness or personal emergencies may be considered and granted by and at the discretion of the individual course instructor. Any student who misses lessons, coachings, classes, or rehearsals for more than ten percent of the semester for reasons the instructor finds insufficient will need permission from the Dean to continue in the class. Students with excessive or unexcused absences may receive a withdrawal or failing grade and in extreme cases, may have their scholarship revoked or be subject to probation or

dismissal. No student may be absent from performances of any kind unless prior permission has been granted in writing for a limited or short term leave of absence. Falsification of illness/injury or misrepresentation of any personal issue or professional engagement is considered a severe violation of the University's Academic Honesty Policy as outlined in the Lynn University Student Handbook, and appropriate disciplinary action will be taken.

Limited Leave of Absence

A limited leave of absence may be requested for performance opportunities of significance or sudden medical or personal situations by any student who is in good standing in all classes. A limited leave of absence generally is not granted for more than six consecutive days. It is the student's responsibility to make an appointment with their advisor to obtain the Limited Leave of Absence Form which requires signatures from each of the student's instructors and the Dean in addition to a detailed written explanation with appropriate documentation of the event or situation. **Students must obtain request forms from their academic advisor no less than 2 weeks in advance of the requested date of absence.** If the request is approved, the student remains registered for the semester and is responsible for all course work, exams, juries, mock auditions and fees associated with that semester. Any absence for a request that is not approved by the Conservatory will result in lowering of grades due to non-participation.

Short Term Professional Leave

Short Term Professional Leave is available for **PPC students** in good standing for professional performance opportunities of significance lasting more than six consecutive days. Short term professional leave generally is not granted for more than two weeks. It is the student's responsibility to make an appointment with their advisor to obtain the Short Term Professional Leave form which requires signatures from each of the student's instructors and the Dean in addition to a detailed written explanation with appropriate documentation of the event or situation. **Students must obtain request forms from their academic advisor no less than 2 weeks in advance of the requested date of absence.** If the request is approved, the student remains registered for the semester and is responsible for all course work, exams, juries, mock auditions and fees associated with that semester. Any absence for a request not approved by the Conservatory will result in lowering of grades due to non-participation.

Injury Policy

The Conservatory is sensitive to performance injuries of all kinds. Students must inform faculty of performance courses they are enrolled in immediately upon the onset of injury by completing the Injury form. This form is available from the student's academic advisor and requires a declaration and description of injury with supporting medical documentation. Signatures are also required from faculty of all performance classes affected by a student's injury. Students must resubmit a new form on a weekly basis to remain in good standing in performance classes. Students are encouraged to utilize university resources and the knowledge of the faculty when dealing with these issues. In the unfortunate circumstance which results in a student being unable to participate in

more than 50% of performance classes students will be encouraged to withdraw from these courses.

External Performance Opportunities

The Conservatory of Music is supportive of external performance opportunities of significance that are in the student's best interest, however, the potential impact of the absence upon the Lynn community will be taken into account. Please note that prior commitments or remuneration will not be taken into consideration when determining the artistic significance of performance opportunities. It is expected when requesting leave for a performance that it is made in a timely fashion.

Academic Integrity

Integrity and honesty are essential to Lynn University's mission and community standards. As a result, Lynn University has an academic honesty policy in place. Violations of this policy include:

Cheating: Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise. Infringing on the academic rights of others, such as defacement or theft of library material.

Fabrication: The intentional and unauthorized invention or falsification of any information or citation in an academic exercise.

Plagiarism: Intentionally or unintentionally representing the words or ideas of another as one's own in any academic exercise.

Facilitation: Intentionally or knowingly helping or attempting to help another to commit an act of academic dishonesty, including unauthorized collaboration on academic assignments.

Falsification of Injury: The intentional fabrication or distortion of an injury used as an excuse to miss conservatory rehearsals or concerts.

Misrepresentation of External Performances/Commitments: The intentional embellishment of outside commitments used as an excuse to miss conservatory rehearsals, concerts or classes.

All cases of academic dishonesty will be referred to the office of the Vice President for Academic Affairs for action. Depending upon the intent and severity of the violation, a student found responsible for any act of academic honesty will be subject to one or more possible penalties, including failure of the test or assignment, failure of the course, loss of scholarship, and suspension or expulsion from the university.

PERFORMANCE REQUIREMENTS

Students must earn a passing grade for all performance requirements (PR) in their program of study in order to graduate.

