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INTRODUCTION
Welcome to the Department of Music and Performing Arts, a multiple-discipline unit within the College of Fine Arts and Humanities including Music, Dance and Theatre. UNK’s MUSIC PROGRAMS serve the needs of the student with quality instruction, personal supervision, and excellent solo, chamber, large and small performance opportunities. 100% of the full-time faculty have earned doctorates or the highest degree in their discipline, yet each teaches all levels of students from freshmen to graduates. All programs offered are enhanced by the outstanding musical talent and opportunities that flourish at UNK. Students have an incomparable training situation on this campus. Small classes and immediate musical involvement provide ongoing channels for student activity. All programs are carefully planned to provide students with purposeful, realistic, and challenging learning situations. UNK is an accredited institutional member of the National Association of Schools of Music (NASM).

In 2001, the music program was selected as a Program of Excellence at UNK due to a number of factors including its success in the areas of academic excellence, performance quality, recruitment activities, national accreditation, student-faculty ratio, high visibility at local, state and national levels, its centrality to the role, mission, and strategic plan of UNK, and its service to the university and the community. This honor belongs, most importantly, to the dedicated students and faculty who work hard to maintain a highly respected program and performance standards.

This handbook provides information to students about the curriculum of the music and dance degree programs and policies of the Department of Music & Performing Arts of the University of Nebraska at Kearney. However, the provisions of this handbook are not to be regarded as a contract between the student and the University of Nebraska at Kearney. The Department of Music & Performing Arts reserves the right to withdraw or change any provisions or requirements at anytime. Faculty members of the Department of Music & Performing Arts are here to guide music students through their chosen degree programs and assist with their achievements of musical and academic excellence. However, each student is ultimately responsible for seeing to it that all the requirements for the degree are properly completed.

Music students at UNK join many former students who have established a rich musical heritage, a pride in the quality of life, and the ability to interact in a positive learning environment in the Department of Music & Performing Arts. These circumstances are possible only when every person honors a mutual respect for everyone’s rights to study, learn, and perform. The University has a policy of administering all educational programs, related support services, and benefits in a manner that does not unfairly discriminate on the basis of a student’s or prospective student’s race, color, religion, sex, sexual orientation, national or ethnic origin, age, disability, veteran’s status, or marital status. The faculty, coordinators, and staff of the Department additionally affirm that everyone has a right to work, pursue scholarly and creative experiences, and attend performances in an environment free of demeaning or vulgar language (written or verbal), harassment, or other means of intimidation or insult. Consequently, the Department strives to maintain a supportive environment so that the continuation of this great tradition of excellence and congeniality will be assured for generations of students to come.
MISSION STATEMENT—MUSIC
The Department of Music & Performing Arts is a disciplinary unit within the College of Fine Arts & Humanities of the University of Nebraska at Kearney. It provides a high-quality music education to the students of the University. The department's highest priority is to educate students to be lifelong, independent learners and practitioners of music. The faculty continuously creates a constructive, stimulating, challenging, and rewarding student-centered learning environment. The faculty and students serve the community, state, and region as an intellectual, artistic, and cultural resource, thereby making the department an indispensable center of learning, leadership, inquiry, and cooperative achievement.

OBJECTIVES—MUSIC
(1) To present concerts, recitals, musicals, operas, and music for special events for the artistic enrichment of the region;
(2) To offer quality courses and instruction in the areas of music theory, music history, music education, music business, music technology, music performance, music composition, music pedagogy, musical theatre, opera, music appreciation, musical ensembles;
(3) To provide curricula leading to nationally accredited bachelor degree programs in music, music education, music business, music performance (composition, instrumental, piano, piano with pedagogy emphasis, vocal), musical theatres, and a master’s degree in music education;
(4) To give preparatory training in music that enables a student to enter a music therapy program at another university;
(5) To provide rigorous academic undergraduate programs that prepare music students for graduate work and advanced study;
(6) To engender an interest in academic research and creative activity in graduate and undergraduate music students;
(7) To foster in music students a sense of aesthetic judgment and the ability to distinguish musical quality that comes from their participation in private instruction, studio classes, performance ensembles, master classes, workshops, recitals, concerts, research and creative activities, and through their regular attendance at faculty and guest artist performances;
(8) To provide opportunities for all university students to develop skills in critical judgment, and an informed understanding and appreciation for music through the participation in music courses and ensembles, and through their attendance at student, faculty, and guest artist performances;
(9) To guide and nurture the highest degree of artistic development in each music student through private study on their musical instrument or voice with music faculty who have proven their high artistic standards of performance;
(10) To lead the university, community, and region in acquiring greater musical understanding and critical judgment through involvement in music courses, participation in music ensembles and attendance at various musical functions; and
(11) To offer leadership in the musical life of the region by providing participative, collaborative, and advisory services to teachers, community members, and alumni.

GRADUATE MUSIC PROGRAM
OBJECTIVES—GRADUATE MUSIC PROGRAM
The Department of Music offers its graduate program to serve three main purposes:
(1) Provide a comprehensive course of academic study for those students who seek the Master of Arts in Education—Music Education degree;
(2) Make available relevant and engaging graduate courses for those students who do not wish to pursue an advanced degree; and
(3) Provide for graduate students experiences which will serve their cultural and professional needs.
MISSION—GRADUATE ASSESSMENT
Students who successfully complete a Master of Arts in Education—Music Education degree,
(1) Will further develop a basis for aesthetic judgment and understanding allowing for the
implementation of enhanced learning experiences for the students they teach;
(2) Will continue to achieve artistic and scholarly competency as music educators;
(3) Will be prepared as music educators to serve schools, communities and the region as
leaders in musical understanding and critical artistic judgment; and
(4) Will be encouraged to achieve continued professional growth and/or academic success.

LEARNING OBJECTIVES—GRADUATE ASSESSMENT
(1) Graduates will understand the central concepts of music education in order to create
learning experiences in music that are meaningful and useful;
(2) Graduates will further develop understanding of the styles and performance practices of
diverse musical eras;
(3) Graduates will achieve broad intellectual and interpretive skills and understanding;
(4) Graduates will develop musical understanding and critical artistic judgment;
(5) Upon completion of the course of study leading to a graduate degree, students will be
prepared to seek further professional placement in the competitive job market within their
chosen field or pursue a further degree.

MUSIC & PERFORMING ARTS FACILITIES
The Music programs of the College of Fine Arts and Humanities are housed in the multi-million
dollar Fine Arts Center on the 235-acre campus of the University of Nebraska at Kearney. The
Fine Arts Center features a 500-seat recital hall with three concert grand pianos (a Hamburg
Steinway 'D' acquired in 1999, a New York Steinway 'D' rebuilt in 2004, and a Mason & Hamlin
'CC'), and a digital Rodgers organ; a 350-seat theater; a 100-seat Blackbox theater; a dance
studio; a Music Pedagogy Resource Center; and large instrumental and choral rehearsal rooms.
The department offers more than fifty performance and practice pianos, all exceptionally well
maintained, along with Yamaha Disklaviers for digital recordings, and a state-of-the-art
electronic class piano room, featuring Yamaha Clavinovas. All music class/rehearsal rooms are
fully equipped as “smart” classrooms, with sophisticated sound equipment, large-screen video
displays, and the most current computer technology. The student technology lab (12
mainframe computers) and recording studios offer students hands-on work with the latest
music software and digital technology (including Sibelius, Finale, MacGamus, Audacity, and
Microsoft Office). Sound-insulated practice rooms allow students to spend the time necessary
in a comfortable atmosphere perfecting his/her musical skills. Several additional new Yamaha
pianos are provided to the department annually through a loan-purchase program with
Yamaha International/Dietze Music. Faculty studios are large, fully networked, with digital
audio recording equipment. The Music Pedagogy Resource Center features a wide variety of
teaching methods and materials for instrumental, vocal and piano teacher training and
research and ProformaVision (surface electromyography). Since 2004, NU Foundation Grants
and Program of Excellence Funds have provided support for facilities projects such as the
Recital Hall renovation and the purchase of new instruments, equipment, technology, and
personnel.
MUSIC AND PERFORMING ARTS FACULTY AND STAFF
Tim Farrell, Department Chair, Music and Performing Arts
Darin Himmerich, Theatre Program Director
Dayna DeFilippis, Dance Program Director
Jan Harriott, Graduate Music Program Chair
Associate Professors: Bierman*, Campbell*, Freedman*, Garrison, Harriott*, Rogoff*, White*
Assistant Professors: Alber*, Benton, Donofrio*
Senior Lecturers: DeFilippis, DeLorm, Himmerich, Ice
Lecturers: Brech
Professional Staff: ???????—Music Office Associate; Alex—MPA Audio Director/FAH Tech; Deiger—Theatre Office Associate; Johnson—Piano Technician
Adjunct Faculty: Jahn, Sales

*Graduate Faculty

MUSIC AND PERFORMING ARTS ACADEMIC PROGRAMS

MUSIC MAJOR
• Music - Bachelor of Arts Degree
• Music Performance Comprehensive - Bachelor of Music Degree
  * Composition Emphasis
  * Instrumental Emphasis
  * Piano Emphasis
  * Piano with Pedagogy Emphasis
  * Vocal Emphasis
• Musical Theatre Comprehensive - Bachelor of Music Degree
• Music Comprehensive, Music Business Emphasis - Bachelor of Music Degree
• Music Education K-12 - Bachelor of Music Degree

THEATRE MAJOR
• Theatre – Bachelor of Arts Degree
• Theatre 7-12 Teaching Subject Endorsement – Bachelor of Arts in Education Degree

MINORS AND OTHER PROGRAMS
• Dance Minor
• Music Minor
• Music Minor (Elementary Education Major)
• Theatre Minor
• Piano Pedagogy Certificate

GRADUATE PROGRAM
• Music Education - Master of Arts in Education (online program)
UNDERGRADUATE MUSIC DEGREE PROGRAM DESCRIPTIONS

Music - Bachelor of Arts
The Bachelor of Arts in Music is a liberal arts degree with an emphasis on music—a course of study leading to a non-professional degree in music. This degree gives the student a strong foundation in the humanities, a program combining academic studies with training in the musical areas of their choice. In addition to the General Studies courses, the courses required by the student's chosen minor area, and a language component, the music courses for this degree include music history, music theory, applied music, and performance. Graduates of this program emerge with a varied and well-rounded education, because of the essentially academic discipline in a performance-oriented setting.

Music Performance Comprehensive - Bachelor of Music
Composition/Instrumental/Piano/Piano with Pedagogy Emphasis/Vocal Emphasis
The Music Performance program is designed to permit the student to develop a high level of skill in at least one area of performance and leads to the degree of Bachelor of Music in Performance. Because of the nature of this professional objective, the student entering this program must demonstrate outstanding musical abilities in voice, an orchestral or band instrument, or piano. Students enrolled in this comprehensive degree program will not only enjoy an opportunity to study performance with outstanding musicians, but they will also have an opportunity to broaden their understanding through a strong liberal arts curriculum, which includes music courses and general studies. The performance major will appear frequently in student recitals and give full-length junior and senior recitals. The curriculum in the keyboard area may include a piano pedagogy emphasis and is designed to prepare the student for national certification as a private teacher.

Musical Theatre Comprehensive - Bachelor of Music
The Bachelor of Music in Musical Theatre is a professional undergraduate degree that provides training for singer-actors who wish to pursue careers as performers in musical theatre. Offered as a music emphasis program, the student's training is divided among courses in music, musical theatre, theatre and dance. Students aspiring to a career in musical theatre must demonstrate a high level of talent and proficiency as a singer, actor and dancer. The intensity of studio training and its comprehensive nature requires that students excel in several areas of this multi-faceted program that embraces all the performing arts. The musical theatre curriculum provides a broad-based education in the performing arts that includes general studies, along with music, theatre and dance curriculum. As such, students enjoy the opportunity to participate in programs of scenes from musical theatre, as well as fully mounted productions. Performances in dance productions, recital, and participation in ensembles add another dimension to the student's program.

Music Comprehensive, Music Business Emphasis - Bachelor of Music
The Music Business program is a course of study leading to the degree of Bachelor of Music - Music Business Emphasis. The Department of Music & Performance Arts is fully accredited by the National Association of Schools of Music and the Music Business Program is affiliated with the National Association of Music Merchants. The general studies component consists of classes in English composition, speech, literature, fine arts, history, math, natural and social sciences, and economics. Music classes include music theory, performance, music business, music technology, sound recording and reinforcement, music ensembles, piano, music history & literature, music business field experience, culminating in a formal internship. In the area of business, the courses include accounting, management, marketing selling, software productivity, along with electives.

Music Education K-12 - Bachelor of Music
The Music Education program leading to a Bachelor of Music – Music Education degree prepares the future music teacher. From an initial core program, through the variety provided
by specialization, students develop functional, realistic music teaching skills. Upon graduation, the State of Nebraska certifies students of the degree to teach music K-12. This certificate is valid, through reciprocity agreements, in many other states. The music education degree culminates in the student teaching experience where the student teaches music in the classrooms of the public schools under the guidance of a successful music educator.

**Piano Pedagogy Certificate**

The Piano Pedagogy Certificate is a course of study designed to provide pianists with specialized training for a career in piano teaching and provide courses and resources for professional teachers who may want to enhance their skills. The curriculum is organized to cover all major topics necessary for a solid foundation in music, with an emphasis on methods, materials, skills, and techniques for successful piano teaching of various age groups and levels (15 hours for piano majors, 23 hours for non-piano majors, 38 hours for non-degree seeking students). In addition, the certificate program offers a practical and viable means for achieving National Certification by the Music Teachers National Association and for teachers seeking re-certification points. The Piano Pedagogy Certificate is available to all UNK students who have demonstrated proficiency at the piano. This not only includes piano majors, but extends to Music Education, Music Business, and Liberal Arts music majors; non-music majors, and students pursuing a music minor. All piano pedagogy courses, including the teaching internship, are available at both the undergraduate and graduate levels; credits may be applied toward upper division electives for all music majors.

**REQUIREMENTS**

**Admission to the Master of Arts in Education—Music Education Program**

Admission to the MAEd—Music Education program will require the following:

1. Fulfillment of the requirements for admission as set forth by the Office of Graduate Studies and Research;
2. Completion of graduate application: [www.unk.edu/admissions/apply.php](http://www.unk.edu/admissions/apply.php);
3. Completion of the bachelor’s degree with a major in music from a fully accredited institution, with a minimum GPA of 3.0 (an official transcript must be sent directly from the undergraduate institution);*
4. Satisfactory completion of departmental entrance requirements:
   - Submit a Philosophy of Teaching (300-500 words. Include your ideas about the teaching and learning process, a description of how you teach, and why you teach in a particular way based on your beliefs, values, and/or objectives as related to music education.)
   - Submit a Professional Résumé
   - Submit three letters of recommendation from individuals who have knowledge of the applicant’s capabilities/professional musical experience

*Students who do not meet minimum music GPA requirements may be admitted Conditionally:
   - Students must pass the Graduate Music Entrance Assessment (music history and theory) with a minimum score of 80% or enroll in MUS 402, Music History and Theory Review, and earn a minimum grade of “B” and
   - Students must complete a minimum of 9 graduate credits with a minimum grade of “B” to meet this admission requirement.

