



Southeastern Oklahoma
State University

Department of Music

2024-2025 STUDENT HANDBOOK

Welcome!

The faculty and staff of the Department of Music welcome you to a course of study in music that is regarded as one of the most challenging and rewarding majors on campus. Our objective is to provide the necessary tools to help you become a musician with high aesthetic and performance standards all the while gaining an understanding of the extrinsic societal value of music on a local and global scale.

ABOUT MUSIC AT SOUTHEASTERN

The Department of Music is one of nearly thirty departments on the campus of Southeastern Oklahoma State University and is located in the Fine Arts Building at the north end of the campus. The Fine Arts building includes offices, teaching studios, practice rooms, an electronic keyboard/computer lab, choral rehearsal hall, percussion rehearsal hall, classrooms, and Recital Hall. The band rehearsal hall, music education classrooms, and offices are located in the University Center Building which is immediately south of the Student Union. Large ensemble concerts and stage productions are presented in Montgomery Auditorium or in the Visual and Performing Arts Center while chamber music programs, solo recitals, and smaller productions are presented in the Recital Hall.



The University is fully accredited by the Higher Learning Commission, the Council for Educator Preparation (CAEP), and the National Association of Schools of Music. The Department of Music is a member of the Oklahoma Association of Music Schools.

DECLARING A MAJOR IN THE DEPARTMENT OF MUSIC



Those wishing to declare a major in music at Southeastern Oklahoma State University must successfully complete and pass an audition which includes a performance of a prepared piece(s) representative of the current musical and technical skills of the auditionee with attention to musicianship, tone quality, rhythm, intonation, technique and range; scales (and/or rudiments for percussionists); sight reading; basic ear training; and an interview with the music faculty. This audition is typically held in conjunction with Music Scholarship Auditions in the Fall and Spring semesters. Auditioning does not guarantee admission to the program.

Notification of award offers for scholarship monies typically occur within two weeks of the audition. Specific audition guidelines may be found on the Department of Music website www.se.edu/music/.

Department of Music Scholarship Assistance

The Department of Music awards a number of scholarships and fee waivers each year to qualified individuals like you based upon an entrance audition. Scholarships are renewable based on guidelines stated in the initial award letter issued to the auditionee and are reviewed at the end of each year by the appropriate faculty.



In addition to Department of Music scholarships and fee waivers, the department also awards several endowed scholarships each year. These scholarships are awarded by faculty-vote based upon progress toward completion of the chosen degree plan by the student. Additionally, financial aid is available in the department through regular work positions and to those who qualify for work-study. Information concerning financial aid in regards to work study should be directed to the Financial Aid Office. Inquiries on available positions within the department should be directed to the Department of Music Office (FA 120).

Ensemble Placement

All majors are placed in specific ensembles after auditions that are held at the beginning of the Fall semester. The process is determined by the ensemble director(s) and may require additional auditions for subsequent semesters.

Course Placement

Prior to meeting with an Advisor within the Department of Music, you will be given an assessment to determine course placement. The assessments are used to place you in the appropriate level of theory and piano courses to ensure your success, thus all entering Freshman must participate in the following:

- a. a written test and interview dealing with music theory and aural skills
- b. a piano placements test that includes major scales, hands together (one octave), playing a recently learned classical piano selection, and sight-reading a piano piece, both hands. Examples may be found in Piano Literature, Book 1 by James Bastien.

MEETING WITH YOUR ADVISOR

DEGREE	ADVISOR	OFFICE
Bachelor of Arts (Instrumental)	Dr. Marc White	FA 100
Bachelor of Arts (Vocal)	Dr. Alison Gilbert	FA 124
Bachelor of Music Education (Instrumental)	Dr. Sheerin Hosseini	UC 213
Bachelor of Music Education (Vocal)	Dr. Abby Musgrove	FA 118
Bachelor of Music in Performance (Instrumental)	Dr. Ian Gerg	UC 224
Bachelor of Music in Performance (Vocal)	Dr. Stella Yoon	FA 116
Music Minor	Mrs. Audrey Lee	FA 107

You will be assigned an advisor to assist you with enrollment procedures throughout your course of study. It is your responsibility to make an appointment to meet with your advisor regularly to update them on the progress that you are making toward your degree completion. All Freshman music majors must enroll in ORIE 1002 (College Success), a course that has been designed for Music Majors that explore topics that aim to provide you with a foundation of success while you are pursuing your course of study.