Bachelor of Music (BM) in Performance

Freshmen	Jury (spring)
Sophomores	Jury (fall)
Juniors	JR Recital, Mock Audition (non-pianists), Sight Reading Jury (pianists)
Seniors	SR Recital, Mock Audition (non-pianists), Sight Reading Jury (pianists)

Master of Music (MM) in Performance

- Graduate Recital
- Concerto
- Chamber Work
- Mock Audition (non-pianists)/Sight Reading Jury (pianists)

All MM requirements must be performed on campus for faculty adjudicators.

Professional Performance Certificate (PPC)

- Graduate Recital or Extended Mock Audition (Percussion only)
- Concerto
- Chamber Work
- Mock Audition (non-pianists)/Sight Reading Jury (pianists)
- One additional performance requirement of student's choice (from list above)

All PPC performance requirements must be performed on campus for faculty adjudicators.

Collaborative Piano Majors

Please consult the Instrumental Collaborative Piano program handbook for requirements.

Composition Majors

During each year that they are in residence at the Conservatory of Music, all BM and MM Composition students are required to have at least one original composition, written while at Lynn University, performed publicly in a juried situation, either in Performance Forum or on a degree recital. Composition majors must attend all sessions of and participate as directed in the annual New Music Festival, and it is required that they have original compositions performed on the student concert of this festival. (The work, or works, performed on the New Music Festival can be the same composition, or compositions, used to fulfill the juried performance requirement discussed above.) It will be the student's responsibility to find performers and arrange for rehearsals for any performance of his/her work. As well, it is expected that all composition majors will avail themselves of the many opportunities to hear live music at Lynn University by attending concerts regularly, particularly the performances of the Philharmonia Orchestra.

Performance Requirement Descriptions – BM in Performance

Mock Auditions

Mock auditions are offered each semester. A sign-up sheet will be posted on department bulletin boards by the Head of your department. Instrumentalists are required to receive a passing grade in all required mock auditions. Other students may be required and/or permitted to perform a mock audition at the discretion of his/her applied music instructor. Mock audition grades will be reflected in the student's final applied instrument grade. Failure to appear for a scheduled mock audition automatically results in a grade of "F". A repertoire list for mock auditions is available in the music library and on the music library web site.

Juries

Freshman Juries are held in the spring semester. Sophomore Juries are held in the fall semester. **These juries will serve as indicators to the faculty and Dean that satisfactory progress is being made. If progress is deemed unsatisfactory, a student's scholarship may be affected.** A sign-up sheet will be posted on department bulletin boards by the Head of your department. All freshmen and sophomores are required to receive a passing grade in each of their juries. Students perform their jury program for a committee of artist faculty members as assigned by the Dean. Jury grades will be reflected in the student's final applied instrument grade. Failure to appear for a scheduled jury will automatically result in a grade of "F". Students performing juries should prepare approximately twenty minutes of music. Memorization and repertoire requirements are at the discretion of the Artist Faculty. Juries may also include scales, arpeggios, etudes, sonatas and/or concerti. Students should arrive early enough to their jury to list their jury repertoire on adjudication sheets.

Sight Reading Jury for Pianists

Undergraduate piano majors are required to play and pass a Sight Reading Jury in both the junior and senior year. Weekly sight-reading expectations exist in the undergraduate curriculum in the applied areas of solo piano study, chamber music, and also in the Keyboard Skills, Piano Literature and Pedagogy coursework. Sight Reading Jury grades will be averaged into the student's final applied instrument grade.

Performance Requirement Descriptions – PPC and MM in Performance

The **Concerto Performance Requirement** consists of a minimum of two contrasting movements of a concerto or substantial work written for solo instrument and orchestra (or other large ensemble) to be performed **from memory** at Performance Forum. The performance may not exceed twenty minutes. Students may request concerto credit be awarded for single movements from major concerti that are 20 minutes in duration. Students may also fulfill their Concerto Requirement by competing at an acceptable level in the concerto competition. Concerto GPR grades will be reflected in the student's final applied instrument grade. Students are encouraged to give multiple performances of works; however **a concerto performed in fulfillment of a graduate performance requirement credit may not also be used to meet the minimum amount of music**

required for a degree recital. Students performing a Concerto Requirement may request to reserve their date on Performance Forum in advance. All scheduling of Concerto Requirements must be completed before Thanksgiving break in the fall or Spring break in the spring.