See Graduate Catalog for MAE Music Education Policies, Course Prerequisite Considerations, Admission to Candidacy, and Program Completion at: [http://aaunk.unk.edu/gradcatalogs/current/ed/maemus.asp](http://aaunk.unk.edu/gradcatalogs/current/ed/maemus.asp).

Admission to an Undergraduate Music Program
All students planning to major or minor in music must complete admission requirements as
determined by the University of Nebraska at Kearney and the Department of Music and
Performing Arts. Application for admission including audition must be submitted prior to
enrollment. Your application for admission will be assessed on the following: 1) your
performance of prepared selections on your principal instrument/voice, 2) your readiness for
collegiate music study as demonstrated through general music skills (sight reading, theory,
piano skills), 3) general academic record, and 4) high school music activities.

Music majors and minors must choose an area of applied music and meet the proficiency
standards of the Department for admission and graduation. All new students will audition to
determine their performance level. Students should be able to perform with adequate
technique, tone quality and musicianship, selections corresponding to the minimum levels of
repertoire listed below:

INSTRUMENTAL MINIMUM ENTRANCE REQUIREMENTS
Brass—Two études or short concert/contest pieces (1 lyrical, 1 technical or a solo with a both a
lyrical and technical section).

Guitar—Two contrasting pieces using both fingering and strumming techniques.

Percussion—Two movements in contrasting styles at Grade 3-4 level on two instruments
(mallet keyboard, timpani, snare, multi-percussion, trap set).

Strings—Two contrasting pieces: minimum Vivaldi Violin Concerto (violin); Suzuki III (viola); Suzuki IV
(cello); Suzuki III (bass).

Woodwinds—Two movements or selections of contrasting styles.

KEYBOARD MINIMUM ENTRANCE REQUIREMENTS
Organ—One selection from the Bach, Little Preludes and Fugues, or a short selection from the
repertoire of comparable difficulty, and one hymn.

Piano—Two selections of contrasting style from repertoire of comparable difficulty to the two-
part Inventions of J.S. Bach or above.

VOCAL MINIMUM ENTRANCE REQUIREMENTS
Voice—Two contrasting songs to perform from memory. Examples of appropriate repertoire
include: arrangements of folksongs, Art Songs in English, or old Italian songs. A selection
from a Broadway musical is also appropriate.

Musical theatre may choose two contrasting selections from musicals. Musical theatre students
will also complete questionnaire regarding theatre experience and dance training at the time
of audition.

All incoming students including transfer students will also take placement tests in the areas of
theory, piano skills, and sight reading. All students will complete a Request for Admission to a
Music Academic Program form including primary performance area, selected academic
program, and dates of audition, music theory entrance exam and the piano placement by the
third day of classes.* Students who do not meet admission requirements may be admitted
 provisionally. Once students have been accepted into a program they must receive formal
departmental approval to change their applied music area or academic program.

*Students with no previous instruction in music theory or who do not pass the theory placement/assessment exam
will be required to enroll in MUS098, Fundamentals of Music, an online music theory course, offered by UNK during
the summer before their matriculation. This course will assist students to prepare for collegiate-level study of music.
Students with no prior piano instruction or limited skills are encouraged to enroll in a course of piano study prior to
enrollment at UNK. Students who have no piano or theory background should know that they may need more than
four years to complete a music degree.
**Piano Requirements**

All music majors and minors are required to complete piano requirements, including a proficiency examination as determined by the Department of Music and Performing Arts. Students are strongly encouraged to maintain continuous enrollment in piano until the piano proficiency examination is completed. Students must earn a minimum semester grade of “C-” to advance to the next level in the Piano Techniques sequence. All examination requirements must be completed prior to registration for Field Experience/Student Teaching (Music Education majors), Internship (Music Business majors) or Senior Recital (Performance/Musical Theatre majors).

The placement level in piano classes will be made by the piano faculty at the time of the entrance audition. Those with limited keyboard background will be placed into the appropriate Piano Techniques class. Students with keyboard facility will be placed into Keyboard Harmonization (the entire exam is covered in one semester) or, under the advisement of the piano faculty, may elect to independently prepare for and take the full piano proficiency examination, given by a committee of piano faculty, by the end of their third semester. Degree requirements are outlined in the **Piano Proficiency Packet** (available on the department website). Proficiency examinations are scheduled each semester.

Piano proficiency examinations for instrumental and vocal majors in music education, musical theatre and music performance will be given in four parts (Part I-Technique, Part II-Sight Reading, Part III-Harmonization and Transposition, Part IV-Repertoire, with Part V-Technology for Music Education majors only). Exams will be scheduled at approximately four-week intervals during the Piano Techniques IV course and juried by at least two keyboard faculty. A student passing three sections but failing one section by the end of the semester will repeat that section during the next proficiency examination. Piano proficiency examinations for music business majors, liberal arts music majors, and music minors who are elementary majors will be given at the conclusion of Piano Techniques III and juried by two faculty members. Music minors (who are not elementary education majors) will take their examination at the end of Piano Techniques II by the instructor. Keyboard majors and principals and other music students with exceptional piano facility take the piano proficiency examination as an integral part of the Keyboard Harmonization course.

**Ensemble Requirements**

Every full-time music major or minor must participate in a large ensemble every semester until the large ensemble degree requirement is satisfied. Wind and percussion students will elect band (flute, oboe, clarinet and bassoon students may elect the orchestra once the marching band requirements have been met); string students will elect the orchestra; voice students will elect an appropriate vocal ensemble; guitar students will elect any ensemble; keyboard students will elect any ensemble or appropriate accompaniment/chamber music assignment for their participation. After the large ensemble requirement is met, all full-time music majors must participate in at least one ensemble each semester, except the semester enrolled in Internship or Student Teaching (NASM requirement).

**Degree Completion/Exit Assessment**

Students completing requirements for a major or minor in music must earn the total number of credits listed for their specific programs. Completion of a course through proficiency examination does not reduce the total number of program credits required. Degree Audit is an effective tool to assist in degree program tracking and is available to all students through *MyBlue*. Candidates for all music degrees must satisfactorily complete an exit assessment including a Senior Portfolio review by a committee of three faculty members during the penultimate semester. It is expected that this review occur prior to the final project: internship (music business majors), student teaching (music education majors), or senior recital (performance/musical theatre majors). Specific requirements are available in the Student Handbook. Students should work closely with their music advisor(s) during their entire course
of music study to develop a comprehensive, degree-appropriate portfolio. Students enrolled as double majors, must complete the requirements for both degree programs.

**MINIMUM GRADE POINT**
All students should maintain at least a 2.0 cumulative grade point average for classes taken at this institution. Graduation is dependent upon a minimum G.P.A. of 2.0. Students entering any program of study within the College of Education must have a minimum G.P.A. of 2.75 before admission to Teacher Education. Music majors must have a G.P.A. in music classes of 2.5 or better in order to graduate with a music degree. Students must earn a minimum grade of C- in all sequential core music courses—Music Theory I, II, III, IV; Sight Singing/Ear Training I, II, III, IV; Piano Techniques I, II, III, IV.

**STUDENT LOADS**
A normal class load for a full-time student includes from twelve to sixteen or more credit hours of course-work. Each hour of academic credit (other than ensembles) should require at least two hours of study outside of class each week. For example, a sixteen-hour academic class load should require thirty-two hours of outside study, which adds up to a forty-eight-hour school week. In addition, each credit hour of private instruction requires a minimum of five hours of outside practice each week, and each ensemble requires from three to six hours of participation during the week. Students who work in a job either on or off campus may not want take a full class load in order to leave enough time for proper study, preparation for classes, and practice.

**ADVISORS**
Music majors must meet with their music faculty advisors each semester before the registration period. Music majors will have their registration blocked by the Registrar until the student receives advisement. The faculty advisor will check the progress of each advisee in his or her music degree program and general studies. The student should be aware that not every music class is offered every semester. Some classes are only offered in the fall semester, some only in the spring semester, and some only in every other year. Therefore, students will need to plan ahead in deciding what courses to take and when to take them. The advisor can be very helpful in assisting the student with these decisions. Students need to keep their advisor aware of any changes in their class schedule, health issues, work concerns, and any of a personal nature that might affect class work and musical performance. Ultimately, the student is completely responsible for what classes s/he takes and in what order and cannot hold the advisor liable when the student does not take all the required classes in sequence in four years. Degree program course checklists are available in the Music Office.
PRIVATE MUSIC INSTRUCTION

• **MUS 135 Private Instruction for Non-Majors** (one credit hour) is a course for students who are not music majors desiring private studio instruction on an instrument or voice. University level competency is required for enrollment. Additionally, students enrolled for MUS 135 will enroll concurrently in another music or dance course. MUS 135 may not be applied toward music degree private instruction requirements. As a prerequisite for the course, the student must have the permission of the instructor.

• **MUS 149 Private Instruction, Secondary Instrument** (one credit hour) is a course for music majors and minors desiring private studio instruction on their secondary instrument or voice. Some degree programs require private instruction on a secondary instrument or voice, and some students may choose to study a secondary instrument or voice through private instruction. Students may study a secondary instrument or voice privately either concurrently with the primary instrument or voice, or after completing the required number of semesters of the primary instrument or voice. As a prerequisite for the course, the student must have the permission of the instructor. University level competency as determined through audition is required for enrollment. A jury examination is usually required at the end of each semester. MUS 149 may not be applied towards a music degree’s private instruction, primary instrument/voice requirements.

• **MUS 150 Private Instruction, Primary Instrument** (one credit hour) provides private studio instruction for music majors and minors on their primary instrument or voice. As a prerequisite for the course, the student must have the permission of the instructor. University level competency as determined through audition is required for enrollment (see minimum entrance level repertoire list). All students enrolled in MUS 150 are required to attend studio classes and ten recitals and/or concerts each semester. This course requires a jury examination at the end of each semester of study.

• **MUS 151 Private Instruction, Primary Instrument** (two credit hours) provides private studio instruction for music majors and minors on their primary instrument or voice. As a prerequisite for the course, the student must have the permission of the instructor. University level competency as determined through audition is required for enrollment (see minimum entrance level repertoire list). **MUS 151 may not be taken in lieu of two semesters of MUS 150.** All students enrolled in MUS 151 are required to attend studio classes and ten recitals and/or concerts each semester. This course requires a jury examination at the end of each semester of study.

• **MUS 350 Advanced Private Instruction** (one credit hour) provides advanced private studio instruction for music majors and minors on their primary instrument or voice. As prerequisites for the course, the student must have the permission of the instructor, three semesters of MUS 150/151, and Advanced Standing status on their instrument or voice. University level competency, as determined through audition, is required for enrollment. A minimum number of MUS 350/351 credit hours are required for each degree program. All students enrolled in MUS 350 are required to attend studio classes and ten recitals and/or concerts each semester. This course requires a jury examination at the end of each semester of study.

• **MUS 351 Advanced Private Instruction** (two credit hours) provides advanced private studio instruction for music majors and minors on their primary instrument or voice. As prerequisites for the course, the student must have the permission of the instructor, three semesters of MUS 150/151, and Advanced Standing status on their instrument or voice. University level competency as determined through audition is required for enrollment. A minimum number of MUS 350/351 credit hours are required for each degree program. **MUS 351 may not be taken in lieu of two semesters of MUS 350.** All students enrolled in MUS 351 are required to attend studio classes and ten recitals and/or concerts each semester. This course requires a jury examination at the end of each semester of study.
STUDENT ACCOMPANIMENT FEES

Accompaniment will be required for Music majors and minors in order to successfully complete the degree program of choice. The cost breakdown is as follows:

30-Minute Rehearsal / Lesson $10.00  
1-Hour Rehearsal / Lesson $20.00  
Studio Class Performance $15.00  
Wednesday Recital Performance $20.00  
Jury Performance $20.00  
Junior Recital Performance *  
Senior Recital Performance *  
NATS Competitions *  
NMEA Collegiate Recital *  

*Payment agreement must be set up independently with accompanist and private instructor.

Payment Protocol

Students will be invoiced monthly for accrued charges based on the accompanist’s reported time. Payment for accompanying fees can be made by debit/credit card, check, or cash. Exact change must be used when paying with cash. Checks are made payable to “UNK Music.”

Unpaid balances will result in the losing the privilege of using a University contracted accompanist. They may also result in the withholding of student transcripts.

I have read and agree to the terms listed above regarding the payment procedure and fees for UNK contracted accompanists.

________________________  ______________________  ___________
Printed Name                  Signature                  Date
STUDENT EVALUATIONS

First Semester Applied Music Evaluation—Entry Level Assessment
Upon entry (audition) to the music program, all music major/minor applicants will be evaluated by one or more members of the area applied faculty—instrumental, keyboard, vocal (generally by the applied instructor with whom they are registered for lessons) by the end of the first week of the term. This initial evaluation is designed to serve a dual purpose: 1) to ensure that the minimum entry level requirements have been met for acceptance into MUS 150/151 (music major level) and 2) to establish a starting point from which to measure each student’s progress on his or her principal instrument/voice throughout the course of applied studies. For instrumental, keyboard, and vocal students, the evaluator(s) will assess three main areas: Sight Reading, Performance (Accuracy, Tone Quality, Technique, and Musicianship), and Appropriate Literature/Level. A rating of “below minimum” will result in a student being accepted provisionally at the level of MUS 135 (non-major), allowing for one semester to prepare for formal admission to the program. This evaluation will not be calculated into the student’s semester grade.

Students wishing to pursue composition studies must first be accepted into the 150/151 level of applied lessons on their principal instrument or voice. Subsequent acceptance into the 150/151 level of composition lessons will require an evaluation of a student’s composition portfolio (scores/recordings). Evaluator(s) will assess four main areas: Creative Potential, Score, Recording (if available), and Level of Difficulty. A rating of “below minimum” will include a list of recommendations for strengthening the portfolio for future resubmission.

Jury Examination
Each semester that a music major or minor enrolls in private instruction in their primary instrument or voice, he or she will play for a jury of music faculty at the end of the semester. Those students taking applied brass, woodwind, percussion, strings, or guitar will perform before a jury of instrumental instructors. Vocalists will perform before a jury of the vocal instructors, and keyboard students will perform before a jury of piano and organ instructors. The jury exam grade will be a part of the semester grade of the student in private instruction. Private instructors have the discretion as to whether students studying a secondary instrument or voice will perform before the Jury; however, applied lesson study that is in fulfillment of the student’s degree program normally requires a jury performance. Most semesters, instrumental and piano jury exams are held the last Friday of classes before finals week while vocal juries are held during final exam week. Students will sign up for a time slot in which to perform before the Jury in their performance area. The times available will be posted on the music bulletin board at least one week before the jury exam. Students requiring an accompanist on the jury will make sure that their accompanist is available to appear with them at the selected time. The private instructor will determine what music the student will perform for the Jury. The area faculty will evaluate the performance of the student with written comments and a grade. Students should meet with their private instructors prior during Finals Week to review the comments and grades of the Jury.

