

UNIVERSITY OF NEBRASKA KEARNEY
DEPARTMENT OF MUSIC, THEATRE, AND DANCE

UNK

MUSIC
STUDENT HANDBOOK

Updated 7/22/2020

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DEPARTMENT OF MUSIC, THEATRE, AND DANCE

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INTRODUCTION

Welcome to the Department of Music, Theatre, and Dance, a multiple-discipline unit within the College of Arts and Sciences. UNK's Music Program serves 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, Theatre, and Dance 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, Theatre, and Dance reserves the right to withdraw or change any provisions or requirements at any time. Faculty members of the Department of Music, Theatre, and Dance 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, Theatre, and Dance. 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, gender or gender identity, 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 Music Unit 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, 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

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.

OBJECTIVES-GRADUATE MUSIC PROGRAM

The Department 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.

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; and
- (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, THEATRE, AND DANCE FACILITIES

The Music programs of the College of Music, Theatre, and Dance 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 computer lab (11 mainframe computers) and recording studio offer students hands-on work with the latest music software and digital technology (including Sibelius, Finale, MacGamut, Audacity, and Microsoft Office). Sound-insulated practice rooms allow students to spend the time necessary in a comfortable atmosphere perfecting their 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. 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, and technology.

MUSIC, THEATRE, AND DANCE ACADEMIC PROGRAMS

MUSIC MAJOR

- Music - Bachelor of Arts Degree
- Music Performance Comprehensive - Bachelor of Music Degree
 - Composition Emphasis
 - Instrumental Emphasis
 - Piano 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/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, Theatre, and Dance 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.

REQUIREMENTS FOR ADMISSION

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;
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:

<https://catalog.unk.edu/graduate/departments/music-performing-arts/music-education-mae/>

See MAE Music Education Curriculum at:

<https://catalog.unk.edu/graduate/departments/music-performing-arts/music-education-mae/#requirementstext>

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, Theatre, and Dance. 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/Woodwinds—Two études or short concert/contest pieces (1 lyrical, 1 technical or a solo with a both a lyrical and technical section).

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

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).

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 performed 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, Theatre, and Dance. 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 determined 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 in the Music Office). 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

Each 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 AVERAGE

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 concerns 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 who desire 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. 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.

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 (1), Musical Theatre (1), and Music Minors (1). Quarterly 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 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 or faculty lectures presented on specified Thursday afternoons at 12:30pm each semester.

Music students will receive an attendance card from a faculty member at the entrance to the performance site starting 10 to 15 minutes before the beginning of any musical event. The student will write their 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, they 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

It is critical that students 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, Theatre, and Dance 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, theatre, and dance 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 by filling out a change of major and/or Advisor form at <https://www.unk.edu/offices/acs/major-advisor-change.php>.

Assisting the Department

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.

The Department of Music, Theatre, and Dance 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 but are not limited to, the Honor Band & Choral Clinic, Festival Orchestra, Vocal Leadership Workshops, Spring Piano Workshop, Violin/Viola Workshop, Merry Tuba Christmas, National Music Teachers Association (NMTA) State Conferences, College Music Society (CMS) and National Association of Teachers of Singing (NATS) State/Regional Conferences, Instrumental, Piano and Vocal Guest Artist Concerts and Master Classes.

All of these events require the help of volunteer 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 these events.

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 www.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 *Music Theory* and/or *Piano Tech I* faculty. 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 Music Theory, Sight-Singing and Ear-Training, and Piano (including the proficiency exam).

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.

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 their instructors 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, a visit with Student Health is needed. 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 using the swipe card access points. The building will remain open to the public from 7:00 A.M. until 10:00 P.M., and Saturday and Sunday from 12:00 until 10:00 P.M.

Students enrolled in Piano courses that require the access to the building after 10:00pm, may receive approval to gain swipe card access by emailing the Music Office staff, including the course number, First & Last name, NUID, and reason for needing use of the building after 10:00pm.

Please remember that the Fine Arts Building is a smoke-free environment, and smoking is prohibited in the entire building. Hours are subject to change over breaks.

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, instruments, 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 Music Office Supervisor and the Department Chair.

Departmental Copier/U.S. Copyright Law

The copier in the department's office is reserved for faculty and department student workers use only. 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*, <https://nafme.org/my-classroom/copyright/>, this is a great resources for what music teachers need to know.

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.