Opportunities to meet the **Mock Audition Performance Requirement** are offered each semester. A sign-up sheet will be posted on department bulletin boards by the Head of your department. Instrumentalists are required to receive a passing grade in all required mock auditions. Students may be required and/or permitted to take a mock audition at the discretion of his/her applied music instructor. Mock audition grades will be reflected in the student's final applied instrument grade. Failure to appear for a scheduled mock audition automatically results in a grade of "F." A repertoire list for mock auditions is available in the music library and on the music library web site.

The **Chamber Work Performance Requirement** consists of a minimum of two contrasting movements of a chamber work to be performed at Performance Forum. Chamber Work requirement grades will be reflected in the student's final chamber music grade.

The **Sight Reading Jury for Pianists Performance Requirement** is taken by piano performance majors (MM) and (PPC) in place of the Mock Audition performance requirement. Weekly sight reading assignments are given to piano students in preparation for the jury. These assignments will include a variety of repertoire encompassing the following style periods: Baroque~ Classical~ Romantic~ Impressionistic~ and 20th or 21st century music. Solo and chamber music repertoire (including vocal music) will be assigned to sight read throughout the semester. Sight Reading Jury grades will be averaged into the student's final applied instrument grade.

Your teacher or coach will receive all evaluations. Please consult faculty to view your comments.

MASTER OF MUSIC EXAMINATIONS

Competency Exam

Competency exams in music theory and music history will be given and each section must be passed in order to graduate. The purpose of these exams is for MM students to demonstrate an undergraduate knowledge of music theory and history. Suggested readings and preparatory recommendations are available from the Head of the Music History and Theory department.

The music history test will be broken down into 3 sections:

- Medieval-Renaissance-Baroque
- Classical-Romantic
- 20th Century

The music theory test will be broken down into 3 sections:

- Harmony
- Form and Analysis
- 20th Century

Students will have two hours to complete each exam. Exams will be administered during the first week of the fall semester. For each section not passed, students will be registered in a January Term course dedicated to the content of the failed section. Receiving a passing grade in these courses will satisfy the requirement for that section of the exam.

Students will have an opportunity to retake the exam at the beginning of the J Term. If previously failed sections are passed, students will be dropped from corresponding courses.

Students may request review sessions throughout the fall semester with Dr. McKinley, during his posted office hours.

Students must pass all sections of the competency exams (or corresponding classes) during their two years in residence at the conservatory in order to receive an MM from Lynn Conservatory.

Comprehensive Exam

Students must register for and schedule the exam with their advisor during the pre-registration period of their third semester at Lynn.

The Comprehensive Exam is a 30 minute oral examination in which students must discuss various subject matters related to their instrument and course of study as a Master of Music student at Lynn. The panel will consist of the Head of your department and your applied instrument teacher. If that is the same person, another faculty member from your department will serve as the second adjudicator.

This exam is to be taken without the aid of written notes or any sort of presentation materials. Generally, these discussions will cover a variety of subject matter, including but not limited to the following:

- History of the instrument: this will include the origins of your instrument in ancient cultures as well as western society. Be able to discuss past and present makers and/or manufacturers of your instrument and their unique contributions, if any.
- Literature of the instrument: discuss your instrument as a solo, orchestral and chamber music instrument, with examples of works by composers who made particular contributions to the development of its technique and repertoire. This section should include important works spanning the history of your instrument and discussion of the common genres utilized for your instrument e.g. concerto, sonata, quartet, symphony, etc.

- Heritage of the instrument: discuss notable performers and teachers of your instrument, both nationally and internationally. This may include former and present orchestral players, chamber players, soloists, and influential pedagogues, both past and present.
- Based on current events, be able to discuss current trends, styles, and or changes in the field of your major instrument. This could include significant personnel changes in major orchestras as well as teaching institutions.
- Discuss the process of learning to play and perform on your instrument as a soloist/ensemble player. Additionally, discuss the process in detail as it pertains to the following:
 - emotional, psychological, and physical demands.
 - attitude, technique and practice methods.
 - memorization, philosophy of performance and musical interpretation
 - its relation to the past, present and future.
 - precautions taken to avoid injury.

Additional requirements may be assigned by your department.

A bibliography of sources for the student's preparation must be submitted to each adjudicator no later than 2 weeks prior to the exam.

The exam is graded A-F and will be based on the subject matter of your answers as well as your ability to express and articulate your thoughts clearly. Composition students should consult Dr. McKinley for specific exam requirements.