COURSES OF STUDY: UNDERGRADUATE DEGREE PLANS

The Department of Music offers three distinct plans for undergraduate music majors and one option for a music minor. Each of these degree plans is designed to prepare music majors for varied careers as professional musicians. Completion of a degree in music normally requires a minimum of four academic school years. Each course of study contains several key components: the music core curriculum, general education, professional education coursework (for Bachelor of Music Education) and minor area and liberal arts studies (for Bachelor of Arts in Music). Specific details concerning each of the degree plans may be found in the University's Undergraduate and Graduate Catalog. **All music major candidates must make a grade of "C" or higher in all music courses.**

Bachelor of Arts in Music

The Bachelor of Arts Degree in Music is a traditional liberal arts degree. Its focus is on a broad knowledge base especially inclusive to coursework in the humanities in addition to the music core. This degree also requires a minor in another subject area. Available minors can be found in the University's Undergraduate and Graduate Catalog. Popular minors include Business, Theatre and Communications.



Bachelor of Music Education

The Bachelor of Music Education Degree is designed to develop proficiency in all areas of the music core in addition to the professional education courses required through the Department of Education and Behavioral Sciences and the General Education coursework.

Music Education majors typically apply for admission to the Southeastern Teacher Education program at the beginning of their junior year. Requirements for admission into the program include passing the OGET, completing 50 credit hours, achieving a cumulative 2.5 GPA, and providing documentation of experience working with children, among other requirements.



Other tests required for teacher candidates include the OSAT, which must be passed prior to beginning student teaching, and the OPTE, which must be passed for teacher certification. Registration for all tests can be completed online at www.ceoe.nesinc.com

Teacher candidates will begin an assessment portfolio during the Introduction to Music Education course in the freshman year to document their growth and professional progress throughout their professional education program. This process continues throughout the college career and progresses through four Modules. See the

Teacher Education Handbook for more information about the portfolio and other requirements at <https://www.se.edu/eil/teacher-education-resources/>

Bachelor of Music in Performance

The Bachelor of Music in Performance Degree is designed for those who seek professional careers as performers. This degree prepares the individual for advanced study in music. All Bachelor of Music candidates must audition for admittance into the Bachelor of Music in Performance degree. All full-time faculty will adjudicate the BM-Performance degree admittance audition. The majority vote is required to pass. The BM hearing is typically held the same week as the semester performance juries.



Those wishing to declare candidacy in the Bachelor of Music degree may audition any semester, but it is recommended that candidates audition by the end of their fourth semester. It is recommended that the candidate not audition prior to the second semester of applied study. If a student attempts the admittance audition in the fourth semester, they must also perform a separate jury or sophomore proficiency. Students will be allowed only three attempts to pass the audition. The second attempt must occur by the end of the sixth semester of study, and the third by the eighth semester of study.

Audition Requirements:

(Length of audition): Instrumental/Voice: 15-20 minutes

Individual applied instructors will determine the repertoire requirements based on each area's audition guidelines. The audition material should consist only of standard solo literature and not etudes or exercises. Works with accompaniment must be performed with a pianist. Orchestral excerpts should not be performed as part of the BM audition. PLEASE NOTE: It is the responsibility of the applied instructor to make sure that all requirements are met satisfactorily. If you are unclear, please check on this in advance. All pieces must be timed with the pianist. Do not use timings found on professional recordings.

Following admittance into the Bachelor of Music in Performance degree, candidates must perform full Junior and Senior recitals.

Music Minor

The Minor in Music is designed for those who seek to continue music study while obtaining their degree in another discipline outside of the Music Department.

GENERAL EDUCATION PROGRAM COURSEWORK



The General Education Program at Southeastern Oklahoma State University seeks to provide a broad foundation of intellectual skills, knowledge, and perspective essential to all students by virtue of their involvement as human beings in a diverse, technological, and evolving global society. The program is designed to ensure that students acquire a broad understanding of humankind's cultural heritage in both the arts and sciences, think logically, critically, and creatively, communicate clearly and effectively, and develop skills, values, and attitudes essential to living meaningful and responsible lives.

Forty-four (44) semester credit hours must be earned in general education in four broad areas: Communications, Social and Behavioral Sciences, Science and Mathematics, and Humanities. Students must complete ENG 1113, their math requirement, and their computer proficiency requirement within the first 30 hours of coursework. Students must complete ENG 1213 and their communications requirement within the first 45 hours of coursework. For more information about General Education Curriculum, please consult the University's *Undergraduate and Graduate Catalog* for the year in which you were admitted.