Advanced Standing
At the end of each music major’s third semester of private instruction (fourth semester for voice majors) the student will apply for acceptance into Advanced Standing in private instruction. Before enrolling for MUS 350/351 Advanced Private Instruction, each student must have the approval of the area music faculty. The faculty will recommend approval of the application or denial (providing their reasons for the decision). In the case of denial, the area faculty may then recommend more hours of private instruction at the 150/151 level for the student’s degree program. All music majors and minors, and all transfer students must be accepted into Advanced Standing in private instruction and complete the appropriate number of upper level course requirements before graduation. A signed Advanced Standing Form must be kept on file in the music office.

Freshman Evaluation
During the second semester of a student’s first year as a music major or minor, he or she will fill out a *Freshman Evaluation Form*. Students will provide the following information on the form: name, faculty advisor, whether they are a music major or minor, primary performance area, primary private instructor, and their status in working toward completion of the Piano Proficiency (list current piano class enrollment level). In placing his/her signature on the form, the music student gives permission to the music faculty to discuss his/her progress in music courses and music performance as a music major or minor, including attendance, class participation, music course grades, musical ability, and potential success in the chosen degree program. Each music faculty member will review the form and comment on the student’s progress in music theory, sight singing and ear training, his/her performance in private instruction, and in other areas of music instruction. The advisor or department chair will communicate the conclusions and recommendations of the faculty to the student.

**Sophomore Evaluation**

During the student’s second year as a music major or minor, typically the fourth semester of music study, he or she will fill out a *Sophomore Evaluation Form*. The student will provide the following information on the form: name, the number of college credits to have been earned at the end of the fourth semester, faculty advisor, program of study, primary private instructor, progress on the Piano Proficiency exam, Advanced Standing status, and previous college experience. The form also asks for the subject, course number, grade, and instructor for all music courses taken by the student; a printed transcript may be attached. Each student will also attach a statement of vocational goals, in two hundred words or less, to the document. In placing his/her signature on the form, the music student gives permission to the music faculty to discuss his/her progress in music courses and music performance as a music major or minor, including attendance, class participation, music course grades, musical ability, and potential success in the chosen degree program. Each music faculty will review the form and comment on the student’s progress in music theory, sight singing and ear training, his/her performance in private instruction, and in other areas of music. The advisor or department chair will communicate the conclusions reached by the Faculty to the student.

**Piano Proficiency Examination** (Piano Requirements Packet—available on Blackboard)

The Piano Proficiency Examination is administered to all music majors and minors. Various levels are determined by degree program/principal instrument/voice. The exam is one of the department’s primary assessment tools, designed to test the student’s ability to comprehend and apply theoretical principals (scale and chord construction and function, harmonization, transposition); competency in keyboard reading and facility (basic technique, sight reading, score reading, repertoire); and listening and creative functional skills (harmonization, accompanying solo performer, varying accompanying patterns in harmonization pieces).

The examination is divided into four parts (I—Technique, II—Sight Reading, III—Harmonization and Transposition, and IV—Repertoire; Part V—for Music Ed majors only), generally given on separate exam days periodically throughout the final semester of study for those enrolled in piano classes or given in a single 30-40 minute period for those with adequate skills to cover all materials without coursework (applied piano faculty determine class placement at the time of the entrance audition). The examination is further divided into five levels of difficulty with Level 1 being the easiest and Level 5 the most difficult. Included are also slightly varied requirements for instrumental versus vocal majors (e.g. preparing and performing an instrumental score vs. choral score on the exam or playing an accompaniment featuring the student’s major voice or instrument); however, the level of difficulty of instrumental and voice majors for each degree program is comparable whereas all piano majors and principals have more difficult requirements in the areas of Technique, Sight Reading and Repertoire.
PIANO PROFICIENCY EXAMINATION—AREAS OF ASSESSMENT
(Varied by degree program and primary instrument/voice)
PART I: TECHNIQUE (M/m Scales, Inversions, Progressions—Primary and Extended)
PART II: SIGHT READING (Elem. Song, Transposed Melodies, Scores)
PART III: HARMONIZATION AND TRANPOSITION (M/m –Transposed, SR Chord Symbols)
PART IV: REPERTOIRE (Accompaniment, Anthems, Prepared Scores, Solo)
PART V: TECHNOLOGY (Multi-voiced Sequencing Arrangements)

The examination is administered by the course instructor for LEVEL 1 (Piano Tech II—Music Minors); by at least two keyboard faculty members for LEVEL 2 (Piano Tech III—Liberal Arts-Music Majors, Music Business Majors, Music Minor—ElEd Majors), LEVEL 3 (Piano Tech IV—Music Education Majors, Music Performance Majors, Musical Theatre Majors, LEVEL 4 (Keyboard Harmonization—Keyboard Principals in all degree programs except performance), and LEVEL 5 (Keyboard Harmonization—Piano Performance majors). The exam is graded on a P/F basis; letter grades may be assigned for each exam segment as determined by the course instructor for students currently enrolled in piano classes.

Recital Hearing (see Junior and Senior Recitals, Non-degree Recitals)

Music Student Portfolio
The music student’s portfolio is a personalized document that reflects his/her best work at the university level. It is a record of information that can aid in the creation of a well-developed résumé. It also serves as a representation of each student’s professional skills and experiences for use in securing a position in the field of music or entrance to a graduate school. All students pursuing a music major or music certificate will assemble a portfolio under the supervision of their departmental advisor and applied music instructor. The student should update his or her portfolio each semester and may be required to bring it to the Jury. A committee of three faculty members, including the student’s departmental advisor, applied instructor, and another faculty member, preferably in the student’s academic/performance area, will formally evaluate the student’s portfolio as part of the exit assessment. The student must remedy all deficient area of the portfolio before beginning student teaching, music business internship, or senior recital.

PURPOSE
The purpose of the Music Student Portfolio is:
• to guide each student in creating a personalized document that reflects his or her best work done at the University of Nebraska at Kearney;
• to offer a process through which each student will view his or her own strengths and weaknesses before degree completion;
• to provide each graduating music student with a tangible, well-organized representation of his or her professional skills and experiences which may be used to prepare a credential file for prospective employers and/or graduate schools.

CONTENT
I. STUDENT DEGREE PROGRAM/VITA
II. PERFORMANCE
   A. Copies of performance programs (solo recitals, departmental recitals, ensemble performances, musical/opera productions); repertoire sheets; advanced standing record.
   B. Audio and/or Video recordings with examples from solo or chamber performances, conducting projects, compositions, or arrangements.
III. ACADEMICS
Evidence of outstanding academic work which may include term papers from music related classes, publications, poster sessions, original arrangements or compositions, or other large scale research/creative projects completed while at the university.

IV. PROFESSIONAL ORGANIZATIONS
A. Documentation of activity and/or leadership in student or professional organizations such as MENC, MTNA, and NAMM.

B. Materials which signify attendance and/or participation in state, regional, or national meetings of professional organizations.

V. SPECIAL AWARDS AND RECOGNITION
A. Documentation of special awards or recognition received such as scholarships, dean’s list, honorary societies (such as Mortar Board or Phi Kappa Phi), fraternities (such as Kappa Kappa Psi, Tau Beta Sigma, Delta Omicron), letters of thanks or commendations, or other activities and beyond the normal curriculum.

VI. DEGREE PROGRAM SPECIFIC DOCUMENTATION
Materials which help to describe the student’s particular professional expertise:

MUSIC—LIBERAL ARTS STUDENTS
A. A typewritten, well-composed statement describing the student’s philosophy of music/philosophy of music performance and a well-composed description of the student’s reason for pursuing a music degree, and/or description of career goals and objectives.

B. Documentation of outstanding project related to music (may include Recital, Composition, and/or Research).

C. Additional music-related activities and experience.

D. Any other materials which relate to potential for success in a music or music-related field.

MUSIC PERFORMANCE/MUSICAL THEATRE STUDENTS
A. A typewritten, well-composed statement describing the student’s philosophy of music/philosophy of music performance and a well-composed description of the student’s reason for pursuing a performance degree, and/or description of career goals and objectives.

B. Documentation of the university solo recital experience in the form of programs, audio and/or video recordings, and any other appropriate materials including research related to performance. Other materials may include participation in performance competition (adjudication sheets, certificates), master classes, conference, festival, showcase programs within or outside the university.

C. Evidence of other solo, chamber, or ensemble music performance within or outside of the university in the form of programs and audio/video tapes. All music performance/musical theatre majors should submit a complete repertoire list including all solo, accompanying, chamber, and ensemble performed and/or list of original compositions.

D. Any other materials which relate to potential for success as a professional musician.

MUSIC EDUCATION AND PEDAGOGY STUDENTS
A. A typewritten, well-composed teaching philosophy. It should reflect the student’s personal beliefs, and also reflect a familiarity with contemporary issues within the profession. Music education and pedagogy students should also include a statement describing why the student is interested in pursuing a degree in music education/pedagogy, and/or the student’s professional goals and career objectives.
B. Evidence of the Field Experience/Pedagogy Internship experience in the form of programs, journals, notebooks, evaluation forms, curricular materials, audio/video recordings of teaching. [Final semester Student Teaching/Internship materials will be added in the final semester – not required for portfolio evaluation.]

C. Documentation of other teaching experiences including private lesson teaching, leadership positions within ensembles, clinics or voluntary assistance with school music programs, adjudication experience, etc. Other materials may include curriculum guides, literature surveys or lists, bibliographies of teaching resources assembled by the student, or other related materials.

D. Any other materials which relate to potential for success as a professional music educator.

MUSIC BUSINESS STUDENTS
A. A typewritten statement describing why the student is interested in pursuing a degree in music business and the student’s professional goals and career objectives.

B. The Internship Notebook with a daily log of activities and various other evidence of the internship experience.

C. Documentation of other experiences in the music industry such as employment, managing or producing an act, working with music marketing or merchandising, etc.

D. Any other materials which relate to potential for success as a professional.

PRESENTATION/ORGANIZATION
Students should be aware that the format and presentation of the portfolio is as important as the content. The portfolio is a document which describes your professional potential. For that reason, the student should work to create the most orderly, neat, complete, and well-constructed presentation as possible. The following guidelines should be helpful:

• The portfolio may take the form of a large, heavy-duty, three-ring binder. If a binder is used, all materials must be secured in some fashion. Audio or Video recordings must be secured in the binder or supplementary packet. The exact format will vary from student to student. Students may elect to prepare an ePortfolio.

• The outside of the binder must be labeled (typewritten) with the student’s full name, degree program, anticipated year of graduation, as well as the name of the institution (University of Nebraska Kearney).

• When the binder is opened, the first document should be a typewritten table of contents. Although page numbers may be impractical, the table of contents should provide the reader with an immediate understanding of what is in the document and the order in which it is presented.

• The remainder of the contents must be organized in sections, and each section should have an organizer tab or divider. The sections identified in the table of contents should correspond to the labels on each of the tabs or dividers. Tabs or dividers should be labeled in type.

• During the fourth semester of study, the student should begin constructing a résumé. The resume will then be included in the portfolio and should appear immediately following the table of contents.

STUDENT PORTFOLIO ASSESSMENT
Student portfolios will be assessed by a faculty committee (applied instructor, advisor, and one other faculty member in performance/degree area) during the penultimate semester of study at UNK. Each area of CONTENT, PRESENTATION, and ORGANIZATION will be assessed as Excellent, Satisfactory, or Unsatisfactory. Unsatisfactory areas must be revised according to faculty comments.

Assessment forms will be turned in to the department chair for accreditation records; copies will be provided for each student and his/her advisor.
CANDIDACY FOR GRADUATION
The Academic Information section of UNK’s Undergraduate Catalog lists all the requirements for degrees and pre-professional work. In addition, for a music student to be considered a candidate for graduation, he or she must have:
• Passed the Piano Proficiency Examination at the level appropriate to the degree program,
• Been approved for Advanced Standing in Private Instruction,
• Attained a cumulative G.P.A. of at least 2.0,
• Attained a G.P.A. in music courses of 2.5,
• Passed the Exit Evaluation including approval of Portfolio,
• Met all other requirements for specific degree program,
• Earned at least 40 hours of 300 or 400 level courses,
• Completed all General Study requirements for the degree program (45 hours),
• Applied for graduation.

RECITAL/CONCERT PERFORMANCE
Recital performance is important in the training of all music students, not just music performance majors. The Department provides many opportunities for all music students to perform in recital throughout the academic year.

Departmental Recital Performances
All students are encouraged to perform a solo or in an ensemble on a departmental recital each semester in which they enroll in private instruction, MUS 150, MUS 151, MUS 350, and MUS 351. The private instructor and student will choose the solo or ensemble during the course of the semester's private instruction. The fulfillment of this requirement is always at the discretion of the private instructor who can waive the requirement in special circumstances. Students should secure an accompanist at the beginning of each semester and are responsible for paying the accompanist for services rendered. The accompanist for vocalists should be able to attend the student’s private lesson each week. With permission of the student’s private instructor, it is the student’s responsibility to fill out a UNK Departmental Recital Form with the appropriate information concerning the solo or ensemble to be performed. In addition, the student must turn in the form (with the instructor’s signature) to the chair of the Recital Committee by 3:30 p.m. on the Friday preceding the Wednesday departmental recital. The Audio Director records all departmental recitals and the Honors Recital and makes the CDs available for listening in the Music Office.

Concerto/Aria Competition
General Description
A public concert will be held each fall semester in which student competitors perform for a jury of UNK music faculty. Selected winners will earn the privilege of performing with one of the premier large instrumental ensembles at UNK (Kearney Symphony Orchestra or Wind Ensemble) in the following spring semester.

Purpose of the Competition
This competition exists to recognize and celebrate outstanding student performers at UNK. It also provides a unique professional growth opportunity for the soloists and ensemble members; the collaborative activity between soloist(s), conductor, and ensemble is an important musical experience at the university level. Additionally, constructive feedback from the jurors will be shared with each competitor and their studio instructor.

Eligibility
1. Each competitor must be currently enrolled as a UNK student at the time of the competition.
2. Once a student wins the competition, they will not be eligible to compete again.
Procedures

1. Each year's competition concert date will be announced during the first week of April. Only competitors may perform on this concert. Competitors are encouraged to begin working with their respective studio teachers on possible literature choices immediately upon announcement of the competition. The ensemble directors must approve of these choices as early as possible in order to determine feasibility and availability of the literature for possible performance.

2. A faculty jury will judge the competition. This faculty jury will consist of three members of the UNK music faculty. The jurists shall be the Director of the Kearney Symphony Orchestra, the Director of Bands, and another member of the full-time music faculty selected from a rotating roster. All members of the full-time music faculty will serve on the jury once before being asked to serve again.

3. Up to two winners (or winning groups) may be selected to perform with each ensemble. The jury may select fewer or no winners in an instance where the quality of performances is deemed to be sub-standard.

4. Each member of the faculty jury will fill out an adjudication form for each competitor. All completed forms will be given to the appropriate ensemble director, and copies will be provided to the competitor and the competitor's studio instructor.