DEGREE RECITALS

Important dates:

Degree Recital Date Sign up will occur early in the fall semester. **Sign up procedures will be posted on the Conservatory bulletin board.**

September 15 – A press photo and bio must be received via email by Manuel Capote at MCapote@lynn.edu.

Two months before recital date – Recitalists must email a list of all recital pieces with timings to your assigned pianist. All scores for your recital must be submitted to your assigned pianist at this time as well. Failure to comply will result in the loss of your recital date. Please note: If two months before your recital date occurs during a school break please supply your pianist with all scores before the break. Students are encouraged to obtain study copies of all scores.

One month before recital date - Complete program information (on the Conservatory official program template - including all movement titles, opus nos., pianist name, etc.)

must be emailed to Manuel Capote at MCapote@lynn.edu. Please include where your intermission will occur and which piece will be memorized. The Conservatory will not supply a program for your recital if complete program information is not received by the deadline. Students may also submit an extended biography (200-600 words) to be included in solo recital programs. To be included, these bios must be submitted along with program information.

Please note:

- Recitals occur on Tuesdays at 5:30 and 7:30pm, and on Fridays at 2:00pm (only piano recitals will be scheduled during orchestra weeks).
- Once recitals are scheduled, changes may not be made.
- Cancelled recitals may not be rescheduled until the following school year.
- All degree recitals must be performed on campus in the presence of faculty adjudicators.
- No pianist is obligated to accommodate repertoire changes made to recital programs after scores have been submitted. They may choose to do so but if they do not, students are responsible to obtain a pianist for the new work.

Minimum Repertoire Requirements:

Memorization requirement: In order to receive full credit for a recital, at least one selection must be memorized. Students that choose to perform their recital without memorizing a piece may have their grade lowered by one full letter (for example an A will become a B or a B- will become a C-).

The Junior Recital consists of a minimum of 40 minutes of music and may be played with or without an intermission. Please note: chamber music may not be performed as part of the minimum time requirement for degree recitals.

The Senior Recital is the capstone of the Bachelor of Music degree. It consists of a minimum of 50 minutes of music and includes an intermission. Please note: chamber music may not be performed as part of the minimum time requirement for degree recitals.

The Graduate Recital is the capstone of the Graduate Program. It consists of a minimum of 60 minutes of music and includes an intermission. Please note: Pieces performed for graduate performance requirement credit may not be applied to the minimum amount of music required for a degree recital. Additionally, chamber music may not be performed as part of the minimum time requirement for degree recitals.

PERFORMANCE FORUM

Throughout each semester students and faculty assemble for weekly performance forums.

Class Participation

Students are expected to attend all scheduled performance forums. **Class participation makes up one hundred percent of the grade for this class. In order to receive a passing grade, students may not have more than three unexcused absences from forum within a semester.** In order to be counted as present for performance forum, a student must be in attendance for the entire performance forum. Students are expected to be on time for forum. Late arrival will be noted and **three “lates” will be equal to one unexcused absence.** Students who are performing must sign in at the beginning of the forum and return to the hall as soon as possible after they perform in order to be counted as present.

Please note: Students will be excused from forum for illness with the submission of a doctor’s note to Manuel Capote. **Absences for illness without a doctor’s note will count as one of the student’s three unexcused absences.** Students that receive permission in advance to be away from campus that possess an approved Limited Leave of Absence or Short Term Professional Leave form will be excused from forum with the submission of a copy of the approved form to Manuel Capote.

Any and all absences that are not accompanied by a doctor’s note or an approved absence request form will be considered unexcused. Students with four or more unexcused absences will fail performance forum without exception.

Performance Forum Reservations

When ready to perform, students may email a Performance Forum Request Form to MCapote@Lynn.edu. Forms can be found on MyLynn (under academics/forms and documents) and must be filled out completely. Incomplete forms will not be accepted. Pianists, faculty and/or chamber coach will be contacted to confirm students are ready to perform requested works. All performance requests will be filled on a first come, first served basis as forms are received.

Students may not submit additional requests for the same instrumental combination/group until current pending performances have been completed (excluding scheduled Graduate Concerto Requirements-see below).

Please note: Performance Forum programs will be posted weekly on the Concert and Events bulletin board located outside of the Conservatory administration office.

All assigned chamber music groups are required to perform in Performance Forum each semester. Groups that do not perform will be required to play a chamber jury at the end of the semester for a panel of faculty adjudicators.