MUSIC DEPARTMENT COURSEWORK

The faculty in the Department of Music will guide and provide the following:

- Coursework developed for you to gain the functional knowledge of the elements of music through the course of study in music theory exploring elements of melody, harmony, rhythm, form and texture in music composition, arranging, and improvisation. Aural skills and keyboard coursework will assist in the development of listening and audiation skills that reinforce the concepts learned in music theory through practical application.
- Opportunities for you to develop verbal and writing skills with the understanding of music in historical context expanding upon literature through music history, literature, musical analysis, and humanities courses.
- Experiences for you to demonstrate a high standard of music performance and proficiency through applied music instruction, varied ensemble performances, conducting, and class piano.
- Avenues for you to gain the tools necessary to become a productive member of the musical community as an educator, performer, and advocate through coursework in methods and materials, media and technology, pedagogy and enrichment opportunities.

APPLIED MUSIC

Private lessons and studio classes are central activity to the Department of Music. Your level of achievement will depend almost entirely upon the degree of self-discipline, and it is your responsibility to manage time, set regular practice periods, and use such periods as diligently and efficiently as possible. Skills acquired in applied music are assimilated and put to use most effectively in ensemble participation.

Applied Music Assessment

Assessment in applied music is essential to your growth as a musician. The following outline describes the assessment processes as set forth by the Department of Music.

Jury Examinations

At the completion of each semester of applied study, every music majors are required and must perform a jury before a committee of applied instructors in their area of study. The jury requirements are published in the syllabus for each applied area and can be obtained from the instructors. The jury grade will be figured into the overall semester grade and must be calculated at 30% of the final grade for the course. Instrumental juries are held the Monday and Tuesday of finals week with vocal juries held the Friday prior. Piano juries are held on the Wednesday of finals week.



Jury sign-up sheets will appear on the General Student Information board at least two weeks prior to juries. After signing up for the jury, students must complete area specific jury forms that are located on the Department of Music website. Copies of these forms must be made by the student based upon the instructions found on the General Student Information Board at jury sign-up. Students have access to a photocopier in FA106 only. The jury is considered a performance final and students must dress appropriately. Failure to perform a jury will automatically warrant a failing grade for the applied course. This is without exception. Non-majors may be exempt for jury examinations only at the discretion of the applied instructor.

- **Jury Procedure for Instrumental Majors**

Instrumental Music Majors will have a 10 minute jury. Literature selections should reflect those time slots. Instrumental juries consist of three areas of assessment: sight-reading (20%), prepared etudes (20%), and solo (60%). Additionally, a Scales and Rudiments Examination will be included each semester. This will constitute 5% of the student's studio grade. This examination will be administered by the applied teacher.

Solos must be performed with accompaniment unless they are written as unaccompanied solos. The element of working in the chamber music setting with an accompanist is critical to the student's development. Students must rehearse with the collaborative pianist or they will not be allowed to perform their jury.

Prepared etudes are etudes that students prepare on their own without any assistance from the instructor. It is important that these etudes are a continuation of the etude repertoire students have been preparing for lessons. Students should be encouraged to obtain input from their colleagues in preparing these etudes. This will not only provide an outside ear, but will give them the opportunity to practice performing. Prepared etudes are to be given to the students two weeks prior to the jury date. Please make sure the students list all of the repertoire and etudes they have studied during the semester on their jury sheet, as that will help future instructors discern the background of the students.

- **Jury Procedure for Vocal Majors**

Vocal juries are primarily repertoire driven. The number of songs/time allotments vary according to degree and level. These requirements are found in the voice syllabus. Vocal juries are graded using a rubric assessing performance facility, musicality, and stage presence/memorization. Additionally, a Sight-Reading Examination will be included each semester throughout the student's course of study. This will constitute 5% of the student's studio grade. This will be administered in the jury examination.