5. Winners will perform the exact repertoire presented at the competition. If the student wishes to perform all movements of a multi-movement work or multi-sectional work intended to be performed consecutively, they must perform all movements/sections on the competition concert. Winners may not ask to perform a work different than the piece(s) performed at the audition. The competitor, their studio instructor, and the appropriate ensemble director will prepare accordingly for this provision through timely planning.

6. Memorization requirements will reside with the student's studio teacher and will not be a factor in the jury's decision-making process.

7. Students must perform with an orchestral or wind reduction played by an accompanist.

8. Each competitor must submit a full score to the director of the ensemble for which they wish to perform no later than two weeks prior to the competition concert; failure to meet this requirement will result in disqualification. A condensed score will be acceptable only in the event that a full score does not exist for a particular work. Competitors need not purchase this score; it is recommended to obtain the score through Interlibrary Loan or through the publisher's perusal availability. If complications arise due to a publisher's rental policies, a special arrangement may be made among the competitor, their studio instructor, and the appropriate ensemble director.

9. Each competitor must complete and submit an application form no later than two weeks prior to the competition concert. Forms must be filled out completely. They may be picked up in the music office after the competition is announced each April.

10. Each competitor must perform on the specific concert date without exception. No taped performances will be allowed.
UNK Department of Music and Performing Arts

CONCERTO/ARIA COMPETITION STUDENT FORM

Today's date ____________________    Competition date ____________

Name(s) ____________________________

Instrument/voice classification(s) _______________________________________

Will you be enrolled at UNK at the time of the competition? ________________

Have you ever been selected as a winner of this competition? ________________

Which ensemble would you like to perform with? (circle one)

- KSO
- Wind Ensemble
- Either

Repertoire title _________________________________________________

Composer (arranger) _____________________________________________

Duration ________    Publisher _______________________________________

You are encouraged to begin working with your studio teacher(s) on possible literature choices immediately. The respective ensemble director(s) (the Director of the Kearney Symphony Orchestra and/or the Director of Bands) must approve of your choice as early as possible in order to determine feasibility and availability of the literature for possible performance.

You must submit a full score to the director of the ensemble for which you wish to perform no later than two weeks prior to the competition concert; failure to meet this requirement will result in disqualification. A condensed score will be acceptable only in the event that a full score does not exist for a particular work. You need not purchase this score; obtain the score through Interlibrary Loan or through the publisher's perusal availability.

Winners will perform the exact repertoire presented at the competition. If you wish to perform all movements of a multi-movement work or a multi-sectional work intended to be performed consecutively, you must perform all movements/sections on the competition concert. Winners may not ask to perform a work different than the piece(s) performed at the audition.

Memorization requirements will reside with the student's studio teacher and will not be a factor in the jury's decision-making process.

You must perform with an orchestral or wind reduction played by an accompanist.

4.19.13
Honors Recital and Convocation

The Honors Recital and Convocation, held at the end of each academic year, presents outstanding upper-level music students from the private studios of the department. The program also includes announcements of all music student award-winners from the current academic year and graduating seniors (academic honors listed). Each student performer wishing to apply for inclusion in the Honors Recital must complete a Request for Performance on Honors Recital form available from each private instructor. Deadline for applications is one month before the date of the recital. A sign announcing that the forms are available from instructors will be posted on the music bulletin board two months before the recital date. The private instructor must approve the application before submission to the faculty Recital Committee. Submitted works should not exceed ten minutes in length. Members of the Recital Committee will review the requests, submit a ballot to all faculty members, then choose the best applicants for the Honors Recital.

All applicants must be actively participating in private lessons, demonstrate a high level of musical competency, and have performed on a student recital during the current semester prior to the application deadline. In addition, they must have been admitted into Advanced Standing in their applied area and have at least sophomore class standing at UNK. Preference may be given to those who have not previously performed on an Honors Recital. Students who perform on the Honors Recital may be exempt from the Jury, at the discretion of the instructor. Chamber ensembles using some students who are not at the Advanced Standing level may be acceptable with the consent of the faculty. Selected students will provide brief bios and program notes for inclusion in the program. Attendance at the Honors Recital and Convocation is required of all applied music students.

Junior and Senior Recitals, Non-degree Recitals

Junior and Senior Recitals are required for students in the Bachelor of Music—Performance, Bachelor of Music—Musical Theatre degree programs; a half recital is required of all Bachelor of Music—Music Education majors; and a Senior Recital is required for all Bachelor of Music—Piano Performance with Pedagogy Emphasis majors; non-degree recitals are recommended for all music majors. Area performance faculty (instrumental, keyboard, vocal) determine the specific standards of quality, level, and length of these recitals. Junior Recitals generally require at least 30 minutes of solo and ensemble repertoire. Most Junior Recitals are presented by two students with each performing half of the recital hour. Senior Recitals generally require at least 50 minutes of solo and ensemble repertoire. Elective, non-degree recitals (not labeled Junior or Senior) may be from 30-50 minutes in length.

Recitals may only be scheduled with the permission of the private instructor. The Fine Arts Recital Hall must be reserved using a Room Reservation Request Form pending approval by the instructor, the department chair, and university facilities. Students performing recitals will have an opportunity to rehearse in the Recital Hall two times before their recital, including one dress rehearsal. Students are advised to consult with the Sound Production Coordinator to ensure availability of services for a particular date. Students must perform and pass a Recital Hearing for three faculty members in their area (instrumental, vocal, keyboard) at least two weeks before a recital.

Recital Hearing Forms must be completed and signed by the faculty committee and turned in to the Music Office before a program can be submitted for printing. Completed Recital Programs must be turned in to the student’s private instructor no less than two weeks before the recital date. If the recital is a required part of a degree program, the phrase In Partial Fulfillment of Degree Requirements for (name of degree e.g. Bachelor of Music in Performance, Vocal Emphasis) will appear on the front of the program. The News Bureau and Recording Request forms must be filled out and presented to the department secretary no less than two weeks before the recital date. All students are strongly encouraged to write program notes for
their recitals. Program notes should contain pertinent information about the composer and the music being performed.

Students giving recitals will be charged a $40 recital fee to offset departmental costs of recording, library archive tapes, program printing, office personnel, recital hall lighting, instrument tuning and maintenance. Payment of the recital fee is due to the department at the time of the recital hearing; otherwise, the recital will be canceled—no exceptions. Students receive 100 programs (one page, two-sided, 8.5 x 11) and one CD through their fees. Students are financially responsible for all costs of music, accompanists, invitations or flyers, the printing of program notes, and extra programs and tapes. A Student Recital Packet may be obtained in the department office. It includes a deadline checklist, a News Bureau form, a Recording Request form, a Recital Program form, and a Recital Hearing form.
STUDENT RECITAL CHECKLIST

BM Performance: MUS 387 Junior Recital_______MUS 488 Senior Recital_______
BM Musical Theatre: MUS 351R (Junior Recital)____MUS 488 Senior Recital_______
BM Music Education: MUS 350R (half recital)_______
Non-degree recital_______

Semester Prior to Recital
______ Pick up Student Recital Packet
______ Pass Advanced Standing to schedule MUS 350R, 351R, 387, 488
______ Pass Piano Proficiency Examination (MUS 350R, 488)
______ Fill out Room Reservation Request Form* for recital date and time
        Form must be signed by the applied instructor

One Month Prior to Recital (Composition)
______ Turn in to committee suggested program
______ Turn in to committee all completed, bound scores and parts
______ Secure all performers and arrange rehearsal times; prepare rehearsal schedule

One Month Prior to Recital (Instrumental, Piano, Vocal)
______ Schedule Recital Hearing with applied instructor (at least three area faculty)
______ Fill out appropriate Recital Hearing Form (Instrumental, Piano, Vocal)
______ Fill out Room Reservation Request Form* for Recital Hearing

Two-Week Deadline
______ Perform Recital Hearing (Instrument, Piano, Vocal)
______ Hand in signed Recital Hearing Form to the Department Chair
______ Payment of Recital Fee of $40 to: Department of Music and Performing Arts
        Memo: Recital Production Cost (give to Department secretary)
______ Complete Recital Program with applied instructor
        Use appropriate format (limit: one page, 8.5 x 11, two-sided)
        See sample programs in packet
        The back of the program may be used for program notes/translations
______ Hand in completed Recital Program for printing (Department secretary)
        Printing order must be signed by the applied instructor
______ Hand in Recording Request Form (Department secretary).
        Failure to meet this deadline will incur a $15 late fee. The recital will not be recorded if
        The request form and required payment is not submitted.
______ Hand in News Bureau Form (Department secretary)

One Week Prior to Performance
______ Proofread Recital Program
______ Arrange for stage crew if necessary
______ Schedule a dress rehearsal

*Available in the Music Office

8.12
STUDENT ENSEMBLES

Jazz/Rock Ensemble
The UNK Jazz/Rock Ensemble serves as a laboratory for music students to hone their jazz performance skills, and as a small ensemble for university students who want to play big band jazz. The instrumentation consists of five saxophones, four trombones, five trumpets, two keyboard players who double on synthesizers, electric bass, electric guitar and two percussionists. All university students are eligible to audition. The ensemble rehearses on Tuesdays and Thursdays from 11:00 AM – 12:15 PM, and each section rehearses individually once each week. During the fall semester, the band prepares the music to be played on a Fall Concert in December, as well as various concert appearances across the state. The Spring concert program presents very challenging contemporary jazz works in various styles with a concentration on the charts from the last decade. Occasionally, the Ensemble participates in national festivals such as the University of Northern Colorado's Greeley Jazz Festival.

Kearney Symphony Orchestra
For more than a century, music lovers from all parts of Nebraska have gathered in Kearney to join in the camaraderie of playing and listening to the great symphony orchestra literature, as well as popular favorites. Today's Kearney Symphony Orchestra is composed of enthusiastic music lovers from throughout the state. The body also serves as the student orchestra of the University of Nebraska at Kearney. The orchestra rehearses on Tuesday evenings from 7:00 to 9:30, and usually presents four concerts each season (October, December, March, and April). On occasion, community chamber-music concerts are presented in conjunction with the regular season concerts.

Nebraskats
Nebraskats is a 12-16 voice show choir from the University of Nebraska at Kearney. The singers are accompanied by a small band. Members of Kats are usually full-time students at U.N.K., and represent many areas of study as well as most areas in the state. The Nebraskats are selected by competitive auditions each spring, from the 50 to 75 students who audition each year. The music performed by the Nebraskats includes Broadway show tunes, medleys of songs by various composers, and popular music from the 30s to the present. Highlights of past years have included performance tours of Japan, China, Germany, England, Austria, Australia, the Czech Republic, Chicago, and Washington, D.C.

UNK Bands
The bands at UNK are the Wind Ensemble, the Symphonic Band, the Pride of the Plains Marching Band, and the Pep Band. Any UNK student may join Marching Band and Symphonic Band without an audition; membership in Wind Ensemble is by audition only. The Wind Ensemble tours regionally each year. The Wind Ensemble and Symphonic Band are regularly invited performers for the Nebraska Music Educators Association and Nebraska State Bandmasters Conventions, and the Pride of the Plains Marching Band has performed three times for Rome's New Year's Day Parade (2006, 2009 and 2012) and in Norway in 2015.

UNK Choruses
Choraleers is a select mixed-voice chorus devoted to performing chamber choral repertoire. In past seasons, they have performed at Carnegie Hall in New York City, at the Mormon Tabernacle in Salt Lake City, the Lied Center, the Nebraska Music Educators’ Association Conference, with the Omaha Symphony, throughout the State of Nebraska, along with international tours to South America and Central Europe. It is open to all university students through competitive audition. The ensemble rehearses and performs both fall and spring semester. Collegium is a select small vocal ensemble devoted to performing a capella literature from the sixteenth through the twentieth centuries. The ensemble is open to members of Choraleers through competitive audition. The University Women's Chorus and University Men's Chorus are devoted to performing repertoire written for the respective ensembles, including
classics to popular, Broadway to spirituals. Each ensemble rehearses and performs both fall and spring semester, and is open to the entire university community.

**Chamber Ensembles**
Music students have the opportunity to perform in a number of smaller performing groups including the Thornton String Quartet, Chamber Orchestra, New Music Ensemble, Kearney Area Percussion Ensemble, Woodwind Quintet, Saxophone Quartet, Loper Low Brass, Flute Choir, and Piano Duo and Duet. Students are recommended for these performing groups by their applied instructors, with auditions held annually by the directors of each group. Students enroll in MUS 165 Small Ensembles (or MUS 219 Chamber Orchestra) with permission of the director.

**Opera Workshop**
Opera Workshop offers students the opportunity to perform works from opera, operetta, and musical theatre repertoire in scenes, one-acts, or full productions. Open to all university students through audition and placement.

**CONCERT SERIES**

**Concerts-on-the-Platte: Faculty/Guest-Artist Recital Series**
The Concerts-on-the-Platte recital series, which features full-scale recitals of U.N.K. music faculty and guest-artists, was inaugurated during the summer of 1999 to better reflect the institution's growing role in Nebraska as a magnet for faculty artist-performers. With an increasing number of music performance majors and other music students interested in presenting recitals themselves, the series has served to provide professional examples to the department's growing enrollment. Included has been a broad cross-section of chamber, instrumental, vocal and solo piano recitals, as well as jazz combo events. A concert season usually features between twelve and sixteen recitals generally held on Monday evenings. Guest artists have traveled from as far as Poland, Germany, and Korea to perform on the series. All concerts are free and open to the public.

**MUSIC SCHOLARSHIPS**
The Department of Music & Performing Arts offers a number of different scholarships based on merit for new and currently enrolled students. Music majors and minors may apply to the Department of Music & Performing Arts for the various music and dance scholarships and grants in January of each year. Additional scholarships are available through the UNK Financial Aid Office. Online application forms are available. All scholarships and grants are credited to the student’s account in the Finance Office of the university.

**2016 Scholarship Audition Schedule**
January 27th
February 10th, 11th, & 25th
March 3rd

Scholarship renewal deadline:
Deadlines for scholarship application for returning students is January 25, 2016. Students who fail to meet the renewal deadline must re-audition for scholarship award by February 25, 2017.
MUSIC SCHOLARSHIP GUIDELINES

MUSIC MAJORS
• Maintain full-time status as a music major with continued enrollment in music core courses until the degree requirements are met—Applied lessons in principal area, large ensemble, piano studies, theory, sight singing/ear training, and music history.
• Maintain a minimum of 2.5 cumulative grade point average in all classes and a minimum of 3.0 average in all music classes. (N.B. A maximum of two ensemble grades per semester will be calculated in the music GPA.)
• Pass the piano proficiency in its entirety within one semester of completing piano requirements of degree program.
• Music majors receiving $1500 or more per year, will choose a second ensemble of participation.

MUSIC MINORS
• Maintain reasonable progress towards music minor with continued enrollment in one large ensemble and at least one additional core music course each semester – Applied lessons in principal area, piano studies, theory, sight singing/ear training, and music history.*
• Maintain a minimum of 2.5 cumulative grade point average in all classes and a minimum of 3.0 average in all music classes. (N.B. A maximum of two ensemble grades per semester will be calculated in the music GPA.)
• Pass the piano proficiency in its entirety within one semester of completing piano requirements for minor.
• Music Minors are eligible to receive funding for up to three years.