Graduate Performance Requirements

Performance forum time for the **Concerto** Graduate Performance Requirement may be requested in advance. Students may perform on forum prior to their scheduled concerto date in accordance with the reservation policies stated above. Please note: Students may

only request a time slot in advance for concerto performance requirements that are needed to fulfill your program of study. Once requirements are fulfilled students may not request time slots in advance.

Performance forum time for the Chamber Work Graduate Performance Requirement may **not** be requested in advance. All graduate students that perform chamber music (that meet the minimum GPR chamber requirement) in forum will automatically receive GPR credit.

Dean's Showcase Concerts

At the completion of a designated number of forums the Dean will choose students, based on the recommendation of faculty, for the Dean's Showcase concerts. **It is the responsibility of the student to make note of all of the Dean's Showcase concerts for the year to avoid conflicts.**

J-TERM

J-term is a three week term that occurs each January. All students will participate in the conservatory's J Term class: Intensive Arts. This class will consist of two weeks of department specific assigned activities and one week of participation in the New Music Festival. In addition, undergraduates have specific university J-Term class requirements. Please consult the University's academic catalog for J Term requirements for your program.

STAFF PIANO POLICIES

Staff Pianist: Sheng-Yuan Kuan | Room 304
917-363-4789 | SKuan@Lynn.edu

A wonderful team consisting of staff pianist Sheng-Yuan Kuan and the student collaborative pianists proudly supports the Conservatory in its music making. Ms. Kuan is available to attend lessons, studio classes and master classes in addition to performing on Performance Forum, Concerto Competition and degree recitals. Students from the *Instrumental Collaborative Piano Program* (ICPP) are also available and may be requested through Ms. Leonard (leonard@lynn.edu). It is essential that everyone adhere to all policies so collaborations run smoothly and extraordinary music making can be the focus. Any issues or concerns should be addressed in a timely fashion to the Dean.

Lessons/Studio Classes/Forums/Master Classes

Request form **and** piano scores must be submitted **at least 2 weeks beforehand.**

Concerto Competition

Please follow instructions supplied by the concerto competition coordinator in regard to submitting piano scores.

Degree Recitals

All recital repertoire information must be given to Ms. Kuan **at least 2 months before** your scheduled recital date. Please provide the scores to your pianist in a considerate and timely fashion.

Procedure for Requesting a Pianist

Request a Pianist

1. Fill out a “Staff Piano Request Form” (found on the “forms and documents” section of the MyLynn Academics tab) for services regarding lessons, studio classes, master classes and Forum performances.
2. Submit the form and piano score at Ms. Kuan’s studio according to the submission policies above.
3. You will receive a confirmation e-mail within 48 hours with your pianist’s information.

You may initiate a service request at any time, even at the beginning of the semester, or for the entire year. Please e-mail your pianist and maintain good communication to ensure a pleasant and excellent collaboration experience.

Staff Piano Request Form Sample

Name: <u>Roger Voisin</u>	Contact: <u>561-237-7000/ mrabin@gmail.com</u>
Today’s Date: <u>9.1</u>	
Repertoire: <i>specify movements or complete work</i> <u>Brahms Violin Sonata No. 1 in G major , first movement only for now</u>	
Type of Service: <input checked="" type="checkbox"/> <u>Studio Class</u> <input type="checkbox"/> Masterclass <input type="checkbox"/> Forum <input type="checkbox"/> Lesson <input type="checkbox"/> Recital piece	
Day and Time of lesson (<i>for reference only</i>): <u>Mondays at 3:00</u>	
Day and Time of Master class: <u>n/a</u>	
Day and Time of Studio class: <u>October 9th at 7pm</u>	
Additional important information: _____	

Policies

- REHEARSALS:
 - 1) Music must be received by your assigned pianist in a timely fashion providing for adequate preparation.
 - 2) Please schedule your rehearsal in a professional manner – no last-minute or late-night e-mails/phone calls.