Music Computer Lab

Hours: 8:30 AM—5:00 PM, Monday-Friday

Special Permission/Faculty Supervision required for after-hours use.

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 should not use the computers for assignments,

except for music classes, or for personal work. All students must keep their files on their own flash-drive, not on the hard drive of any of the computers. Students may print documents or files using their university account cards.

No Food or Drinks allowed by the computers. Please shut off lights, and shut door if you are the last person to leave.

Keyboard Lab

The Keyboard Lab is located in FAB 112. It may be used only with the express permission of a music faculty member and the supervision of an assigned room monitor.

Recording Studio

Recording studio times and regulations will be determined by the Music, Theatre, and Dance Sound Production Coordinator 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. The concert grand pianos and the organ console must remain covered when not in use.

Please do not put any personal articles or other items including water bottles (or other food/drink) on any of the concert grand pianos or the 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 approval of the music instructor responsible for the activity in which the instrument is to be used. Students will have the opportunity to check out an instrument each semester. *Students needing an instrument for the whole year, or multiple semesters must verify their intent to continue to use it with the Music Office prior to the end of the Fall semester. All instruments must be checked in at the end of the Spring semester to complete cleaning and maintenance in preparation for the upcoming Academic Year.*

Instruments will be checked out by one of the Department faculty using a shared file in UNK Box. Once a university-owned instrument has been checked out, the student agrees to abide

by all the university policies concerning the musical instrument, and will be held responsible for damage to or the loss of the instrument.

University-owned instruments may only be used in the Fine Arts Building; they are not to be taken out of the Fine Arts Building 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, Theatre, and Dance.

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 unattended in practice rooms. 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 may result in the immediate loss of the privilege of using university-owned musical instruments.

When done using a university-owned instrument, students will need to check the instrument back in at the end of each semester.

Student Lockers

Music students may check out lockers for their books, or instrument each semester.

Students can check out a locker from the departmental office by submitting a Locker Request form online at: UNK.EDU/MUSIC and following the "CURRENT STUDENTS" tab.

Students needing an instrument for the whole year, or multiple semesters must verify their intent to continue to use it with the Music Office prior to the end of the Fall semester.

Lockers available for checkout are located near either entrance to the Instrumental Rehearsal Room, FAB 264, and downstairs. Lockers are available to students on a first-come, first-serve basis each semester.

All lockers may ONLY use a department-issued lock; *NO PERSONALLY-OWNED LOCKS*. Personally-owned locks are subject to be cut off. New Department locks are assigned to each locker upon check-in and at the end of the Spring semester.

Student lockers should remain locked at all times. The Department of Music, Theatre, and Dance, 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, FAB 264, unless issued a locker in the room by the Music Office staff. This room is generally reserved for university-owned instruments only.

When done with a locker, students will need to check it in by informing the Music office.

More than one locker can be issued to students by special request.

FACILITY 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 the online student reservation platform, *Presence.io*. Approval by the Music Office is recommended in order to ensure the requested rooms are available before entering the request in *Presence.io*.

It is the expectation that when you are the last person out of a room, you must shut the light off and pull the door closed.

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 on the pianos. 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 Music Office staff or the faculty. 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 Dietze 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 may 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 regularly 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 Arts & Sciences. 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.

STUDENT ACCOMPANIMENT FEES

Accompaniment may be required for Music majors and minors in order to successfully complete the degree program of choice. Accompaniment Session Packages that are available for purchase at the start of each semester. Individual Accompaniment Sessions can be added at any time for the standard pricing. Any unused balance of payments made for accompaniment services at the end of the Fall semester will rollover to the Spring semester. Unused balances at the end of the Spring semester will be refunded to the student. It is the student's responsibility to use the services requested. Scheduling occurs through the Music Office, and you may be asked to call or text the accompanist also. A cancellation notice must be provided to the Music Office of a cancellation prior to the session time in order to retain credit for the cancelled Accompaniment Session.

Accompaniment Packages: (Breakdown of charges listed on the next page)

Vocal- Secondary/Non-Major (MUS 135 & 149)	\$180
Vocal- Primary Instrument (MUS 150, 151, 350, 351)	\$280
Vocal- Primary w/ Half Recital	\$435
Vocal- Primary w/ Full Recital	\$460
Instrumental- Secondary/Non-Major (MUS 135 & 149)	\$100
Instrumental- Primary Instrument (MUS 150, 151, 350, 351)	\$140
Instrumental- Primary w/ Half Recital	\$335
Instrumental- Primary w/ Full Recital	\$360

Wednesday Recitals, Friday Studio Performances, and Studio Class Performances are not included in the packages and must be purchased individually online or in the Music Office prior to the needed accompaniment session. Additional sessions may be purchased at any time during the semester.