Students (majors or minors) receiving less than $1500 per academic year will enroll in one large ensemble appropriate to their principal instrument.

Students (majors) receiving $1500 or more per academic year will choose one large ensemble appropriate to their principal instrument AND one other ensemble with approval of applied instructor.

LARGE ENSEMBLES
• Instrumental: University Band, Symphonic Band, Wind Ensemble, Orchestra, Piano accompanying (MUS 167)
• Vocal: Men’s Chorus, Women’s Chorus, Choraleers

SMALL ENSEMBLES  [a full length Senior Recital (MUS 488) may be performed in lieu of a small ensemble]
• Instrumental: Jazz Rock Ensemble, Chamber Orchestra, Chamber Groups (e.g., MUS 165—Thornton String Quartet, New Music Ensemble, Flute Choir, Percussion Ensemble, Low Brass Ensemble, Brass Quintet, Wind Quintet, Saxophone Quartet, Piano Trio, Piano Duo)**
• Vocal: Opera Workshop, Vocal Collegium, Nebraskats

** Student may enroll in MUS 165 by permission, with approval appropriate faculty coach.
Reasons for Removal or Non-renewal of Music Scholarship

Students who have been awarded funds from an endowed music scholarship or Student Activity Grant will become ineligible for that scholarship, if:

- Music GPA drops below 3.0*
- University GPA drops below 2.5
- Student is not enrolled in appropriate core music courses
- Student is not enrolled in a large ensemble, or a large ensemble and second ensemble, per their scholarship agreement+

If a student chooses to change principal instrument at the end of the semester, he/she must reapply and reaudition for scholarship reconsideration on the new instrument. The amount of the original scholarship may be adjusted accordingly. Returning students must reapply for music scholarship/SAG by Feb. 1 for consideration the following fall.

If a student is unable to enroll in any of the core music classes in a semester, (e.g. retaking a sequenced course, medical reason), the reason must be placed in writing and given to the chair of the Recruitment & Retention Committee.

A student whose cumulative music GPA falls below 3.0 or UNK GPA falls below 2.5 may remain on scholarship probation, the following semester. At the end of that semester, the music GPA must return to 3.0 or higher or the UNK GPA to 2.5 or higher for further scholarship consideration. A student receiving a scholarship who reapplies without the requisite GPA will be deferred until spring semester grades are posted. A student who has been placed on scholarship probation or cancellation will be notified in writing by the chair of the Recruitment & Retention Committee. A student whose scholarship has been cancelled because of an ineligible GPA may reapply after his/her GPA meets the requisite minimum.

A student who is not in compliance with the scholarship guidelines, (e.g. lacking a second ensemble – when appropriate, not enrolled in a core course, etc.) will have until the 2nd Friday of the semester to make any necessary adjustments or risk losing his/her scholarship.

Suggested Three-Year Sequencing of Courses for Music Minors on Scholarship

<table>
<thead>
<tr>
<th>Year in School</th>
<th>Private Lessons</th>
<th>Piano</th>
<th>Theory/SS&amp;ET</th>
<th>Music History</th>
<th>Ensemble</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st yr. – FALL</td>
<td>MUS 150</td>
<td>MUS 140</td>
<td>XX</td>
<td>XX</td>
<td>Large</td>
</tr>
<tr>
<td>1st yr. – SPRING</td>
<td>MUS 150</td>
<td>MUS 141</td>
<td>XX</td>
<td>XX</td>
<td>Large</td>
</tr>
<tr>
<td>2nd yr. – FALL</td>
<td>MUS 150</td>
<td>XX</td>
<td>MUS 198/200</td>
<td>XX</td>
<td>Large</td>
</tr>
<tr>
<td>2nd yr. – SPRING</td>
<td>MUS 150</td>
<td>XX</td>
<td>MUS 199/201</td>
<td>XX</td>
<td>Large</td>
</tr>
<tr>
<td>3rd yr. – FALL</td>
<td>(Recommended)</td>
<td>XX</td>
<td>XX</td>
<td>MUS 347</td>
<td>Large</td>
</tr>
<tr>
<td>3rd – SPRING</td>
<td>(Recommended)</td>
<td>XX</td>
<td>XX</td>
<td>MUS 348</td>
<td>Large</td>
</tr>
</tbody>
</table>

Rev. 02.13
DEPARTMENT OF MUSIC & PERFORMING ARTS
Music Scholarships
The following scholarships and grants are available to music majors and minors on the basis of an audition:

• **Theodore G. Baldwin Foundation String Music Scholarship**—awarded to a full-time music major or minor whose primary performing area is a string instrument or to a full-time student who participates in a string ensemble as a class, but is not necessarily a string major or minor. The recipient must have a minimum cumulative G.P.A. of 3.0.

• **E. Roy Blazer Memorial Scholarship**—awarded to a freshman student majoring in music. Selection is based on ability and financial need.

• **Lavern Clark Memorial Brass Scholarships**—numerous awards to full-time music majors or minors with a primary performance area in brass.

• **Lavern Clark Memorial Percussion Scholarships**—numerous awards to full-time music majors or minors with a primary performance area in percussion.

• **Lavern Clark Memorial Piano Scholarships**—numerous awards to full-time music majors or minors with a primary performance area in piano.

• **Lavern Clark Memorial Strings Scholarships**—numerous awards to full-time music majors or minors with a primary performance area in strings.

• **Lavern Clark Memorial Vocal Scholarships**—numerous awards to full-time music majors or minors with a primary performance area in voice.

• **Lavern Clark Memorial Woodwinds Scholarships**—numerous awards to full-time music majors or minor with a primary performance area in woodwinds.

• **Carol Cope Music Scholarship**—awarded to a full-time music major of at least sophomore standing. Application must include a portfolio of activities and accomplishments. The recipient must have a minimum cumulative G.P.A. of 3.0. Financial need is a criterion, but not the primary one.

• **Carol Cope Music Scholarship (Kearney Woman’s Club)** – awarded to a music major (criteria/application information available through the UNK Financial Aid Office; distinct from the Carol Cope Scholarship listed above.) Established by long time UNK supporter Carol Cope, this scholarship shall be awarded to a student majoring in Music. The recipient shall have a sophomore, junior, or senior class standing, and have a minimum 3.0 GPA. Additionally, applicants must complete a comprehensive application to include a portfolio of activities and accomplishments, a short essay detailing the candidate’s professional goals, and two written recommendations from UNK faculty members. Financial need may also be considered.

• **Doris Cox Memorial Scholarship**

• **Carl & Helen Easterbrook Memorial Scholarship**

• **Frances Larson Ehly Memorial Scholarship**—awarded to a junior or senior music major or minor with preference given to students whose primary performance area is organ or piano. Selection is based on ability/financial need.

• **Friends of Music Scholarships**—Established by several private donations, these scholarships are awarded to new students who have declared a major or minor in Music and who have qualified through auditions.

• **Gary and Roma Thomas Scholarships**—awarded to undergraduate students pursuing a major in the Music Program at UNK.

• **Steven K. Jorgensen Memorial Scholarship**

• **Kearney Cosmopolitan Club Scholarship**—awarded to an upper-class music major with the intent of becoming a music teacher.

• **Kearney Symphony Orchestra Scholarships**
David and Barbara Hinterlong Larsen Memorial Scholarship—awarded to a junior or senior music major with preference given to students whose primary performance area is piano, organ, or voice. The recipient must have a minimum cumulative G.P.A. of 3.0.

Bill Lynn Vocal Music Scholarship—awarded to a vocal music major with a minimum cumulative G.P.A. of 2.5. Selection criteria considered includes past academic achievement, demonstration of potential for future academic and professional accomplishments. The recipient must have a minimum cumulative G.P.A. of 2.5. Financial need may be considered.

Maribeth Lynn String Music Scholarship—awarded to a student of least a sophomore standing majoring in music, music performance, or music education. The recipient must demonstrated talent and ability playing a string instrument, and has an expressed desire to pursue a career in music education. The recipient must have a minimum cumulative G.P.A. of 2.5. Preference will be given to students with financial need.

Glenn & Terry Luce Music Scholarship—Established to commemorate the lives of Glenn and Terry Luce; candidates shall be majoring in music or music education, have a freshman class standing or above, and a minimum G.P.A. of 2.5. Preference given to candidates who have been an active member of marching band, concert band, or symphonic band at UNK; preference to candidates with demonstrated financial need.

E. Evelyn Peterson Memorial Scholarship—awarded to a student majoring in music; selection is based upon ability and financial need.

Thornton Family Scholarship—awarded to fulltime freshman or undergraduate music majors. Recipients must register for MUS 165 Small Ensemble or an equivalent course, must be members of the Thornton String Quartet, and must participate in performances by the Quartet as determined by the Chair of the Department of Music & Performing Arts. The recipient must have a minimum cumulative G.P.A. of 2.5.

Edross Uehling Robinson Vocal Music Scholarship—awarded to full-time undergraduate students majoring in vocal music. Recipients shall have a minimum 3.0 GPA, have demonstrated previous academic achievement, and have demonstrated potential for professional accomplishment. Financial need shall be considered in making this award, however it shall not be the primary factor.

Shirley L. Walker Memorial Scholarship—awarded to a music major.

Wallace Memorial Scholarship—awarded to junior or senior music major who has demonstrated outstanding achievement in voice, piano, or strings. Financial need may be considered, but excellence in performance shall be a primary factor; the scholarship may be renewed for a recipient’s senior year. The recipient must have a minimum cumulative G.P.A. of 3.2.

Special Activity Grants—these tuition waivers are for very talented students who participate in the various music ensembles.

Additional academic scholarships are awarded by the College of Fine Arts and Humanities and the University, including:

- Omaha World Herald/Kearney Hub Scholarship (full tuition waiver, room and board, fees and books)
- Regents Scholarship (four-year, full-tuition to 125 credits)
- Chancellor’s Scholarship (four-year 3,000 per year tuition)
- Honors Program Scholarship (room waivers, additional tuition scholarships)
- Dean’s Scholarship (2,000 per year tuition)
- Transfer Regents Scholarships (full tuition)
- Transfer Student Scholarships (2,000-two years)

See UNK website: http://www.unk.edu/offices/financial_aid/index.php

Out-of state tuition waivers

UNK String Project Assistantships
STUDENT RESEARCH/CREATIVE ACTIVITY FUNDING
UNK offers students a number of opportunities for financial support for research and creative activity including several Undergraduate Research Council (URC) programs—Undergraduate Research Fellows Program ($1,000 awards), Undergraduate Research Council (grants up to $400 for supplies and operating expenses), Summer Student Research Program (conduct original research with a faculty mentor to design, conduct and present projects, earning a $3,000 stipend), Student Conference Presentation, and Student Research Day; the Office of the Senior Vice Chancellor for Academic Affairs—Student Talent Development Funds; and the Music Priority Program Student Research/Creative Activity Funds.

•UNK UNDERGRADUATE RESEARCH COUNCIL
The purpose of the Undergraduate Research Council (URC) is to encourage research and creative activity by UNK students. Several support mechanisms have been developed with this purpose in mind, and the student programs are described in some detail in the next section. The URC is particularly interested in encouraging and supporting student-faculty collaboration in the research enterprise.

All proposals must adhere to the URC guidelines described. Proposals not meeting the detailed guidelines, including the budget limitations, will not be given consideration by the Undergraduate Research Council. It is absolutely necessary that proposals be thoroughly reviewed by a URC representative in a timely fashion.

Student grant recipients are expected to participate in UNK Student Research Day, held in the spring. SRD highlights student research and provides an opportunity for students to enhance their presentation skills and prepare for professional meetings. It is also an opportunity for the academic community to recognize student researchers and their Faculty Mentors.

I. Student Support Programs
The URC’s student programs are intended to support student-originated and student-conducted research and creative activity. Faculty serve as mentors on these projects and are responsible for the financial components. Students must be enrolled at UNK during the grant award period. The URC is interested in promoting activities that encourage student-faculty collaboration, involve several students working on a single problem, or are interdisciplinary in nature. Proposals must be discussed with a URC representative prior to submission. The College of Fine Arts and Humanities URC representatives are professors Chris Jochum (Department of Modern Languages, 865-8675) and Michelle Beissel Heath (Department of English, 865-8109).

A. Undergraduate Research Fellows Program
Supported by a student-approved fee, the Undergraduate Research Fellows Program will provide $1,000 stipends to students who participate in activities and projects—tailored to their academic major—to develop their understanding of scholarly inquiry, skills associated with research and creative activity, and experience in completing their own scholarly projects. Applications can be found online.

In the 2016-17 academic year, students will be admitted into the program in two waves. Each application will be prepared by a student and his or her faculty mentor, including a brief application form, a description of proposed activities, and a statement from the student that demonstrates commitment to undergraduate research. Students must have a GPA of 3.0 or better, and faculty should have a track record of mentoring student research projects. The admittance schedule will be:

<table>
<thead>
<tr>
<th>Application Date</th>
<th>Decision Date</th>
<th>Number to be Accepted</th>
</tr>
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<tbody>
<tr>
<td>November 6&lt;sup&gt;th&lt;/sup&gt;</td>
<td>December 2&lt;sup&gt;nd&lt;/sup&gt;</td>
<td>20</td>
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<td>April 15&lt;sup&gt;th&lt;/sup&gt;</td>
<td>April 28&lt;sup&gt;th&lt;/sup&gt;</td>
<td>100</td>
</tr>
</tbody>
</table>
**B. Undergraduate Student Research**

Awards are competitively selected. A request for up to $400 may be made for operating expenses, supplies and travel. Partial support is expected from the department and/or student participant(s). Students may also receive partial support to present their results at national or regional meetings through the Student Conference Presentation Program. Submissions may be made electronically or in hard copy.

**C. Summer Student Research Program (SSRP)**

The SSRP is a program to develop scholarly skills and knowledge among undergraduate students. Participating students work one-on-one with full-time faculty to develop and implement original research and creative projects during the summer, and they gain broad understanding of scholarship across the disciplines through group activities. These activities include a research methods seminar, weekly meetings, field trips, a fall symposium to present papers, and presentations at the National Conference for Undergraduate Research. Students who will not graduate before May of the current academic year are eligible, and participants receive a stipend of $3,000.

**D. Student Conference Presentation**

Funds are provided to assist undergraduate student presentations of research and creative projects at scholarly meetings. Partial funding will be provided up to a maximum of $300, with the remainder expected of the student or department. Documentation must be provided that the project has been accepted for presentation and the student is presenting. Students supported through this program are also expected to participate in the UNK Student Research Day held during the spring semester. Support for multi-authored presentations may be reduced accordingly or limited to the first author.

The application for travel funds must include:
1. The abstract or paper submitted for consideration as a presentation.
2. The acceptance letter for the presentation.
3. A description of the student’s role in the presentation (paper presentation or poster).

Requests should be received at least one month prior to the conference.

**II. STUDENT RESEARCH DAY**

The UNK Student Research Day is designed to give students the opportunity to present the results of collaborative research and creative activity conducted with faculty members. Student research accomplishments and the important role faculty play as mentors will be highlighted. Results from research and creative activity from all disciplines represented in the UNK academic community are encouraged, and participation may be in poster sessions, oral presentations, musical performances and art exhibitions.