- 3) Prepare your part thoroughly and be familiar with the piano part which will allow you to get the most out of the rehearsal.
 - 4) Bring your agenda/date book/PDA and a pencil with you to the rehearsals.
- **LESSONS / STUDIO CLASSES:** Rehearse with your pianist before lessons or studio classes. Please give your pianist a minimum of 10-days' notice for such requests.
 - **LAST MINUTE REQUESTS:** The primary goal of the Collaborative Piano Department is to perform at a professional level at all occasions. Last minute requests will therefore **only** be taken into consideration with the pianist's consent.
 - **CANCELLATIONS:** On the rare occasion that it is necessary to cancel any type of appointment due to illness or personal emergency, it is your responsibility to inform all parties involved immediately. Please take care to have preferred contact information for everyone you are working with at all times. With enough notice some rehearsals or lessons might be able to be rescheduled to accommodate your needs.
 - **RECORDING PROJECTS:** Ms. Kuan is available for recording projects for a fee of \$60.00 for the first hour or any part of the first hour, then \$15.00 for every quarter of an hour thereafter. You may also employ the service of any ICPP pianists.

COMPETITIONS

Concerto Competition

The Conservatory's annual Concerto Competition is held each fall semester. Regulations are distributed at the beginning of each academic year by the Competition Coordinator.

Chamber Music Competition

This competition takes place in the fall and is open to standard chamber groups that are registered in MUS311 or MUS511 for both the fall and spring semesters. Prizes include a debut concert at the Lyric Chamber Music Society of New York as part of their "Exciting New Prodigy Series." Applications and rules will be supplied at the beginning of each academic year.

THE NEW MUSIC FESTIVAL

The New Music Festival is a weeklong celebration of contemporary and modern music. The Conservatory generally commissions a chamber work from a guest composer-in-residence who works with students in preparation for a concert featuring his or her works. Additional events include a program featuring young composers and a forum which addresses the performance issues of contemporary music. Working with living composers is an invaluable and inspiring opportunity that will help you become more comfortable

working with new music, an important skill that should not be underestimated by those who wish to have diverse, successful careers.

PRACTICE ROOM/CONCERT HALL USE

For security and liability reasons, studios and practice rooms may not be used for private instruction of non-Lynn or non-Preparatory students. The University takes this very seriously, and **failure to comply may result in loss of scholarship. Conservatory practice room hours will be clearly posted.**

Practice room signup sheets are posted outside each room on Monday mornings at 9:00. Rooms are reserved by signing up at each door on a first-come, first-served basis.

Students are limited to a total of three hours of reserved time daily. Piano and tuba students may reserve practice rooms in advance for their next week's practice between 12:00 and 4:00pm on Fridays at the Conservatory reception desk. **Faculty that allow their students access to their locked studios will determine their sign out procedure.**

Additional chamber music practice room reservations

Groups may sign up for up to two hours of additional chamber music rehearsal time each week by emailing Manny Capote at MCapote@lynn.edu on Thursdays to request reserved space for the following week. Reservations will be printed on the practice room sign out sheets when they are posted on Monday morning. No students may sign out a room for a chamber group in ink on the sign out sheets.

The Amarnick-Goldstein Concert Hall (A/G) and large rehearsal spaces are available on a scheduled basis. Use of these spaces requires a reservation a **minimum of fourteen days prior to the requested date.** Reservations are requested by emailing Terence Kirchgessner at TKirchgessner@Lynn.edu. Requests are granted on a first-come first-served basis and are subject to availability. Reservations in the Amarnick-Goldstein Concert Hall are limited to 4 hours per semester. Practice time on the concert grand pianos in the A/G concert hall is limited to piano majors preparing for degree recitals. Graduate piano students and seniors are allowed a maximum of two hours and juniors are allowed one hour of rehearsal time before their recital date. In addition, pianists entering the concerto competition are allowed one hour of rehearsal before the competition.

Keith C. and Elaine Johnson Wold Performing Arts Center (WOLD)

Students may not reserve practice or rehearsal time in the Wold. Students found practicing or rehearsing in the Wold at any time other than approved scheduled class times **will be placed on probation and may lose their scholarship.**

LYNN UNIVERSITY MUSIC LIBRARY

Music librarian: Tsukasa Cherkaoui

Office: 561-237-7214 | E-mail: tcherkaoui@lynn.edu)

An official library tour will take place in the beginning of the fall semester. All new students are required to participate in the library tour. The library is located on the first floor of the Lynn University Library. It houses over 13,000 music items (music books, scores, periodicals, CDs and DVDs). These items can be searched on the online library catalog, which can be accessed from the library's website (<http://www.lynn.edu/library> - Click on the "Library Catalog" link).

Additional resources are available through our library. Please visit the library to find out about all of the physical and electronic resources available to you.