Individual Session Prices:

30-Minute Rehearsal / Lesson	\$10.00
1-Hour Rehearsal / Lesson	\$20.00
Studio Class Performance	\$15.00
Wednesday Recital Performance	\$20.00
Studio Class Recital	\$20.00
Jury Performance	\$20.00
Recital Hearing	\$25.00
Half Recital Performance	\$125.00
Full Recital Performance	\$150.00
NATS Competitions	*
NMEA Collegiate Recital	*

** Denotes that payment agreement must be set up independently with accompanist and private instructor for these events.*

Accompaniment Breakdown of Charges:

VOCAL:

<u>Vocal- Secondary/Non-Major (MUS 135 & 149)</u>	
8 Lessons (30 min)	\$80
8 Rehearsals (30 min)	\$80
1 Jury	<u>\$20</u>
	\$180

<u>Vocal- Primary (MUS 150, 151, 350, 351)</u>	
15 Lessons (30 min)	\$150
15 (30 min) Rehearsals	\$150
1 Jury	<u>\$20</u>
	\$320

<u>Vocal- Primary w/ Half Recital</u>	
15 Lessons (30 min)	\$150
15 (30 min) Rehearsals	\$150
1 Dress Rehearsal	\$25
1 Recital Hearing	\$25
1 Half Recital	<u>\$125</u>
	\$475

<u>Vocal- Primary w/ Full Recital</u>	
15 Lessons (30 min)	\$150
15 (30 min) Rehearsals	\$150
1 Dress Rehearsal	\$25
1 Recital Hearing	\$25
1 Full Recital	<u>\$150</u>
	\$500

INSTRUMENTAL:

<u>Inst.- Secondary/Non-Major (MUS 135 & 149)</u>	
4 Lessons (30 min)	\$40
4 Rehearsals (30 min)	\$40
1 Jury	<u>\$20</u>
	\$100

<u>Inst.- Primary (MUS 150, 151, 350, 351)</u>	
6 Lessons (30 min)	\$60
6 (30 min) Rehearsals	\$60
1 Jury	<u>\$20</u>
	\$140

<u>Inst.- Primary w/ Half Recital</u>	
8 Lessons (30 min)	\$80
8 (30 min) Rehearsals	\$80
1 Dress Rehearsal	\$25
1 Recital Hearing	\$25
1 Half Recital	<u>\$125</u>
	\$335

<u>Inst.- Primary w/ Full Recital</u>	
8 Lessons (1 hour)	\$80
8 (30 min) Rehearsals	\$80
1 Dress Rehearsal	\$25
1 Recital Hearing	\$25
1 Full Recital	<u>\$150</u>
	\$360

Payment Protocol

Students will have the opportunity to purchase accompaniment sessions online through the unk.edu/music website under the "Current Students" tab. If needed, payment for accompanying fees may also be made by debit/credit card, check, or cash in the Music Office. Exact change must be used when paying with cash. Checks are made payable to "UNK."

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.

Electronic Check Re-presentment Policy – In the event that your check is returned unpaid for insufficient or uncollected funds, we may re-present your check electronically. In the ordinary course of business, your check will not be provided to you with your bank statement, but a copy can be retrieved by contacting your financial institution.

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 their 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 Proficiency Packet—available in the Music Office)
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.

Areas of Assessment (Piano Proficiency Examination):

(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 TRANSPOSITION (M/m –Transposed, Sight Reading 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 Pass/Fail 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 their 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.

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/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.

Music Portfolio 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

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 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 e-Portfolio.
- 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 PERFORMANCES

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. The Sound Production Coordinator records all departmental recitals and the Honors Recital and makes the recordings available for listening upon request.

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.

FORMS/APPLICATIONS CAN BE FOUND IN THE MUSIC OFFICE.

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.

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 *Facility Reservation 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 *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 original 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 \$25 recital fee to offset departmental production costs and 50 Recital programs. Payment of the recital fee is due to the department at the time of the recital hearing; otherwise, the recital may be canceled. Students receive 50 programs (one page, two-sided, 8.5 x 11) and access to the digital recording through the UNK Sound Recordings archives found through the C.T. Ryan Library's website. Students are financially responsible for all costs of music, accompanists, invitations or flyers, the printing of program notes, and extra programs.