Any undergraduate UNK student engaged in collaborative or independent research is eligible to participate. Students need not have received funding from a grant program to participate in the UNK Student Research Day. Student awards and the Faculty Mentor awards are announced at the SRD Reception.

Application forms, guidelines, deadlines and information sessions are available from the Office of Graduate Studies and Research online at [http://www.unk.edu/acad/gradstudies/research/urc/](http://www.unk.edu/acad/gradstudies/research/urc/). They will also be distributed to all UNK faculty in January. UNK Student Research Day is generally scheduled for mid-to-late April each spring.
Each year the UNK Undergraduate Research Council publishes selected examples of student scholarly writing in the *Undergraduate Research Journal*. Any paper written by a UNK undergraduate student is eligible. Past issues of the Journal are available in the Calvin T. Ryan Library.

Submissions will be requested through the faculty in late November. Students should submit their papers to the chair of the appropriate department by January 21, 2016. Each department, using a process they determine, can select up to four papers for submission to the Undergraduate Research Council. Selected papers will be sent in hard copy to the Office of Undergraduate Research and Creative Activities, Conrad Hall 115, by January 27. The URC will then identify 12-15 papers for publication.

Criteria are as follows:
Submissions should be 8-15 pages in length, double-spaced. Keep in mind the selection is based on quality, not quantity.

Any good scholarly writing, past or present, is eligible for submission as long as the student wrote while an undergraduate student at UNK.

Submissions are requested from all disciplines and may be written in a format appropriate for that discipline.

Initial submissions must be made in “hard copy” only. Electronic format will be requested from those selected for publication.

Please include student name, phone number, e-mail and sponsoring faculty name on the title page. Refrain from including identifying information in the body of the paper.

**Student Talent Development Program (SVCA/SA)**

A portion of the Student Event Ticket (SET) fee is devoted to "develop and showcase conspicuous student talent." The financial support enables UNK to explore additional opportunities in programs that develop student leadership skills or that provide venues for students to display intellectual talent and other exceptional accomplishment.

*Students are encouraged to apply for these funds.* Highly meritorious proposals directly impacting student talent development will be approved each year. The Chancellor of the university has final approval authority for use of the funds. Support for faculty advisors may not be provided with these funds.

**Application Process:**

Applications should be directed to the Senior Vice Chancellor or the Dean of Student Life, offices located in Room 1003, Founders Hall. Applications can be found on the Student Talent Development Program site: unk.edu/bf/student_talent.php. Completed applications must include the standard form; however additional documentation that can assist the selection committee in its deliberation is encouraged. If an advisor or faculty member is applying on behalf of a group of students going to a conference or traveling, one application form may be filled out, with a list of the students and their permanent and local address and social security numbers attached. *Applications require the approval of the department chair and dean of the college. Copies should be kept at the department level for assistance to students in the reimbursement process.*

A selection committee comprised of the vice chancellors will review applications and recommend proposals to the Chancellor for final approval. There is no deadline to apply for the
funds; review will continue monthly throughout the year. Once a decision has been made to fund a request or not, notification will be sent to the student, advisor and department secretary, along with reimbursement instructions.

Application forms may also be obtained from the Academic Affairs Office. Notification of awards will be made by the Senior Vice Chancellor. Direct questions regarding the application process to Tami Plugge at 865-8885 or at pluggetl@unk.edu.

**PLEASE NOTE the 30-day time period required for processing applications. (on the application form)**

**Reimbursement Process:**
Classification of Recipient—Regardless of whether a student is employed by the University of Nebraska at Kearney or not, any person awarded a grant from the Student Talent Fund will be considered a student rather than an employee for purposes of reimbursement.

Following notification of award, student should work with the organization advisor or secretary of the department from which the request originated for assistance with pre-payments, travel arrangements and reimbursements.

1. It will not be necessary for students to provide receipts for expenses incurred. Student will be paid in the amount of the award, minus any payment made by the university on student's behalf. Authorization for payment will be the award letter provided by the Vice Chancellor.

Prior to reimbursement, the Department Chair or Organization Advisor is responsible for verification to the department secretary that the student attended or will attend the conference and authorize the payment by indicating such on the original award letter. Department secretary will then forward the original and one copy to the Vice Chancellor for Business & Finance office for assignment of a Cost Center number and entry into SAP system. Please note that these payments to students are subject to income tax under IRS regulations.

2. Prepayments may be made by the university for items such as airline travel and registration, as long as full payment can be made through the awarded funds. Split payments to airline vendors are not allowed. If payment is to be made by the University, an original vendor invoice must be attached to the original award letter documenting the amount to be paid on the student's behalf. Invoice with accompanying award letter should then be sent to the VCBF office for account coding and entry into SAP.

**Music Priority Program Student Research/Creative Activity Funding**
As a priority program, the music program has received additional funding to support student research and creative activity. The following guidelines have been established:

**INTRODUCTION**
The purpose of the UNK Department of Music and Performing Arts Student Research/Creative Activity Funding is to encourage and support research and creative activity by UNK students. All proposals must adhere to the guidelines described in this document. Proposals not meeting the detailed guidelines, including the budget limitations, will be returned to the applicant for clarification and alterations.
Student grant recipients are also expected to apply for grants from the URC and/or SVCA/SA Talent Development Funds and to participate in the UNK Student Research Day held in the spring.

The student programs are intended to support student-conducted research and creative activity. Faculty members serve as mentors on these projects and are responsible for the financial components. Students must be enrolled at UNK during the grant award period. Activities that promote student-faculty collaboration, involve several students working on a single problem, or are interdisciplinary in nature are encouraged. Proposals should be submitted on the Student Research/Creative Activity Grant Program form (available the Music Office) to the Department Chair for review by the Student Research/Creative Activity Committee.

A. STUDENT RESEARCH
Awards are competitively selected following a system of Tiers and may cover such things as operating expenses, supplies and travel.

Required:  
• Application (including Cover Page, 150 word Abstract, Faculty Mentor Statement, Project, Description, Budget Section)  
• Application for funds from the SVCAA and/or URC  
• Final Report (Paper or Presentation) upon completion of the project  
• Participation in UNK Student Research Day

B. STUDENT RESEARCH—TRAVEL
Funds are provided to assist student presentations of research and creative projects at scholarly meetings, conferences, competitions, and other performance venues.

Required:  
• Application (including Abstract/Program; Description of Conference/Event; Description of Student’s Role in Presentation—paper presentation, poster, Performance, Budget Section) at least one month prior to the event  
• Application for funds from the SVCAA and/or URC  
• Documentation that the project/performance has been accepted for presentation and that the student is presenting.  
• Participation in UNK Student Research Day

TIER I
 Participation in Group Scholarly Activity
up to $75 per student (limit $2,000 per group)

Funding for students participating in scholarly activities at a professional conference or meeting culminating in a public presentation and/or research paper and participation at Student Research Day.

Initial funding approval for Tier I is based on the following:  
Faculty Mentor/Student Proposal  
• Description of Activity  
• Statement of Purpose, Objectives and Methodology  
• Description of Mentor Support  
• Description of Requirements for Presentation/Research Paper and Student Research Day  
• Timetable for completion of Project  
• Itemized Budget and Justification of Funds Requested

TIER II
Dissemination of Group Research or Creative Activity
up to $100 per student (limit $2,000 per group)
Funding in support of travel for small or large ensembles to a conference at which the ensemble is performing, poster or paper presentation with multiple authors.*

TIER III
Dissemination Grant for Individuals
Up to $200 per student

Funding for students to disseminate the results of research or a creative activity, including, but not limited to the juried presentation of a paper, poster, or performance at a professional conference, regional or national competition.*

TIER IV
Original Research or Creative Activity
Up to $200 per student

Funding for students to conduct original research or creative activity including, but not limited to projects that lead to scholarly papers, musical compositions, or posters.*

*Initial funding for approval (Tiers II, III and IV) is based on the following:

Faculty Mentor Statement
• Statement indicating how student project relates to on-going work of mentor or whether the project is student-initiated.
• Analysis of viability of project objectives and methodology
• Verification of budget—needs and costs
• Description of mentor’s support being provided
• Description of student’s background and preparation for the project.

Project Description (should not exceed five double-spaced pages)
• Statement of purpose and objectives (including brief personal statement of how the student became interested in the project).
• Methodology and work plan
• Description of the activity(ies) and expected results/product
• Timetable for completion of the project
• Itemized budget and justification of funds requested (use budget page and attach narrative justification/explanation of budget request)

Individual students may receive no more than one research award and one travel-grant per fiscal year. Requests for materials, supplied and other expenses related to the conduct of the proposed activity will be considered. Students must consult with their faculty mentor throughout the submission process.

Items that will be considered for funding in whole or part:
Supplies and equipment for research (e.g., books, music, software, postage, copying, recording, etc.); travel expenses related to research; supplies for dissemination (materials to create poster, print research document, production of scores and parts, etc.); student travel for dissemination for poster or paper at a conference or musical performance at a conference or regional/national competition (e.g., mileage, airfare, hotel, per diem).

Items that will not be considered for funding:
Travel to attend a conference without participation or research project proposal and subsequent paper/presentation; salary or travel for faculty; salary for principal investigator; tours of individuals, small or large ensembles; extra materials not related to research.

Application forms for all Music Priority Student Research/Creative Activity Grant Program funds are available on pp. 39-40 or in the Music Office. Awards are dependent on availability of university funding.
DEPARTMENT OF MUSIC & PERFORMING ARTS
STUDENT RESEARCH/CREATIVE ACTIVITY
MUSIC PRIORITY FUNDING APPLICATION

STUDENT APPLICANT(S): ____________________________ ID# ____________________________
(Attach list if more than one student applicant)

EMAIL ADDRESS: ________________________________________________________________

TITLE OF PROJECT: ______________________________________________________________

FUNDING CATEGORY: ___ STUDENT RESEARCH ___ STUDENT RESEARCH TRAVEL

FUNDING TIER: AMOUNT REQUESTED:

_____ TIER I Participation in Group Scholarly Activity
   Maximum: up to $75 per student (limit $2,000 per group)
   Research

_____ TIER II Dissemination of Group Research or Creative Activity
   Maximum: up to $100 per student (limit $2,000 per group)
   Travel

_____ TIER III Dissemination Grant for Individuals
   Maximum: up to $200 per student
   Travel

_____ TIER IV Original Research or Creative Activity
   Maximum: up to $200 per student
   Research

FACULTY MENTOR(S): ____________________________ TELEPHONE: ____________________________
The Faculty Mentor must attach a brief description of student learning objectives and activities for all research proposals.
Please type on UNK letterhead and sign.

Are Human or Animal Subjects involved in the Project?

Human _____ Yes _____ No
Animal _____ Yes _____ No

IRB Approval:
_____ Yes _________ Date _____ No
Pending ___________ Date submitted

IACUC Approval:
_____ Yes _________ Date _____ No
Pending ___________ Date submitted

Does the project involve the use of hazardous materials? _____ Yes _____ No
(flammable, corrosive, reactive or toxic chemicals)

SIGNATURE(S): ____________________________ DATE: ____________________________

Faculty Mentor (indicates approval and support of proposal)

SUBMITTAL:
An original and six (6) copies of a Research proposal should be submitted to the Chair of Music and Performing Arts.
Attach an Abstract (maximum 150 words), Faculty Mentor Statement, and a Project Description (5-page maximum.
Complete the Budget Section of the application.

An original and one (1) copy of the Travel proposal should be submitted to the Chair of Music and Performing Arts one
month prior to trip. Attach an Abstract/Program, Description of Conference/Event, Student(s)’ role in presentation (paper,
poster, performance), and Documentation of acceptance for presentation. Complete the Budget Section of the
application.
APPLICATION MADE TO: Undergraduate Research Council

STUDENT RESEARCHER (Last, First, Middle): _________________________________

BUDGET SECTION

1. OPERATING/SUPPLIES (please itemize):

<table>
<thead>
<tr>
<th>Funding Source(s):</th>
<th>MPA</th>
<th>URC</th>
<th>SVCAA</th>
<th>OTHER*</th>
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Subtotal Operating: _______ _______ _______ _______ _______

2. TRAVEL

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<th>SVCAA</th>
<th>OTHER*</th>
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<td>Meals</td>
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Subtotal Travel: _______ _______ _______ _______

3. COLUMN TOTALS:

TOTAL PROJECT COST: _______

Anticipated Travel Dates: _________________________________

Destination: _________________________________

*Identify other funding sources: _______________________________________

APPROVAL FOR FUNDING: _______ AMOUNT: _______

Chair, Department of Music & Performing Arts
Date
MUSICIAN HEALTH AND SAFETY
I. Musician Health and Injury Prevention

A. Hearing Health Resources (as recommended by NASM)
   NASM/PAMA Advisories on Hearing Health
   http://nasm.arts-accredit.org/index.jsp?page=NASM-PAMA_Hearing_Health

   Performing Arts Medicine Association (PAMA) Bibliography
   http://www.artsmed.org/bibliography.html

   MEDICAL ORGANIZATIONS FOCUSED ON HEARING HEALTH:
   American Academy of Audiology
   (http://www.audiology.org/Pages/default.aspx)

   American Academy of Otolaryngology
   (www.entnet.org)

   American Speech-Language-Hearing Association (ASHA)
   (http://www.asha.org/)

   Athletes and the Arts
   (http://athletesandthearts.com/)

   House Research Institute
   (http://houseclinic.com)

   National Institute on Deafness and Other Communication Disorders—Noise-Induced

   OTHER ORGANIZATIONS FOCUSED ON HEARING HEALTH
   Dangerous Decibels
   http://www.dangerousdecibels.org

   National Hearing Conservation Association
   http://www.hearingconservation.org/

   The Musician’s Way:  see articles on hearing protection
   http://www.musiciansway.com/wellness.shtml

B. Vocal Health and Injury Prevention:
   National Center for Voice and Speech
   http://www.ncvs.org/

   Institute of Contemporary Music Performance
   Vocal Health:  http://www.vocalist.org.uk/vocal_health.html

C. Musculoskeletal Health and Injury Prevention:
   Musicians’ Health
       Links to articles including the following:  Muscular Problems, Repetitive Injuries,
       Weight Training for the Musician, Back Pain, Stress in Piano Playing
       Link to Recommended Books (vocal and instrumental)
   http://www.musicianshealth.com/musculoskeletaldisorders.htm

   Move Well, Avoid Injury
   http://movewellavoidinjury.com/

   About.com:  Music Education:  Musicians’ Injuries (Types and how to Avoid It)
   String, Wind, and Percussion Instrumentalists
   http://musiced.about.com/od/beginnersguide/a/injuries.htm
   Performing Arts Medicine Association
   Web links, Patient Referrals, Related PAMA Websites, Bibliography on health problems
   of instrumental and vocal musicians, dancers and actors.  www.artsmed.org/
II. Health and Wellness Student Services
Contact information and general resources for students with physical and mental health concerns is provided through the UNK Counseling and Health Care website at: http://www.unk.edu/offices/counseling_healthcare/health-care/.