ACADEMIC GUIDANCE

Students are responsible for understanding and implementing all requirements for the degree or certificate program in which they are enrolled. Students are required to meet with their academic advisor each semester to ensure appropriate progress is being made. Advising weeks and pre-registration days are included on the university's academic calendar.

BULLETIN BOARD

The Conservatory Bulletin Board is the central communication center for all departments including chamber music, large ensembles, the New Music Festival and important Conservatory announcements. It is located outside of the Conservatory office. Please take care to check the board every day to stay informed and prepared to the best of your ability.

MAILBOXES

Each student will have a mailbox located in the conservatory. Students should check their mailbox frequently as announcements, updates and music will be placed in student mailboxes daily.

WELLNESS

Conservatory training is mentally, emotionally and physically challenging. The intensity with which students tend to pursue work is wonderful. However, students need to be aware of the physical and mental challenges such intensity brings. You must make time every day to strengthen and relax your body and free and focus your mind. Adequate rest is an absolute necessity as is a healthy diet. Efficient and effective practice should be of paramount importance in combination with adequate preparation time which helps reduce the stress associated with performance. The university has excellent health services including gym/work out facilities and two swimming pools. We encourage you to expose yourself to yoga, meditation and Alexander Technique. The Conservatory is sensitive to performance injuries of all kinds. Students should inform faculty immediately upon the onset of an injury. Students are encouraged to utilize university resources and the knowledge of the faculty when dealing with these issues. In addition please visit the

Music Teacher's National Association website at www.mtna.org for a comprehensive annotated bibliography of publications about musician wellness found under the resource tab on the home page. Contact our wellness coordinator Mr. Satterwhite with additional questions.

RESPECT FOR BUILDING AND EQUIPMENT

Food and drink (except water) are prohibited in the conservatory as well as all rehearsal and recital rooms. This specifically includes all practice rooms, studios and large rehearsal and concert spaces. Pets and other animals are not allowed in the music wing (except animals meant to assist with a disability). Students are expected to return desks, chairs, and other furniture to their proper places when they are done in the rooms. No instruments, equipment or furnishing (including stands and chairs) are to be removed from the Lynn campus. Students are solely responsible for their own musical instruments and other personal belongings. Instruments and other belongings should never be left unattended in concert halls, rehearsal rooms, hallways, practice rooms, or classrooms.

CONSERVATORY CONCERT PROGRAMS

The Conservatory prints programs for all official concerts that occur throughout the year. Student photographs and biographies are included in each program in which a student participates. It is the responsibility of each student to email a digital photo (jpeg) and a short biography (100-200 words in Microsoft word format) to Manuel Capote by September 15. Failure to do so will result in the use of a stock bio that will include a student's name, degree program and current studio. Students may also submit a long biography (200-600 words) to be included in degree recital programs; long bios must be submitted along with program information in order to be included.

WRITING YOUR SHORT BIO FOR THE CONSERVATORY by Ralph Fielding

A short bio should be one paragraph (100-200 words) that uses facts to tell a story about you. The basic one for use at school should include: Where you are from (either where you were born or where you grew up), which instrument you play, any major job that you held before attending Lynn University, the main schools you have attended (and any college degrees received), the principal teachers you studied with. It is more important to list private teachers than master classes you have played in.

Add something interesting and personal about you or what you have done that will help people remember you when they meet you. This could be a major competition or prizes that you have won, important solo performance you have done, a hobby that you actively pursue, community service, a group or groups to which you belong, a major project in which you are involved, a long-term goal, personal information about you, your family, your pets, etc., something special you have done in the past that people associate with you, a job or position you hold locally. If you freelance, say that you are an active freelancer **rather** than listing every group you have played with. However, if you are a

permanent Principal player of an established group, then list that. Include the current program you are enrolled in at the Conservatory and your current teacher. Your bio should always be written in the “third person,” that is, as if someone else is writing about you. For instance, you say: “Mr. Zxywy is...” rather than “I am...” Look up bios on the internet for examples. Use a spell-checker to check for basic errors. Look up **all** the names of teacher, schools, and composers you mention on the internet to make sure you have spelled them accurately. Make sure that somebody else reads your bio to check for accuracy and readability. Have someone read your bio **out loud** to you. It should sound clear, concise and interesting.

CONCERT ATTIRE

In a formal performance situation, students are expected to dress in traditional formal attire. Dress Code Policy for Philharmonia

Men

- *Saturday concert - Black tails, pressed white dress shirt, white bow tie, white vest.
- *Sunday concert - Black collarless shirt and black pants (no jeans).
- Black dress socks (no ankle socks).
- Polished black dress shoes (no cowboy or combat boots).