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. During the fall semester, the band prepares the music to be played on a 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 ensemble 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 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 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' applied instructors recommend students for these performing groups, with auditions held annually by the directors of each group. Students enroll in MUS 165 Small Ensembles, MUS 219- Chamber Orchestra, or MUS 185- New Music Ensemble 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.

New Music Series: Faculty/Guest-Artist Recital Series

The *UNK New Music Series and Festival* is an annual, year-long celebration of contemporary and experimental music from around the world. Over the course of each academic year, specialists in contemporary music come to UNK to present performances, master classes, and lectures to the UNK and Kearney communities. At the end of every year's series, a two-day festival is held in March as guest artists, UNK faculty, and UNK students perform music by emerging composers.

The mission of the *UNK Music Series and Festival* is to bring high-quality performances of new music to central Nebraska. Over time, our plan is to become an important center for the performance, creation, and research of new music in the Midwest.

MUSIC SCHOLARSHIPS

The Department of Music, Theatre, and Dance 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, Theatre, and Dance 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.

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. (Please note: 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. (Please note: 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, New Music Ensemble, Chamber Orchestra, Small Ensembles (e.g., MUS 165—Thornton String Quartet, 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 (SAG) 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 re-apply and re-audition 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

Year in School	Private Lessons	Piano	Theory/SS&ET	Music History	Ensemble
1 st yr. –Fall	MUS 150	MUS 140	XX	XX	Large
1 st yr. – Spring	MUS 150	MUS 141	XX	XX	Large
2 nd yr. –Fall	MUS 150	XX	MUS 198/200	XX	Large
2 nd yr. – Spring	MUS 150	XX	MUS 199/201	XX	Large
3 rd yr. –Fall	(Recommended)	XX	XX	MUS 347	Large
3 rd yr. – Spring	(Recommended)	XX	XX	MUS 348	Large

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 OPPORTUNITIES:

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.

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.

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.

*Note: Fellows who wish to continue in the new academic year must go through the full application process.

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. 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.

III. UNDERGRADUATE RESEARCH JOURNAL

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 29, 2018. 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 26. 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: www.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 to the applicant.

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.

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, Theatre, and Dance 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, supplies 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 online unk.edu/academics/music/current-students.php or in the Music Office. Awards are dependent on availability of university funding.

MUSICIAN HEALTH AND SAFETY

I. Musician Health and Injury Prevention

A. Hearing Health Resources:

Performing Arts Medicine Association (PAMA) Bibliography

<http://www.artsmed.org/bibliography.html>

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>

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/

Body Mapping (Andover Educators): Links to extensive list of online Articles, Recommended Reading, and Related Links (primarily Alexander Technique)

<http://bodymap.org/main/>

Athletes and the Arts: Auditory and Oral Health, Health Care, Injury Risk, Treatment, and Prevention, Mental Health, Practice and Performance, Wellness and Exercise <http://athletesandthearts.com/>

Musician's Way: Guide to Practice, Performance and Wellness (online companion to book): Links to articles on injury prevention for instrumentalists, voice care, locating and arts medicine specialist, general health and wellness, Alexander Technique, Feldenkrais Method, References, Hearing Protection

<http://www.musiciansway.com/wellness.shtml>

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 must be given permission by Dr. Bierman. 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.

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 (MTNA)

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 (NAfME)

The National Association for Music Education 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.

MUSIC FRATERNITIES/SORORITIES

Delta Omicron (D.O.)

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 (KKY/TBS)

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.

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.