Midpoint Assessment: Sophomore Proficiency

After completing four semesters of applied study, each student is eligible to complete a Sophomore Proficiency which includes the following:

a. **Performance Jury**

Students will perform in an extended jury for a committee which will determine if the student should be allowed to enroll in upper-division applied study. Students must refer to their appropriate applied syllabus for the requirements in order to pass the Performance Jury.

b. **Written Exam**

This examination assesses vocabulary, literature, pedagogy, and practical knowledge of the applied area. The written exam must be completed and graded prior to the jury day. A copy of the graded written exam must be turned in to the office and placed in the student's file.

c. **Self-Assessment**

This is a written narrative assessing the student's education and training to this point in his/her course of study. Comments should address applied lessons, classroom education, and ensemble experiences. The student will give a candid assessment of their strengths and weaknesses as a music student based upon their study. They should include an evaluation of what they perceive to be their niche in the music community. They should assess their level of confidence in the various areas of the instructional program and the ability of the program to adequately prepare them as an effective member of the music profession. This is to be a formal document, typed and double-spaced, one to three pages in length. This document will go into the student's permanent file and be reviewed by the midpoint interview committee. Three copies of the Self-Assessment document must be turned in to the Music Office on the Monday prior to the week of final exams.

d. **Interview**

The midpoint interview involves the student, the department chair, the applied instructor, and the student's major ensemble director. The interview is directed toward various criteria involving the student's education and training to this point. This includes student effort, student concerns, musical growth, future potential, and general music knowledge. The committee will use the self-assessment document as the basis for discussion concerning the student's musical progress and future.

*NOTE: The sophomore proficiency performance and the remainder of the midpoint assessment should all take place and be passed in the same semester. Failure to pass any part of the assessment will result in additional semesters of lower level applied study.

RECITALS AND CONCERTS



An essential part of music education is becoming familiar with a vast repertoire of music literature. Music majors are encouraged to be in attendance at all music programs offered by the Department of Music. These include student recitals, faculty and guest artist recitals, Musical Arts Series concerts, and departmental ensemble concerts.

The Musical Arts Series provides Southeastern students and persons in the surrounding community the opportunity to experience world-class musicians in a local setting. The series presents several concerts each year by a variety of artists and

ensembles of international reputation. The series also offers opportunities for Southeastern students to perform in masterclass settings with these artists.

MUS 1400 PERFORMANCE AND ATTENDANCE POLICY



All Music majors are required to enroll in MUS 1400. The number of semesters required of you is dependent on your chosen degree plan. MUS 1400 meets on the first Thursday of the semester at 4:00 PM in the Recital Hall in conjunction with an All-Music Major meeting with the Department of Music Chair. MUS 1400 classes/performances will meet on Thursdays at 4:00 PM unless otherwise noted. Applied studios may use the remaining MUS 1400 time weekly to meet in area specific studio classes. This course is a pass/fail recital attendance course for no credit. Failure to pass this course each semester will result in an increase in residence

requirements for graduation. Students recommended to perform by their applied instructor on the monthly MUS 1400 recitals must sign-up online using the “MUS 1400 Recital Performance Request” form found on the Music Department website.

Students are required to attend 14 eligible performances each semester. At the beginning of each semester, a list of recital and concert dates will be published and made available to you. Attendance is monitored through a QR Scan available at entrances to the performance venues. You are required to scan prior to and following the performance in order to receive credit. Of the 14 required performances, a minimum of 4 must be Musical Arts Series (MAS) concerts and a minimum of 4 must be the MUS 1400 performances. If there are fewer than four MAS concerts in a given semester, the number of MAS concerts presented will be the required number.

With the exception of students enrolled in the Bachelor of Music program, music majors are required to appear on the MUS 1400 student recital or in studio class at least once per semester following the first semester of applied study. This is a forum for students to perform and observe other students' performances. These performances are recorded for the purpose of study and evaluation by the performers and their teachers. Bachelor of Music majors must perform a minimum of two times each semester, with the exception of the first semester where one performance will be required.

Each semester students will have access to a Staff Pianist for their accompanying needs and are responsible for scheduling rehearsal times. Those failing to meet with the accompanist forfeit this service being provided and must hire their own pianist.

SCHEDULING RECITALS AND HEARINGS

The greater majority of our public recitals are presented in the Fine Arts Recital Hall. These must be scheduled through the Office Assistant in the Department of Music (FA 120) by completing and turning in the required forms available on the website for the Department of Music. Consult the performance calendar in the music office prior to scheduling recital/hearing dates.

When scheduling a recital, you will also want to consult the Staff Accompanist and the members of the faculty who you choose to serve on your committee. In addition to the date of the recital, you will want to reserve a time for the Recital Hearing and rehearsal time in the performance venue. The Recital Hearing will be scheduled at least two weeks prior to the recital date with your applied instructor and two other members of the music faculty. (Note: At least two of the committee members must have full-time status.)