Women

- Floor-length black skirt or the palazzo pants, which are provided by the Conservatory, with a black top having long or 3/4 sleeves.
- Black or neutral hose and black dress shoes. No open-toed shoes or sandals.
- No excessive jewelry. No sequins or sparkles. Hair accessories must be black, silver, or gold.

No plunging necklines, rising slits (dress and skirt slits must not exceed six inches in length), low-cut backs, or displays of midriff. Wear a slip if your outfit requires it. Toes, knees, and elbows must not be visible.

Other options may be required by a music director or faculty member.

BOX OFFICE TICKET POLICY

48 hours prior to an event, complimentary tickets will be made available to all faculty, staff and students. Tickets must be obtained through the Box Office, pending ticket availability. Students are allowed to request Philharmonia tickets for Sunday performances only.

INTENT TO RETURN/ RE-ENROLLMENT POLICY

All students enrolled in a Conservatory program of study are required to indicate their intention to return or not return to their program in the following fall semester by **February 15**. Any student who withdraws from a Conservatory of Music program of study for any reason, and consequently wishes to re-enroll must complete the entire application and audition process.

APPLYING FOR A NEW PROGRAM

Current Lynn students that would like to participate in a new program at Lynn must go through the entire application and audition process for that program. Please note: current Lynn students are not automatically accepted into new programs. Accepted student decisions will be made after all applicants have auditioned.

INTERNATIONAL STUDENT INTERNSHIPS

Curricular Practical Training (CPT)

Eligibility for CPT

1. Students must have been a full-time student for 1 academic year immediately prior to the request for CPT authorization. An exception exists for graduate students in a program which requires all students in that program to complete an internship within the first year.
2. Students requesting CPT authorization must register for an internship course during the entire length of their CPT authorization.

Contact the Conservatory's CPT Coordinator, Manny Capote, for the current CPT policies and application process.

***Note: Students must complete this process each time they wish to begin a new internship or continue an internship for another semester/term.**

CONSERVATORY STAFF

Jon Robertson	Dean
Marc Reese	Assistant Dean
	Administrative Assistant to the Dean
Terence Kirchgessner	Stage/Audio Manager and Staff Conductor
Manuel Capote	Music Ed. and Community Outreach Coordinator
Luisa Sánchez deFuentes	Preparatory Department Head
Sheng-Yuan Kuan	Staff Pianist

CONSERVATORY FACULTY

Thomas McKinley	Composition
	Music Theory and History Department Head
	BM Advisor
Guillermo Figueroa	Philharmonia Music Director and Conductor
	Violin
Eric Varner	Woodwind Department Head, Bassoon
	Chamber Music Coordinator

Jeffrey Khaner	Flute
Joseph Robinson	Oboe
Jon Manasse	Clarinet
Marc Reese	Brass Department Head, Trumpet Assistant Dean
Gregory Miller	French Horn
Dan Satterwhite	Trombone Graduate Advisor
Kenneth Amis	Tuba Wind Ensemble Music Director
Edward Atkatz	Percussion
Deborah Fleisher	Harp
David Cole	String Department Head, Cello
Elmar Oliveira	Violin
Carol Cole	Violin
Ralph Fielding	Viola
Timothy Cobb	Double Bass
Roberta Rust	Department Head, Piano Concerto Competition Coordinator
Lisa Leonard	Instrumental Collaborative Piano Head, Piano New Music Festival Director
Karen Dixon	Woodwind Chamber Music
Chauncey Patterson	String Chamber Music

Lynn University is a private educational institution. The Conservatory of Music awards Bachelor of Music and Master of Music degrees and the Professional Performance Certificate.

Lynn University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools
1866 Southern Lane
Decatur, Georgia 30033-4097
Telephone number (404) 679-4501
To award associate, baccalaureate, master and doctoral degrees

Lynn University Conservatory of Music is an accredited institutional member of The National Association of Schools of Music
11250 Robert Bacon Drive, Suite 21
Reston, Virginia 20190
Telephone number (703) 437-0700

Lynn University
Conservatory of Music
Dr. Jon Robertson, Dean
3601 North Military Trail
Boca Raton, Florida 33431-5598
www.lynn.edu/music
phone: (561) 237-9001 fax: (561) 237-9002
music@lynn.edu