UNK Department of Music, Theatre, and Dance Sound Recording and Reinforcement Policy for Faculty and Students

Revised – 08/01/20

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- I. Sound Reinforcement for Fine Arts Events
- II. UNK Performance Recording Archives
- III. Livestream/Video for Fine Arts Events
- IV. Audio Equipment Use and Sanitation
- V. Non-Event Recordings
- VI. Additional Resources

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I. Sound Reinforcement for Fine Arts Events

- Faculty and Students performing a scheduled departmental event needing university audio equipment, which includes microphones, monitors, PA System, playback systems, recording devices, sound desks, Front-of-House (FOH) services, wireless audio systems, amplifiers, and cabling, must make requests, with detailed instructions and a stage plot, with a minimum of one month's notice.
- Requests made with less than one-months' notice are subject to both equipment and personnel availability.
- Students and Faculty should prepare any media requiring playback as a shared file via Box or CD before the day of the event to be ready for any form of sound check.
- Playback via a phone, tablet, or laptop must be performed by the artist or an artist-designated assistant. 3.5mm/headphone port dongles for current Apple devices must be provided by the artist.
- Playback via YouTube or other streaming service, or any playback requiring a network connection, will not be permitted.
- Those using amplifiers may be asked by Audio Personnel to lower their volumes to better facilitate a balanced mix for the audience and recordings.

- Those needing to use vocal mics or wireless mics may need to be repositioned or adjusted with the assistance of Audio Personnel.
- Instruction will be given for wireless microphone handling and placement; physical assistance with placement will be done only by a trained microphone technician with the performer's consent, or by the performer after a non-contact demonstration.

II. UNK Performance Recording Archives

- Weekly Recitals, Junior/Senior Recitals, Faculty Presentations, Faculty Recitals, Concerts, and other events as requested in the Fine Arts Building Recital Hall are audio recorded as part of the UNK Music Performance Recording Archives.
- Following the performance, the raw, unedited recordings are uploaded to the archives as they were captured.
- Students who perform degree-seeking Junior and Senior recitals access a digital recording of their performance online through the Department's Sound Recording Archives at the C.T. Ryan Library. These recordings are for educational use only, which includes research, scholarship, or application to an educational institution. Distribution outside of the above is not permitted without purchase of mechanical rights.
- Faculty may access the archives without restriction for educational use or uses that are covered under Fair Use, faculty will have "listen-only" privileges that do not require requests. Distribution outside of the above is not permitted without the mechanical rights.
- Under US Copyright laws, no recordings may be distributed, for pay or otherwise, for personal use, personal promotion, family, or any commercial use. Performances will be used only for educational purposes only, including review, critique, and research.
- Each movement for a selected work is treated as its own track.
- Requests for editing and mastering must be made with a one-month notice, and will only be provided upon proof of purchase of mechanical rights.
- Digital files that are accessed through the Department Sound Recordings Archives will be delivered as a high-resolution WAV file and MP3 file for access by UNK affiliates for view and download. Performances will be used only for educational purposes, including review, critique, and research.
- A CD may be requested at the current US Mechanical Rights rate for each track. This is the same rate for the downloads previously mentioned.

- Recital Fees do not include a performance recording and will be used for Sound Production staff labor, lights, and 50 program copies, totaling \$25
- Rehearsals will generally not be recorded. Faculty may request the recording time of rehearsals as set forth under “Non-Event Recordings.”
- Offsite events that utilize another sound system are subject to the quality and availability of the facilities, equipment, and personnel.
- Performances that use commissioned works must show expressed written approval for performance, recording, and distribution if said work does not fall under copyright.
- Concerts which include featured guest artists and their work, such as Concerts on the Platte and non-university New Music Series guest performances, as well as performances by the Kearney Symphony Orchestra, may be available as “listen-only” files through the Department Sound Recording Archives.
- Presentations that do not include a musical performance or playback of music will be distributed upon request.
- The area of Sound in the Fine Arts Building will not take requests for converting analog audio formats (Cassette, Vinyl, etc.) to digital.
- Recordings are for educational use only and may not be distributed for personal or commercial use. The use of the archives and these files are for the intent of research, review, departmental advancement, scholastic advancement, scholarship opportunity, auditions to educational facilities, and educational competition. Recordings may not be reproduced, distributed, or sold in any way. Distribution outside of archival and educational use is a violation of US Copyright Law. Recordings must retain the proper rights for distribution.
- Audio Personnel will not be responsible for technical malfunctions, acts of God, blackouts, brownouts, building HVAC issues, or other problems beyond its control.
- Recordings are the property of the University of Nebraska at Kearney.

III. Livestream/Video for Fine Arts Events

- Weekly Department Recitals, Junior/Senior Recitals, Faculty Presentations, Recitals, Concerts, and other events that take place in the Fine Arts Building Recital Hall are livestreamed.