III. Safety: Equipment Use, Handling, and Operations Guidelines
The music faculty have identified two main areas of concern regarding equipment use, handling, and operations (piano and percussion instruments) and have developed the following guidelines that will be included on the department website, the student handbook, and posted on the departmental, classroom/rehearsal room, and percussion studio bulletin boards:

A. Pianos
All piano moves must be approved by and coordinated through Mick Johnson, Staff Piano Technician. Johnsonmj1@unk.edu, 308-865-8119
For the safety of both personnel and the instrument, the following guidelines should be followed by anyone participating in a piano move:
1. Make sure protective cover is on the piano.
2. A minimum of 2 people for a vertical piano move, 3 for a grand.
3. Move the piano SLOWLY.
4. Check the path for any obstructions (i.e. door handles, door thresholds, uneven floor, cracks etc.).
5. Vertical pianos are to be moved lengthwise for stability. Keep the piano perpendicular to any uneven surfaces or inclines.
6. When going over bumps, lift slightly to ease the strain on casters and piano legs.
7. For grand pianos, once positioned, engage the locking casters (if applicable).

B. Percussion Instruments
Any student who will move any percussion instrument at UNK is given coaching and demonstration on how to safely and properly handle each task. Although every percussion instrument needs to be treated with care, the larger and/or bulkier instruments have specific guidelines. These include timpani, mallet keyboard instruments, marching drums and stadium hardware, concert bass drums, and cymbals. The guidelines for each are below:

Timpani
When moving timpani, first make sure all wheel locks are released. Grab the drum only near the top of any two support struts; in no case is it proper to grab the drum by the
Counterhoop! Tilt the drum so that only wheels are touching the floor, and either pull- or push-roll the drum on even surfaces. These drums are top-heavy, so care must be taken to counteract the force of inertia while in motion. If the drum must be taken up or down stairs or risers, do not try to pick up the drum by yourself, as the shape of the drum inhibits basic proper lifting style. Lock at least two wheel locks when playing the instrument.

Cymbals
Only carry cymbals with both hands, or by one hand using the attached leather strap. Place hands through the strap for marching band to reduce risk of lost grip.

Mallet keyboard instruments
When moving any wheeled mallet keyboard instrument, first make sure all wheel locks are released. Only grab the instrument by its structural components on either end of the instrument; never grab by the keys, resonators, or rails! Carefully roll the instrument on flat surfaces. If the instrument must be taken up or down stairs or risers, make sure to use basic proper lifting style. Use at least two people to move each instrument, with the exception of the glockenspiel. Lock at least two wheel locks when playing the instrument. Extra care must be taken when moving the chimes, as its top-heavy shape and extra weight necessitate specific hand placement: one hand must grab the bottom structural support crossbeam, and the other hand must be placed above halfway up the instrument and only on the structural support to counter the high center of gravity. Never touch the bars with bare hands!

Concert bass drums
When moving large drums on stands, first make sure all wheel locks are released. Roll the instrument carefully on flat surfaces. If the instrument must be taken up or down stairs or risers, make sure to use two people and a basic proper lifting style. Lift the drum by its stand, or by its shell; do not grab the counterhoops. Lock at least two wheel locks when playing the instrument.

Marching drums and stadium hardware
Snares, tenors, bass drums: always grab the drum with both hands when moving to/from a stand or harness. Lift only using basic proper lifting style. Stadium hardware: when adjusting the hardware, be very careful to keep all body parts away from the adjustment channels, as there is significant pinching risk. Do not over-tighten wingnuts after adjusting. Make sure that each drum is not in danger of falling over while on stadium hardware. Adjust each harness to each individual person and drum.
GENERAL DEPARTMENTAL INFORMATION

The following general information about the Department will be very helpful to music students during their careers as music majors or minors at UNK:

Music Student Advisory Committee

Each academic year, music majors and minors elect students from various degree programs to serve as representatives of the music student body. Generally, representatives from the following groups are elected: Music Education (2), Music Business (2), Music Performance/Musical Theatre (1), and Music Minors (1). Monthly meetings will be held with the Department Chair.

The department chair’s purpose for establishing and maintaining the Music Student Representative group is to provide a venue for open communication between the administration, faculty, staff, and students. The Chair may elect to discuss faculty/staff/administrative concerns, new policies, or curricular changes with members of the group. Students may discuss general student concerns, ask questions related to degree requirements and departmental policies, or submit ideas for departmental improvement, particularly those related to community-building. The department chair will bring student concerns and ideas to music faculty meetings or to other administrators for further discussion. Students are strongly discouraged from using the sessions for gossip or hearsay. For problems related to personnel, students are encouraged to speak directly to the faculty member, staff or student in question to try to resolve issues. If problems persist, students may elect to make a private appointment with the department chair or other appropriate university officials to seek guidance for resolution.

Required Recital Attendance

Each music major and minor is required to attend at least ten (10) recitals, concerts, and/or musical productions each semester; during the spring semester, attendance at the Honors Recital and Convocation is required. Music majors should attend the student recitals presented on specified Wednesday afternoons at 5:00pm in the fall semester and 4:30pm in the spring semester. Music students will receive an attendance card from a faculty member at the entrance to the performance site starting ten to fifteen minutes before the beginning of any musical event. The student will write his/her name, the private instructor’s name (or two instructor names if enrolled in two applied areas), and the date of the event on the card then turn the card back into the faculty member at the conclusion of the event. Cards will not be distributed after the event has started nor accepted prior to the concert conclusion. If a student participates in a musical event, then credit for attendance at that event is at the discretion of the private instructor.

Class Attendance

Students are expected to attend all meetings of classes for which they register, including the first and last scheduled meetings and the final examination period. Instructors hold the right and responsibility to establish attendance policies for their courses. Each instructor must inform all classes at the beginning of each semester concerning the attendance policy for that particular class.

Many music classes involve the participation of each student in the classroom as a part of the grade. Should a student have to miss a class, he or she will need to inform the instructor beforehand of the impending date of absence. If an unexpected absence occurs, then the instructor must be informed of the reason for the absence as soon as possible.

Participation in official University activities, personal emergencies, and religious observances are valid reasons for absence from classes. Instructors may request that such absences be verified by the Vice Chancellor for Student Affairs. Students attending authorized off-campus functions or required activities shall be cleared through the Office of the Vice Chancellor for
Academic Affairs. Lists of students excused for official University activities will be maintained in the Vice Chancellor for Academic Affairs Office. Students are responsible for informing their instructors about their absence from class and for completing assignments given during their absence. No adverse or prejudicial effects shall result to any student with excused absences for official University activities.

Student Conduct
The faculty require not only that students meet-the academic standards of their discipline, but also the professional and ethical standards of their chosen field of study. Failure to adhere to such standards of conduct may result in the denial of admission to or in the expulsion from, their major or minor program of study.

University E-mail Accounts and Communication
Students are strongly encouraged to use their university e-mail accounts for all communications with faculty and to regularly check their university e-mail for important announcements and other communications.

Departmental Website
The UNK Department of Music and Performing Arts website provides a wealth of information related to academic programs, facilities, concert series, auditions, ensembles, the current student handbook, contact information, along with upcoming music, dance, and theatre events and music outreach programs: www.unk.edu/music.

Change of Major and/or Advisor
It is important for students to keep their program of study information up-to-date so reports generated for departments and colleges accurately reflect the students in their respective programs. Music students who wish to change their degree program (e.g. from BM-Music Performance to Music Education) or principal instrument/voice, will need to complete a new Request for Admission to a Music Academic Program. Faculty approval must be obtained for students to change music degree programs.

Students may also wish to change advisors or add advisors during their course of study. It is important to notify the Advising Center of a change of advisor because transcript access on the Student Information System is available only for the current advisor of the student. Students who wish to change their program of study and/or advisor must contact Advising and Career Services in the Student Affairs Building, 308.865.8932.

Assisting the Department
The Department of Music & Performing Arts presents numerous performances during each semester and offers many opportunities for high school students to come to the campus to work with our faculty and students. The performing ensembles give concerts, various faculty and students give recitals, and there are events involving high school students from the central Plains, region. These include the Honor Band & Choral Clinic, Festival Orchestra, Vocal Leadership Workshops, Spring Piano Workshop, Violin/Viola Workshop, Merry Tuba Christmas, NMTA State Conferences, CMS and NATS State/Regional Conferences, Instrumental, Piano and Vocal Guest Artist Concerts and Master Classes. All of these events require the help of music majors and minors with logistics. For instance, students are asked to move chairs, stands, risers, instruments, etc., from one room to another; to pass out programs at recitals, concerts, and musical productions; to set up the Recital Hall stage for performances, and to help in numerous other critical ways during each semester. Faculty will be seeking the help of many students with all of these events. Music students are expected to help the Department with its productions and events. All musicians have to move equipment and set up stages at one time or another, and the training received here will prove very beneficial in the future.
**Tutoring Information**
The University of Nebraska at Kearney is unique in that it offers FREE tutoring services to all students enrolled. Upper class or graduate students who qualify for the Tutor Tuition Reimbursement are hired and are available during office hours in the Learning Commons as well as evening hours in the library or designated study lab. They are also available for appointments with students. For more information on services available or on becoming a tutor, contact the Learning Commons at 865-8728 or check out the website at unk.edu/offices/learning_commons/index.php.

**Music Tutors**
The department provides music tutors to students on an as-needed basis, by appointment. A list of approved tutors, with contact information, will be posted throughout the department at the beginning of each semester. Music tutors are generally invited to serve based on academic/musical success. Music majors interested in becoming tutors should contact the department chair. Applicants must be of junior/senior standing in music, with an overall GPA of at least 3.0 and 3.2 GPA in music, and have successfully completed the core musicianship coursework in theory, ss/et, and piano (including the proficiency exam). Recommendations from the theory coordinator and/or piano faculty are advised. Piano students, enrolled in Internship in Piano Teaching, may serve as music tutors as part of the course requirement. Please contact the department chair for more information.

**Success Coaching**
Success Coaching is a one-on-one appointment with a Learning Strategies student peer coach. Success Coaching is tailored to support the student’s specific needs and goals. A partial list of services include: Time Management, Goal Setting, Study Skills, Getting to know your faculty, Test Preparation and taking, Note Taking and Listening, Memory Improvement, and Organization skills.

Success Coaching helps students to generate solutions and strategies to academic problems; Success Coaching also acts as a point of contact and connection with the University. Studies suggest that undergraduates who receive Success Coaching — including guidance on setting goals and time management — are more likely to remain in college and graduate. Students meet 1:1 with a Learning Strategies Peer Coach who will tailor the meeting to the students’ specific needs, situations, and goals. Success Coaching is a service of the Learning Commons, located in the Calvin T. Ryan Library and overseen by Shelley Yentes, Instruction Coordinator, 308.865.8997, yentessj@unk.edu.

**Students with Disabilities or Those Who are Pregnant**
UNK is committed to providing support for students with disabilities.

Students with disabilities or those who are expecting are encouraged to contact me for a confidential discussion of their individual needs for academic accommodation. It is the policy of the University of Nebraska at Kearney to provide flexible and individualized reasonable accommodation to students with documented disabilities or those who are pregnant. To receive accommodation services for a disability, students must be registered with UNK Disabilities Services Coordinator, David Brandt, in the Academic Success Office, 163 Memorial Student Affairs Building, 308-865-8214 or by email brandtdl@unk.edu. For those needing accommodation due to pregnancy, you need to visit with Student Health. The following link provides information for students and faculty regarding pregnancy rights. http://www.nwlc.org/resource/pregnant-and-parenting-students-rights-faqs-college-and-graduate-students.
FINE ARTS BUILDING INFORMATION AND POLICIES

Building Hours
Music students will have unlimited access to the Fine Arts Building Monday through Friday from 7:00 A.M. until 10:00 P.M., and Saturday and Sunday from 2:00 until 10:00 P.M., with limited access from 10:00 P.M. until midnight on weekdays. Limited access requires that students have a departmental pass and student ID to enter the building. The departmental passes may be obtained from the departmental secretary. Please remember that the Fine Arts Building is a smoke-free environment, and smoking is prohibited in the entire building.

Music Office
The Music Office is intended for departmental business only. As the space is limited and has extensive traffic, students are asked not to use the office to store books, bags, or coats, and to refrain from using the office for socializing. The only students allowed to use the office desks and computers are those who have official work duties as assigned by the department secretary and the department chair.

Departmental Copier/U.S. Copyright Law
The copier in the department’s office is reserved for faculty use only. Students may not use the department copier for any reason – do not even ask! Students are encouraged to use the copiers in the Art wing of the Fine Arts Building or the Calvin T. Ryan Library.

It is the responsibility of each student to follow federal copyright laws. For more information to the online resources related to copyright law, see the NAfME website at www.nafme.org/my-classroom/copyright. This information is presented as a service by the National Association for Music Education (NAfME), the ASCAP Foundation, Copyright Society of the USA, Music Teachers National Association (MTNA), National Association of Schools of Music (NASM), U.S. Register of Copyrights, and the American Bar Association. Of specific interest are the links to The United States Copyright Law: A Guide for Music Educators and Copyright Law: What Music Teachers Need to Know.

Music Technology Center
Hours: 8:30 AM—5:00 PM, Monday-Friday
Special Permission/Faculty Supervision required for after-hours use.

Music Pedagogy Resource Center
Hours: 8:30 AM—5:00 PM, Monday-Friday
For reference and research use only; materials may not be removed from this room.
Special Permission and Faculty Supervision required.

Departmental Computers and Audio Equipment
Music majors and minors may use the music department’s computers, MIDI instruments, and audio listening equipment in FAB 223 to work on assignments from their music classes. This might include computer programs in music theory, sight singing, and ear-training, scoring and printing programs in music arranging, synthesizer and sequencing programs in music technology, sound recording and editing, and word processing programs for papers assigned by music instructors. Students will not be allowed to use the computers for assignments apart from music classes or for personal work. All students must keep their files on their own disks, not on the hard drive of any of the computers. Students may print documents or files using their university account cards. The Keyboard Lab in FAB 112 may be used only with the express permission of a music faculty member and the supervision of an assigned room monitor. FAB 223 will be open for student use Monday through Friday, 8:30 a.m. to noon, and
1:00 p.m. until 5:00 p.m. Recording studio times and regulations will be determined by the Music & Performing Arts Audio Director in conjunction with coursework.

**Steinway Concert Grand Pianos**
The Hamburg Steinway concert grand piano is to remain locked and stored in the piano storage room on the west side of the stage of the Recital Hall. The use of the Hamburg Steinway concert grand will be limited to guest artists, faculty, student degree recitals, and departmental chamber/ensemble concerts with one dress rehearsal in preparation for performance. Only the piano faculty can give permission to students to use this piano. The New York Steinway concert grand piano on stage in the Recital Hall must remain locked at all times, except when in use under the supervision of a music faculty member. Students may not practice on this piano except in preparation for a recital appearance or when accompanying an ensemble in rehearsal. All the concert grand pianos and the Rodgers organ console must remain covered when not in use to protect their finish. Please do not put any personal articles or other things on any of the concert grand pianos or the pipe organ console.