The Recital Hearing will meet in a timeframe of 20-minutes. The committee will randomly choose portions from the full program presented. Only two attempts will be allowed for candidates to pass a recital hearing. In addition to the recital program, you will present program notes as part of your degree recital. These notes must be approved by the instructor and copies turned into the music office with each committee member's name prior to distribution. Evidence of plagiarism will be grounds for disciplinary action per the Southeastern Oklahoma State University Student Code of Conduct.

Once the recital and hearing dates have been scheduled and confirmed in the Department of Music Office, they will not be changed. If you are unable to perform the hearing or recital, the recital must be postponed to the following semester. Carefully consider the date and take into account the skill and preparation level in order for you to experience a successful outcome. Deadline for the paperwork to schedule your recital is 5:00 PM on Friday of the third week of classes each semester.



Recital.

Junior/Senior Recitals for Bachelor of Music in Performance Majors

Candidates for the Bachelor of Music with an emphasis in Performance will enroll in MUS 4241 in order to present a recital. Junior recitals require a minimum of 30 minutes of music and Senior recitals require 45 minutes of music.

Senior Recital for Bachelor of Music Education Majors

You may elect as a Bachelor of Music Education candidate to present a recital following guidelines set forth by the Department of Music. A recital for a BME major requires a minimum of 30 minutes of music. BME majors may also elect to present a Senior Project rather than a

Senior Project for Bachelor of Music Education Majors

The senior project is reserved for students in Music Education who may not attain the performance skills necessary to successfully complete a public recital, or students whose degree goals may better be enhanced through this option.

Guidelines for the Senior Project are as follows:

The student and instructor, along with the department chair, or if appropriate, music education faculty, must determine the direction and goals of the senior project. The applied instructor can supervise pedagogical projects that relate directly to the area of study but may seek guidance and assistance from other faculty members specializing in areas outside the scope of the applied teacher. The student is responsible for securing the appropriate materials necessary for completion of the project.

The instructor and student must determine the option for recital or project by the end of the junior year. All projects must be scheduled within the first three weeks of the semester presented. Projects must also include a hearing which takes place at least two weeks prior to the presentation. The committee must consist of three faculty, two of whom must have full-time status. The project must be presented in a public setting, and included in the MUS 1400 list of performances. Students should enroll in their normal applied lesson course number during the semester the senior project is presented. Applied lesson time should be used for senior project activities, including meetings or consultations with outside advisors/committee members. A rubric can be found on the Department of Music website.

Non-Degree Recitals

Non-music majors may present a recital at Southeastern. In this case, the recitalist should wait until all required degree recitals have been scheduled (after the third week of classes). Non-degree recitalists are required to secure their own accompanist and cover all costs associated with the recital

DEPARTMENTAL POLICIES AND PROCEDURES REGARDING DROPPING/WITHDRAWAL OF COURSES

Students are encouraged to limit drops/withdrawals to two (2) or fewer over their entire course of study (including General Education courses). Dropping courses can affect the student's ability to receive financial aid and can result in the loss of scholarships.

Any student who has major complications, illness, or situations that warrant attention from the Vice-President of Student Affairs, then the above policies do not apply once recognized and acted upon by the Vice-President. The Chair of the Department of Music must be contacted prior to consultation with the Vice-President of Student Affairs.

STUDENT COMPLAINTS

The majority of students at Southeastern Oklahoma State University typically complete their educational experience without feeling the need to pursue a complaint against a staff member, faculty member, the University, or another student. However, if a student has a complaint, they have the right to be heard. Students are encouraged to attempt to resolve issues directly with the individual involved. If that is not possible, here are some of the methods to make a complaint:

- Concerns about a course or students in a course should first go to the **Instructor**.
- Problems associated with ensembles, students, or scholarships should be addressed with the **Director of Choral Activities** or the **Director of Bands**.
- Scheduling and course related questions should go to your assigned **Academic Advisor**.
- Academic, instructional, and facilities complaints go to the **Chair** of the Department of Music.
- All students should complete faculty **evaluations** at the end of every course. It is helpful if you also provide comments for each course and faculty member.
- Please visit www.se.edu/academic-affairs/resources/ for more additional information about **academic appeals**.
- The **Maxient Incident Reporting Form** may be used to report concerning behavior, Title IX discrimination, violations of University polices, and other various concerns. These reports go directly to the Vice President of Student Affairs' office. The Maxient Report and additional information can be found at www.se.edu by following the "Student Complaints and Grievances" link.