- Events outside of the Fine Arts Building Recital Hall are not livestreamed.
- The livestream will be accessible via the UNK Music webpage and by searching UNK Live Stream on YouTube.
- A YouTube link of the recorded livestream may be requested by faculty. Links do not always work based on YouTube's archival process.
- Those wishing for a performance to be filmed should contact the Digital Media Producer in Video Services, under the Department of Communications and Marketing to discuss video services.
- Presentations that require video playback should provide their own device and should inform in their room reservation what ports are available on the device.
- Students and Faculty should plan to control videos either by themselves or with their own stagehand.
- The area of Sound in the Fine Arts Building will not take requests for visual edits of pictures or videos.

IV. Audio Equipment Use and Sanitation

- Students and Faculty may request audio equipment, including cables, powered speakers, microphones, handheld recording devices, sound consoles, and wireless audio equipment, for classroom use.
- Students looking to record for UNK courses may schedule equipment loans/checkout at no cost, however recordings will be done by the student making the request.
- Students and Faculty may request time in Studio UNK for recording and editing time. A wide range of Digital Audio Workstations (DAWs) is available for use with the audio interface.
- Studio UNK is subject to availability; audio students will be given first priority for use.
- No food or drink, other than water, is allowed in Studio UNK.
- Personal codes may be given to students and faculty to enter Studio UNK.
- Students and Faculty may not use Studio UNK as a hangout, practice room, study room, breakroom, cinema, or lunchroom.

- Students and Faculty may not use the Studio UNK computer to login and access personal accounts, which includes google profiles, Facebook, and email accounts.
- Items will be checked out and tracked through an online inventory system that will include the name of the person making the reservation, the items to be released, date items are requested, and date returned. The person(s) whose name is on the reservation is responsible for the handling and return of the equipment.
- Requests for equipment should be given with no less than 48 hours' notice. Requests made under 48 hours will be subject to approval.
- Use of Venue Sound Recording and Reinforcement equipment, which includes but is not limited to the playback/control computers, sound consoles, rack mixers, wireless microphones, amplifiers, and PA systems in the Fine Arts Recital Hall, Miriam Drake Theatre, and Studio Theatre is strictly prohibited.
- Students and Faculty with latex allergies using wireless microphones that may need to be fastened with tape or covered with "sweat protectors" should inform Audio Personnel with a minimum of one month's notice.
- Audio equipment must be sanitized after each individual use.
- General sanitation can be done with a 70% isopropyl alcohol wipe, wipes whose active ingredient includes dimethyl benzyl ammonium chloride, and a microfiber cloth. Avoid wiping or using sanitizer on digital displays and screens.
- Do not spray or pour cleaner directly onto equipment.
- Do not use abrasives, bleach, or aerosols to sanitize electronic devices.
- Do not get microphones wet or leave in moist areas.
- Students and faculty should avoid sharing microphones and microphone covers.
- Disinfecting will be done by Audio Personnel only using approved cleaners and solvents under manufacturer specifications.
- Events that take place within 24 hours of each other may have a limited microphone selection due to the disinfecting process.
- No food or drink may be consumed near audio equipment.

- Weather-sensitive equipment will not be permitted outside.

V. Non-Event Recordings

- Students and Faculty may request Non-Event recording time. “Non-event” refers to anything outside of scheduled Music concerts/recitals/performance, concert dress rehearsals, Theatre productions, Dance concerts, and personal collaborations.
- Examples of non-event sessions include recordings for auditions, competitions, demos and sessions of commissioned or new work outside of a recital/concert performance, and departmental advancement. Recording does not cover editing.
- Services for non-event recordings will include an audio engineer and use of the Fine Arts Recital Hall and/or Studio UNK. Those wishing to use such services are required to submit a request for recording time and needs to the Audio Director for availability and approval.
- After confirming availability with the Audio Director for recording, a Recital Hall reservation request must be submitted to the Music, Theatre, and Dance Office Supervisor.
- Sessions will be recorded at \$9/hr with a minimum of 1hr. The raw, unedited sessions will then be released as “listen-only” files for 30 days.
- Editing for single-track recordings, other than fading in and fading out, or multi-track sessions, or sessions that require sound mixing, will require an additional \$9/hr to edit. A one-day file will be distributed as “listen-only” to be examined for quality. Minor changes may be requested up to three times per track at no additional cost. Major edits may be requested up to three times at the rate of \$9/hr with a minimum of 1/hr.
- Non-Event fees go toward UNK Audio Services.
- Upon completion of editing, tracks will be distributed digitally with access for 30 days.
- Recordings/editing sessions of copyrighted material that do not fall under Recitals, Concerts, or Non-Events – including non-educational, family, covers, retail, commercial use, leisure, or social media promotion, outside the realm of scholarship auditions and auditions to an educational institution – will not be permitted.
- Recording requests who have not reserved the facilities or have no prior approval with the university, or who require the use of personnel without a serviceable contract, will not be available.