**University-Owned Instruments**
University-owned instruments are available only to students who are enrolled in music classes. In order to use a university-owned instrument, the music student must have the express written approval of the music instructor responsible for the activity in which the instrument is to be used. The student will sign out the instrument in the departmental office and by doing so agrees to abide by all university policies concerning the musical instrument and will be held responsible for damage or loss to the instrument. Students may use university-owned instruments only in the Fine Arts Building; the instruments are not to be taken out of the Fine Arts Building in order for practice or performances. The only exception is in the case of a rehearsal or performance of an official music ensemble sponsored by the Department of Music & Performing Arts. Students may not use instruments that are needed for technique classes or instrumental rehearsals.

All instruments must be put back into their cases and returned to their assigned lockers after each use. The locker must remain locked at all times unless the instrument is in use. University-owned instruments may not be left in a practice room unattended. Students are liable for any costs related to damage or loss of an instrument due to neglect. Failure to comply with any of these instrument regulations will result in the immediate loss of the privilege of using university-owned musical instruments.

**Student Lockers**
Music students may check out lockers for their books during each semester. These lockers are located near either entrance to the Instrumental Rehearsal Room, FA264. Music students can check out a book locker from the departmental secretary. Several large lockers are located at the bottom of the stairs near the music office, and are available to students on a first-come, first-served basis. Students may check out these lockers from the departmental secretary, also. All locks on student lockers must be removed at the end of each semester. Neither the Department of Music & Performing Arts, nor the University of Nebraska at Kearney will be responsible for any materials left in lockers. Students may not store their own private instruments in the instrument storage room next to the Instrumental Rehearsal Room, FA264. This room is reserved for university-owned instruments only. Only department-issued locks are to be used, personally-owned locks are subject to being cut off.

**Room Usage**
Music students may obtain permission to use the various classrooms for rehearsals, meetings, etc. when they are not in use by a class or faculty member. Rooms must be reserved through a Room Reservation Request form available from the departmental secretary and approved by a supervising faculty member and the department chair.
**Practice Rooms**

Practice rooms are available for music students to use each semester. Students should put their names into the appropriate time slots on the schedule on the door of each practice room. The student who has signed up for the practice room at a particular hour has first priority to the room, and any other person using it at that time must leave the practice room if requested. Food and drinks are not allowed in the practice rooms. Students should not leave their belongings and/or instruments unattended in a practice room, due primarily to security concerns, but also out of mutual respect for other students who may wish to practice. Items left unattended may be confiscated by the custodial staff or the faculty or moved out of a practice room by students who are officially signed up for a practice time. The department is not responsible for stolen or damaged belongings left unattended.

The Percussion Studio reserved for percussion majors to practice mallets and trap set drums. Practice rooms with grand pianos are reserved primarily for piano majors, but other students may use these rooms for practice if no piano major has signed up for the time slot. Piano majors must sign up for specific practice times each semester by the second week of classes. Piano performance majors may reserve two hours per day and piano majors may reserve one hour per day in these two rooms. The department has secured a Loan-Purchase program with Dietz Music and the Yamaha Corporation of America which provides several uprights and one grand piano for use during the academic year. It is expected that these instruments will be treated with respect, as they will be sold at the end of the year.

**Bulletin Boards**

The bulletin boards in the Department are for the posting of information pertinent to music students such as official notices, placement opportunities, and general announcements. Please read these boards daily to be aware of items of interest and notices concerning students. Music students are responsible for all information posted on the departmental bulletin board. Items posted on departmental bulletin boards must have the approval and stamp of the Department Chair or the Dean of the College of Fine Arts & Humanities. All notices without this stamp will be removed.
CALVIN T. RYAN LIBRARY
The Calvin T. Ryan Library serves all students at the university with both information resources, but also the expertise needed to support research and scholarship at UNK. Ryan Library provides study and classroom seating for 1,250 students, as well as group study rooms, individual study carrels, computer labs, and copying facilities. It has an automated integrated library system, which provides an on-line catalog with 23 connected public use terminals, an automated circulation system, and computer search and interlibrary loan services. The library collections contain over 210,000 book titles, 250,000 volumes, 1,200 print subscriptions and more than 114,000 bound periodical volumes, with online access to nearly 50,000 periodical titles, 75,000+ non-print items, 900,000+ microfilm materials, 15,000 volumes of general reference materials. The library subscribes to more than 100 online databases including Academic Premier, Academic OneFile, JSTOR, LexisNexis and Wilson OmniFile FullText. Students are encouraged to utilize the many library online music reference resources available such as the Oxford Music Online (includes the Encyclopedia of Popular Music, The Oxford Dictionary of Music, The Grove Music Online, and The Oxford Companion to Music), Music Resource Online (with over 300,000 printable scores), Naxos Music Library (streamed recordings of more than 444,000 music tracks), the Harvard Dictionary of Music, NPR Classical Music Companion, the Musical America Directory, IMSLP/Petrucci Music Library, along with numerous ebooks, ejournals, and databases (including RILM Abstracts of Music Literature, the Music Index, WebCat, among others. Online resources may be found at: http://library.unk.edu/ then click on "Research Guides" and find "Music, Music Appreciation, Music History": Music Reference (Catalog, Databases, E-Journals, and Google Scholar), and "Music History/Theory," "Music Education," "Voice," Music and the Brain."

The music collection of scores, books, journals, and reference materials continues to grow and students can check out various pieces of music for their solo and ensemble performances. Music students who wish to check out music from the Ryan Library for use in private instruction may request a semester-long checkout, rather than the usual time interval. This request must be made at the time the student checks out the music.

PROFESSIONAL MUSIC ORGANIZATIONS-STUDENT CHAPTERS
International Trombone Association (ITA)
The UNK Chapter of ITA (UNKITA) is an officially recognized arm of ITA and an active UNK Student Organization. ITA exists to promote, nurture, and celebrate the trombone and trombone-related activities. To that end, the association provides member resources that enhance communications among trombonists around the world; improve the artistic level of performance, teaching, and literature associated with the trombone family; and serves as a clearinghouse for trombone-related ideas and information. Membership benefits include a subscription to the International Trombone Journal (ITJ); an extensive amount of online resources (including recordings, sheet music, and back-issues of ITJ); conference, competition, and award eligibility; employment vacancy listings; and discounts/coupons for trombone-related merchandise and instrument insurance. UNKITA members are active in presenting student and guest artist recitals and workshops, attending international conferences, and promoting community events.

International Tuba-Euphonium Association (ITEA)
The High Plains Chapter of ITEA (HPITEA) is an officially recognized arm of ITEA and an active UNK Student Organization. ITEA is a worldwide organization of musicians whose purpose is to maintain a liaison among those who take a significant interest in the instruments of the tuba and euphonium family, and to further the development and understanding of instruments, literature, pedagogy and performance. ITEA aims to: expand performance and employment opportunities, enhance the image and role of our instruments and performers, explore pedagogical approaches through new teaching resources, and generate new compositions for the tuba and euphonium. Members receive the ITEA Journal, are provided access to numerous
online resources (including video lessons, recordings, and archives of programs and master class notes), and are eligible for conferences, competitions, and awards. HPITEA members are active competitors, regional and international conference-goers, recitalists, and promoters and coordinators of community events.

**Music Teachers National Association**

Music Teachers National Association is the oldest professional music organization in the country, serving music teachers working in all areas of music instruction. MTNA focuses on the professional growth and development of its members, and furthering the art of music through programs that encourage and support teaching, performance, composition, and scholarly research. Members receive the *American Music Teacher*, and award-winning bimonthly journal, and the *MTNA e-Journal*. The MTNA National Certification Program establishes standards of excellence for the music teaching professions. MTNA hosts five national competitions for member students from elementary through collegiate level (including composition, instrumental, vocal, and piano). Student membership is available at a highly reduced cost, enabling students to participate on a professional level in national, divisional, state, and local conferences, festivals, competitions and auditions. The UNK Collegiate Chapter has been very active in conference attendance and presentations, recitals and teaching workshops.

**National Association for Music Education**

The National Association for Music Education (NAfME) sanctions a student chapter at the University of Nebraska at Kearney. NAfME addresses all aspects of music education from elementary general music to music teacher education. NAfME works to ensure that every student has access to a well-balanced, comprehensive, and high-quality program of music instruction. Collegiate members of NAfME participate in on-campus activities, state, division, and national conferences, and contact with leaders in the profession. NAfME collegiate membership is open to students who enroll at UNK, pursuing a degree in music education or enrolled in music-related courses with an interest in music education, and not employed full-time in the music education profession. Student members receive the award-winning *Music Educators Journal* and *Teaching Music*, and automatically become a member of Nebraska Music Educators Association.

**CAMPUS-WIDE NATIONAL HONOR SOCIETIES**

**Phi Kappa Phi**

Founded in 1897 at the University of Maine, Phi Kappa Phi is the nation’s oldest, largest, and most selective all-discipline honor society. The Society’s mission is “to recognize and promote academic excellence in all fields of higher education and to engage the community of scholars in service to others.” Those elected to membership include upper 7.5 percent last-term juniors (having completed at least seventy-two semester hours) and upper 10 percent seniors, along with outstanding graduate students. More than $500,000 in national and local scholarships is awarded annually.

**Mortar Board**

Mortar Board is a national honor society that recognizes college seniors for their achievements in scholarship, leadership, and service; provides opportunities for continued leadership development; promotes service to colleges and universities; and encourages lifelong contributions to the global community.
MUSIC FRATERNITIES/SORORITIES

Delta Omicron
Delta Omicron is a national, professional music fraternity. Members must be enrolled in an accredited university, college, or conservatory of music, or be professional musicians or alumni or honorary status. Members must be students of fine character who are seriously pursuing the study of music, who have high scholarship, and who possess the possibilities for superior musicianship. Delta Omicron's aims are to promote American music and musicians, to further the work of American composers, to give music students an opportunity to meet with one another and, by personal contact and exchange of ideas, to broaden the individual outlook, to encourage the appreciation of good music in any community, to encourage high ethical standards of professional conduct in the music world, to manifest interest in young persons entering the professional world and to be of service to them, and to do any and all things conducive to the service, betterment, and ultimate welfare of musicians.

Kappa Kappa Psi/Tau Beta Sigma
Kappa Kappa Psi, the national honorary band fraternity, and Tau Beta Sigma, the national honorary band sorority, are for university band members and operate as student service organizations with a primary goal to assist collegiate band directors in developing leadership and enthusiasm in the band program. The fraternity and sorority seek to give their membership valid and wholesome experiences in musical performance, organization, leadership, as well as opportunities for social interaction. The requirements for membership are enrollment as a student, active participation in band, and a desire to devote time and energy to the support of their band program. Membership is extended only to those who have met standards based on attitude, performance expertise, and interest in and appreciation of the best in music. Members have multiple opportunities for travel, interaction at the District and National Level, and to get to know other band programs nationwide.
DEPARTMENT OF MUSIC AND PERFORMING ARTS
REQUEST FOR ADMISSION TO A
MUSIC ACADEMIC PROGRAM

NAME_________________________________________ DATE__________________

KEARNEY ADDRESS_________________________________________________________

PRIMARY PERFORMANCE AREA ____________________________________________
(Indicate a specific instrument or voice)

Check the course of study for the music degree, program, certificate, and/or minor you wish to pursue:

- Music Performance
  - Bachelor of Music
- Music Education K-12
  - Bachelor of Music
- Musical Theatre
  - Bachelor of Music
- Music
  - Bachelor of Arts
- Music Minor
- Elementary Ed Major
- Music Business Emphasis
  - Bachelor of Music
- Piano Pedagogy Certificate

Check the statements that apply:

- I Auditioned for Entrance into the Music Department on ________________________________ DATE__________________
- I took the Music Department’s Music Theory Entrance Examination on ________________________________ DATE__________________
- I took the Music Department’s Piano Placement Examination on ________________________________ DATE__________________

If my request for admission to a music academic program is approved, I understand that I may not change my primary performance area or my academic degree or certificate program unless I submit a new Request for Admission to a Music Academic Program and the music faculty approves such a request. If my request for admission to a music academic program is not approved, I understand that I will not be allowed to major or minor in music or to enroll in MUS 150/151 Private Instruction, Primary Instrument/Voice as a degree requirement.

STUDENT’S SIGNATURE_________________________________________ DATE______________

- Approved by Music Faculty
- Not Approved by Music Faculty

Comments:

CHAIR, DEPARTMENT OF MUSIC AND PERFORMING ARTS

DATE__________________
DEPARTMENT OF MUSIC AND PERFORMING ARTS
CONTACT INFORMATION

MUSIC, THEATRE, AND DANCE FULL-TIME FACULTY & STAFF

Brian Alber – Assistant Professor (Music Ed/Teacher Ed/Bands) Studio 225, 865-8607
  – Sound Production Coordinator, Studio 245A, 865-8050
David Bauer – Professor (Choruses) Studio 236, 865-8609
Robert Benton – Assistant Professor (Low Brass/Theory), Studio 230, 865-8632
Duane Bierman  – Associate Professor (Percussion/Bands) Studio 228, 865-8607
Nathan Buckner – Professor (Piano/Chamber) Studio 243, 865-8608
Sharon Campbell – Associate Professor (Voice) Studio 257, 865-8118
Katherine Shinn – Office Associate – Music and Dance Office 221, 865-8618
Ting-Lan Chen – Professor (Violin/Viola/Chamber) Studio 247, 865-8041
Valerie Cisler – Professor (Piano) Studio 259, 865-8118
James Cook – Professor (Piano) Studio 250, 865-8611
  – Senior Lecturer (Dance Program Dir.) Studio 109A, 865-8642
Susan Deiger – Office Associate – Theatre Office 213, 865-8406
Michael DeLorm – Senior Lecturer (Theatre) Rm. 215, 865-8414
Anthony Donofrio – Assistant Professor (Theory/Composition) Studio 245B 865-8632
Tim Farrell – Professor (Chair/Trumpet/Jazz-Rock) Studio 233, 865-8618
Anne Foradori – Professor (Voice/Opera/Musical Theatre) Studio 254, 865-8610
Deborah Freedman – Associate Professor (RJC Chair in Orchestra; Horn), Studio 255, 865-8631
Janice Fronczak – Professor (Theatre) Rm. 214, 865-8670
Jack Garrison – Associate Professor (Theatre) Rm. 216, 865-8409
Jan Harriott – Associate Professor (Music Education) Studio 241, 865-8608
Darin Himmerich – Assistant Professor (Technical Theatre/Program Dir.) Rm. 217, 865-8896
Sara Ice – Senior Lecturer (Theatre) Rm. 101, 865-8919
Mick Johnson – Piano Technician Rm. 116, 865-8119
David Nabb – Professor (Woodwinds) Studio 226, 865-8606
Noah Rogoff – Associate Professor (Low Strings/UNK String Project), Studio 238, 865-8614
Andrew White – Associate Professor (Voice) Studio 252, 865-8610

PART-TIME MUSIC FACULTY & STAFF
Eileen Jahn – Instructor (Nebraskats), 865-8618
Franziska Brech – Lecturer (Flute) Studio 233, 865-8618
Gregory Sales – Instructor (Guitar), 865-8618

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