- Services from the area of Sound give priority to scheduled events in the Fine Arts Building Recital Hall, and Department of Music, Theatre, and Dance offsite events.

VI. Additional Resources

- Information about obtaining mechanical rights, as well as other copyright related information, Fair Use, and other services, can be accessed at the FAQ section of distributor Harry Fox Agency.
<https://secure.harryfox.com/songfile/faq.jsp>

UNK Dept. of Music, Theatre, and Dance Audio Services Request Form

This form is used to request audio services for recording sessions or live audio playback for Non-Event sessions. Non-Event refers to, but is not limited to, rehearsals, classes, demos, and personal collaborations. Recordings of Music Concerts/Recitals/Performances are archived through the Department Sound Recording Archives in the Calvin T. Ryan Library.

Contact Information;

FULL NAME		EMAIL	
What is your affiliation to the university? (Choose all that apply)	<input type="checkbox"/> Faculty <input type="checkbox"/> Dept. of Music, Theatre, and Dance <input type="checkbox"/> Student <input type="checkbox"/> Other, Please Specify; <input style="width: 150px;" type="text"/>		

Event Details;

EVENT NAME		EVENT DATE	
SETUP TIME		EVENT TIME	
LOCATION	<input type="checkbox"/> Fine Arts Recital Hall <input type="checkbox"/> Other, Please Specify; <input style="width: 150px;" type="text"/>		
DESCRIPTION (What are your audio needs? Include mics, stage setup, etc.)			

Recording Details;

Are you recording music?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, is the work copyrighted?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you Sampling another work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, list works to be sampled;	
Is this recording affiliated with the university?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, explain;	
Is this a recording of a commissioned work?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, provide composer's information;	
Is this for educational use?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If no, explain;	
Do you intend to distribute this recording?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes; explain	

UNK Dept. of Music, Theatre, and Dance Recording Distribution Request Form

This form is to request recordings of music performances, in part or in full, for the expressed interest of personal or commercial distribution. Requests will only be granted to performers or directors involved in the recording. Recordings of Music Concerts/Recitals/Performances are archived through the Department Sound Recording Archives in the Calvin T. Ryan Library.

It is the requestors' responsibility to obtain the necessary licenses for the distribution of any recording of copyrighted works. Rights may be obtained through distributors such as the Harry Fox Agency

<https://secure.harryfox.com/songfile/faq.jsp>

Contact Information;

FULL NAME		EMAIL	
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Recording Details;

EVENT NAME		EVENT DATE	
SONG NAME – COMPOSER		PROOF OF MECHANICAL LICENSE	

Copyright Policy;

The Department Sound Recordings Archives from the University of Nebraska at Kearney Department of Music, Theatre, and Dance consists of lawfully acquired and lawfully made recordings provided by the Calvin T. Ryan Library for the non-profit, educational use of UNK students, faculty, and staff and other persons granted permission to use the facilities of the University for educational purposes only. All performances are the copyright property of UNK. Non-commercial educational use of the recordings and images is permitted, but unauthorized copying, duplication, or redistribution beyond the standards of fair use is prohibited. Access to the searchable catalog record is open. Access to sound files is restricted to UNK students, faculty, staff and other persons granted permission to use the facilities of the University for educational purposes. The Department Sound Recordings Archives, its physical recordings and its digital audio, are an extension of traditional library services and are provided in a manner that respects fair use rights, the rights of copyright holders, and current copyright law. The user must assume full responsibility for any use of the materials, including but not limited to, infringement of copyright and publication rights of reproduced materials. Any materials used for academic research or otherwise should be fully credited with the source. Publication of the sound files of the Department Sound Recordings Archives in any form, such as in dissertations, theses, and web pages is not permitted without the expressed written permission of the copyright holders. Papers written or projects completed in fulfillment of class assignments are not considered publications. Full source information for sound files used in class assignments should be acknowledged in footnotes, captions or bibliographies. For more information, see the Library of Congress documents on copyrights and fair use.